

# LEMA



Shire of  
**Plantagenet**

LOCAL EMERGENCY  
MANAGEMENT ARRANGEMENTS



# GENERAL PLAN

2025

Adopted 26 August 2025 No.088/25

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1

# 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 Plantagenet and have been tabled with the Local Emergency Management Committee.



Date: 27/2/25

Chair Local Emergency Management Committee.  
Shire of Plantagenet President



Date: 27/2/2025

Local Emergency Coordinator  
Mount Barker Police, Officer in Charge



Date: 03-03-26

Chief Executive Officer  
Shire of Plantagenet

*Disclaimer: These arrangements have been produced by the Shire of Plantagenet 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 Plantagenet 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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## 1.2 Distribution

### *Full Unrestricted Version*

LEMC member organisations

Chief Executive Officer – Shire of Plantagenet

Deputy CEO

Shire President

Council Chambers

Chief Bush Fire Control Officer

Shire Directors and Managers

WA Police

DEMC – Business Unit Great Southern

SEMC - Business Unit (Perth)

DFES - Regional Office Great Southern

Neighbouring Shires

### *Public Access Restricted Version*

Shire of Plantagenet Administration Offices – Front Counter/Reception

Mount Barker Library [library@sop.wa.gov.au](mailto:library@sop.wa.gov.au)

Shire of Plantagenet Website: [www.plantagenet.wa.gov.au](http://www.plantagenet.wa.gov.au)



## 1.3 Document Availability

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

**Hardcopy:** Shire of Plantagenet  
22-24 Lowood Road  
Mount Barker WA 6324  
(During normal business hours)

**Online:** Shire of Plantagenet website: [www.plantagenet.wa.gov.au](http://www.plantagenet.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 Plantagenet  
PO Box 48  
Mount Barker WA 6324  
Ph: (08) 9892 1111  
Email: [info@sop.wa.gov.au](mailto:info@sop.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	2 December 2009	Draft	Andrew Buchanan
2	10 March 2010	Adopted	Council
3	9 December 2011	Annual Review	Andrew Buchanan
4	12 September 2013	Annual contact details update	Joanne Weekes
5	21 August 2014	Annual contact details update	Joanne Weekes
6	13 August 2015	Annual contact details update	Joanne Weekes
7	04 August 2016	Full review of LEMA Welfare Plan, Recovery Plan, Evacuation Plan.	Joanne Weekes
8	02 December 2019	Annual Review	Mike Barnes
9	13 October 2020	Annual Review	Mike Barnes
10	05 October 2021	Annual Review	Mike Barnes
11	2 March 2023	Annual Review	Mike Barnes
12	February 2025	Complete re-write and re-development	LR Winter



## 1.5 Glossary of Terms and Acronyms

Refer *Appendix 1*.



## 1.6 Related Documents & Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Plantagenet, 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 Welfare
  - Emergency Public Information
  - Animal Welfare in Emergencies
- National EM Plans.

### 1.6.2 *Local Emergency Management Plans*

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

- Local Recovery Plan (LRP) – 2025 (*Stand-alone SVP Local Recovery Plan*)
- Risk Management Plan – 2017 (*Appendix 3*)
- Plantagenet Emergency Relief and Support Plan (DoC)
- Higher Risk Persons and Groups Planning 2025 (*Appendix 6*)
- Animal Welfare in Emergency Plan (AWEP) 2025 (*Appendix 8*)



## 1.7 Local Emergency Management Policies

Policies for emergency management refer to any policies, which are unique to the Shire of Plantagenet being bylaws or operational policies. The Shire of Plantagenet policies relating to emergency management include:

- Emergency Management Policy (*Appendix 5*).



## 1.8 Agreements, Understandings and Commitments

### 1.8.1 Mutual Aid Understanding

The Shire of Plantagenet along with 11 local governments of the Great Southern Zone have an unwritten understanding for the provision of mutual aid during emergencies and post incident recovery

The purpose of this understanding is to:

- Facilitate the provision of mutual aid between neighbouring Local Governments during emergencies and post incident recovery.
- Enhance the capacity of 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 parties of this unwritten understanding include:

City of Albany	Shire of Katanning
Shire of Broomehill-Tambellup	Shire of Gnowangerup
Shire of Cranbrook	Shire of Kent
Shire of Denmark	Shire of Kojonup
Shire of Plantagenet	Shire of Jerramungup
Shire of Esperance	Shire of Ravensthorpe

### 1.8.2 Response Support

<b>Forestry Industry Federation</b>	Commitment to providing firefighting resources to any fire involving or threatening plantations and support local bushfire response on request.
<b>DBCA</b>	Memorandum of Understanding for the Cooperative Multi Agency Fire Operations Operating Principles.



## 1.9 Special Considerations

The Shire of Plantagenet has several special considerations, which may contribute to the likelihood or severity of an emergency.

Consideration	Season
<b>Bush Fire Season</b>	October – May
<b>Storm Season</b>	May - October
<b>Flooding Event</b>	Riverine Flooding Downpour Flash Flooding Restricted access
<b>Porongurup National Park</b> <ul style="list-style-type: none"> <li>○ Tourist Attraction</li> <li>○ Granite Skywalk Castle Rock Climb</li> </ul>	All Year
<b>Stirling Ranges</b> <ul style="list-style-type: none"> <li>○ Tourist Attraction</li> <li>○ Sport Enthusiasts (Bushwalking, Overnight hiking, Abseiling, Gliding)</li> <li>○ <a href="#">DBCA Park Alerts and Information</a></li> </ul>	All Year
<b>Public Events</b> <ul style="list-style-type: none"> <li>○ Agricultural Show</li> <li>○ Mount Barker Annual Camp draft</li> <li>○ Great Southern Festival</li> <li>○ Grape Escape Wine Festival</li> </ul>	November Jan/Feb May August
<b>Pardelup Prison Farm</b> <ul style="list-style-type: none"> <li>○ 85 Prisoners operating 6,500-acre farm</li> </ul>	All Year
<b>Seasonal Influx</b> <ul style="list-style-type: none"> <li>○ Wildflower Season</li> <li>○ School Holidays</li> <li>○ Grey Nomads</li> </ul>	September – October Christmas and Easter All Year
<b>Farming Seasons</b> <ul style="list-style-type: none"> <li>○ Harvesting (Reduced BFB Volunteers)</li> <li>○ Sales Yard (Bio Security)</li> </ul>	November - January All Year

# 2. OVERVIEW



## 2.1 Area Covered

This Plan covers the Shire of Plantagenet, located in the Great Southern Region of Western Australia, under the Local Government Act (1995). The Shire spans 4,875 square kilometres and is situated 359 km south of Perth and 50 km north of Albany. The Shire encompasses the town of Mount Barker and the settlements of Narrikup, Rocky Gully, Porongurup and Kendenup.

Bordering Local Governments include the City of Albany and the Shire's of Denmark, Manjimup, Cranbrook and Plantagenet.

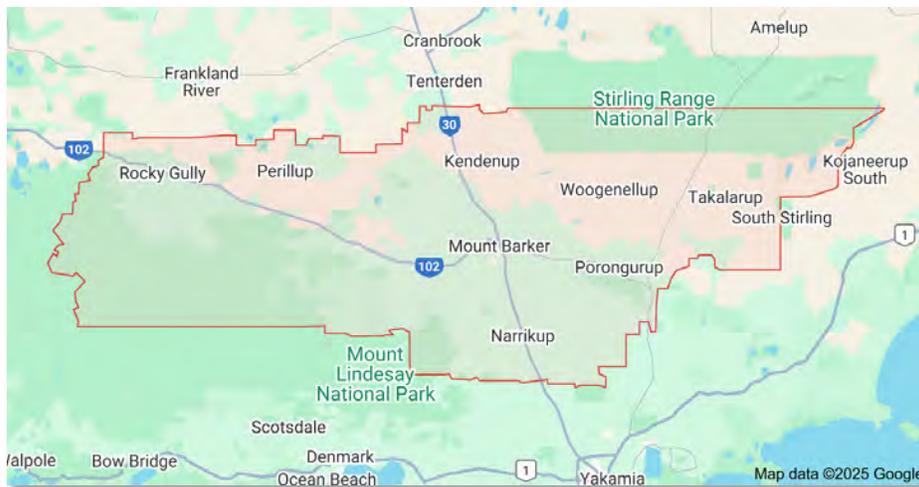


Figure 1

Figure 1- Shire of Plantagenet Boundaries/ Figure 2- Surrounding Local Gov't's

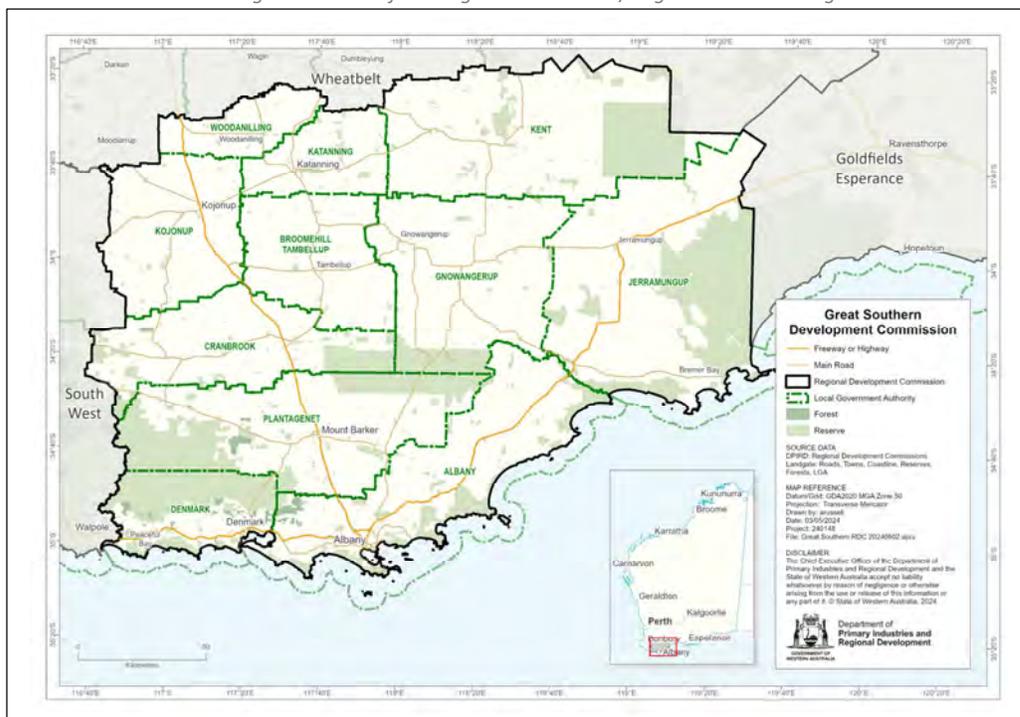


Figure 2



## 2.2 History and Culture

The Shire of Plantagenet is part of the traditional lands of the Noongar people, specifically the Goreng people. Porongurup Range is more than 1100 million years old and is a culturally sacred site and it is of significance to the whole Noongar nation.

European settlement in the Shire of Plantagenet began in the 1830s after Dr. Thomas Braidwood Wilson explored the region, attracting British settlers with its fertile land. Early settlers established farms and sheep grazing properties, fostering the growth of agriculture and the timber industry, which ultimately led to the development of Mount Barker, officially gazetted as a township in 1899. In the 1960's viticulture began due to the regions ideal cool climate leading to a thriving wine industry. Today, the Shire of Plantagenet is a vibrant rural region known for its agriculture, viticulture, and natural attractions.

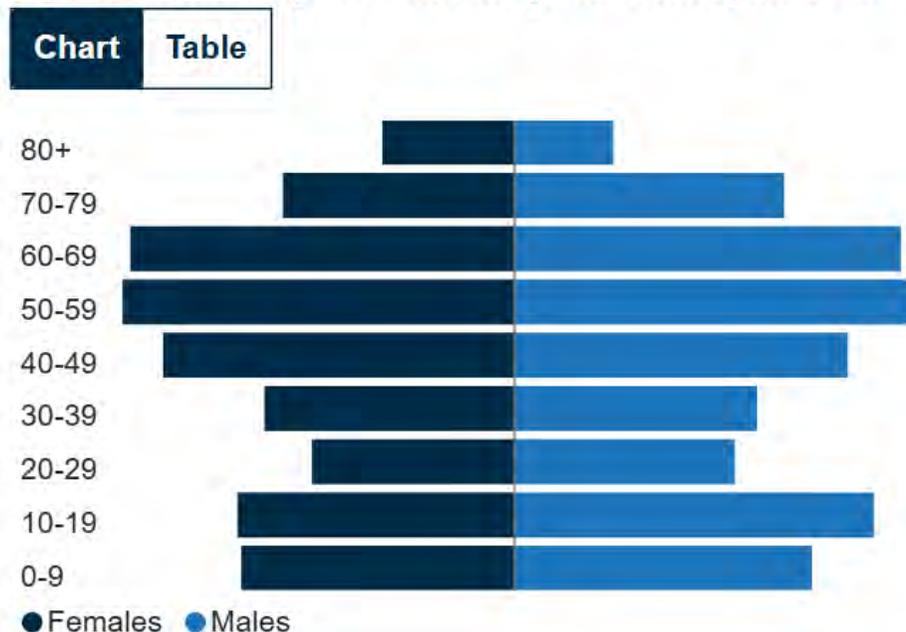


## 2.3 Population and Demographics

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

<b>5,276</b> Population	<b>0.2%</b> Annual Growth	<b>6</b> Natural Increase	<b>11</b> Net Overseas Migration	<b>-4</b> Net Internal Migration
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### Age structure by sex for the year ending 30 June 2019



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



## 2.4 Climate

The Shire of Plantagenet has a Mediterranean climate with warm dry summers and cool, wet winters. Average summer temperatures range from 12°C - 26°C, while winter temperatures average between 6°C - 15°C. The annual rainfall is around 740 mm falling mostly within the months of May to September. The predominant wind directions are from the East/South-East in summer and from the West/North-West in winter.



## 2.5 Topography

The Shire of Plantagenet is characterised by gently rolling hills, significant mountain ranges, extensive bushlands, and vital waterways that shape its natural environment. The Porongurup Ranges, rising to 670 metres ASL, and the bordering Stirling Ranges, reaching 1,095 metres ASL, provide dramatic landscapes and support diverse ecosystems. Key natural areas include Porongurup National Park, Mount Barker Hill Reserve, and various nature reserves, preserving native flora and fauna. The Shire is also traversed by several important rivers, including the Kalgan, Hay, Denmark, Kent, and Frankland Rivers. These natural assets play a crucial role in conservation, tourism, and local land management planning, ensuring the protection and sustainable use of the region's natural resources.



## 2.6 Economic Profile

The economy of the Shire of Plantagenet is largely driven by agriculture, with livestock farming (sheep and cattle) and viticulture (cool-climate wines) at its core. The eastern side of the Plantagenet Shire are to be found large crop farming farms. Cattle/stock yards saleyards are located at Mount Barker. The region is also supported by forestry and timber industries, along with a growing tourism sector driven by attractions like Porongurup National Park and local wineries. Mount Barker serves as the commercial hub, with retail and services catering to both the local community and visitors. While agriculture remains dominant, the diversification into wine production and tourism has strengthened the region's economic foundation.



## 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 Shire of Plantagenet 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.

<b>Power Sub Station</b>	Off Quangellup Road, Mount Barker
<b>Wind Farm</b>	3 km north of Mount Barker on Albany Hwy

### 2.7.2 *Gas Supply*

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

### 2.7.3 *Sewerage System*

Properties located in the townsite of Mount Barker are mostly connected to a reticulated sewerage service, residents in surrounding townsites rely on individual septic systems.

### 2.7.4 *Water Supply*

Residents in Mount Barker townsite receive water primarily through the state-operated Water Corporation network, which supplies treated potable water sourced from a storage facility. Farms and rural properties rely on rainwater tanks, bores, and dams for agricultural and household needs, with water availability influenced by seasonal rainfall patterns. Rocky Gully water storage is transported in daily.

<b>Mt Barker Water Storage Facility</b>	Mondurup Reserve, Off Marmion Street, Mount Barker
<b>Water Treatment Facility</b>	Bunker Street, Mount Barker
<b>Rocky Gully Water Storage Facility (Currently (2025) delivered by truck)</b>	Albany Highway near Yerriminup Road, Mount Barker

### 2.7.5 *Medical Services*

<b>Mount Barker Hospital</b>	66-68 Langton Road, Mount Barker	(08) 9892 1222
<b>Plantagenet Medical</b>	70 Marmion Street, Mount Barker	(08) 9892 1000
<b>City of Albany Hospital (50 km South of Shire)</b>	30 Warden Ave, Spencer Park, Albany	(08) 9892 2222

## 2.7.6 Transport & Airport Facilities

**ROAD:** The Shire of Plantagenet is serviced by a number of main arterial roads, these being Albany Highway and Highway. To see updates on current road conditions visit [Main Roads Travel Map - Map](#).

**AIRPORT:** The Shire of Plantagenet has several small privately owned, unsealed airstrips in Mount Barker area which serves for recreational aviation, and agricultural purposes.

The City of Albany known as the Harry Riggs Albany Regional Airport features a 1,800m sealed runway, capable of accommodating aircraft up to the size of a Boeing 737. Flights to Perth run 3-4 times per day provided by Rex Regional Express that operate Saab 340 aircraft (34 seats).

## 2.7.7 Communications Infrastructure

The Shire of Plantagenet's mobile phone towers are located in the following locations:

- Mount Barker Hill
- Rocky Gully
- Kendenup (Telstra)
- Narrikup
- Takalarup
- 30138 Albany Hwy

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

The Shire of Plantagenet's has a number of radio tower sites as listed below.

Location	Description	Owner	Contact
Tower Road Mount Barker	Radio tower site UHF site	WAPT	(08) 9892 9300
Pardelup Rd, Pardelup. (on Pardelup Work Camp site)	Radio tower site	WAPT	(08) 9892 9300
Takalarup	Radio tower site	WAPT	(08) 9892 9300
Nayapeelyur Hill Woodlands Road Porongurup Ranges	Radio tower site	DFES/ DBCA	(08) 98455 000
South of Turpin Road on Shaun Cameron property	Radio tower site	DFES	(08) 98455 000
Mt Barrow Bevan Road	Radio tower site	Shire	(08) 9892 1111

## 2.7.8 Public Facilities

The Shire of Plantagenet has basic social infrastructure facilities that can assist with the response and recovery process, including:

Facility	Location	Description	Contacts
<b>Shire of Plantagenet Administration Offices</b>	22-24 Lowood Road, Mount Barker	Meeting rooms, Council chambers, internet, kitchen, toilet	(08) 9892 1111 0428 512 356 AH <a href="mailto:info@sop.wa.gov.au">info@sop.wa.gov.au</a>
<b>Mount Barker Recreation Centre</b>	Albany Highway, Mount Barker	Main Hall, kitchen, toilets/ showers, gym area	(08) 9851 2122 <a href="mailto:recreation@sop.wa.gov.au">recreation@sop.wa.gov.au</a>
<b>Shire of Plantagenet Depot</b>	236 Langton Road, Mount Barker	Offices, internet, toilets, sheds, large open area, water tanks	(08) 9851 2356 <a href="mailto:info@sop.wa.gov.au">info@sop.wa.gov.au</a>
<b>Saleyards</b>	32416 Albany Highway, Mount Barker	Cattle yards, water, toilets, open paddock area	(08) 9851 2444
<b>Kendenup Agricultural Grounds</b>	Beverley Road/Chauvel Road Kendenup		
<b>Porongurup Hall</b>	Porongurup Road		
<b>Narrikup hall</b>	Hannan Way, Narrikup		
<b>Frost Park</b>	McDonald Av. Mt Barker		

Contacts and other relevant information for listed facilities can be found in Shire of Plantagenet Contacts and Resources Directory – see **Appendix 4**.

Additionally the Shire's [Online Community Directory](#) provides key local contacts.

## 2.7.9 Emergency Services

Emergency services available and resourced to assist the Shire when responding to emergency incidents.

Agency	Location	Contact
<b>All Emergencies 000</b>		
<b>WA Police – Mount Barker</b>	13 Mount Barker Rd, Mount Barker	(08) 9851 5200 or (08) 9851 1122
<b>St. John WA (SJWA)</b>	Lot 75 Mount Barker Rd, Mount Barker	(08) 9851 1852 <a href="mailto:MtBarker.Subcentre@stjohnwa.com.au">MtBarker.Subcentre@stjohnwa.com.au</a>
<b>SJWA Regional Office</b>	240 Middleton Rd. Mira Mar WA 6330	9841 4212 <a href="mailto:Albany.Subcentre@stjohnwa.com.au">Albany.Subcentre@stjohnwa.com.au</a>
<b>SJWA Rocky Gully</b>	65 Westfield Rd. Rocky Gully WA 6397	<a href="mailto:Rockygully.Chair@stjohnwa.com.au">Rockygully.Chair@stjohnwa.com.au</a>
<b>SJWA Community Medic</b>		0418 317 231 <a href="mailto:CP.GTS51@stjohnwa.com.au">CP.GTS51@stjohnwa.com.au</a>
<b>Mount Barker Hospital</b>	66-68 Langton Road, Mount Barker	(08) 9892 1222
<b>DFES Regional Office – Albany</b>	5 Hercules Crescent, Albany	(08) 9845 5000 <a href="mailto:albany.reception@dfes.wa.gov.au">albany.reception@dfes.wa.gov.au</a>
<b>(DBCA)</b>	120 Albany Highway, Albany	(08) 9842 4500
<b>State Emergency Services (SES)</b>	39 Ormond Rd, Mount Barker	<a href="mailto:mtbarker.ses@gmail.com">mtbarker.ses@gmail.com</a> 0448 511 127 Duty Phone
<b>Community Emergency Services Manager (CESM)</b>	DFES/ Shire of Plantagenet	9892 1149 <a href="mailto:cesm@sop.wa.gov.au">cesm@sop.wa.gov.au</a>
<b>BFB Chief Bush Fire Control Officer (CBFCO)</b>	Shire of Plantagenet	0427 511 350 <a href="mailto:cbfco@sop.wa.gov.au">cbfco@sop.wa.gov.au</a>
<b>Denbarker BFB</b>	Shire of Plantagenet	0428 969 883 Captain/FCO
<b>Forest Hill BFB</b>	Shire of Plantagenet	0409 424 766 Captain/FCO
<b>Perillup BFB</b>	Shire of Plantagenet	0428 188 862 Captain/FCO
<b>Kendenup/Martagallup BFB</b>	Shire of Plantagenet	0497 860 754 Captain/FCO
<b>Middle Ward BFB</b>	Shire of Plantagenet	0488 030 945 Captain/FCO
<b>Narrikup BFB</b>	Shire of Plantagenet	0487 930 351 Captain/FCO
<b>Perillup BFB</b>	Shire of Plantagenet	0428 188 862 Captain/FCO

<b>Porongurup BFB</b>	Shire of Plantagenet	0447 764 212 – Captain/ FCO
<b>Porongurup South BFB</b>	Shire of Plantagenet	0499 459 974 – Captain/ FCO
<b>Rocky Gully BFB</b>	Shire of Plantagenet	0417 122 017 – Captain/FCO
<b>Woogenellup BFB</b>	Shire of Plantagenet	0427 505 612 - Captain/ FCO
<b>Volunteer Fire and Rescue</b>	Lot 576 Lowood Road, Mount Barker	(08) 9851 1774 <a href="mailto:mountbarkervfrs@bigpond.com">mountbarkervfrs@bigpond.com</a>
<b>Plantagenet – Ranger</b>	Shire of Plantagenet	0419 042 237
<b>Forrest Product Commission (FPC)</b>	444 Albany Highway, Orana	(08) 9845 5630 0428 928 760
<b>Pardelup Prison Farm</b>	156 Pardelup Road, Forest Hill	(08) 9851 3700 0477 114 572
<b>ARC Rail</b>		(08) 9326 2111 0427 478 833

# 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 the Shire of Plantagenet.

**Purpose** of this LEMA is to *maximise* safety and ensure sound recovery of the Shire of Plantagenet's 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 of Plantagenet

Describe strategies and priorities for emergency management within the Shire of Plantagenet

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 of Plantagenet



### 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 HMAs' 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.

This LEMA applies to:

Apply to the area of the Shire of Plantagenet

Cover areas where the Shire of Plantagenet 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.



### 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 Plantagenet's Contacts and 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).



## 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 Plantagenet 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 Plantagenet, to ensure the desired level of support is achieved. (E.g. Local Recovery Coordinator- Local Liaison Officer- CESM.)

### 3.7.2 Response

All Shire of Plantagenet resources are registered and identified in the Shire's asset register located in the Contacts and Resource Directory (see [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.

## ACTION

- SHIRE OF PLANTAGENET 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 PLANTAGENET TO ALLOCATE AN ACCOUNT NUMBER IMMEDIATELY AS AN OPERATION IS MOUNTED TO PROVIDE AND RECORD THE NECESSARY FUNDING REQUIRED.
- IN A DECLARED STATE OF EMERGENCY WHEN THE INCIDENT MEETS DRFAWA ELIGIBILITY REQUIREMENTS THE SHIRE OF PLANTAGENET IS TO SEEK RECOVERY FUNDING – SEE LOCAL RECOVERY PLAN APPENDIX 1.

# 4. LOCAL EMERGENCY MANAGEMENT COMMITTEE



## 4.1 Introduction

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

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 LEMAs for the area. The LEMC will assist in developing LEMAs and coordinate its emergency management partners/stakeholders within its region.

The [LEMC Handbook](#) developed by the SEMC, provides local governments with a summary of the actions and best practice principles to assist Local Government in meeting their legislative responsibilities.



## 4.2 LEMC Role

The LEMC performs a vital role when assisting the Shire of Plantagenet and its community to be prepared for major emergencies by:

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

**Providing advice to 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 LEMC shall meet as determined by the Executive Officer on the first Thursday of every March, June, September and December. The LEMC shall meet quarterly or more frequently 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

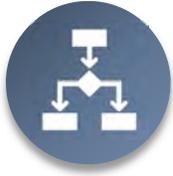
LEMC membership includes the Shire of Plantagenet representatives and the Local Emergency Coordinator OIC WA Police Force Mount Barker. Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Shire of Plantagenet, 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 Plantagenet	Chair	✓
	Deputy Chair	✓
	Local Recovery Coordinator	✓
	Local Government Liaison Officer	✓
	Executive Officer	✓
	Administration Support Officer	✓
	Shire Managers	✓
	Chief Bush Fire Control Officer (CBFCO)	✓
WA Police	Local Emergency Coordinator (Local OIC)	✓
Dept. of Communities	Regional Coordinator Emergency Relief and Support	✓
DFES	District Emergency Management Advisor	✓
DFES	District Officer Emergency Management	✓
Volunteer Fire & Rescue Service	Representative	✓
Dept. of Health – Mt Barker Hospital	Representative	✓
Dept. of Biodiversity, Conservation and Attractions (DBCA) Albany District	Representative	✓
DBCA – Frankland Rocky Gully district	Representative	✓
Dept. of Housing	Representative	✓
Dept. of Education (Local Principles)	Representative	✓
Dept. of Primary Industries & Regional Development (DPIRD)	Representative	✓
Water Corporation	Representative	✓
Western Power	Representative	✓
St. John WA (SJWA) Mount Barker	Representative	✓
St. John WA Regional Paramedic	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 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<sup>st</sup> 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. ([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 and updated.

A LEMC Special Agenda can be viewed at [Appendix 10 \(c\)](#).

# 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 Plantagenet 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](#) – see **Appendix 2**.



## 5.2 Hazards Identified

The Shire of Plantagenet has undertaken a risk analysis within its district using the [National Emergency Risk Assessment Guidelines](#), the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines. There are 28 State Hazards in Western Australia under state emergency legislation, that are detailed in [State Risk Profile Fact Sheets](#). As a participant of the State Risk Project and the following hazards were identified as the Shire’s top three risks.



Fire



Severe Storm



Biosecurity

The HMAs are responsible for the above hazards and develop, test, and review appropriate emergency planning for these designated risks – See [State Plans](#).

