## 11.2 Sustainable Development

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUBJECT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.2.1</td>
<td>GROUPED DWELLINGS X 7 – 65 AND 67 (LOTS 18 AND 190) TOWN VIEW TERRACE, MARGARET RIVER</td>
<td>1</td>
</tr>
<tr>
<td>11.2.2</td>
<td>BUSH FIRE ADVISORY COMMITTEE MEETING – 20 NOVEMBER 2019</td>
<td>18</td>
</tr>
<tr>
<td>11.2.3</td>
<td>LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETINGS – 15 MAY, 13 AUGUST AND 12 NOVEMBER 2019</td>
<td>98</td>
</tr>
</tbody>
</table>
11.2 Sustainable Development

11.2.1 GROUPED DWELLINGS X 7 – 65 AND 67 (LOTS 18 AND 190) TOWN VIEW TERRACE, MARGARET RIVER

Attachment 1 – Development Plans
Town View 1

Development Series
Angus Jacks Pty Ltd
Lot 18 Town View Terrace MARGARET RIVER
6207_unit 1_sk5
DAHSW
Proposed Unit 1
Town View 2
Development Series
Angus Jacks Pty Ltd
Lot 18 Town View Terrace MARGARET RIVER
6207_unit 3_sk2
DAHSW
1 or 3

Proposed Units 2 and 3
Town View 3

Development Series
Angus Jacks Pty Ltd
Lot 18 Town View Terrace MARGARET RIVER
6207_unit 4

Proposed Units 4
Town View 3
Development Series
Angus Jacks Pty Ltd
Lot 18 Town View Terrace MARGARET RIVER
6207_unit 4-6_sk3
DAHSW
1 of 3

Proposed Units 5, 6 and 7
Town View Terrace
Development

Proposed Residence 3
- 3+2 bed
- Living Area: 119.11 m²
- Garage Area: 42.86 m²
- Total Area: 162 m²

Proposed Residence 4
- 3+2 bed
- Living Area: 119.03 m²
- Garage Area: 33.87 m²
- Total Area: 152 m²

Proposed Residence 5
- 3+2 bed
- Living Area: 119.03 m²
- Garage Area: 33.87 m²
- Total Area: 152 m²

Proposed Residence 6
- 3+2 bed
- Living Area: 119.03 m²
- Garage Area: 33.87 m²
- Total Area: 152 m²

Proposed Residence 7
- 3+2 bed
- Living Area: 119.03 m²
- Garage Area: 33.87 m²
- Total Area: 152 m²

ZONING:
Lot 18 and 19 zoned:
TOWN CENTRE
Proposed Design to suit:
RESIDENTIAL R-A0

BOUNDARY WALLS:
R-W: Minimum 2/3rd length of boundary.
All boundary walls on internal strata boundaries.
Strata Lot 1: One wall on external boundary: 8.4 m.

OPEN SPACE / SITE COVER:
Lot 18: 106.33 m²
Lot 19: 190.64 m²
Total Lot Area: 236.97 m²

COMMON PROPERTY AREA: 260 m²
NON-USABLE drainage area: 161 m²

TOTAL USABLE AREA: 194.64 m²
TOTAL HOUSE AREA: 109.92 m²

SITE COVER: maximum 55%
ACTUAL COVER: 56%

SURVEILLANCE:
Achieved on all designs

OUTDOOR LIVING:
R-W: Minimum 20m²
Minimum 4m x 4m
ACHIEVED on all designs

PARKING:
Double Garage per residence
1x visitor bay (supplied) for every 4 dwellings in excess of the first 4

VEHICLE ACCESS:
4m minimum driveway width when servicing 5+ dwellings with 1x passing lane

FACILITIES:
Storeroom 4m² supplied under main roof cover

Concept Plan
200

TOWN VIEW TERRACE

Angus Jacks Pty Ltd
Lot 18 and 19 Town View Terrace, MARGARET RIVER
6207_CONCEPT
DAHSW

DEVELOPMENTS
DALE ALCOCK
We love building
11.2 Sustainable Development

11.2.2 BUSH FIRE ADVISORY COMMITTEE MEETING – 20 NOVEMBER 2019

Attachment 1 – Unconfirmed Bush Fire Advisory Committee Meeting Minutes and Attachments – 20 November 2019
Augusta Margaret River
Bush Fire Advisory Committee

Minutes

For the meeting held
Wednesday, 20 November 2019
Margaret River Council Chambers
41 Wallcliffe Road, Margaret River
Commencing at 6.00pm
Notice of Meeting

Please be advised that the next meeting of the Augusta Margaret River Bush Fire Advisory Committee will be held on 19 February 2020, commencing at 6.00pm

Council Chambers
66 Allnutt Terrace
Augusta

This meeting is open to members of the public.

If you are unable to attend the meeting, please contact Lisa Garstone, Executive Assistant.

Contact: 9780 5639
Email: lgarstone@amrshire.wa.gov.au
Delegation: Conduct of Election of Presiding Member and Deputy Presiding Member

Under s5.44 Local Government Act 1995 (LGA) the Chief Executive Officer hereby delegates to Adam Jasper, Community Emergency Services Manager the exercise of powers and discharge of duties to:

a) Preside at the Bush Fire Advisory Committee meeting until the office of Presiding Member is filled; and
b) Conduct the election of the Presiding Member and Deputy Presiding Member.

In accordance with Schedule 2.3 LGA.

AUTHORISED AND SIGNED BY

Stephanie Addison-Brown
Chief Executive Officer
Date: 12 November 2019

ACCEPTANCE OF DELEGATE AUTHORITY

Adam Jasper
Community Emergency Services Manager
Date: 12 November 2019
# Shire of Augusta Margaret River

**Bush Fire Advisory Committee Meeting Minutes: 20 November 2019**

## Table of Contents

<table>
<thead>
<tr>
<th>Agenda Listing</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of meeting</td>
<td></td>
</tr>
<tr>
<td>Delegation</td>
<td></td>
</tr>
<tr>
<td>Order of business</td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>Declaration of opening</td>
</tr>
<tr>
<td>2.0</td>
<td>Appointments</td>
</tr>
<tr>
<td>2.1</td>
<td>Appointment of Presiding Member</td>
</tr>
<tr>
<td>2.1</td>
<td>Appointment of Deputy Presiding Member</td>
</tr>
<tr>
<td>3.0</td>
<td>Attendance / Apologies / Non-attendance</td>
</tr>
<tr>
<td>3.1</td>
<td>Attendance</td>
</tr>
<tr>
<td>3.2</td>
<td>Apologies</td>
</tr>
<tr>
<td>3.3</td>
<td>Non-attendance</td>
</tr>
<tr>
<td>4.0</td>
<td>Question time for the public</td>
</tr>
<tr>
<td>5.0</td>
<td>Disclosure of members' interests</td>
</tr>
<tr>
<td>6.0</td>
<td>Confirmation of minutes of previous meeting</td>
</tr>
<tr>
<td>6.1</td>
<td>Bush Fire Advisory Committee Minutes: 21 August 2019</td>
</tr>
<tr>
<td>7.0</td>
<td>Business arising from previous minutes</td>
</tr>
<tr>
<td>7.1</td>
<td>Action List</td>
</tr>
<tr>
<td>8.0</td>
<td>Reports from Shire Officers and Delegates</td>
</tr>
<tr>
<td>8.1</td>
<td>Chief Bush Fire Control Officer</td>
</tr>
<tr>
<td>8.2</td>
<td>Deputy Chief Bush Fire Control Officer</td>
</tr>
<tr>
<td>8.3</td>
<td>Shire Bush Fire Brigades</td>
</tr>
<tr>
<td>8.4</td>
<td>Community Emergency Services Manager / Shire Training Officer</td>
</tr>
<tr>
<td>8.5</td>
<td>Shire Executive Officer / Representative</td>
</tr>
<tr>
<td>8.6</td>
<td>Shire Coordinator Ranger Services</td>
</tr>
<tr>
<td>8.7</td>
<td>Department of Fire and Emergency Services</td>
</tr>
<tr>
<td>8.8</td>
<td>Volunteer Fire and Rescue Service</td>
</tr>
<tr>
<td>8.9</td>
<td>Bush Fire Ready Facilitators Reports</td>
</tr>
<tr>
<td>8.10</td>
<td>Department of Biodiversity Conservation and Attractions</td>
</tr>
<tr>
<td>8.11</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td>9.0</td>
<td>General business</td>
</tr>
<tr>
<td>9.1</td>
<td>DBCA Requirements for Hazard Reduction Burns – Adam Jasper, CESM</td>
</tr>
<tr>
<td>9.2</td>
<td>12.2 Mobilisation – Adam Jasper, CESM</td>
</tr>
<tr>
<td>9.3</td>
<td>RUI Structural Changes – Adam Jasper, CESM</td>
</tr>
<tr>
<td>9.4</td>
<td>Community Leaders Forum – Adam Jasper, CESM</td>
</tr>
<tr>
<td>9.5</td>
<td>Thank a Volunteer Day – David Holland, CBFCO</td>
</tr>
<tr>
<td>9.6</td>
<td>2020 BFAC Meeting Dates, Times and Locations – Adam Jasper, CESM</td>
</tr>
<tr>
<td>10.0</td>
<td>Matters for which the meeting may be closed (Confidential Items)</td>
</tr>
<tr>
<td>11.0</td>
<td>Closure of meeting</td>
</tr>
</tbody>
</table>
1.0 Declaration of opening
The meeting was declared open at 6.01pm.

2.0 Appointments
2.1 Appointment of Presiding Member
The Community Emergency Services Manager conducted the election of the Presiding Member in accordance with Schedule 2.3 of the Local Government Act 1995. Nominations are to be in writing.

The Community Emergency Services Manager called for written nominations for the position of the Bush Fire Advisory Committee Presiding Member.

The Community Emergency Services Manager received the following written nominations from:

- Alexandra Bridge BFB nominated – David Holland
- Molloy Island BFB nominated – David Holland
- Wallcliffe BFB nominated – David Holland

David Holland verbally accepted the nominations.

The Community Emergency Services Manager called for further nominations.

There being no further nominations, the Community Emergency Services Manager declared the nomination period to be closed.

The Community Emergency Services Manager announced that David Holland had been nominated for the position of Presiding Member unopposed and as such, there was no requirement for a secret ballot to be held. He then declared that David Holland had unanimously been elected to the position.

The Community Emergency Services Manager handed the meeting over to the Presiding Member, David Holland to conduct the election for the Deputy Presiding Member at 6.03pm.

2.2 Appointment of Deputy Presiding Member
The Presiding Member conducted the election of the Deputy Presiding Member in accordance with Schedule 2.3 of the Local Government Act 1995. Nominations are to be in writing.

The Presiding Member called for written nominations for the position of the Bush Fire Advisory Committee Deputy Presiding Member.

The Presiding Member received the following written nominations from:

- Alexandra Bridge BFB nominated – Brett Trunfull
- Rosa Brook BFB nominated – Brett Trunfull
- Wallcliffe BFB nominated – Brett Trunfull

Brett Trunfull verbally accepted the nominations.

The Presiding Member called for further nominations.

There being no further nominations, the Presiding Member declared the nomination period to be closed.

The Presiding Member announced that Brett Trunfull had been nominated for the position of Deputy Presiding Member unopposed and as such, there was no requirement for a secret ballot to be held. He then declared that Brett Trunfull had unanimously been elected to the position.
### Attendance / Apologies / Non-attendance

#### 3.1 Attendance

<table>
<thead>
<tr>
<th>Committee Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Holland : Chief Bush Fire Control Officer (CBFCO)/Presiding Member</td>
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<tr>
<td>Brett Trunfull : Deputy Chief Bush Fire Control Officer (DCBFCO)/Deputy Presiding Member</td>
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<tr>
<td>Tony Mostert : Alexandra Bridge Bush Fire Brigade Delegate</td>
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<tr>
<td>Tim Garstone : Cowaramup Bush Fire Brigade Delegate</td>
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<tr>
<td>Simon Hanson : Karridale Bush Fire Brigade Delegate (6.30pm)</td>
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<tr>
<td>Peter Brindley : East Augusta Bush Fire Brigade Delegate</td>
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<tr>
<td>Matt Nield : Kudardup Bush Fire Brigade Delegate</td>
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<tr>
<td>John Matten : Molloy Island Bush Fire Brigade Delegate</td>
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<tr>
<td>Keith Scott : Rosa Brook Bush Fire Brigade Delegate</td>
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<tr>
<td>Gordon Temby : Wallcliffe Bush Fire Brigade Delegate/Bush Fire Ready Coordinator (North)</td>
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<tr>
<td>Diane Holland : Witchcliffe Bush Fire Brigade Delegate</td>
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</tbody>
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<thead>
<tr>
<th>Shire Staff Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dale Putland : Director Sustainable Development</td>
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<tr>
<td>Adam Jasper : Community Emergency Services Manager (CESM)</td>
</tr>
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<td>Sharon McTaggart : Coordinator Ranger Services</td>
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<tr>
<td>Ian Earl : Councillor</td>
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<tr>
<td>Brian Daniel : Councillor</td>
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<td>Lisa Garstone : Minute Secretary</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Observers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgina Thiele : Bush Fire Ready Coordinator (South)</td>
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<tr>
<td>Andrew Hunt : City of Busselton BRMP Coordinator</td>
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<tr>
<td>Quentin Blunsdon : Cowaramup Bush Fire Brigade Captain</td>
</tr>
<tr>
<td>Ed Hatherley : Department of Biodiversity Conservation and Attractions (DBCA)</td>
</tr>
<tr>
<td>Helen Holzheuer : Department of Biodiversity Conservation and Attractions (DBCA)</td>
</tr>
<tr>
<td>Leith Jones : Margaret River Fire Control Officer (FCO)</td>
</tr>
<tr>
<td>Bob Baker : Prevelly Fire Control Officer (FCO)</td>
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<td>David Kelly : Rapids Fire Control Officer (FCO)</td>
</tr>
<tr>
<td>Richard Nash : Redgate Fire Control Officer (FCO)</td>
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<tr>
<td>Mark Ridge : Rosa Brook Fire Control Officer (FCO)</td>
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<tr>
<td>Andrew Newnham : Rosa Glen Fire Control Officer (FCO)</td>
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<tr>
<td>Geoff Jenkins : Treeton Fire Control Officer (FCO)</td>
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<tr>
<td>Rob Barnett : Wallcliffe Bush Fire Brigade</td>
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<td>Greg Tennant : Wirring Fire Control Officer (FCO)</td>
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<tr>
<td>Roseline Nash : Witchcliffe Bush Fire Brigade</td>
</tr>
</tbody>
</table>

#### 3.2 Apologies

<table>
<thead>
<tr>
<th>Apologies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Addison-Brown : Shire Chief Executive Officer</td>
</tr>
<tr>
<td>Julia Meldrum : Shire Councillor</td>
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<tr>
<td>Adrian Yates : Augusta Margaret River/State Emergency Service (SES)</td>
</tr>
<tr>
<td>Peter Thomas : Department of Fire and Emergency Services (DFES)</td>
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<tr>
<td>Peter Delfs : Gracetown Bush Fire Brigade Delegate</td>
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</tbody>
</table>

#### 3.3 Non Attendance

<table>
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<tr>
<th>Non Attendance</th>
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</thead>
<tbody>
<tr>
<td>Nil</td>
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</table>

The Chair welcomed all to the meeting, including new member Cr Brian Daniel and Shire President, Ian Earl.

The Chair also introduced Director Sustainable Development, Dale Putland, and advised the meeting that due to the movement of the Shire CESM position to the Sustainable Development directorate, that this is where the BFAC would now sit.

The Chair also welcomed all observers and thanked the FCOs for their attendance.
4.0 Question time for the public
Nil

5.0 Disclosure of members’ interest
Nil

6.0 Confirmation of minutes of previous meeting
6.1 Bush Fire Advisory Committee Meeting Minutes: 21 August 2019

At the BFAC meeting held on 21 August 2019, there was an oversight at Item 8.2 Notification of Brigade FCOs for 2019-21, where Rob Barnett was listed as the FCO for Wallcliffe area. As there is no specific Wallcliffe FCO area then Rob Barnett should not have been included in this list of nominees.

The minutes of 21 August 2019 have been amended to reflect this change and have been re-distributed.

RECOMMENDATION
That the amended, unconfirmed minutes of the Bush Fire Advisory Committee Meeting held 21 August 2019 be confirmed as a true and correct record of the meeting.

 Moved: Diane Holland, Witchcliffe BFB
Seconded: John Matten, Molloy Island BFB

Carried: ALL

Ed Hatherley (DBCA) entered the meeting at 6.09pm.
## 7.0 Matters arising from previous minutes

### 7.1 Action List

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Item</th>
<th>Action Update</th>
<th>Status</th>
<th>Actioning Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/3/19</td>
<td>Shire Planting Strategies for Shire and Landowners - BFAC to invite Acting Director Sustainable Development, Nick Logan, or Acting Manager Planning and Development, Matt Cuthbert, to explain the current processes and implications of planting strategies in subdivisions within the Shire.</td>
<td>20/3/19: Please refer to Item 8.3. 15/5/19: Please refer to Attachment 6.1.2. Shire Coordinator Environment/Landcare Services, Asset Services, John McKinney, was in attendance to discuss this Action Item. CESM to invite A/Manager Planning and Development, Matt Cuthbert, to speak or provide information on the planning and subdivision aspects of the item at a future BFAC meeting. Main Roads to also be contacted/invited to provide information on their planting strategies.</td>
<td>Complete</td>
<td>CESM</td>
</tr>
<tr>
<td>21/8/19</td>
<td>Wallcliffe FCO, Robert Barnett, asked the Chair to investigate how to handle the controlled burning of coastal health.</td>
<td>21/8/19: CBFCO to take action to ROAC for a response prior to the next BFAC meeting. 20/11/19: David Holland has made contact with a DFES representative regarding a possible pilot project of research into fire mitigation for areas where coastal heath occurs. David to follow up and report again at next BFAC.</td>
<td>In progress</td>
<td>CBFCO</td>
</tr>
</tbody>
</table>
The Chair informed the meeting that General Business Item 9.1 – DBCA Requirements for Hazard Reduction Burns, be brought forward in the Agenda.

The Chair suspended Standing Orders at 6.11pm and handed the meeting over to Adam Jasper, Shire CESM, to provide more information on this item.

9.0 General business

9.1 DBCA Requirements for Hazard Reduction Burns – Adam Jasper, CESM

Thank you for your patience as we have worked through this issue, we have now arrived at a position that we believe will provide the greatest level of protection to volunteers undertaking mitigation work on behalf of private landowners.

We received a briefing from the head of Threatened Species DBCA at the CESM conference who advised the following:

- There are no exemptions from any requirements imposed under the Biodiversity Conservation Act under the Bushfire Act apart from Emergency Suppression Activities.
- This means that new firebreaks and APZ along with mechanical fuel reduction will also require compliance.

In order to ensure that volunteers are protected from prosecution, we need to ensure that we are making private landowners/occupiers are aware of the act. Unfortunately due to the nature of the Threatened Fauna it will impact the majority of hazard reduction burns undertaken in the shire.

The only activities that will not require changes to Shire procedure are as follows:

- Pile Burning
- Stubble Burning
- Windrow Burning

Therefore where you receive a request to either issue a Permit to set fire to the bush or assist with a Hazard Reduction Burn the following is to apply:

**Permit**

Special condition to be added worded as follows:

‘Comply with section 150 of the Biodiversity Conservation Act 2016’

Lisa has ordered self-inking stamps for the above for each FCO which will be issued at this meeting. This is a temporary measure only until the existing stock of permit books is exhausted.

**Request for Hazard Reduction Burn**

Additional declaration required.

The attached form ‘Conservation Act Requirements’ form (please refer to Attachment 9.1.1) will now be required before any requests will be actioned and approved. This does include a web address for those landowners seeking additional information on how to comply.

Additionally I have attached the following information in order to assist the land owners in the process:

- How to obtained Fauna information that may impact a private property if the owner is not aware what may be present (please refer to Attachment 9.1.2).
- Application for Permit (please refer to Attachment 9.1.3).
- Framework for Assessment which must be completed to support the application (please refer to Attachment 9.1.4).

I understand that this is a significant change and has the potential to reduce the capacity of private property owners to undertake this important mitigation work, however we have an obligation to make landowners aware of their requirements.
Please feel free to ring me if you require further clarification. We will provide additional details at this meeting, including a copy of the presentation that was made at the CESM conference.

During this item, Adam Jasper gave a presentation to the meeting regarding the changes and challenges with the Biodiversity Conservation Act in reference to mitigation activities (please refer to Attachment 9.1.5).

Following the presentation, Adam called for any questions:

John Matten, Molloy Island – What size property are we talking about?
Adam Jasper, CESM – Any property where there may be impacts on a habitat of threatened flora/fauna.

Tim Garstone, Cowaramup – What constitutes cockatoo habitat?
Adam Jasper, CESM – Nesting or feeding sites.
Tim Garstone, Cowaramup – Are corellas exempt?
Adam Jasper, CESM – I don’t believe they are included on the list of threatened species.

Rob Barnett, Wallcliffe – Once DBCA issues the permit, how long does it last for?
Adam Jasper, CESM – Depending on information, the permit will be for one burn that allows you up to 12 months to complete.
Rob Barnett, Wallcliffe – Does this process apply to plantations?
Adam Jasper, CESM – If there is threatened flora/fauna then yes, it will apply. The cost for the fauna search is $300.

David Kelly, Wallcliffe – If the burn is to be conducted in two sections over two separate times for example we do the edges one week and come back and do the core the following season, do you need to reapply?
Adam Jasper, CESM – No, just be sure the permit reflects your entire plan.
David Kelly, Wallcliffe – What if your plans change?
Adam Jasper, CESM – If the burn is to be conducted in two sections over two separate times for example we do the edges one week and come back and do the core the following season, do you need to reapply?

Rob Barnett, Wallcliffe – Once DBCA issues the permit, how long does it last for?
Adam Jasper, CESM – Depending on information, the permit will be for one burn that allows you up to 12 months to complete.

Tony Mostert, Alexandra Bridge – For this process, what is the definition of an emergency?
Adam Jasper, CESM – A 000 incident. Actions relating to incidents are exempt.

Andrew Newnham, Rosa Brook – What if the pile or windrow has become a habitat?
Adam Jasper, CESM – Then a permit would be required. If you are not confident or not sure, put the condition on it. That will cover you as an FCO.
Andrew Newnham, Rosa Brook – Has the Shire applied for permits for all the mulching that’s going on?
Adam Jasper, CESM – If there is threatened flora/fauna, then yes.

Simon Hanson entered the meeting at 6.30pm.

Tim Garstone, Cowaramup – How does this process affect the DBCA burns?
Adam Jasper, CESM – My understanding is that they need to complete the same process.

Ed Hatherley, DBCA – It would be worthwhile collating all your concerns and questions and, through the BFAC, put them to Wildlife Licensing for review and clarification. There are a number of critically endangered species out there so we just need to be mindful of how their habitat is managed and this new process has been put in place to push that responsibility back onto the landowner.

Tony Mostert, Alexandra Bridge – Who came up with this new process?
Ed Hatherley, DBCA – It was a commitment from the Barnett Government.

Adam Jasper, CESM – We are not here to defend or justify this new permit process of the Act, we just need to make sure we comply and ensure our volunteers are protected. The legal advice we have received is to be aware of the Act and the implications involved.

Tony Mostert, Alexandra Bridge – Who polices it?
Adam Jasper, CESM – DBCA
Geoff Jenkins, Cowaramup – This process will ultimately result in a reduction of burns. What then are we going to do about the increase of fuel loads that will ultimately endanger lives and property? Cooler prescribed burns give the fauna a chance of surviving, but if there are no more burns, the buildup of fuel loads could have a devastating effect on many factors, including these threatened species they are trying to protect.

Adam Jasper, CESM – We are in agreement but the Act is there and we need to be compliant. We have made it clear to DBCA that they have effectively brought prescribed burning on private property to a halt, that the application process is too complicated and costly so they are already aware of those concerns.

David Holland, CBFCO – We all agree that perhaps what we could do is to provide some outlined items to higher powers by formulating a response from this Committee. This process is still in the implementation phase so there may be some room for movement.

Ed Hatherley, DBCA – No doubt there will be a degree of resistance, but we have to accept it as the law but you can collate all concerns and push it back through BFAC to the Local Government.

Gordon Temby, Wallcliffe – We are currently trying to encourage winter burn programs outside the permit season which don’t involve FCOs. So do these individuals apply?

Adam Jasper, CESM – The application is not currently online, but the Shire can make it available but they still must apply through DBCA.

Gordon Temby, Wallcliffe – Can they go into the Shire to get the permit form?

Adam Jasper, CESM – Yes they can, but no advice regarding the application will be given from the Shire. It may be that the Shire needs to put some information together on this issue.

Andrew Newnham, Rosa Brook – Is DBCA going to advertise?

Ed Hatherley, DBCA – Need to direct these enquiries through BFAC back to Wildlife Licensing.

Adam Jasper, CESM – We have asked the same question, when is this information going to be made available to the public and they have advised that it will be sometime this year.

Diane Holland, Witchcliffe – If DBCA are going to provide an explanation then we and the Shire can provide the same explanation to landowners.

Adam Jasper, CESM – That information may not be available for another 6 months. It needs a public education program.

Ian Earl, Shire President – This item is also on the agenda for a WALGA Meeting this Friday so I will have a discussion about it then so that all Councillors are made aware.

Adam Jasper, CESM – Unfortunately there are some of the other Shires that are not yet aware of the new process and Act and are still advising to go ahead with burns.

Ian Earl, Shire President – We need to get onto it now otherwise there will be a whole year of missed mitigation work.

Keith Scott, Rosa Brook – People are not going to pay $300 for the flora/Fauna search so burns will stop. It should be free and for the life of the property.

Greg Tennant, Cowaramup – What about properties to which covenants have been applied?

Ed Hatherley, DBCA – Properties that have covenants already have information on file. If you already know what threatened species are on the property then you do not need to conduct the search part of the process and go straight to the application stage.

Georgina Thiele, East Augusta – How does this effect firebreaks that need to be widened?

Adam Jasper, CESM – If there are threatened species in the area to be widened then the process will need to be followed.

Matt Nield, Kudardup – Do we as FCOs have to sight the DBCA permit?

Adam Jasper, CESM – If all you are doing is issuing a permit to burn then you just stamp and issue the permit.

Andrew Newnham, Rosa Brook – The cost of the search is $300 for landowners but free for Local Government. Where do BFBs sit?

David Holland, CBFCO – They sit under Local Government.

Andrew Newnham, Rosa Brook – What if we are assisting with a burn on private property?

David Holland – Landowners will need to pay for the search.
David Holland, CBFCO – We understand your frustrations. I have meeting in Perth tomorrow at the Rural Fire Division and I have put forward an Agenda item to address this.

Tony Mostert, Alexandra Bridge – I suggest a Motion be put forward for BFAC to formulate a response to Council.

RECOMMENDATION
That BFAC registers its extreme concerns on the implications of the Biodiversity Conservation Act 2016, which includes an increased risk to lives and property and long term effects on flora and fauna, and requests the Shire President write to the Minister of Environment to express these concerns.

Moved: Tony Mostert, Alexandra Bridge BFB
Seconded: Simon Hanson, Karridale BFB

Carried: ALL

5 observers left the meeting at 7.04pm

David Holland thanked all guests for their time and input.

At the conclusion of this item, the meeting was handed back to the Chairperson, David Holland, and Standing Orders were reinstated at 7.05pm.

The meeting Agenda then continued on from Item 8.0.

8.0 Reports from Shire Officers and Delegates

8.1 Chief Bush Fire Control Officer

- It has been a relatively slow start to the bushfire season so far with only a few call outs and the weather making it difficult to achieve many planned burns. It was good to see the Shire’s Brigades provide assistance to DFES to achieve a really good burn along Railway Terrace. The Shire was also able to get a small section of the ‘A-Class’ near Stewart Street in Margaret River completed as well.
- The new Biodiversity and Conservation Act 2016 is now in force. Please be patient as we work through the implications of complying with this Act. This new Act is undergoing some ‘testing and massaging’ and once DBCA have a better understanding of how to conduct the new ‘business as usual’.
- I was invited along with representatives from the Shire, DFES and DBCA to meet with the Ambassador to Portugal. We were able to explain how the good relationships between the three agencies are crucial in providing our community with the level of protection that they require. The Ambassador was interested in how the ESL works as well as the Capes response arrangements. Portugal is a relatively small country (a bit bigger than Tasmania) but has had some significant fires in the past.
- I participated in a Public Information Officers course held in Busselton conducted by DFES along with others from the Shire.
- The CESM and I were invited to a pre-season bushfire exercise which was held in Perth by Western Power. The exercise simulated a significant lightning storm striking the area between Capel through to Augusta. The scenario involved the loss of power over an extended period to towns including Margaret River and Augusta along with a bushfire which impacted Western Power infrastructure near Capel. Adam and I were able to provide some advice as to how that would look for our towns and what capacities we had to be able to assist. It was made clear to us that Western Power appreciated the level of engagement of our Shire to have them represented at our LEMC.
- The Restricted Burning Period commenced on the advertised date. Permits to Burn are now required by all landowners. Due to a forecast of difficult weather conditions, we decided to not issue any permits for the first day of the restricted season.
- Adam, the City of Busselton CESM and I attended an exercise at Western Power HQ in Perth. We were presented with a scenario that would impact 13,000 customers (150,000 people).
- Please keep yourselves safe and thank you for your dedication and support.
8.2 Deputy Chief Bush Fire Control Officer

- We've had a fairly quiet start to the fire season. Permit season started on 9 November and there seems to be a small but steady stream of permits coming through.
- There has only been a couple of call outs to date and unfortunately two of them have been very close to my place. The weather is definitely warming up now.
- DFES and Adam, with the help of the Shire Brigades, have managed to get a few burns done, but unfortunately the weather was too hot for the completion of the A-Class reserve at the top of town.
- David, Adam and myself did a tour of the Police, Parks and Wildlife and Water Corporation's facilities in Busselton and Margaret River. It's good to see that all these departments are happy to cooperate and help out where needed in the event of a level 2/3 fire.
- Thanks to all the Brigade members that made themselves available for deployment to NSW. It's very much appreciated by all.

2 observers left the meeting at 7.07pm.

8.3 Shire Bush Fire Brigades

Alexandra Bridge

- Shed extensions are underway thanks to Adam and his team. Should be finished by Christmas.
- First training for season tomorrow night.
- Going through the process of mounting tablets in both appliances.
- AVL – Need to apply for login and password – can’t give it out and not to be shared.

Cowaramup

- Sadly lost a long term member Phil Covell last week. Funeral to be held on Saturday, 2pm at the Catholic Church. Phil was one of the oldest and most reliable members, always there and willing to help.

East Augusta

- HSV has again been supplied for this year’s fire season.
- Training has recommenced on a fortnightly basis with fortnightly maintenance runs being carried out on the 1.4.

Gracetown

- Training is regular, each Monday fortnight at the moment, with good turnout usually of 8-10 members.
- Regular local burn offs at the Brush Site in Gracetown as part of our Bushfire Ready Community Program. This has been very well supported this year.
- The CCTV has been installed.

Karridale

- Shed is being extended, happened very quickly.
- Training has been in action for last 6 weeks.
- Had a big turnout to the busy bee.

Kudardup

- Training all through winter, mainly new recruits.
- Log books not getting filled in at shed by visiting contractors.

Molloy Island

- Very low on volunteers and doesn’t look like improving so if we call for help please come!
Rosa Brook

- Brigade has settled into the summer of 2019 comfortably with attendances at a callout and training well attended.
- 35 members attended a beginning of summer commitment meeting with another 3 apologies.
- The new BART system for callouts has been utilised and seems to be working well with most members responding when required. The only problem I can foresee is if we lose our administrator.
- 15 truck drivers have completed Driver Operator Familiarisation of Appliance on the new 3.4 Urban Tanker.
- The hydrant system at the shed has been partially completed and final installation of pump and electricity should be completed in the next 2 weeks.
- During training we have established that there is a radio black spot at the end of Osmington Rd for about 3kms. The repeater would not respond to the 3.4 radio on 253 vhf.
- There is major concerns in our community about the Biodiversity and Conservation Act 2016 and its impact and compliance on private property with regards the Section 33 of the Bush Fires Act 1954.
- The Brigade were invited to attend the Berry Farm Spring Fair. This was huge success with kids and adults enjoying the chance to use the blackout hose on the targets. We also handed out many bushfire ready plans and generally interacted with our community.
- There has been some design problems with the new urban tanker. Pump motor exhaust system is very noisy for the pump operator, pump motor shrouding has broken off at its mounting points and vibrating.
- We also have a problem with the 25mm knock down hose, mainly its weight and the difficulty of pulling out the hose when it is full of water. It would be more suited to a 19mm hose which would give the reel more length with less weight.
- I am also not sure why but on these modern 3.4 tankers it is not possible to talk on the radio from the pump station, and that also there is no handheld radio issued to replace this service. As it stands at the moment the pump operator/driver has to leave the pump panel and move to the cab of the truck to reply to any radio calls.
- Keeping on with the 3.4 urban design faults, lack of a VHF handheld radio charger or 2 and also with use of mobile phones on the fire ground the truck should have at least 6 mobile phone outlets for crew to charge phone.
- We had an enquiry as to the average age of our Brigade members. The attached graph was compiled and it is interesting to see we have a pretty even spread from young to the more experienced (please refer to Attachment 8.3.1).

Greg Tennant, Cowaramup – Just regarding the pump radio, it is located in the locker at the pump station.

Tony Mostert, Alexandra Bridge – Where did you get the No Parking signage on your shed? We have a problem with the Road Trains pulling up and parking outside our shed.

Keith Scott, Rosa Brook – It was organised and painted on when Chris Lloyd was CESM.

Sharon McTaggart, Ranger Coordinator – We will check the policy in regards to Shire property signage.

Wallcliffe

- Fortnightly training is being conducted by Brigade Lieutenants or DFES AO’s. Good attendance at both training sessions including BA drills conducted by 1st Lieutenant.
- Currently 58 Active trained Firefighters, 6 Probationary members and 14 Auxiliary members. Total of 78 BFB /VFRS members.
- Call outs since August BFAC include 2 Structural Fires and 1 Bushfire.
- At the time of writing this report it was requested that a Notice of Motion be put on the next Council Meeting Agenda for the transition of the Wallcliffe Brigade to DFES.
The Wallcliffe Brigade’s GIS team have just completed installing another 7 ‘Red Tubes on a Stick’ as part of the program of the same name. These red tubes are located at the front of properties in the Wallcliffe Brigade area to indicate to all fire crews that there is a dedicated fire pump on that property as well as other important information. Thanks to the AMR Shire for the $1000 Community Development Grant that made this project possible.

Wallcliffe lost one of our FCOs, Bob Fisher, recently.

In addition to callouts we also assisted with a road crash rescue.

Three of our members were deployed over east, two have since returned with the other returning in a couple of days. Their feedback was that it was a bit disorganised at the start and accommodation and meals were an issue as they were so far from townsites. There was requirements regarding fitness levels as it was hard work in very harsh, extreme conditions. However, they would put their hands up again as they enjoyed the experience.

Witchcliffe

The BFB has not been called for a bushfire since the last BFAC.

The VFRS have turned out four times; to a vehicle fire near Boranup Café, assisted Margaret River with the fully involved structure fire in Station Road and provided back up to the chimney fire at the Margaret River Hotel and were also called to assist St John’s recently with a patient lift at Contos. The SES also attended this incident.

We have conducted 1 hazard reduction burn so far this spring prior to the difficulties recently encountered surrounding the permits now required to disturb or take rare and endangered fauna.