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 SEMC is currently in the next phase of assessing state risk, with an intent to leverage emerging tools, technologies and scientific research. This will enable a shift from a long-term static view of risk to a framework that will incorporate systemic risk, as well as dynamic risk assessment.

The Shire of Plantagenet is committed to developing and implementing Local Emergency Risk Management Strategies according to their priority using the resources of the [State Risk Toolbox](#).

For the district risk profile report see [The Great Southern Emergency District – Risk Assessment Report](#).

# 6. RESPONSE & COORDINATION

## EMERGENCY OPERATIONS

The Emergency Management Act 2005 allows Hazard Management Agency/s (HMA)'s 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 Plantagenet 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.

Shire 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 Incident Support Group (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. Shire of Plantagenet is committed to providing assistance/support, if required resources are available, through the ISG if, and when, formed.

## 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/have 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 Plantagenet. The following table identifies suitable locations where ISG meetings can be held within the Shire.

Venue	Address	Contact	Facilities
<b>Shire of Plantagenet Administration Offices</b>	22 -24 Lowood Road Mount Barker	(08) 9892 1111 CEO	Meeting room, chambers, offices, kitchen, internet, toilets, admin support
<b>Mount Barker Court House</b>	13 Mount Barker Road Mount Barker	(08) 9851 1122 OIC Mt Barker Police	Meeting room, offices, kitchen, internet (starlink), toilets, admin support



## 6.3 Emergency Coordination 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
Shire of Plantagenet Administration Offices	22 -24 Lowood Road Mount Barker	(08) 9892 1111	Meeting room, chambers, offices, kitchen, internet, toilets, admin support, back-up power source

### SECONDARY

Venue	Address	Contact	Facilities
Mount Barker Police Station	13 Mount Barker Road Mount Barker	(08) 9851 1122 OIC Mt Barker Police	Meeting room, offices, kitchen, internet (starlink), toilets, admin support

### REGIONAL OPERATION CENTRES (ROC)

Venue	Address	Contact	Facilities
DFES Regional Headquarters	5 Hercules Crescent, Albany	(08) 9845 5000	Fully equipped Level 3 ICC
DFES South Coast Region	120 Albany Hwy, Albany	(08) 9842 4500	Fully equipped ICC, portable offices, support trailers, cooking vans, ablutions



## 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 of 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 them become 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 identification

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 Plantagenet has the ability to support official emergency messaging through local communication systems including:

Shire website/ Facebook	Local newsletters
Post Office	Community notice boards
SMS notification 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:

- One • Possible loss of life or a major threat to many properties or the large-scale environment
- Two • Impact is expected within 12 hours or is occurring at the time
- Three • A large number of people need to be warned
- Four • 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 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 Australian Warning System

The [Australian Warning System](#) is a new national approach to information and warnings during emergencies like bushfire, flood, storm, extreme heat and severe weather. The System uses a nationally consistent set of icons, like those below that are displayed on the Emergency app and [website](#).



### 7.1.5 *DFES Public Information*

DFES provides a range of official information sources to help you stay up to date.

DFES recorded information line	1300 657 209
SES assistance	132 500
Emergency WA Website/ App	<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>

[Emergency WA](http://www.emergency.wa.gov.au) is coordinated by the Department of Fire and Emergency Services on behalf of the Government of Western Australia and provides a near-real time feed of incidents reported around the State.

### 7.1.6 *Additional Information Outlets*

Local ABC Radio	558/ 630AM
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, their eventual safe and timely return.

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

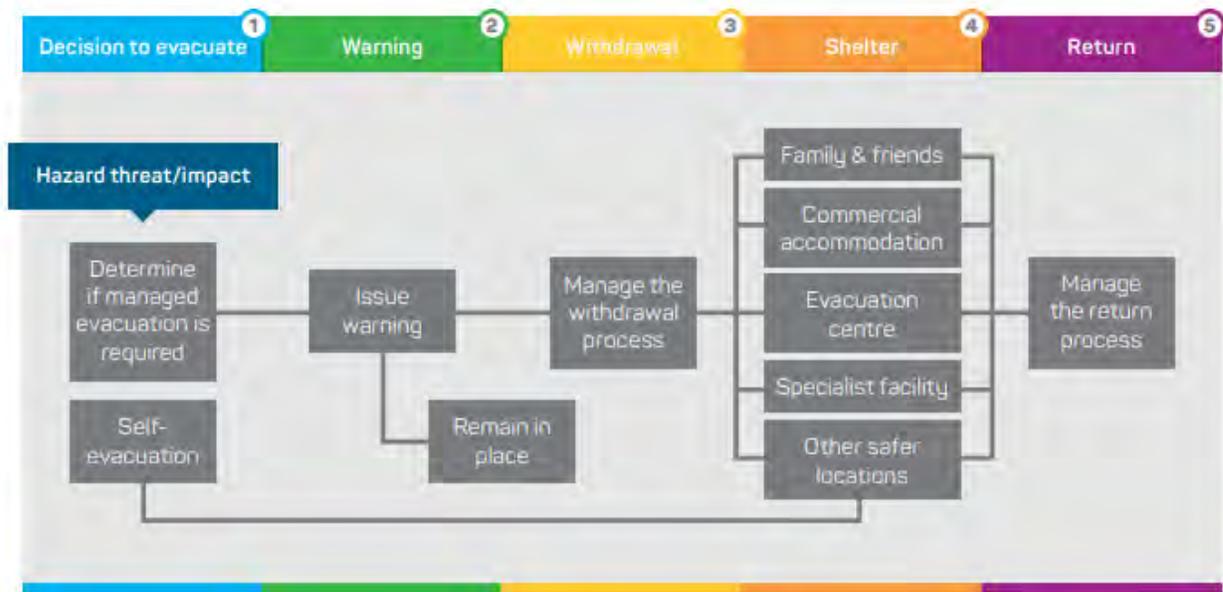


Figure 2: Evacuation 5 Step Process



## 8.1 Evacuation Management

Evacuating people 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 Plantagenet 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 relief support functions led by Communities – see **Appendix 9**.

### PRIMARY EVACUATION CENTRES

Building Name	Site Address	Max	Sleeping	Contact details
Mount Barker Rec Centre	Off Albany Hwy., Mt Barker	376	376	9851 2122

### SECONDARY EVACUATION CENTRES (TBA)




## 8.2 Higher Risk Persons and Groups

The Shire of Plantagenet depends on agencies responsible for Higher Risk Persons and Groups to ensure suitable planning and response capabilities for supporting people with special needs.

Certain community groups, such as the elderly, tourists, children and individuals with physical disabilities, are considered "Higher Risk Persons." **Appendix 6**, the Higher Risk Persons and Groups Plan, outlines the necessary actions for working with these individuals and for evacuation procedures. The Shire of Plantagenet has a significant senior population, with more than 45% of residents aged 50 or older and 14% being over 70.



## 8.3 Evacuation Routes

Evacuation routes are principally from evacuation assembly areas to Evacuation Centres. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPF will determine strategic course of action at the time, particularly timelines for the evacuation.

Extensive mapping information can be obtained from the Shire of Plantagenet's website and agencies such as Department of Biodiversity Conservation and Attractions.



## 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 Support Organisations including the Department of Communities, the Department of Health and Shire of Plantagenet.

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 Emergency Relief and Support Plan for the Shire of Plantagenet (see **Appendix 7**).



## 9.1 Communities Local Evacuation Centre Coordinator (LECC)

The Department of Communities appoints the Local Evacuation Centre Coordinator (LECC) – see **Appendix 2** for description of Roles and Responsibilities – Welfare Emergency Relief and Support.



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

The Shire of Plantagenet nominates and appoints the Local Government Liaison Officer (LGLO) *assist Communities to provide liaison between Communities and the Local Government in the provision of Emergency Relief and Support.* This may include the management of the evacuation centre such as building opening, closing, security and maintenance it also includes supporting Communities with liaison with the local community.



## 9.3 Register Find Reunite

Department of Communities are 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 Shire of Plantagenet in conjunction with Communities has identified suitable facilities within different localities. These centres have been assessed and extensive information provided within the Evacuation Centres Register available for activation as required by the HMAs/IC (see 8.1.4 and **Appendix 9** for the Shire's nominated 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 are 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 within the Local Emergency Relief and Support Plan Appendix 1.

Two Emergency Kits have been prepared with resources and forms required for the operation of an evacuation centre located at the Shire Administration Office and Recreation Centre.

### 9.4.1 Animals

Animals except for assistance animals are not permitted within Evacuation Centres.

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.

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 [State EM Policy](#), 5.9.7 and [State Support Plan – Animal Welfare in Emergencies.\(SSP AWiE\)](#)

The Shire of Plantagenet Animal Welfare in Emergencies Plan (AWEP) (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.
- MANAGING ANIMAL WELFARE IS PRIMARILY THE RESPONSIBILITY FOR OWNER WITH ASSISTANCE FROM SHIRE IF IT GETS BEYOND THE CAPACITY OF OWNER
- DPIRD IS RESPONSIBLE FOR MANAGING SSP AWiE.
- COMMUNITIES DEVELOPS, MAINTAINS AND ENACTS SHIRE OF PLANTAGETET LOCAL EMERGENCY RELIEF & SUPPORT PLAN.
- THE SHIRE DEPUTY CHAIR IS THE LGLO.
- REGISTER FIND UNITE RESPONSIBILITY ACTIONED BY COMMUNITIES SUPPORTED BY AUSTRALIAN RED CROSS.
- IDENTIFIED EVACUATION CENTRES- REFER EMERGENCY EVACUATION CENTRES – APPENDIX 9.
- RANGERS TO SUPPORT DBCA, DPIRD IN ANIMAL WELFARE ACTIONS.

# 10

## 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, which can be viewed and read in conjunction with this Plan.

The Shire of Plantagenet LRP (stand-alone plan) provides clear guidance on effective recovery management, outlining key concepts, principles, and values for Shire staff, partner agencies and the 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. The September LEMC meeting will combine the LEMC meeting with an exercise.

### 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 quarterly – Contacts and Resource Directory (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**

## 12. APPENDICES

<b>1</b>	<b>Glossary of Terms and Acronyms</b>
<b>2</b>	<b>Roles and responsibilities</b>
<b>3</b>	<b>Bushfire Response Plan</b>
<b>4</b>	<b>Emergency Contacts and Resources Directory</b>
<b>5</b>	<b>(a) Shire of Plantagenet EM Policy &amp; (b) LEMC Terms of Reference</b>
<b>6</b>	<b>Higher Risk Persons &amp; Groups Plan</b>
<b>7</b>	<b>Dept. of Communities – Emergency Relief and Support Plan</b>
<b>8</b>	<b>Emergency Animal Welfare Plan</b>
<b>9</b>	<b>Evacuation Centre Directory</b>
<b>10</b>	<b>Templates: (a) SitRep, (b) Media Guide, (c) LEMC Special Agenda</b>
<b>11</b>	<b>Specialty Maps: Major Features Location &amp; Hazardous Locations Map</b>

# LEMC TERMS OF REFERENCE

## Name

The name of the committee shall be the 'The Shire of Plantagenet 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 Plantagenet community and stakeholder groups.

## Objectives

- a) To develop emergency management arrangements, that 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 the 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 to further emergency management objectives and cooperation.
- 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 Plantagenet 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](#)); and,
- 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.

## 4. Membership

Membership of the Shire of Plantagenet 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 Plantagenet	Chair (Councillor)	✓
	Deputy Chair	✓
	Local Recovery Coordinator	✓
	Local Government Liaison Officer	✓
	Executive Officer	✓
	Administration Support Officer	✓
	Chief Bush Fire Control Officer (CBFCO)	✓
	Community Emergency Services Manager (CESM)	✓
	Shire Executive Managers, if required	✓
WA Police	Local Emergency Coordinator (Local OIC)	✓
Dept. of Communities	Local Evacuation Centre Coordinator	✓
DFES	District Emergency Management Advisor	✓
DFES	District Officer Emergency Management	✓
DFES	Superintendent if required	✓
Volunteer Fire & Rescue Service	Representative	✓
Dept. of Health – Plantagenet District Hospital (PDH)	Representative	✓
Dept. of Biodiversity, Conservation and Attractions (DFCA)	Representative – Albany District	✓
	Representative – Franklin District	✓
Dept. of Education (Local Principles)	Representative – Mount Barker Community College	✓
	Representative – Kendenup Primary School	✓
Dept. of Primary Industries & Regional Development (DPIRD)	Representative	✓
Water Corporation	Representative	✓
Western Power	Representative	✓
St. John Ambulance	Representative – Chair, Mount Barker	✓
	Representative – Chair, Rocky Gully	✓
	Representative – Community Paramedic	✓
Community Members	Representative	✓
CALD Community	Representative	✓
Vulnerable Community	Representative	✓

## Appendix 5b



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.

### **5. Management**

The Committee shall consist of a Shire appointed Chairperson, Executive Officer and administrative support officer. The Local Emergency Coordinator (Police OIC) 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.

## 8. Governance Arrangements

LEMC annual meeting procedures and agenda focus.

<p><b>Every Meeting</b></p>	<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>
<p><b>1<sup>st</sup> Quarter August</b></p>	<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>
<p><b>2<sup>nd</sup> Quarter November</b></p>	<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>
<p><b>3rd Quarter February</b></p>	<ul style="list-style-type: none"> <li>• Identify emergency management projects for possible grant funding</li> </ul>
<p><b>4th Quarter May</b></p>	<ul style="list-style-type: none"> <li>• National and State funding nominations</li> </ul>

# GLOSSARY OF TERMS & ACRONYMS

## Glossary of Terms

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

Term	Meaning
<b>AIIMS</b>	Australasian Interagency Incident Management System is a nationally adopted structure to formalise a coordinated approach to emergency incident management.
<b>Combat</b>	To take steps to eliminate or reduce the effects of a hazard on the community.
<b>Combat Agency</b>	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.
<b>Command (Vertically within an Organisation)</b>	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.
<b>Control</b>	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.
<b>Controlling Agency (CA)</b>	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>○ legislation other than the Emergency Management Act 2005; or</li> <li>○ by agreement between the relevant Hazard Management Agency and one or more agencies.</li> </ul>

<b>Coordination</b>	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.
<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. 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 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 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.

# Appendix 1

<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.
<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 and 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.

<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.
<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 specialized 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 minimize 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.

## Acronyms

Acronym	Meaning
ABS	Australian Bureau of Statistics
AWS	Australian Warning System
AIIMS	Australasian Inter-service Incident Management System
BFS	Bush Fire Service
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

# Appendix 1

<b>LEMC</b>	Local Emergency Management Committee
<b>LGA</b>	Local Government Authority
<b>LRC</b>	Local Recovery Coordinator
<b>LRG</b>	Local Recovery Group
<b>OASG</b>	Operations Area Support Group
<b>OIC</b>	Officer in Charge
<b>PTA</b>	Public Transport Authority
<b>RSPCA</b>	Royal Society for the Protection of Cruelty against Animals
<b>SEC</b>	State Emergency Coordinator
<b>SECG</b>	State Emergency Coordination Group
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SITREPS</b>	Situation Reports
<b>SOP</b>	Standard Operating Procedures
<b>SHPs</b>	State Hazard Plans
<b>VBFS</b>	Volunteer Bush Fire Service
<b>VFRS</b>	Volunteer Fire and Rescue Service
<b>WAPF</b>	Western Australian Police
<b>LWAPF</b>	Local Western Australian Police

# 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
AIR CRASH	Commissioner of Police	WA Police Force
ANIMAL OR PLANT, PESTS OR DISEASES	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the <b>COLLAPSE OF A STRUCTURE OR LANDFORM</b> (collapse)	Fire and Emergency Services Commissioner	DFES
CYCLONE	Fire and Emergency Services Commissioner	DFES
EARTHQUAKE	Fire and Emergency Services Commissioner	DFES
<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
<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> <li>• Shire of Plantagenet in Shire of Plantagenet districts outside of gazetted fire districts and DBCA land.</li> </ul>

## Appendix 2

<b>FLOOD</b>	Fire and Emergency Services Commissioner	DFES
<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
Actual or impending <b>SPILLAGE, RELEASE OR ESCAPE OF A BIOLOGICAL, SUBSTANCE</b> that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
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
<b>HEATWAVE</b>	Chief Executive Officer, Department of Health	Department of Health
<b>HOSTILE ACT</b>	Commissioner of Police	WA Police Force
<b>HUMAN EPIDEMIC</b>	Chief Executive Office, Department of Health	Department of Health
<b>LAND SEARCH</b> – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
<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

## Shire of Plantagenet Roles & Responsibilities

Local role	Description of Responsibilities
Shire of Plantagenet	<ul style="list-style-type: none"> <li>• Responsibilities of the Shire of Plantagenet (the Shire) as a Local Government are defined in Section 36, <a href="#">EM Act</a>:</li> <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>
Local Emergency Coordinator (LEC)	<ul style="list-style-type: none"> <li>• The responsibilities of LEC are defined in Section 36 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 Shire of Plantagenet’s local 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>
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 Plantagenet, provides local knowledge input and provides details contained in the LEMA.</li> </ul>

# Appendix 2



Local role	Description of Responsibilities
<p>Shire of Plantagenet – Incident Management</p>	<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> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implement procedures that assist community and emergency services 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>
<p>Other Shire of Plantagenet Officers</p>	<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</li> <li>○ Shire Senior Ranger/ EM Officer</li> <li>○ Shire Chief Bush Fire Control Officer</li> <li>○ Local Unit Manager State Emergency Services</li> </ul>

## Emergency and Support Agencies

Agency	Description Of Responsibilities
<p>Controlling Agency</p>	<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>

## Hazard Management Agency

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

Function:

- Undertake responsibilities where prescribed for these aspects [EM Regs]
- Appointment of Hazard Management Officers [s. 55 of the Act]
- Declare / Revoke Emergency Situation [s. 50 & 53 of the Act]
- Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2]
- Ensure effective transition to recovery by Shire of Plantagenet

## Combat Agency

A Combat Agency is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency

## 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

## Emergency Relief and Support

Agency	Description Of Responsibilities
<p>Department of Communities (Communities)</p>	<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> <ul style="list-style-type: none"> <li>• Establish, chair and manage the activities of the State Emergency Relief and Support Committee and Emergency Relief and Support Coordination Group, where determined appropriate by Communities District Director</li> <li>• Prepare, circulate, test and maintain the Local Emergency Relief and Support Plans</li> <li>• Represent Communities and the emergency relief and support services function on the LEMC and Local Recovery Group</li> <li>• Establish and maintain the Local Evacuation Centre</li> <li>• Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities</li> <li>• Coordinate provision of emergency relief and support services during response and recovery of emergency</li> <li>• Represent Communities on the Incident Support Group when required</li> </ul>
<p>Shire Local Government Liaison Officer (Emergency Relief and Support)</p>	<ul style="list-style-type: none"> <li>• Provide liaison between Communities and the Local Government in the provision of Emergency Relief and Support. <i>(Note: the Liaison Officer role applies even if the facility isn't owned by the Local Government for example if the community were evacuated to a neighbouring Local Government facility the Local Govt. of the evacuated community should still provide a Liaison Officer).</i></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>○ Local liaison with the community</li> <li>○ Maintenance of establishments</li> <li>○ Security of establishments</li> <li>○ Opening and closing establishments</li> </ul> </li> </ul>
<p>Australian Red Cross</p>	<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>

# Appendix 2



## Shire Rangers

- Assist with Animal Management in effected areas and at Evacuation Centres



Shire of  
**Plantagenet**

Mount Barker • Kendenup • Narrikup  
Porongurup • Rocky Gully

**SHIRE OF  
PLANTAGENET**

**BUSH FIRE  
RESPONSE PLAN**

Adopted: 10 November 2008

Revised: 30 September 2024

# Appendix 3



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<b>Distribution List</b>	
<b>Location/Officer</b>	<b>No. of Copies</b>
Incident Command Centres	1 each
Shire President	1
Chief Executive Officer	1
Executive Manager Corporate & Community Services	1
Executive Manager Infrastructure and Assets	1
Executive Manager Development & Regulatory Services	1
Community Emergency Services Manager	1
Ranger Services	1
Environmental Health Officer	1
Bush Fire Advisory Committee Chair	1
Chief Bush Fire Control Officer	1
Deputy Chief Bush Fire Control Office 1	1
Deputy Chief Bush Fire Control Office 1	1
Chief Weather Officer	1
Deputy Chief Weather Officer 1	1
Deputy Chief Weather Officer 2	1
Bush Fire Brigades	1 Each
Mount Barker Volunteer Fire and Rescue Service	1
Records	1
Shire Office front counter – Public Copy	4
Plantagenet Library – Public Copy	4
Western Australian Police Force	1
Department of Fire and Emergency Services	1
<b>Department of Biodiversity, Conservations and Attractions</b>	
South Coast	1 Each
Walpole	
<b>St John Ambulance</b>	
Mount Barker	1 Each

# Appendix 3

Kendenup	
Rocky Gully	

DRAFT

# Appendix 3

## RECORD OF AMENDMENTS

Suggestions and comments from the bush fire community and stakeholders can help improve this plan and later reviews.

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

Chairperson  
Bush Fire Advisory Committee  
Shire of Plantagenet  
PO Box 48  
Mount Barker WA 6324

The Chairperson will refer to any correspondence to the BFAC executive for consideration and/or advice to the Shire Council.

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

Number	Date	Amendment summary	Author
1	4 February 2009	Version 1.0	David Burcham
2	30 September 2024	Major review Draft	Mike Barnes
3	30 April 2025	Review amendments after one season	Mike Barnes
4			
5			
6			
7			
8			
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15			

NOTE - \*The position receiving the amendments, manages replacing the pages as appropriate, and completing the amendment record.

This plan will be reviewed every two years unless there is a major incident, in which changes are recommended.

# Appendix 3

## Acronyms

AIIMS	Australasian Inter-Service Incident Management System
BFB	Bush Fire Brigade
BFS	Bush Fire Service
BOM	Bureau of Meteorology
CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
CFWO	Chief Fire Weather Officer
ComCen	Communications Centre
DCBFCO	Deputy Chief Bush Fire Control Officer
DCFWO	Deputy Chief Fire Weather Officer
DBCA	Department of Biodiversity, Conservations and Attractions
DFES	Department of Fire and Emergency Services
FCO	Fire Control Officer
FCP	Forward Control Point
IC	Incident Controller
ICC	Incident Control Centre
ICV	Incident Control Vehicle
ISG	Incident Support Group
IMT	Incident Management Team
LO	Logistics Officer
OASG	Operational Area Support Group
OO	Operations Officer
PIO	Public Information Officer
PO	Planning Officer
SES	State Emergency Service
VBFB	Volunteer Bush Fire Brigade
VFRS	Volunteer Fire and Rescue Service
PAFTACS	<b>Operational Acronym meaning:</b> Position/Property threatened, Area Fuel load Time to control Assistance required Communications/Control point, and Surface wind conditions.
WAPF	Western Australian Police Force

## PART ONE - Response

### 1.1 Requests for Out Of Area Assistance to Plantagenet

Requests for resources outside of the Great Southern must be made through the Department of Fire and Emergency Service (DFES) Great Southern Regional Offices, via the Regional Duty Coordinator (RDC) on 1800 314 644. These requests must be authorised refer to section 1.1.1, 1.1.2 and 1.1.3

#### 1.1.1 Requests for Assistance from Neighbouring Local Governments

These must be made by one of the following persons: Incident Controller (IC), Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DCBFCO) or the Community Emergency Services Manager (CESM). Requests must be authorised by the Shire of Plantagenet (CBFCO, DCBFCO, or CESM).

#### 1.1.2 Requests to the Great Southern Region

Requests must come from DFES. These requests, to assist other incidents outside of the Plantagenet Shire, must be in consultation between the Plantagenet CBFCO, DCBFCO and CESM.

DFES will assume responsibility for all costs and insurance.

#### 1.1.3 Outside of the Great Southern Region, including interstate

Requests must come from DFES. These requests, to assist incidents outside of the Plantagenet Shire, must be in consultation between the Shire of Plantagenet Chief Executive Officer (CEO), CBFCO, DCBFCO and CESM.

DFES will assume responsibility for all costs and insurance. Requests must be authorised by the CEO.

As part of the request, the following information should be provided:

- What type of resources are required.
- How many resources are required.
- What duties will these resources be doing.
- Specific duties / positions fire fighters may need to perform and any minimum training levels; and
- Length of time required.

### 1.2 Incident Levels

The decision of which level an incident should be classified **must** be based on its **potential** under the current and predicted fire weather, resource status and other commitments. The early declaration of the incident level enables decision makers to respond in a timely manner with an appropriately weighted response.

# Appendix 3

## 1.3 Response Guidelines

Bushfire response will be based on the Grassland Fire Danger Rating issued by BOM.

### Fire Danger - Index 0-23 Initial Mobilisation

IC to ensure a log is maintained of the incident for reporting purposes.

<p>Turn out via SMS message and BART.</p> <p>The local Volunteer Bush Fire Brigade (VBFB) will turn out to the incident and identify the Incident Controller to 6TN Base / network.</p>
<p>The CESM will acknowledge the call and gather any additional information from the Communications Centre (ComCen). This information is to then be passed on to the IC. The CESM will then proceed to the incident.</p>
<p>A radio base station is to stand by and monitor the incident, maintain a log and pass on any critical information.</p> <p>Depending on the jurisdiction this can be a 6TN base radio operator or depending upon the scale of the incident an Incident Control Vehicle (ICV) with crew is to be requested.</p>
<p>The most senior experienced fire officer arriving at the incident will become the IC. This will usually be either the captain or an FCO.</p> <p>The IC will determine a Control Point (CP) where incoming and outgoing crews will be briefed in the incident.</p> <p>This could be part of a Forward Control Point (FCP).</p>
<p>The first arriving appliance must provide information, in the form of a PAFTACS format to the IC. The CBFCO, DCBFCO and CESM are to monitor the fire radio traffic.</p>
<p>The IC will then decide on scaling up or down as the PAFTACS information dictates.</p>
<p>Consideration should be given to the use of Water bombers. A Ground Controller (GC) will need to be identified prior to contacting DFES for the water bombers.</p> <p>Contact DFES Regional Duty Officer Ph: 1800 314 644 with at least one of the following pieces of Information.</p> <ul style="list-style-type: none"><li> Public Safety at Risk</li><li> Fire Crews in Imminent Danger</li><li> Assets at Imminent Risk</li><li> Known high fuel loads and likelihood of excessive Rate Of Spread (ROS) and or extreme fire danger.</li><li> Prescribed burn.</li></ul>

## Appendix 3

If the fire occurs in or near to jurisdictional boundaries (other LGs, DBCA or plantations), then respective agencies or plantation companies will need to be notified.

PF Olsen - 1800 054 659, APEC – 9845 3800, APFL – 9845 3777, ENTS – 0429 920 288, ABP – 9842 8581, DBCA Southcoast 9842 4500 or Walpole 0417 939 607 or the local government.

The information must be provided to the agency/plantation company following PAFTACS format. Attachment 4

Sector situation reports should be provided by the sector commanders every hour or as required to the IC. Blank sector report forms are in the attachments.

The information must be provided to the agency/plantation company following PAFTACS format. Attachment 4

Consideration should be given to implementing a Harvest and/or Vehicle Movement Ban.

Note 1: Where it is likely that the fire will be contained to a small area (e.g. small fire within a backyard in an urban area or a low intensity fire at night) the IC can immediately scale down the predetermined mobilisation.

Note 2: Where it is likely that the fire will escalate rapidly, additional resources should be activated and/or placed on standby.

Note 3: It is the responsibility of the Incident Controller to ensure a log of their actions, decisions and safety messages are kept.

## Appendix 3

### Fire Danger 24-30 – Initial Mobilisation

IC to ensure a log is maintained of the incident for reporting purposes.

A minimum turn out of two appliances are to respond.

A decision must be made by the IC, once a PAFTACS report is received from the first arriving appliance, whether the initial response should be scaled up or down.

This decision must be based on expected fire behaviour, spread, difficulty in containing the fire and values at risk.

<p>Turn out via SMS message &amp; BART.</p> <p>The local Volunteer Bush Fire Brigade (VBFB) will turn out to the incident with two appliances and identify the Incident Controller to 6TN Base/ network</p> <p>If the brigade only has one appliance, then the captain is required to turn out a second brigade to assist.</p>
<p>The CESM will acknowledge the call and gather any additional information from the Communications Centre (ComCen). This information is to then be passed on to the IC. The CESM will then proceed to the incident.</p>
<p>A radio base station is to stand by and monitor the incident, maintain a log and pass on any critical information.</p> <p>Depending on the jurisdiction this can be a 6TN base radio operator or depending upon the scale of the incident an Incident Control Vehicle (ICV) with crew is to be requested.</p>
<p>The most senior experienced fire officer arriving at the incident will become the IC. This will usually be either the captain or an FCO.</p> <p>The IC will determine a Control Point (CP) where incoming and outgoing crews will be briefed in the incident.</p> <p>This could be part of a Forward Control Point (FCP).</p>
<p>The IC will then decide on scaling up or down as the PAFTACS information dictates.</p>
<p>The first arriving appliance must provide information, in the form of a PAFTACS format to the IC. The CBFCO, DCBFCO and CESM are to monitor the fire radio traffic.</p>
<p>Other brigades will be placed on standby or turned out immediately, depending on expected fire behaviour, spread, forecast weather conditions and values at risk.</p>
<p>Consideration should be given to the use of Water bombers. A Ground Controller (GC) will need to be identified prior to contacting DFES for the water bombers.</p> <p>Contact DFES Regional Duty Officer Ph: 1800 314 644 with at least one of the following pieces of Information.</p>

## Appendix 3

<ul style="list-style-type: none"><li> Public Safety at Risk</li><li> Fire Crews in Imminent Danger</li><li> Assets at Imminent Risk</li><li> Known high fuel loads and likelihood of excessive Rate Of Spread (ROS) and or extreme fire danger.</li><li> Prescribed burn.</li></ul>
<p>The Operations Officer in consultation with the Public Information Officer are to advise DFES media of all public warning areas including the action statements. Authorised by the IC.</p>
<p>If the fire occurs in or near to jurisdictional boundaries (other LGs, DBCA or plantations), then respective agencies or plantation companies will need to be notified.</p> <p>PF Olsen - 1800 054 659, APEC – 9845 3800, APFL – 9845 3777, ENTS – 0429 920 288, ABP – 9842 8581, DBCA Southcoast 9842 4500 or Walpole 0417 939 607 or the local government.</p> <p>The information must be provided to the agency/plantation company following PAFTACS format.</p>
<p>The CBFCO or DCBFCO are to monitor the operation and turnout to the incident if requested by the IC.</p> <p>Consult with the IC and provide advice if requested on scaling of fire control and incident management operations.</p>
<p>Sector situation reports should be provided by the sector commanders every hour or as required to the IC. Blank sector report forms are in the attachments.</p>
<p>The IC is responsible for scaling the fire operations and incident management team as required. Consultation may be sort through the CBFCO, DCBFCO or CESM.</p>
<p>A Harvest and/or Vehicle Movement Ban should be implemented.</p>

Note1: Where the fire cannot be readily contained or controlled, consideration should be given to activating an IMT to manage the fire.

Note2: Where it is likely that the fire will not be contained and controlled and will continue to burn when the fire danger increases to Extreme or Catastrophic an IMT must be activated.

Note 3: It is the responsibility of the Incident Controller to ensure a log of their actions, decisions and safety messages is kept.

## Appendix 3

### Fire Danger Index of 30 - 50 – Initial Mobilisation

IC to ensure a log is maintained of the incident for reporting purposes.

A minimum turn out of four appliances are to respond.

A decision must be made by the IC, once a PAFTACS report is received from the first arriving appliance, whether the initial response should be scaled up or down.

This decision must be based on expected fire behaviour, spread, difficulty in containing the fire and values at risk.

<p>Turn out via SMS message &amp; BART.</p> <p>The local Volunteer Bush Fire Brigade (VBFB) will turn out to the incident with four appliances and identify the Incident Controller to 6TN Base/ network</p> <p>If the brigade has less than four appliances, then the captain is required to turn out a second and/or third brigade to assist. Adjoining brigades may need to be placed on standby.</p>
<p>The CESM will acknowledge the call and gather any additional information from the Communications Centre (ComCen). This information is to then be passed on to the IC. The CESM will then proceed to the incident.</p>
<p>A radio base station is to stand by and monitor the incident, maintain a log and pass on any critical information.</p> <p>Depending on the jurisdiction this can be a 6TN base radio operator or depending upon the scale of the incident an Incident Control Vehicle (ICV) with crew is to be requested.</p>
<p>The most senior experienced fire officer arriving at the incident will become the IC. This will usually be either the captain or an FCO.</p> <p>The IC will determine a Control Point (CP) where incoming and outgoing crews will be briefed in the incident.</p> <p>This could be part of a Forward Control Point (FCP).</p>
<p>The first arriving appliance must provide information, in the form of a PAFTACS format to the IC. The CBFCA, DCBFCA and CESM are to monitor the fire radio traffic.</p>
<p>The IC will then decide on scaling up or down as the PAFTACS information dictates.</p>
<p>Consideration should be given to the use of Water bombers. A Ground Controller (GC) will need to be identified prior to contacting DFES.</p> <p>Contact DFES Regional Duty Officer Ph: 1800 314 644 with at least one of the following pieces of Information.</p> <ul style="list-style-type: none"><li> Public Safety at Risk</li><li> Fire Crews in Imminent Danger</li></ul>

## Appendix 3

<ul style="list-style-type: none"><li>✚ Assets at Imminent Risk</li><li>✚ Known high fuel loads and likelihood of excessive Rate Of Spread (ROS) and or extreme fire danger.</li><li>✚ Prescribed burn.</li></ul> <p>The CBFCO, Deputy or CESM are to be notified and obtain an incident weather forecast from BOM.</p>
<p>If the fire occurs in or near to jurisdictional boundaries (other LGs, DBCA or plantations), then respective agencies or plantation companies will need to be notified.</p> <p>PF Olsen - 1800 054 659, APEC – 9845 3800, APFL – 9845 3777, ENTS – 0429 920 288, ABP – 9842 8581, DBCA Southcoast 9842 4500 or Walpole 0417 939 607 or the local government.</p> <p>The information must be provided to the agency/plantation company following PAFTACS format.</p>
<p>The CBFCO or DCBFCO are to monitor the operation and turn out to the incident if requested.</p> <p>Consult with the IC and provide advice if requested on scaling of fire control and incident management operations.</p>
<p>A Harvest and/or Vehicle Movement Ban will be implemented if not already in place. A total fire ban may be in place.</p>
<p>An IMT may be activated. The IC assumes control of the IMT and appoints an Operations Officer (OO) for the control of all physical and human resources required to fight the fire.</p> <p>The IC determines the incident control structure choosing as a minimum from the following – Operations Officer, Planning Officer, Logistics Officer and Public Information Officer, these should be considered as a minimum.</p> <p>The location of the Forward Control Point (FCP) and Staging Points should be in consultation with the OO.</p>
<p>A FCP for operations should be established this may be part of a predetermined response plan for an area or on a request from the IC.</p> <p>Consideration should be given to activating one of the Shire's Incident Control Centres (ICC)</p>
<p>Consideration on requesting the Incident Control Vehicle (with crew) should be given.</p>
<p>Support personnel to assist with the management of the incident are to be requested from the Shire staff and/or through DFES RDC.</p>
<p>Mount Barker Police to be notified of the fire, ph: 9851 1122</p>

## Appendix 3

Additional resources are placed on standby or activated (as determined by the IC/OO). i.e. State Emergency Service.
The IC provides information on the fire to the relevant agencies, the police and where appropriate plantation companies other LGs and the Department of Biodiversity, Conservations and Attractions. (ISG) Arrange public warnings through DFES Australian Warning System, the Shire Bushfire Information Line and ABC Radio.
Public information to be timely and accurate.
The Operations Officer in consultation with the Public Information Officer are to advise DFES media of all public warning areas including the action statements. Authorised by the IC.
Sector situation reports should be provided by sector commanders every hour or as required by the IMT. Blank sector report forms are in the attachments
The IC scales fire control operations and incident management as required.
Consider placing St John Ambulance on standby. If 50 or more personnel are on the fire ground, then St John Ambulance must be on standby at the staging point.
Consider handing over to DFES under Section 13 or to DBCA under section 45 of the Bush Fires Act 1954, if the incident is protracted or all available local resources are used.

Note 1: It is the responsibility of the Incident Controller to ensure a log of their actions, decisions and safety messages is kept.

# Appendix 3

## Fire Danger Index 50 and above – Initial Mobilisation

IC to ensure a log is maintained of the incident for reporting purposes

All available appliances to the adjoining primary brigade are to turn out.

A decision must be made by the IC, once a PAFTACS report is received from the first arriving appliance, whether the initial response should be scaled up or down.

This decision must be based on expected fire behaviour, rate of spread, difficulty in containing the fire and values at risk.

<p>A preformed Incident management team needs to be identified and communicated</p> <p>As a minimum:</p> <ul style="list-style-type: none"><li>• Incident Controller – CBFCO or DCBFCO.</li><li>• Operations Officer – experienced FCO/Sector commander</li><li>• Public information Officer – Shire’s public information officer (can be requested from DFES as soon as the incident starts).</li><li>• Support personnel – Brigade auxiliary and or Shire staff</li></ul>
<p>Turn out via SMS message &amp; BART.</p> <p>The local Volunteer Bush Fire Brigade/s (VBFB) will turn out to the incident with all appliances and turn out all adjoining brigades and identify the Incident Controller to 6TN Base/ network.</p>
<p>The CESM will acknowledge the call and gather any additional information from the Communications Centre (ComCen). This information is to then be passed on to the IC. The CESM will then proceed to the incident.</p>
<p>A radio base station is to stand by and monitor the incident, maintain a log and pass on any critical information.</p> <p>Depending on the jurisdiction this can be a 6TN base radio operator or depending upon the scale of the incident an Incident Control Vehicle (ICV) with crew is to be requested.</p>
<p>The IC will determine a Control Point (CP) where incoming and outgoing crews will be briefed in the incident.</p> <p>This could be part of a Forward Control Point (FCP).</p>
<p>The first arriving appliance must provide information, in the form of a PAFTACS format, to the IC. The CBFCO, DCBFCO and CESM are to monitor the fire radio traffic.</p>
<p>The IC will then decide on scaling up or down as the PAFTACS information dictates.</p>
<p>Water-bombing aircraft and the air attack supervisor are to be requested through the DFES Regional Duty Coordinator on 1800 314 644.</p> <p>Contact DFES Regional Duty Officer Ph: 1800 314 644 with at least one of the following pieces of Information.</p>

## Appendix 3

-  Public Safety at Risk
-  Fire Crews in Imminent Danger
-  Assets at Imminent Risk
-  Known high fuel loads and likelihood of excessive Rate Of Spread (ROS) and or extreme fire danger.
-  Prescribed burn.

The IC is to notify the CBFCO (if not the IC) and obtain an incident weather forecast from BOM.

If the fire occurs in or near to jurisdictional boundaries (other LGs, DBCA or plantations), then respective agencies or plantation companies will need to be notified.

PF Olsen - 1800 054 659, APEC – 9845 3800, APFL – 9845 3777, ENTS – 0429 920 288, ABP – 9842 8581, DBCA Southcoast 9842 4500 or Walpole 0417 939 607 or the local government.

The information must be provided to the agency/plantation company following PAFTACS format.

The CBFCO or DCBFCO (if not the IC) are to monitor the operation and turn out to the incident and provide support to the IC.

Consult with the IC and provide advice if requested on scaling of fire, control and incident management operations. Consideration shall be given to handing the incident over to either DFES or DBCA should the conditions show that the incident will be protracted and of a level 2 nature or above.

An IMT shall be activated.

The IC assumes control of the IMT and appoints an Operations Officer for the control of all physical and human resources required to fight the fire including briefing incoming and outgoing crews.

The IC determines the incident control structure choosing from the following – Operations Officer, Planning Officer, Logistics Officer and Public Information Officer should be considered as a minimum.

The location of the Forward Control Point (FCP) and Staging Point should be in consultation with the OO.

A FCP for operations should be established (this may be part of a predetermined response plan for an area or on a request from the IC).

Consideration should be given to activating the Shire's Incident Control Centre (ICC), either the Shire Chambers or Frost Park. (more information on ICCs may be found in the Local Emergency Management Arrangements)

## Appendix 3

Establish a staging post for incoming and outgoing crews.
Request the Incident Control Vehicle from DFES (comes with crew).
Support personnel to assist with the management of the incident are to be dispatched.
Mount Barker Police to be notified of the fire. ph: 9851 1122
Additional resources are placed on standby or activated (as determined by the OO).
The IC provides information on the fire to the Incident Support Group (ISG) which are the relevant agencies.
Public information to be timely and accurate.
The Operations Officer in consultation with the Public Information Officer are to advise DFES media of all public warning areas including the action statements. Authorised by the IC.
Sector situation reports should be provided by sector commanders every hour or as required by the Operations Officer.
If the fire occurs in or near to jurisdictional boundaries (other LGs, DBCA or plantations), then respective agencies or plantation companies will be notified on 1800 054 659 (PF Olsen for Plantations), DBCA Southcoast 9842 4500 or Walpole 0417 939 607 or the local government. The information must be provided to the agency/plantation company following PAFTACS format.
Consider St John Ambulance on Standby. If 50 or more personnel are on the fire ground, then St John Ambulance <u>must</u> be on standby at the staging point.
IMT Meetings to be conducted at 10.00am, 4.00pm, 10.00pm and 4.00am daily.
The IC scales fire control operations and incident management up and down as required.
Consider handing over to DFES under Section 13 or to DBCA under section 45 of the Bush Fires Act 1954, if the incident is protracted or all available local resources are used, the incident will be protracted or has become a multi-agency fire.

Note 1: It is the responsibility of the Incident Controller to ensure a log of their actions, decisions and safety messages is kept

## **PART TWO - Communications**

### **2.0.1 High Band VHF Repeater Channels**

Plantagenet High Band VHF Repeater Brigade Channels are 268 (East) and 312 (West). The channels are linked and can be unlinked if required.

DFES Command Channels are 267 (East) and 311 (West) which are also linked. These are also the backup channels for the Shire should 268 or 312 fail.

Mt Barker Volunteer Fire and Rescue Service utilise the simplex channel 365.

### **2.0.2 UHF Citizen Band Channels**

Channel 15 is the primary emergency initial response channel for fire in all parts of the Shire. It is NOT a repeater channel. Sector channels are available for sectors at larger incidents. See 2.5 and Communication plans attachment 2 & 3.

## **2.1 General Operational Procedures**

### **2.1.1 Initial Response**

Each high band VHF radio operator will choose the brigade repeater channel applicable that gives the best reception (East or West). If unable to contact the IC, the DFES Command Channel (East or West) should be tried in case the brigade repeaters have failed.

Each UHF CB radio operator on arrival at a fire will use Channel 15 to establish contact with the IC, convey their call sign and wait to receive instructions. When first arriving at a fire, operators should use Channel 15 to notify the IC or OO.

### **2.1.2 Major and Minor Bushfire Incidents**

Follow the initial response procedures. Arriving resources will be assigned to a task or a sector.

The IC will determine a UHF channel from the communications plan (attached) to communicate with either the Incident Controller or the relevant Sector Commander.

# Appendix 3

## 2.2 Communications Structure

The Incident Controller will use Channels 268 or 312 depending on location. Dual Band receive mode will be used with UHF Channel 15. This will enable contact to be made with all incoming resources and Sector Commanders.

Sector Commanders will use their allocated UHF Channel as their primary channel and channel 268 or 312 (command channel) will be monitored secondarily in dual band receive mode.

All other general fire fighting resources will use their allocated UHF sector channel for fire ground traffic and communications with their Sector Commander. Channel 268 or 312 should not be monitored in dual band receive mode for these fire fighting resources.

If two sectors are established, then two CB channel radios will need to be monitored.

If more than two sectors are established, then consider activating the Incident Control Vehicle (ICV) with crew from Albany.

It is important when a resource is moving from one sector to another that the outgoing and incoming sector commanders have been informed of the change of sector and the known approximate time of when to expect the resource. Then wait for further instructions.

If the correct radio operating procedures are used, it will greatly assist Fire Control Officers to manage fire fighting resources more effectively and to make safer and timely decisions in dangerous fire situations.

# Appendix 3

## 2.5 WAERN Guide for the Shire of Plantagenet

VHF	BFB & VFRS	UHF BFB	DBCA	DFES
Location	Channel	Initial Channel	Channel	DFES Command
Albany East	204	5	517/546	203
Albany West	101	5	544	-
FRS Albany	102		-	-
VFRS Mount Barker	365 (Simplex)	15	-	-
Plantagenet East	268	15	546 Water Bomber 525	267 Rescue 65 - 220
Plantagenet West	312	15	544/533 Water Bomber 525	311 Rescue 65 - 220
Denmark	173	5	544	-
Cranbrook East	163	5	533	
Cranbrook West	162	5	533	-
Jerramungup	222/121		517/537	120
Fire-bombers	525		525	-

VHF High Band Simplex Channels for BFB Use: #354 to #363 inclusive.

## Appendix 3

### PART THREE - Weather Information

Incident weather reports are available 24/7 from the Bureau of Meteorology (BoM).

All weather information can be accessed through the BoM home page on the internet:

[www.bom.gov.au](http://www.bom.gov.au)

The incident weather reports can be found in the registered users page.

[http://reg.bom.gov.au/reguser/by\\_user/bomw0336/](http://reg.bom.gov.au/reguser/by_user/bomw0336/)

Follow the Registered Users link to General User.

Access in by using:

**Username: bomw0336**

**Password: hat99tEr**

(Note that the password is case sensitive)

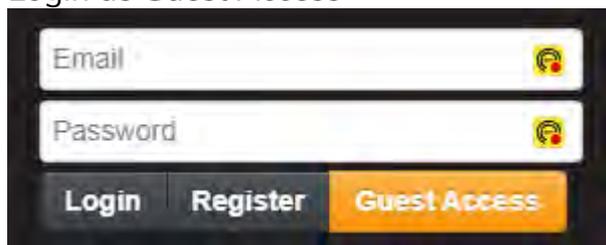
For additional weather information, and Incident Weather forecasts, the following contacts are available:

Requests for an incident weather forecast must go through.

1. CESM
2. DFES Regional Duty Officer

To access the Satellite Remote Sensing Service (Firewatch), log on to <https://firewatch-pro.landgate.wa.gov.au/home.php>

Login as Guest Access



The image shows a login interface with two input fields: 'Email' and 'Password'. Below the fields are three buttons: 'Login', 'Register', and 'Guest Access'. The 'Guest Access' button is highlighted in orange.

### PART FOUR – Shire of Plantagenet Contact Details

**Please refer to the Shire of Plantagenet – Bush Fire and Emergency Personnel Directory for up-to-date contact details**

## PART FIVE – Shire of Plantagenet Response Vehicles

Brigade	Description	Floating Strainer	Make	Year
Denbarker	2.4 Broadacre		Isuzu	2009
	Fast Fill Trailer	Yes	Unknown	Unknown
Forest Hill	4.4 Broadacre		Isuzu	2023
	Fast Fill Trailer	Yes	Unknown	Unknown
Kendenup	3.4 Broadacre		Isuzu	2006
	4.4 Broadacre		Isuzu	2011
	4.4 Broadacre		Isuzu	2015
	Fast Fill Trailer	Yes	Unknown	Unknown
Middle Ward	2.4 Broadacre		Isuzu	2012
	3.4U Broadacre		Isuzu	2024
	800L trailer		Unknown	Unknown
Narpyn	2.4 Broadacre		Isuzu	2009
	Fast Fill Trailer	YES	Unknown	Unknown
Narrikup	2.4 Broadacre		Isuzu	2011
	2.4 Broadacre		Isuzu	2011
Perillup	2.4 Broadacre		Isuzu	2012
	2.4 Broadacre		Isuzu	2012
	Fast Fill Trailer	YES	Unknown	Unknown
Porongurup	4.4 Broadacre		Hino	2011
	4.4 Broadacre		Isuzu	2013
	Fast Attack		Toyota	2013
	Fast Fill Trailer	YES	Unknown	Unknown
South Porongurup	2.4 Broadacre		Isuzu	2012
Rocky Gully	2.4 Broadacre	YES	Isuzu	2007
	Fast Fill Trailer	YES	Coastmac	2023
Woogenellup	4.4 Broadacre		Isuzu	2008
	Fast Fill Trailer	YES	Unknown	Unknown
SOP	Rapid Access Trailer	YES	Unknown	Unknown
	CESM CMD Ute		Isuzu	2022
SES	General Rescue Truck		Isuzu	2017
	GR Ute		Isuzu	2025
MBVFRS	HSR		Isuzu	2019
	Lite Tanker		Landcruiser	2011

# Appendix 3

## PART SIX – External Resources

### Shire of Plantagenet Resources

The Shire has the following plant available in the event of an emergency:

- Graders x 3
- Skid steer x 3
- Water Truck x 1
- Loaders x 2
- Backhoe x 1
- Low Loader x 1
- Plant Trailer x 1
- Semi x 1
- 2 x 6-wheeler trucks (which can be fitted with water tanks)
- 2 x 8t trucks and
- 2 x 4t trucks.
- Fuel Trailer x 2

If these resources are required, then the request can be forwarded to any of the senior members of staff in order:

- 1 CESM – 0447 091 159 Mike Barnes
- 2 EMDR – 0419 697 824 André Pinto
- 3 EMIA – 0472 714 786 Kevin Hemmings
- 4 EMCC – 0473 812 316 Anthony Middleton
- 5 CEO – 0417 916 400 Julian Murphy

If you are unable to raise any of the senior staff, then contact should be made with the Shire President see contact directory.

### Department of Fire and Emergency Services (DFES) (Great Southern Office)

Department of Fire and Emergency Services & State Emergency Service

5 Hercules Crescent, ALBANY WA 6330

Duty Officer (24 hours) 1800 314 644

Front Office 08 9845 5000

**DFES State Communications Centre (COMCEN) 1800 198 140**

### Dept of Biodiversity, Conservations and Attractions (DBCA)

#### Albany District

120 Albany Highway, ALBANY WA 6330

Duty Officer (24 hrs) 9842 4500

Radio Call sign (VHF Channel 546): DBCA Albany

Water bomber channel 525

#### Frankland District (Walpole)

South Coast Hwy, WALPOLE WA 6398

Duty Officer (24 hrs) 08 9840 1027

## Appendix 3

Radio Call sign (VHF Channel 544/533): DBCA Frankland  
Water bomber channel

<b>Main Roads WA Great Southern District</b>	138 138
<b>Hazardous Road Situation</b>	1800 800 009
<b>Western Power</b>	
Emergency	All hours 13 13 51
Albany Duty Officer (on call)	0427 943 022
<b>Water Corporation – Great Southern Office</b>	
Office Hours and Emergency situation	13 13 85
Operations Manager	0427 907 769
<b>ARC Infrastructure</b>	
Emergency (24 hrs)	08 9274 9770
Manager	0427 478 833
<b>St John Ambulance</b>	000
<b>Mount Barker Police</b>	000
<b>Shire Vehicle Movement Ban and Info Line</b>	08 9892 1102

### 6.1 Neighbouring Local Governments

**Please refer to the Shire of Plantagenet – Bush Fire and Emergency Directory**

# Appendix 3

## PART SEVEN - Incident Control Centres (ICC)

Incident Control Centres (ICCs) are the focus for the coordination and control of activities in an emergency.

Pre-planning requires that the location of ICCs be clearly identified. The facilities to accommodate the requirements and functions of the IMT, Incident Management Group (ISG) or Operation Area Management Group (OAMG) ideally will meet the following minimum set of standards:

- 1 mobile telephone.
- email facility and computer facilities.
- mobile telephone reception.
- separate meeting facility.
- VHF radio network facilities; and
- suitable ablution facilities.

### 7.1 Primary Incident Control Centre

Shire of Plantagenet, Lowood Road, Mt Barker.

Telephone

08 9892 1111.

Facilities include alternate power source (generator), three independent telephone lines, internet access, dual band VHF radio, white boards, maps, separate meeting rooms, computer facilities, kitchen and ablutions.

For more information consult the Local Emergency Management Arrangements (LEMA)

### 7.2 Regional Operation Centres

DFES Regional Headquarters 5 Hercules Crs, ALBANY Ph: 9845 5000	DBCA South Coast Region 120 Albany Hwy, ALBANY Ph: 9842 4500
-----------------------------------------------------------------------	--------------------------------------------------------------------

## Appendix 3

### 7.3 Operation Points/Forward Bases:

Shire of Plantagenet Office	All facilities available including independent power source
Kendenup Bush Fire Brigade Shed	All communications, ablutions but no computer access.
Perillup Bush Fire Brigade Shed	Mobile phone signal, ablutions but no computer access. Does have Cel-Fi.
Porongurup Bush Fire Brigade Shed	Mobile phone signal, ablutions but no computer access.
Narrikup Bush Fire Brigade Shed	Mobile phone signal, ablutions but no computer access, Narrikup Hall next door.
Rocky Gully Bush Fire Brigade Shed	Mobile phone signal, ablutions next to the shed, but no computer access.
Woogenellup Bush Fire Brigade Shed	Mobile phone signal, ablutions but no computer access, Woogenellup Hall next door.
Incident Control Vehicle (DFES)	Suitable for communications and internet including Star Link
Mt Barker Police Station	All facilities available. No independent power source, Starlink available.

## Appendix 3

### Attachments

Attachment 1 – *Sector Commander Report (Example and Blank)*.

Attachment 2 – Communications Plan East.

Attachment 3 – Communications Plan West.

Attachment 4 – PAFTACS form.