Training continues fortnightly on Fridays and on the first Tuesday of the month and is well attended. We have had 80% of membership participate in pre-season burnover training so far.

We are up and running on the BART system now and it is working really well with a high level of engagement from our members. We thank Andrew Newnham from Rosa Brook for negotiating a discounted rate for our Shire Brigades and thank him for his time given to training our members in its use.

We continue to engage with our local community through our Facebook page.

We are scheduled to attend the Gourmet Escape Village at Leeuwin Estate on the weekend of the 16/17 November.

8.4 Community Emergency Services Manager / Shire Training Officer

Prevention

Mitigation Works

Funding for the next round has been approved, totaling $353,000. We are in a position to get work underway immediately upon receipt of the funds, with the majority of the mechanical works to be completed over the summer. All environmental approvals are held for the spring mitigation burning program, however these may now carry over to autumn due to conditions.

Hopefully they will change the grant period from financial to calendar year for the next round.

Preparedness

Training

The last of the Intro to FF and BFF courses have been concluded. I would ask that you monitor and provide me with details of new members so if the need arises we can fixture additional courses dependent on training assessor availability.

No further training ops will be available to new members this year but please let the CESM know if you get new members so we can tally and provide courses between Nannup, AMR and Busselton as soon as we have minimum numbers.

Fire Station Extensions

Alex Bridge and Karridale have been awarded and works commenced, all works are expected to be completed before Xmas.
Fire Shed Maintenance
We are currently in the process of organising a variety of maintenance services for each of the Brigades. Update as follows:

Air Conditioning Servicing
- Servicing of all relevant Brigades was completed at the end of October 2019.
- All relevant Brigades will be serviced again in 2020.
- Installations of new Air Conditioning Units are to be carried out at Cowaramup and Wallcliffe in the coming weeks.

Carpet Cleaning
- Cleaning of all relevant Brigades was completed at the beginning of November 2019.
- All relevant Brigades will be cleaned again in 2020.

Electrical Tagging and Testing (incl RCD and Emergency/Exit Lighting)
- Tagging and testing of all Brigades was completed in February/March 2019.
- Next tagging and testing to be carried out in 2020.

First Aid Kit and Fire Extinguisher Service for Bushfire Appliances
- Servicing of all Brigades is due to be carried out in the coming weeks.

Gutter Cleaning
- Cleaning of all relevant Brigades was due to be completed last week.
- All Brigades will be cleaned again in 2020.

Pest Control Treatment
Treatments have now been completed for the following remaining Brigades:
- Alexandra Bridge
- East Augusta
- Witchcliffe

All Brigades will be treated again in 2020.

Roller Door Servicing
- Servicing of all relevant Brigades was completed at the end of October 2019.
- All Brigades will be serviced again in 2020.

Water Filter Replacement
- Brigades that currently have water filters have been asked to source and replace the filters for their specific systems themselves and then email the tax invoice receipt through to the CESM Admin for reimbursement.
- For those Brigades that do not currently have a water filter installed, and would like one, please notify Adam or Lisa.

Layflat Hose Testing
- Testing was completed in May 2019.
- Next testing due to be carried out in May 2020.

PPE Orders
- Orders for each Brigade for PPE/C items listed on their 2019/20 ESL Wish Lists have now been completed.
- Additional orders are being processed as they are received and ordered as quickly as possible.
- If you require any additional PPE/C please email Adam or Lisa.
- Where possible, please use the Shire PPC Order Form to ensure that your orders contain as much detail as possible including sizing, amounts, who the items are to be issued to and whether it is new or replacement gear.
- The Shire will exhaust all remaining PPC stock before commencing with the issue of the new style Level 1 jackets and trousers.
Please note that the sizing of the new style Level 1 PPE is slightly different to the old style. The new trousers no longer have an elasticated waist and the jackets are a slimmer fit.

**Local Government Grant Scheme (LGGS) and Shire Budget**
- We were provided with a comprehensive briefing from DFES regarding proposed changes to the way this is administered, however nothing has been approved at this stage so watch this space.
- We are in the process of working through the Brigades wish list purchases

**Response**
Thank you to the Brigades who have promptly provided their incident reports, can I please encourage all Brigades to submit their reports as soon as possible following an incident to assist with:
- Local Government Grant Scheme (LGGS) applications;
- Insurance and incident reporting; and
- Suspicious fire /Arsonist reporting.

**Recovery**
Nil

**General**

**Station Security**
- Security Cameras have been installed at Gracetown and Kudardup, Karridale will be installed as part of the renovation.

*Tony Mostert, Alexandra Bridge – Will the Leaders Forum be re-scheduled? Request that next year’s be brought forward to earlier in September.*

*Tim Garstone, Cowaramup – And not during school holidays please.*

*Adam Jasper, CESM – Might put a survey out to Brigades regarding preferred dates. Happy to put together something in the next month or so but realise it is getting closer to fire and silly season.*

### 8.5 Shire Executive Officer / Representative
- We have new Shire President, Ian Earl, and three new Councillors.
- Internal changes within the Shire include Emergency Services now sitting under the Sustainable Development Directorate, close to Rangers, easier to coordinate.
- Managed to keep the team together with Lisa coming over from Corporate and Community Services.

### 8.6 Shire Coordinator Ranger Services

**Permits issued Vs Permits registered**
Will have a better idea at the end of the season on how best to keep track of all the data and registrations (*Please refer to Attachment 8.6.1.*)

**Compliance Inspections**
- Had a meeting today regarding the Shire’s inspection strategy and Shire priority inspection areas.
- Rachel our mapping guru has put together the areas of priority.
- Sat down with Adam regarding historical data, areas that haven’t been inspected in some time and reported properties.
- East Augusta will be a focus this year.
- Meeting with Southern District Rangers in Manjimup next week and have a fair idea that they are not yet aware of the *Biodiversity Conservation Act 2016* so will flag it with them and also the WA Ranger Association. The changes will impact Ranger work, Section 33 Work Orders, etc. and will have to speak with our legal team regarding the possible implications. Will also need to discuss compliance timeframes.

*Gordon Temby, Wallcliffe – Are you mapping for burns?*

*Adam Jasper, CESM – We currently have access to a layer that includes Shire burns and reserves, including when they are due for burning or how long it has been since burning. Not sure if private properties can be captured unless we push this through to Rachel.*
Sharon McTaggart, Ranger Coordinator – If we are getting the information then it should be fairly easy to add into the mapping system.

Adam Jasper, CESM – All Shire burns under the program are captured. Not currently capturing when the Brigades are burning on private property. The information would need to be sent through to the Shire in a format that can be inputted into the GIS.

Keith Scott, Rosa Brook – Seeking clarification regarding information in the Firebreak Notice regarding residential and rural lots above 4000sqm – vacant land/cleared blocks only for 100mm slash – is this grazed?

Sharon McTaggart, Ranger Coordinator – Will look into clarifying this in next years’ notice.

8.7 Department of Fire and Emergency Services

DFES LSW Incidents & Arrangements
- 9 and 10 October saw SES units from Margaret River, Busselton, Nannup and Bridgetown activated for a land search along the Blackwood River near Alexandra Bridge. The SES supported WAPOL in the successful location of a missing teenage boy who had become stranded in his canoe and walked off into the bush trying to get back to his camp site.
- Winter resulted in no further significant storm events with local SES attending to isolated incidents around the region.
- Preparations are well underway in the lead up to the bushfire season. Events and forums bringing together agencies such as police, DFES, DBCA and Local Government are planned to provide a coordinated response to the region over the summer period.
- A new draft response arrangement is currently under development in the Blackwood catchment area that will see an enhanced response from Local Government, DFES and DBCA, including air craft support. An update to the DBCA and DFES response arrangements for the SW and LSW regions is also nearing completion for summer that will bolster the preparedness levels of these agencies over the 19/20 bushfire season. Both these arrangements are a result of the post incident analyses for the Lewana and Blackwood fires.

Country Aerial Firefighting Fleet 2019-2020

**Bunbury**
Commencement date 12th November, available daily 0600-1800hrs
- 2 x Air Tractor 802 fixed wing (SEATs/BOMBERS)
- 1 x AS350 Squirrel Type 3 FIREBIRD helicopter (AAS, utility)
- 1 x GA8 Airvan BIRDDOG fixed wing (AAS, utility)

**Busselton**
15 December 2019, available daily 0900-1800hrs
- 2 x Bell 214B Type 2 HELITAKS

**Manjimup and Albany**
Commencement date To Be Advised (DBCA), available daily 0600-1800hrs
- 2 x Air Tractor 802 fixed wing (SEATs/BOMBERS) at each base
- 1 x Champion Scout BIRDDOG light fixed wing (AAS) at each base

**Interstate Deployment**
Expressions of Interest (EOI) are requested from suitably qualified BFB personnel wishing to be considered for deployment (should the need arise) to intrastate, interstate and international emergencies. This EOI is for the period 15 October 2019 to 14 October 2020.

**NSW Deployment**
Five deployments have now been sent with the possibility of more to come. The last three deployments have been made up with volunteers from across the LSW region.

**High Season Fleet**
East Augusta have received a LT with Witchcliffe set to receive an LT towards the end of December.
Shire of Augusta Margaret River  
Bush Fire Advisory Committee Meeting Minutes: 20 November 2019

**Legislative Review of the Emergency Services Acts**
Cabinet has approved the consolidation of the three emergency services Acts into a single piece of legislation. The *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* will be replaced by one Act which will provide a strong foundation for effective emergency services management for the future.

8.8 **Volunteer Fire and Rescue Service**
- Nil

8.9 **Bush Fire Ready Facilitators Reports**

**Bush Fire Ready Facilitator (North)**
- Since the August BFAC I have only had the Rosa Brook Brigade contact me in regards to conducting a preparedness session in their area. This must indicate that the remainder of the northern part of the Shire is fully prepared and no members of the community requires my assistance. As we drive around we know this is not the case. Please contact me if you wish me to conduct preparedness session in your community.
- I recently travelled to the Shire of Denmark were I and Steph de Bruin, our DFES Community Preparedness Adviser LSW, attended multiple preparedness workshops on 1 and 2 November.
- It was heartening to see great support from the Shire CEO and his staff in supporting the 6 Bushfire Ready Facilitators and the 40 street coordinates who manage 35 Bushfire Ready Groups who are spread throughout the Shire. Great work by that Shire in preparing for Bushfires.
- Also congratulations to the team from the Wallcliffe Brigade, led by David Galloway, in receiving a $10,000 DFES Grant for a Community Fire Risk Management Research Project. This project is ongoing and is being conducted in the Isaacs Road location. Hopefully this project, when completed can be used in other communities in our Shire.

**Bush Fire Ready Facilitator (South)**
- Interviews on Augusta Community Radio with Rosa Brook Bushfire Brigade FCO Keith Scott about the bushfire season, Bushfire Ready and being a volunteer, were well received by the Augusta community. Thanks to Keith for participating at the Berry Farm and well done to the Rosa Brook Brigade for some great community engagement.
- I attended the Bushfire Ready forum in Yallingup for the Lower South West and Great Southern regions plus Exploring Emergency Services for year six students at Augusta Primary School. Both workshops showed that we are getting the message out there, but is it enough?
- An information day is planned outside IGA towards the end of November, this was scheduled for October but the rain set the date back. If any Brigades are having open days or fundraising activities, I am happy to attend and support you in providing Bushfire Ready information and helping community members understand the Bushfire Preparation toolkit. Gordon and I, plus our supporters/coordinators, can’t do this job without Brigade support. We all need to be actively engaging with the community to ensure that properties are prepared and that households have a survival plan in place. Facebook is a great way of engaging and getting the right message out there, as are the ‘Monthly themes’ supplied by DFES Community Engagement Officers.
- You can’t outrun it, our last it. So plan to outsmart it!
- Attending Community Engagement event in Augusta on Saturday.

8.10 **Department of Biodiversity Conservation and Attractions**
Ed Hatherley from DBCA gave a PowerPoint presentation on the Summer Burn Program for 2019 (*please refer to Attachment 8.10.1*).
Gordon Temby, Wallcliffe – Kilcarnup FCO has expressed concerns regarding camping near Kilcarnup.

Ed Hatherley, DBCA – We will be conducting extra patrols and putting up signage, etc. Rangers have reported concerns from local residents regarding access. Currently no plans to increase access.

Gordon Temby, Wallcliffe – Any plans for electronic signage at the end of the bitumen?

Ed Hatherley, DBCA – Not at this point but there will certainly be a presence with Rangers operating 7 days a week.

8.11 State Emergency Services

- Nil

9.0 General business

9.1 DBCA Requirements for Hazard Reduction Burns – Adam Jasper, CESM

This item was brought forward in the meeting and dealt with following Item 7.1 – Action List.

9.2 12.2 Mobilisation – Adam Jasper, CESM

- We are currently reviewing the way the 12.2 is utilized, including its activation.
- In conjunction with the Witchcliffe BFB (where the appliance is currently located and will continue to be housed), we have agreed to create the position of 12.2 Operations Manager.
- Bob Taylor from Witchcliffe BFB has agreed to undertake this position initially and his responsibilities will be as follows:
  - Maintain a 12.2 crew list of between 6 to 10 members.
  - Be responsible for overseeing and managing the activation requests.
  - Be responsible for reporting all maintenance requests direct to the CESM.
- To be effective immediately, the mobilisation of the 12.2 may occur by a Brigade or IC as follows:
  - During the initial Group Call.
  - By a Brigade via the CBFCO/CESM due to weather conditions or gut feel enroute to the incident.
  - By the IC via CBFCO/CESM if attendance is required.
  - (Note: All mobilisations need to be arranged through the CBFCO or CESM to ensure that the appliance is actually available and not deployed elsewhere)
- Mobilisation will occur via normal SMS turnout messaging to the 12.2 SMS group list and possibly in future via BART and Bob will oversee the crewing requirements. Bob is not to be contacted to initiate turnout, apart from by the CBFCO or CESM.
- We have reviewed and updated the 12.2 callout list to an initial group of those listed below:
  - Bob Taylor - Witchcliffe
  - James Gordon - Wallcliffe
  - John Alferink - Wallcliffe
  - Glenn Edwards - Molloy Island
  - Ian Rooke - Wallcliffe
  - John Curtin - Cowaramup
  - Lindo Folatti - Witchcliffe
  - Martin Dekkers - Kudardup
  - Shaun Palmer - Rosa Brook
- It is expected that this new procedure will make the 12.2 the most active appliance in the district. This will require a commitment from those on the list to place priority to responding to callout requests for the 12.2 across the whole shire area.
- It is an ideal appliance for those who may be wishing to pull back from the more physically active firefighting role but wish to remain active in firefighting.
- The 12.2 will still be available for individual Brigade training sessions or hazard reduction burns and any Brigade may request the use of the appliance through the CBFCO.
- A trained driver/operator will need to collect the appliance.
Brigade Action Required

- The list above was formulated after reviewing the current 12.2 callout list.
- Please review the above list and provide an indication from your members as to whether they wish to remain on the above list.
- Also consider your current individual Brigade members list and advise if any of your members may wish to be included in the above list.
- Note that the appliance is best activated with 2 crew but only one is required to hold the HR licence. This means that members without an HR licence may be included as a crew member.
- Training is available for anyone who wishes to be a 12.2 Driver or Crew member.

9.3 RUI Structural Changes – Adam Jasper, CESM

- Just bringing to your attention Operational Circular 51 in relation to RUI Structural Changes (please refer to Attachment 9.3.1).
- You will note the very clear change of the tick icon for defendable has been removed as part of the advice from the State Solicitors Office.
- There is a slightly modified form you may have also seen before that can now be used with your Brigades in assisting with RUI assessments and recording.

9.4 Community Leaders Forum – Adam Jasper, CESM

Please refer to Attachment 9.4.1.

9.5 Thank a Volunteer Day – David Holland, CBFCO

Please refer to Attachment 9.5.1.

The Chair encouraged all to attend with the event being held at the new HEART building.

9.6 2020 BFAC Meeting Dates, Times and Locations – David Holland, CESM

The Brigades are asked to note the following meeting dates, times and locations for 2020.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, 19 February 2020</td>
<td>6.00pm Augusta Council Chambers</td>
</tr>
<tr>
<td>Wednesday, 20 May 2020</td>
<td>6.00pm Margaret River Council Chambers</td>
</tr>
<tr>
<td>Wednesday, 19 August 2020</td>
<td>6.00pm Margaret River Council Chambers</td>
</tr>
<tr>
<td>Wednesday, 18 November 2020</td>
<td>6.00pm Margaret River Council Chambers</td>
</tr>
</tbody>
</table>

10.0 Matters for which the meeting may be closed (Confidential Items)

Nil

11.0 Closure of meeting

Before the closure of the meeting, the Chair called for any final items of discussion.

Ian Earl, Shire President – On behalf of the Shire, I would like to thank and congratulate the Brigade personnel that were deployed over to NSW.

John Matten, Molloy Island – Molloy ferry now has a permanent, high speed diesel pump with solar panel to charge battery (island side).

John Matten, Molloy Island - Is their consideration for hiring people (non-Brigade members) to assist with prep work for prescribed burns?

Adam Jasper, CESM – Currently liaising with the prisoners dept. now that we have Mitigation Activity Funds confirmed.
Tony Mostert, Alexandra Bridge – What are the options for topping up data for the Samsung tablets?
Adam Jasper, CESM – Lisa and I will look into the options. Currently can offer pre-paid recharge, may be able to speak with IT re Telstra plans?

Matt Nield, Kudardup – Has there been any thought on shutting the Restricted Burning Season down early?
David Holland, CBFCO – We will be monitoring it very closely.

Dale Putland, Director Sustainable Development – Shire CEO, Stephanie Addison-Brown, wanted me to pass on her apologies for this meeting.

Adam Jasper, CESM – In your goodie bags you will find some MRE packs. These MRE are not designed to replace the normal fresh catering during incidents, but only as final resort. There is 1 for each seat in each appliance for each Brigade. The Shire will not carry excess stock so will need to be ordered in as replacements are required.

Adam Jasper, CESM – We have also ordered some generic BFS T-Shirts, designed to be worn as an undershirt/turn-out shirt. The intention is that every new member will receive 2 shirts as part of their initial PPE, however, we cannot fund this all at once so will deliver an initial order of 10 per Brigade to start with. As funds are identified we will then purchase more to outfit all.

Adam Jasper, CESM – I am looking for feedback on how to distribute and update the Red Files in each of the appliances. My intention is to push them out electronically, doing away with the hard copies. All of the information within the Red Files is located on the DFES portal and can also be accessed via your tablet. We would prefer not to print everything out but can email the required information or provide on a USB.

Simon Hanson, Karridale – What happened to the tablet mounts for the appliances?
Adam Jasper, CESM – We had to cancel the Purchase Order as we didn’t hear back from the supplier for many months. We are happy for the Brigades to source and recommend a RAM mount.

As there were no further items to discuss, the meeting was closed at 8.06pm.
Augusta Margaret River
Bush Fire Advisory Committee

Attachments

For the meeting held
Wednesday, 20 November 2019
Margaret River Council Chambers
41 Wallcliffe Road, Margaret River
Commencing at 6.00pm
## 2018-2019 PERMITS

<table>
<thead>
<tr>
<th>Brigade &amp; Issuing FCO</th>
<th>Permits Issued</th>
<th>Permits Registered with AMR Shire</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alexandra Bridge</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tony Mostert</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td><strong>Augusta</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brendan Jordan</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cowaramup</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ian Earl</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Geoff Jenkins</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Shane Ablett</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Tim Garstone</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Bill Pascoe</td>
<td>16</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>42</td>
<td>37</td>
</tr>
<tr>
<td><strong>East Augusta</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peter Brindley</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Karridale</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Teahan</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Simon Hanson</td>
<td>19</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>21</td>
<td>9</td>
</tr>
<tr>
<td><strong>Kudardup</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matt Nield</td>
<td>19</td>
<td>8</td>
</tr>
<tr>
<td>Scott Hamilton</td>
<td>13</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>32</td>
<td>13</td>
</tr>
<tr>
<td><strong>Margaret River</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leith Jones</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td><strong>Molloy Island</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Matten</td>
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<td>39</td>
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<tr>
<td><strong>Total</strong></td>
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<td>39</td>
</tr>
<tr>
<td><strong>Rosa Brook</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrew Newnham</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Keith Scott</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Mark Ridge</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>19</td>
<td>12</td>
</tr>
<tr>
<td><strong>Wallcliffe</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bob Baker</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Dave Kelly</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Ian Dowling</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>23</td>
<td>18</td>
</tr>
<tr>
<td><strong>Witchcliffe</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dianne Holland</td>
<td>14</td>
<td>7</td>
</tr>
<tr>
<td>Larry Brennan</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Richard Nash</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>38</td>
<td>31</td>
</tr>
<tr>
<td><strong>Shire</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Chief BFCO</strong></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total number of Permits Issued</strong></td>
<td>229</td>
<td><strong>Total permits registered</strong></td>
</tr>
</tbody>
</table>
Augusta Margaret River LGA.
Bush Fire Advisory
Summer 2019
BLACKWOOD DISTRICT INDICATIVE PRESCRIBED BURN PROGRAM: 2019-20
AS AT NOVEMBER 2019

LEGEND
- Blackwood District Boundary
- Towns
- Coastline
- Major Roads
- DBCA Managed Lands
- Forest Block Boundaries
- 2019 - 2020 Burn Program
- Burnt Spring 2019

Produced by the Department of Biodiversity, Conservation and Attractions.
Produced at 10:10 am on November 10, 2019.

Projection: Universal Transverse Mercator
MGA Zone 59, Datum: GDA94

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and plan your conditions on all roads.
This Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any error, omissions or consequences which may arise from relying on any information depicted.
A Class Reserve & Carters Road Cell

DBCA media points:

The prescribed burn planned for Wednesday 13 November near Margaret River (BWD_006 Bramley) is being carried out after months of planning.

The conditions forecast for Wednesday afternoon provided a favourable window of opportunity with forest fuel loads at the right dryness and the right weather conditions to be able to achieve the desired burn outcomes before it becomes too dry.

The burn was planned to be undertaken at the same time as an adjacent burn will be conducted by the Shire of Augusta-Margaret River in order to provide long term community protection outcomes. Extensive liaison and consultation has been undertaken with the local government, Bureau of Meteorology, local tourism operators and the Department of Fire and Emergency Services prior to the decision being made to undertake the burn.

Parks and Wildlife Service will have staff actively mopping up and patrolling the burn for the rest of this week and they will continue to actively monitor and patrol the burn until it is declared safe.

It is planned for the burn to be commenced in the late afternoon or early evening under the influence of southerly winds to minimise disruption to Margaret River and Bussell Highway from smoke associated with the burn.
Burns eventually cancelled

Brief period of suitable conditions
15-25km/hr forecast throughout evening
25-40km/hr following days.
Overnight Arson at Newlands
Uncontained and back-up resources depleted.
Gourmet Escape
Wharncliffe Mill closure – reallocation
Comp 10 MTB closures

Resources Deployed:
2 x 30,000L Sea Containers
1 x 14,000L Water Cart
14 x DBCA appliances on split shift for night crews
4 x Traffic Management contractors
4 x VMB’s
2 x lighting towers
1 x Dozer
1 x FEL
Spring 2019 - Weather

- Witchcliffe / Margaret River had 10 rainless days in the entire month of October, with 78mm being recorded.
- A further 16.4mm was recorded in the first 5 days of November (including 1.4mm that has fallen in the last 24 hours) totalling 94mm.
- Due to these conditions the focus has been toward the eastern half of the Blackwood District while the Capes Region dries out.
- Prescribed burns close to Margaret River were considered as forecast and suitable conditions become available.
- Liaising with Augusta Margaret River Shire and DFES Staff weekly.
Spring 2019 - Weather

4/11/2019 – Trough movement

11/11/2019 – 2nd Trough forming
s40 Authorisation

• Biodiversity Conservation Regulations not the CALM Act 1984
• Tenure blind legislation.
• When the BC act was written in 1950’s it was for protection of plants mainly and fauna not considered until recently.
• Responsibility of the Landholder to Contact DBCA Wildlife Licencing to determine if an Authorisation is required.
• Recommend BFAC write to DBCA WLL to determine way forward or requirements.
• DBCA – Management Actions examples
  – (pre /during/post burn)
  – Pre burn surveys for Habitat / presence
  – Habitat Tree Management (raking/protecting/recording)
  – Use of foams near water points / water ways
  – Management of fire intensity in WRP Habitat
Planned burns around Margaret River
Questions
CONSERVATION ACT REQUIREMENTS

This notice serves as advice to the Shire of Augusta Margaret River that I ………………………………………., being the land owner/occupier of ………………………………………………………………………………, for which a ‘Request for Hazard Reduction Burn on Private Property’ has been requested from the Shire of Augusta Margaret River, am aware of my obligations under section 40 and more specifically section 150 of the Biodiversity Conservation Act 2016 as follows:

‘A person must not take threatened fauna unless the person is authorised under section 40 to take it and complies with the conditions, if any, to which the authorisation is subject’

Threatened fauna includes, but may not be limited to, the following:

Mammals  Bilby, Black-footed rock-wallaby, Chuditch, Gilbert’s potoroo, Numbat, Quenda, Quokka, Rakali water-rat, Western ringtail possum & Brush-tailed bettong

Birds  Baudin’s cockatoo, Carnaby’s cockatoo, Forest red-tailed black cockatoo and Malleefowl

Reptiles  Western swamp tortoise

Frogs  White-bellied and Orange-bellied frogs

Where I, as the land owner/occupier, am aware of the presence and/or possibility of the presence of any of the above, have sought and gained the necessary authorisations from the Department of Biodiversity, Conservation and Attractions (DBCA), a copy of which I have made available to the Shire representatives so that the designated Shire Volunteer Bushfire Brigade is aware of any conditions imposed on the authorisation in order to address those conditions during the Hazard Reduction Burn.

I acknowledge that where a Shire Representative has reason to believe or becomes aware that there may be the presence of any of the above, that this will be sufficient reason for that representative to not proceed with the activity until clarification can be sought by the land owner/occupier from DBCA.

I acknowledge that should I require further information in complying with any of the above then I can source this information from Department of Biodiversity Conservation and Attractions at https://www.dpaw.wa.gov.au/plants-and-animals/licences-andAuthorities

__________________________________________________________________________
Landowner Signature  Date

I ……………………………………………………………………….. being a Fire Control Officer for the Shire of Augusta Margaret River, confirm that I have sighted and hold a copy of the relevant authorisation to take/disturb fauna for the above proposed Hazard Reduction Burn where necessary.
Threatened Flora, Fauna and Ecological Communities Database Searches

Introduction

Species and Communities Branch provides a service that allows proponents to undertake searches to ascertain if there are any threatened or priority flora, fauna or ecological communities (TECs or PECs) at a particular location.

To ensure that all the relevant and required information is provided when requesting a data search, please address the following required information in an email to the relevant officer.

<table>
<thead>
<tr>
<th>Required information:</th>
<th>Who - Name/company and contact details (including billing address).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Where Search area, please provide one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Shapefile (GIS) consisting of .shp, .shx and .dbf files.</td>
</tr>
<tr>
<td></td>
<td>• A central coordinate either with or without a specified buffer Please note that if a buffer is not specified an appropriate buffer will be applied.</td>
</tr>
<tr>
<td></td>
<td>• North-west and south-east coordinates.</td>
</tr>
<tr>
<td></td>
<td>If projected coordinates are provided, all relevant information such as zones will need to be defined.</td>
</tr>
<tr>
<td></td>
<td>Please also include a brief locality description of the area such as referencing the suburb or the closest town in your request. This will ensure the search is undertaken in the correct area</td>
</tr>
<tr>
<td></td>
<td>How - you plan to use the data (for what purpose and who the end user is).</td>
</tr>
<tr>
<td></td>
<td>What - format you would like the data in (database file, excel or shapefile).</td>
</tr>
</tbody>
</table>

Search request

There are three separate types of database search requests, these are for threatened and priority flora, fauna and ecological communities. Each database is managed by different officers, therefore to ensure that your request is addressed please send an email request or a completed data search request form to each of the relevant email addresses detailed below; this can be completed in a single email. Please also note that each output format varies between databases; the available formats are detailed below.

Search areas should be tailored to specific project requirements. Please note that if your search area is large or the number of records returned from the search results is exceedingly large you may be either charged a higher fee, offered planning data (flora and fauna only) or asked to refine your search area to reduce the number of non-pertinent records. The planning data that is provided for large areas, to ensure that the confidentiality of this sensitive data is achieved species name is not provided, but the data includes enough detail to identify the presence of conservation significant taxa in an area.

Data searches are provided via email and invoices with instructions on how to pay are sent via mail.
<table>
<thead>
<tr>
<th>Threatened and priority flora</th>
<th><a href="mailto:flora.data@dbca.wa.gov.au">flora.data@dbca.wa.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>The default format for flora searches is:</td>
<td></td>
</tr>
<tr>
<td>- CSV format.</td>
<td></td>
</tr>
<tr>
<td>- DBF or shapefile format can be provided on request.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Threatened and priority fauna</th>
<th><a href="mailto:fauna.data@dbca.wa.gov.au">fauna.data@dbca.wa.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>The default format for fauna searches is:</td>
<td></td>
</tr>
<tr>
<td>- A point based shapefile and DBF for viewing in excel.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Threatened and priority ecological communities</th>
<th><a href="mailto:communities.data@dbca.wa.gov.au">communities.data@dbca.wa.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>The default format for communities searches is:</td>
<td></td>
</tr>
<tr>
<td>- A buffered shapefile and DBF for viewing in excel.</td>
<td></td>
</tr>
</tbody>
</table>

### Pricing

**Industry:**

<table>
<thead>
<tr>
<th>Threatened and priority flora</th>
<th>$300+GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plus $50+GST for any additional flora search that is requested at the same time for the same project, same end-user and within the same general locality.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Threatened and priority fauna</th>
<th>$300+GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plus $50+GST for any additional fauna search that is requested at the same time for the same project, same end-user and within the same general locality.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Threatened and priority ecological communities</th>
<th>$300+GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plus $50+GST for any additional ecological community search that is requested at the same time for the same project, same end-user and within the same general locality.</td>
</tr>
</tbody>
</table>

| Department staff, other government departments and agencies, not-for-profit organisations and students (non-commercial purposes). | No charge |

### Additional information

**Time frame**

Search results can take up to ten (10) working days this can vary depending on staff availability.

**Conditions of supply**

The information provided should be regarded as an indication only of the threatened and priority flora, fauna and ecological communities that may be present within the immediate area of interest and an appropriately sized buffer region. The interpretation of the results should take into account the variability of survey effort across the state, and therefore should be used to assist in planning any survey work.

If you have any questions or queries regarding database searches please contact the relevant database operator on the email address above or on 9219 9511
Application for an Authority to Take Threatened fauna – Prescribed burn & associated activities

Submit completed forms to:
Department of Biodiversity, Conservation and Attractions
- email to: sacl@dbca.wa.gov.au

Further information:
Species and Communities Program
Email: sacl@dbca.wa.gov.au
Phone: (08) 9219 9523

NOTE TO APPLICANTS:
- Applications must be submitted at least 20 working days prior to the proposed commencement of the activity.
- ALL sections must be completed.
- If the application is determined to be incomplete or to have insufficient detail to assess the impact of the proposed take or disturbance activity on the threatened fauna species, then it may be returned to the applicant for additional information or the assessor may contact the applicant directly by phone or email to request further detail. The 20 working day assessment process begins once the complete application is received.

1. Applicant details

<table>
<thead>
<tr>
<th>1.1 Name and job title (person who the authority will be granted to)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.2 Company, institution or organisation name and address (if DBCA include Region, District, Branch or Program)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.3 Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.4 Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.5 Secondary contact (if applicable) (e.g. person managing application on behalf of the applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.6 Additional persons Will other people be involved in the proposed activity? Yes □ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, provide details:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicants signature</th>
<th>Date signed</th>
</tr>
</thead>
</table>
2. Activity details *(provide supporting material where necessary and refer to it in the appropriate sections)*

### 2.1 Activity type *(select all applicable)*

<table>
<thead>
<tr>
<th>Activity Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Take</td>
<td>☐</td>
</tr>
<tr>
<td>Disturb</td>
<td>☐</td>
</tr>
<tr>
<td>Release</td>
<td>☐</td>
</tr>
<tr>
<td>Possess (temporary or permanent)</td>
<td>☐</td>
</tr>
<tr>
<td>Feed (includes consumable lure/bait)</td>
<td>☐</td>
</tr>
</tbody>
</table>

### 2.2 General activity purpose *(select main purpose)*:

<table>
<thead>
<tr>
<th>Purpose</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey</td>
<td>☐</td>
</tr>
<tr>
<td>Monitoring</td>
<td>☐</td>
</tr>
<tr>
<td>Research</td>
<td>☐</td>
</tr>
<tr>
<td>Relocation</td>
<td>☐</td>
</tr>
<tr>
<td>Prescribed burn</td>
<td>☐</td>
</tr>
<tr>
<td>Vegetation clearing</td>
<td>☐</td>
</tr>
<tr>
<td>Mining and/or construction involving excavations</td>
<td>☐</td>
</tr>
<tr>
<td>Other <em>(if other, state purpose)</em></td>
<td>☐</td>
</tr>
</tbody>
</table>

### 2.3 Is the proposed activity associated with an approval or exemption under other legislation? (i.e. vegetation clearing permit, mining or subdivision approval under the EP Act, an exemption under the EP Act, or referral under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act))

<table>
<thead>
<tr>
<th>Approval Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☒</td>
</tr>
<tr>
<td>No</td>
<td>☐</td>
</tr>
</tbody>
</table>

**If yes, answer the following:**

a) Approval or exemption type:

<table>
<thead>
<tr>
<th>Approval Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved activity under the Bush Fires Act 1954</td>
<td>☐</td>
</tr>
</tbody>
</table>

### 2.4 Date(s) or date range or period of the proposed activity:

*(e.g. field sessions for surveys, proposed burn season)*

### 2.5 Location of proposed activity:

*(i.e. address, land parcel reference, lease number)*

Coordinates

<table>
<thead>
<tr>
<th>Coordinate Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach map(s) and/or shapefile</td>
<td></td>
</tr>
<tr>
<td>Map</td>
<td>☐</td>
</tr>
<tr>
<td>Shapefile</td>
<td>☐</td>
</tr>
</tbody>
</table>

### 3. Details of prescribed burn activities, threatened Fauna occurrence and potential impact

#### 3.1 Is the activity targeting threatened fauna? *(select activities)*

<table>
<thead>
<tr>
<th>Activity Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☒</td>
</tr>
<tr>
<td>No</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Prescribed burn and associated activities**

a) If no, list threatened fauna species that will be or may be taken during the proposed activities

*(Note: section a can contain a combined list of a and b if you are unsure whether fauna will be taken and/or disturbed).*

b) If no, list threatened fauna species that will be or may be disturbed by or during the proposed activities

#### 3.2 Provide details of the activities *(applicants must complete the accompanying spreadsheet when the application relates to multiple burns in a program Framework for Assessment of Prescribed Burning Activities on Threatened Fauna_EXTERNAL)*:

a) Burn plan or similar document (attach):

<table>
<thead>
<tr>
<th>Burn Document</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☐</td>
</tr>
<tr>
<td>No</td>
<td>☒</td>
</tr>
</tbody>
</table>

List attached files:

b) Prescribed burn reference number(s):

<table>
<thead>
<tr>
<th>Reference Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☐</td>
</tr>
<tr>
<td>No</td>
<td>☒</td>
</tr>
</tbody>
</table>

c) Purpose of and need for proposed burn activities:

<table>
<thead>
<tr>
<th>Purpose</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
<td>☐</td>
</tr>
<tr>
<td>No</td>
<td>☒</td>
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</tbody>
</table>
d) Consequence of not carrying out the operation:

e) Fauna habitat types within and adjacent to the proposed burn area etc.

f) Nature of the proposed burn activities that will or may result in taking or disturbing threatened fauna: (i.e. size, methodology, frequency, intensity etc.)