DRAFT





## SECTOR SITUATION REPORT

AIMS 2.4 / V1.0

Operation Period Fm: _____ To: _____	Incident Name: _____	Inc / OCN #: _____	Date Prepared: _____	Time Prepared: _____	Prepared by: _____	Sector: _____
--------------------------------------------	----------------------	--------------------	----------------------	----------------------	--------------------	---------------

<b>Part A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRELINE SUMMARY</b>	Running Fire <i>(All distances in Km)</i>	Fireline & Mopup Running Fire Stopped -	Mopup Enter distances of work required	Patrol Only	Total Add all previous	
<b>WORK SUMMARY</b>	DONE THIS SHIFT			TO BE COMPLETED		
	Distance	Notes	Distance	Notes		
Machine Trail						
Hand Trail						
Backburn						
Mop-up						
Other (specify)						

<b>Part B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WEATHER, FUELS, FIRE BEHAVIOUR</b>	Ground Wind Direction	Ground Wind Speed (kph)	Fuel Load (T/ha)	Flame Height (m)	Rate of Spread (m/hr)	Spotting Dist. (m)
	Comments of Fuel / Fire Behaviour					

Part C RESOURCES ON SECTOR		
Person or Crew Name	Vehicle or Plant Used (RegoID)	Totals for Sector
		Tanker 3 x
		Tanker 2 x
		Tanker 1 x
		Other Veh.
		Bulldozer
		FEL
		Grader
		Other Mach.
		Personnel

Part D RESOURCES REQUIRED FOR THIS SHIFT / NEXT SHIFT				
Bulldozer		Tanker 3x		Resistant Mop-up (roll)
FEL/Slidder		Tanker 2x		Foam (litres)
Grader		Tanker 1x		Portable Radio
Plough		Handrail Crews		Portable Pump
Pallets (e, 6x, P)				Portable Tank
				4WD Required (y/n)
Other requirements and comments				

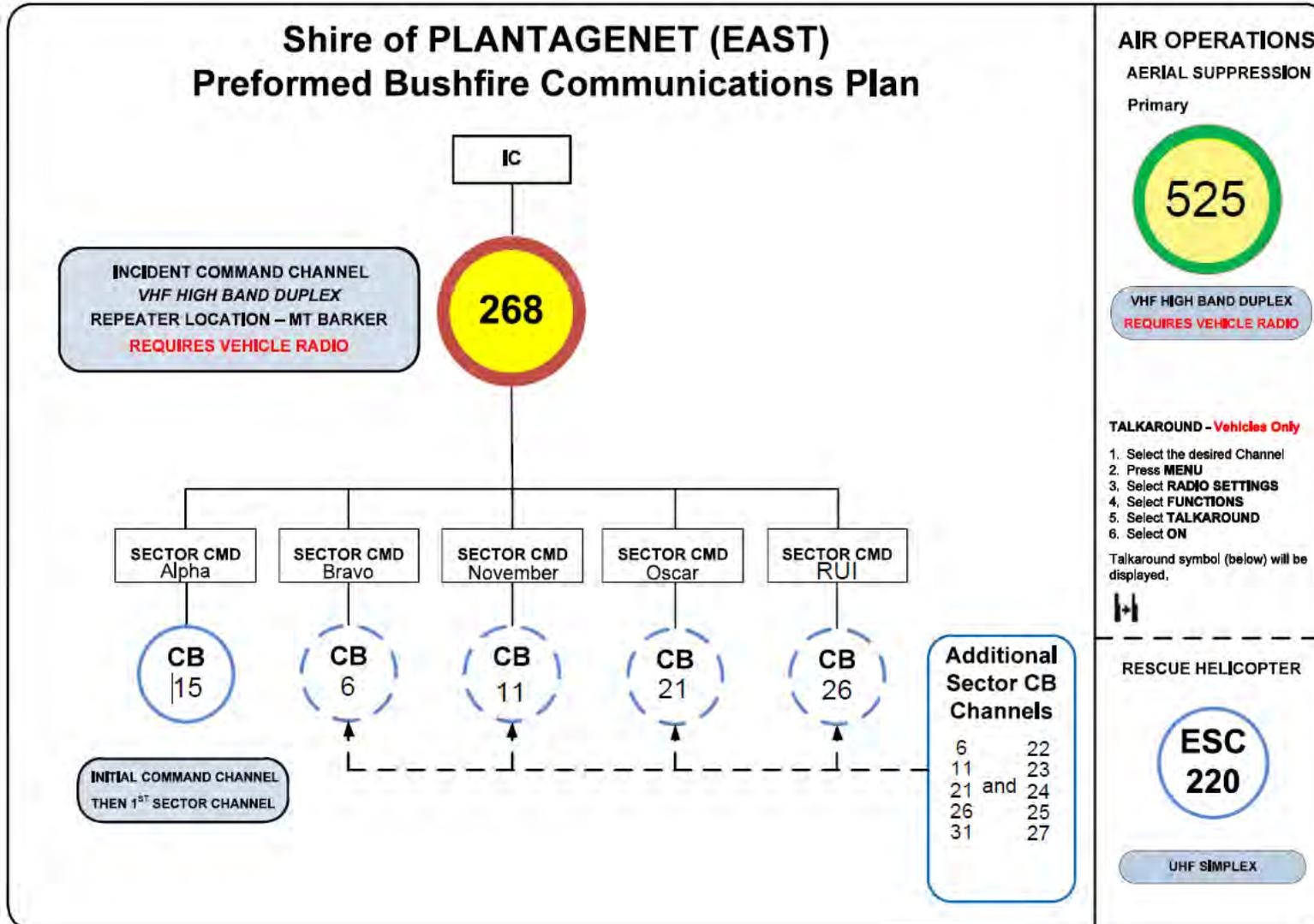
<b>Part E POTENTIAL DANGERS &amp; POINTS FOR ATTENTION</b>						
------------------------------------------------------------	--	--	--	--	--	--

<b>Part F LOSSES THIS SHIFT</b>	Person - Injury	Person - Death	Building -	Machinery / Vehicle	Livestock	Fencing (km)	Other
	<input type="checkbox"/>						

Approved By: \_\_\_\_\_

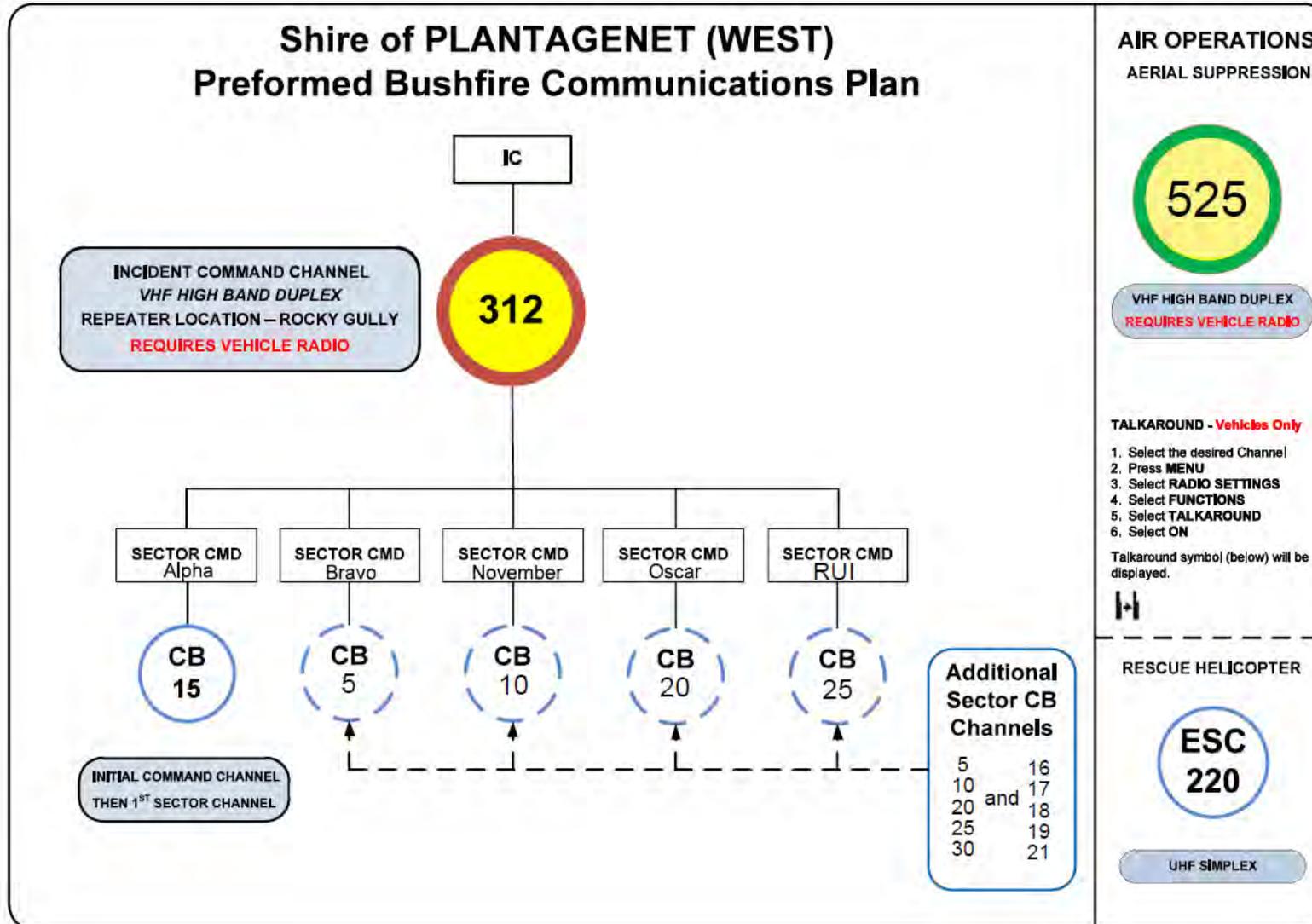
# Appendix 3

## Attachment 2 – Communications Plan East



# Appendix 3

## Attachment 3 – Communications Plan West



Attachment 4 - PAFTACS Form.

## OPERATIONAL CONSIDERATIONS

(Checklist for first arriving Firefighters)

**P**

**POSITION AND PROPERTY THREATENED**

- The fire is located at \_\_\_\_\_
- Assets under threat – **Houses Critical Infrastructure Nil**

**A**

**AREA**

- The fire is approximately \_\_\_\_\_ Ha or \_\_\_\_\_ m x \_\_\_\_\_ m

**F**

**FUEL DENSITY AND TYPE – (Estimate ROS)**

- Fuels loads are – **Low Medium High** or \_\_\_\_\_ t/Ha
- It is moving – **Slowly Moderately Fast**
- It is burning in – **Grass Shrub Forest** \_\_\_\_\_
- The fire is heading in – **Direction** \_\_\_\_\_

**T**

**TIME TO CONTROL**

- Time to control is approximately \_\_\_\_\_ Hrs
- Strategy is – **Direct / Indirect Attack** on **Head / Flank Fire**

**A**

**ASSISTANCE REQUIRED**

- I require \_\_\_\_\_ x HD and \_\_\_\_\_ x LT
- Machinery required \_\_\_\_\_
- **Police Western Power Main Roads Air Support St Johns DFES Manager DBCA Ranger** \_\_\_\_\_
- I require a 24hr Incident Weather Forecast for this location
- Roads to be closed between - \_\_\_\_\_

**C**

**COMMUNICATIONS AND CONTROL POINT**

- Incident Name \_\_\_\_\_
- Incident Controller is \_\_\_\_\_
- Control Point is located at \_\_\_\_\_
- Command Channel is \_\_\_\_\_
- Media Alerts: **Advice Watch and Act Emergency Warning**  
For an area bounded by \_\_\_\_\_ x \_\_\_\_\_

**S**

**SURFACE WINDS AND SAFETY**

- Wind is currently from the \_\_\_\_\_ at \_\_\_\_\_ Km/h
- Known hazards on the fireground are \_\_\_\_\_

# SHIRE OF PLANTAGENET CONTACTS & RESOURCES

## Works Depot: Plant & Equipment Resources

<b>Location:</b>	<b>Cnr Langton Road and Muir Hwy Mount Barker</b>	
<b>Contact/s</b>		<b>Mobile</b>
Call out Phone	Duty Officer	0428 512 356
Cameron Large	Works Manager	0467 557 150 Call out phone
Chas Standish	Works Supervisor	0417 903 508
Kevin Hemmings	Executive Manager Infrastructure and Assets	0472 714 786
<b>Item description</b>	<b>Number of items</b>	
Grader	2 x 14' 1 x 12'	
Front end loader	2	
Skid Steer Loader (bobcat)	3	
Backhoe	1	
Tractor	1	
Roller	1	
6 x 4 truck	4	
4 x 2 truck	6	
Light vehicles (Utes)	7	
Trailers	Truck Trailers	7
	Equipment Trailers	5

# Appendix 4



## Shire of Plantagenet - Bushfire Brigades

Location		Throughout Shire	
<b>Contact</b>			
Mike Barnes	Community Emergency Services Manager	0447 091 159 VHF 268 East, VHF 312 West. Call Sign 'SHIRE 1'	
Iain Mackie	Chief Bush Fire Control Officer	0427 511 350 VHF 268 East, VHF 312 West. Call Sign 'Fire Chief'	
Jacqui Burcham - 0429 965 533 Jo Wills – 0418 909 334 Jason Jordan – 0412 448 600	Base Radio Operators	VHF 268 East, VHF 312 West. Call Sign '6TN Base'	
Appliance Descriptor		FA = Fast Attack Appliance 400L 4WD	
4.4 = 4000L and 4WD		FFT = Fast Fill Trailer	
3.4 = 3000L and 4WD		2.4-1 = number one brigade appliance	
2.4 = 2000L and 4WD		2.4-2 = number two brigade appliance	
Brigade		Appliance Descriptor	
Denbarker BFB		1 x 2.4	
		1 x FFT	
Forrest Hill BFB		1 x 4.4	
		1 x FFT	
Kendenup BFB		1 x 3.4U	
		1 x 4.4-1	
		1 x 4.4-2	
		1 x FFT	

# Appendix 4

Brigade	Appliance Descriptor
Middle Ward BFB	1 x 3.4U
	1 x 2.4
	1 x Trailer tender 800L
Narpyn BFB	1 x 2.4
	1 x FFT
Narrikup BFB	1 x 2.4-1
	1 x 2.4-2
Perrilup BFB	1 x 2.4-1
	1 x 2.4-2
	1 x FFT
Porongurup BFB	1 x 4.4-1
	1 x 4.4-2
	1 x FA
	1 x FFT
Porongurup South BFB	1 x 2.4
Rocky Gully BFB	1 x 2.4
	1 x FFT
Woogenellup BFB	1 x 4.4
	1 x FFT

## Appendix 4

### Mount Barker State Emergency Service

<b>Location</b>	<b>39 Ormond Rd Mount Barker</b>
-----------------	----------------------------------

#### Contact/s

Duty Officer	Duty Phone	0448 511 127
SES Base	Phone	08 9851 1128
	Fax	08 9851 1176
Kirsten Beidatsch	Local Manager	0417 904 059

Item description	Number of items
------------------	-----------------

#### Incident Command Centre

Phone line	1
Fax	1
Computer	1
Multifunction A3 Colour Printer, Scanner, Copier	1
Meeting Room	2
Operations Room	1

#### Operational

Active Members	23
General Rescue Truck	1
General Rescue Ute	1
Equipment Trailer	1
General Trailer	1
UHF Radios	7
Base HF Radio	1
Base VHF high band	1
Base UHF Radio	1
HF Radios	3

## Appendix 4

Chainsaw	2
Quick Cut Saw	1
7kVa Generator	1
3kVa Generator	1
2.5kVa Generator	1
Flood Lights	8
Tarpaulins	12
30ft Ladder	1
10ft Ladder	1
Roof Safety Equipment	various
Washer	1
Dryer	1
State Cache	1

## Mount Barker Volunteer Fire and Rescue

<b>Location</b>	<b>Lowood Road Mount Barker</b>	
<b>Contact/s</b>		
Station	Phone	9851 1774
Captain	Zachary Barnes	0497 202 439
Lieutenant/Acting	Matt Newham	0427 423 038
Apparatus Officer	Matt Newham	0427 423 038
Secretary	Rebecca Barnes	0427 123 065
<b>Item description</b>	<b>Number of items</b>	
<b>Incident Command Centre</b>		
Phone line	1	
Computer	1	

## Appendix 4

Meeting/Operations Room		1
Enclosed tandem axle Trailer		1
<b>Operational</b>		
Active Members		18
Light Tanker LT556	0429 995 766	1
Hazmat Structure Rescue (HSR) HS60	0429 517 904	1
Base VHF/UHF Radio		1
Handheld UHF Radios		2
Breathing Apparatus Radios		6
Rescue Equipment		Various
Breathing Apparatus Sets Complete		6
HAZMAT equipment		Various
Vehicle Rescue equipment		Various
Generator		1
Scene Lighting		2

## Appendix 4

### St John WA (SJWA) Mount Barker

Location		Mount Barker
<b>Contact/s</b>		
Jan Williamson	Chairperson	0424 089 591
Neil Ridgeway	Vice Chairperson	0428 985 146
Ambulance Sub-Centre		08 9851 1852
Toni Melia	District Operations Manager	08 9334 1330 <a href="mailto:RM.Greatsouthern@stjohnwa.com.au">RM.Greatsouthern@stjohnwa.com.au</a>
Hayden Johnstone Dave Kennedy	District Operations Lead	0436 942 757 <a href="mailto:Operations.GTS@stjohnwa.com.au">Operations.GTS@stjohnwa.com.au</a>
David Rae	Community Paramedic	0418 317 231 <a href="mailto:CP.GTS51@stjohnwa.com.au">CP.GTS51@stjohnwa.com.au</a>
Support Vehicle	Dual Cab 4x4	VHF x1, UHF x 1 fixed, UHF x 1 handheld
Item description	Number of items	
<b>Ambulances</b>		
Mount Barker	4	
Kendenuup	1	
<b>Stretchers</b>		
Mount Barker	4	
Kendenuup	1	
<b>CORPULS Monitor/</b>		
Mount Barker	4	
Kendenuup	1	
<b>Defibrillator</b>		
Mount Barker	4	
Kendenuup	1	
<b>Oxy-Soc-Bag</b>		
Mount Barker	4	
Kendenuup	1	
<b>Ambulance Expendables</b>		
Mount Barker	Various, well stocked	
Kendenuup		
<b>Blankets &amp; pillows</b>		
Mount Barker	Small number	
Kendenuup	Small number	

## Appendix 4

### St John Ambulance Rocky Gully

Location		Rocky Gully
<b>Contact/s</b>		
David Carpenter	Chairperson	0456 411 5115
Jo Wills	Treasurer	0418 909 334
Ambulance		0429 123 262
Item description		Number of items
Ambulance (1 Berth)		1
Stretchers		1
Defibrillator		1
CORPULS Monitor		1
Defibrillator		1
Oxy-SOC-Bag		1
VHF Radio		2
UHF Radio fixed		1 fixed
UHF Radio hand-held		2 handhelds
Ambulance Expendables		Various
Blankets & pillows		Smal Number

# Appendix 4

## WAPF Mount Barker

<b>Location</b>	<b>Mount Barker Road Mount Barker</b>
<b>Contact/s</b>	
Station	9851 5200
Sgt David Swain	0436 846 809
<b>Incident Command Centre</b>	
<b>Item description</b>	<b>Number of items</b>
Phone Lines	4
VHF High band radio	1
VHF Mid Hand-held	1
UHF Radio base	1
Hand-held police radio	4
Meeting Rooms	2
Operations room	1
Computers/Internet	Numerous
Operations Room	1
Starlink Internet	1
<b>Operations</b>	
Vehicle 4x4 (UHF Radio)	1
Vehicle Sedan	1
Staff	7

## Appendix 4

# Plantagenet Cranbrook Health Service

## Mt Barker Hospital

<b>Location</b>	Lot 60/61 Langton Road Mount Barker	
<b>Contact/s</b>		
Reception	9822 1222	FAX: 9892 1246
Julie Hollingworth	Director of Nursing / Health Service Manager	0428 481 201
TBC	Operations Manager	
<b>Item description</b>		<b>Number of items</b>
Cars		5
14-Seater Bus		1
Beds		10
Doctors		4
Nurses		40
Carers		26
Orderlies		6
Housekeeping		21
Clerical		4
General Medical Supplies		Various
Portable Ventilator		1
Jordan Frame		1
Anaesthetic facility		No
X-Ray (Chest and Limbs only)		1
Oxygen-portable		7
Entonox-portable (Pain relief)		1
Wheelchairs		18

## Appendix 4

Patient trolleys	4
Satellite Phone	1
Generator (Hospital emergency supply)	1

## Water Corporation Mount Barker

<b>Location</b>	<b>29 Ormond Road Mount Barker</b>	
<b>Contact/s</b>		
Faults Line	13 13 75	
Albany Office	08 9842 4333	
	No Personnel – MB Depot	
<b>Item description</b>	<b>Number of items</b>	
Staff	No Personnel	
Vehicle	2 (Albany)	
Water Pumps	0	
Generator	Gensets based in Albany. 6, 7, 40, 70, 100, 274 KVA	
Oxy/Acetylene Welding set	2	
Arc Welder	1	
Ladder	1	
600L Water tank – trailer mounted	1	

## DBCA – ALBANY HEADQUARTERS

<b>Location</b>	<b>120 Albany Highway ALBANY 6330</b>	
<b>Contact/s</b>		
Office	(08) 9842 4500	<a href="mailto:albany@dbca.wa.gov.au">albany@dbca.wa.gov.au</a>

# Appendix 4

## MCC Contractors

<b>Location</b>	<b>832 South Coast Highway</b>	
<b>Contact/s</b>		
Office	08 9848 2101	admin@mcccontractors.com
Matt Candy	0439960552	
<b>Item description</b>	<b>Number of items</b>	
Dozer D8	1	
Dozer D7R	1	
Grader	Various	
Loader	Various	
Excavator	23.5T	
Excavator	20T	
Excavator	13T	
Excavator	8T	
Excavator	5T	
Skid Steer SLV75	1	
Skid Steer Case	1	
Wheeled Loader	Various	
Semi End Tippers	Various	
Semi Side Tippers	Various	
Double End Tipping Road Train	Various	
Double Side Tipping Road Train	Various	
6 Wheel Tipper	Various	
6 Wheel Tipper and Dog	1	

## Appendix 4

Float tri axle w/Prime Mover	1
Water Cart Truck Mounted 10,000L	1
Tilt Tray Truck	1
3 Ton Truck	1
Culvert Jetter	1
Mulching Head for Excavators	Various
Skid Steer attachments - slasher, auger etc	1
Tree Spear for Dozer	1
6m Rake Blade for Dozer	1
Grab and Rake for Volvo L120F Loader	1
Rock Breaker	1
4" Water Pumps	1
Lighting Tower Trailer / 20 KVA Generator	1
Plate Compactor - DPU	1
Plate Compactors	1

## Appendix 4

### Coupers – Earthmoving

Location		Barrow Road Mount Barker	
Contact/s			
Geoff Couper	9851 1412	0428 511 417	
Ian Couper	9851 1481	0427 511 481	
Item description		Number of items	
Bulldozer		2	
Float		1	

### Palmer Civil Construction

Location		17 Pendeen Road Albany	
Contact/s			
Office	9844 3900		
Dave Palmer	9844 3900	0428 645 212	
Jason Howard	9844 3900	0455 265 595	
Type of Plant		Details (Make, Model, Power, Age, Mechanical, Condition, etc)	
Excavator:			
PCC EX 08 CCF Class 1.8 tonne		2016 Komatsu PC 18-8 Multiple Attachments- AS4801 Compliant/ Mine Spec	
PCC EX 07 CCF Class 20 Tonne		2016 Komatsu PC 138US-8 Multiple Attachments- AS4801 Compliant/ Mine Spec	
PCC EX 10 CCF Class 20 Tonne		2013 Caterpillar 320 DLRR - (Zero Tail Swing) Multiple Attachments- AS4801 Compliant/ Mine Spec	
PCC EX 11 CCF Class 24 Tonne		2014 Komatsu PC 228USLC-8 - (Zero Tail Swing) Multiple Attachments- AS4801 Compliant/ Mine Spec	

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PCC EX 02 CCF Class 30 Tonne	2012 Komatsu PC 270LC-8 Multiple Attachments- AS4801 Compliant/ Mine Spec
PCC EX 03 CCF Class 40 Tonne	2004 Volvo EC360CL Multiple Attachments- AS4801 Compliant/ Mine Spec
PCC EX 12 CCF Class 20 40 Tonne	2015 Komatsu HB335-1 - (Hybrid Excavator) Multiple Attachments- AS4801 Compliant/ Mine Spec
Excavator Attachments:	20-30 Tonne Ripper 30- 40 Tonne Ripper 20- 30 Tonne Tree Grab Rock Breaker 30-40 Tonne Rock Breaker 20-30 Tonne Tilting Batter Bucket Plate Compactor Rock Grinder 3D GPS Mulcher
<b>Dozer:</b>	
PCC DZ 09 CCF Class 40 40 Tonne	2018 Komatsu 155AX-8 - Single Shank Ripper
PCC DZ 09 CCF Class 50 50 Tonne	2007 Caterpillar D9T - Single Shank Ripper AS4801 Compliant/ Mine Spec
PCC DZ 08 CCF Class 40 75 Tonne	2007 Caterpillar D10R-2 Single Shank Ripper - AS4801 Compliant/ Mine Spec
<b>Wheel Loader</b>	
PCC LO 01 CCF Class - 2.5 cubic Metre bucket capacity	2004 Volvo L70F Multiple Attachments - AS4801 Compliant
PCC LO 09 CCF Class - 2.5 cubic Metre bucket capacity	2015 Komatsu WA250-6 Multiple Attachments - AS4801 Compliant/ Mine Spec
PCC LO 09 CCF Class - 2.5 cubic Metre bucket capacity	2015 Komatsu WA250-6 Multiple Attachments - AS4801 Compliant/ Mine Spec
PCC LO 02 CCF Class - 3.5 cubic Metre bucket capacity	2013 Komatsu WA320-6 Multiple Attachments- AS4801 Compliant/ Mine Spec

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Wheel Loader Attachments:	Rake Tree Grabs Broom Jib Rock Bucket
PCC LO 07 CCF Class 4	2013 Komatsu WA430-6 AS4801 Compliant/ Mine Spec
PCC LO 11 CCF Class 4 4.6 m3	2014 Caterpillar 980K AS4801 Compliant/ Mine Spec
PCC LO 08 Wheel Loader:	2014 Komatsu WA480-6
<b>Grader</b>	
PCC GR04 CCF Class 15 12ft Blade	2004 Caterpillar 120H AS4801 Compliant/ Mine Spec
PCC GR02 CCF Class 15 14FT Blade	2008 Caterpillar 12M with GPS AS4801 Compliant/ Mine Spec
<b>Rollers/Compactors</b>	
PCC RL03 Self-Propelled Vibrating Flat Drum Roller: CCF Class 12.5	2010 Caterpillar CS56 AS4801 Compliant/ Mine Spec
PCC RL03 Self-Propelled Vibrating Flat Drum Roller: CCF Class 12.5	2010 Caterpillar CS56 AS4801 Compliant/ Mine Spec
PCC MTR01 Self-Propelled Pneumatic Tyre Compactor: Gross Weight 12-18 T	2006 Multipack v200 AS4801 Compliant/ Mine Spec
PCC RL04 Self-Propelled Pad Foot Roller: CCF Class 12.5	2012 Caterpillar CP64 AS4801 Compliant/ Mine Spec

## Appendix 4

### Skid Steers

PCC SS04 Skid Steer: CCF Class 600 - (Tracked)	2017 Caterpillar 259D Multiple Attachments - AS4801 Compliant/ Mine Spec
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Skid Steer Attachments:	Rake Bucket Broom Vibrating Roller Bucket Broom Grader Blade Cement Mixer Bucket Forks
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### Floats

PCC TL15 Tri Low Loader:	30 tonne Capacity, AS4801 Compliant
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PCC TL13 Quad Low Loader:	36 tonne Capacity, AS4801 Compliant
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PCC TL13 & DL01 Quad & Dolly Low Loader:	50 tonne Capacity, AS4801 Compliant/ Mine Spec
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Two Trailer Configuration:	Road Train / B-Train (Any two trailers) Up to 56 tonne Capacity, AS4801 Compliant/ Mine Spec
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### Tippers

PCC TL10 / TL11 Semi Tri Axle- End-Tipper:	Prime Mover and Tipper 27 tonne capacity - 17-18 m3 AS4801 Compliant
-----------------------------------------------	-------------------------------------------------------------------------

PCC TL05 / TL06 Semi Bogey Axle-Tipper:	Prime Mover and Tipper 24 tonne capacity - 14-15 m3 AS4801 Compliant
--------------------------------------------	-------------------------------------------------------------------------

PCC TL03 / TL04 / TL16 / TL21 Semi Tri Axle- Side Tipper:	Prime Mover and Tipper 28 tonne capacity - 18m3 AS4801 Compliant
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PCC TL18 Walking Floor Trailer (With Side Discharge) Flowcon	Prime Mover and Trailer 24 tonne capacity - 14-15m3 AS4801 Compliant
--------------------------------------------------------------------	-------------------------------------------------------------------------

PCC TL01 / TL02 Tandem Tipper & Pig Trailer	Truck and Trailer 24 tonne capacity - 14-15 m3 AS4801 Compliant
------------------------------------------------	--------------------------------------------------------------------

## Appendix 4

PCC TR010 / TR09 Tandem Tipper:	Truck 14 tonne capacity - 9-10 m3 AS4801 Compliant
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### Water Truck

PCC WT 02 - Water Truck: 10,000L tank capacity or greater (specify size)	2012 Hino 320 HP 6X4 AS4801 Compliant/ Mine Spec 14,000L, Hydraulic Pump. Front and rear sprays, Cannon, Batter Sprays Assortment of sprayer options fitted Delivery through a hydraulic pump with remote cab operation
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### Crushers

PCC CR08 Mobile Impact Crusher:	Kleemann MR130EVO2, 56 Tonne 250m3 capacity Close Circuit Crusher - AS4801 Compliant/ Mine Spec
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PCC SC04 Mobile Screener:	Kleemann MS21AZ, 40Tonne 350m3 capacity AS4801 Compliant/ Mine Spec
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PCC CR09 Mobile Jaw Crusher:	2019 Kleemann MC120Z Pro Crusher 75 Tonnes 320m3 capacity AS4801 Compliant/Mine Spec
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PCC TSG01 mall Excavator	FENDT/ FAE Stone Grinder/Stump Grinder/Stabiliser, 1000HP AS4801 Compliant/ Mine Spec
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PCC LO 09 Road Widener	2015 Komatsu PZ250-6 AS4801 Compliant/ Mine Spec
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PCC AO15 Road Widener Attachment	AS4801 Compliant/ Mine Spec
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### Dump truck

PCC DT03 Dump Truck (specify size)	Moxy Bell 40D Dump Truck 40 tonne - 25m3 Capacity AS4801 Compliant/ Mine Spec
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### Other Plant

PCC TB01 John Deere Tractor Broom/Auger Unit	AS4801 Compliant/ Mine Spec
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## Appendix 4

### Screenwest PTY LTD

<b>Location:</b>	<b>Lot 87 Albany Highway Mount Barker</b>
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#### **Contact/s**

Office	9851 2033	
David Healy	9851 2082	0428 910 082
Robert Healy	9851 2087	0408 512 088

<b>Item description</b>	<b>Number of items</b>
Staff	4
6 Wheel Tipper	2
Prime Mover/Tipper	1
Backhoe	1
Front End Loaders	2
Bobcat	2

# SHIRE OF PLANTAGENET 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 Plantagenet. 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 Plantagenet 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 Plantagenet, 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 Plantagenet on community, staff and property

Coordination of successful disaster recovery for community using the Local Recovery Plan and Shire Business Continuity Plan

Reduce the consequences of emergencies by providing and supporting the Shire of Plantagenet 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 of Plantagenet, 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

# 4. Definitions

## ***Designated Shire Officer***

Shire staff member or contractor designated as a representative of the Shire in regard to 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 is capable of causing 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.

# 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 the Shire Plantagenet, 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 Plantagenet LEMC in the development of the Shire LEMA.

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

Potential risks within the Shire of Plantagenet 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 in Shire of Plantagenet.

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 LEMC partnering agencies.

# 6. Roles and Responsibilities

The Shire 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 (2024) and State Emergency Management Plan (2024)
- Shire of Plantagenet Local Emergency Management Arrangements (LEMA 2025)
- Shire of Plantagenet Local Recovery Plan (2025)

### 8. Effective Date

This policy is effective from **June 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 Plantagenet policy for emergency management in the Shire.

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

Shire of Plantagenet  
CEO

### 12. Policy Revision

Rev	Revision Description	Revision by	Issue Date	Page

## Appendix 6



Shire of  
**Plantagenet**

# HIGHER RISK PERSONS & GROUPS PLAN



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# 1. ADMINISTRATION

## 1.1 Acronyms

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

## 1.2 Amendment Record

Amendment		Details	Amended by
No	Date		
1	Feb 2025	Initial draft developed LEMA Appendix 5	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 Plantagenet Higher Risk Persons & Groups (HRPG):

### 2.3.1 *Childcare Facilities and Schools*

Plantagenet engage and work with Childcare facilities and school groups and their networks how?

### 2.3.2 *Living with Disabilities*

Plantagenet engage and work with Disability services groups and their networks how?

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

Plantagenet community engagement and work with these groups and their networks how?

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

Plantagenet engage and work with CALD groups and their networks how?

## 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 Plantagenet (hereby referred to as 'the Shire).

### 3.2 Objectives



(1) - Detail actions, roles and responsibilities for prevention, preparedness, response and recovery arrangements within the Shire of Plantagenet for higher risk communities.



(2) - Identify emergency management arrangements between all stakeholders and networks in response and recovery from an emergency within the Shire of Plantagenet for higher risk communities.



(3) - Provide an interface to enable integration with other emergency plans within the Shire of Plantagenet and State.



(4) - Provide a reference for all higher risk communities and their networks required to respond and recover from emergencies within the Shire of Plantagenet.

### 3.3 Scope

This Plan covers the Shire of Plantagenet 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 Plantagenet.

### 3.4 Related Documents

This Plan forms part of the Shire of Plantagenet 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 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. EMERGENCY MANAGEMENT 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 the effects of disasters and emergencies.

Commonly accepted categories include:

Socioeconomic status	Race and ethnicity
Age	Medical issues
English language proficiency	Disabilities
The disadvantaged (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 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 / The Shire	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 Force (WAPF)	<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 Plantagenet	<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 HRPG.

The Shire of Plantagenet 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.

### 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 threats, hazards and risks	Assess and determine transport routes
The predicted path of the threat	Determine the evacuation points
Determine what is at risk	Communicate the HRPG Plan and intentions at earliest possible time to persons and groups identified in this Plan
Assess practicality of a large-scale evacuation during a response	Ensure accurate records 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 Shire of Plantagenet Responsibilities

The Shire of Plantagenet is 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 Shire CEO and Local Recovery Coordinator (LRC).

The Shire of Plantagenet LRC and the Plantagenet Local Recovery Group are responsible for implementing the 'recovery phase' of an incident (the recovery starts at the commencement of the response phase and is in full swing once the Impact Assessment Statement is received).

## 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.

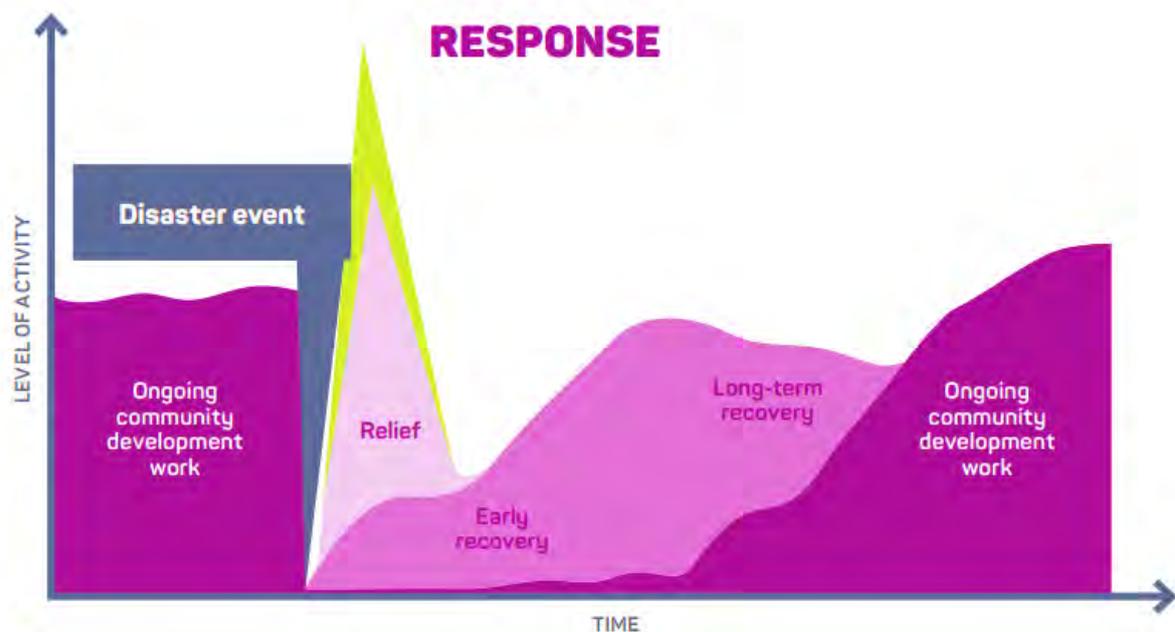


Figure 1:Community Development interface before, during and after a disaster event

# 9. HIGHER RISK PERSONS & GROUPS

## DIRECTORY & CONTACTS

Name	Address	Contact	No. Persons	1. evacuation Plan Y or N 2. Responsibility for plan
<b>Young Persons</b>				
Child Care Centre	Marmion St	9851 2020	30	
Kendenup Primary School	Austin Street Kendenup	9851 4061	110	
Mt Barker Community College	Cnr Woogenellup Rd and Albany Hwy	9851 3400	700	
<b>Elderly/ Medical Conditions</b>				
Mount Barker Hospital	Cnr Langton Rd and Marmion St, Mount Barker	9892 1222	10	
Banksia/Langton/Overton Hostel- Aged and Palliative Care	Cnr Langton Rd and Marmion St, Mount Barker	9892 1234 9892 1222	39	
HACC	Lesser Hall, Memorial Rd Mount Barker	9851 2015	20	
Empowering Plantagenet Seniors	Lot 250 Memorial Road. Mt Barker	0498 096 700		
Empowering Plantagenet Seniors	Plantagenet Village Homes 28 Marion St. Mt Barker	9851 1666 <a href="mailto:info@pvh.org.au">info@pvh.org.au</a>		
Empowering Plantagenet Seniors	Clarence Estate, Marion Street Mt Barker	9841 5999, 0428 967 990		
<b>Other</b>				
Silver Chain Albany	91 Seymour St Mira Mar	1300 650 803		
Baptist care	2 Bethel Wy. Albany	1300 275 227		
Albany Community Care	73 Hardie Rd Spencer Park WA	9841 8668		
Pardelup Prison Farm	Muir Highway	9851 3700	100	





# Local Emergency Relief and Support Plan

## Shire of Plantagenet

Prepared by

Department of Communities - Emergency Services

Tabled and accepted at the

LOCAL EMERGENCY MANAGEMENT COMMITTEE on the

**This Plan can be activated for hazards defined under the WA State  
Emergency Management Arrangements eg State Hazard Plan - Heatwave,  
State Hazard Plan – Fire, State Hazard Plan – Crash Emergency, State  
Hazard Plan - HAZMAT.**

**To activate this Plan call the Department of Communities, Emergency  
Services On Call Coordinator on 0418 943 835, 24 hours/7 days.**

## Local Emergency Relief and Support Plan - Shire of Plantagenet

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### Contact details

To make comments on this plan please contact:

Vivienne Gardiner  
Regional Coordinator Great Southern  
Emergency Relief & Support  
Department of Communities  
E: [vivienne.gardiner@communities.wa.gov.au](mailto:vivienne.gardiner@communities.wa.gov.au)  
M: 0403 906 639

### Amendment List

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	August 2018	Complete Review and Reissue.	Neville Blackburn
<b>1</b>	January 2019	Updates to Plan	Neville Blackburn
<b>2</b>	December 2019	Various Updates	Neville Blackburn
<b>3</b>	December 2020	Various Updates	Neville Blackburn
<b>4</b>	October 2021	Various Updates	Neville Blackburn
<b>5</b>	December 2021	Contact Details	Phil Schupp
<b>6</b>	November 2022	Contact Details	Michele Duxbury
<b>7</b>	March 2024	Contact details and terminology	Sharon Austin
<b>8</b>	July 2024	Contact details and terminology	Vivienne Gardiner

# Local Emergency Relief and Support Plan - Shire of Plantagenet

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## 1. Introduction

### 1.1 Outline

The Local Emergency Relief and Support Plan is to be read in conjunction with the State Emergency Relief and Support Plan, both prepared by the Department of Communities (Communities).

The State and Local Emergency Relief and Support Plans are support plans which document the strategic management and coordination of emergency relief and support services in emergencies, as part of the Western Australian State Emergency Management (EM) Arrangements.

The scope of this local plan includes:

- Communities responsibilities for the planning, response and recovery stages for the management and coordination of emergency relief and support services, including resources, within the identified geographical boundaries;
- agreed responsibilities of emergency management partnering agencies, coordinated by Communities to provide emergency relief and support services during emergencies.

### 1.2 Exercise and review period

This plan is to be exercised at least annually, and will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

### 1.3 Emergency Relief and Support services definition

The provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency. To assist in coordinating the provision of emergency relief and support services, six (6) functional domains have been identified:

- **emergency accommodation including evacuation centres** – see Appendix 5
- **emergency catering** – see Appendix 7
- **emergency clothing and personal requisites** – see Appendix 8
- **personal support services** – see Appendix 9
- **registration and reunification** – see Appendix 6
- **financial assistance** - in Western Australia there are a number of financial assistance programs that may be put in place following a major emergency. Communities has the provision of some financial assistance being available for assessed immediate needs. This is determined at the time of the emergency using the principle of needs on a case-by-case basis for affected persons, as approved by Communities State Relief and Support Coordinator/ Communities Emergency Services Coordinator.

## 2. Preparedness and Operation of this Plan

### 2.1 Organisational responsibilities

The development and maintenance of this plan is allocated to the Communities District Emergency Services Officer, in consultation with members of the Emergency Relief and Support Coordination Group (ERSCG), if there is one, and the Local Emergency Management Committee (LEMC). A contact list of the organisations that constitute the

EWCG is provided in Appendix 2 and their agreed organisational responsibilities are provided in Appendix 3.

### 2.2 Special considerations

LGs plan for special considerations as per the State EM Policy 4.6.1 –

EM planning must consider where special arrangements will be required. For example any groups within the community whose circumstances may create barriers to obtaining information, understanding instructions, or reacting to an emergency. This includes but is not limited to:

- children and youth;
- older people;
- people with disability;
- those who are medically reliant;
- Aboriginal and Torres Strait Islanders;
- individuals from culturally and linguistically diverse (CaLD) backgrounds;
- isolated individuals and communities; and
- transient individuals and communities.

In addition, EM planning must consider special arrangements for animals as per the State Emergency Relief and Support Plan 2.3.6 -

#### **Animals in evacuation centres**

For health and safety reasons no animals, including pets, are permitted in evacuation centres with the exception only of Assistance animals e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

Services specifically for children and families, including child and family friendly spaces at Evacuation Centres, are to be considered at the local level and included in local emergency management arrangements. Also see Appendix 5 Emergency Accommodation, point 5.5 Children, organisations, educational and care facilities.

Communities prioritises its response in line with its operational capacity and relies on those agencies or organisations which provide support to these groups having suitable plans and response capabilities in place, prior to an emergency to cater for these groups' needs.

### 2.3 Resources – Preparedness and Operational

Communities has primary responsibility for managing and coordinating emergency relief and support services resources. This plan is based on the utilisation of resources existing within a community and to supplement those resources when required at the State level. In some emergencies interstate/national resources may be required. Requests for additional resource support should be made by the Emergency Relief and Support Coordinator to the State Relief and Support Coordinator/Emergency Services Coordinator. Communities is responsible for appointing Emergency Relief and Support Coordinators as follows:

## Local Emergency Relief and Support Plan - Shire of Plantagenet

Emergency Relief and Support Resource	Responsibilities during Preparedness, Operation and Recovery
<p><b>Communities State Relief and Support Coordinator (SRSC)</b></p>	<p>The title “State Relief and Support Coordinator” used throughout this plan is the Communities representative appointed by the Communities Director General (DG). This role is delegated to the Director Emergency Services. Responsibilities include:</p> <ul style="list-style-type: none"> <li>(a) Coordination of all emergency relief and support services at the State level;</li> <li>(b) Represent the DG on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required;</li> <li>(c) Act as the DG’s representative on the following: <ul style="list-style-type: none"> <li>• SEMC Response and Capability Subcommittee;</li> <li>• SEMC Recovery Subcommittee;</li> <li>• SEMC Community Engagement Subcommittee;</li> <li>• Other State and national level committees as appropriate.</li> </ul> </li> <li>(d) Chairing the State Emergency Relief and Support Committee (SERSC);</li> <li>(e) Coordination of all partnering agencies within the State Emergency Relief and Support Incident Coordination Centre.</li> </ul>
<p><b>Communities Emergency Services Coordinator (REC)</b></p>	<p>This role may be delegated by Communities Emergency Services (ES) Director to the rostered Communities ES On Call Officer during activation and operations to carry out Communities emergency management functions. The REC is the link between the Evacuation Centre Coordinators and the State Relief and Support Coordinator and, where applicable, with the relevant HMA/Controlling Agency. The REC is authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency relief and support requirements. Responsibilities include:</p> <ul style="list-style-type: none"> <li>(a) Establish the State Relief and Support Coordination Centre and manage centre functions during operation;</li> <li>(b) Activate responses to emergency situations, authorise emergency expenditure and utilise resources to meet those responses;</li> <li>(c) Assist the State Relief and Support Coordinator with their functions as required;</li> <li>(d) Manage emergency relief and support services functions as required;</li> <li>(e) Provide support to country staff/offices involved in emergencies;</li> <li>(f) Represent Communities on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required.</li> </ul>

## Local Emergency Relief and Support Plan - Shire of Plantagenet

Emergency Relief and Support Resource	Responsibilities during Preparedness, Operation and Recovery
<b>Communities District Emergency Relief and Support Representatives</b>	<ul style="list-style-type: none"> <li>(a) Represent Communities on District Emergency Management Committees (DEMCs) to address emergency relief and support matters (Communities District Director or proxy);</li> <li>(b) Ensure the arrangements of this plan are clearly understood at the district level;</li> <li>(c) Clarify Communities policy on emergency relief and support matters where required;</li> <li>(d) Refer matters of a contentious nature to Communities Emergency Services for resolution;</li> <li>(e) Ensure development, testing and maintenance of Local Emergency Relief and Support Plans for the district in which the Local Government (LG) areas fall;</li> <li>(f) Appointing Evacuation Centre Coordinators for each Local Emergency Management Committee (LEMC);</li> <li>(g) Represent Communities on Operational Area Support Groups (OASGs) as required.</li> </ul>
<b>Regional Relief and Support Coordinator – formerly District Emergency Services Officer (DESO)</b>	<ul style="list-style-type: none"> <li>a) As a local emergency management resource, develop local arrangements, procedures and resources eg EM Kits;</li> <li>b) Develop, test and maintain the Local Emergency Relief and Support Plans for the district in which the Local Government/s (LG) areas fall;</li> <li>c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their emergency relief and support responsibilities by conducting training sessions and exercises annually;</li> <li>d) Liaise and establish networks and partnerships with agencies;</li> <li>e) Assist with activations if available;</li> <li>f) Assist and support the District Emergency representatives and Local Welfare Coordinators to carry out their roles.</li> </ul>
<b>Communities Evacuation Centre Coordinators (ECC)</b>	<p>Local Evacuation Coordinators (ECCs) shall be nominated officers of Communities within an LG area/s.</p> <p>A Communities ECCs responsibilities include:</p> <ul style="list-style-type: none"> <li>(a) Establish and manage the activities of the local Emergency Relief and Support Incident Coordination Groups (ERSCG), where determined appropriate by the District Director;</li> <li>(b) Represent Communities and the emergency relief and support function on LEMCs and Local Recovery Committees;</li> <li>(c) During activation, manage and coordinate emergency relief and support services, including establishing and managing evacuation centres, and if further emergency relief and support assistance is required request for</li> </ul>

## Local Emergency Relief and Support Plan - Shire of Plantagenet

Emergency Relief and Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>additional support services via the Communities Emergency Services;</p> <p>(d) Represent Communities on the Incident Support Group (ISG) when required.</p>
<p><b>Communities Evacuation Centre Coordinator (ECC)</b></p>	<p>In some circumstances Evacuation Centre Coordinators (ECCs) are appointed. They shall be nominated officers of Communities and the ECC responsibilities include:</p> <p>(a) Establish and manage the operations of the evacuation centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate emergency relief and support services to the evacuees in the evacuation centre.</p> <p>(b) Communicate regularly with the ECC, and if further emergency relief and support assistance is required request for additional support services via the ECC;</p> <p>(c) Remaining at the centre to manage the centre operations.</p>
<p><b>Local Government Emergency Relief and Support</b></p>	<p>a) When an emergency event takes places within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial emergency relief and support response to evacuating community members. This is primarily due to their close proximity to the emergency event and their ability to quickly identify and open a pre-determined evacuation centre. If the activation request is from the HMA the LG should contact Communities to inform and consult with them of the activation to open a evacuation centre. The role of the LG in these early stages would be to ensure that evacuees have a safe location to relocate to, and that they can be provided with basic needs and services until such time as Communities can arrive to take on the coordination role of the evacuation centre. Basic needs and services may include refreshments, registration, basic information, and personal support. On arrival of Communities, the LG would then provide a handover to the designated Communities Evacuation Centre Coordinator, and take on the <b>LG Liaison Officer</b> role as a support to Communities.</p> <p>b) In some circumstances the emergency event may not escalate to a significant level, and the LG may determine that they are able to continue to operate the evacuation centre without the need for deployment of Communities staff. If this situation arises the LG must seek approval from Communities to retain the coordination role and have this decision documented formally.</p> <p>c) In some circumstances it may not be possible for Communities to attend the evacuation centre due to</p>

Emergency and Resource	Relief Support Responsibilities during Preparedness, Operation and Recovery
	<p>geographical distances, road conditions, conflicting events, or other unforeseen circumstances. In these cases the LG may be asked to continue to provide the coordination role for the evacuation centre, with support and advice being available from Communities via telephone or other means. In these situations, Communities would approve in advance any required expenditures in relation to operating the evacuation centre, and would meet these costs if required.</p> <p>If LGs elect to undertake their own emergency relief and support arrangements without Communities consultation, <b>LGs are responsible for their own costs.</b></p>

## 2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Relief and Support Incident Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to provide appropriate emergency relief and support services under this plan, and in accordance with their roles and responsibilities.

## 2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

- (1) As per State Emergency Management Policy 5.3.4 'A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA, and may also support Combat Agencies and other Support Organisations upon request'.
- (2) The State Relief and Support Coordinator/Emergency Services Coordinator based on information provided internally and/or externally, may identify the need to activate this support plan.

Regardless of who first identifies the need, the HMA/Controlling Agency and Communities State Relief and Support Coordinator (SRSC), Regional Emergency Services Coordinator (REC) or Evacuation Centre Coordinator shall confer and agree that this plan should be activated; discuss the safe location of evacuation centres and emergency relief and support services required. If activated at the local level the Local Evacuation Centre Coordinator will advise Communities SRSC/REC.

Once this decision is made the State or Evacuation Centre Coordinator shall assess the immediate emergency relief and support services required and activate Communities and partnering agencies if required and available. See Appendix 1 Communities Standard Operating Procedures for activation procedures.

Communities, representing partnering agencies, should be included as a member of the ISG and OASG, if formed, and will appoint an appropriate Communities representative accordingly.

**2.6 Plan Activation Stages**

The plan will normally be activated in stages. In an impact event for which there is no warning period, these stages may be condensed with stages being activated concurrently.

Activation Stage number	Activation Stage name and actions
<p><b>Stage 1</b></p>	<p><b>Alert:</b>                      By the HMA/Controlling Agency or by Communities SRSC/REC based on information provided from within Communities.</p> <ul style="list-style-type: none"> <li>(a) Partnering agencies are alerted by the SRSC/REC or Evacuation Centre Coordinator;</li> <li>(b) Partnering agencies alert their own personnel;</li> <li>(c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided;</li> <li>(d) Key personnel are briefed on action to be taken;</li> <li>(e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.</li> </ul>
<p><b>Stage 2</b></p>	<p><b>Activation:</b>                      By the HMA/Controlling Agency or by Communities SRSC/REC based on information provided internally and/or externally.</p> <ul style="list-style-type: none"> <li>(a) On behalf of the HMA/Controlling agency, and in consultation with the evacuation centre owners, the Evacuation Centre Coordinator organises for the designated welfare centre to be opened if required. The safest and most appropriate centre needs to be agreed on by the HMA, LG and Communities;</li> <li>(b) Required partnering agencies are activated by the SRSC/REC or Evacuation Centre Coordinator and proceed to the evacuation centre;</li> <li>(c) Emergency relief and support services are provided under the coordination of the Evacuation Centre Coordinator with partnering agencies assisting as required;</li> <li>(d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Evacuation Centre Coordinator and partnering agencies;</li> <li>(e) Emergency relief and support services requirements are continuously monitored and reviewed by the Evacuation Centre Coordinator and adjusted accordingly.</li> <li>(f) If required, requests for additional resource support at the local level should be made by the Evacuation Centre Coordinator to the SRSC/REC.</li> </ul>
<p><b>Stage 3</b></p>	<p><b>Stand Down:</b>                      HMA/Controlling Agency to officially notify Communities to Stand Down; or SRSC/REC or Evacuation Centre Coordinator to request of HMA/Controller Agency to Stand Down if they assess emergency relief and support services no longer required.</p>

Activation Stage number	Activation Stage name and actions
	<ul style="list-style-type: none"> <li>(a) Partnering agencies are informed of the Stand Down by the SRSC/REC or Evacuation Centre Coordinator;</li> <li>(b) Partnering agencies stand down in accordance with relevant procedures for their agency;</li> <li>(c) Partnering agencies are to advise the SRSC/REC or Evacuation Centre Coordinator when stand down has been completed;</li> <li>(d) Communities to officially hand back the evacuation centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as an evacuation centre;</li> <li>(e) The SRSC/REC or Evacuation Centre Coordinator advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible;</li> <li>(f) Post operation reports to be written by Communities – see 2.9.</li> </ul>

## 2.7 Public Information Management

The HMA/Controlling Agency is responsible for the provision and management of media and public information during emergencies, and all non-emergency relief and support matters will be referred to them. Communities and partnering agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility, and with approval from the Communities SRSC/REC.

If the **Register.Find.Reunite. system** is activated, Communities SRSC/REC will give approval for Australian Red Cross to provide R.F.R. information to the HMA/Controlling Agency, or the State Emergency Public Information Coordinator (SEPIC).

## 2.8 Exchange of Information

During a state of emergency or emergency situation, emergency management agencies can share personal information relating to persons affected by the emergency, State EM Plan 5.2.5. Communities Evacuation Centre Coordinator is to contact Communities SRSC/REC to seek approval before there is any exchange of information.

## 2.9 Debriefs and Post Operation Reports

The Evacuation Centre Coordinator conducts a debrief of participating staff and agencies as soon as practical after all agencies are stood down. This is to identify lessons learnt through the activation for continuous improvement of any future activations. Following this, the Evacuation Centre Coordinator, or appointed Communities officer, writes the Post Operation Report.

# 3 Recovery

## 3.1 Recovery Definition

The Emergency Management Act 2005 (s. 3) defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical

## Local Emergency Relief and Support Plan - Shire of Plantagenet

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infrastructure, the environment and community, psychosocial, and economic wellbeing.

As per the State Emergency Management Plan and the State Emergency Relief and Support Plan, it is the responsibility during recovery for the Department of Communities to coordinate the emergency relief and support components of recovery in line with the services outlined in this Plan for people affected by an emergency.

### 3.2 Emergency relief and assistance in recovery

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion, State EM Policy 6.9.

**Communities, as a support organisation, is not responsible for the coordination or collection of monetary donations or donated goods or services; restocking perishables or transporting people to/from homes and communities.**

### 3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

Through **Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)**, the State Government provides a range of relief measures to assist communities recover from an eligible natural event.

Department of Communities may provide some financial assistance in recovery for individuals and families if WANDRRA is activated. This assistance is to alleviate the personal hardship or distress arising as a direct result of an eligible natural disaster, and is assessed on a case by case basis by Communities SRSC/REC. Some categories are subject to income and/or assets testing.