3.3 How was it determined what threatened fauna species are in or are likely to be in the area of the proposed activity?

3.4 Identify the nature of the threatened fauna occurrence? (e.g. breeding habitat, resident/transient, known important population)

3.5 What is the expected short-term impact to the local occurrence of the threatened species as a consequence of implementing the activity as planned?

3.6 What is the expected long-term impact to the local occurrence of the threatened species as a consequence of implementing the activity as planned? (i.e. what is the capacity for the occurrence to recover after the activity)

3.7 Provide a summary of the details of the management actions to minimize the impact on threatened species for before, during and after the proposed activities

3.8 Provide details of monitoring of threatened fauna before, during and after the proposed activities:

4. Attachments

4.1 List all attachments provided with this application:

5. Pre-assessment endorsement (if required)

Supervisor or Environmental Officer (if applicable)

Name and Role

Endorsement: I have reviewed this application and associated prescribed burn plans [add other plan titles if required] and agree that the stated management actions will be applied to mitigate or reduce impacts to threatened fauna.
## Assessment (office use only)

<table>
<thead>
<tr>
<th>Assessor name and title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application complete and adequate information provided for assessment:</td>
<td>Yes ☐ No ☐ If no, provide details:</td>
</tr>
<tr>
<td>All attachments listed in question 6 received with application:</td>
<td>Yes ☐ No ☐ If no, provide details:</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td>Endorsement:</td>
<td></td>
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<tr>
<td>Purpose:</td>
<td></td>
</tr>
<tr>
<td>Conditions:</td>
<td></td>
</tr>
<tr>
<td>Signed:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

## Approval (office use only)

| Name and title of Minister's delegate: |  |
| Approved Duration / Dates |  |
| Comments: |  |
| Signed: | Date: |

## Authorisation (office use only)

| Authorisation granted: | Yes ☐ No ☐ | If no, date applicant advised: |  |
| Authorisation reference number: |  | Date Authorisation sent to applicant: |  |
| Additional authorised persons: |  |  |
| File number: |  | Other (if applicable): |  |
| Comments (if applicable): |  |  |
Framework for Assessment of Prescribed Burning Activities on Threatened Fauna

Instructions
Please use this spreadsheet (ProgramBlank tab) when the application relates to multiple burns in a program.

This spreadsheet must accompany a completed 'Application for an Authority to Take Threatened Fauna' Form.

The purpose of this spreadsheet is to articulate which threatened species occur in areas proposed for prescribed burning and to demonstrate that impacts associated with burning have been considered and what actions will be undertaken to minimise or mitigate impacts.

Threatened fauna records within proposed burns can be obtained by emailing fauna.data@dbca.wa.gov.au

Please refer to ProgramExample tab for an example of how to complete this form.

Section 1: Burn Details

Burn ID: Unique code for the burn.
Name: Unique name for the burn.
Shire: State relevant Shire/s.
Location: Give location description (e.g. 16 km NW of Pemberton). Also include a separate map which clearly indicates all burns listed, and/or a shape file).
Area (ha): State total area in hectares.
Timing / Season: State the proposed month/s the burn is scheduled to take place.

Section 2: Taxon known or likely to occur within or directly adjacent to the proposed burn

List all threatened taxa that are known or likely to occur within or adjacent to the proposed burn.

Assign one species per column and ensure each species has a corresponding code (a,b,c,... for threatened taxa).

Use species' or common names they are listed as on the Specially Protected Fauna Notice (available at https://www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities/threatened-animals).

Include conservation codes/category (e.g. CR, E, V) as per the Conservation Codes for Western Australian Flora and Fauna (https://www.dpaw.wa.gov.au/images/documents/plants-animals/threatened-species/Listings/Conservation%20Code%20Definitions.pdf).

Place a 'Species Code' (refer to sheet titled Spp Codes) for each burn listed where that species is known or likely to occur. The Species Code relates to the nature of the occurrence. This requires the applicant to undertake and provide an evaluation of whether the activity is 'Take' or 'Disturb' and provide information on the size and/or importance of the occurrence and the likely impact of fire of this nature on the population/species.

Add more columns as needed or delete unused columns.

Section 3: Management Actions and Monitoring (refer to "ManagementActions" tab for examples of mitigation actions)

Pre-burn: Include information such as pre-burn preparations that may take or disturb fauna (e.g. hazardous tree management, track upgrades, boundary preparation), fauna surveys, or mitigating actions to be undertaken before the burn (e.g. rake around habitat trees to reduce fuel at base). For each action provide the species code in parentheses (e.g. a,b,c,...) to indicate which species the action relates to in terms of minimising or mitigating the impacts of the burn.

During burn: Include actions to be undertaken during the burn including ignition strategy, exclusions, targets for mosaic and intensity, proportions of burnt/unburnt, maximum scorch heights, etc. For each action provide the species code in parentheses (e.g. a,b,c,...) to indicate which species the action relates to in terms of minimising or mitigating the impacts of the burn.

Post-burn: Include actions to be undertaken post-burn including monitoring, threat mitigation (e.g. baiting, weed control), etc. For each action provide the species code in parentheses (e.g. a,b,c,...) to indicate which species the action relates to in terms of minimising or mitigating the impacts of the burn.

Comments/Clarification: If required, provide further information, explanation or clarification for any of the management actions (e.g. whether a black cockatoo record indicates nesting, roost or forage habitat; details of lighting strategies to achieve mosaic / intensity aims).

The Management Actions tab provides some examples of management actions. Each Region/District should assist in developing appropriate management actions for their situation which can then be added to this example sheet.

Section 4: Results and Reporting

This section is to be filled in and returned within 30 days of the end of the approval period, reporting the extent to which management actions (stated in Section 3) were achieved.

Instructions TAB 1 - External Applications 68
Please provide a brief report on the outcomes of the burn in relation to the likelihood of take of threatened species. Consider whether the management actions were successful in mitigating or minimizing the risks to the identified threatened species. This section can be divided into pre-, during-, and post-burn if appropriate, or completed as a summary of the burn as a whole.

<table>
<thead>
<tr>
<th>Burn ID</th>
<th>Burn Name</th>
<th>Shire</th>
<th>Location (include map/shapefile)</th>
<th>Area (ha)</th>
<th>Timing/Season</th>
<th>Purpose</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Threatened Taxon</th>
<th>Pre-burn</th>
<th>During-burn</th>
<th>Post-burn</th>
<th>Comments/Clarification</th>
</tr>
</thead>
</table>

| Comments | Clarification |
Responsible management actions for prescribed disturbance activities:

Initiate species codes against each management action in the Program task.

**Plant burns**

- **General**
  - In threatened or priority species identified within burn areas.
  - The burns are proportionately conducted to provide habitats for species that are using the areas for breeding and that are more vulnerable to the impacts of fire. This is to ensure that any plant and documentation show threatened species populations, as well as any exclusion zones, so that strategies can be developed to improve use or movement from the planned burn areas.

- **Pre burn**
  - Ensure that all burns are conducted in ways that are non-disruptive to wildlife and provide suitable weather conditions and incorporate wildlife surveys.

- **Responsible party**
  - To ensure that all burns are conducted in ways that are non-disruptive to wildlife and provide suitable weather conditions and incorporate wildlife surveys.

- **Presence**
  - To conduct post-burn spotlighting surveys for continued presence of western ringtail possums at known locations commencing within three months post-burn.

- **Presence**
  - To monitor peat substrate within sunset frog swamps and undertake post burn surveys during peak calling period.

- **Presence**
  - To assess trees with nest boxes post-burn to confirm that any pre-burn treatments (such as raking around) were successful in preventing fire impacting the nest box.

- **Presence**
  - To assess known habitat logs post-burn to confirm that any pre-burn treatments (such as raking around) were successful in preventing significant fire impacts to the habitat structure.

- **Presence**
  - To monitor quokka sites to determine post-fire recovery.

- **Preference**
  - Riparian species eg. Quokka

- **Presence**
  - To assess known nesting/habitat trees post-burn to confirm that any pre-burn treatments (such as raking around) were successful in preventing fire running up the tree.

- **Preference**
  - Cockatoos

- **Preference**
  - Deploy remote cameras to monitor the activity of feral species post-burn and determine if/when additional control measures are required.

- **Preference**
  - If feral pigs are present in the area, monitoring of feral pig activity should be carried out and, if required, control measures undertaken.

- **Preference**
  - Baiting/Feral species

- **Preference**
  - To continue any management activities to protect conservation values that were being carried out pre-burn eg. cattle management, weed management, access control.

- **Preference**
  - General

- **Preference**
  - To ensure no deliberate lighting of balga trees due to their importance as western ringtail possum habitat and refuge.

- **Preference**
  - To immediately suppress any ignition of peat substrate.

- **Preference**
  - To ensure foams and retardants are not used within 100m or mixed within 200m of any water bodies, wetlands or peat swamps.

- **Preference**
  - Waterbody dependent species eg fish and frogs

- **Preference**
  - Plan for a mosaic of fire intensities that retain some areas of unburnt vegetation to maintain ecological and functional connectivity and improve survival within tree hollows.

- **Preference**
  - Riparian species eg. Quokka

- **Preference**
  - Malleefowl

- **Preference**
  - To implement lighting strategies to create a low intensity burn with a mosaic of burnt and unburnt patches during periods when chuditch will have denned young (July to November).

- **Preference**
  - To avoid the deliberate ignition of balga trees (alive or dead) during hand ignition due to their importance as fauna habitat.

- **Preference**
  - Where melaleuca thickets/creek line vegetation are senescing, ensure these areas are burnt for regenerative objectives, thereby generating a burn of an intensity to facilitate obligate regeneration.

- **Preference**
  - To consider the use of separate lightings and/or exclusion tracks to ensure only the senescing areas are burnt under intensities suitable for regeneration.

- **Preference**
  - To exclude planned fire/vegetation modification from an area around the nest, of approximately 200-metre radius.

- **Preference**
  - To survey for western ringtail possum presence in burns.

- **Preference**
  - To conduct post-burn spotlighting surveys for continued presence of western ringtail possums at known locations commencing within three months post-burn.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Take</td>
</tr>
<tr>
<td>D</td>
<td>Disturb</td>
</tr>
</tbody>
</table>

**Additional information for Take (if appropriate)**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
</table>
| 1 | High risk population: e.g.  
- one of a few small populations  
- important population  
- breeding occurs on-site  
- death or high or long-term impact likely as a result of fire  
- etc. |
| 2 | Moderate risk population: e.g.  
- moderate population size  
- some level of impact likely as a result of fire  
- occasional breeding occurs on site  
- etc. |
| 3 | Low risk population: e.g.  
- one of a number of large secure populations, only a small portion of which may be impacted by fire  
- transient or non-resident population (e.g. feeding site only)  
- population adjacent to burn site only  
- very low or no impact likely as a result of fire  
- etc. |
| X  | Unknown: nature of occurrence onsite unknown but habitat is likely to support a current population, e.g.  
- presence on site unknown  
- size of population unknown  
- distribution on site or adjacent unknown  
- level of impact from fire unknown  
- etc. |
<table>
<thead>
<tr>
<th>Burn ID</th>
<th>Name</th>
<th>Shire</th>
<th>Location (include rainfall/aspect)</th>
<th>Area (ha)</th>
<th>Season</th>
<th>Management</th>
</tr>
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<tbody>
<tr>
<td>AA2_21</td>
<td>Burn A</td>
<td>Manjimup</td>
<td>North-west of townsite</td>
<td>1.123</td>
<td>Autumn</td>
<td>Bushfire Risk Management, Blackbuck Management</td>
</tr>
<tr>
<td>BB2_21</td>
<td>Burn B</td>
<td>Manjimup</td>
<td>North-east of townsite</td>
<td>7.175</td>
<td>Autumn</td>
<td>Bushfire Risk Management, Blackbuck Management</td>
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<tr>
<td>CD2_21</td>
<td>Burn C</td>
<td>Frankland</td>
<td>Frankland Period</td>
<td>6.145</td>
<td>Autumn</td>
<td>Bushfire Risk Management, Blackbuck Management</td>
</tr>
</tbody>
</table>

### Section 2: Taxon known or likely to occur within or directly adjacent to this burn

- Red-tailed black cockatoos
- Baudin's cockatoos
- Carnaby's cockatoos
- White-tailed black cockatoos
- Ringtail Possums
- Chuditch
- First water mussels
- Walpole Crayfish
- WA Pill Millipedes
- Eurasian Toads
- Trapdoor Spiders
-ising p

### Section 3: Pre-burn considerations

- Attempt to keep crown scorch under 40% and crown defoliation within burn (a,g).
- Attempt to create some different fire intensities and unburnt mosaics (indicate which species the action relates to)
- Attempt to create some different fire intensities, without impacting burn security (a).  Under 10% within burn boundary (b,c,d,e).
- Implement lighting strategies to allow for a mosaic of fire intensities (b,c).
- Undertake pig control, maximising low intensities within burnt and unburnt patches, to maximising low intensities within unburnt areas within riparian habitat (a,g,i,ii,iii).
- A small number of quokka habitat cells have been identified and are being monitored. The burn was low intensity and achieved the intended mosaic. Pre-burn raking of two cockatoo nest trees provided protection during low intensity burn.

### Section 4: During-burn considerations

- Selected trees with potential refuge value have been provided protection during implementation of burn (b,c,d,e). Pre-burn review of potential refuge sites from forest fires and protection during implementation of burn (b,c,d,e). Pre-burn review of potential refuge sites from forest fires and protection during implementation of burn (b,c,d,e).
- Selected trees with potential refuge value have been provided protection during implementation of burn (b,c,d,e). Pre-burn review of potential refuge sites from forest fires and protection during implementation of burn (b,c,d,e).
- Selected trees with potential refuge value have been provided protection during implementation of burn (b,c,d,e). Pre-burn review of potential refuge sites from forest fires and protection during implementation of burn (b,c,d,e).
- Selected trees with potential refuge value have been provided protection during implementation of burn (b,c,d,e). Pre-burn review of potential refuge sites from forest fires and protection during implementation of burn (b,c,d,e).

### Section 5: Post-burn considerations

- Consider whether the management actions were successful in mitigating or minimising the risks to the threatened species.
- Please provide a brief report on the outcomes of the burn in relation to the likelihood of take of threatened species. Consider whether the management actions were successful in mitigating or minimising the risks to the threatened species.
Changes and challenges with the Biodiversity Conservation Act in reference to mitigation activities

Nicole Willers
Species and Communities Program
Biodiversity Conservation Act 2016 & Biodiversity Conservation Regulations 2018

- Wildlife Conservation Act 1950
- Sandalwood Act 1929

- 25 years in the making
- Election commitment by Barnett Government provided impetus
Interaction with other legislation

• BC Act operates alongside & does not replace:
  ✓ *Environment Protection Act 1986*
  ✓ *CALM Act 1984*
  ✓ *Fish Resources Management Act 1994/Aquatic Resources Management Act*
  ✓ *Biosecurity and Agriculture Management Act 2007*
  ✓ *EPBC Act 1999*

• No exemptions for taking threatened species under Bushfires Act or any Act
Biodiversity Conservation Act 2016
& Biodiversity Conservation Regulations 2018

✓ Part 2: Listings
✓ Part 3: Authorisations
✓ Part 4: Critical Habitat
✓ Part 5: Biodiversity Management Programmes
✓ Part 6: Recovery Plans
✓ Parts 7&8: Biodiversity Conservation Agreements & Covenants
✓ Part 10: Fauna & flora protection/penalties
✓ BC Regs: Biodiversity Licencing
Part 3 – Threatened species and ecological communities (Authorisations)

- s40 - Minister may authorise taking or disturbance of TS
- s45 - Minister may authorise modification of occurrence of TEC
- Are NOT licences under BC Regs
- Are an instrument of ministerial authorisation
- Flora – similar to WC Act (‘DRF permit’)
- New process for fauna & TECs
- Conditions may be applied
Mitigation activities - working together

- Prescribed burning is not a threatening process.
- Many stakeholders are already undertaking actions to ensure environmental values are protected.
- Provide communities with confidence that appropriate steps are being taken to protect biodiversity and protect lives and property by reducing the risk of severe bushfires.
- The section 40/45 processes are not yet fully implemented.
Authorisation only required for ‘take’

To take in relation to **fauna**, includes the following: to kill, injure, harvest or capture fauna by any means. This also includes to cause or permit anything that might result in taking fauna.

To take in relation to **flora**, includes the following: to gather, pluck, cut, pull up, destroy, dig up, remove, harvest or damage flora by any means.
Take or disturb?

• Whether a threatened species is likely to be taken or disturbed depends on its sensitivity to fire, mobility (fauna), the prescribed conditions of the burn, the timing of the burn, and the size of the burn.

• In the first instance, providing all threatened species records for each burn, along with the burn details, will allow an assessment of the likely impact with the mitigation actions that are proposed.

• Species & Communities can then help to decide whether take or disturb is likely, and whether an Authorisation is required.
Threatened fauna – risks and mitigation

• Risks - sensitivity of species to fire, less mobile, range restricted/limited species, important populations, aquatic species in water points

• Burn planning for fauna - timing (breeding seasons), size of burn, connectivity of habitat, anticipated fire intensity, surrounding fire history, patchiness/mosaic targets

• Mitigation of impact – actions before, during and after burn
Threatened fauna – case study

• Example – Western Ringtail Possum
  • Sensitive to fire
  • Low intensity fire with low scorch height
  • Retain canopy connectivity
  • Avoid lighting grass trees due to habitat value
  • Connectivity to areas of unburnt habitat
  • Pre and post burn monitoring if possible
**Threatened flora**

- **Assessment considerations:**
  - proportional impact to Threatened flora at State and local scale,
  - response to fire (if known),
  - time since last prescribed burn/wildfire and proportion of the State extent of the taxon burnt (or impacted by other threats) in the last ten years,
  - available monitoring data and currency of monitoring data,
  - population and/or habitat condition,
  - likelihood of species and/or habitat being impacted by the burn based on the proposed timing, intensity, burn prescription and management,
  - other threats which may compound impacts and require post-fire management.

- **Typical conditions:**
  - pre and post-burn monitoring, restrictions on timing (e.g. orchids), habitat exclusion, weed, dieback and/or grazing management.
**Threatened flora – case study**

- Geophytes are herbaceous plants with underground storage organs (e.g. bulbs, corms, tubers etc) that die back and become dormant in adverse climatic conditions.
- In the southwest, most geophytic species are dormant over the summer and high intensity summer fires do not affect most geophytes.
- If possible, fire should be excluded from populations of geophytes during their active growing phase (generally mid-April to early November).
- If it is not possible to burn during the dormant period, the prescribed fire regime should aim to develop and maintain a fine grained mosaic of recent and long unburnt habitat.
- There are 42 orchid taxa listed as Threatened and there is a high level of community interest in these attractive species.
Threatened Ecological Communities

‘Modification’ of a threatened ecological community under Section 44 of the BC Act means to take action that results in:

- Modification of the occurrence of the threatened ecological community to such an extent that the occurrence is unlikely to recover —
  (i) its species composition or structure; or
  (ii) its species composition and structure, or
- the destruction of the occurrence of the threatened ecological community
- If potential for ‘modification’ of TECs - referral required for development proposals, potentially planned burns under certain circumstances.

See Guidance note – Modification of an occurrence of a TEC found on DBCA website
**TEC – modification from burning**

- Examples where burning may cause such a major impact would likely include:
  - burning peat based wetlands when the peat is dry so the peat is destroyed
  - where communities are burnt quite frequently/hot such that they cannot recover their species composition or structure, or both eg burning regime such that the Banksias do not regenerate in a Banksia woodland
  - where frequent burns in vegetation in the absence of weed control results in loss of capacity of the native flora to out compete weeds, and the vegetation becomes weed-dominated
How to get threatened species records for burn areas

- A section 40 authorisation is required when a threatened species occurs in a prescribed burn area and is likely to be taken as part of the prescribed burn activities. If you are unsure of which species may occur in an area please send shapefiles or maps of the area to the email addresses below.
  - Fauna fauna.data@dbca.wa.gov.au
  - Flora flora.data@dbca.wa.gov.au
  - TECs communities.data@dbca.wa.gov.au

- To apply for a section 40 authorisation for prescribed burning activities please contact sacl@dbca.wa.gov.au
Ongoing refinements

• Working towards one set of conditions covering flora, fauna and TECs
• We will develop clear guidance statements to assist Government agencies, local government, and private property owners understand their obligations.
• Species & Communities Program welcome feedback and comments on the application process
Further Information

• DBCA web page:
  o Information notes for different sectors
  o Ministerial Guidelines

• biodiversity@dbca.wa.gov.au

* * *

**DBCA acknowledges the Traditional Owners of land throughout Western Australia**
Spare slides
Part 2 – Listing of native species, ecological communities and threatening processes

• Basic criteria in Act for nominating and listing:
  • Threatened Species
  • Threatened Ecological Communities
  • Key Threatening Processes
  • Specially Protected Species
• The Act provides for Ministerial Guidelines to detail;
  • IUCN criteria as source documents
  • Common Assessment Method for aligning species under EPBC
  • Role of the Committees – TSSC, TECSC
• Transition of current lists of TS
• No change to Priority species
Part 4 – Critical habitat

• Habitat critical to survival of TS or TEC may be listed, placed on register
• No formal nomination process, Ministerial Guideline in place
• May be identified in recovery plans associated with threats
• May be nominated in association with a listing nomination
• TSSC & TECSC – scientific advice to Minister
• Direct consultation with landholders before listing
• Critical habitat areas may be subject to habitat conservation notices (HCN)
• HCNs can require prevention of damage and repair of damage – penalties apply based on threat status
Part 10 – Fauna and flora

• Fauna is vested in the State (not fish, pearl oysters)
• Flora on Crown land is vested in the State
• Cease to be vested in the State when taken by a person who has lawful authority to take
• (s7) Lawful authority = authorised under BC, CALM, EP Act or State agreement & biodiversity conditions complied with
• TS – penalties $300,000 (VU) - $500,000 (CR) (max $2.5m)
• Taking, possessing, disturbing, feeding, dealing, import/export….
• Penalty $50K (native species), $200K SP, $500K cetacean
• Sandalwood $200,000
• Aboriginal customary purposes - authorised to take flora/fauna
section 40 Authorisation application for threatened flora & fauna

• An application for authorisation to take a threatened species under section 40 is to be submitted to DBCA.
• The department will assess the application, as the Minister’s delegate.
• The application must:
  – identify the person proposing to take the action and include a brief description of the proposal,
  – the project location,
  – the size and extent and condition of population being taken or disturbed,
  – the nature and extent of any potential impacts on the population of the threatened species,
  – avoidance or impact reduction options investigated, and any proposed mitigation measures.
• Complete the Framework for assessment of prescribed burn activities on threatened fauna spreadsheet and flora is currently as per DRF process.
OPERATIONAL CIRCULAR  51/2019
File: D10904

September 2019

RURAL URBAN INTERFACE STRUCTURAL TRIAGE CHANGES

Following advice from the State Solicitors Office, assessment categories for structural triage have changed to “Un-defendable” and “Possibly Defendable”. SOP 3.5.6 – Structural Triage and FG 3.5 – Bushfire have been revised to reflect this.

To assist firefighters with their decision making, a Rural Urban Interface (RUI) Assessment Form has been developed. This form is located in the Operations section of the IM Toolbox and all crews are encouraged to use this form to assist when assessing a property.

Note that this form is not to be released to the property owner/s or the public.

Changes to “Asset Type” in FESMaps are scheduled for November to reflect the new categories. In the interim Asset Type “Defendable – Without Firefighter Assistance” is not to be used.

Key Message
All firefighting personal to familiarise themselves with changes to SOP 3.5.6 – Structural Triage, FG 3.5 - Bushfire and the new RUI Assessment Form.

CRAIG WATERS
DEPUTY COMMISSIONER OPERATIONS
Community Leaders Forum

Calling all community group leaders and volunteers across the shire to join an important discussion exploring “what do community groups and volunteers need to thrive over the next five years?”

Local community leader Ian Hackett from Tig-Le House will facilitate feedback to inform the Shire’s development of a capacity building plan for community resilience.

Hear from community groups including Rotary Margaret River, Transition Margaret River and the Intercultural Action Group about their ideas for the future.

When: Thursday 28 November 2019, 5 – 8.30pm
Where: Council Chambers, Wallcliffe Road, Margaret River.
Details: All welcome - food and refreshments provided.

Please RSVP for catering purposes on 9780 5217 or shutt@amrshire.wa.gov.au
amrshire.wa.gov.au
Thank a Volunteer Day

An invitation to celebrate the contributions of our local volunteers

The Shire of Augusta Margaret River would like to thank local volunteers for their contributions to the community. Please join us for a celebratory event in their honour, featuring the announcement of the Volunteer of the Year and Youth Volunteer of the Year Awards.

Event details:

Thursday 5 December 2019
6pm to 8pm
Margaret River HEART
51 Wallcliffe Road,
Margaret River

Please RSVP by Friday, 29 November 2019

For further information or to RSVP visit yoursay.amrshire.wa.gov.au/thank-a-volunteer or contact Community Development Officer, Jessica Black on 9780 5276.

Refreshments, food and entertainment (including a YAC kid’s zone) will be provided at this free, family-friendly and wheelchair accessible event.

Local businesses are welcome to show their appreciation to volunteers by donating prizes for the award winners and the ever popular door raffle.

Gratitude Message
Would you like to share a message of gratitude about one of our volunteers? Please visit yoursay.amrshire.wa.gov.au/thank-a-volunteer
11.2 Sustainable Development

11.2.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – 15 MAY, 13 AUGUST AND 12 NOVEMBER 2019

Attachment 1 – Confirmed Local Emergency management Committee Meeting Minutes and Attachment – 15 May 2019

Attachment 2 – Confirmed Local Emergency Management Committee Meeting Minutes and Attachments – 13 August 2019

Attachment 3 – Unconfirmed Local Emergency Management Committee Meeting Minutes and Attachments – 12 November 2019
Notice of Meeting

Please be advised that a meeting of the Local Emergency Management Committee will be held on 15 May 2019 in the Margaret River Council Chambers, commencing at 4.30pm.

This meeting is open to members of the public.

If you are unable to attend the meeting, please contact Katie Taylor, Community Development Officer.

Contact Number: 9780 5233
Email Address: ktaylor@amrshire.wa.gov.au
Please be advised that a Local Emergency Management Committee meeting will be held on Wednesday 15 May 2019 in the Margaret River Council Chambers, commencing at 4.30pm.

ORDER OF BUSINESS

1.0 DECLARATION OF OPENING

2.0 ATTENDANCE / APOLOGIES
   2.1 Attendance
   2.2 Apologies
   2.3 Non-attendance
   2.4 Welcome to new members

3.0 PUBLIC QUESTION TIME

4.0 DISCLOSURE OF INTEREST

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
   5.1 Confirmation of Minutes: 12 February 2019

6.0 MATTERS ARISING FROM PREVIOUS MINUTES

7.0 SHIRE OFFICERS AND DELEGATE REPORTS

8.0 GENERAL BUSINESS
   8.1 BEN Sign Program - Department of Primary Industries and Regional Development
   8.2 Shark Mitigation - Department of Primary Industries and Regional Development
   8.3 Climate Change Action Plan – Pam Townshend, Climate Action Augusta Margaret River
   8.4 HMA Role and Responsibilities – WA Police (TBC)

9.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL ITEMS)

10.0 CLOSE
The Local Emergency Management Committee meeting was held on **Wednesday 15 May 2019** in the Margaret River Council Chambers, commencing at **4.30pm**.

**ORDER OF BUSINESS**

1.0 **DECLARATION OF OPENING**
   Pam Townshend, LEMC chairperson opened the meeting at 4.30pm.

2.0 **ATTENDANCE / APOLOGIES**

2.1 **Attendance**
   - David Holland : Chief Bush Fire Control Officer
   - Luke Fowler : Margaret River Police
   - Adrian Yates : State Emergency Service
   - Nathan Hall : Department of Fire and Emergency Services
   - Marie Tweedie : WACHS –SW
   - Vik Cheema : SEMC
   - Josh Jackson : Water Corporation
   - Leisa Prangnell : St John Ambulance Augusta
   - Marion Massam : Dept. Primary Industries and Regional Dev
   - Brett Hopley : Dept. Primary Industries and Regional Dev
   - Michelle Condy : Dept. Primary Industries and Regional Dev
   - Joshua Brown : Dept. Primary Industries and Regional Dev
   - Petrina Yates : State Emergency Service
   - Peter Thomas : Department of Fire and Emergency Services

   **Council Staff Members**
   - Pam Townshend : Shire President
   - Andrew Ross : A/Director Corporate and Community
   - Nigel Anderson : Local Recovery Coordinator
   - Adam Jasper : Community Emergency Services Manager
   - Katie Taylor : Minute Secretary

2.2 **Non-attendance**
   - Jeff Bushby : MR Volunteer Fire and Rescue
   - Keith MacAulay : Augusta Volunteer Marine Rescue
   - Nick Pavy : Surf Life Saving WA
   - Alex Bernhagen : Augusta Volunteer Fire & Rescue
   - Hal Snyder : Department of Communities
   - Ed Hatherly : DPaW

2.3 **Apologies**
Welcome to new members

Pam Townshend, LEMC Chairperson welcomed new member Adam Jasper. Adam has replaced Chris Lloyd as the new CESM.

Pam suggested that the LEMC formally express their appreciation for Chris as outgoing CESM.

Motion: LEMC to send an appreciation letter to Chris for all the work he did for the committee, including thanks to Chris from the bushfire brigades.

Seconded: Dave Holland
All carried.

PUBLIC QUESTION TIME
Nil

DISCLOSURE OF INTEREST
Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING
 Confirmation of Minutes: 12 February 2019
 Moved – Dave Holland
 Seconded – Vik Cheema
 All carried

MATTERS ARISING FROM PREVIOUS MINUTES

Please refer to the attached Action List.

SHIRE OFFICERS AND DELEGATE REPORTS

Adrian Yates - State Emergency Service

Callouts:
- Lewana fires
- Gracetown rescue – first to use BEN signs to locate a casualty
- Storm damage
- Ambulance assistance for Lake Cave and Rivermouth
Waterbomber reload for Gracetown fires

Major training:
- Navigation, General Rescue, Radio, Mental Health training at regional courses
- Off-road Driving, Storm Damage and Chainsaw regional courses
- Current focus on emergency repairs, etc. for storm season

Other events & notes:
- Six new members over the period – currently 41 members
- Leeuwin concert – Paul Kelly
- DisPlan (Disaster Plan) phone lines converted to NBN
- Open Day 7th April a major success – over 50 members of the community attended with great publicity for the SES. Thanks to AMR Shire for funding through community grants.
- Volunteer week grant received for awards night – Monday 20th.
- ANZAC day participation
- Hydraulic jacks purchased for all vehicles to replace aging kangaroo-style jacks
- Preparation of equipment and vehicles for storm season
- WOW Day Wednesday 22nd May – thanks to AMR shire for support. SES will host a storm-awareness stall on Bussell Hwy. Location TBC

7.2 David Holland – Chief Bush Fire Control Officer

Operational Incidents/issues:
- 14 Responses since 12 February 2019: 9 Landscape Fires / 1 call of concern from public, 4 other/rubbish/vehicle/special service.
- All fires were relatively small, the most significant was the Juniper Road fire which started as a result of a hop over from a planned burn.

Training Courses conducted:
- Introduction to Firefighting; Combined training held in City of Busselton
- Bush Firefighting 11th & 12th May – 7 Students at Witchcliffe Station

Appliances / Facilities:
- Wallcliffe BFB shed extension nearing completion.
- Rosa Brook Kitchen Renovation underway.
- Rosa Brook 3.4 Urban; under construction.
- Shire budget and LGGS applications submitted.

Administration:
- The 2018/19 Mitigation Activity Funding is well underway with over half of the funds having been spent.

Other:
- During April we said goodbye to our previous CESM, Chris Lloyd. His passion for all things emergency service was very much appreciated and we wish him well in his further endeavors. In May, we have welcomed our new CESM, Adam Jasper. Adam brings with him the same passion that Chris displayed and we welcome him to our Shire.

7.3 Nathan Hall - Department of Fire and Emergency Services LSW

DFES LSW Incidents
- Level 3 Lewana Bushfire in the Shires of Nannup and Donnybrook-Balingup occurred from the 19-24 March. Largest incident in the region for
the year with a great effort by local government, DFES and DBCA crews in containing the fire without major loss to life or property.
  o There have been many post incident briefings/meetings undertaken by all agencies involved to ensure welfare and learning opportunities have been met. Current Post Incident Analysis’s are being conducted which should provide recommendations for how we can better improve and learn from this incident so we are all better prepared into the future.
  o The region also sent out two task forces to the Esperance Complex of fires. A big thank you to the local governments who assisted in the management and coordination of crews that attended over a 2 week period.
  o Gracetown fire that occurred on Sunday 28th April is a timely reminder to monitor and patrol hazard reduction burns during this extended dry autumn. The fire burnt out an additional 12-15 ha of heavy bushland that was primarily brought under control through the extension of the fixed wing water bomber contract to the 3rd May.

• WA Fire and Emergency Services Conference
  o The eighth annual WA Fire and Emergency Services Conference will be held from Friday 6 to Sunday 8 September 2019 at the Perth Convention and Exhibition Centre. This year’s conference theme Facing the future together represents the collaboration and camaraderie of our emergency services as we work towards creating a safer State. The conference will build on the united sense of purpose amongst emergency services personnel through the sharing of knowledge and opportunity to build capabilities. Most importantly, this theme serves as a reminder that working together, at all levels and across all services, enables us to enhance the safety of the people of Western Australia today and as we face the future.

• International Fire Fighters Day Memorial
  o A memorial service was held at the Busselton VFRS station & Bridgetown Emergency Services Complex on the 4th May to pay respect to volunteer and career firefighters who have lost their lives in the line of duty. It also provides an opportunity to acknowledge current and past firefighters for their extraordinary commitment, exceptional courage and selfless pledge to serve their community.

• Bushfire Centre of Excellence
  o The Minister for Emergency Services recently announced that the Bushfire Centre of Excellence will be based in the Shire of Murray. The centre will be a purpose-built facility with a committed team of staff, focused specifically on the enhancement of bushfire management across the State.
  o The establishment of the centre is about bringing key stakeholders together to improve bushfire management outcomes through collaboration and innovation. A key priority will be improved access to training, with flexible delivery models. This will be achieved by working to up skill current trainers and assessors in regional areas so that they can deliver courses locally; in a format that suits local needs.

• Collie Multipurpose Bushfire Management Facility
  o The $8 million facility will include an Incident Control Centre, Emergency Driver Training School, and regional fleet maintenance and management services. It will support career and volunteer emergency services
personnel, including firefighters and SES in Collie and the South-West region, and about 12 full-time workers will be based at the centre.

- The Level 3 Incident Control Centre will be mobilised at the facility when required, during large-scale bushfires, to increase the emergency management capability of Collie and surrounding areas. The Emergency Driver Training School will provide emergency response driver training to keep volunteer firefighters safe on the roads. It will allow other emergency services personnel to undertake essential emergency driver training as well. A new regional fleet maintenance and management presence will support the relocation of up to 70 of the Department of Fire and Emergency Services' high fire season fleet to Collie. Management of this fleet will include storage and maintaining fleet readiness, planning and management of fleet deployment, managing and maintaining the vehicles used by the driving school, and managing emergency replacement for damaged appliances in the South-West.
- Collie will also host hands-on bushfire mitigation training, including practical application, as part of the new Bushfire Centre of Excellence.

- Community Preparedness Advisor
  - BFR review and Street coordinator data entry is complete
  - Preparing for Storm and Home Fire Safety Campaigns
  - Finalised an Earthquake Poster to distribute to SW communities
  - Developing a School Program for Augusta Primary
  - Steph is about to start an 8 week secondment to undertake work in Residential Home Fire Safety, CPA position will be backfilled by Melissa Howard.

7.4 Vik Cheema – SEMC
- See District Emergency Management Advisor’s Report Attachment 1

Question: Who prepares the local emergency management arrangements?
Response: The LEMC Committee has an important role in this. CESM has overall responsibility, including updating policies and templates etc. they are then distributed to all agencies to review it. Vik supports the CESM where required.

7.5 Marie Tweedie - WACHS –SW
- Have been some issues with the fire pump, kept triggering the fire board. Need to look at some mitigation.
- Flu Epidemic - vaccines for staff and the emergency department, it will be a big big year for the flu.
- Inundated with presentations from the ultra-marathon.
- St Johns volunteers were very busy, one day did 9 transfers.
- Whooping cough cluster due to low vaccine rate and lack of herd immunity. Margaret River is one of the worst in the State. This is especially risky for pregnant women.

7.6 Leisa Prangnell – St Johns Ambulance
- Call outs:
  - January – Aug 32, MR 85
  - February – Aug 38, MR 92
  - March – Aug 31, MR 103
April – Aug 36, MR 94
- Both locations have successfully recruited a number of new officers.
- Progress with AUG RFDS facility / RADS funding
- AUG river festival March
- Training undertaken with AUG Marine Rescue
- Rostering underway to prepare for the MR Pro Surfing
- Both locations busy with calls, May continuing the busy trend

7.7 Luke Fowler - WAPOL
- Dave Wall sends his apologies.
- Nothing of great significance to report.
- Road closures with Gracetown fire.
- Emergency management not busy but busy in general.
- 2 new staff from Karratha which will help.
- Few road crashes.

7.8 Josh Jackson - Water Corporation
- Due to the Mowen bore failing we have had the opportunity to Test the OCP for scheme in Margaret River. Few areas lacking and we will update with the learnings. We are also in the process of gaining approval to buy a critical spare bore pump and motor.
- Have gained clearing Permits for fire mitigation work Gnarabup tank, pruning around tank, clear bush and scrub around the communications huts and tower. Works now completed.
- Margaret River depot near completion, mid-June.
- Waste water treatment tank on track, completion next year.
- Josh is now officially the Operations Manager, working out a proxy for LEMC.

7.9 Adam Jasper – Community Emergency Services Manager
- Bushfire Risk Management Plan – Mitigation Activity Funding
  - $322,800 of Round 2 Mitigation Activity Funding has been received and works have commenced around the Shire as per the Bushfire Risk Management Plan 2017-2022. 3 x Casual Fire Mitigation officers commenced with shire to complete project.
- Autumn burning 2019
  - Brigade burns have started the Shire’s autumn program.

7.10 Roma Boucher - Child Protection and Family Support, Department of Communities
Report received via email
- On Tuesday 19th February the Department was activated for the Shires of Donnybrook-Balingup and Nannup bushfires affecting Southampton, of both Shires. An evacuation centre was opened at Nannup on Wednesday 20th February and closed by 6pm, with no registrations or presentations. We were also requested to be ready to open centres in Donnybrook and Bridgetown in case the fire changed direction on Wednesday afternoon and in anticipation of South West Highway being closed. An overnight shift and Thursday shift were identified, but fortunately not required. In all, I attended the evac centre, 3 x
community meetings and 4 Incident Support Group (ISG) meetings; an incident support group debrief was held on Tuesday 7th May 2019.

- The Department was requested to provide support and deploy staff with appropriate skills to Qld to supplement their state resources following their flood event in late January and early February. Expressions of interest from all staff within the Department were requested and reviewed. The first team of 32 staff were deployed on Sunday 24th February and a second team of 33 were deployed on Sunday 10th March. Teams were deployed for 14 days each and have returned to WA. More than 20,000 homes were directly impacted in Townsville, resulting in more than 50,000 applications for assistance (at 10th March 2019) and affecting over 175,000 eligible persons.
- I attended the SW District EM Committee meeting on Tuesday 7th May.
- I am out of the SW District for most of this week attending our Emergency Services Unit Conference.

7.11 Delegate Reports not submitted
- MR Volunteer Fire and Rescue
- Augusta Volunteer Marine Rescue
- Surf Life Saving WA
- Volunteer Fire & Rescue
- Dept. Primary Industries and Regional Dev
- Augusta Police
- MR Volunteer Marine Rescue

8. GENERAL BUSINESS
8.1 BEN Sign Program - Department of Primary Industries and Regional Development
A presentation was provided by Marion Massam, Department of Primary Industries and Regional Development. See Attachments 2 – 4. Please note Attachment 2 is confidential.

8.2 Shark Mitigation - Department of Primary Industries and Regional Development
A presentation was provided by Brett Hopley. Department of Primary Industries and Regional Development.

8.3 Climate Change Action Plan – Pam Townshend, Climate Action Augusta Margaret River
Pam request nominations from Committee members to attend the Surfers Point Climate Action Summit. They can accommodate up to 2 members. If you can’t attend there are submissions that members can submit to the Shire. See Attachment 5. Late submissions will be accepted.

8.4 HMA Role and Responsibilities – WA Police (TBC)
Carried over to next meeting.

8.5 Fire at Augusta
David Holland received complaints concerning planes refuelling at Augusta. Will need to look better ways of managing aircraft refuelling at Augusta. David, Lisa and RFDS will work on this action item.

9  MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL ITEMS)

10 CLOSE 5.48pm
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<td>12/02/19:</td>
<td>Nathan to send through the spreadsheet from the Hypothetical power outage exercise to the LEMC to review and add notes. This will then go in as a Confidential Attachment in the Local Emergency Management Arrangements.</td>
<td>Info sent through in regards to alternative power supplies and diesel and contacts. Also a list of WAERN repeater sites across the region. This now needs to go in as a Confidential Attachment in the Local Emergency Management Arrangements. The hypotheticals are ongoing. Will pick the next topic from the high/extreme risk section of the Shires risk register. Will meet with Adam to work together.</td>
<td>In progress</td>
<td>Nathan Hall and Adam Jasper</td>
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<td>12/02/19:</td>
<td>Consider having agencies speak about what they do as a HMA, to assist the group in understanding for the May meeting.</td>
<td>WAPOL will give update today if time or push back to next meeting.</td>
<td>Completed</td>
<td>Chris Lloyd</td>
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<td>12/02/19:</td>
<td>James von Funck and Vik Cheema to discuss liaison point in terms of notification of an incident to Western Power.</td>
<td>Vik spoke to James – WP contacts in SW linked in with SW DEMC. Part of the Incident Support Group. Regional reps Gary Smith and Adrian McMillan are engaged in the process. Refer to State EM arrangements.</td>
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<td>James von Funck and Vic Cheema</td>
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<td>12/02/19:</td>
<td>James von Funck to investigate if households with solar/batteries will have access to power or not during a power outage.</td>
<td>Follow up by Adam.</td>
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<td>15/05/19</td>
<td>LEMC to send an appreciation letter to Chris for all the work he did for the committee, including thanks to Chris from the bushfire brigades.</td>
<td>Katie Taylor and Adam Jasper</td>
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<td>15/05/19</td>
<td>Will need to look better ways of managing aircraft refuelling at Augusta.</td>
<td>David Holland, Leisa Prangnell and RFDS</td>
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Augusta Margaret River
Local Emergency
Management Committee

Attachments

For the meeting held
Wednesday, 15 May 2019
Margaret River Council Chambers
41 Wallcliffe Road, Margaret River
Commencing at 4.30pm
District Emergency Management Advisor – Report

4th Quarter – May 2019

Funding
All West Australians Reducing Emergencies (AWARE) Program. The AWARE grant round for 2019-20 is now open and closes at 4 pm on 16 May 2019. Projects must fall into one of the following categories to be eligible:

• Local level risk
• Exercises
• Emergency Management capability enhancement
• Emergency Management training
• Volunteer enhancement

Who can apply?

• Incorporated organisations with projects that meet the minimum eligibility requirements (refer the 2019-20 Quick Eligibility Check)
• Organisations involved in Emergency Management, including state and local government
• Organisations willing to sign a Grant Agreement (refer Sample Grant Agreement) that have no non-compliant DFES grants (including NDRP and MAF)
• Applicable organisations who suitably contributed to the 2018 SEMC Emergency Preparedness report, and who meet all minimum DFES or SEMC legislated requirements

How much can I ask for?

Each applicant can apply for funding between $2,500 and $30,000 (no GST applied) to support the delivery of their project. Local Government’s requesting funding to support the delivery of their local level risk assessment can request a maximum of $4,000.

https://www.semc.wa.gov.au/funding/aware
**Policy Updates**

SEMC have approved a suite of policy updates, most notably:

- State Hazard Plan – Energy Supply Disruption will replace:
  - 1. Gas Supply Disruption
  - 2. Liquid Fuel Supply Disruption
  - 3. Electricity Supply Disruption
- Endorsed the revocation of the State Emergency Public Information Plan, noting that State Support Plan – Emergency Public Information will replace it
- Previous updates have included
  - State Hazard Plan Crash – now covers road, rail and air crash
  - State Hazard Plan HAZMAT – also includes Nuclear Powered Warships and Space Re-entry Debris
  - State Hazard Plan Maritime Environmental Emergencies - now covers Marine Transport Emergency and Marine Oil Spill
  - State Hazard Plan Search and Rescue Emergency – now cover Land Search and Marine Search
  - State Emergency Welfare Plan now also includes Registration and Reunification, Reception and Disaster Information Support and Care Centre

**Recovery**

**Impact Statement**

The State Recovery Coordinator now sits within DFES, in addition to this position there is now a Deputy State Recovery Coordinator and a Recovery Manager. The first major piece of work being released by the Recovery Directorate is a revised Impact Statement (currently the Comprehensive Impact Statement) and Guidelines. The new Impact Statement will be trialled for DFES hazards over the next 6 months before being reviewed. Separate correspondence is going to local governments about the process.

**Recovery Tools**

Just a reminder there a number of handy recovery tools available on the SEMC website including:

- [Local Recovery Guideline](#)
- [Communicating in Recovery Guidelines](#)
- Aide-Memoire – Local Recovery Coordinator
- [Community Recovery Handbook](#)

**Emergency Management Exercise Framework**

SEMC endorsed EM exercise framework which includes:

- the adoption of an Emergency Management Agency (EMA) capability based exercise program.
the adoption of a 3 yearly State-level exercise program.
the formation of a State Exercise Coordination Team (SECT) to support the State
exercise framework which will result in the disbanding of the Emergency Management Advisory Group
the SECT reporting directly to the SEMC
the implementation of the Exercise Management framework will be considered subject to a review of funding sources and allocations

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-33.3870127 114.4799031 305980 6266265 50
297 BSN397 Wonnerup Boat Ramp Port Geographe Boat Port Geographe Carpark Geographe 6281
-33.19302276 114.4130033 302798 6266200 50
298 BSN401 Ramp Port Geographe Marina Boat Ramp Geographe Geographe 6281
-33.62996912 114.3952109 305154 6277176 50
299 BSN403 Wonnerup Beach +Null+ Wonnerup Beach Carpark City of Busselton Wonnerup 6281 McComick St and_Cape Conn Rd
-33.62405551 114.4052429 305214 6277438 50
300 BSN406 Groyne Rd Carpark Groyne Rd Carpark Geographe Geographe 6281 Marine Tr and_Boat Break Rd
-33.63101545 114.3551153 305226 6277354 50
301 BSN404 Shelly Cove Shelly Cove Carpark Geographe Geographe 6281 Shelly Cove Rd and_Bay Break Rd
-33.53821961 114.0317096 317249 6267309 50
302 BSN418 Windnilla Car Park Gulf Rock, Windnilla Carpark City of Busselton Naturaliste 6281 Cape Naturlake Rd and_Burini Bay Rd
-33.54139086 115.0205095 315190 6268918 50
303 BSN419 Other Side of the Moon Carpark City of Busselton Naturaliste 6281 Cape Naturlake Rd and_Burini Bay Rd
-33.53700894 115.0206963 315136 6268740 50
304 BSN433 Sugarloaf Rock Sugarloaf Rock Carpark Sugarloaf Rock Carpark 6280 Castle Rock Rd and_Portal Rd
-33.59579862 115.0282666 315112 6268450 50
305 BSN477 Rabbit Hill Rabbit Hill Carpark Yallingup 6282 Castle Rock Rd and_Groyne Rd
-33.63502096 115.0226665 317385 6267507 50
306 BSN488 Mosses Rock City of Busselton Wilyabup 6280 Moose Rock Rd and_Swiftwater Grove
-33.78607393 114.9910667 313946 6262744 50
307 BSN499 Honeycomb Carpark City of Busselton Wilyabup 6280 Moose Rock Rd and_Swiftwater Grove
-33.77201098 114.9933347 314181 6262131 50
308 BSN509 Three Bears Car Park Three Bears Car Park City of Busselton Naturaliste 6281 Sugarloaf Rd and_Cape Naturlake Rd
-33.58056275 115.0140849 315694 6262052 50

Duplicate sign - confirm if beach side or road side.

Turn west onto 4WD track 100m from the northern and Cape Naturlake Rd. Follow the track generally westerly then north-westerly for 1.3km until reaching an intersection. Turn left at the intersection and following the track generally southerly to the carpark.

Head west on Moose Rock Rd to the end. Turn right and follow the track generally northerly then westerly then then westerly then south-westerly for 800m. Head west on Moose Rock Rd to the end. Turn left and following the track generally southerly for 1.1km.

Head north on Cape Naturlake Rd turning west onto Sugarloaf Road, 500m west along Sugarloaf Road, 4900 track on the south side, along 4900 track head 800m south, 500m south, 1.4km south to the first carpark.
315 BSN704 Three Bears The Three Bears Car Park City of Busselton Naturals 6280
Sugarslat Rd and Cape Naturals Rd
4WD car park 3.6km south-west of the Cape Naturals Rd and Sugarslat Rd intersection
-33.5849702 115.0163367 315913 6280396
50 Yes
316 BSN620 Leauser Reserve Leauser Reserve carpark City of Busselton Wonnup 6280
Leauser Rd and Floodgate Rd
Car park 500m north-west of the Leauser Rd and Floodgate Rd intersection
-33.61498654 115.148509 353290 6279413
50
318 BSN134 Milne St Carpark City of Busselton Busselton 6280
Geographe Bay Rd and Milne St
Geographe Bay Rd and Milne St intersection
-33.64376077 115.3482722 346886 6278125
50
319 BSN115 Hermit St Geographe City of Geographe 6280
Hermit St and Geographe St
Hermit St and Geographe St intersection
-33.64000473 115.3380913 348535 6278092
50
320 BSN177 Yallingup Beach Yallingup Beach City of Busselton Yallingup 6280
Yallingup Beach Rd and Smiths Beach Rd
Car park opposite 57 Smiths Beach Rd
Yallingup Beach Rd and Smiths Beach Rd intersection
-33.63517509 115.0233598 318661 6279175
50
321 BSN210 Smiths Beach Smiths Beach Carpark No 2
City of Busselton Busselton 6280
Great Rocks Rd and Foreshore Pde and Jelly Bay Way
Jelly Bay 30m north-west of 15 Foreshore Pde
Great Rocks Rd and Foreshore Pde and Jelly Bay Way intersection
-33.64425088 115.3449468 345517 6278031
50
322 BSN757 <Null> City of Busselton Busselton 6280
Leauser Rd and McCormick St
Opposite 60 Leauser Rd
Leauser Rd and McCormick St intersection
-33.62753066 115.3767173 351737 6277990
50
324 BSN252 Siesta Park Rd Siesta Park City of Busselton Busselton 6280
Siesta Park Rd and Caana Rd
Footpath opposite 46 Siesta Park Rd
Siesta Park Rd and Caana Rd intersection
-33.55335378 115.3327183 355552 6274064
50
325 BSN254 <Null> City of Busselton Busselton 6280
Geographe Bay Rd and Elmore Rd
Car park opposite 108 Geographe Bay Rd
Geographe Bay Rd and Elmore Rd intersection
-33.65241031 115.1324622 351187 6277801
50
326 BSN305 Bunker Bay Bunker Bay City of Busselton Busselton 6280
Farrm Break Lane and Bunker Bay Rd and Siesta Park Rd and Caana Rd
Car park south-east of the eastern end of Farrm Break Lane
Farrm Break Lane and Bunker Bay Rd and Siesta Park Rd and Caana Rd intersection
-33.65309158 115.3333547 375402 6288682
50
327 BSN260 Siesta Park City of Busselton Busselton 6280
Geographe Bay Rd and High St
Car park (west end) opposite the Geographe Bay Rd and High St intersection
Geographe Bay Rd and High St intersection
-33.6551626 115.227636 355586 6274669
50
328 BSN417 Busselton Forehores Carpark (High St) Busselton City of Busselton West Busselton 6280
Busselton Forehores Carpark (High St)
Access through Pullman Resort or south along the beach 3km south of Farm Break Lane passing BEN536
Busselton Forehores Carpark (High St) intersection
-33.649703145 115.3306593 345599 6279638
50
118 KIN10N Kiwana Beach Boat Ramp City of Karratha Karratha 6167
Kiwana Beach Rd
Kiwana Beach Rd intersection
Kiwana Beach Rd
-32.24815023 115.7731411 382905 6431381
50
94 N229 Savourine Beach City of Karratha Karratha 6010
Ocean Dr and Odern Cr
Shire of Coscom Savourine Beach
Ocean Dr and Odern Cr intersection
Shire of Coscom Savourine Beach
-31.97980872 115.745388 383215 6461225
50
329 CW209 South Bay South Bay (North) Shire of Coscom Green Head 6514
Shire of Coscom Savourine Beach
Ocean Dr and Bryant St
Car park opposite Ocean View Dr
Shire of Coscom Savourine Beach
Ocean Dr and Bryant St intersection
Shire of Coscom Savourine Beach
-30.07233855 114.9703127 304363 6571462
50
330 CW33 Flatsocca Shire of Coscom Leeman 6514
Indian Ocean Dr and Thomas St
1.5km south-west of the Indian Ocean Dr and Thomas St intersection
-29.96213847 114.9713385 304345 6582079
50 Yes
331 CW52 Shire of Coscom Leeman 6514
Indian Ocean Dr and Thomas St
3.1km south-west of the Indian Ocean Dr and Thomas St intersection
-29.97545838 114.9635073 303156 6582189
50 Yes
332 CW96 Free Beach Shire of Coscom Leeman 6514
Indian Ocean Dr and Thomas St
4.3km south-west of the Indian Ocean Dr and Thomas St intersection
-29.98805786 114.9653027 303688 6586579
50 Yes
333 CW71 Free Beach (South) Shire of Coscom Leeman 6514
Indian Ocean Dr and Thomas St
4.9km south-west of the Indian Ocean Dr and Thomas St intersection
-29.96227876 114.9639203 305359 6660325
50 Yes
334 CW75 Little Anchorage North Shire of Coscom Leeman 6514
Indian Ocean Dr and Thomas St
5km south-west of the Indian Ocean Dr and Thomas St intersection
North-west end of the unsealed road off Indian Ocean Dr located 3.15km north of the Indian Ocean Dr and Green Head Rd intersection
Indian Ocean Dr and Thomas St intersection
-29.99415086 114.9638647 303370 6680117
50 Yes
335 CW93 Little Anchorage Boat Ramp Shire of Coscom Leeman 6514
Little Anchorage Shire of Coscom Leeman 6514
Green Head Rd and Green Head Rd
90m south of the Little Anchorage South Boat Ramp
Little Anchorage Shire of Coscom Leeman 6514
Green Head Rd and Green Head Rd intersection
-30.0094885 114.9698524 354176 6876428
50
336 CW114 <Null> Shire of Coscom Green Head 6514
Green Head Rd and Indian Ocean Dr
1.9km north-west of the Indian Ocean Dr and Green Head Rd intersection
Green Head Rd and Indian Ocean Dr intersection
-30.02472501 114.9627596 303341 6876272
50
337 CW122 Milligan Island Nodes Beach Shire of Coscom Green Head 6514
Indian Ocean Dr and Indian Ocean Dr
1.6km west-northwest of the Indian Ocean Dr and Green Head Rd intersection
Indian Ocean Dr and Indian Ocean Dr intersection
-30.03194024 114.9801167 303300 6876934
50

table
336 CW/126 Billy Goat Bay Far North Shire of Coorow Green Head 6514 1.5km west-northwest of the Indian Ocean Dr and Green Head Rd intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, generally south 230m (8th exit on the right), turn right at the intersection, west 75m to the sign at the beach entry. Turn onto the unsanded road off Green Head Rd, 500m south of the Green Head Rd and Indian Ocean Dr intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, south 800m, turn right at the intersection, generally west 100m to the sign. Turn onto the unsanded road off Green Head Rd, 500m south of the Green Head Rd and Indian Ocean Dr intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, south 800m, turn right at the intersection, west 75m to the sign.

339 CW/128 Billy Goat Bay North Shire of Coorow Green Head 6514 1.5km west of the Indian Ocean Dr and Green Head Rd intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, south 800m, turn right at the intersection, generally west 100m to the sign. Turn onto the unsanded road off Green Head Rd, 500m south of the Green Head Rd and Indian Ocean Dr intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, south 800m, turn right at the intersection, west 75m to the sign.

340 CW/132 Billygoat Bay Shire of Coorow Green Head 6514 1.5km southeast of the Indian Ocean Dr and Green Head Rd intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, south 800m, turn right at the intersection, west 75m to the sign.

341 CW/135 Billygoat Bay Shire of Coorow Green Head 6514 1.5km southeast of the Indian Ocean Dr and Green Head Rd intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, south 800m, turn right at the intersection, west 75m to the sign. Turn onto the unsanded road off Green Head Rd, 500m south of the Green Head Rd and Indian Ocean Dr intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, south 800m, turn right at the intersection, north 900m to the sign.

342 CW/143 Hann Hotel HoneyMoon Cove Shire of Coorow Green Head 6514 2.1km west-southwest of the Indian Ocean Dr and Green Head Rd intersection. Head west 1.2km, turn right at the intersection, south 800m, turn right at the intersection, south 900m, turn right at the intersection, generally south-west 180m to the sign.

343 CW/154 Point Louise Shire of Coorow Green Head 6514 2.35km south-west of the Indian Ocean Dr and Green Head Rd intersection. Follow the track right, generally east 140m to the sign. Turn onto the unsanded road off Green Head Rd, 500m south of the Green Head Rd and Indian Ocean Dr intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, south 900m, turn right at the intersection, generally south-east, then south-west 180m to the sign. Turn onto the unsanded road off Green Head Rd, 500m south of the Green Head Rd and Indian Ocean Dr intersection. Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 100m, turn left at the intersection, south 800m, turn right at the intersection, generally south-west 180m to the sign.

344 CW/175 Green Head Boat Ramp Shire of Coorow Green Head 6514 2.3km south-west of the Indian Ocean Dr and Green Head Rd intersection. Head west 1.2km, turn right at the intersection, south 800m, turn right at the intersection, generally south-west 180m to the sign.

345 CW/191 Dynamite Bay Shire of Coorow Green Head 6514 2.15km south of the Indian Ocean Dr and Green Head Rd intersection. Head west 1.2km, turn right at the intersection, south 800m, turn right at the intersection, generally south-west 180m to the sign.

346 CW/200 Hunters Beach Shire of Coorow Green Head 6514 Beach access 60m west of the car park located 250m south of the Indian Ocean Dr and Green Head Rd intersection. Follow the track right, generally east 140m to the sign. Access to sign is via walk trail blocked to traffic, located at the carparks 250m south of the Indian Ocean Dr and Green Head Rd intersection.

347 CW/202 Cliff Point Shire of Coorow Green Head 6514 Southern end of the track off Ocean View Dr and Green Head Rd intersection. Head west 1.2km, turn right at the intersection, south 800m, turn right at the intersection, generally south-west 180m to the sign.

348 CW/216 South Bay Shire of Coorow Green Head 6514 Southern end of the beach access track opposite 48 Ocean View Dr. Follow the track right, generally east 140m to the sign. Follow the 4WD track on the corner of Thomas Rd, opposite 34 Thomas Rd, south 500m, west 110m to the sign. Turn onto the 4WD track off Indian Ocean Dr 3.5km south of the Indian Ocean Dr and Thomas St intersection. Head west 1.15km, turn right at the intersection, north 750m to the intersection staying left, north 210m to the intersection staying right, north 100m, follow the track right, generally west 140m to the sign at the intersection. Access to sign is via walk trail starting at the Dynamite Bay carparks. Follow the walk trail generally south-east, then south-west 180m to an intersection, continue straight through the intersection heading west 120m to the sign. Vehicle access may not be possible.
356 CW119 Miller Island North Shire of Coorow Green Head 6514 Green Head Rd and Indian Ocean Dr 1.7km north-east of the Indian Ocean Dr and Green Head Rd intersection -30.02914746 114.9814995 303428 6576234 50

357 CW26 Leeman Far South Shire of Coorow Leeman 6514 Indian Ocean Dr and Thomas St and Acacia Way 560m south-east of the Indian Ocean Dr and Thomas St intersection Car park opposite the Thomas St and Acacia Way intersection -29.9552866 114.9737637 304467 6584327 50 Yes

358 CW13 Ti Tree Point Shire of Coorow Leeman 6514 Tea Tree Beach Access Shire of Coorow Leeman 6514 -29.94698648 114.9785532 304719 6585380 50

359 CW182 Rocky Beach South Shire of Coorow Green Head 6514 Ocean View Dr and Patton St 160m north-east of the Ocean View Dr and Patton St intersection -30.05872872 114.9641117 303853 6570212 50

360 CW169 Anchorage Bay Shire of Coorow Green Head 6514 Ocean View Dr and Johns St 630m north of the Green Head Boat Ramp via beach track -30.05856431 114.9657596 303853 6570203 50 Yes

361 CW177 Morphett Park Shire of Coorow Green Head 6514 Ocean View Dr and Morcombe St Park opposite the Ocean View Dr and Morcombe St intersection -30.05854843 114.9664023 303969 6572426 50

362 CW179 Rocky Beach North Shire of Coorow Green Head 6514 Ocean View Dr and Grigson St Footpath 50m south-west of the Ocean View Dr and Grigson St intersection -30.05852802 114.9653521 303872 6572336 50

363 CW223 Southern most Shire of Coorow Green Head 6514 Ocean View Dr and Bingham St 730m west along the beach from the beach access track opposite 46 Ocean View Dr -30.07682354 114.9628648 305984 6570988 50 Yes

385 ND18 Swanbourne Beach Swanbourne Defence 3 City of Nedlands Swanbourne 6010 Challenger Pile and Launcaeston Ave 1.8km south-east of the Challenger Pile and Launcaeston Ave intersection -31.98555519 115.7345569 382323 6407205 50 Yes

386 ND4 Swanbourne Beach Swanbourne Defence 5 City of Nedlands Swanbourne 6010 Challenger Pile and Launcaeston Ave 650m south-west of the Challenger Pile and Launcaeston Ave intersection -31.9534479 115.7344987 382395 6406337 50 Yes

387 ND28 Swanbourne Beach <Null> City of Nedlands Swanbourne 6010 Marine Pile and Odem Cr 300m north along beach from Swanbourne Neddles Surf Life Saving Club -31.97630644 115.7345069 382303 6405153 50 Yes

Turn onto the unsealed road off Green Head Rd. 500m south of the Green Head Rd and Indian Ocean Dr intersection, Head west 1.15km, turn right at the intersection (where sand dune crosses road), north 750m, follow the track left, west 200m to the sign on the corner.

Follow the 4WD track on the corner of Thomas Rd, opposite 34 Thomas Rd, south 600m, generally west 250m, south 40m to the sign. This track is very rough with rocks, deep wheel tracks and very narrow width.

Access to sign is via walk trail blocked to traffic. Closest vehicle access at gravel area (chain link gate, can be unlocked if contact Shire workers) at the Ocean View Dr and Patton St intersection. Follow the walk trail west 100m, north 110m to the sign.

Access to sign is via walk trail blocked to traffic. Closest vehicle access at gravel area at the Ocean View Dr and Grigson St intersection. Follow the walk trail west 40m to the sign.

No access available through Defence land. The sign can be accessed on foot along a track, (approx. 2.3km walking) or by 4WD along the beach (approx. 3km). 4WD access gate to beach is closed but unlocked during the day. Consider helicopter access. Accessing the sign on foot - starting in your vehicle at the intersection of Challenger Pile and Launcaeston Ave, follow Challenger Pile generally west 200m to the walk trail opposite 15 Challenger Pile, proceed on foot 350m generally west along the trail to the beach, south 1.3km to the sign. Accessing the sign in a 4WD - starting at the Challenger Pile and Oceanic Dr intersection, follow Challenger Pile south 60m, turn right and continue west (straight ahead) onto the ramp and down to the beach, continue south on the beach 3km to the sign. Contact Town of Cambridge for beach further access.

No access available through Defence land. The sign can be accessed on foot along a track, (approx. 350m walking) or by 4WD along the beach (approx. 1.9km). 4WD access gate to beach is closed but unlocked during the day. Consider helicopter access. Accessing the sign on foot - starting in your vehicle at the intersection of Challenger Pile and Launcaeston Ave, follow Challenger Pile generally west 200m to the walk trail opposite 15 Challenger Pile, proceed on foot 350m generally west along the trail to the beach, south 400m to the sign. Accessing the sign in a 4WD - starting at the Challenger Pile and Oceanic Dr intersection, follow Challenger Pile south 60m, turn right and continue west (straight ahead) onto the ramp and down to the beach, continue south on the beach 1km to the sign. Contact Town of Cambridge for beach further access.

Access to beach only. 4WD required. Access through Swanbourne Beach lower car park at the end of Marine Parade. Beach access with key from the City of Nedlands or Swanbourne Surf Life Saving Club. No access available through Defence land. Route passes other BEN signs. Consider helicopter access.
<table>
<thead>
<tr>
<th>Beach Name</th>
<th>Location</th>
<th>City</th>
<th>Street</th>
<th>Access Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH6108 Blue Bay</td>
<td>City of Mandurah</td>
<td>Halls Head</td>
<td>10 Beachside Ave</td>
<td>Beach access steps south-west of the car park at the northern end of Rivermouth Rd. Access may be blocked by chain gate. Access via track at the south-eastern corner of the Yacht Club carpark (MH6108). Track crosses south then north. Sign faces away from road towards the water and will not be visible from the road. After turning onto Leighton Pte head north 270m, turn right into the carpark located between Hall Park and Memorial Park, continue east 120m, turn right onto the access road and follow south-west 110m. The path down to beach may be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH1010 Novara Beach Reserve</td>
<td>City of Mandurah</td>
<td>Mandurah</td>
<td>36 Novara Beach Reserve</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH4020 Reserve North Boat Ramp</td>
<td>City of Mandurah</td>
<td>Mandurah</td>
<td>36 Reserve North Boat Ramp</td>
<td>Beach access 50m south-east of 50 Rte. Car park at 100 Rte. Beach ramp opposite 13 Owen Ave. Car park at the western end of 38 Dampier Ave. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH4200 Penguin Ramp</td>
<td>City of Mandurah</td>
<td>Mandurah</td>
<td>36 Penguin Ramp</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH4200 Island Point</td>
<td>City of Mandurah</td>
<td>Halls Head</td>
<td>36 Island Point</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH3102 Yacht Club Eurobodalla</td>
<td>Shire of Bega</td>
<td>Batemans Bay</td>
<td>36 Yacht Club Eurobodalla</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH3102 Blue Bay</td>
<td>Shire of Augusta-Margaret River</td>
<td>Margaret River</td>
<td>36 Blue Bay</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH3102 Gracetown</td>
<td>Shire of Augusta-Margaret River</td>
<td>Margaret River</td>
<td>36 Gracetown</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH3102 Crotobidtine Stone</td>
<td>Shire of Augusta-Margaret River</td>
<td>Margaret River</td>
<td>36 Crotobidtine Stone</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH3102 Leffershed</td>
<td>Shire of Augusta-Margaret River</td>
<td>Margaret River</td>
<td>36 Leffershed</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH3102 Ellenbrook</td>
<td>Shire of Augusta-Margaret River</td>
<td>Margaret River</td>
<td>36 Ellenbrook</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>MH3102 Margaret River Mouth</td>
<td>Shire of Augusta-Margaret River</td>
<td>Margaret River</td>
<td>36 Margaret River Mouth</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
</tr>
<tr>
<td>AL3223 AL3222 AL3221</td>
<td>Shire of Augusta-Margaret River</td>
<td>Margaret River</td>
<td>AL3223 AL3222 AL3221</td>
<td>Beach access near the northern end of Ellen Brook Rd. Car park at the southwestern end of 64 Batavia Ave. Beach at 64 Batavia Ave. Sign is on the beach and will not be visible from road towards swimming area and will not be blocked by a locked gate. Sign faces away from road towards swimming area and will not be visible from the road.</td>
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</tr>
</tbody>
</table>
380 ALU327 Rifle Butt Carpark entry
Shire of Augusta-Margaret River
Prevelly 6285
Rifle Butt Mitchell Dr
Mitchell Dr and Wooroloo Dr
Car park opposite the 49 Mitchell Dr
West of Georgette Way
315050 6225325
-33.97569561 114.9832547 314540 6236280 50

381 ALU345 Narda Carpark Mitchell Dr
Shire of Augusta-Margaret River
Prevelly 6285
Narda Mitchell Dr
Mitchell Dr and Wooroloo Dr
Car park opposite 49 Mitchell Dr
0km north of the Mitchell Dr and Wooroloo Dr
intersection 315050 6225325
-33.98293502 114.9913946 314540 6237918 50

382 ALU343 Georgieva Carpark Mitchell Dr
Shire of Augusta-Margaret River
Prevelly 6285
Georgieva Way
Mitchell Dr and Georgieva Way
Car park opposite the Mitchell Dr and Georgieva Way
intersection 315050 6225325
-33.98412399 114.9916124 314481 6237758 50

384 ALU348 Ginrod facilities & Bungarabup Beach
Shire of Augusta-Margaret River
Caves Rd
Car park at the western end of Ginrod facilities
34.9906707 114.9814227 314477 6237317 50

385 ALU350 Grindrod Look Out Carpark
Shire of Augusta-Margaret River
Gnarabup
Caves Rd
Car park at the northern end of Caves Rd
315911 64697144 314437 6237704 50

386 ALU355 Long Reef Carpark
Shire of Augusta-Margaret River
Gnarabup
Caves Rd
Car park 800m south-southwest of the Reef Rd
Beach entrance 315911 64697144 314437 6237704 50

387 ALU364 Gruners Beach
Shire of Augusta-Margaret River
Boranup
Caves Rd
Car park at the north-eastern end of the Car park
315911 64697144 314437 6237704 50

388 ALU372 Redgate Beach
Shire of Augusta-Margaret River
Boranup
Caves Rd
Car park at the southern end of the Car park
315911 64697144 314437 6237704 50

391 ALU385 Cosy Corner
Shire of Augusta-Margaret River
Boranup
Cosy Corner Rd
Car park at the southern end of Cosy Corner Rd
315911 64697144 314437 6237704 50

396 ALU397 Flinders Bay Boat Ramp
Shire of Augusta-Margaret River
Augusta
Flinders Rd
Beach ramp opposite 10 Flinders Rd
314309 150.168532 315016 6199852 50

406 ALU402 Borson Beach, Boat's Track
Shire of Augusta-Margaret River
Boranup
Caves Rd
4WD car park 3.2km west of the Reserve Rd
Car park at the western end of Grace Rd
315911 64697144 314437 6237704 50

407 ALU405 Borson Beach
Shire of Augusta-Margaret River
Boranup
Caves Rd
Car park at the north-western end of the Car park
315911 64697144 314437 6237704 50

410 ALU407 South Beach
Shire of Augusta-Margaret River
Boranup
Caves Rd
Car park at the northern end of South Beach Rd
315911 64697144 314437 6237704 50

412 ALU414 cape mellite boat ramp
Shire of Augusta-Margaret River
Burside
Caves Rd
4WD car park 3.1km south-west of the Cape Mellite Rd
Car park at the western end of Cape Mellite Rd
315911 64697144 314437 6237704 50

414 ALU410 Goolidina
Shire of Augusta-Margaret River
Goolidina
Cullen Road
Juniper Road and Caves Rd
4WD car park 1.43km north-west from the western end of Juniper Rd
315911 64697144 314437 6237704 50

415 ALU422 Gallows
Shire of Augusta-Margaret River
Goolidina
Juniper Road and Caves Rd
Car park at the western end of Juniper Rd
315911 64697144 314437 6237704 50

416 ALU434 Contos Spring
Shire of Augusta-Margaret River
Boranup
Caves Rd
315911 64697144 314437 6237704 50

420 ALU439 Skipper Rock Rd
Shire of Augusta-Margaret River
Boranup
Caves Rd
500m north of the Contos Rd and Point Rd intersection
315911 64697144 314437 6237704 50

531 ALU832 Augusta Marina
Shire of Augusta-Margaret River
Leeweeen
Hamelin Bay Rd West
Marina Rd
4WD car park 3.7km north-west from the western end of the Car park
315911 64697144 314437 6237704 50

540 ALU938 Hamelin Bay
Shire of Augusta-Margaret River
Boranup
Hamelin Bay Rd
Hamelin Bay Rd
4WD car park 3.7km north-west from the western end of the Car park
315911 64697144 314437 6237704 50

541 ALU070 Contos Spring
Shire of Augusta-Margaret River
Boranup
Contos Rd and Point Rd
315911 64697144 314437 6237704 50

542 ALU212 Redgate Beach
Shire of Augusta-Margaret River
Boranup
Redgate Rd
315911 64697144 314437 6237704 50

544 ALU267 Margar River Mouth
Shire of Augusta-Margaret River
Margaret River
Gas Bay Rd
4WD car park 3.1km north-east of the Car park
315911 64697144 314437 6237704 50

546 ALU222 River Mouth Carpark
Shire of Augusta-Margaret River
Prevelly
River Mouth Rd
315911 64697144 314437 6237704 50

Footpath at the car park entrance 150m north-west of the Mitchell Dr and Wooroloo Dr
intersection
315050 6225325
-33.97569561 114.9832547 314540 6236280 50

On the beach 280m south-southwest of the car park at the southern end of Gas Bay Rd
Borrabbin Rd 315051 64697498 314486 6239197 50

Attach 3_ben-signage 170519.xls
127
Starting at the intersection of Twilight Beach Rd and Correll St, follow Twilight Beach Rd south-west 240m, turn left (south-west) at the intersection, south-west 180m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right (north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right (north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right ( north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right ( north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right ( north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right ( north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right ( north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right ( north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right ( north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right ( north-east) into car park, north-east 10m to the sign.