Other financial assistance that may be available after an emergency are:-

- **ServicesAustralia (Centrelink)** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group.  
**If activated by the Australian Government, Centrelink can administer –**
  - **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
  - **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster.
- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

### 3.4 Cessation of recovery

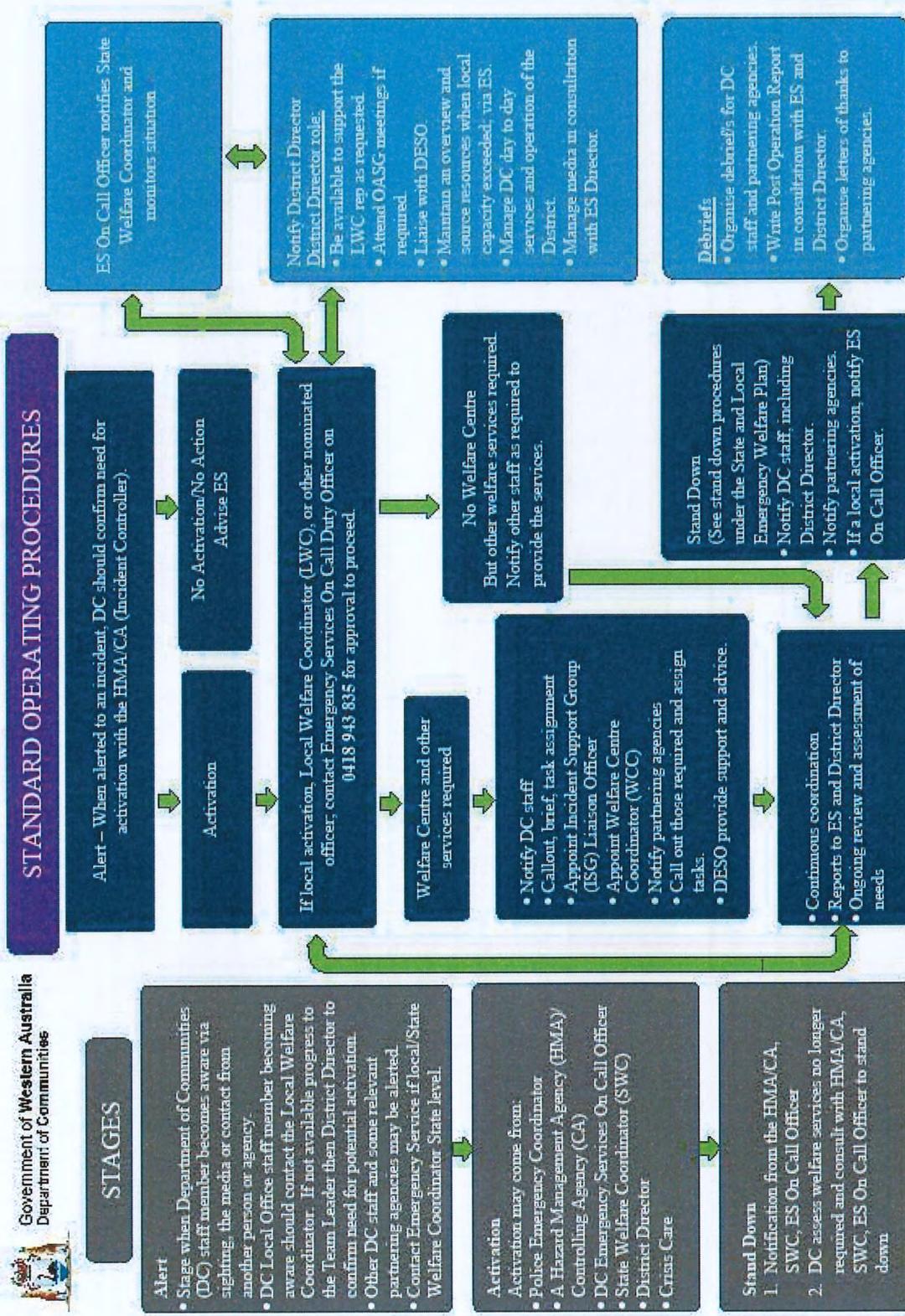
Communities cessation of emergency relief and support services in recovery will be dependent on community needs, access to existing community services, and

individuals' and communities' resilience. Accordingly Communities cessation may vary from other recovery services.

### **3.5 Review of recovery activities**

Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

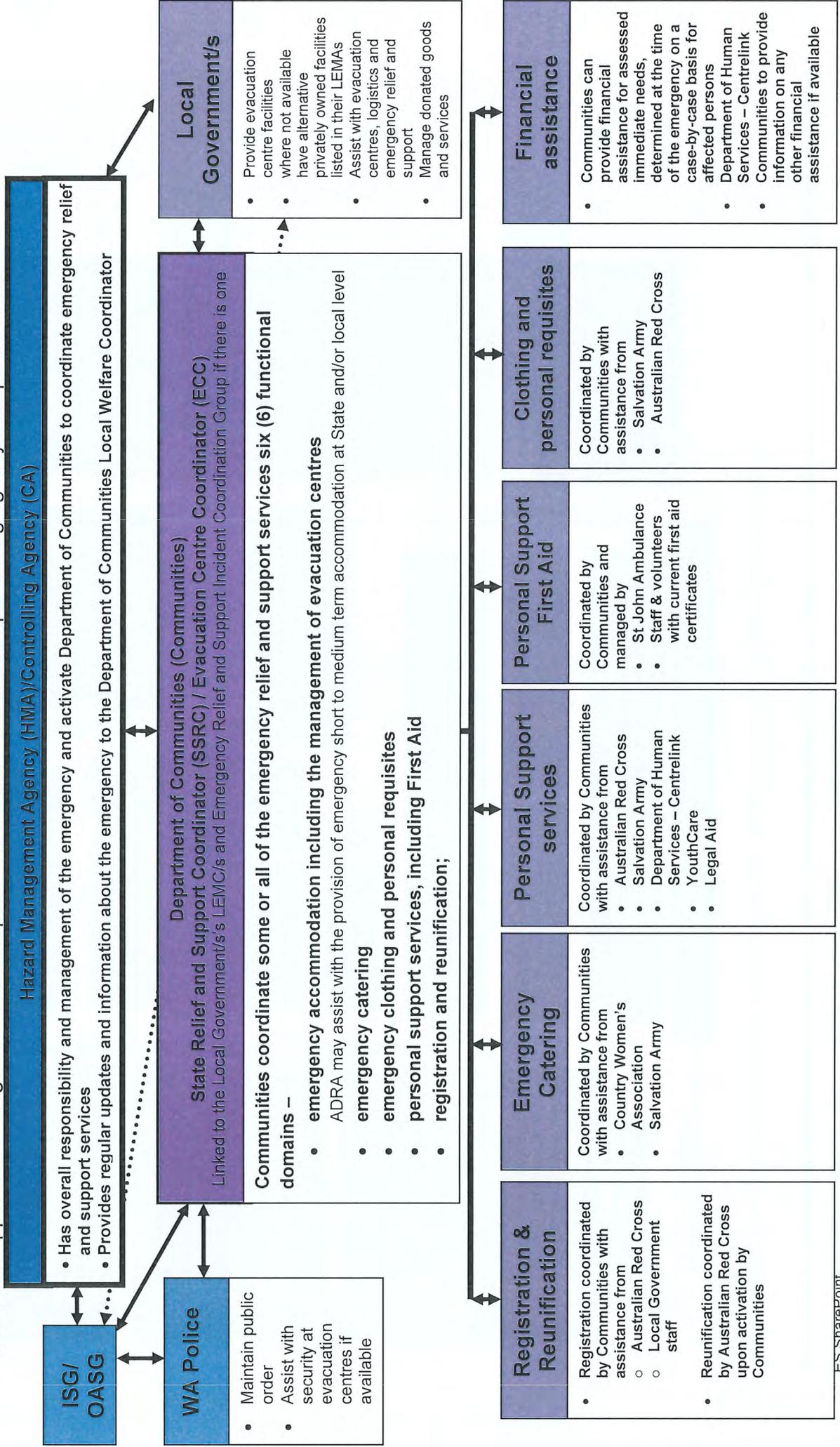
## Appendix 1 – Department of Communities Standard Operating Procedures



# Local Emergency Relief and Support Plan - Shire of Plantagenet

## Appendix 2 – Local Emergency Relief and Support Coordination

Please see Appendix 4 – Organisational Responsibilities for details of each partnering agency's responsibilities.



### Appendix 3 –Emergency Relief and Support Partnering Agencies

- All partnering agencies staff and volunteers assisting Communities in accordance with this plan are required to comply with Communities policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.
- In multi-agency responses Team Leaders for each functional area may be appointed, i.e. Registration Team Leader, Emergency Catering Team Leader.

Organisation	Representative	Day Contact Details	A/H Contact Details	Postal/Email Address
Department of Communities	<b>ALL HAZARDS ON CALL</b>	<b>0418 943 835</b>	<b>0418 943 835</b>	<a href="mailto:emergencyservices@communities.wa.gov.au">emergencyservices@communities.wa.gov.au</a>
	Mark Schorer Regional Manager - ERS	0429 108 226	0429 108 226	<a href="mailto:mark.schorer@communities.wa.gov.au">mark.schorer@communities.wa.gov.au</a>
	Vivienne Gardiner Regional Coordinator - ERS	0403 906 639	0418 943 835	<a href="mailto:vivienne.gardiner@communities.wa.gov.au">vivienne.gardiner@communities.wa.gov.au</a>
	Neila Williams Regional Executive Director	6381 1526	0423 298 147	<a href="mailto:neila.WILLIAMS@communities.wa.gov.au">neila.WILLIAMS@communities.wa.gov.au</a>
	Mel Curran District Director – Child Protection	6277 4100	0432 835 994	<a href="mailto:mel.curran@communities.wa.gov.au">mel.curran@communities.wa.gov.au</a>
	Kim Daniel Regional Manager – Housing	6277 4177	0429 154 524	<a href="mailto:kim.daniel@communities.wa.gov.au">kim.daniel@communities.wa.gov.au</a>
Shire of Plantagenet	Julian Murphy CEO	9892 1121	0417 916 400	<a href="mailto:ceo@sop.wa.gov.au">ceo@sop.wa.gov.au</a>
	Mike Barnes – Community Emergency Services Manager (CESM)	9892 1149 0447 091 159		<a href="mailto:cesm@sop.wa.gov.au">cesm@sop.wa.gov.au</a>
	Kevin Hemmings Executive Manager Works and Services			
	Emergency After Hours	<b>0428 512 356</b>		
<b>Country Women's Association (Mount Barker)</b>	<b>Bertha Steike</b>	<b>9851 1386</b>		

## Local Emergency Relief and Support Plan - Shire of Plantagenet

Australian Red Cross Perth  Emergency Volunteers Mount Barker	<b>24 hour EM Control (24/7 Duty Phone)</b>  Franceine Gregory (Team Convener)	0408 199 976		<b>0408 930 811</b> – ring to <b>activate local team.</b> Emails during activations, <a href="mailto:wadutyofficer@redcross.org.au">wadutyofficer@redcross.org.au</a> .
Salvation Army	Majors Duane & Colette Albino	9841 1068		<a href="mailto:Colette.albino@salvationarmy.org.au">Colette.albino@salvationarmy.org.au</a> <a href="mailto:Duane.albino@salvationarmy.org.au">Duane.albino@salvationarmy.org.au</a>
YouthCare	YouthCare Chaplain Callout Julie Harty Area Chaplain	0407 413 855  0407 283 278		<a href="mailto:Julie.harty@youthcare.org.au">Julie.harty@youthcare.org.au</a>
Services Australia Centrelink, Medicare, Child Support	Tracey Gibson - Service Centre Manager  Andrea Parker Snr Social Wkr	0427 426 553  6819 6582 0429 121 849		<a href="mailto:Tracey.gibson@servicesaustralia.gov.au">Tracey.gibson@servicesaustralia.gov.au</a>  <a href="mailto:andrea.parker@servicesaustralia.gov.au">andrea.parker@servicesaustralia.gov.au</a>
WA Police Force – Mount Barker	Sgt Dave Johnson (OIC)	9851 1122		<a href="mailto:pd10310@police.wa.gov.au">pd10310@police.wa.gov.au</a>
DFES Community liaison Unit (CLU)		9845 5000		
<b>DFES Great Southern Region   Operations DEMA</b>	Charlotte Powis District Emergency Management Adviser	9845 5007  0429 104 007	0429 104 007	Charlotte.powis@dfes.wa.gov.au
<b>St. John Ambulance - Call Communities Emergency Services -0418 943 835 to approve cost before contacting SJA</b>  <b>Local Contact (Albany)</b>	<b>Communication Centre - Perth</b>  Sam Ehrlich Regional Mgr. GS	<b>9334 1234</b>  9841 4212 0408 904 040	<b>Emergencies 000 / 112 / 106</b>  0427 369 443	<a href="mailto:Sam.ehrlich@stjohnwa.com.au">Sam.ehrlich@stjohnwa.com.au</a>
<b>Department of Health Statewide Duty Officer -</b> can organise a doctor at a evacuation centre and/or write out prescriptions  <b>Local Contact</b>  <b>Plantagenet Hospital</b>	<b>Disaster Preparedness &amp; Management Unit</b>  Geraldine Ennis Regional Director  Julie Hollingworth DON/ Health Service Manager	08 9328 0553 Duty Officer 24/7  9892 2222 9892 2672 D/L  9892 1222 0428 481 201	08 9328 0553 Duty Officer 24/7	<a href="mailto:Geraldine.ennis@health.wa.gov.au">Geraldine.ennis@health.wa.gov.au</a>  0428 481 201

## Local Emergency Relief and Support Plan - Shire of Plantagenet

	Plantagenet Health Service, Multi Purpose Service			
Health Department – Mental Health	GS Mental Health Albany Team Clinic Manager	9892 2440 0428 699 271		
Southern Aboriginal Corporation (SAC)	Oscar Colbung  Asha Bhatt	9842 7777		<a href="mailto:Oscar@sacorp.org.au">Oscar@sacorp.org.au</a>  <a href="mailto:asha@sacorp.org.au">asha@sacorp.org.au</a>
Albany Migrant Service (Hazara community in Mount Barker)		9841 1190		
Albany and Regional Volunteer Service	Sarah Udecz	9841 3588		

## Appendix 4 – Organisational Responsibilities

- Partnering agencies that may be engaged by Department of Communities (Communities) to assist in fulfilling their emergency relief and support obligations as part of the Local Emergency Relief and Support Plan.
- Communities as an emergency management support organisation coordinates emergency relief and support services when activated via this plan – the Local Emergency Relief and Support Plan.
- To coordinate emergency relief and support services requires the support of a number of statutory, private and voluntary organisations, known as partnering agencies. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective agencies at the State level via the State Emergency Relief and Support Committee and Communities.
- At the local level these responsibilities may be varied to suit the capabilities and availability of emergency relief and support organisations. The responsibilities are negotiated between Communities and the agency at the local level and are reflected in this Appendix.
- The allocated responsibilities do not restrict one agency from assisting another, regardless of its primary role.
- Should a partnering agency not be able to manage its primary responsibilities, support with those responsibilities may be requested from the Local Welfare Coordinator. Ultimately, Communities is responsible for these functions where no partnering agency assistance is available.

Agency / Organisation Name	Normal role if engaged
<b>Department of Communities (Communities) – Lead Emergency Relief and Support Agency</b>	(1) Coordinate all functional areas of an emergency relief and support response during emergencies; (2) Appoint the Evacuation Centre Coordinators to support each Local Government area; (3) Provide staff and operate the Evacuation Centres if required; (4) Coordinate all emergency relief and support resources utilised under this plan; (5) Coordinate the emergency relief and support functional domains of: (a) Emergency Accommodation; (b) Emergency Catering; (c) Emergency Clothing and Personal Requisites; (d) Personal Support Services; (e) Registration and Reunification; (f) Financial Assistance; (6) Provide representatives to various emergency management committees and coordination groups as required.
<b>Department of Communities - Disability Services</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency relief and support services to people with disabilities;

## Local Emergency Relief and Support Plan - Shire of Plantagenet

Agency / Organisation Name	Normal role if engaged
	(4) Assist with other emergency relief and support functional domains where agreed.
<b>Department of Communities - Housing</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other emergency relief and support functional domains where agreed.
<b>Australian Red Cross</b>	(1) Provide a Support Agency Officer/s as required; (2) Assist with Registration at Evacuation Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Assist with the provision of Personal Support Services; (5) Assist with other emergency relief and support functional domains where agreed.
<b>Country Women's Association</b>	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Emergency Catering at Evacuation Centres; (3) Assist with the provision of Personal Support Services; (4) Assist with the provision of Emergency Clothing and Personal Requisites; (5) Assist with other emergency relief and support functional domains where agreed.
<b>Department of Fire and Emergency Services (DFES) Community Liaison Unit</b>	(1) Provide a Support Agency Officer/s as required; (2) Engage "face to face" two way communication and liaison with affected communities through a point of public interface e.g. at an evacuation centre distributing relevant incident information such as traffic management information, and support the facilitation of public meetings and other community based communications.
<b>Department of Health</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Evacuation Centres; (5) Assist with other emergency relief and support functional domains where agreed.
<b>Services Australia Centrelink, Medicare, Child Support, NDIS</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with DHS Centrelink guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies;

## Local Emergency Relief and Support Plan - Shire of Plantagenet

Agency / Organisation Name	Normal role if engaged
	(4) Assist with other emergency relief and support functional domains where agreed.
<b>Local Government Liaison Support</b>	<i>Negotiate at the local level with individual Local Governments any additional responsibilities eg Ranger Services.</i> (1) Provide a Local Government Liaison Officer as required; (2) Assist with the emergency relief and support functional area of Emergency Accommodation by utilising Local Government facilities as Evacuation Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities -to provide the initial emergency relief and support response to evacuating community members. See above 2.3 Local Government Emergency Relief and Support Response. (4) Assist with other emergency relief and support functional domains where agreed.
<b>Salvation Army</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Evacuation Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required; (4) Assist with the provision of Personal Support Services; (5) Assist with other emergency relief and support functional domains where agreed.
<b>St John Ambulance</b>	<b>Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106.</b> (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Evacuation Centres, where required and available; (3) Assist with other emergency relief and support functional domains where agreed.
<b>Albany and Regional Volunteer Service</b>  <b>Volunteering WA</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy and advice regarding the provision of volunteering services within the emergency relief and support management environment; (3) Manage affiliated and spontaneous non-affiliated Volunteers; (4) Assist with other emergency relief and support functional domains where agreed.
<b>WA Police Force</b>	(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other emergency relief and support functional domains where agreed.
<b>YouthCare</b>	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Evacuation Centres where available including practical support, emotional support and pastoral care support.

## Local Emergency Relief and Support Plan - Shire of Plantagenet

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Agency / Organisation Name	Normal role if engaged
	(3) Assist with other emergency relief and support functional domains where agreed

### Appendix 5 – Emergency Accommodation

The provision of temporary shelter for persons rendered homeless by an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, is coordinated and assessed by Communities.

**Please note** - in the event of an evacuation, people may make their own accommodation arrangements eg stay with family or friends locally (if this is safe) or in another town.

#### Points of clarification:

##### 5.1 Establishment of evacuation centres

As per State EM Policy -

- (a) 5.7.3 - The Controlling Agency is responsible for the management of evacuation during an incident, and this continues during an emergency response.
- (b) 5.7.4 - Local governments, HMAs, relevant EMAs (i.e. Support Organisations and Controlling Agencies), in consultation with relevant Local Emergency Management Committees (LEMCs), must identify and advise of refuge site and evacuation centres including evacuation centres appropriate for the hazard. The evacuation centres should be documented in the LEMA, and are also recorded on the State Evacuation Centre Database which HMAs and Controlling Agencies have access to.
- (c) 5.9.5.5 - LEMCs must ensure that LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by EMAs or note where there are no facilities.

Therefore the establishment and management of evacuation centres by Communities is on behalf of the HMA or Controlling Agency, in consultation with evacuation centre owners. This could be local governments or private facility owners. Evacuation centres are established as emergency facilities from which Communities coordinate accommodation, food, clothing, financial assistance, registration, personal support and other emergency relief and support services until alternative arrangements can be made.

##### 5.2 Evacuation centres definition

In Western Australia evacuation centres are a facility that may provide for evacuation, reception, accommodation and relief and recovery (commonly referred to as a 'one-stop-shop') for an impacted community. Evacuation centres may continue the extended provision of services into the recovery phase where LGs take responsibility as the lead agency in recovery. For the purposes of this plan all such facilities are classified as Evacuation Centres.

##### 5.3 Safety considerations

To ensure the safety of evacuees and evacuation centre staff and volunteers, Communities will not establish evacuation centres –

- in Bushfire Emergency Warning areas, and will only establish evacuation centres in Bushfire Watch and Act areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so;
- if there is not safe access routes to the evacuation centres;

- if there are structural concerns about the facility, and/or health concerns eg no running water, no drinking water, non-functioning sewage system, gas or chemical leaks in the area.

### **5.4 Children, organisations, educational and care facilities**

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –

Children and vulnerable people in Evacuation Centres

Unaccompanied children, without direct parental or responsible adult supervision, should be evacuated into the care of the Department of Communities at the evacuation centre.

The preferred option for agencies, organisations or educational and care facilities such as women's refuges, men's hostels, group homes, is for them to have arrangements in place to either evacuate to a similar facility or shelter in place if safe.

If it is necessary to evacuate to an evacuation centre, supervisory staff or members with responsibility for the care, supervision or provision of services to children and their clients must remain at the centre and continue to supervise and provide services until such time as alternative arrangements are made. This may include children being returned to parents or other responsible adult approved by that agency, organisation or educational and care facility.

Agencies, organisations and educational and care facilities at evacuation centres should liaise with the evacuation centre coordinator at these centres for further advice and assistance in relation to unaccompanied children.

Services specifically for children and families, including child and family friendly spaces at Evacuation Centres, are to be considered at the local level and included in local emergency management arrangements, State EM Plan 4.6.1 Special Considerations.

### **5.5 Animals in evacuation centres**

For health and safety reasons no animals, including pets, are permitted in evacuation centres with the exception only of Assistance animals e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

### **5.6 Responsibility for the evacuation centre premises**

Communities will take responsibility for the premises utilised as evacuation centres from the time of their operations until their closure. Communities shall exercise reasonable care in the conduct of its activities, and agree to replace or reimburse for supplies used in the operation of evacuation centres.

As Communities operate evacuation centres on behalf of the relevant HMA/Controlling Agency, in the event of any claim for unusual damage incurred as a result of the use of a facility as an evacuation centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim. The owner/s of the facilities agrees to utilise their building insurance in the event of damage resulting from the actual disaster event to the structure of the building.

Communities will utilise contract cleaners or pay for the use of the facilities' cleaners to restore the facilities directly utilised as evacuation centres back to serviceable condition, if requested.

### **5.7 School evacuations**

If a school needs to evacuate upon receiving advice/instructions from the Incident Controller or HMA, they should try to evacuate to another school as a first option, or self-manage in a Communities designated evacuation centre. Schools can evacuate to the community evacuation centre with the schools' students under the duty of care and responsibility of the evacuated school.

Schools should use resources within the school such as gym mats, blankets if they have them, any food in school canteens etc. However, if these resources are not available and Communities have spare items, these items will be shared with the school. If schools and Communities do not have these resources available, Communities will share any information on sourcing items as listed in the Local Emergency Relief and Support Plan.

### **5.8 State Evacuation Centres**

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, emergency relief and support staff and volunteers. In these circumstances local governments or private facility owners may be asked for use of their facility as a 'State Evacuation Centre' to assist affected members of other local government areas. At these times it would be the expectation that the State Evacuation Centre would operate in a similar manner with the same procedures as if operating as a Local Evacuation Centre as outlined in this plan.

**See over for the list of Pre-determined Evacuation Centres.**

## Appendix 5A - List of Pre-Determined Evacuation Centres

### Primary Centre:

**Note: currently the primary evacuation centre, Mt Barker Recreation Centre is under review. It is concurrently being used as an evacuation centre by Communities and Education departments. Discussions being held with local government (dated: March 2023)**

**The Local Government want to keep the Primary Centre as Mt Barker Recreation Centre. Aug 2024**

<b>Centre</b> : Mt Barker Community Recreation Centre	<b>Contact</b> : Shire P: 9892 1111 Rec Centre: P: 9851 2122 Mark Bird mark.bird@sop.wa.gov.au Mike Barnes P: 9892 1149 M: 0447 091 159
<b>Address</b> : Albany Hwy & Woogenellup Rd, Mount Barker (entrance Albany Hwy)	
<b>General Purpose Capacity</b> : Standing 1500; Sleeping 300 <b>(COVID-19 Phase 4 Capacity 300 standing; 150 sleeping)</b>	
<b>Comments</b> : Adjacent to Mount Barker Community College. Centre comprises 2 full size indoor basketball courts with partitions, mens/womens toilets/showers, large crèche, several ovals for pets/caravans, several hundred chairs and a number of tables/tressels, several other areas for meeting rooms/private areas, 2 squash courts can be used. Dual entrances to Centre. <b>No Commercial Kitchen</b> – could utilise Community College cooking facilities. <b>In a major event during school terms, College may need to be closed as there is no fence between the rear of the Centre and the College grounds.</b>	

### Alternative Centres

<b>Centre</b> : Frost Park Sports Ground	<b>Contact:</b> Shire P: 9892 1111 Mike Barnes P: 9892 1149 M: 0447 091 159
<b>Address</b> : McDonald Ave, Mount Barker	
<b>General Purpose Capacity</b> : Standing 1000; Sleeping 200 <b>(COVID-19 Phase 4 Capacity 115 standing; 58 sleeping)</b>	
<b>Comments:</b> Animal friendly - can accommodate a number and range of animals (pens) Close to Town; good mobile reception; BBQs; moderate timber / bush surroundings (Includes Frost; Taylor Dennis; & Skinner Pavilions); no landline phone. Pavilion has a commercial kitchen.	

<b>Centre</b> : Plantagenet District Hall	<b>Contact</b> : Shire P: 9892 1111 Mike Barnes P: 9892 1149 M: 0447 091 159
<b>Address</b> : Cnr Muir St & Albany Hwy, Mount Barker	
<b>General Purpose Capacity</b> : Standing; Sleeping; duration – <b>(Not suitable with COVID-19 restrictions in place)</b>	
<b>Comments:</b> Not pet friendly; good mobile phone coverage; commercial kitchen; landline available; on Albany Hwy.	



**Alternative Primary Centres (Outside the Shire of Plantagenet)**

<p><b>Centre</b> : Albany Leisure &amp; Aquatic Centre (ALAC)</p>	<p><b>Contact:</b>                  T: 6820 3400                  Manager Recreation Services: Mitchell Green                  M: 0450 472 208                  Business Coordinator: John Overton                  M: 0433 450 444                  Comm Services Coordinator: John Pouwelson                  M: 0447 399 996</p>
<p><b>Address</b> : Barker Rd, Albany (off Stead Road)</p>	
<p><b>General Purpose Capacity</b> : 1,000 persons standing; 300 persons sleeping  <b>(COVID-19 Phase 4 Capacity 500 standing; 250 sleeping)</b></p>	
<p><b>Comments</b> : built on 100 year flood plain. Commercial kitchen, fully equipped office and meeting rooms, storage areas. A number of male/female toilets/showers. Adequate parking options, adjacent to ovals for pets/campers etc. Size of complex will allow flexibility of use dependent on numbers of evacuees.</p>	

<p><b>Centre</b> : Albany Police &amp; Citizens Youth Centre (PCYC)</p>	<p><b>Contact:</b> Terry Eaton                  P / F: 9842 1716 M: 0439 421 716</p>
<p><b>Address</b> : 77 Sanford Rd, Albany</p>	
<p><b>General Purpose Capacity</b> : 300 (licensed 300)  <b>(COVID-19 Phase 4 Capacity 150 standing; 75 sleeping)</b></p>	
<p><b>Comments:</b> area is subject to flooding – 100 year floodplain                  Mobile barbeque trailer; commercial kitchen                  20 swags onsite; 52 parking bays; 3 buses: 24 seater; 22 seater; 12 seater, &amp; and licensed drivers</p>	

**Appendix 5B – Alternative Temporary Accommodation Services**

In the event of an evacuation, people may make their own accommodation arrangements eg stay with family or friends locally (if this is safe) or in another town.

If a small number of people were required to evacuate, or there is extenuating circumstances for some individuals and families, Communities Emergency Services would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial facilities. **Note: accommodation providers requiring payment need to have ABNs** – providers cannot receive payment without one.

**Contact the Emergency Services On Call Duty Officer to seek approval for use of commercial accommodation – 0418 943 835.**

In a larger emergency Communities Emergency Services may need assistance in organising accommodation for evacuees and ADRA can assist with this in designated areas. If additional help is required please contact the **Emergency Services On Call Duty Officer – 0418 943 835** and the Officer will activate ADRA if appropriate.

Name	Address	Contact Details	After Hours Contact
<b>Mount Barker</b>			
<b>Hotels &amp; Motels</b>			
Plantagenet Hotel-Motel	9 Lowood Rd, Mt Barker	9851 1008	9851 1008
Valley Views Motel (first preference)	Albany Hwy Mt Barker	9851 3899	9851 3899
Mount Barker Caravan Park & Cabin Accommodation	Lot 584 Albany Hwy Mt Barker (near roundabout)	9851 1691	9851 1691

### Appendix 6 – Emergency Relief and Support function of Registration and Reunification

- This functional area enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally.
- To facilitate the accounting of persons affected by such incidents, Communities may use the registration and reunification Register.Find.Reunite. system or other options as appropriate. The Register.Find.Reunite. system has been developed at the State and national level. In Western Australia this system is activated by Communities and managed by the Australian Red Cross on behalf of Communities.
- The system provides for the registration and reunification of affected persons using standardised forms. Stocks of these forms are held by Communities offices, the Australian Red Cross State Inquiry Centre and its local teams and some local governments to be readily available for immediate use at evacuation centres.
- In addition, impacted individuals may choose to register themselves online using the Register.Find.Reunite. system once it has been activated.