Starting at the intersection of the Esplanade and Emily St, follow The Esplanade (becoming Twilight Beach Rd) south 50m, turn left (east) onto the unnamed road ( unofficial name Swan St), east 130m, turn left (north) at the intersection, north 70m to end of sealed road, turn right ( north-east) into car park, north-east 10m to the sign.
465 E2897 <Null> Shire of Esperance Condingup 6450
Wheaton Rd and Orleans Bay Rd 3.3km south of the Wheaton Rd and Orleans Bay Rd intersection -33.93540294 122.58946486 462061 6244931 51 Yes

469 E2916 <Null> Shire of Esperance Condingup 6450
Wheaton Rd and Orleans Bay Rd Car park 2.3km south-west of the Wheaton Rd and Orleans Bay Rd intersection - Wheaton Rd -33.92344756 122.57917144 461103 6246252 51

470 E2933 <Null> Shire of Esperance Condingup 6450
Wheaton Rd and Orleans Bay Rd Car park 540m south-west of the Wheaton Rd and Orleans Bay Rd intersection -33.90629858 122.93315094 462539 6247790 51

471 E3030 Menichup <Null> Shire of Esperance Howick 6450
Danes Rd and Merrivale Rd 2.3km south-east of the southern end of Danes Rd -33.8919039 122.4049121 475556 6240802 51 Yes

472 E3035 Menichup <Null> Shire of Esperance Howick 6450
Danes Rd and Merrivale Rd 2.35km south-east of the southern end of Danes Rd -33.8911981 122.4507363 476572 6240853 51 Yes

473 E3348 Alexander Bay Alexander Bay Beach Shire of Esperance Howick 6450
On the beach 4.8km south-southeast of the southern end of Alexander Rd -33.8863601 122.748393 476734 6259416 51 Yes

474 E3347 Alexander Bay Alexander Bay Beach Shire of Esperance Howick 6450
On the beach 4.8km south-southeast of the southern end of Alexander Rd -33.8863011 122.748395 476734 6259416 51 Yes

475 E1513 Lovers Beach Lovers Cove Shire of Esperance West Beach 6450
Doutt St and Orr St On the beach 650m south-west of the Doutt St and Orr St intersection -33.87870463 121.89327011 387833 6250744 51

476 E1658 Picnic Beach <Null> Shire of Esperance Bandy Creek 6450
Wylie Bay Rd and Landfill Rd Wylie Bay Rd and Landfill Rd 1.2km south-east of the Wylie Bay Rd and Landfill Rd intersection - Wylie Bay Rd 100m west of the south-eastern end of Wylie Bay Rd -33.83470916 121.90857911 404288 6250761 51

477 E1716 Wylie Head Wylie Head Beach Shire of Esperance Howick 6450
Exchange Rd and Merrivale Rd 5km south-west of the southern end of Exchange Rd -33.89147191 122.8935768 490531 6246873 51 Yes

478 E3320 Kennedy Beach <Null> Shire of Esperance Condingup 6450
Bandy Creek Rd and Wylie Bay Rd Bandy Creek Rd and Wylie Bay Rd 120m south-west of the south-western end of Bandy Creek Rd -33.92306925 122.3837578 401617 6255995 51

480 E1865 Picnic Beach 4WD Beach Access Track Shire of Esperance Bandy Creek 6450
Bandy Creek Rd and Wylie Bay Rd Bandy Creek Rd and Wylie Bay Rd 100m south of the southern end of Bandy Creek Rd -33.8323911 121.90357922 401258 6250919 51

481 E1971 Yacht Club Beach Shire of Esperance Condingup 6450
The Esplanade and James St The Esplanade and James St Boat ramp: 140m east of the William St and The Esplanade intersection Footpath 1km east of the James St and The Esplanade intersection -33.88516579 121.8383246 387684 6250244 51

482 E1976 Esplanade Shire of Esperance Condingup 6450
The Esplanade and William St The Esplanade and William St Car park 160m east-southeast of the William St and The Esplanade intersection -33.88517183 121.83922011 387663 6250182 51

483 E1570 Yacht Club Beach Shire of Esperance Condingup 6450
Wheaton Rd and Orleans Bay Rd Car park 16km east-southeast of the William St and The Esplanade intersection -33.88517183 121.83922011 387663 6250182 51

484 E1575 Esplanade Shire of Esperance Condingup 6450
The Esplanade and James St The Esplanade and James St Yacht Club Beach 3.5km south-east of the southern end of the Yacht Club Beach -33.88549279 121.8454837 387749 6250713 51

485 E1581 Esplanade Shire of Esperance Condingup 6450
Kemp St Castleton Qys and Goldfields Rd Path footpath opposite 44 The Esplanade Footpath opposite 29 The Esplanade -33.88517407 121.8466878 387941 6250973 51

486 E1603 Castleton <Null> Shire of Esperance Condingup 6450
Footpath opposite 18 Castleton Qys Path footpath opposite 19 Castleton Qys -33.84178304 121.9086846 388864 6250649 51

487 E1677 Quagii Beach <Null> Shire of Esperance Condingup 6450
Farnell Rd and South Coast Hwy 10.7km south of the Farnell Rd and South Coast Hwy intersection -33.83467834 121.29355907 342286 6250494 51

Starting at the intersection of Whitman Rd and Orleans Bay Rd, follow Whitman Rd south-west 4.2km, turn left (west) onto an unsealed road (unofficial name Nares Island Rd), generally west 2km; turn left (east) at the intersection, west 480m to the sign.

Starting at the intersection of Whitman Rd and Orleans Bay Rd, follow Whitman Rd south-west 2.5km, turn left (south-west) at the intersection into a car park, south-west 7km to the sign. Starting at the intersection of Whitman Rd and Orleans Bay Rd, head generally south-east on the unsealed road 620m to the car park at the end and the sign.

Starting at the southern end of Danes Rd, continue east 1km on the unsealed road, follow the road right (south-west), generally south-west 1.8km, turn sharp right (west), west 120m to the sign. Starting at the southern end of Danes Rd, continue east 1km on the unsealed road, follow the road right (south-west), generally south-west 1.8km to the sign. Starting at the southern end of Alexander Rd, generally south-west 1.5km on the unsealed road, follow the track right (south-west), south-west 1.5km, continue straight (south) at the intersection, south 100m to the beach and the sign.

Starting at the southern end of Alexander Rd, generally south-west 1.5km on the unsealed road, follow the track right (south-west), south-west 1.1km, turn right (west) at the intersection, west 110m, turn left (south-west) at the intersection, south-west 50m, turn left (south) at the intersection, south 25m, stay right (south) at the camping site intersection, generally south 200m following the one way loop around the camp site, stay right (west) at the intersection, east 130m to the sign on the beach. Starting at the intersection of Doutt St and Orr St, follow Doutt St south 150m, turn left (west) at the intersection into the unsealed road (unofficial name McCarthy St), east 350m between the water tanks, stay right (east) at the intersection, generally south-west 320m, stay right, generally south-west 100m to end of graded track, generally south-west approximately 220m on rough walking track to the sign on the beach. Starting at the intersection of Wylie Bay Rd and Landfill Rd, follow Wylie Bay Rd 2km south-west, turn right (south) at the intersection, 10m to the sign. Access for high clearance vehicles only. Starting at the southern end of Exchange Rd, continue generally south-west 5.7km on the 4WD track to the sign.

Starting at the intersection at the south-western end of Bandy Creek Rd, 100m east on Bandy Creek Rd, turn right (south) at the intersection, south along the beach access track 820m to the sign. Starting at the intersection at the south-western end of Bandy Creek Rd, south along the beach access track 1020m to the sign.

Starting at the intersection of the Esplanade and Taylor St, follow the Esplanade north 20m, turn right at the intersection onto the unsealed road, east 40m, turn left (north) at the intersection, north 40m, turn right (west) into the yacht club car park, 120m east-north-east to the sign.

Starting at the intersection of Pamella Rd and South Coast Hwy, follow Pamella Rd south 8.4km, continue generally south 1.5km, continue straight (south) at the intersection, south-west 50m to the sign.
Starting at the intersection of Washpool Rd and Springvale Rd, follow Washpool Rd generally south-west 3.5km, stay right at the intersection, continue straight 2.5km, turn left (south) at the intersection, south-west 180m to the sign.

Access for high clearance vehicles only:
Starting at the intersection of Torramp Rd and Springvale Rd, follow Torramp Rd south 2.5km, south-west 1.9km, continue left (south-west) at the intersection, south-west 2.5km, turn right (south-west) at the intersection, south-west 500m to the sign.

Access for high clearance vehicles only:
Starting at the intersection of Farrelly Rd and South Coast Hwy, follow Farrelly Rd south 6.7km, turn right (west) at the intersection, west 500m to the sign.

Extremely rough limestone track. Starting at the intersection of Farrelly Rd and South Coast Hwy, follow Farrelly Rd south 9.4km, continue generally south 1.5km, turn right (west) at the intersection, south 430m, follow the track right (west), generally west 300m to the sign.
Seasonal track closures may be in place. Gate may be locked when track is wet. Starting at the intersection of Farrelly Rd and South Coast Hwy, follow Farrelly Rd south 9.4km, continue generally south 1.5km, turn right (west) at the intersection, south 430m, follow the track right (west), generally west 300m to the sign.

Starting at the intersection of Torramp Rd and Springvale Rd, follow Torramp Rd south 2.5km, south-west 1.9km, continue left (south-west) at the intersection, south-west 2.5km, turn right (south-west) at the intersection, south-west 500m to the sign.

Seasonal track closures may be in place. Gate may be locked when track is wet. Starting at the intersection of Farrelly Rd and South Coast Hwy, follow Farrelly Rd south 9.4km, continue generally south 1.5km, turn right (west) at the intersection, south 430m, follow the track right (west), generally west 300m to the sign.

Access for high clearance vehicles only:
Starting at the intersection of Crisp Rd and South Coast Hwy, follow Crisp Rd south 7.5km, turn left (west) at the intersection, west 1.7km, follow the track right (south), generally south 4.3km, turn left (south) at the intersection to continue south, generally south 2.5km, stay left at the intersection, east 300m, take the right track (south-west) at the intersection, follow the track generally south-west then south-west 1.1km to the sign.

Access for high clearance vehicles only:
Starting at the intersection of Crisp Rd and South Coast Hwy, follow Crisp Rd south 7.5km, turn left (west) at the intersection, west 1.7km, follow the track right (south), generally south 4.3km, turn left (south) at the intersection to continue south, generally south 2.5km, stay left at the intersection, east 300m, take the right track (south-west) at the intersection, follow the track generally south-west then south-west 1.1km to the sign.

Turn right (south) off Lucky Bay Rd onto the unsealed road (unsealed name Thistle Cove Rd), 5.5km south-west of the Lucky Bay Rd and Hellfire Rd intersection. Head south-west 950m to car park at the end of the road.
Starting at the intersection of Lucky Bay Rd and Hellfire Rd, follow Lucky Bay Rd south-east 8km, turn right (south) at the intersection, generally south-east 250m staying left at all intersections, turn left (west) onto the beach access, south 50m to the sign.

Summer access only. Starting at the intersection of Lucky Bay Rd and Hellfire Rd, follow Lucky Bay Rd south-east 8km, turn right (south) at the intersection, generally south-east 250m staying left at all intersections, turn left (west) onto the beach, follow the beach 2.5km generally south-east to the sign.

Starting at the intersection of Dunn Rock Rd and Merivale Rd, follow Dunn Rock Rd generally south-west 11.6km, turn right (south-east) at the intersection, generally south 3.3km to where the track turns sharply left (east), 300m south to the sign on the beach. Starting at the intersection of Dunn Rock Rd and Merivale Rd, follow Dunn Rock Rd generally south-west 11.6km, turn right (south-east) at the intersection, generally south 3.3km, follow the track steep left (east), generally west 600m to the sign.

Access during low tide recommended. Starting at the intersection of Wharton Rd and Orleans Bay Rd, follow Wharton Rd south-west 5km, turn right (west) at the intersection, west 1.5km, turn left (south) at the intersection, generally south-east 230m to the beach and the sign.

Access for high clearance vehicles only. Starting at the intersection of Tagon Rd and Merivale Rd, follow Merivale Rd west 50m, turn left (south) at the intersection onto an unsealed road (Thomastown Rd), south-east 6.4km, turn right (south-west) at the intersection (Dolphin Cove Rd), generally south 3.3km, turn right (south-west) at the intersection, south-east 1.5km, turn left (south) at the intersection, generally south-west 230m to the beach and the sign.

Starting at the intersection of Tagon Rd and Merivale Rd, follow Merivale Rd west 50m, turn left (south) at the intersection onto an unsealed road (Thomastown Rd), south-east 6.4km, turn right (south-west) at the intersection (Dolphin Cove Rd), generally south 3.3km, turn left (south-east) at the intersection, south-east 230m, turn right (south-west) at the intersection, south-east 1.5km, turn left (south) at the intersection, generally south-east 230m to the beach and the sign.

Beach drive is challenging and technical/best attempted at low tide. Access onto the beach at Thomastown Rd subject to seasonal closure. Starting at the intersection of Tagon Rd and Merivale Rd, follow Merivale Rd west 50m, turn left (south) at the intersection onto an unsealed road (Thomastown Rd), generally south 9.3km to the beach, turn left (west) onto the beach, follow the beach generally south-west 16.8km, follow the track south 185m over the rock outcrop, follow the beach south-west 290m, follow the track south-west 200m over the rock outcrop, follow the beach generally south-east 1.2km to the end, turn left (east) onto the track, south-west 250m, stay right (north) at the intersection, generally south 1.2km to the beach, follow south 1.4km to the sign.
523 E3760 Barrier Anchorage <Null> Shire of Esperance Cape Arid 6452
Tagon Rd and Merivale Rd 27.3km south-east of the Tagon Rd and Merivale Rd intersection -33.9745549 123.183838 314532 6240953 51 Yes

524 E3918 Thomas Fishery <Null> Shire of Esperance Cape Arid 6452
Merivale Rd and Baring Rd 20.3km south-south-east of the Merivale Rd and Baring Rd intersection -33.9024795 123.222233 303525 6238956 51 Yes

525 E4110 Jomsee Creek Beach <Null> Shire of Esperance Cape Arid 6452
Merivale Rd and Baring Rd 17.8km south-east of the Merivale Rd and Baring Rd intersection -33.9322485 123.323290 328879 6245309 51 Yes

526 E4130 Seal Creek Beach <Null> Shire of Esperance Cape Arid 6452
Merivale Rd and Baring Rd 16.3km south-east of the Merivale Rd and Baring Rd intersection -33.9175859 123.328861 330401 6249933 51 Yes

527 E4165 Poison Creek Beach Fern Creek-Poison Creek Beach Shire of Esperance Cape Arid 6452
Merivale Rd and Baring Rd 17.5km south-east of the Merivale Rd and Baring Rd intersection -33.9302659 123.351368 323479 6246471 51 Yes

528 E4707 Point Malcolm Point Malcolm Campsite Shire of Esperance Illawalla Bay 6452
Point Malcolm Rd and Faehneres Rd 500m north-west of the southern end of Point Malcolm Rd -33.78500914 123.7450711 569896 6265039 51 Yes

529 E2961 Yooknap Bay <Null> Shire of Esperance Cape Arid 6452
Tagon Rd and Merivale Rd 14.1km south-east of the Tagon Rd and Merivale Rd intersection -33.87019885 123.0810646 307498 6252233 51

530 E7030 Stokes Inlet Stokes Inlet Beach West Shire of Esperance Coomadgup 6490
Stokes Inlet Rd and South Coelite Hoy Beach boat ramp 7.3km south of the Stokes Inlet Rd and South Coelite Hoy intersection -33.83179763 121.422398 328901 6254942 51

532 E1393 Esperance Goldfields Surf Life Saving Club Twilight Beach Shire of Esperance Dalyp 6490
Twilight Beach Rd and Cove Lane Beach access steps at the Esperance Goldfields Surf Life Saving Club -33.89418408 121.8223752 391130 6246953 51

537 E1549 Bandy Creek Bandy Creek Beach Wath. Side Shire of Esperance Bandy Creek 6490
Bandy Creek Rd and Wylie Bay Rd On the beach 30m south-west of the south-west end of Bandy Creek Rd -33.83189185 121.9341564 401492 6255996 51

538 E1637 Bandy Creek Bandy Creek Breakwater Town Side Shire of Esperance Bandy Creek 6490
Daw Dr and Bandy Grove 270m south-west of the south-west end of Daw Dr -33.83162891 121.9314794 401128 6255999 51

Beach drive is challenging and technical/ best attempted at low tide. Access onto the beach at Thomas River subject to seasonal closure. Starting at the intersection of Tagon Rd and Merivale Rd, follow Merivale Rd west 50m, turn left (south) at the intersection onto an unsealed road (Thomas River Rd), generally south-east 9.3km to the beach, turn left (east) onto the beach, follow the beach generally south-east 16.5km, follow the track south 180m over the rock outcrop, follow the beach south-west 290m, follow the track south-west 300m over the rock outcrop, follow the beach generally south-west 1.2km to the end, turn left (west) onto the track, south-west 250m, stay right (south) at the intersection, generally north-east 1.2km to the beach, follow the beach south 1.6km to the end, follow the track south-west 300m to the sign.

Access road may be seasonally closed and locked. Contact the DBCA Esperance district office. Starting at the intersection of Baring Rd and Merivale Rd, follow Merivale Rd west 400m, turn left (south) at the intersection, generally south-west 17.3km, turn right (east) at the intersection, generally north-east 6.3km, turn right (south) at the intersection, generally south-west 1.6km to the sign.

Access for high clearance vehicles only. Access road may be seasonally closed and locked. Contact the DBCA Esperance district office. Starting at the intersection of Baring Rd and Merivale Rd, follow Merivale Rd west 400m, turn left (south) at the intersection, generally south-west 17.3km, turn left (north) at the intersection, generally south-west 1.6km, turn left (east) at the intersection, generally south-west 1km, turn left (south) at the intersection, south 40m to the sign.

Access for high clearance vehicles only. Access road may be seasonally closed and locked. Contact the DBCA Esperance district office. Starting at the intersection of Baring Rd and Merivale Rd, follow Merivale Rd west 400m, turn left (south) at the intersection, generally south-west 17.3km, turn left (east) at the intersection, generally north-east 10.5km to the sign at the end of the road.

Access for high clearance vehicles only. Access road may be seasonally closed and locked. Contact the DBCA Esperance district office. Starting at the intersection of Point Malcolm Rd and Faehneres Rd, follow Point Malcolm Rd generally south 13km to the sign.

Beach drive is challenging and technical/ best attempted at low tide. Access onto the beach at Thomas River subject to seasonal closure. Starting at the intersection of Tagon Rd and Merivale Rd, follow Merivale Rd west 50m, turn left (south) at the intersection onto an unsealed road (Thomas River Rd), generally south-east 9.3km to the beach, turn left (east) onto the beach, follow the beach generally south-east 6.4km to the sign.

Head 5.6km generally south on Stokes Inlet Rd. Stay right (west) at intersection, generally south 40m, stay left at intersection, 60m south-west to sign. Steps to the beach behind the SLSC Clubrooms, carpark access 310m north-east of Steps to the beach behind the SLSC Clubrooms, carpark access 310m north-east of...
<table>
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<tr>
<th>No.</th>
<th>Name</th>
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Access to the track is blocked by boilerns. Sign can't be seen from the road. Starting at the intersection of Cunningham St and Burgess St, follow Cunningham St east 150m, turn right onto track along sea wall, south-west 50m to the sign.

Starting at the intersection of Cheyne Rd and Bald Island Rd, follow Cheyne Rd northeast 510m, turn right (north) at the intersection, turn right (west) immediately, south-east 10m, track splits but rejoins, south-east 100m, turn right (west) at the intersection, generally south 100m, turn left (west) at the intersection, generally east 440m to the sign.

Starting at the intersection of Cheyne Rd and Bald Island Rd, follow Cheyne Rd north-east 510m, turn right (north) at the intersection, generally north-east 60m to the sign.

Starting at the intersection of Sandalwood Rd and Mettler Rd, follow Sandalwood Rd south-east 12.3km, stay left (south-east) at the intersection, generally north-east 260m to the sign.

Starting at the intersection of Sandalwood Rd and Mettler Rd, follow Sandalwood Rd south-east 12.1km, stay left (south-east) at the intersection, generally north-east 180m to the sign.

Starting at the intersection of Cheyne Rd and Bald Island Rd, follow Cheyne Rd north-east 12.1km, stay left (south-east) at the intersection, south-east 12.8 km, turn right (south) at the intersection, south-east 12km, turn left (south-east) at the intersection, south-east 11.5m, turn left (north) at the intersection, north 620m to the sign.

Starting at the intersection of Boat Harbour Rd and South Cooley Hwy, follow Boat Harbour Rd south-west 12.3km, turn right (south) at the intersection, continue on Boat Harbour Rd generally south-southwest for 6.1km, turn left (south-east), south-west 20m over river crossing, continue on Boat Harbour Rd north-east 190m, stay right (west) at the intersection, generally south-east 14km, stay left (south-east) at the intersection, south-east 20m, turn right (south) at the intersection, generally south 14km to the sign.

Starting at the intersection of Boat Harbour Rd and South Cooley Hwy, follow Boat Harbour Rd south-west 12.3km, turn right (south) at the intersection, continue on Boat Harbour Rd generally south-southwest for 6.1km, turn left (south-east), south-west 20m over river crossing, continue on Boat Harbour Rd north-east 190m, stay right (west) at the intersection, generally south-east 14km, stay left (south-east) at the intersection, south-east 20m, turn right (south) at the intersection, generally south 14km to the sign.

Starting at the intersection of Boat Harbour Rd and South Cooley Hwy, follow Boat Harbour Rd south-west 12.3km, turn right (south) at the intersection, continue on Boat Harbour Rd generally south-southwest for 6.1km, turn left (south-east), south-west 20m over river crossing, continue on Boat Harbour Rd north-east 190m, stay right (west) at the intersection, generally south-east 14km, stay left (south-east) at the intersection, south-east 20m, turn right (south) at the intersection, generally south 14km to the sign.
687 AL854 Camp Kennedy
City of Albany Torbay 6330
Perkins Beach Rd and Torbay Inlet Rd
Beach access 400m east-north-east of the end of Perkins Beach Rd
-35.05452694 117.6550303 599733 6120174 50

688 AL877 Torbay Inlet (west)
City of Albany Torbay 6330
Torbay Inlet Rd and Unimlip Rd
920m east-southeast of the Torbay Inlet Rd and Unimlip Rd intersection
-35.04430935 117.9415509 595825 6119548 50

689 AL1476 Frenchman Bay
City of Albany Goode Beach 6330
St Georges Cr and Unimlip Rd
Beneath St St Georges Cr
-35.09201202 117.9415509 595825 6119548 50

690 AL1923 Middleton Beach
City of Albany Collwood Park 6330
Dillon Cl and Barry Cl
Football 60m south of the south-eastern end of Dillon Cl
-35.07725148 117.9415509 595825 6119548 50

691 AL1931 Emu Point Swim Beach
City of Albany Emu Point
Emu Point
Boat ramp west of the north-eastern end of Sweatman St.
-34.99276531 117.9415509 595825 6119548 50

692 AL1936 Emu Point Boat Ramp
City of Albany Emu Point Marina
Emu Point Marina
Boat ramp 150m north of the The Esplanade and Elizabeth St intersection - The Esplanade
-34.99439301 117.9415509 595825 6119548 50

693 AL1987 Lower King Boat Ramp
City of Albany Torbay 6330
Esplanade Boat Ramp (or Lower King Boat Ramp)
Lower King
Day use area 100m north of the Kylda Rd and Cheyne Rd intersection - Kylda Rd
-34.88153242 118.4243123 621863 6135000 50

694 AL1992 Yacht Club Boat Ramp
City of Albany Little Grove 6330
Chipsa Dr and Northflk Pl
Boat ramp 240m north-east of the Chipsa Dr and Northflk Pl intersection
-35.08634834 117.8700615 601152 6119246 50

695 AL1993 Little Grove Boat Ramp
City of Albany Little Grove 6330
Chipsa Dr and Northflk Pl
Boat ramp 340m north-east of the Chipsa Dr and Northflk Pl intersection
-35.08634834 117.8700615 601152 6119246 50

696 AL1995 Geake Point
City of Albany Vancouver Peninsula 6330
Quaranup Rd and Shovel Bay Rd
Jetty 220m west of the northern end of Quaranup Rd
-35.05323588 117.9131964 639314 6129704 50

697 AL1996 Bramble Beach
City of Albany Vancouver Peninsula 6330
Quaranup Rd and Shovel Bay Rd
Beach access 500m north-east of the northern end of Quaranup Rd
-35.04934279 117.9137029 639381 6121101 50

698 AL1997 Camp Quaranup Nurses Quarter
City of Albany Vancouver Peninsula 6330
Quaranup Rd and Shovel Bay Rd
Jetty 320m north of the northern end of Quaranup Rd
-35.05007279 117.9141429 639387 6121022 50

700 AL1290 Solomn Hole
City of Albany Tomdinup 6330
Solomon Hole
Murry Rd
Access may be blocked by bollards and locked gate.
-35.02076639 117.9415509 595825 6119548 50

701 AL1496 Milnry Beach
City of Albany Tomdinup
Murry Rd
Blowholes Rd and Frenchman Bay Rd
Car park at the south-eastern end of Blowholes Rd
-35.11662745 117.8290496 639635 6134057 50

703 AL1156 Cable Beach
City of Albany Tomdinup 6330
The Gap Rd and Frenchman Bay Rd
Car park 1.7m south-west of the The Gap Rd and Frenchman Bay Rd intersection
-35.11656019 117.8888221 681904 6139651 50

704 AL795 Dingo Beach
City of Albany West Cape Howe 6330
Tobuty Rd and Cowbus Rd
Shawley Beach Rd and Dunley Rd intersection
-35.08469035 117.9413034 6394490 6117381 50

705 AL799 Shelley Beach
City of Albany West Cape Howe 6330
Shawley Beach Rd
Shawley Beach Rd
-35.1087243 117.9424465 639732 6114718 50

706 AL737 Dunley Beach
City of Albany West Cape Howe 6330
Golden Rd
Golden Rd
-35.12468528 117.8355445 639797 6122945 50

707 AL636 Golden Gales Beach
City of Albany West Cape Howe 6330
Golden Gales Beach
Golden Gales Beach
-35.11648855 117.8982528 635524 6114052 50

Starting at the Perkins Beach Rd and Torbay Inlet Rd, follow Perkins Beach Rd south-west 1.8km, turn left (north) at the intersection, generally east 240m, turn right (south-west) into the Kennedy Camping Centre, generally south-west 70m onto the oval, continue west 50m the north-western corner of the playground and basketball court, continue 30m west to the sign.

Starting at the Torbay Inlet Rd and Unimlip Rd intersection, follow Torbay Inlet Rd east 800m, turn right (south) at the intersection, south-southwest 50m, stay left at the intersection, south-southwest 130m, stay right (south) at the intersection, generally south-southwest 240m to the sign.

Access may be blocked by bollards and locked gate.

Starting at the intersection of Cheyne Rd and Kylda Rd, follow Kylda Rd north-north-west 70m, turn right (north) into the day use area, north-west 30m to the sign.

Starting at the intersection of Camp Quaranup Nurses Quarter, follow Quaranup Rd north 130m, turn right (west) at the intersection, generally west 170m to the sign.

Access for high clearance 4WD vehicles only.

Starting at the intersection of Cheyne Rd and Northflk Pl intersection, follow Cheyne Rd north 130m, turn right (west) at the intersection, generally west 220m to the sign.

Starting at the northern end of Quaranup Rd, continue south 100m to the southern end of the car park, continue (past Camp Quaranup), generally north 230m to the sign at the jetty.

Starting at the northern end of Quaranup Rd, continue (past Camp Quaranup) generally north 350m, stay right (west) at the intersection, east 30m, turn left (north) at the intersection, generally north 90m, continue straight (north) at the intersection, generally north 100m, turn left (south-west), west 40m to the sign.

Starting at the northern end of Quaranup Rd, continue (past Camp Quaranup) generally north 250m, turn left (north) into the car park, proceed on foot generally north-west 140m to the sign at the jetty.

Starting at the The Gap Rd and Frenchman Bay Rd intersection, follow The Gap Rd 1.8km south-west, turn left (south) at the intersection, generally south 110m, stay left (east) at the intersection, east 100m to the sign.

Access for high clearance 4WD vehicles only.

Starting at the intersection of Torbay Rd and Cowbus Rd intersection, follow Torbay Rd generally south-west 1.7km, stay right (south-west) at the intersection on the bend, continue on the unnamed track (unofficial name Dingos Track) generally south-west 350m, stay right (west) at the intersection, continue generally south-west 320m, turn left (south), 40m south-west to the sign.

Access for high clearance 4WD vehicles only.

Access for high clearance 4WD vehicles only.
<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Coordinates</th>
<th>Access Notes</th>
<th>Distance from Sign</th>
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<td>Drummell CNCs and Leon St. for Drummond CNCs access ramps turns north to drummond CNCs Loop turn north 700m to the sign.</td>
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<td>Cervantes Beach Shire of Dandaragan Cervantes 6511</td>
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</table>
587 GR550 Hangover Bay
Shire of Dandaragan
Shire of Augusta-Margaret River
Nambung 6521
Indoor Ocean Dr and Pinnacles Dr
Gas Bay Rd and Whalefjwe Rd
Car park 540m west-southwest of the
Indoor Ocean Dr and Pinnacles Dr
intersection
-30.59208123 115.10463 318276 6512985 $0

579 AL5065 Gas Bay
Gas Bay Carpark
Granubup 6285
Shire of Augusta-Margaret River
Car park at the southern end of Gas Bay Rd
-34.00262342 114.9975664 315070 6238746 $0

570 RT371 Fays Bay
Fay's Bay
Rottnest Island
6161
Hydrofylke Loop and Kalamnarra Rd
Beach access stairs 70m north of Unit 853
Hydrofylke Loop - Fays Bay
Jelly 115m north-east of the Army Jetty Rd
Park and Parker Point Rd eastern intersection -
Army Jetty Rd
-31.98816491 115.52496485 306849 6459326 $0

571 RT12 Thomason Bay
Army Jetty
Rottnest Island
6161
Hydrofylke Loop and Parker Point Rd (east
Beach access 70m south-east of the south-
eastern end of Hospital Lane - Kingstown
Bussola
-32.00216896 115.5430927 362980 6458405 $0

572 RT25 Bickley Bay
Null
Rottnest Island
6161
Hospital Lane and Kingstown Rd
-32.00553329 115.5352136 363534 6459039 $0

573 RT144 Henntells Rocks
Null
Rottnest Island
6161
Parker Point Rd and Kingstown Rd
Lockout 25m north-east of bus stop 3
(Henntells Rocks) - Parker Point Rd
-32.0172088 115.5415129 362251 6457226 $0

574 RT355 Porpoise Bay
Null
Rottnest Island
6161
Parker Point Rd and Kingstown Rd
Bus stop 4 (Porpoise Bay) - Parker Point Rd
-32.01537723 115.53565131 361216 6459316 $0

575 RT86 Parker Point
Null
Rottnest Island
6161
Parker Point Rd and Digby Dr
Bus stop 5 (Parker Point) - Parker Point Rd
-32.02300385 115.5282842 361017 6459068 $0

576 RT82 Salmon Point
Chichere Surf Break
Rottnest Island
6161
Parker Point Rd and Digby Dr
280m west of bus stop 5 (Little Salmon Bay)
-32.02397051 115.5244988 360463 6459953 $0

577 RT86 Salmon Bay
Null
Rottnest Island
6161
Parker Point Rd and Digby Dr
Beach access stairs at bus stop 7 (Salmon
Bay) - Parker Point Rd
-32.02144789 115.5221098 360431 6459232 $0

578 RT131 Strickland Bay
Rottnest Island
6161
Digby Dr and Karak Boodjar Rd
Digby Dr and Aitken Way (western)
Digby Dr and Aitken Way (western)
620m south-west of bus stop 10 (Strickland
Bay)
Lockout at the south-western end of Digby
Dr
50m west of bus stop 11 (West End) -
Digby Dr
-32.01834082 115.4991178 357510 6459034 $0

579 RT919 West End
Null
Rottnest Island
6161
Digby Dr and Aitken Way (western)
-32.02371229 115.45030814 353860 6459085 $0

800 RT197 Cathedral Rocks
Null
Rottnest Island
6161
-32.02265466 115.4514194 353705 6459700 $0

801 RT218 Mayjone Bay
Rottnest Island
6161
Digby Dr and Aitken Way (eastern)
-32.01529821 115.46313073 354967 6459034 $0

802 RT2219 Rocky Bay
Null
Rottnest Island
6161
Digby Dr and Bovell Way
-32.01534339 115.4710114 355511 6458641 $0

803 RT2235 Lady Edeline Beach
Null
Rottnest Island
6161
Digby Dr and Bovell Way
-32.01419261 115.4716483 355079 6459796 $0

804 RT249 Stark Bay
Null
Rottnest Island
6161
Bovell Way and Digby Dr
-32.00833476 115.4869843 357082 6459740 $0

805 RT255 Rivery Beach
Null
Rottnest Island
6161
Ngalawernge Baren and Bovell Way
-32.00883694 115.4903181 357937 6459647 $0

806 RT268 City of York Bay
Null
Rottnest Island
6161
-31.98577015 115.4978661 357988 6459404 $0

Starting at the intersection of Indian Ocean Dr
and Pinnacles Dr, follow Indian Ocean Dr south
230m (turn right) at the intersection into the
unnamed road, west-southwest 450m, turn
right (north-west), north-northwest 150m to the
sign.

Starting the intersection opposite unit 853
Hydrofylke Loop (Fays Bay) follow the unsealed
track north 50m to the sign.

Starting at the cul-de-sac on the south-eastern
d end of Hospital Lane, follow the track south-
west 70m to where the track ends, the sign is at
the start of the left hand (south-west) track to
the beach.

Due to one-way roads traffic should approach
the location from Kingstown (not Digby Dr onto
Parker Point) unless there are extenuating
circumstances. Sign located 250m north-east of
bus stop 3 (Henntells Rocks). Starting at the
intersection of Parker Point Rd and Kingstown Rd, follow Parker Point Rd generally south-west 3.5km to
the sign at the lookout.

Due to one-way roads traffic should approach
the location from Kingstown (not Digby Dr onto
Parker Point) unless there are extenuating
circumstances. Sign located at bus stop 4 (Porpoise Bay).
Starting at the intersection of Parker Point Rd and
Kingstown Rd, follow Parker Point Rd generally south-west 2.7km to the sign.

Due to one-way roads traffic should approach
the location from Kingstown (not Digby Dr onto
Parker Point) unless there are extenuating
circumstances. Sign located at bus stop 5.
Starting at the intersection of Parker Point Rd
and Kingstown Rd, follow Parker Point Rd
generally south-west 3.4km, turn left (south-
west) at the intersection, south-west 500m to
the sign.

Due to one-way roads traffic should approach
the location from Kingstown (not Digby Dr onto
Parker Point) unless there are extenuating
circumstances. Starting at the intersection of
Parker Point Rd and Kingstown Rd, follow
Parker Point Rd generally south-west 3.4km, turn left (south-west) at the intersection, south-west 450m, south 360m, generally north-west 500m to the sign.

Due to one-way roads traffic should approach
the location from Kingstown (not Digby Dr onto
Parker Point) unless there are extenuating
circumstances. Sign located at bus stop 7.
Starting at the intersection of Parker Point Rd
and Kingstown Rd, follow Parker Point Rd
generally south-west 3.4km, turn left (south-
west) at the intersection, south-west 450m, south
360m, generally north-west 840m to the sign.

Starting at the intersection of Digby Dr and
Karak Boodjar Rd, follow Digby Dr north-west
370m, turn left (south-west) at the intersection
(at bus stop 10) onto the unsealed road,
generally south-west 710m to the sign.
Starting at bus stop 11, follow Digby Dr generally south-west 250m to the sign.

Starting at the eastern intersection of Digby Dr
and Aitken Way, follow Digby Dr generally west
270m, turn left (north) onto the unsealed track,
follow the track generally north 540m, south-
west 220m, generally north-east 150m to the
sign at the start of the beach.

Starting at bus stop 12 (Roland Smith Memorial)
on Digby Dr, follow Digby Dr generally west
190m to the sign at the lookout.

Starting at bus stop 13 (Rocky Bay) on Digby
Dr, continue west taking the tight curve road
at the fork, continue west 120m to the sign.
Starting at bus stop 14 (Stark Bay) on Bovell
Way, continue north-west 90m to the sign at
the lookout.
Starting at bus stop 16 (City of York Bay) (the intersection of Ngaligwa Banan and Bovell Way), follow Bovell Way generally east 30m, turn left (east) at the intersection with the unmarked track. Proceed on foot. Continue on the track generally north-east 200m to the sign. Starting at bus stop 17 (Little Armstrong Bay) (the intersection of Noongar Loop and Defence Rd), follow Noongar Loop north-east 230m to the sign on the side of the road.

Starting at bus stop 18 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 150m to the sign at the end of the road.

Access via steps adjacent to unit 816 Zephyr Rd

Access via steps between units 812 and 813 Zephyr Rd

Access via steps between units 805 and 807 Zephyr Rd

Access via steps between unit 801 Zephyr Rd and public toilet block.

Starting at the cul-de-sac at the eastern end of Zephyr Rd, continue east 190m on the cycleway to the beach access stairs. The sign is located at the bottom of the stairs.

Starting at the north-west end of Kinggaway continue north-west 120m on the cycleway to the sign at the entrance to the beach access track.

Starting at the north-west end of Kinggaway continue north-east 30m to the beach access track on the right (east), follow the track north-east 230m to the sign on the beach.

Starting at the Gem Rd and Lancar St intersection, turn north onto the track that leads past the tennis courts, follow the track north-east 150m to the beach, turn left (west) onto the track generally north-east 200m to the sign. Starting at the Gem Rd and Lancar St intersection, turn north onto the track that leads past the tennis courts, follow the track north-east 100m to the sign.

Access to the beach is via steps opposite the space between units 335 and 336 Vincent Way. Alternative access - starting at the intersection of Vincent Way and Angolia St continue east on the track to the beach. Turn right (south-east), south-east 30m along the beach to the sign.

Closest beach access is via steps opposite the space between units 335 and 336 Vincent Way. Alternative access - starting at the intersection of Vincent Way and Angolia St continue east on the track to the beach. Turn right (south), south-east 30m along the beach to the sign.

Due to one-way traffic should approach the location from Kingstown (not Digby Dr onto Parker Point) unless there are extenuating circumstances. Sign located at bus stop 6. Starting at the intersection of Parker Point Rd and Kingsown Rd, follow Parker Point Rd generally south-west 30m, turn left (south-east) at the intersection, south-west 40m, south 30m, generally north-west 20m to the sign.

Access via steps to the beach access track in the right hand (south-west) corner of the car park at the end of the road, follow the track north-east 20m to the sign at the steps. Starting at bus stop 19 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Access via steps to the beach access track in the right hand (south-west) corner of the car park at the end of the road, follow the track north-east 20m to the sign at the steps. Starting at bus stop 20 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Access via steps to the beach access track in the right hand (south-west) corner of the car park at the end of the road, follow the track north-east 20m to the sign at the steps. Starting at bus stop 21 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 22 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 23 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 24 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 25 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 26 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 27 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 28 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 29 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 30 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.

Starting at bus stop 31 (Little Parakeet Bay), at the intersection follow the unmarked road generally north-west 100m to the sign at the end of the road.
831 RT391 Fairbridge Bluff <Null>
Rottnest Island Authority Rottnest Island 6161
Parker Point Rd and Digby Dr
Lookout 79m south-southwest of the Parker Point Rd and Digby Dr intersection - Parker Point Rd
-32.0146739 115.3147233 359723 6458974 50

832 RT118 Green Island <Null>
Rottnest Island Authority Rottnest Island 6161
Digby Dr and Karak Boorool Rd
Beach access 30m south-west of bus stop 9 (Green island)
-32.01578923 115.4984996 358192 6458029 50

833 RT151 Strickland Bay South Point
Rottnest Island Authority Rottnest Island 6161
Digby Dr and Bovell Way (eastern)
160m south of bus stop 12 (Roland Smith Memorial)
-32.01704367 115.4712443 357505 6459655 50

834 RT176 Rader Reef <Null>
Rottnest Island Authority Rottnest Island 6161
Digby Dr and Alkem Way (eastern)
Lookout 530m south of the eastern Digby Dr and Alkem Way intersection
-32.0254306 115.4571333 354300 6459706 50

835 RT203 Eagle Bay
Rottnest Island Authority Rottnest Island 6161
Digby Dr and Alkem Way (eastern)
260m north of the eastern Digby Dr and Alkem Way/south
-32.01819442 115.4535106 354136 6459035 50

836 RT207 Mabel Cove
Rottnest Island Authority Rottnest Island 6161
Digby Dr and Alkem Way (eastern)
Lookout 370m north of the eastern Digby Dr and Alkem Way/south
-32.01737571 115.4944444 354223 6459097 50

837 RT223 Majorkea Pool
Rottnest Island Authority Rottnest Island 6161
Digby Dr and Bovell Way
300m west of bus stop 12 (Roland Smith Memorial) - Digby Dr
-32.01578923 115.4986527 355399 6458790 50

838 RT168 Wilson Bay
Rottnest Island Authority Rottnest Island 6161
Digby Dr and Alkem Way (eastern)
520m east-southeast of the eastern Digby Dr and Alkem Way/south
-32.02185473 115.4471834 354732 6468108 50 <Null>

840 RT158 South Point
Rottnest Island Authority Rottnest Island 6161
Digby Dr and Alkem Way (eastern)
Karak Boorool Rd and Digby Dr
1.2km east of the eastern Digby Dr and Alkem Way/south
-32.0204185 115.4891088 354824 6459359 50

841 RT125 Mary Cove
Rottnest Island Authority Rottnest Island 6161
South-western end of Karak Boorool Rd and Digby Dr
Beach access 570m north of the eastern Digby Dr and Alkem Way/south
-32.0184646 115.4935152 357726 6459026 50

842 RT235 Paterson Beach Paterson's Beach
Rottnest Island Authority Rottnest Island 6161
Parker Point Rd and Kingsnorth Rd and Governor Cir
Beach access 520m south-southwest of the Parker Point Rd and Kingsnorth Rd and Governor Cir/south
-32.01116546 115.5311103 363155 6457409 50 <Null>

843 RT118 Natural Jetty <Null>
Rottnest Island Authority Rottnest Island 6161
Digby Dr and Alkem Way (eastern)
520m east-southeast of the eastern Digby Dr and Alkem Way/south
-32.02017362 115.5357639 363553 6459290 50

844 RT304 Little Geordie Bay Little Geordie
Rottnest Island Authority Rottnest Island 6161
Bowd Way and Teneranian Rd and Ormsby Tce & Asteria Ct
Beach access 270m east-south-east of bus stop 16 (Little Parakeet Beach) - Bowd Way
-31.9919821 115.5195146 360141 6459496 50

845 MB9071 Silver Sands Beach Silver Sands
City of Mandurah Silver Sands 6210
Ormsby Tce & Asteria Ct
Opposite 135 Ormsby Tce
-32.51732138 115.7274991 380480 6451907 50

846 MB9210 Avalon Point Surf Break Avalon Point
City of Mandurah Wannanup 6210
Akole Cro & Reef View
Opposite 46 Akole Cir
-32.5895237 115.633814 371792 6390728 50

847 EBN705 <Null>
City of Busselton Wannanup 6280
Leyland Rd and McCormack St
Opposite 96 Leyland Rd
-32.6257966 115.4105911 351721 6278188 50

848 ESN680 Eagle Bay Eagle Bay Beach Carpark
City of Busselton Shire of Augusta-Margaret River Gracetown 6281
Eagle Bay-Meekup Rd and Gipps St and Bayview Dr and Gracetown Rd
Car park 50m east of 1 Eagle Bay-Meekup Rd
-33.5699916 115.4668018 350351 6294995 50

849 AU850 Cowaramup Bay Beach Carpark
City of Busselton Shire of Augusta-Margaret River Gracetown 6284
Bovell Way and Palace Way (loop)
Car park 130m north-west of the Bovell Way and Palace Way (loop)
-33.86416033 114.9898037 313972 6251365 50

850 AU863 Melaleuca Carpark
City of Busselton Shire of Augusta-Margaret River Gracetown 6284
Bayview Dr and Percy St
Car park 130m north-west of the Bayview Dr and Percy St/south
-33.8642148 114.9871497 315308 6251071 50

Due to one-way roads traffic should approach the location from Kingston (not Digby Dr onto Parker Point Rd) unless there are extenuating circumstances. Starting at the intersection of Parker Point Rd and Kingston Rd, follow Parker Point Rd generally south-west 3.4km, turn-right (north-west) at the intersection, north-west 300m south-east of Bus Stop 9. Starting at the intersection of Digby Dr and Karak Boorool Rd, follow Digby Dr generally north-west 30m, turn-right (north-west) at the intersection, south-east 50m to the sign.

Starting at the intersection of Digby Dr and Bovell Way, follow Digby Dr generally west 1.3km (20m past bus stop 12), turn left (south) at the intersection with an unsealed west road, south-southwest 160m to the sign. Starting from the eastern Digby Dr and Alkem Way (loop) intersection, follow Alkem Way (loop) generally south then west 650m, turn left (south) onto the unsealed road, generally south-west 120m to the sign.

Starting at the eastern intersection of Digby Dr and Alkem Way, follow Digby Dr generally east 180m, turn-left (north-east) onto the unsealed road, continue north-west 360m to the sign.

Starting at the eastern intersection of Digby Dr and Alkem Way, follow Digby Dr generally east 180m, turn-left (north-east) onto the unsealed road, continue generally north-west 520m to the sign at the end of the road.

Starting at bus stop 12 (Roland Smith Memorial) on Digby Dr, follow Digby Dr generally west 250m to the sign at the intersection of Digby Dr and an unsealed track.

Starting at the eastern intersection of Digby Dr and Alkem Way, follow Digby Dr generally east 440m, turn-right (south) at the intersection with an unsealed track, south-southwest 170m, stay-left (south) at the intersection, south-southwest 350m to the sign.

Starting at the intersection of Digby Dr and Bovell Way, follow Digby Dr generally north 1.5km, turn-left (south-west) at the intersection with an unsealed track, generally south-southwest 300m, stay-left (south-west) at the intersection, continue south-east 160m to the sign at the intersection.

Starting at the intersection of Parker Point Rd and Kingston Rd follow Parker Point Rd generally south-west 250m, turn-left (east) at the intersection with an unsealed track (Bicton Bakery Fire Trail), south-west 50m, stay-right at the intersection, south-east then south 220m, stay-right (south-west) at the intersection, south-west 50m, stay-left at the intersection, generally south 180m, turn-right (south-west) at the intersection onto rough track. Proceed on foot. Follow the track through the dunes south-west 100m to the sign.

Starting at bus stop 16 (Little Parakeet Bay), follow Bovell Way generally south-west 270m, turn-left (north-west) at the intersection with an unsealed track, continue north-east 10m to the sign.

Signs is accessed via footpath entrance at 44 Akole Cir. Follow the footpaths west 85m, turn right at the intersection, generally north-east 75m to the sign.

Carpark entrance is 150m north along Bovell Dr starting at the Bovell Dr and Percy St intersection.
Starting at the eastern end of Kilcarnup Rd follow the 4WD gravel track generally west for approx. 1.2km to an intersection; at the intersection stay left and continue generally south 850m to the sign.

Two access points provided option A is restricted vehicle access up to 860m from the sign. Option B is unrestricted vehicle access up to 200m from the sign. (A)Vehicle access via locked gate at the intersection of Mitchell Dr and Chapell St. Follow the gravel track west 200m to the oval; south-west 110m across the oval to the central footpath leading to the beach. Follow the footpath generally south-west 80m to the sign. (B) Drive to the carpark 50m north-west of the Mitchell Dr and Wiroston Cr. Follow the footpath at the north-western end of the carpark north-west 100m to the oval, continue left, 100m generally west to an intersection. Turn left, generally south-west 50m to the sign.

Option A: Difficult 4WD entry. Soft sand. Turn onto 4WD track off the southern end of Grey Corner Rd, 2.5km west of the Grey Corner Rd and Caves Rd eastern intersection. Head generally south 1.5km, continue on straight at the intersection, west 150m to the sign.

Option B: Difficult 4WD entry. Soft sand. Turn onto 4WD track off the southern end of Grey Corner Rd, 2.5km west of the Grey Corner Rd and Caves Rd eastern intersection. Head generally south 1.5km, turn left at the intersection, generally south-east 30m to the sign. Turn onto the unsealed road of the southern end of Grey Corner Rd. 1.5km south of the Leeween Rd and Slippy Rock Rd intersection. Head south 45m, follow the bend right (south-west), continue south-west 50m, follow the bend south-west (left), continue south-west 40m to the sign. Sign is part way down steps and may not be visible from the road.

Starting at the intersection of Rollinson Rd and Robb Rd, follow Rollinson Rd west 30m to the end, turn right (north) into the car park, north-west 50m to the start of the footpath in the north-western corner of the car park. Proceed on foot. Follow the footpath north-west 10m, turn left at the intersection, north-west 30m to the sign at the intersection. Starting at the intersection of Robb Rd and Rollinson Rd, follow Robb Rd generally south 200m, join the footpath on the west side of Robb Rd. Proceed on foot. Follow the footpath north-west 90m to the sign.

Starting at the intersection of Robb Rd and McTaggart Cove, follow Robb Rd north-west 270m, turn left (north-west) at the intersection into the car park, generally north-west 70m to the start of the track in the north-west corner of the car park. Proceed on foot. Follow the track north-west 30m; then south-west 60m to the sign at the intersection with the footpath.

Starting at the intersection of McTaggart Cove and Robb Rd follow. McTaggart Cove west 130m, turn right (north) into the car park, north-west 80m to the footpath on the western side of the middle of the car park. Proceed on foot. Follow the footpath north-west 20m down the northern access ramp to the park, continue generally west 65m across the grassed area to the north-west corner of the park and the sign.

Starting at the western end of Kilcarnup Rd follow the 4WD gravel track generally west for approx. 1.2km to an intersection; at the intersection stay left and continue generally south 850m to the sign.

Two access points provided option A is restricted vehicle access up to 860m from the sign. Option B is unrestricted vehicle access up to 200m from the sign. (A)Vehicle access via locked gate at the intersection of Mitchell Dr and Chapell St. Follow the gravel track west 200m to the oval; south-west 110m across the oval to the central footpath leading to the beach. Follow the footpath generally south-west 80m to the sign. (B) Drive to the carpark 50m north-west of the Mitchell Dr and Wiroston Cr. Follow the footpath at the north-western end of the carpark north-west 100m to the oval, continue left, 100m generally west to an intersection. Turn left, generally south-west 50m to the sign.

Option A: Difficult 4WD entry. Soft sand. Turn onto 4WD track off the southern end of Grey Corner Rd, 2.5km west of the Grey Corner Rd and Caves Rd eastern intersection. Head generally south 1.5km, continue on straight at the intersection, west 150m to the sign.

Option B: Difficult 4WD entry. Soft sand. Turn onto 4WD track off the southern end of Grey Corner Rd, 2.5km west of the Grey Corner Rd and Caves Rd eastern intersection. Head generally south 1.5km, turn left at the intersection, generally south-east 30m to the sign. Turn onto the unsealed road of the southern end of Grey Corner Rd. 1.5km south of the Leeween Rd and Slippy Rock Rd intersection. Head south 45m, follow the bend right (south-west), continue south-west 50m, follow the bend south-west (left), continue south-west 40m to the sign. Sign is part way down steps and may not be visible from the road.
Starting at the intersection of Socrates Pde and Mandura Link, follow Socrates Pde north-west 80m, turn left [west] onto the footpath, west 20m along the footpath to the sign at the start.

Starting at the western end of Powell Rd, turn right (north) into the car park, generally north-west 20m to the sign at the start of the beach access track on the western side of the car park.

Starting at the eastern end of Powell Rd, turn right (north) into the car park, generally north-west 50m to the sign next to the picnic shelters on the western side of the car park.

Access gate may be locked. Starting at the western end of Powell Rd, continue straight [west] 10m to the emergency access gate. Gate may be locked. Continue 30m west to the sign.

Gates to the holiday park may be closed. Contact the Coogee Beach Holiday Park for access. Starting at the western end of Powell Rd, turn left [south] follow the access road 200m generally south-west to the entrance to the Coogee Beach Holiday Park. Gates may be closed. Follow the main park entry road. (unofficial name The Boulevard) generally south 150m, turn right [west] at the intersection (unofficial name Dampier Rd), west 30m, then north 50m to the sign at the beach access at the end of the road, opposite until 205.

Starting at the north-western end of Poore Gr, turn right (north-west) into the car park, north-west 50m to the car park entrance. Start the west side of the surf life saving club building, generally north-west 70m to the track in the north-west corner of the car park. Follow the track generally north-west 50m to the sign. Starting at the north-western end of Poore Gr, continue through the car park west 50m, then north 50m to the north-west corner in front of the surf life saving club.

Access gate may be locked. Starting at the western end of Nyerebup Cr, turn right (north-west) onto the access road and follow north-west 70m to the main car park, stay left [west] into the car park, generally north 90m to the start of the footpath in the north-western corner of the car park. Access gate may be closed. Follow the footpath generally west 105m to the beach access path, continue straight [west] at the crossroads, generally west 100m to the sign.

Access gate may be locked, contact the Woodman Point Recreation Camp for access. Starting from the western end of O’Kane Ct, continue generally north-west 200m on the unnamed road to the roundabout, continue straight at the roundabout taking the first exit (north-west), north-west 50m past the recreation camp buildings to the start of the beach access footpath. Gate may be locked. Take the pedestrian way along the footpath. Follow the footpath north-west 60m to the sign.

Access gate may be locked, contact the Woodman Point Recreation Camp for access. Starting from the western end of O’Kane Ct, continue generally north-west 250m on the unnamed road to the roundabout, continue straight at the roundabout taking the first exit (north-west), north-west 40m past the office, turn left (south-west) onto the grassed area at the gap in the buildings, continue across the oval south-west 160m, keep to the left of the basketball court then to the right of the dormitory building, turn right (north-west) onto the start of the beach access footpath. Gates may be locked. Pedestrian way along the footpath. Follow the footpath north-west 110m to the sign.

Sign at the start of a beach access track in the south-western corner of the car park at the access gate.

Access gate may be locked, contact the Woodman Point Recreation Camp for access. Starting from the western end of O’Kane Ct, continue generally north-west 200m on the unnamed road to the roundabout, continue straight at the roundabout taking the first exit (north-west), north-west 40m past the office, turn left (south-west) onto the grassed area at the gap in the buildings, continue across the oval south-west 160m, keep to the left of the basketball court then to the right of the dormitory building, turn right (north-west) onto the start of the beach access footpath. Gates may be locked. Pedestrian way along the footpath. Follow the footpath north-west 110m to the sign.

Sign at the start of a beach access track in the south-western corner of the car park at the access gate.
Community Action Submission

Working together to create a carbon free and climate resilient community that is sustainable and just.

In response to climate change, there is a global movement to reduce carbon emissions to zero by 2050. The Augusta Margaret River community is committed to achieving this ambitious target locally, by building on our achievements to date and driving towards a carbon free and climate resilient future.

By creating a whole of community approach to building education, awareness, commitment and action to mitigate climate change, our aim is to set achievable goals, establish practical actions and collaborate across the community with business, peak bodies, government and community groups to establish the Augusta Margaret River community as a leader in climate action.

We are now seeking to create a whole of community approach to reducing our greenhouse emissions and moderating the impacts of climate change on our Shire.

Climate Action Augusta Margaret River would like to work collectively with our community, to direct the solutions and establish a clear pathway for creating positive change.

We would like to hear from you about your ideas on how we can reduce carbon emissions in our community and help our community to transform to a carbon free and resilient climate future.

Please provide your ideas over page and submit your feedback by Wednesday 15 May 2019 to excite@climateactionamr.com.au or in person to the Margaret River Bookshop.

Alternatively you can provide your feedback online at www.surveymonkey.com/r/climateactionamr
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<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Response</th>
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<tbody>
<tr>
<td>1</td>
<td>What group or sector do you represent?</td>
<td>Please circle (can be more than one)</td>
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<td>• Business, industry and commerce</td>
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<td>Community group name (if relevant):</td>
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<td>2</td>
<td>What area of activity in our community are you addressing?</td>
<td>You may include more than one area of activity:</td>
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<td>1. Power generation</td>
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<td>2. Transport</td>
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<td>3. Agriculture, viticulture and land use</td>
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<td>4. Housing and development</td>
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<td>5. Forestry and fire management</td>
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<td>6. Other - please expand</td>
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<td>3</td>
<td>What actions can be taken to reduce greenhouse gas emissions in your selected areas of activity?</td>
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<td>Item</td>
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<td>4</td>
<td>Who are the other stakeholders who have the potential to act on or advocate for change in this area? e.g. Industry and commerce / tourism / community groups / individuals and households / youth / farming community / viticulture / Local Govt / State Govt / Commonwealth Govt / other</td>
<td>Please list:</td>
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<td>5</td>
<td>Are there any “quick-wins” to reduce carbon emissions quickly?</td>
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<td>6</td>
<td>Would you like to be involved in a working group to support your actions become a reality and help to reduce carbon emissions?</td>
<td>If so, please be sure to include your contact details in question 1.</td>
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Local Emergency Management Committee Meeting

MINUTES

FOR THE MEETING TO BE HELD
13 AUGUST 2019
COUNCIL CHAMBERS - 41 WALLCLIFFE ROAD, MARGARET RIVER
COMMENCING AT 4:30PM
Notice of Meeting

Please be advised that a meeting of the Local Emergency Management Committee will be held on 13 August 2019 in the Margaret River Council Chambers, commencing at 4.30pm.

This meeting is open to members of the public.

If you are unable to attend the meeting, please contact Katie Taylor, Community Development Officer.

Contact Number: 9780 5233
Email Address: ktaylor@amrshire.wa.gov.au
ORDER OF BUSINESS

1.0 DECLARATION OF OPENING

2.0 ATTENDANCE / APOLOGIES

   2.1 Attendance
   2.2 Apologies
   2.3 Non-attendance
   2.4 Welcome to new members

3.0 PUBLIC QUESTION TIME

4.0 DISCLOSURE OF INTEREST

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

   5.1 Confirmation of Minutes: 15 May 2019

6.0 MATTERS ARISING FROM PREVIOUS MINUTES

7.0 SHIRE OFFICERS AND DELEGATE REPORTS

8.0 GENERAL BUSINESS

   8.1 Review of LEMC Terms of Reference (Attach.1) – Adam Jasper
   8.2 Proposed Level 3 Incident Control Site – Adam Jasper
   8.3 HMA Role and Responsibilities – WA Police
   8.4 Hypothetical Scenario – Nathan Hall and Adam Jasper

9.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL ITEMS)

10.0 CLOSE
The Local Emergency Management Committee meeting was held on Tuesday 13 August 2019 in the Margaret River Council Chambers, commencing at 4.30pm.

ORDR OF BUSINESS

1.0 DECLARATION OF OPENING
Pam Townshend, LEMC chairperson opened the meeting at 4.34pm.

2.0 ATTENDANCE / APOLOGIES

2.1 Attendance
David Holland : Chief Bush Fire Control Officer
Luke Fowler : Margaret River Police
Adrian Yates : State Emergency Service
Nathan Hall : Department of Fire and Emergency Services
Marie Tweedie : WACHS –SW
Josh Jackson : Water Corporation
Leisa Prangnell : St John Ambulance Augusta
Dane Hendry : MR Ambulance Service
Roma Boucher : Department of Communities
Mat Davey : Western Power
Brett Trunfull : Deputy Chief Bush Fire Control Officer

Council Staff Members
Pam Townshend : Shire President
Nigel Anderson : Local Recovery Coordinator
Adam Jasper : Community Emergency Services Manager
Katie Taylor : Minute Secretary

2.2 Non-attendance
Jeff Bushby : MR Volunteer Fire and Rescue
Keith MacAulay : Augusta Volunteer Marine Rescue
Alex Bernhagen : Augusta Volunteer Fire & Rescue
Ed Hatherly : DPaW

2.3 Apologies
Stephanie Addison-Brown : CEO
Patricia MacShane : MR Volunteer Marine Rescue
Vik Cheema : SEMC
Tim Stevens : Dept. Primary Industries and Regional Dev
Steph De Bruin : Department of Fire and Emergency Services
Brendan Jordan : St John Ambulance Augusta
David Wall : Augusta Police
Hal Snyder : Department of Communities
Leonie Lynch : Department of Communities
2.4 Welcome to new members
Nil

3.0 PUBLIC QUESTION TIME
Nil

4.0 DISCLOSURE OF INTEREST
Nil

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
Confirmation of Minutes: 15 May 2019
 Moved – Luke Fowler
 Seconded – Dave Holland
 All carried

6.0 MATTERS ARISING FROM PREVIOUS MINUTES
6.1 Please refer to the attached Action List.

7.0 SHIRE OFFICERS AND DELEGATE REPORTS

7.1 Nigel Anderson – Recovery Coordinator
• The Calgardup Bushfire in June resulted in the primary school self-evacuating. This was the first time we trialled the Margaret River Recreation Centre as an evacuation centre. We have since had an internal debrief which only picked up minor actions such as increased signage. We have also discussed getting copies of large organisations evacuation plans. This was a precautionary evacuation by the school. The Rec Centre could handle the buses and numbers. One issue was the vague text sent out by the school which caused a bit of panic and some distressed parents.
• Red Cross MOU – to date we’ve had no formalised agreement for Red Cross to organise services. Since Osmington we are keen to formalise a relationship with Red Cross to assist us in preparedness and recovery. Part of the MOU is a request to join the membership of this group. Nigel asked for members to review draft MOU provided and for endorsement at the next LEMC.
• Roma raised that Red Cross is a contracted service to the Dept. Communities and will refer this item to their Emergency Services Unit for clarification. Roma will investigate.
• It was asked whether we should have MOUs with any other organisations. To discuss further in Item 8.1.

7.2 David Holland – Chief Bush Fire Control Officer
• Operational Incidents/Issues:
  o 24 Responses since 15 May 2019: 23 Landscape Fires / 1 call of concern from public, 0 other/rubbish/vehicle/special service.
  o The Shire responded to 13 fires on June 6, starting from 0430 in the morning.
The Shire also sent four appliances to assist with mopping up in Jarrahwood on June 7.

Training Courses conducted:

Procedures:

- Implemented Section 46 notice on 3 separate days in order to control lighting of fires. This was mostly adhered to by the community with a couple of exceptions. It was noted that the community interpreted the Section 46 notice as a Total Fire Ban.

Appliances / Facilities:

- Wallcliffe BFB shed extension completed.
- Rosa Brook Kitchen Renovation completed.
- Rosa Brook 3.4 Urban; delivered.
- Shire budget and LGGS applications approved.
- Extensions to Karridale and Alexandra Bridge stations approved.
- Appliance replacement program for this year to include, Wallcliffe 3.4 and Light Tankers for Witchcliffe, Wallcliffe and, Rosa Brook.

Administration:

- The 2018/19 Mitigation Activity Funding finalised with just over half of the funds having been spent. Unfortunately, due to unfavourable weather conditions a number of planned burns were not able to be carried out.

Other:

- The CESM, a BFB Captain and myself were involved in the pilot of a new training course provided by DFES which is designed to assist Brigades in undertaking planned burns. The course focused on measuring fuel loads, determining optimal weather conditions and planning safe burning procedures. A number of brigades have been asking for assistance with these measures and it is hoped that this course will become available more widely in the near future.

7.3 Nathan Hall - Department of Fire and Emergency Services LSW

DFES LSW Incidents

- On the 6th June the region recorded 43 bushfire incidents. This was primarily because of the mild autumn where many people conducted hazard reduction burns and then the first strong cold front for winter come through with 70-80km/hr winds causing many of the burns to escape. From this there were three larger fires in DBCA estate that were grouped into the Blackwood complex, with the Jarrahwood town site impacted but protected by local crews from DBCA, BFB and VFRS.
- So far winter has not caused too many issues in relation to storm incidents, with local SES units being able to manage any requests for assistance.

Home Fire Safety Campaign Launched

- The Home Fire Safety campaign has been launched to educate Western Australians about the dangers of home fires and how they can reduce their risk. In line with the launch, the new DFES Virtual Reality (VR) Home Fire Experience will be unveiled at the DFES Education and Heritage Centre, giving visitors a first-hand experience of how quickly a fire in the home can take hold when there is no working smoke alarm. A second version of the VR Home Fire Experience will be available soon to book out for events and educational opportunities.
The campaign educates the community on how they can prevent the most common causes of home fire and the need for a home fire escape plan. It also includes information about the importance of working smoke alarms and how to maintain and test them.

- Revised Community Safety Resources – Storm & Bushfire
  - The Bushfire Travellers Checklist publication is targeted at people travelling or staying near bushland. The checklist helps people understand the risk and know what to do if a bushfire starts. The Storm Smart publication provides preparedness information for storms, including what to do when a storm is forecast, weather warning information and emergency contact details.

7.4 Adrian Yates - State Emergency Service

- Callouts:
  - Bluff Knoll search – LSW taskforce deployed 12th–14th May
  - Ambulance assistance at Gas Bay – 2nd June
  - Water bomber reload for Jarahwood fires (Busselton) – 6th June
  - Storm damage in Margaret River on same day
  - Canal Rocks search – 4th July
  - Tree on house – 19th July

- Major training:
  - Annual major storm scenario simulating multiple callouts – first time using WebEOC
  - Combined St. John ambulance / SES training
  - Members attended regional land search, general rescue, USAR courses
  - Operations room team member, off-road driving, workplace trainer / assessor courses held in Margaret River
  - CareFlight MediSim trauma workshop

- Other events & notes:
  - Four new members over the period – currently 37 members
  - Australia Post workplace grant received to install electronic sign on system.
  - WOW Day stall and campaign focused on storm awareness. Great conversation and generous donations from shire and community.
  - Phone and Internet services all migrated to NBN and SIP. Thank you to David.
  - WAFES Conference 6th – 8th September – 5 members attending.
  - AGM 26th August at 6pm.
  - Members attended Shire President’s sundowner and Frontline Pro sundowner.
  - Discussions with VFRS and St. John about callout procedures. DFES ComCen will only despatch SES for ambulance assistance if specifically requested by caller. Best method is phone call to our duty officer.
  - Driveway resurfacing completed – funded by DFES with agreement from MRREC.
  - Sundowner at Augusta ambulance station – thank you WAPOL / VFRS / St. John.
  - Planning for extensions to vehicle shed with additional ablutions for use during major incidents.
7.5 Josh Jackson - Water Corporation

- Have had their quietest period.
- Undertaking fire mitigation works around their tanks and communication towers.
- Have finished the depot, which is now self-sufficient. Can set up hot desks in an emergency.
- Bore failure near Sues road, back on track now.

7.6 Mathew Davey - Western Power

- The past quarter has been business as usual.
- We have been steady with planned work and have been lucky so far with faults and poor weather with a relatively low level of fault activity.

7.7 Marie Tweedie - WACHS – SW

- Fire pump issue now resolved, hopefully will decrease call outs
- Metro fire onsite next month for area warden and Emergency controller’s requirement is for all staff to be compliant.
- Continue with Flu presentations marked increase from last year.
- Coordinating a code black armed shooter, real time drill for both sites
- Staff attending the Bombs, blasts bullets training provided by the DPMU
- Measles outbreak in Busselton (group exposure during infected period) Patient initially unwell now stable.
- SA Facility and Shelter relocation strategy pg. 9 for noting (see Attachment 2).
- Daily safety huddles to report on risks relating to patient safety.