See over for Communities Standard Operating Procedures for the emergency relief and support function of Registration and Reunification.

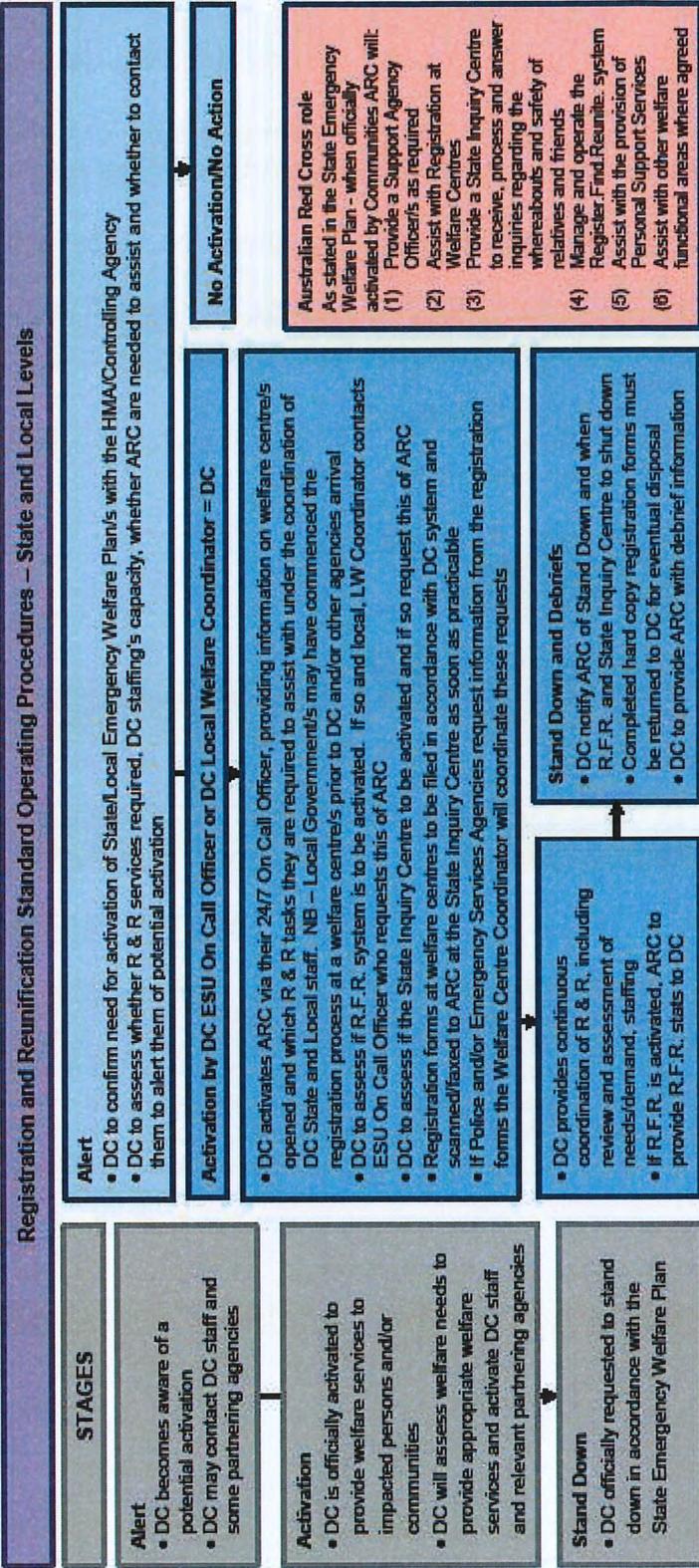
**Communities Standard Operating Procedures for the emergency relief and support function of Registration and Reunification**

# Local Emergency Relief and Support Plan - Shire of Plantagenet



## Department of Communities Emergency Services - Standard Operating Procedures for the welfare function of Registration and Reunification Dec 2017

Registration and Reunification (R & R) is one of the 6 welfare functional areas Department of Communities (DC) is responsible for under the WA Emergency Management Act 2005 and State Emergency Management Arrangements. Welfare arrangements are detailed in the State Emergency Welfare Plan and Local Emergency Welfare Plans. Registration and reunification enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, interstate, intrastate or internationally. To facilitate the accounting of persons affected by such incidents, DC may use the registration and reunification Register.Find.Reunite. (R.F.R.) system or other options as appropriate. R.F.R. has been developed at the State and national level. In Western Australia this system is activated by DC as the commissioning agency and managed by the Australian Red Cross (ARC) as a partnering agency, on behalf of DC. ARC operates the State Inquiry Centre when authorised by the DC State Welfare Coordinator.



### Appendix 7 – Emergency Catering Services

Communities will coordinate the establishment of an emergency catering service for those rendered homeless, evacuees and emergency relief and support workers engaged during an event. Dependent on the catering requirements, Communities may engage a variety of service providers to provide this service, such as voluntary groups, fast food outlets or hospital, hotel, motel or public catering services. **Communities cannot accept other prepared food e.g. sandwiches, cakes, sausage rolls, unless the person/organisation has a Food Handling Certificate issued by the local government.**

Responsibility for the provision of meals for non-emergency relief and support workers is the responsibility of the HMA/Controlling Agency.

A resource list of catering agencies and other options is included below.

Name	Address/capabilities	Contact Details	After Hours Contact
<b>Albany</b>			
<b>Voluntary Organisations</b>			
Salvation Army Emergency Services Unit  152-160 North Rd Albany	Majors Duane & Colette Albino	9841 1068	
Country Women's Association (CWA)			
<b>Commercial Food Outlets</b>			
Mt Barker Country Bakery	18 Mondurup St, Mt Barker	9851 1000	
The Grocery Store	41 Lowood Rd, Mt Barker	9849 1132	
Little Bit of Barker	Shop 11 lowood road Mount Barker	6118 4954	
Nic's Café & Catering	31 Lowood Rd, Mount Barker	9841 2404	
Mount Barker Hotel	39 Lowood Rd, Mount Barker	9851 1477	

### WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	1300 483 514	1300 483 514
Mount Barker Super IGA	14 Lowood Rd, Mount Barker	9851 3311	

### Appendix 8 – Emergency Clothing and Personal Requisites

Communities coordinates the provision of essential clothing and personal requisites, to persons affected by an emergency. This function includes the provision of basic necessities such as toiletry packs, blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.

Where possible, new clothing, or financial assistance for the purchase of new clothing, should be provided to eligible persons as soon as practicable. The use of 'recycled' clothing is a last resort.

A resource list of emergency clothing and personal requisites suppliers and options is included below. This lists organisations and retail outlets who agree to participate in these arrangements, and ensures that acceptable procedural matters have been established.

Name	Address	Contact Details	After Hours Contact
<b>Supermarkets/General Stores</b>			
Mount Barker Super IGA	14 Lowood Rd, Mount Barker	9851 3311	
<b>Fuel</b>			
United Petroleum	31763 Albany Hwy, Mount Barker	9851 1222	
Mount Barker CO-OP	Lowood Rd, Mount Barker (24 hour – Starcard accepted)	9851 3311	
BP Service Station	28 Mitchell St, Mount Barker	9851 1658	
<b>Mattresses, Bedding, Clothing etc</b>			
<b>Communities Emergency Services</b>	Mattresses from stores in Perth. <b>Allow 4-5 hours</b>	<b>ON CALL PH</b>	<b>0418 943 835</b>
Red Cross Shop	5 Mount Barker Rd, Mount Barker	9851 2100	0408 199 976 (AH for Shop)
Duggin RN & AG	33 Lowood Rd, Mount Barker	9851 1043	
<b>Hardware Stores</b>			
Mitre 10	14 Lowood Rd, Mount Barker	9851 3323	
<b>Laundry and Shower Service</b>			
Orange Sky Australia W: orangesky.org.au	Judith Meiklejohn Senior Impact Manager: First Nations Communities  Aimee Tyson	(07)3067 5800	0412 751 519 <a href="mailto:judith@orangesky.org.au">judith@orangesky.org.au</a>  0482 073 683 <a href="mailto:Aimee.tyson@orangesky.org.au">Aimee.tyson@orangesky.org.au</a>

### Appendix 9 – Personal Support Services

Communities will coordinate and provide personal support services, and where necessary, will work with other specialist agencies to ensure affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption. These include specialised counselling and psychological services and other appropriate services.

Personal Support Services can include practical assistance, emotional support, information, referral to other services, advocacy, advice, counselling and psychological services.

Information and advisory services may include other relief measures not necessarily provided by Communities, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.

A list of relevant agencies and services is included below.

#### Advocacy and Counselling Services

Name	Contact Person and Address	Contact Details	After Hours Contact
Communities Psychological Services	<b>Contact Communities Emergency Services</b>	<b>On Call phone</b>	<b>0418 943 835</b>
CPFS Psychology Services, Albany		9841 0777	
Department of Health – Great Southern	GS Mental Health Albany Team Clinic Manager	9892 2440 0428 699 271	
Services Australia Centrelink, Medicare, Child Support, NDIS	Tracey Gibson - Service Centre Manager  Andrea Parker - Snr Social Wkr	0427 426 553  6819 6582 0429 121 849	0409 443 378
Salvation Army	Majors Duane & Colette Albino	9841 1068	
YouthCare	YouthCare Chaplain Callout  Brent Findlay Area Chaplain Albany	0407 413 855  0417 071 886	
Anglicare		9845 6666	
<b>Telephone Help Services</b>			
Rural Link Dept of Health Statewide Services	Availability 4.30pm – 8:30am Monday to Friday and 24 hours Saturday, Sunday and public holidays. During business hours connected to local community mental health clinic	1800 552 002 1800 720 101 -TTY	
HealthDirect		1800 022 222	
WA Poisons Information Centre (WAPIC)	24hr advice on the management of poisonings or suspected poisonings, poisoning prevention, drug information and the identification of toxic agents.	13 1126 – 24 hour service	
Beyondblue Support Service	24 hour telephone service	1300 22 4636	

## Local Emergency Relief and Support Plan - Shire of Plantagenet

	Chat online (3pm - 12am) - <a href="https://www.youthbeyondblue.com">https://www.youthbeyondblue.com</a>		
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline - <a href="https://www.lifeline.org.au/get-help/online-services/crisis-chat">https://www.lifeline.org.au/get-help/online-services/crisis-chat</a>	13 11 14	
Samaritans Crisis Line Anonymous Crisis Support	24 hour telephone service	135 247	
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved Online chat and video counselling – <a href="https://www.suicidecallbackservice.org.au/need-to-talk/">https://www.suicidecallbackservice.org.au/need-to-talk/</a>	1300 659 467	

### Special Needs Interest Groups

Disability Services Freecall – 1800 998 214 (Freecall) TTY - 9426 9315	Albany Migrant Service - 9841 1190
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### Translation, Interpretive and Hearing (AUSLAN) Services

<p>Translating and Interpreting Service (TIS National) 24/7 Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information. Costs are a guide only as they may change –</p> <ul style="list-style-type: none"> <li>• Immediate phone interpreting including ATIS phone interpreting: 131 450 - 15mins @ \$34.22 - 4.1.18</li> <li>• Pre booked Service – 1300 655 081 - 30mins @ \$82.89 – 4.1.18</li> </ul> <p><b>Text Emergency Calls TTY – Dial 106</b></p>	
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### Medical Treatment

Plantagenet Hospital - 9892 1222	Plantagenet Medical - 9892 1000
St John Ambulance Emergency Calls – Phone 000	Royal Flying Doctor Service (RFDS) Medical Emergency Calls (24 hours) 1800 625 800, Satellite phone calls – 08 9417 6389 Admin - 9417 6300

## Local Emergency Relief and Support Plan - Shire of Plantagenet

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### Chemists/Pharmacists

Mount Barker Country Chemist	23 Lowood Rd, Mount Barker	9851 1010

### Medical Supplies and Equipment including Wheelchairs

Calibre Care (Can hire equipment) 13 Cockburn Rd, Albany 9841 4200	Australian Medical Supplies 85 Cockburn Rd, Albany 1300 770 921
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### Medical Waste Contractors

SUEZ medical and clinical waste specialist division – Perth – 13 13 35 1-7 Felspar Street, Welshpool	
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### Community and Aged Care Services and Facilities

Silver Chain Nursing Association 9892 8901	
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### Children Services

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### Taxi/Bus Services – HMAs/Controlling Agency are responsible for transporting evacuees to and from Evacuation Centres

Plantagenet Taxi Service	0457 404 606
Trans WA Rail and Coach	1300 662 205

Appendix 10 – Key Local Contact List

Organisation	Name	Work contact	After hours contact
<b>Department of Communities Albany District Office</b>	Local Welfare Coordinator Kellie Jaworski	0439 450 111	0439 450 111
Regional Director	Neila Williams	6381 1526	0423 298 147
District Director	Mel Curran	0432 835 994	0432 835 994
Regional Manager - ERS	Mark Schorer	0429 108 226	0429 108 226
A/Regional Officer – ERS	Sharon Austin	0403 906 639	0418 943 835
Aboriginal Practice Leader	Cheri Hicks	6277 3981	0499 204 525
<b>Communities ES On Call Phone – all hours</b>	<b>Emergency Services</b>	<b>0418 943 835</b>	<b>0418 943 835</b>
Department of Communities	Crisis Care	9223 1111	9223 1111
	Corporate Communications	1800 199 008 0418 951 460	1800 199 008 0418 951 460
<b>Shire of Plantagenet</b>	Julien Murphy CEO	9892 1121	0417 916 400
	Emergency After Hours	0428 512 356	
	Mike Barnes –Community Emergency Services Manager (CESM)	9892 1149 0447 091 159	
	Manager Recreational Services	9851 2122	
<b>WA Police Force GS District</b>	Jon Munday District Superintendent	9892 9362	
<b>Mount Barker Police Station</b>	Sgt David Swain (OIC)	9851 5200	
<b>DFES Great Southern Region Operations - DEMA</b>	Charlotte Powis District Emergency Management Adviser	0429 104 007	
<b>DFES Great Southern Regional Office</b>	Wayne Green District Superintendent	9845 5000 (Duty No. – 24hrs)	
<b>Dept of Health –</b>	Julie Hollingworth DON/ Health Service Manager Plantagenet Health Service, Multi Purpose Service	9892 1222 0428 481 201	
<b>Dept of Health–Mental Health</b>	GS Mental Health Albany Team Clinic Manager	9892 2440 0428 699 271	
<b>Dept of Mines, Industry Regulation and Safety</b> (Consumer Protection – tenancy issues)	Great Southern Regional Office	9842 8366	

## Local Emergency Relief and Support Plan - Shire of Plantagenet

### Lifelines

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
<b>Life threatening emergency</b>	<b>Emergencies 000 / 112 / 106</b>
DFES Public Information Line	13 DFES (13 3337) <a href="http://www.dfes.wa.gov.au/Pages/default.aspx">www.dfes.wa.gov.au/Pages/default.aspx</a>
Emergency WA website for emergency warnings	<a href="https://www.emergency.wa.gov.au/">https://www.emergency.wa.gov.au/</a>
Bureau of Meteorology website WA Tropical Cyclone Information WA Land Weather and Flood Warnings WA Coastal Marine Warnings Australian Tsunami Threat Information (1300 TSUNAMI)	<a href="http://www.bom.gov.au/index.php">http://www.bom.gov.au/index.php</a> 1300 659 210 1300 659 213 1300 659 223 1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>
Alinta Gas	13 13 58
ATCO Gas Australia	Faults (public no) – 13 13 52 Head Office 6163 5000
National Broadband Network (NBN)	No phone number listed on the NBN website <a href="https://www.nbnco.com.au/">https://www.nbnco.com.au/</a> <a href="https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html">https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html</a>
DBP Dampier Bunbury Pipeline	Faults – 1800 019 919 Head Office – 942 3800
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Optus	131 344
Public Transport Authority	Emergency (public no) – 9220 9999 Head Office – 136 213
SES – Public assistance Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	132 500 Johnathan Boswell – DFES District Officer 9845 5000 Mob. 0427 005 114
Telstra	Faults – 13 20 00 Head Office – 13 22 03
<b>Emergency Services Liaison Officer – Albany</b>	<b>Brad Nelson 0419 977 160</b>
Water Corporation – Public assistance Water Corporation - Manager Control Centre Operations (MCCO) - 9395 9210 or 9395 9209 Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	Faults (public no) -13 13 75 Head Office – 9420 2420 Accounts and General

**Appendix 11 – Sanitary, Waste Disposal, Hire Services:**

Name	Type of Supplies	Contact Details	After Hours Contact
<b>Mount Barker</b>			
<b>Rubbish and Waste Removal</b>			
Cleanaway	Shire Collection Service Contractor	6801 7502	
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	1300 483 514	1300 483 514
<b>Sanitary Disposal / Bins</b>			
G & M Detergent & Hygiene Services	Sanitary Bins and Removal 157 Chester Pass Rd, Albany	9841 5944	
<b>Hire Services</b>			
Mt Barker Hire	103 Lowood Rd, Mount Barker	9851 1333	
Coates Hire 36 Sanford St, Albany	Hire portable toilets, ablution blocks, generators etc.	9842 2466 13 15 52	

**CLEANING SERVICES**

Name	Contact Details	After Hours Contact
If required will utilise cleaning contractor/s employed by the Shire of Plantagenet		

**Appendix 12 – Security Companies:**

For security assistance at evacuation centre if WA Police are not available.

<b>Name</b>	<b>Address</b>	<b>Contact Details Day &amp; After Hours</b>
Southcoast Security Service	Static Guards, Security Patrols & Crowd Control 8 Sandford Rd, Albany	9841 2691 0417 964 102 (24 hours)

**Appendix 13 – Distribution List:**

This plan has been distributed electronically to:

**Department of Communities**

- District’s Local Emergency Welfare Coordinator
- Great Southern District Emergency Services Officer
- Emergency Services SharePoint site
- District ‘S’ Drive / LOCAL EMERGENCY RELIEF AND SUPPORT PLANS / Shire of Plantagenet – August 2018

**Local Emergency Management Committee**

- Shire of Plantagenet



Shire of  
**Plantagenet**

# 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 Plantagenet
<b>LEMC</b>	Local Emergency Management Committee
<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 Plantagenet (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 Plantagenet. 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](#)
- Shire of Plantagenet Local Emergency Management Arrangements
- Shire of Plantagenet Recovery Plan

## Legislation and Codes

- Animal Welfare Act 2002
- Biosecurity Conservation Act 2016
- Emergency Management Act 2005
- Department of Agriculture and Food (codes of conduct and operating codes)
- 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 responsible for coordinating the provision of animal welfare services to support the animal owner in an emergency.

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 Plantagenet

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**).

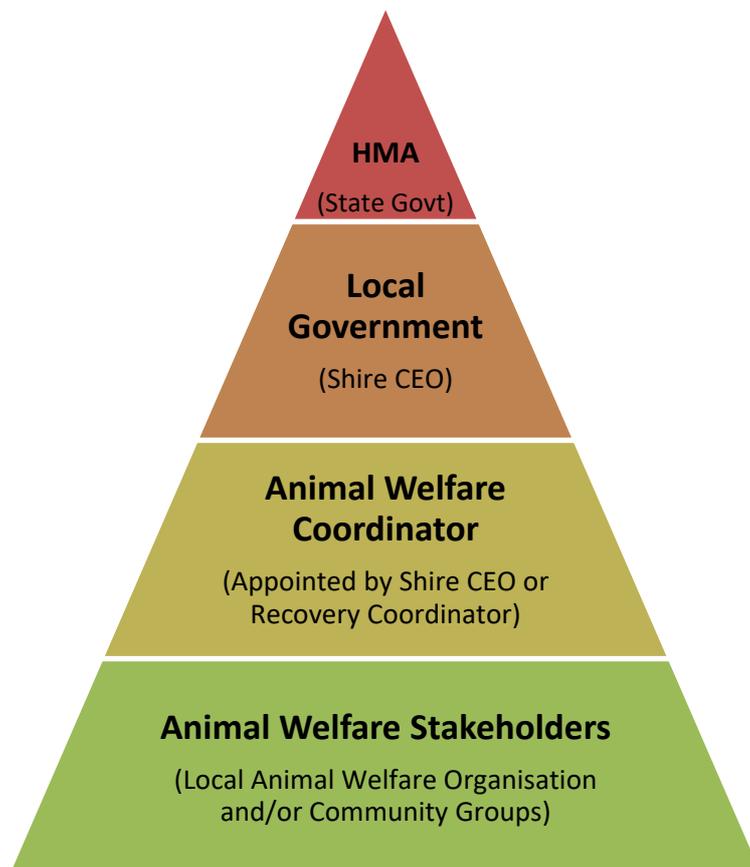


Figure 1: Animal Welfare Support Plan Structure

# 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 Plantagenet*

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](#).

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 Plantagenet 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:



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 Plantagenet

- ✓ 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 AW Act 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 Plantagenet*

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 Plantagenet 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 Plantagenet*

- ✓ Include animal welfare considerations in recovery plans, consider establishing an 'Animal Welfare Sub-Committee' to assist with managing ongoing animal welfare issues post emergency
- ✓ 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

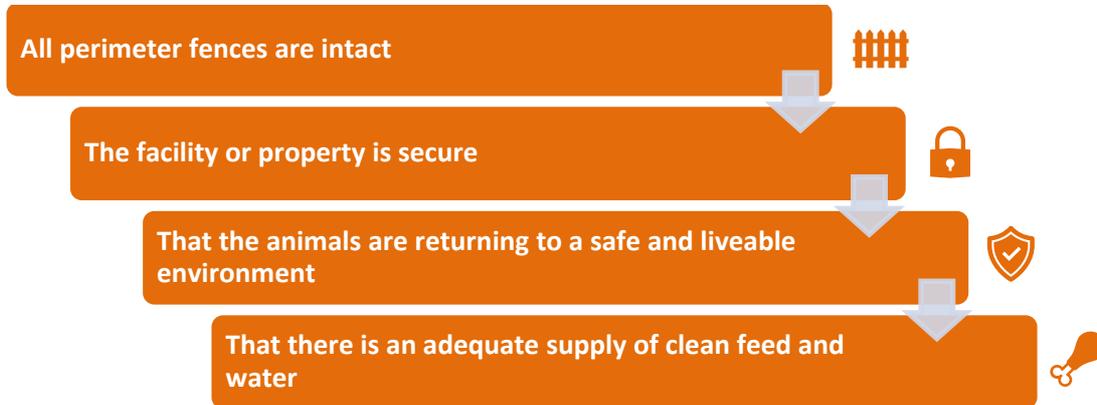
### *Key Stakeholders*

- ✓ 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
Ranger Services	Lowood Road, Mount Barker	9892 1137 0419 042 237
Department of Primary Industries & Regional Development	444 Albany Highway, Albany	9892 8444 1800 675 888
Mount Barker Vet Hospital	69 Lowood Road, Mount Barker	9851 1177
Dreamers Dream	15 Bannister Road, Mount Barker	
West Plantagenet Pony Club	832 Martagallup Road, Kendenup	9856 1010 0427 253 018
Animal Health	Department of Agriculture (Diseases)	1800 084 881
Animal Welfare	RSPCA	1300 278 358
Agricultural	DPIRD	9092 2733
Livestock Rep	Landmark	9954 1200
Wildlife	Wildcare helpline	9474 9055
Perth Wildlife Rescue	Wildlife Contact List - <a href="#">here</a>	<a href="mailto:perthwildliferescue@yahoo.com">perthwildliferescue@yahoo.com</a>
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

## Annexure 2 – Animal Registration Form

RECEPTION INFORMATION				
<b>DATE:</b>	____ / ____ / ____	<b>PEN/HOLDING NUMBER:</b>		<b>Photo Taken?</b>
<b>TIME:</b>	____ : ____ HRS			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOLDING LOCATION:</b>				
<b>PICK UP LOCATION:</b>				
<b>REASON:</b>	<input type="checkbox"/> Roaming <input type="checkbox"/> Evacuated <input type="checkbox"/> Relinquished			
<b>TRANSPORTED BY:</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Carer <input type="checkbox"/> Agency <input type="checkbox"/> Member of Public			
<b>INJURIES OBSERVED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>NOTIFIED:</b>	<input type="checkbox"/> Shire <input type="checkbox"/> DPIRD <input type="checkbox"/> HMA	
ANIMAL DESCRIPTION				
<b>LIVESTOCK:</b>	<input type="checkbox"/> Sheep <input type="checkbox"/> Cattle <input type="checkbox"/> Goats <input type="checkbox"/> Llama <input type="checkbox"/> Pigs <input type="checkbox"/> Chickens	<b>DOMESTIC PET:</b>	<input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Horse <input type="checkbox"/> Other: _____	
<b>ESTIMATED N°:</b>		<b>SEX:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	
<b>BREED:</b>		<b>STERILISED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
<b>COLOUR:</b>		<b>MICROCHIP:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown No. _____	
<b>BRAND/MARKINGS:</b>		<b>VACCINATED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
<b>AGE:</b>	<input type="checkbox"/> > 6 mths <input type="checkbox"/> 6 mths - 3yrs <input type="checkbox"/> 3 yrs <input type="checkbox"/> Elderly	<b>REGISTERED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Registration N°: _____	
OWNER / CARER / TRANSPORTER CONTACT DETAILS				
<b>NAME:</b>				
<b>ADDRESS:</b>				
<b>CONTACT:</b>	<b>Home:</b>		<b>Mobile:</b>	
<b>EMAIL:</b>				
<b>STAYING ON GROUNDS:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
RELEASE DETAILS OF ANIMAL				
<b>FEES:</b>	\$	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Waivered		
<b>OUTCOME:</b>	<input type="checkbox"/> Collected	<b>Name:</b>		
	<input type="checkbox"/> Re-Homed	<b>Where:</b>		
	<input type="checkbox"/> Euthanasia	<b>Reason:</b>		
<b>OWNER/ CARER SIGNATURE:</b>				

# 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>	<i>(Date/ Time)</i>

## CURRENT SITUATION:

Total Number of Animals at Evacuation Centre:	Horses	Livestock	Other

Situation Summary
<i>(Brief overview of the situation at the Animal Evacuation Centre)</i>
Issues / Hazards Arising
<i>(Brief description of issues known or expected to arise e.g. capacity reached, shortage of resources)</i>
Actions Taken
<i>(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)</i>
Actions to be Completed
<i>(Brief report of schedules/planned/proposed actions for the period covered by Sitrep)</i>



# Annexure 5 – Animal Evacuation Centre Checklist

*The Animal Welfare Coordinator assigns this role*

ON ACTIVATION		
TASK	NOTES	COMPLETE ✓
<p><b>1. Ensure the facility is not at risk or likely to be affected by the hazard</b></p> <p>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 &amp; Act area. Consider the surroundings and remember multiple incidents can occur simultaneously.</p> <p>Continually monitor the situation.</p>		<input type="checkbox"/>
<p><b>2. Ensure the facility has the capacity to support a large influx of animals and people.</b></p> <p>If an event is currently underway or scheduled in the next three days, consider redirecting the request to another facility.</p>		<input type="checkbox"/>
<p><b>3. Ensure the facility is operational</b></p> <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"/>
<p><b>4. Contact facility members who are available to volunteer and assist with managing the Animal Welfare Centre.</b></p> <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"/>
<p><b>5. Establish a registration point</b></p> <p>Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services:</p> <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 ✓
<p><b>6. Waiving of fees and rules</b></p> <p>In extenuating circumstances, the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be:</p> <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> <p>This is most likely to involve dogs and unattended animals at the grounds.</p>		<input type="checkbox"/>
<p><b>7. Catering arrangements</b></p> <p>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.</p> <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"/>
<p><b>8. Donations</b></p> <p>The centre is not to be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are:</p> <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"/>
<p><b>9. Communication - SITREP</b></p> <p>The Facility Manager is to maintain communication with the following organisations:</p> <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> <p>Subsequent SITREPS are to be provided <b>every 12hrs</b> at a minimum, or as the situation changes.</p>		<input type="checkbox"/>
<p><b>10. Animals with unknown owners</b></p> <p>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</p>		<input type="checkbox"/>