7.8 Leisa Prangnell – St John Ambulance Augusta

- Increase in case load for the financial year
  - 2017/18 352 calls
  - 2018/19 376 calls
- Volunteers numbers positive
  - 27 volunteers
  - 6 level 1 clinical volunteers
  - 13 level 2 clinical volunteers
  - 8 probationary and support volunteers
- Representing the region in producing a display at the SJA state conference August 30-31
  - Specific challenges of the region highlighted
- Interagency social event held in July, building connections between services.
  - SJA
  - WAPOL
  - Augusta Seas Search & Rescue
  - AMR SES
  - Augusta VFRS
- Building commenced of SJA/RFDS shed at Tallinup Airport. Slab poured.

7.9 Dane Hendry – St John Ambulance Margaret River

- Increase in case load for the financial year
  - 2017/18 1097 calls
2018/19 1172 calls

- Volunteers numbers reasonable, additional required
  - 38 volunteers
  - 12 level 1 clinical volunteers
  - 14 level 2 clinical volunteers
  - 12 probationary and support volunteers

- Conducted training with SES to hone rescue skills and interagency operations.
- MRSHS Leavers MVA scenario planned for Friday 16/08/19 with MR VFRS
- MR Pro event proved uneventful for SJA – Paramedic and Volunteer crews provided for the duration.
- Planning well underway for Leavers 2019 – increase in accommodation bookings in the MR region. Possibly impact local services.

7.10 Roma Boucher - Child Protection and Family Support, Department of Communities

- Events:
  - 7th May – SW District Emergency Management Committee meeting
  - 13-16th May – DC Emergency Services Unit Conference and we spent some time mapping recovery items anticipated for a large-scale State Recovery event.
  - 21st May - SW Emergency Management Alliance (SWEMA) meetings at Nannup

- The Department was activated for the following event –
  - City of Busselton and Shire of Augusta Margaret River – Blackwood Complex Bushfires on Thursday 6th June. This event comprised 3 bushfires near the Jarrahwood townsite; Vasse Plantation (near Treeton/Jindong) and east of Cowaramup; and Baudin Plantation and Sues Bridge near Mowen Road, between Sues Road and Jalbarragup Road. Each of these fires were escapes from pine harvest debris and the first two reached Emergency Warning levels. Residents from the town of Jarrahwood and those near the Vasse Plantation were advised to leave and an evacuation centre was opened at the Geographe Leisure Centre, Busselton. Two residents registered with us and another family of 8 called at the centre prior to us arriving. All evacuees went to family and friends in Busselton.
  - During the day another fire, cause accidental, escalated in the western part of Forrest Grove, approximately 14kms south of Margaret River. In expectation of worsening conditions, it was decided the MR Independent School would be evacuated to the MR Recreation Centre. The Shire opened the facility as a staging place for the children to be safe until collected by parents/guardians.
  - Note: From the 5th June there was a DFES Severe Weather warning issued for South West and Lower South West, together with a Total Fire Ban for Geographe, Lower West Coastal and Lower West Inland weather districts for Thursday 6th June. Rain started to impact the area from about 1pm on Wednesday 6th June which assisted firefighters at the various locations.
7.11 Luke Fowler - WAPOL
- Business as usual
- Minor road crashes
- Significant one in Prevelly in July

7.12 Nick Pavy – Surf Life Saving Western Australia *(report submitted via email)*
- Wesfarmers Emergency Response Team
  - Asset renewal occurring – one off assets deployed at Margaret River SLSC.
  - One activation on 4th July 2019 with two jet ski’s supporting local police search Canal Rocks for missing person. Operators from Margaret River SLSC engaged to assist but were unavailable.
- Emergency Rescue Communication Network
  - Serviceability within South West region in readiness for summer being addressed through system and equipment maintenance
  - Radio servicing underway with all services within the region
- Operations
  - Recruitment of seasonal Operations Supervisors; two of which will be deployed to South West region for summer in support of Club and Lifeguard service delivery
- Westpac Life Saver Rescue Helicopter
  - State Government grant agreement renewed effective start of August 2019.
  - Service profile is comparable to previous seasons with South West service starting on 1 September 2019
  - Weekends only through to October school holidays when the service will go daily
  - Weekends only between October school holidays and December school holidays
  - Daily during December / January school holidays
  - Weekends only between January school holidays and April school holidays
  - Daily during April school holidays

7.13 Vik Cheema – SEMC *(report submitted via email)*
- State Exercise
  - The State Emergency Management Committee approved the hazards of Human Epidemic and Fire as the themes for the State Level exercise program 2020–2022. The program will assess the capabilities of Governance, Emergency Response, Resources, Community Involvement, Planning & Mitigation, Impact Assessment & Recovery.
- Policy Updates
  - SEMC approved the revocation of Westplan – Human Epidemic and its replacement by State Hazard Plan – Human Biosecurity. The new plan also provides arrangements for the actual or impending spillage, release or escape of a biological substance covered by the former Westplan Chemical, Biological, Radiological and Nuclear.
  - Next SEMC meeting 9 August 2019
- District
The SW DEMC meeting was held on 7 May 2019. Agenda item included the Bushfire Centre of Excellence (BCoE), recovery and SEMC Capability framework.

- Local
  - Ongoing support to the Lewana bushfire recovery activities.

7.14 Patricia Macshane – MR Volunteer Marine Rescue (report submitted via email)
  - We have had a fairly quiet last few months in regards to callouts.
  - One we attended last week involved ferrying a wounded crewman (gaff hook through foot) from the vessel to shore.
  - We are expecting an audit from AMSA this month, so have been busy preparing for that.

7.15 Delegate Reports not submitted
  - MR Volunteer Fire and Rescue
  - Augusta Volunteer Marine Rescue
  - Augusta Volunteer Fire & Rescue
  - DPaW

8. GENERAL BUSINESS

8.1 Review of LEMC Terms of Reference (Attach.1) – Adam Jasper
  - LEMC Terms of Reference are currently up for review.
  - Dept. Fisheries and Australian Red Cross have requested to become members.
  - Dept. Communities mentioned that the Red Cross is a contracted service to Communities, and will refer this item to their Emergency Services Unit.
  - It was raised that Fisheries are already part of DPIRD so they already have representation on the LEMC.
  - Can all agencies please review and provide comment prior to Friday 16 August. The report will go to the 11 Sept OCM (internal deadline 23 August) to have time to then advertise for nominations.

8.2 Proposed Level 3 Incident Control Site – Adam Jasper
  - Request to use SES site with supplement equipment and looking into alternative location i.e. Nippers Oval.

8.3 HMA Role and Responsibilities – WA Police
  - Update on senior staff with recent changes
    - Superintendent Mick SUTHERLAND promoted to Commander at State Traffic; new Superintendent to be appointed (likely Geoff STEWART).
    - Inspector Mick HAYES in final year of tenure in South West; likely to have Inspector Scott MORRISSEY move into zone portfolio as ADO.
    - Three new staff members at Margaret River Police Station transferred from Karratha; Senior Constables Jodie SMITH, Andrew SLEE and First Class Constable Russell CHURCHLEY.
  - Resources available at your respective stations – personnel, vehicles special equipment or capabilities
Margaret River has a staff of 9 full time police officers, one part time officer and one CSO.

Two police vehicles at Margaret River; one marked sedan used primarily for traffic patrols and one dual cab Toyota Hilux four wheel drive with a secure pod on the rear.

Officers are trained in LANDSAR and MARSAR.

Access to higher calibre firearms if required during Terrorist Act / Active Shooter scenario.

Outlining the HMA responsibilities for the police

- Road Crash
- Air Crash
- Terrorist Act
- LANDSAR
- MARSAR
- Radiation Escape (Nuclear Powered Warships)
- Space Re-Entry Debris (SPRED)
- Rail Crash (possibly taken over recently)

The role of the Emergency Coordinator during emergencies

- Local Officer in Charge holds the role of Local Emergency Coordinator and is responsible in assisting the Controlling Agency in the provision of a coordinated response during an emergency in the relevant emergency management district.
- Provide support and assistance to the Incident Controller / Controlling Agency.
- Participate as a member in (or chair) the Incident Support Group.
- Assist the Controlling Agency in the coordination of resources and/or services (when required).
- Ensure Local Emergency Management Arrangements e.g. Evacuation Plans are implemented if required.
- Monitor the incident, maintaining a strategic overview.
- Assist with media management if required.
- Provide input to the Controlling Agency for a Post Operation Report.

How the police system works to backfill or utilise additional resources for larger incidents

- Possible time frames within an hour for large scale emergencies with metropolitan based resources likely to take 12-24 hours to arrive; resources would be sought from nearby sub-districts, primarily Augusta, Nannup, Busselton and Bunbury.
- Constraints District resources would likely be supplemented by metropolitan resources however there would be no real constraints to achieving the objectives.
- Approvals District Superintendent would handle approval for metropolitan resourcing; District resourcing would likely be handled by sub-district Inspector. Local resourcing would be handled by OIC.

Confirming best contact numbers for emergency personnel during or for an incident (Generally outside 000)

(number restricted from public minutes- refer to Local Contacts Directory)

Outline of the Emergency Operations division – what they do, how they can assist etc.

- Operational support and advice through the 24/7 on-call EOU Officer (0411 709 153). The on-call officer can provide support to land search,
tactical advice to SMC’s and, if necessary, arrange for the deployment of qualified EOU staff to support the operation.

- Support to District and sub-District management teams and front line staff in the development, auditing and testing of emergency management arrangements and hazard plans;
- Assistance will also be given in the provision of resource coordination and liaison with other agencies;
- Training – The unit delivers the Land Search Controllers course which equips police personnel to manage a land search operation as the designated Search Mission Controller (SMC). A one day refresher course is also available that ensures SMC’s maintain their contemporary knowledge base;
- Incident Command Vehicle (ICV) and Forward Command Vehicles (FCVs) – EOU is responsible for WAPOL’s ICV and FCVs which are mobile facilities providing Police Forward Command at emergencies.

- General info on how the LEMC members could assist you (police) at an incident – i.e. current contact numbers should a ISG meeting be called, updates and information you would like for certain types of events.

Traffic Management during Emergencies

- Traffic Management Plan is the responsibility of the HMA / Controlling Agency.
- WA Police may assist with aspects of its development.
- Sign off by the Incident Controller is required.
- Minimum standard for a VCP – one vehicle with two police officers, two means of communication, two means of escape (i.e. exit roads in different directions), ongoing monitoring of situation and environment.
- Full Road Closures – denial of all vehicular and pedestrian traffic with the exception of emergency responders and infrastructure providers undertaking response or recovery activities of the incident objectives or persons meeting criteria authorised by the IC.
- Partial Road Closures – road closed to the general public, through which restricted access is controlled. Partial road closures permit residents and other persons having a pecuniary interest to gain access to the incident area, or vehicles to transit whilst denying access to the general public.
- Police Escorts through Fires – Police officers are not to carry out vehicle escorts along roads closed during fire emergencies. Police officers and police vehicles are not equipped to deal with and operate in fire affected areas.

Evacuations

- HMA / Controlling Agency makes the decision to evacuate.
- WA Police support this activity as a combat agency.
- In a controlled evacuation there is a voluntary or a directed evacuation.
- In a voluntary evacuation (i.e. you should leave…), WA Police have no role.
- In a directed evacuation (i.e. you must leave), WA Police will assist as a combat agency. Evacuation tasks may include traffic management, door knocks etc.
Whilst legislative powers exist to arrest and detain people, it is unlikely it would ever occur due to the time spent dealing with that person compared to warning numerous other people.

How can you assist WA Police during an emergency?

- Attending police will request the controlling agency to identify an incident controller (in the immediacy of attendance, we understand that is likely to be someone actually fighting the fire or dealing with the HAZMAT).
- Make contact with OIC as early as possible, outline scale / level of emergency, likelihood of that level increasing and what police resources are currently required.
- When requesting VCP, be aware that police do not have special capabilities to be anywhere near the front of fires.
- Understand that as Incident Controller you will be required to sign forms to request police resources to perform certain activities.

Grab Bags

- Implemented in the city; version of which will be used at Margaret River.
- Bags will contain items relevant to key infrastructure so that in the event of an emergency, notably an active shooter or hostage situation, police will be able to respond quicker and more effectively.
- Items may include but not be limited to comprehensive contact lists for key personnel, keys, swipe cards, site plans etc.

- Queries raised about communications i.e. UHF radio contacts between local fire brigade and Police. Luke, David and Adam to look into and work through.
- Traffic Management Plans are outsourced.

8.4 Hypothetical Scenario – Nathan Hall and Adam Jasper

- The CESM and DFES DOEM facilitated a hypothetical exercise regarding a Human Epidemic in the Shire. This was to inform the Local Government Risk Project.
- Members to forward information/responses through to Katie for Nathan to compile and report back on outcomes at the November LEMC.

9  MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL ITEMS)

10 CLOSE 6.10pm
### ACTION LIST

<table>
<thead>
<tr>
<th>ACTION DATED</th>
<th>ACTION ITEM</th>
<th>ACTION UPDATE</th>
<th>STATUS</th>
<th>ACTIONING OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/19:</td>
<td>Nathan to send through the spreadsheet from the Hypothetical power outage exercise to the LEMC to review and add notes. This will then go in as a Confidential Attachment in the Local Emergency Management Arrangements.</td>
<td>Info sent through in regards to alternative power supplies and diesel and contacts. Also a list of WAERN repeater sites across the region. The hypotheticals are ongoing. Will pick the next topic from the high/extreme risk section of the Shires risk register. Will meet with Adam to work together. 13/08: Nathan confirmed DFES has updated and confirmed repeater sites. Will release to Adam tomorrow. Identifying how long communication towers may last for during power outage. May want to use as an appendix in Arrangements.</td>
<td>In progress</td>
<td>Nathan Hall and Adam Jasper</td>
</tr>
<tr>
<td>12/02/19:</td>
<td>James von Funck to investigate if households with solar/batteries will have access to power or not during a power outage.</td>
<td>13/08: Matt explained that to produce solar you do need power unless you are off the grid.</td>
<td>Completed</td>
<td>James von Funck and Matt Davey</td>
</tr>
<tr>
<td>15/05/19:</td>
<td>LEMC to send an appreciation letter to Chris for all the work he did for the committee, including thanks to Chris from the bushfire brigades.</td>
<td></td>
<td>Completed</td>
<td>Katie Taylor and Adam Jasper</td>
</tr>
<tr>
<td>15/05/19:</td>
<td>Will need to look at better ways of managing aircraft refuelling at Augusta.</td>
<td>13/08: Info passed through from Aero club, Augusta. Dave passed to Shire. Looking into what they can do.</td>
<td>In progress</td>
<td>David Holland, Leisa Prangnell and RFDS</td>
</tr>
<tr>
<td>Date</td>
<td>Task</td>
<td>Responsible Party</td>
<td></td>
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<tr>
<td>13/08/19</td>
<td>Members to review draft Red Cross MOU and provide comment for endorsement at November meeting.</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13/08/19</td>
<td>Luke, David and Adam to look into communications i.e. UHF radio contacts between local fire brigade and Police.</td>
<td>Luke Fowler, David Holland, Adam Jasper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13/08/19</td>
<td>Members to forward information/responses from the hypothetical exercise through to Katie for Nathan to compile and report back on outcomes at the November LEMC.</td>
<td>ALL</td>
<td></td>
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</tr>
</tbody>
</table>
Augusta Margaret River
Local Emergency Management Committee

Attachments

For the meeting held
Tuesday, 13 August 2019
Margaret River Council Chambers
41 Wallcliffe Road, Margaret River
Commencing at 4.30pm
Instrument of Appointment and Delegation

13 December 2017

NAME

The Committee shall be known as the Augusta Margaret River Local Emergency Management Committee (LEMC).

ROLE OF THE COMMITTEE

To ensure that effective local emergency management arrangements are prepared and maintained for the Shire of Augusta Margaret River and perform any other emergency requirements as specified under the Emergency Management Act 1995.

OBJECTIVES OF THE COMMITTEE

a) To advise and assist the Shire of Augusta Margaret River in ensuring that Local Emergency Management Arrangements are established for its district

b) To liaise with public authorities and other persons in the development, review and testing of the Local Emergency Management Plans

c) To assist with the preparation and approval of the Augusta Margaret River Local Emergency Management Arrangements and submit such plans to the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC) for approval.

d) To revise at least annually the Augusta Margaret River Local Emergency Management Plan with a total review of the Local Emergency Management Plan every five years

e) To assist in the preparation of emergency management operating procedures for application in the Shire of Augusta Margaret River

f) To ensure appropriate testing and exercising of the Local Emergency Management Arrangements

g) To prepare an annual report of the activities of the Committee for submission to SEMC

h) To provide assistance to the Local Emergency Coordinators and Lead Combat Authorities during emergency management operations

i) To carry out such other emergency management functions as directed by SEMC or prescribed by the Emergency Management Regulations 2006.
MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing a the date of the Local Government election in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- The President of the Shire of Augusta Margaret River, or Deputy Shire President if the Shire President decides not to take up the position
- The Officer in Charge (OIC) of the Margaret River Police District or delegate(s)
- The Officer in Charge (OIC) of the Augusta Police District or delegate(s)
- The Officer in Charge of the Volunteer Fire and Rescue Service in Augusta & Margaret River or their delegates
- The Shire’s Chief Bush Fire Control Officer
- The State Emergency Service (SES) Unit Manager or delegate
- The Officers in Charge of the St John Ambulance Districts of Augusta & Margaret River or delegate
- The Officers in Charge of the Shire’s Marine Rescue Services for both Augusta & Margaret River or their delegates
- A health representative from the Margaret River Hospital (Department of Health)
- An officer from the Department of Community Services
- A representative from the Department of Biodiversity Conservation and Attractions
- A representative from the Department of Fire and Emergency Services
- A representative from Water Corporation WA (South West Region)
- A representative of Department of Primary Industries and Regional Development
- A representative from Surf Life Saving WA
- Representatives from other agencies as required.

Representatives from the Office of Emergency Management, Baptist Care, Western Power, Main Roads WA, Margaret River & Augusta Chamber of Commerce and Industry and Margaret River-Busselton Tourism Association will be invited to attend and provide reports on their respective agencies.

Council staff members including the CEO, Community Emergency Services Manager and the Manager Human and Community Services will provide advice and administrative support to the LEMC.
PRESIDING MEMBER

The Council shall appoint the Shire President as Presiding Member and the OIC of the Margaret River Police District as Deputy Presiding Member to chair committee meetings. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Augusta Margaret River Standing Orders.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees.

Individual members of the LEMC are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the President.

CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on the second Tuesday in February, May, August and November each year.

Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

   a) By the Presiding Member
   b) By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days notice and stating purpose of the meeting
   c) By the Council.

The time and venue of meetings will be determined by the presiding member or the Council having due regard to the general convenience of the Committee members.

The Committee is established by the Council of the Shire of Augusta Margaret River under the powers given in section 5.8 of the Local Government Act 1995 and s38 of the Emergency Management Act 1995 and the guidance of the State Emergency Management Committee guidelines (Policy 2.5).

Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

In the instance that there is more than one representative per membership (agency) attending the meeting, only one vote will be accepted. In the absence of the substantive delegate a proxy can be appointed to represent each member. All voting rights will be maintained. Only one vote per membership will be accepted.

DELEGATED POWERS

The Committee is authorised to carry out various management functions under the Emergency Management Act 2005. The Committee has no delegated authority under the Local Government Act 1995. Recommendations of Committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

The Committee shall not have the power to expend Council funds.
<table>
<thead>
<tr>
<th>Document and version control table</th>
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<tr>
<td><strong>Strategic outcome</strong></td>
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<tr>
<td><strong>Responsible Directorate</strong></td>
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<td><strong>Authority of original issue</strong></td>
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<td><strong>Date of original issue</strong></td>
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<td><strong>Contact officer</strong></td>
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<tr>
<td><strong>Date of next review</strong></td>
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<td><strong>Document No.</strong></td>
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<td><strong>Version</strong></td>
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<td>1.1</td>
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</tbody>
</table>
It is critical that where relevant, the affected network/site Commander and their incident Management Team (IMT) seek to access relevant subject matter experts (SME) to inform and advise them regarding the following:

- Time to impact
- Hazard reduction / impact mitigation strategies
- Anticipated / actual severity of impact
- Duration of impact and/or disruption

Figure 4 - Decision making process

NOTE - The above diagram ‘assumes’ that an incident command structure has been implemented.
Local Emergency Management Committee Meeting

MINUTES

FOR THE MEETING HELD
12 NOVEMBER 2019
COUNCIL CHAMBERS
41 WALLCLIFFE ROAD, MARGARET RIVER
COMMENCING AT 4:30PM
Notice of Meeting

Please be advised that a meeting of the Local Emergency Management Committee will be held on 12 November 2019 in the Margaret River Council Chambers, commencing at 4.30pm.

This meeting is open to members of the public.

If you are unable to attend the meeting, please contact Katie Taylor, Community Development Officer.

Contact Number: 9780 5233
Email Address: ktaylor@amrshire.wa.gov.au
ORDER OF BUSINESS

1.0 DECLARATION OF OPENING

2.0 ATTENDANCE / APOLOGIES

2.1 Attendance
2.2 Apologies
2.3 Non-attendance
2.4 Welcome to new members

3.0 PUBLIC QUESTION TIME

4.0 DISCLOSURE OF INTEREST

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
5.1 Confirmation of Minutes: 13 August 2019

6.0 MATTERS ARISING FROM PREVIOUS MINUTES

7.0 SHIRE OFFICERS AND DELEGATE REPORTS

8.0 GENERAL BUSINESS

8.1 Environmental Health Emergency Management Plan for inclusion in the LEMA (Attach.1) – Adam Jasper
8.2 Final Impact Statement and Guide for tabling (Attach. 2, 3 & 4) – Adam Jasper
8.3 Outcomes from August hypothetical exercise – Nathan Hall
8.4 Red Cross MOU for endorsement (Attach.5) – Nigel Anderson

9.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL ITEMS)

10.0 CLOSE
1.0 DECLARATION OF OPENING
Ian Earl, LEMC Chairperson, opened the meeting at 4.35pm.

2.0 ATTENDANCE / APOLOGIES

2.1 Attendance
David Holland : Chief Bush Fire Control Officer
Adrian Yates : State Emergency Service
Sandy Znidarsich : Department of Health
Roma Boucher : Department of Communities
Mat Davey : Western Power
Dan Clements : Western Power
Hal Snyder : Department of Communities
Michael Beasley : MR Volunteer Marine Rescue
Brendan Jordan : St John Ambulance Augusta
David Wall : Augusta Police
Peter Thomas : DFES

Council Staff Members
Ian Earl : Shire President
Paula Cristoffini : Councillor
Nigel Anderson : Local Recovery Coordinator
Adam Jasper : Community Emergency Services Manager
Lisa Garstone : Minute Secretary
Katie Taylor : Minute Secretary

2.2 Non-attendance
Nick Pavy : Surf Life Saving WA
Luke Fowler : Margaret River Police
Jeff Bushby : MR Volunteer Fire and Rescue
Keith MacAulay : Augusta Volunteer Marine Rescue
Alex Bernhagen : Augusta Volunteer Fire & Rescue

2.3 Apologies
Stephanie Addison-Brown : CEO
Dane Hendry : MR Ambulance Service
Steph De Bruin : Department of Fire and Emergency Services
Nathan Hall : Department of Fire and Emergency Services
Marie Tweedie : WACHS –SW
Tim Stevens : Dept. Primary Industries and Regional Dev
Josh Jackson : Water Corporation
Ed Hatherley : Dept. Biodiversity, Conservation and Attractions

2.4 Welcome to new members
Ian Earl, Shire President
Paula Cristoffini, Councillor
Ian Earl wished well LEMC members that had been deployed over East
3.0 PUBLIC QUESTION TIME
Nil

4.0 DISCLOSURE OF INTEREST
Nil

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
Confirmation of Minutes: 13 August 2019
Moved – Dave Holland
Seconded – Brendan Jordan
All carried

6.0 MATTERS ARISING FROM PREVIOUS MINUTES
6.1 Please refer to the attached Action List.

7.0 SHIRE OFFICERS AND DELEGATE REPORTS

7.1 Brendan Jordan – St John Ambulance Augusta
- RFDS Transfer Facility at Augusta Airstrip nearing completion, hopefully within the next two weeks.
- AGM held on 21 October, Brendan Jordan voted in as Chairperson and Leisa Prangnell as Vice Chairperson.
- New Mark7 Mercedes Ambulance ordered, delivery mid-2020.
- 4 day commitment with the Cape 2 Cape MBR - 4WD Ambulance plus EMT’s.
- 2 day commitment with the last Augusta Adventure Race, 4WD Ambulance + manning 2 x First Aid Posts by EMT’s.

7.2 David Wall - WAPOL
- Luke wanted to thank volunteers regarding assistance at crash on Kevill Rd.
- Recent incidents - One at Cosy Corner regarding sharks and spear gun use attracted negative press.
- Blackwood river missing canoeist - thanks to volunteers from all over SW.

7.3 David Holland – Bushfire Brigades
- Operational Incidents/issues:
  - 4 Responses since 13 August 2019: 1 Landscape Fires / 1 call of concern from public, 1 other/rubbish/vehicle/special service.
- Training Courses conducted:
  - Introduction to Fire Fighting
  - Basic Bush Fire Fighting
- Procedures:
  - Restricted Burning Season has started. Due to predicted poor weather conditions it was decided that we would not issue permits on the opening day (Saturday 9th November).
  - We are working through the implications of the new Biodiversity Conservation Act.
• **Appliances / Facilities:**
  o Extensions to Karridale and Alexandra Bridge stations approved. Work has commenced at Alexandra Bridge and will soon commence at Karridale.
  o Appliance replacement program for this year to include, Wallcliffe 3.4 and Light Tankers for Witchcliffe, Wallcliffe and Rosa Brook. The Light Tanker replacement program has not yet settled on new design to replace the existing appliance type so the rollout timing of these vehicles is uncertain.

• **Administration:**
  o The 2019/20 Mitigation Activity Funding is awaiting approval and is expected back in the next week or two. The Spring burning program has commenced with two burns completed to date and more scheduled for suitable weather windows identified
  o Adam added that the Shire will be conducting a burn off in town tomorrow. This will minimise smoke impact in the community if this happens at the same time. It is a complex burn and high fuel loads. Tomorrow is probably the last opportunity this week and maybe early next week but then it will be too dry if there is no rain.

• **Other:**
  o The CESM and I were invited to a pre-season bushfire exercise which was held in Perth by Western Power. The exercise simulated a significant lightning storm striking the area between Capel through to Augusta. The scenario involved the loss of power over an extended period to towns including Margaret River and Augusta along with a bushfire which impacted Western Power infrastructure near Capel. Adam and I were able to provide some advice as to how that would look for our towns and what capacities we had to be able to assist. It was made clear to us that Western Power appreciated the level of engagement of our Shire to have them represented at our LEMC.
  o At the time of writing this report we have had three volunteer fire fighters from this Shire assist with the NSW fires.

7.4 **Adrian Yates - State Emergency Service**

• **Incidents & Events:**
  o MR Primary School fun run 6th September: SES provided on-site assistance.
  o Nillup land search 9th – 10th October: Flood boat and land search teams located the missing person early on the first day of searching. Debrief to focus on efficient tasking of resources and radio communications issues.
  o Ambulance assistance at Contos beach 22nd October: Injured person required package and transfer over rocks and terrain to ambulance using stretcher carry and ATU transport. Ongoing work to improve call-out process between St. John and DFES.
  o MR Agricultural Show 18th October: Security for fireworks and assistance with missing persons.
• **Training:**
  - USAR Scenario at recreation centre coordinated by SES and involved SES, St. John, and VFRS volunteers. Excellent opportunity to work together and practice triage arrangements for mass-casualty events. Suggest this type of training occurs more often, possibly coordinated by CESM or DFES staff. Thanks to Shire / Rec. Centre staff and all volunteers.
  - Beau, Training Manager, completed his workplace trainer / assessor qualification.
  - Petrina completed her training for the DFES Community Liaison Unit and is on-roster for the summer.
  - Storm damage training completed for 4 new members.
  - John Deer Gator / ATU driving RPL completed for 5 members.
  - Snake awareness and first aid training completed for 26 members.
  - Vertical rescue night training in September for 6 members.
  - General Rescue / USAR training completed for 2 new members.
  - Water bomber refill training completed for 16 members.
  - Search and rescue training for 20 members in collaboration with the AFAC SES Fit for Task research project. Members were fitted with heart rate and tracking devices while conducting a night-time search near Carters’ Road, with results used to inform levels of fitness required for various SES tasks.
  - Supporting Nannup SES unit with training.
  - Members attended the annual WAFES conference and awards night.
  - Regular training every Monday night has good attendance and a variety of skills.

• **Administration:**
  - AGM held 26th August. Leadership team is now Adrian Yates (local manager), Dave Hull & Dave Glasson (deputy local managers), Beau Cawse (training manager) and an executive committee of 7 additional members.

7.5 **Peter Thomas - Department of Fire and Emergency Services LSW**

• **DFES LSW Incidents & Arrangements**
  - 9th & 10th October saw SES units from Margaret River, Busselton, Nannup & Bridgetown activated for a land search along the Blackwood River near Alexandra Bridge. The SES supported WAPOL in the successful location of a missing teenage boy who had become stranded in his canoe and walked off into the bush trying to get back to his camp site.
  - Winter resulted in no further significant storm events with local SES attending to isolated incidents around the region.
  - Preparations are well underway in the lead up to the bushfire season. Events and forums bringing together agencies such as police, DFES, DBCA, Local government are planned to provide a coordinated response to the region over the summer period.
  - A new draft response arrangement is currently under development in the Blackwood catchment area that will see an enhanced response from local government, DFES & DBCA – including air craft
support. An update to the DBCA & DFES response arrangements for the SW & LSW regions is also nearing completion for summer that will bolster the preparedness levels of these agencies over the 19/20 bushfire season. Both these arrangements are a result of the post incident analyses for the Lewana and Blackwood fires.

- **NSW Deployments**
  - Three deployments have now been sent to assist firefighting efforts in NSW. The most recent deployment has left on Tuesday 5th November and is made up of volunteers from four regions including 9 volunteers from the lower south west region.

- **Legislative Review of the Emergency Services Acts**
  - Cabinet has approved the consolidation of the three emergency services Acts into a single piece of legislation. The Fire Brigades Act 1942, Bush Fires Act 1954 and Fire and Emergency Services Act 1998 will be replaced by one Act which will provide a strong foundation for effective emergency services management for the future.

- **State Aerial Firefighting Fleet 2019-2020**
  - Busselton: 15 December 2019, available daily 0900-1800hrs
    - 2 x Bell 214B Type 2 HELITAKS
  - Fixed wing aircraft start dates at Manjimup & Bunbury still to be advised.

7.6  **Mathew Davey - Western Power**
- Steady since last meeting. Faults have been quiet.
- Lot of work comes Jan – Mar.
- Event held head office in Perth, it was good to have Dave, Adam and Blake involved in the scenario.

7.7  **Dan Clements – Western Power**
- Dan is from the Emergency Management Team at Western Power.
- Appreciate the input last week from the Shire in their scenario.
- Info sharing going forward is critical, if there is anything the LEMC feel is beneficial for Western Power to take on board please let them know and vice versa.
- The scenario was that the town sites had no service for a couple of days, if there are other relevant future scenarios the LEMC can come up with for Western Power to consider let us know.

7.8  **Roma Boucher - Child Protection and Family Support, Department of Communities**
- Recently we have held the following welfare field exercises –
  - Busselton office – Shire of Nannup
    - Exercise Fumus Hazard on Thursday 17th October @ Nannup
  - Collie office – Shire of West Arthur
    - Exercise Ignis Hazard on Thursday 24th October @ Darkan
  - Bunbury office – Shire of Harvey
    - Exercise Tempestas on Friday 8th November @ Harvey
• Last week I attended our Emergency Services Unit Conference in Perth and some of the items were as follows:
  o Presentation on Earthquake and Cyclone by Steve Gray, DFES
  o Workshop - Large Event Preparation Project (on-going)
  o Countering Violent Extremism by Sheila Willis, WAPol and Dr Eduardo Farate, DC
  o Disaster Information Support and Care Centre (DISCC) – Sgt Siobhan O’Loughlin, WAPol
  o DC – EM Response review – Crowe Australasia consultants
  o Animal Welfare in Emergency – Ryan Hamblion, S/DES Metro East is on the State committee
• On Thursday 10th October I attended the Shire of Capel exercise Columus at Bunbury Grammar College, which is a facility set in 33 hectares of bushland; and has ~800 students / ~200 boarders and ~ 200 staff to evacuate.
• There was opportunity at several of the exercises to mention the Education Departments plan for Total Fire Ban and Catastrophic Weather Warnings, i.e. with prior notice to close schools, or if on a school day, to arrange collection of students or possible evacuation of schools if necessary.

7.9 Michael Beasley – MR Volunteer Marine Rescue
• AGM held Oct 2019. Treasurer standing down from 1st December 2019. New Treasurer, Melanie Tognela to be appointed from that date.
• Busselton Helo winching and medevac training attended by members.
• Bunbury simulated winch training attended by members.
• Success in Capital Grant application for coming year.
• Final Augusta Adventure Race attended by skis and boat. Successful day with numerous assists.
• Upcoming AMSA (Australian Maritime Safety Authority) audit and how it affects the VMR in general.
• BEN (Beach Emergency Signs) update. Sharksmart app.
• Rebranding of the VMR. Logos, name change, uniforms and standard colours. Word volunteer is being deleted – MRMR.
• Repairs to shed at Gracetown, possible extension to provide space for a truck as towing capacity of SUV not adequate.

7.10 Nigel Anderson – Recovery Coordinator
• Community Planning and Development team had their final healing event at Rivermouth based on recent and past tragedies, 25 people in attendance.
• Recovery internal ready response group for evacuation centre is getting prepped up for upcoming season.

7.11 Dane Hendry – St John Ambulance Margaret River
(report submitted via email)
• August calls below average, but above average September and October.
• Volunteer numbers have been boosted by some new additions, but additional active clinical volunteers required to bolster availability.
• AGM to be conducted this week for 2019.
• Multi-Agency mass casualty scenario conducted at the AMR Rec Centre on 28th of September, which was a great success with many learning being had for all agencies involved. Great feedback from attending volunteers, thanks to the AMR SES for leading the planning of the event and the Shire for allowing the use of the facility.
• Leaver’s education day held at the High School on the 16th of August, a very positive event for the year 12 students. MVA scenario held with MR VFRS, SJA MR and MR WAPOL.
• Noted increase in sporting and other planned events throughout the region – impacting on services.
• Leavers 2019 to be happening in Dunsborough/Busselton for the week of the 18th of November. At this stage there are less than 200 leavers booked in accommodation in the MR area that we are aware of, but there will be a significant increase in 17-18 year olds in the region for the week and on the roads. Planning has occurred throughout the year for this event as led by WAPOL, all relevant agencies have been involved and are well prepared.
• There have been concerns raised around some occasions that Rescue 652 has landed on the Gloucester Park oval. I am meeting with the SJA Special Services manager next week to discuss and consider opting of the MR Airport as a preferred landing site, situation dependent.