<p>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.</p>		
<p><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.</p>		<input type="checkbox"/>
<p><b>12. Delegation of roles</b> Depending on the size and nature of the incident consider appointing following positions:</p> <ul style="list-style-type: none"> <li>• Front gate attendant</li> <li>• Registration/admin officer</li> <li>• Safety officer.</li> </ul>		<input type="checkbox"/>
<p><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 is to be made publicly available at the centre.</p>		<input type="checkbox"/>
<b>STAND DOWN</b>		
<b>TASK</b>	<b>NOTES</b>	<b>COMPLETE ✓</b>
<p><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.</p>		<input type="checkbox"/>
<p><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.</p>		<input type="checkbox"/>
<p><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.</p>		<input type="checkbox"/>

<p><b>17. Clean up</b></p> <p>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.</p>	<table border="1"> <tr><td> </td></tr> </table>								<input type="checkbox"/>	
POST EMERGENCY										
TASK	NOTES	COMPLETED ✓								
<p><b>18. Debrief</b></p> <p>The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as:</p> <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>	<table border="1"> <tr><td> </td></tr> </table>									<input type="checkbox"/>
<p><b>19. Request for information</b></p> <p>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.</p>	<table border="1"> <tr><td> </td></tr> </table>									<input type="checkbox"/>
<p><b>20. Amendments</b></p> <p>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.</p>	<table border="1"> <tr><td> </td></tr> </table>		<input type="checkbox"/>							







## Annexure 8 - Animal Evacuation Centre Locations

To be listed – name, address, facilities - with maps as necessary

Facility	Address	Contact

# EMERGENCY EVACUATION CENTERS

## MOUNT BARKER



Facility Name	
Physical Address	Albany Highway opposite Southern Haulage
General Description of Complex	Sports Pavilion
Shire Office	9892 1111
Mobile	Centre Manager 0436 951 138
Alternative	CESM 0447 091 159
Email Address	Centre Manager <a href="mailto:mark.bird@sop.wa.gov.au">mark.bird@sop.wa.gov.au</a> CESM <a href="mailto:mike.barnes@sop.wa.gov.au">mike.barnes@sop.wa.gov.au</a>
Access	Details
Keys	Centre Manger & CESM
Alarm	Call manager
Security	Call Manager
CCTV	Call Manager
Capacity	Details
Sitting	Gym 50 Pers, Fitness room 20 Pers, Basketball Courts 530 pers, Crèche 63 Pers
Standing	Gym 50 Pers, Fitness room 20 Pers, Basketball Courts 530 pers, Crèche 63 Pers
Sleeping	An area of 5.0m <sup>2</sup> per person, Basketball Courts 324 pers, Gym 30 Pers, Area 3 & 4 - 12 Pers each. Total capacity 376 person overnight.
Duration	Three-night max
Amenities Areas	
Enclosed Covered Areas	Yes

## Appendix 9

Outside children's play area	Yes	
Recreation rooms	Yes	Can convert one of the breakout rooms, this may impact the total amount of pers overnight
BBQs	No	
Conference rooms	Yes	
Swimming pool	No	
Oval	Yes	
<b>External Facilities</b>		
Power outlets	Yes	
Water	Yes	
Parking	Yes	
Area for tents	Yes	
Toilets	Yes	
Caravan / Articulated Vehicles	Yes	
Electric Vehicle Battery recharge point	No	
<b>Other</b>		
Mobile Phone coverage	Yes	
Storage	Yes	Minimal storage available
Pet friendly	No	Only assistance animals allowed
Main Electrical Board location	Centre	In the main room
Water Stop Cock location		
Surrounded by bush	No	This is next to a school
Built on a flood plain	No	
Positioned on coast	No	
Site access	Yes	Via Albany Highway
<b>Male Change Room</b>		
Floor treatment	Yes	Tiled
Toilets	Yes	
Urinal	Yes	
Hand basins	Yes	
Showers	Yes	Sports facility
<b>Female Change Room</b>		

## Appendix 9

Floor treatment	Yes	Tiled
Toilets	Yes	
Hand basins	Yes	
Showers	Yes	Sports facility
Baby Change Table	No	
<b>Disabled Toilet</b>		
Toilet	Yes	
Hand basin	Yes	
Shower	Yes	Sports facility

## Appendix 9

### **ROCKY GULLY**

**Currently there is not Evac Centre at Rocky Gully the closest centre is either Mount Barker Rec Centre or Manjimup Sport Hall**

Facility Name		
Physical Address		
General Description of Complex		
Shire Office		
Mobile		
Alternative		
Email Address		
Access	Details	
Keys		
Alarm		
Security		
Universal Access		
Capacity	Details	
Sitting / standing		
Sleeping		
Duration		
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		

# Appendix 9



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		
<b>Male Change Room</b>		
Floor treatment		
Toilets		
Urinal		
Hand basins		
Showers		
<b>Female Change Room</b>		
Floor treatment		
Toilets		
Hand basins		
Showers		
Baby Change Table		
<b>Disabled Toilet</b>		
Toilet		
Hand basin		
Shower		

## Appendix 9

### **NARRIKUP**

**Currently there is not Evac Centre at Narrikup the closest centre is either Mount Barker Rec Centre or Albany Leisure and Aquatic Centre (ALAC)**

Facility Name		
Physical Address		
General Description of Complex		
Shire Office		
Mobile		
Alternative		
Email Address		
Access	Details	
Keys		
Alarm		
Security		
Universal Access		
Capacity	Details	
Sitting / standing		
Sleeping		
Duration		
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		

# Appendix 9



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		
<b>Male Change Room</b>		
Floor treatment		
Toilets		
Urinal		
Hand basins		
Showers		
<b>Female Change Room</b>		
Floor treatment		
Toilets		
Hand basins		
Showers		
Baby Change Table		
<b>Disabled Toilet</b>		
Toilet		
Hand basin		
Shower		

## Appendix 9

### **PORONGURUP**

**Currently there is not Evac Centre at Porongurup the closest centre is either Mount Barker Rec Centre, Albany Leisure and Aquatic Centre (ALAC) or Cranbrook Community Hub.**

Facility Name		
Physical Address		
General Description of Complex		
Shire Office		
Mobile		
Alternative		
Email Address		
Access	Details	
Keys		
Alarm		
Security		
Universal Access		
Capacity	Details	
Sitting / standing		
Sleeping		
Duration		
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		

# Appendix 9



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		
<b>Male Change Room</b>		
Floor treatment		
Toilets		
Urinal		
Hand basins		
Showers		
<b>Female Change Room</b>		
Floor treatment		
Toilets		
Hand basins		
Showers		
Baby Change Table		
<b>Disabled Toilet</b>		
Toilet		
Hand basin		
Shower		

# Appendix 9



## KENDENUP

**Currently there is not Evac Centre at Kendenup the closest centre is either Mount Barker Rec Centre, Albany Leisure and Aquatic Centre (ALAC) or Cranbrook Community Hub.**

Facility Name		
Physical Address		
General Description of Complex		
Shire Office		
Mobile		
Alternative		
Email Address		
Access	Details	
Keys		
Alarm		
Security		
Universal Access		
Capacity	Details	
Sitting / standing		
Sleeping		
Duration		
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		

# Appendix 9



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		
<b>Male Change Room</b>		
Floor treatment		
Toilets		
Urinal		
Hand basins		
Showers		
<b>Female Change Room</b>		
Floor treatment		
Toilets		
Hand basins		
Showers		
Baby Change Table		
<b>Disabled Toilet</b>		
Toilet		
Hand basin		
Shower		

# Situation Report

## SHIRE OF PLANTAGENET 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

<b>Prepared By:</b>	<b>Signature</b>	<b>Date</b>	<b>Time</b>
<b>Approved By:</b>	<b>Signature</b>	<b>Date</b>	<b>Time</b>

# 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		

**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 \_\_\_\_\_

**Introduction:** 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: \_\_\_\_\_

# Local Emergency Management Committee

## Extraordinary Meeting Agenda

<Insert Event Name>

Date:

Time:

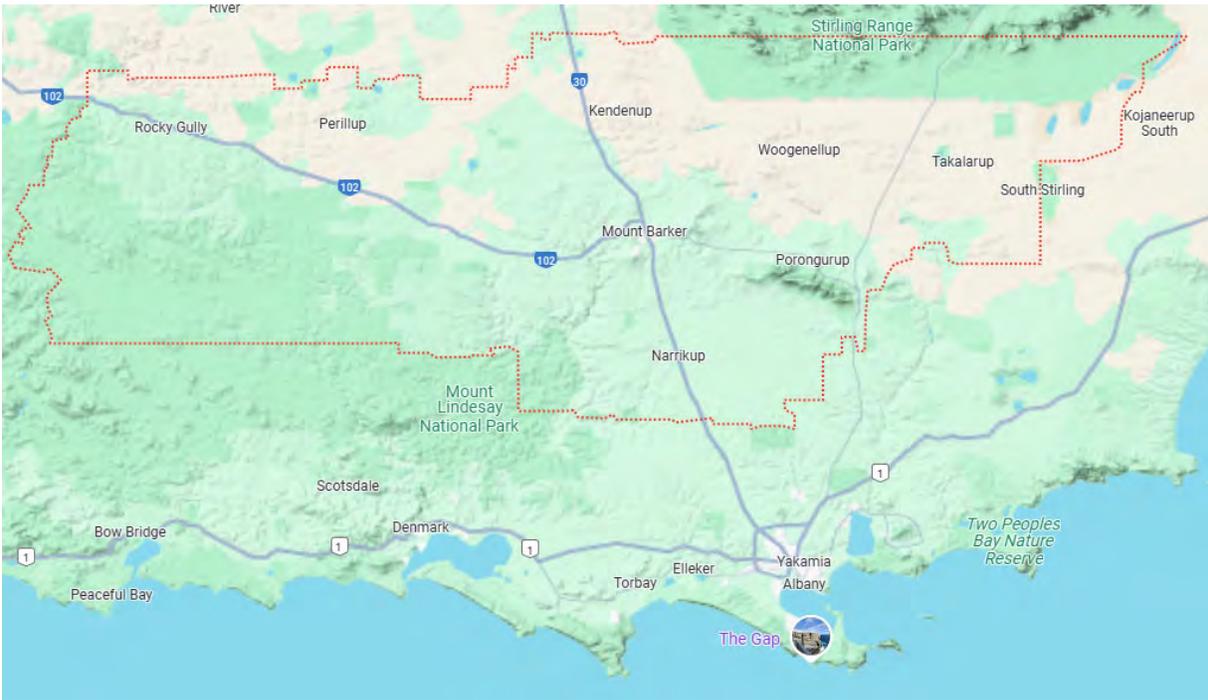
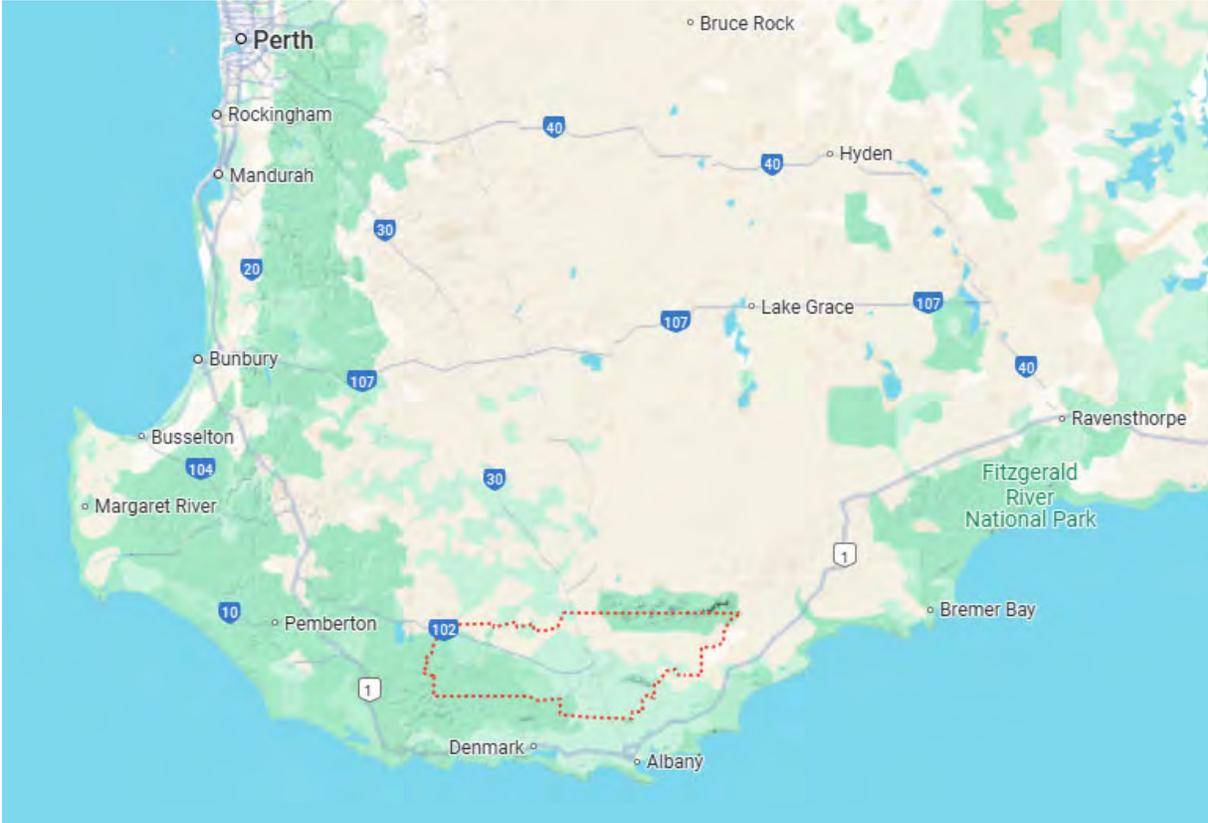
Venue:

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

# SHIRE OF PLANTAGENET



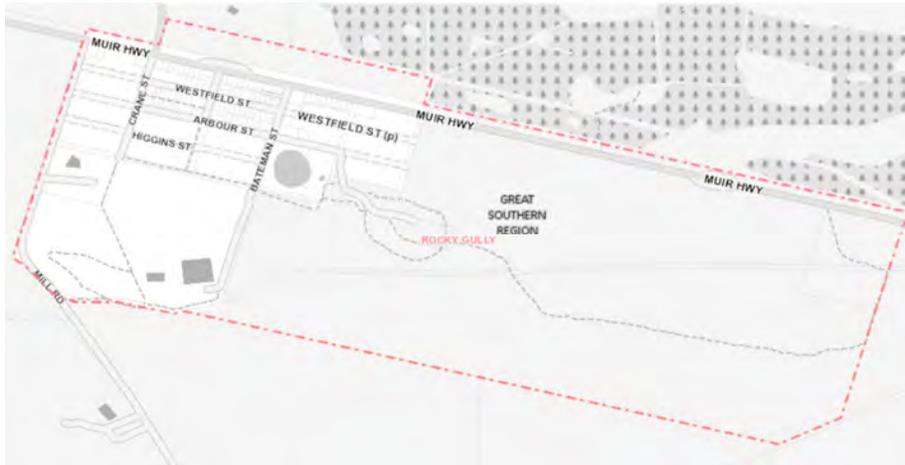
# Appendix 11

# MOUNT BARKER TOWNSITE

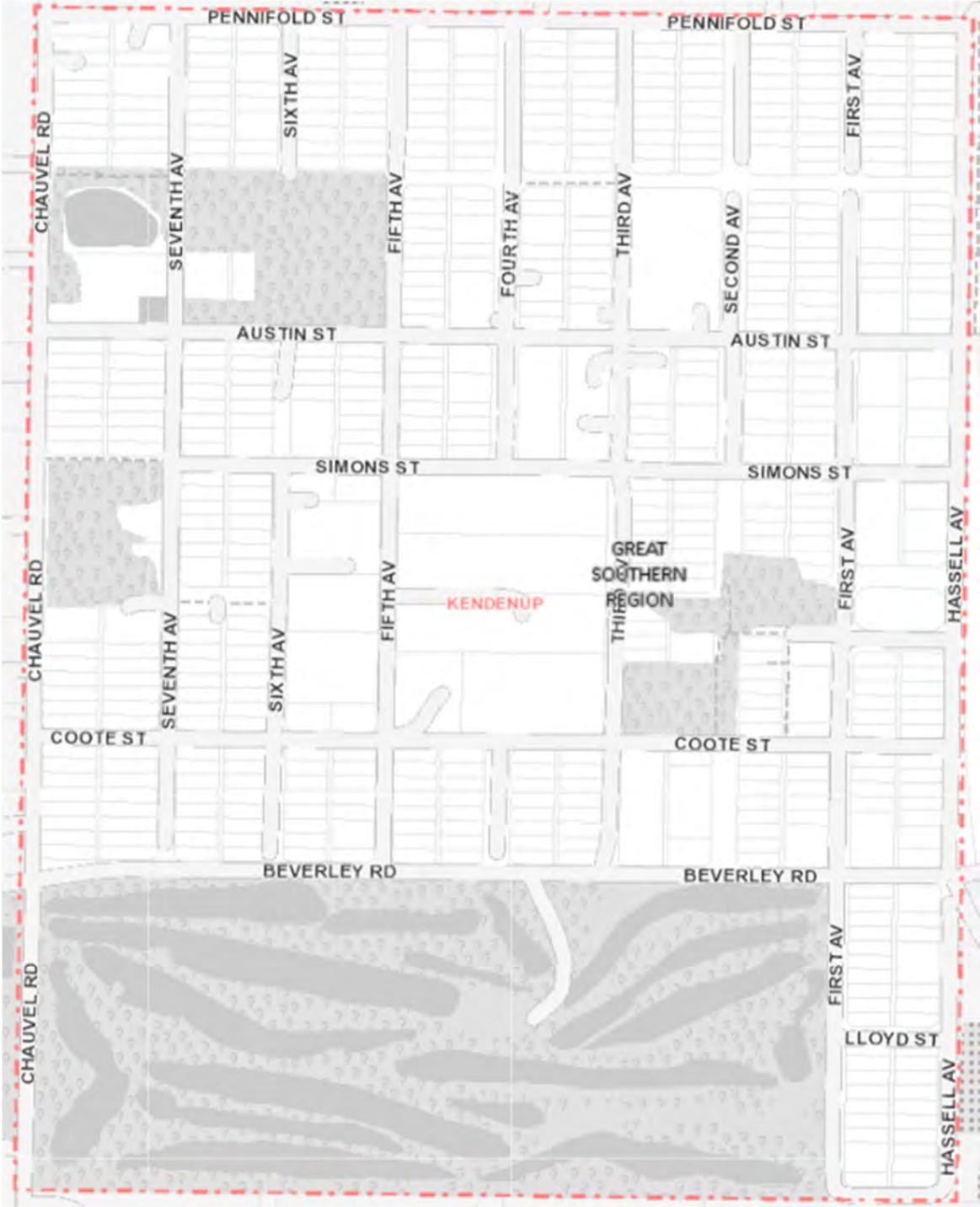


# Appendix 11

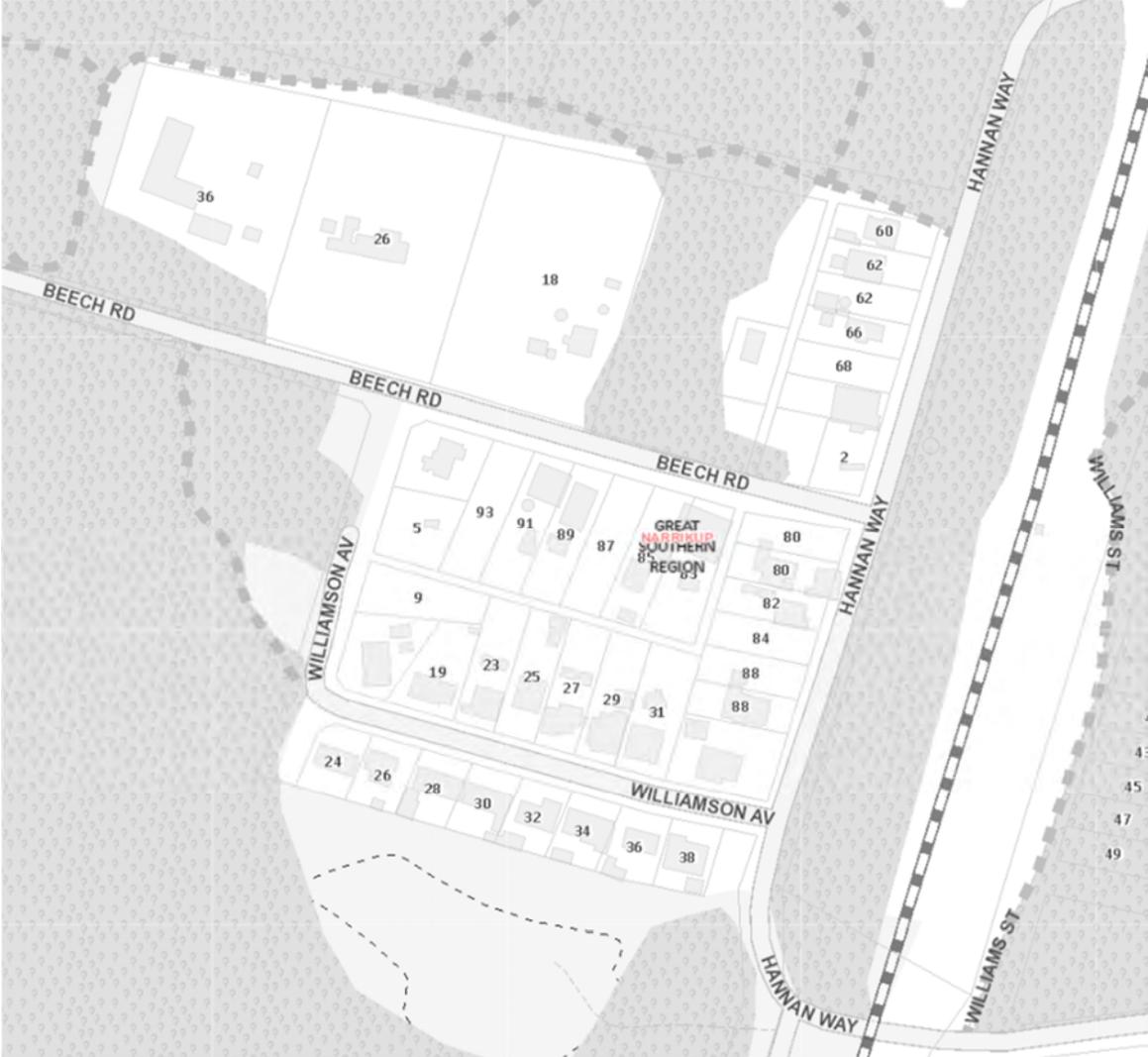
# ROCKY GULLY TOWNSITE



# KENDENUP TOWNSITE



# NARRIKUP TOWNSITE





# Local Emergency Relief and Support Plan

Great Southern Region

Shire of Plantagenet Local Emergency Management  
Committee

Prepared by Department of Communities, Emergency Relief  
and Support

Tabled and **accepted at the Local Emergency Management  
Committee**

May 2025

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

**0418 943 835**

## 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.

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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>	February 2025
<b>Review date</b>	August 2025
<b>Owner</b>	Executive Director, Emergency Relief and Support
<b>Custodian</b>	Assistant Director, Regional Preparedness and Coordination

## Amendments

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
1	January/2025	Regional Coordinator Great Southern	First version
2			
3			

## 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.

## 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.
- **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.

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.
- **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.

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.
- 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

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.

- **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

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.

## Appendices

### A) Local evacuation centres

Name of centre	Capacity	Address	Contact	Comments
<b>Shire of Plantagenet</b>				
Mt Barker Community Recreation Centre	Standing 1500; Sleeping 300	Albany Hwy & Woogenellup Rd, Mount Barker (entrance Albany Hwy)	Shire: 9892 1111 <u>Urgent After Hours Number</u> 0428 512 356 Rec Centre: P: 9851 2122 Mark Bird mark.bird@sop.wa.gov.au Mike Barnes P: 9892 1149 M: 0447 091 159	Adjacent to Mount Barker Community College. Centre comprises 2 full size indoor basketball courts with partitions, mens/womens toilets/showers, large crèche, several ovals for pets/caravans, several hundred chairs and a number of tables/tressels, several other areas for meeting rooms/private areas, 2 squash courts can be used. Dual entrances to Centre. No Commercial Kitchen – could utilise Community College cooking facilities. In a major event during school terms, College may need to be closed as there is no fence between the rear of the Centre and the College grounds.
Frost Park Sports Ground	Standing 1000; Sleeping 200	McDonald Ave, Mount Barker	Shire: 9892 1111 <u>Urgent After Hours Number</u> 0428 512 356 Mike Barnes P: 9892 1149	Animal friendly - can accommodate a number and range of animals (pens) Close to Town; good mobile reception; BBQs; moderate timber / bush surroundings

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			M: 0447 091 159	(Includes Frost; Taylor Dennis; & Skinner Pavilions); no landline phone. Pavilion has a commercial kitchen.
Plantagenet District Hall		Cnr Muir St & Albany Hwy, Mount Barker	Shire: 9892 1111 <u>Urgent After Hours Number</u> <u>0428 512 356</u> Mike Barnes P: 9892 1149 M: 0447 091 159	Not pet friendly; good mobile phone coverage; commercial kitchen; landline available; on Albany Hwy.
<b>Shire of Cranbrook</b>				
Cranbrook Sporting Club	Standing 150-180; Sleeping 100; Duration 2-5 days	King St, Cranbrook	Shire Office: 9826 1008 CEO: 0456 600 133 Bernie Climie, Secretary, Sporting Club M: 0407 261 123	Adjacent to Oval (ample parking), tennis courts and play equipment. Commercial kitchen. Male and female toilets (10 in total) and showers (6 in total). Adequate tables, chairs. Separate meeting rooms. Pet friendly.
<b>City of Albany</b>				
Albany Leisure & Aquatic Centre (ALAC)	1,000 persons standing; 300 persons sleeping	Barker Rd, Albany (off Stead Road)	John Pouwelson, Community Services Coordinator: 0447 399 996 Mitchell Green, Manager of Recreation Services: 0450 472 208 Judith Want: 0448 876 279	Commercial kitchen, fully equipped office and meeting rooms, storage areas. A number of male/female toilets/showers. Adequate parking options, adjacent to ovals for pets/campers etc. Size of complex will allow flexibility of use dependent on numbers of evacuees. Built on 1 in 100 year flood plain.
<b>Shire of Manjimup</b>				

**OFFICIAL**

Manjimup Indoor Sports Pavilion – Shire of Manjimup	2,000 persons standing; 1000 persons sleeping	Cnr Arnott / Rutherford St, Manjimup	1. Shire of Manjimup Office 9771 7777 2. Todd Ridley (CESM) 0427 711 841 3. Ben Rose (CEO) 0400 786 355 4. Gail Ipsen-Cutts 0427 831 410	Large building – 3 basketball courts. Showers and toilets; could accommodate a large number of people, for a short period. Would need portable toilets. Limited tables. Lots of bench seating. Skate park and ovals on premises.
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**B) Pre-positioned equipment**

Storage option	Address	Capacity	Access / comments
ERS Great Southern Trailer - Albany	25 Duke Street, Albany	100	Pincode padlock on trailer
ERS Great Southern Trailer - Katanning	Reidy House, 25 Amherst Street, Katanning WA 6317	80	Secured inside yard (08) 6277 4100)
ERS Esperance Goldfields Trailer – Ravensthorpe	Morgan Street SES Ravensthorpe	80	Secured inside SES yard contact Keith Rowe 0428 381 231
ERS Great Southern Regional Coordinator Vehicle - FORD Ranger 4WD	25 Duke Street, Albany	20	Keys in 11 Duke Street Office Safe or 25 Duke St Office