7.12 Delegate Reports not submitted
• Margaret River Volunteer Fire and Rescue
• Augusta Volunteer Marine Rescue
• Augusta Volunteer Fire & Rescue
• WACHS –SW
• Dept. Primary Industries and Regional Dev
• Water Corporation
• DBCA

8.0 GENERAL BUSINESS
8.1 Environmental Health Emergency Management Plan for inclusion in the LEMA (Attach.1) – Adam Jasper

The Environmental Health Emergency Management Plan (Attach.1) is ready for inclusion in the Local Emergency Management Arrangements. Does anyone have any questions in relation to the content of the plan? Roma would like to be added to the distribution list.

Motion: To include the Environmental Health Emergency Management Plan in the Local Emergency Management Arrangements.

Moved – Brendan Jordan
Seconded – David Wall
All carried.
8.2 Final Impact Statement and Guide for tabling (Attach. 2, 3 & 4) – Adam Jasper

The attached SEMC endorsed Recovery Impact Statement procedure, guide and template are ready for tabling at LEMC.

An Impact Statement is to be completed by the Controlling Agency for all level 3 incidents and level 2 incidents where there are impacts requiring recovery activity. Where there are no recovery impacts identified by the Controlling Agency during a level 2 incident, the State Recovery Coordinator/Deputy State Recovery Coordinator will determine if an Impact Statement is required, partially required, or required in full. Consultation with the local government will occur prior this determination, as necessary (State EM Plan section 6.4.1).

All HMAs/Controlling agencies are requested to review the new procedure, guide and template.

A question was raised – who looks after this? Answer - The Recovery Coordinator, Nigel Anderson. Nigel explained that the Shire has an internal Ready Response Group with proxies for each role and that a report to ELT regarding resourcing the recovery coordinator role is currently being drafted. The Recovery Coordinator and proxies will ensure they familiarise themselves with these documents.

8.3 Outcomes from August hypothetical exercise – Nathan Hall

Deferred to February meeting due to Nathans deployment to NSW.

8.4 Red Cross MOU for endorsement (Attach.5) – Nigel Anderson

Red Cross approached the Shire in terms of their involvement in recovery where they are not engaged through Dept. Communities i.e. it doesn’t fit within a prescribed hazard such as with collective trauma. This ensures that they can still provide a service to the Shire even when not formally enacted by Communities. The Shire sees Red Cross as a valued partner within any recovery. The draft MOU was put to the LEMC last meeting for consideration.

Roma has provided some feedback on Dept. Communities role and processes in response activation of agencies. She raised the query that the MOU doesn’t actually state that it’s solely for non-prescribed hazards. Roma explained that Red Cross were one of up to 20 agencies that they partner with in response/recovery so Communities don’t want to highlight one over another. Roma said that Red Cross should only be activated by them and they should only do some of the tasks outlined on the MOU when directed by Dept. Communities.

Nigel explained that because the Osmington incident did not fall under the LEMAs prescribed list of hazards there was no formal response by Communities or their partnering agencies such as Red Cross. Red Cross approached the Shire due to their knowledge and experience in collective trauma, provided invaluable psychological first aid to our community, and trained local groups in psychological first aid, upskilling locals in this useful recovery tool.
Roma said that Dept. Communities is currently going through a review. The whole area of non-prescribed hazards / events is currently being looked at. Roma suggested we hold off on signing this MOU until this review has been completed. In the case of Osmington the Police were the hazard management agency and they have the powers to activate the Department of Communities.

David Wall mentioned that in a previous LEMC meeting former Local Area Coordinator Brett Cassidy made clear that Osmington (and shark response) was not an LEMC matter it was a police investigation.

Nigel said that these non-prescribed hazards had the potential to cause further harm within the wider community and that the collective trauma experienced by the community has required a level of response. Nigel is reporting to LEMC on recovery initiatives that are seeking to build overall building community resilience, but if LEMC does not want this reported to them then just let us know. Also if the group does not want to endorse the Red Cross MOU then that is fine from LEMC’s point of view and we will wait for the review outcomes from the Department of Communities. The Shire needs to ensure that the community has access to appropriate support services, including when responding to non-prescribed hazards. The Shire can go direct to the lead hazard management agency and request support services including those from Red Cross. The Red Cross had an important role to play and supported our community with good desired outcomes.

Adrian raised that we should have approached local providers and utilised networks already there rather than bring in a team from Red Cross. Nigel explained that all local providers were involved from the start and throughout and all had different roles to play.

The Mycommunity directory which will be launched shortly stems from the Lishman report that came through the process, this will be a good tool to assist in promoting and connecting local providers with those at risk people.

The group decided to carry this item over for further discussion pending the outcomes from the State Government review into non-prescribed events.

In another note Leavers starts next week.

9 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL ITEMS)
   Nil

10 CLOSE 5.24pm
<table>
<thead>
<tr>
<th>ACTION DATED</th>
<th>ACTION ITEM</th>
<th>ACTION UPDATE</th>
<th>STATUS</th>
<th>ACTIONING OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/19</td>
<td>Nathan to send through the spreadsheet from the Hypothetical power outage exercise to the LEMC to review and add notes. This will then go in as a Confidential Attachment in the Local Emergency Management Arrangements.</td>
<td>Info sent through in regards to alternative power supplies and diesel and contacts. Also a list of WAERN repeater sites across the region. This now needs to go in as a Confidential Attachment in the Local Emergency Management Arrangements. The hypotheticals are ongoing. Will pick the next topic from the high/extreme risk section of the Shires risk register. Will meet with Adam to work together. 13/08: Nathan confirmed DFES has updated and confirmed repeater sites. Will release to Adam tomorrow. Identifying how long communication towers may last for during power outage. May want to use as an appendix in Arrangements. 12/11: Nathan has been deployed over East. Roll over to next meeting.</td>
<td>In progress</td>
<td>Nathan Hall and Adam Jasper</td>
</tr>
<tr>
<td>15/05/19</td>
<td>Will need to look at better ways of managing aircraft refuelling at Augusta.</td>
<td>13/08: Info passed through from Aero club, Augusta. Dave passed to Shire. Looking into what they can do. Currently under review. 12/11: Adam to follow up with Greg West.</td>
<td>In progress</td>
<td>David Holland, Leisa Prangnell and RFDS</td>
</tr>
<tr>
<td>13/08/19</td>
<td>Members to review draft Red Cross MOU and provide comment for endorsement at November meeting.</td>
<td>12/11: General business item Roll over for further discussion pending the outcomes from the State Government review into non-</td>
<td>In progress</td>
<td>ALL</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Status</td>
<td>Responsible Parties</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>13/08/19</td>
<td>Luke, David and Adam to look into communications i.e. UHF radio contacts between local fire brigade and Police.</td>
<td>12/11: Luke and Adam have started communications.</td>
<td>In progress  Luke Fowler, David Holland, Adam Jasper</td>
<td></td>
</tr>
<tr>
<td>13/08/19</td>
<td>Members to forward information/responses from the hypothetical exercise through to Katie for Nathan to compile and report back on outcomes at the November LEMC.</td>
<td>12/11: deferred to next meeting</td>
<td>In progress  ALL</td>
<td></td>
</tr>
<tr>
<td>12/11/19</td>
<td>Include the Environmental Health Emergency Management Plan in the Local Emergency Management Arrangements. Add Roma to the distribution list.</td>
<td></td>
<td>Adam Jasper</td>
<td></td>
</tr>
<tr>
<td>12/11/19</td>
<td>The Recovery Coordinator and proxies to familiarise themselves with the SEMC endorsed Recovery Impact Statement procedure, guide and template.</td>
<td></td>
<td>Nigel Anderson</td>
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</table>
Appendix X

Environmental Health Emergency Management Plan

October 2019
This document links to the Community Strategic Plan through:

<table>
<thead>
<tr>
<th>Key result area</th>
<th>Description</th>
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<tr>
<td>Key result area 1:</td>
<td>Valuing, protecting and enhancing the natural environment</td>
</tr>
<tr>
<td>Key result area 2:</td>
<td>Welcoming, inclusive and healthy communities</td>
</tr>
<tr>
<td>Key result area 3:</td>
<td>Ensuring sustainable development</td>
</tr>
<tr>
<td>Key result area 4:</td>
<td>Vibrant and diverse economy</td>
</tr>
<tr>
<td>Key result area 5:</td>
<td>Effective leadership and governance</td>
</tr>
</tbody>
</table>

“Strong communities are welcoming and safe and enjoy quality lifestyles that celebrate their local identity, diversity and culture. The Shire fosters community resilience and wellbeing through its social planning, recreation, safety, education and preventative health strategies”.
Table of Contents

Welcome / Message .................................................................................................................. 3
Endorsements ............................................................................................................................ 4
Distribution list .......................................................................................................................... 5
Amendment record .................................................................................................................... 6
Glossary of terms ...................................................................................................................... 7
Acronyms .................................................................................................................................. 7
Purpose .................................................................................................................................... 8
Aim .......................................................................................................................................... 8
Scope ..................................................................................................................................... 8
Related documents .................................................................................................................. 10
A comprehensive approach .................................................................................................. 11
Roles and responsibilities ....................................................................................................... 11
Acknowledgements ............................................................................................................... Error! Bookmark not defined.3
Appendices ............................................................................................................................ Error! Bookmark not defined.
   A Environmental health emergency response kit .......... Error! Bookmark not defined.4
   B Contacts lists .................................................................................................................... 15
   C Supplier directory ............................................................................................................. 17
   D Relief centres and public health considerations ......................................................... 18
   E Impact assessment forms ............................................................................................... 28
   F Emergency fact sheets ................................................................................................. 31
Welcome/Message

The environmental health response to an emergency involves the management of public health consequences created as a result of the event, in addition to improving disaster preparedness to respond to future events. The main elements considered in the response include, but are not limited to:

- drinking water
- hazardous waste
- general waste
- sanitation
- food safety
- communicable diseases
- vector issues, and
- mass gatherings

Public health professionals, particularly Environmental Health Officers, are in the best position to assess the public health impacts of disasters on communities and to evaluate the efficacy of a response.

*(Environmental health disaster management: a new approach)*
The Shire of Augusta Margaret River Environmental Health Emergency Management Plan has been prepared in accordance with Section 41 of the *Emergency Management Act 2005* and forms a part of the local emergency management arrangements. This Environmental Health Emergency Management Plan been endorsed by the Shire of Augusta Margaret River Local Emergency Management Committee and the Council of the Shire of Augusta Margaret River.

The Environmental Health Emergency Management Plan has been tabled for noting with the South West District Emergency Management Committee and the Office of Emergency Management.

____________________________________________  _______________________
Chair        Date
Shire of Augusta Margaret River LEMC

____________________________________________  _______________________
Endorsed by Council       Date
## Distribution list

<table>
<thead>
<tr>
<th>Organisation/Officer</th>
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<tr>
<td>Shire President (LEMC Chair)</td>
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</tr>
<tr>
<td>Shire Chief Executive Officer</td>
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</tr>
<tr>
<td>Director Corporate and Community Services</td>
<td>1</td>
</tr>
<tr>
<td>Manager Human and Community Services</td>
<td>1</td>
</tr>
<tr>
<td>Community Emergency Services Manager</td>
<td>1</td>
</tr>
<tr>
<td>Coordinator Ranger Services</td>
<td>1</td>
</tr>
<tr>
<td>Executive Officer South West DEMC</td>
<td>1</td>
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<tr>
<td>District Advisor DEMC</td>
<td>1</td>
</tr>
<tr>
<td>Office of Emergency Management</td>
<td>1</td>
</tr>
<tr>
<td>Department of Health, Western Australia</td>
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</tr>
</tbody>
</table>
**Amendment record**

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

Feedback can include

1. what you do or do not like about the plan;
2. unclear or incorrect expression;
3. out of date information or practices;
4. inadequacies;
5. errors, omissions or suggested improvements.

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

The Chairperson
Local Emergency Management Committee
Shire of Augusta Margaret River
PO Box 61
MARGARET RIVER WA 6285

Alternatively, email to amrshire@amrshire.wa.gov.au

<table>
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<th>Number</th>
<th>Date</th>
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<th>Author</th>
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<td>1</td>
<td>October 2019</td>
<td>first issue</td>
<td>C McAtee</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
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<td></td>
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</table>
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* or the *WA Emergency Risk Management Guide* with the exception of:

**Authorised officer** which means a person designated as an authorised officer under Section 24 of the *Public Health Act 2016*; and

**Emergency officer** which means an authorised officer or other person who is authorised by the Chief Health Officer under Section 174(2) of the *Public Health Act 2016*.

### Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Terminology</th>
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<tr>
<td>DoH</td>
<td>Department of Health Western Australia</td>
</tr>
<tr>
<td>EHEMP</td>
<td>Environmental Health Emergency Management Plan</td>
</tr>
<tr>
<td>EHO</td>
<td>Environmental Health Officer</td>
</tr>
<tr>
<td>HMA</td>
<td>Hazard Management Agency</td>
</tr>
<tr>
<td>IC</td>
<td>Incident Controller</td>
</tr>
<tr>
<td>LEC</td>
<td>Local Emergency Coordinator</td>
</tr>
<tr>
<td>LEMA</td>
<td>Local Emergency Management Arrangements</td>
</tr>
</tbody>
</table>
Purpose

The purpose of the Environmental Health Emergency Management Plan (EHEMP) is to provide for the development and implementation of public health emergency management arrangements. It outlines the Shire of Augusta Margaret River’s arrangements for the management of public health risks in an emergency.

The EHEMP is a planning tool used by Environmental Health Officers (EHOs), support staff, the Department of Health Western Australia (DoH) and neighbouring local governments that may be assisting in an emergency event. Environmental health staff are expected to be familiar with the arrangements in this plan, prior to an emergency. The plan is also useful to identify development needs and assist with staff training.

Aim

Through the development and implementation of the EHEMP, the aims is to mitigate and manage public health risks in an emergency and protect the health of emergency-affected persons.

Scope

The EHEMP outlines arrangements for public health disasters or emergencies within the Shire of Augusta Margaret River. The EHEMP may be activated in conjunction with, or in isolation from, the Local Emergency Management Arrangements (LEMA) and hazard-specific plans, including those prepared by the DoH (State Hazard Plan – Heatwave, Human Biosecurity, State Health Emergency Response Plan, WA Health System Emergency Management Arrangements, Infectious Disease Emergency Management Plan, WA health system).

Almost all disasters will have some impact on public health, ranging from maintaining basic environmental health standards to an emergency of primarily public health concern. The following table outlines the initial response by environmental health staff.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Action</th>
<th>Resources</th>
</tr>
</thead>
</table>
| Initial impact assessment | • identify public health considerations
• identify areas and individual properties for further assessment | • initial impact assessment   |
### Detailed impact assessment
- conduct detailed post-impact assessment of individual properties
- provide advice and support to individual owners
- collect and retain information on extent of damage
- property impact assessment

### Relief centre assessment
- conduct initial assessment of relief centre
- provide advice regarding maximum accommodation numbers and additional facilities required to Local Welfare Coordinator
- follow up on any public health risks until resolved
- relief centre assessment

The below table contains a summary of environmental health priorities following an emergency incident.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Action</th>
</tr>
</thead>
</table>
| Safe drinking water          | • liaise with Water Corporation regarding major outages or damage to infrastructure  
                                • ensure adequate and safe water supply to relief centres  
                                • monitor and sample water supplies  
                                • provide information and advice regarding disinfection                                                                                                                                                         |
| Safe food                    | • provide information and advice to food handlers in emergency relief centres  
                                • inspect and provide information and advice on donated food  
                                • assist in the disposal of damaged and contaminated food  
                                • provide information and advice to food businesses affected by an incident                                                                                                                                 |
| Safe emergency relief centres| • conduct ongoing inspections of relief centre and provide advice to Local Welfare Coordinator as required  
                                • ensure sanitary facilities are clean and maintained  
                                • advise of any other maintenance required, e.g. septic system emptying, additional potable water etc.                                                                                                           |
| Safe housing                 | • liaise with Water Corporation and other agencies regarding major outages or damage to infrastructure (sewerage, electricity, water)  
                                • conduct property impact assessment on affected properties  
                                • conduct water sampling if required  
                                • provide information to property owners:  
                                - hazards on your property following a bushfire  
                                - using rainwater after a bushfire  
                                - asbestos fire contamination                                                  |
| Safe community buildings | • provide information and advice to Coordinator Building Assets & Maintenance  
• inspect damaged septic systems  
• monitor and sample water supplies  
• maintain records of inspections and damage  
• support rebuilding and redevelopment |
| Safe aquatic facilities | • provide information and advice to owners/operators  
• conduct water sampling prior to reopening |
| Public protection from wastewater spills | • liaise with Water Corporation regarding any wastewater spills  
• distribute information and advice |
| Control of infectious diseases | • conduct initial investigations into any suspected water or food borne illnesses  
• refer food outbreaks (two people or more affected) to Food Unit at DoH  
• support control agency with investigation and management of any incidents by taking samples and distributing information and advice |
| Safe disposal of hazardous waste | • provide information and advice to property owners |
| Safe disposal of dead stock | • liaise with Manager Health and Waste Services and Coordinator Environment/Landcare Services to find a suitable burial or incineration site |
| Control of vermin and vectors | • conduct mosquito surveillance following a flood event  
• liaise with DoH regarding treatment options  
• issue warnings, information and advice to the community |
| Safe and adequate disposal of solid waste | • liaise with Manager Health and Waste Services regarding additional services and placement of receptacles  
• provide information and advice to food business and residents |

**Related documents**

The EHEMP forms a part of the Shire’s LEMA and should be read in conjunction with these arrangements and related documents.

This plan also acknowledges the responsibilities placed on authorised officers designated as emergency officers by the Chief Health Officer under Part 12 of the *Public Health Act 2016*. The Public Health Emergency Management Plan, to be prepared by the DoH will specifically
outline the roles and responsibilities of local government in the event of a public health emergency.

**A comprehensive approach**

Public health emergency planning and response synchronises with the comprehensive approach to disaster and incident management.

**Preparedness**

Preparedness encompasses the activities required to build capacity of the community, staff, and other agencies required to mitigate and or manage public health risks.

One central strategy for preparedness is education and access to information. Engaging and forming partnerships with external stakeholders, including the sharing of planning information is key. Environmental health staff are to take advantage of training opportunities and exercises in disaster management. Regular revision of key planning documents and standard operating procedures will result in a better-prepared team in the event of an incident.

**Response and recovery**

The response and recovery phase involves the mitigation or management of public health risks during and following an incident.

This plan covers the immediate environmental health response to an incident.

Recovery activities will usually be a continuation of the initial response with more emphasis on supporting the community to self-manage risks by providing support, information and advice. The interruption to the delivery of core environmental health services during and following an incident will need managing and may involve securing additional resources.

**Roles and responsibilities**

**Manager Health and Waste Services**

The Manager Health and Waste Services will:

- activate the EHEMP following advice from the Hazard Management Agency (HMA), Local Emergency Coordinator (LEC) or Incident Controller (IC)
- remain in communication with the Coordinator Environmental Health and Events with regards to staff deployment and activities
• feed information back to the IC
• attend briefings and remain in communication with Coordinator Environmental Health and Events
• arrange for additional resources if required
• oversee environmental health information in media releases

Coordinator Environmental Health and Events
The Coordinator Environmental Health and Events will:

• complete the *Emergency management initial impact assessment*
• formulate a plan based on initial assessment, communication with Manager Health and Waste Services, Incident Controller and public enquiries
• activate EHOs and Events Management Officer (if required) to conduct field assessments in accordance with initial assessment
• provide regular briefings to the Manager Health and Waste Services
• remain in contact with activated officers, manage and update tasks, communicate new information, monitor resources and officers’ wellbeing
• manage rosters, stand-down of officers and activation of others
• arrange additional materials
• regularly assess available information, ensuring that the environmental health response is appropriate
• maintain a register of the activities of the team
• arrange a debrief following the event

Environmental Health Officers
Environmental Health Officers will:

• conduct field assessments using relevant assessment tools and information
• work safely and adhere to all Shire OSH requirements
• ensure that all communication devices and mobile isolated worker systems are charged and operational
• stay in regular contact with the Coordinator Environmental Health and Events with regards to activities, resources and wellbeing
Events Management Officer

The Events Management Officer will:

- communicate with any event organisers that may be affected by the emergency
- assist the environmental health team with record keeping and administrative support

Environmental Health Directorate, DoH

The Environmental Health Directorate will:

- provide advice and assistance where required
- provide a 24 hour on-call service for environmental health emergencies

Neighbouring local governments

Neighbouring local governments will:

- provide environmental health resources when requested from one of the 11 other south west local governments who are signatories to the mutual aid agreement.

Acknowledgements

The following resources were consulted during the preparation of this document:

1. EHA Australia, *Disaster Environmental Health*, 2014
2. Hume City Council Municipal Public Health Emergency Management Plan
4. Australian Red Cross, *Queensland Evacuation Centre Planning Toolkit*, 2017
# Appendix A

## Environmental health emergency response kit

Kits are kept in the Environmental Health lab and EHO vehicle

<table>
<thead>
<tr>
<th>item</th>
<th>number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biohazard sample bag</td>
<td>2</td>
</tr>
<tr>
<td>Body suits</td>
<td>1</td>
</tr>
<tr>
<td>Disposal bags for used PPE</td>
<td>1</td>
</tr>
<tr>
<td>Ear plugs</td>
<td>4</td>
</tr>
<tr>
<td>Face masks</td>
<td>2</td>
</tr>
<tr>
<td>Gloves latex</td>
<td>2</td>
</tr>
<tr>
<td>Goggles</td>
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</tr>
<tr>
<td>Hairnets</td>
<td>4</td>
</tr>
<tr>
<td>Hand sanitiser</td>
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<tr>
<td>Hats</td>
<td>2</td>
</tr>
<tr>
<td>Hazard tape</td>
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</tr>
<tr>
<td>High vis vest</td>
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</tr>
<tr>
<td>Mosquito repellent</td>
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</tr>
<tr>
<td>Safety glasses</td>
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</tr>
<tr>
<td>Shoe protectors</td>
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<td>Sunscreen</td>
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<td>Scissors</td>
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<tr>
<td>Pens</td>
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</tr>
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<td>Tape thick</td>
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<td>Notepad</td>
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</tr>
<tr>
<td>Clipboard</td>
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</tr>
<tr>
<td>Bag</td>
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<td>Pencil case</td>
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## Appendix B

### Contact lists

#### Shire environmental health staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Health and Waste Services</td>
<td>TBA</td>
<td>Business phone:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business mobile:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After hours mobile:</td>
</tr>
<tr>
<td>Coordinator Environmental Health and Events</td>
<td>Chris McAtee</td>
<td>Business phone: 9780 5254</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business mobile: 0458 164 503</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After hours mobile: 0408 009 299</td>
</tr>
<tr>
<td>Environmental Health Officer</td>
<td>Anne Marie Laddie</td>
<td>Business phone: 9780 5271</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business mobile: 0408 405 271</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After hours mobile: 0418 188 221</td>
</tr>
<tr>
<td>Environmental Health Officer</td>
<td>Brad Roberts</td>
<td>Business phone: 9780 5245</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business mobile: 0437 545 711</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After hours mobile: 0437 545 711</td>
</tr>
<tr>
<td>Environmental Health Officer</td>
<td>Jacinta McKinlay</td>
<td>Business phone: 9780 5219</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business mobile: 0448 217 466</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After hours mobile: 0418 928 276</td>
</tr>
<tr>
<td>Events Management Officer</td>
<td>Catherine Gardiner</td>
<td>Business phone: 9780 5266</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business mobile: 0436 813 589</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After hours mobile: 0438 099 638</td>
</tr>
</tbody>
</table>

#### External organisations

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health Directorate, Department of Health</td>
<td></td>
<td>Business phone: 9388 4999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After hours: 9328 0553</td>
</tr>
<tr>
<td>Manager Environmental Services, City of Busselton</td>
<td>Tanya Gillett</td>
<td>Business phone: 9781 1719</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business mobile: 0414 370 201</td>
</tr>
</tbody>
</table>
| Environmental Health Coordinator, City of Busselton | Jane Cook | Business phone: 9781 0456  
Business mobile: 0403 472 127 |
|---|---|---|
| Margaret River Hospital | Marie Tweedie (Leeuwin District Manager) | Business phone: 9757 0400 (24 hours)  
OR Marie Tweedie  
T: 97570426  F 97570431  M: 0427588300  
marie.tweedie@health.wa.gov.au |
## Appendix C

### Supplier directory

<table>
<thead>
<tr>
<th>Resource</th>
<th>Supplier</th>
<th>Contact details</th>
<th>Shire creditor?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottled water</td>
<td>Coles</td>
<td>9757 9933</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Woolworths</td>
<td>9759 3150</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>River Fresh IGA</td>
<td>9757 2379</td>
<td>✓</td>
</tr>
<tr>
<td>Cold storage containers</td>
<td>Margaret River Mitre 10</td>
<td>9757 2455</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Bunnings Margaret River</td>
<td>9758 7000</td>
<td>✓</td>
</tr>
<tr>
<td>Controlled waste carriers</td>
<td>Geographe Liquid Waste</td>
<td>0429 372 913</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sandgroper Contracting</td>
<td>0403 487 894</td>
<td>✓</td>
</tr>
<tr>
<td>Disinfection and cleaning agent suppliers</td>
<td>Down South Wholesale</td>
<td>9757 9157</td>
<td>✓</td>
</tr>
<tr>
<td>Portable toilets and ablution facilities</td>
<td>Welcome Site</td>
<td>9757 5255 0419 042 193</td>
<td>✓</td>
</tr>
<tr>
<td>Refrigeration and freezer suppliers</td>
<td>Margaret River Party Hire</td>
<td>0416 234 810</td>
<td>✓</td>
</tr>
<tr>
<td>Refuse and waste collection services</td>
<td>Vasse bins</td>
<td>0439 690 747</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Southwest Bin Hire</td>
<td>9791 4735 0448 866 906</td>
<td></td>
</tr>
<tr>
<td>Water carrier</td>
<td>Margaret River Domestic Water Carting</td>
<td>0407 991 965</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Gardners Complete Earthmoving</td>
<td>0429 902 417</td>
<td>✓</td>
</tr>
<tr>
<td>Water/food testing</td>
<td>PathWest Water Examination Laboratory</td>
<td>6457 2583</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>PathWest Food Hygiene Laboratory</td>
<td>9346 2165</td>
<td>✓</td>
</tr>
</tbody>
</table>
Appendix D

Relief centres and public health considerations

Primary relief centres

Margaret River Recreation Centre

51 Wallcliffe Road, Margaret River (A3899)

<table>
<thead>
<tr>
<th>maximum accommodation</th>
<th>area</th>
<th>when used as a meeting room (1m² per person)</th>
<th>when used for sleeping (5m² per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>700 persons</td>
<td>court 1 &amp; 2</td>
<td>700</td>
<td>344</td>
</tr>
<tr>
<td></td>
<td>court 3</td>
<td>700</td>
<td>143</td>
</tr>
<tr>
<td></td>
<td>group fitness room</td>
<td>50</td>
<td>43</td>
</tr>
</tbody>
</table>

| sanitary facilities    |                       |                                            |                                         |
|                        | female WC             | 7                                          | male WC                                 |
|                        | female hand basin     | 7                                          | male urinal                             |
|                        | female shower         | 8                                          | male hand basin                         |
|                        | baby change           | ✓                                          | male shower                             |

| other considerations   |                       |                                            |                                         |
|                        | kitchen               | ✓                                          | safe entry/exit (i.e. away from vehicles and parking) ✓ |
|                        | reticulated water supply | ✓                                    | adequate lighting                        |
|                        | mobile phone coverage | ✓                                          | accessibility                            |
|                        | reticulated sewerage  | ✓                                          |                                         |
specific public health actions that may be required in the event of an activation

- capacity of the kitchen to cater for large numbers
- adjacent to a large open area suitable for temporary structures and camping if required
- neighbouring Shire administration building and Margaret River HEART has additional kitchen and toilet facilities
## Centennial Hall Augusta

50 Allnut Terrace, Augusta (A4542)

<table>
<thead>
<tr>
<th>maximum accommodation</th>
<th>300 persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>area</td>
<td>when used as a meeting room (1m² per person)</td>
</tr>
<tr>
<td>main hall</td>
<td>194</td>
</tr>
<tr>
<td>activity room 1</td>
<td>50</td>
</tr>
<tr>
<td>activity room 2</td>
<td>37</td>
</tr>
<tr>
<td>activity room 3</td>
<td>50</td>
</tr>
<tr>
<td>internal court</td>
<td>80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>sanitary facilities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>female WC</td>
<td>4</td>
<td>male WC</td>
</tr>
<tr>
<td>female hand basin</td>
<td>3</td>
<td>male urinal</td>
</tr>
<tr>
<td>female shower</td>
<td>0</td>
<td>male hand basin</td>
</tr>
<tr>
<td>baby change</td>
<td>×</td>
<td>male shower</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>other considerations</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>kitchen</td>
<td>✓</td>
<td>safe entry/exit (i.e. away from vehicles and parking)</td>
</tr>
<tr>
<td>reticulated water supply</td>
<td>✓</td>
<td>adequate lighting</td>
</tr>
<tr>
<td>mobile phone coverage</td>
<td>✓</td>
<td>accessibility</td>
</tr>
<tr>
<td>reticulated sewerage</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Specific public health actions that may be required in the event of an activation:
- Additional toilets and showers (2 of each) are available backstage
- May be possible to use the facilities at the Augusta Recreation Centre
- Adjacent to a large open area suitable for temporary structures and camping if required
- Kitchen may not be able to cater for large numbers (kitchenette and bar available)
Augusta Recreation Centre

66 Allnut Terrace, Augusta (A3907)

<table>
<thead>
<tr>
<th>maximum accommodation</th>
<th>area</th>
<th>when used as a meeting room (1m² per person)</th>
<th>when used for sleeping (5m² per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>main hall</td>
<td>200</td>
<td>143</td>
<td></td>
</tr>
<tr>
<td>lesser hall</td>
<td>110</td>
<td>22</td>
<td></td>
</tr>
</tbody>
</table>

| sanitary facilities    |      |                                             |                                        |
| female WC              | 2    | male WC                                    | 1                                      |
| female hand basin      | 2    | male urinal                                | 1                                      |
| female shower          | 3    | male hand basin                            | 2                                      |
| baby change            | ×    | male shower                                | 3                                      |

| other considerations   |      |                                             |                                        |
| kitchen                | ✓    | safe entry/exit (i.e. away from vehicles and parking) | ✓                                      |
| reticulated water supply | ✓  | adequate lighting                          | ✓                                      |
| mobile phone coverage  | ✓    | accessibility                              | ✓                                      |
| reticulated sewerage   | ✓    |                                             |                                        |

specific public health actions that may be required in the event of an activation

- additional toilets will increase the maximum capacity of the main hall, but exit width will limit accommodation to about 300 persons.
- showers have no doors or curtains (no privacy)
- adjacent to a large open area suitable for temporary structures and camping if required
# Secondary relief centres

## Alexandra Bridge Hall

![Location Image](image)

1252 Brockman Highway, Nillup (A4429)

<table>
<thead>
<tr>
<th>maximum accommodation</th>
<th>area</th>
<th>when used as a meeting room (1m² per person)</th>
<th>when used for sleeping (5m² per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hall</td>
<td>100</td>
<td>23</td>
<td></td>
</tr>
</tbody>
</table>

### Sanitary facilities

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>female WC</td>
<td>2</td>
<td>male WC</td>
<td>1</td>
</tr>
<tr>
<td>female hand basin</td>
<td>1</td>
<td>male urinal</td>
<td>5</td>
</tr>
<tr>
<td>female shower</td>
<td>0</td>
<td>male hand basin</td>
<td>1</td>
</tr>
<tr>
<td>baby change</td>
<td>✓</td>
<td>male shower</td>
<td>0</td>
</tr>
</tbody>
</table>

### Other considerations

<table>
<thead>
<tr>
<th></th>
<th>✓</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>kitchen</td>
<td>✓</td>
<td>safe entry/exit (i.e. away from vehicles and parking)</td>
<td>✓</td>
</tr>
<tr>
<td>reticulated water supply</td>
<td>✗</td>
<td>adequate lighting</td>
<td>✓</td>
</tr>
<tr>
<td>mobile phone coverage</td>
<td>✓</td>
<td>accessibility</td>
<td>✓</td>
</tr>
<tr>
<td>reticulated sewerage</td>
<td>✗</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Specific public health actions that may be required in the event of an activation

- water supply from rainwater tanks (filtered but limited capacity)
- additional toilets may be available in neighbouring fire brigade shed
- showers will be required if used for sleeping purposes
- septic tanks may not have the capacity for large numbers over several days
- no dedicated handwash basin in kitchen
- fenced tennis courts may be useful for containing animals/pets
- large open carpark area
### Cowaramup District Hall

#### 61 Bussell Highway, Cowaramup (A11494)

<table>
<thead>
<tr>
<th>maximum accommodation</th>
<th>area</th>
<th>when used as a meeting room (1m² per person)</th>
<th>when used for sleeping (5m² per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hall</td>
<td>200</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>meeting room</td>
<td>39</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

| sanitary facilities    | female WC | 2 | male WC | 1 |
|                        | female hand basin | 2 | male urinal | 2 |
|                        | female shower    | 0 | male hand basin | 1 |
|                        | baby change     | × | male shower | 0 |

| other considerations   | kitchen | ✓ | safe entry/exit (i.e. away from vehicles and parking) | ✓ |
|                        | reticulated water supply | ✓ | adequate lighting | ✓ |
|                        | mobile phone coverage | ✓ | accessibility | ✓ |
|                        | reticulated sewerage | × |                                        | |

Specific public health actions that may be required in the event of an activation:
- Additional toilets will increase the maximum capacity of the building
- Showers will be required if used for sleeping purposes
- Adjacent to a large open area suitable for temporary structures and camping if required
- Adjacent to recreational facilities (skate park, oval)
- Septic tanks may not have the capacity for large numbers over several days (to be connected to reticulated sewerage in May 2019)
Gracetown Hall

1 Salter Street, Gracetown (A1939)

<table>
<thead>
<tr>
<th>maximum accommodation</th>
<th>area</th>
<th>when used as a meeting room (1m² per person)</th>
<th>when used for sleeping (5m² per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>220 persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hall/stadium</td>
<td>180</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>meeting room</td>
<td>40</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

| sanitary facilities   |      |                                             |                                        |
| female WC             | 3    | male WC                                     | 2                                      |
| female hand basin     | 2    | male urinal                                 | 2                                      |
| female shower         | 0    | male hand basin                             | 2                                      |
| baby change           | ×    | male shower                                 | 0                                      |

| other considerations  |      |                                             |                                        |
| kitchen               | ✓    | safe entry/exit (i.e. away from vehicles and parking) | ✓                                      |
| reticulated water supply | ×  | adequate lighting                           | ✓                                      |
| mobile phone coverage | ✓    | accessibility                               | ✓                                      |
| reticulated sewerage  | ×    |                                             |                                        |

Specific public health actions that may be required in the event of an activation
- showers will be required if used for sleeping purposes
- adjacent to a large open area suitable for temporary structures and camping if required
- septic tanks may not have the capacity for large numbers over several days
- water supply from rainwater tanks (filtered but limited capacity). Bore nearby.
- accessible ramp to building but doorways may not be accessible
# Karridale Hall

Reserve 19370, Chapman Road, Karridale (A4381)

<table>
<thead>
<tr>
<th>maximum accommodation</th>
<th>area</th>
<th>when used as a meeting room (1m² per person)</th>
<th>when used for sleeping (5m² per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hall/stadium</td>
<td>100</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>meeting room</td>
<td>42</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

## Sanitary Facilities

|                          | female WC | 3 | male WC | 1 | female hand basin | 1 | male urinal | 2 | female shower | 0 | male hand basin | 1 | baby change | × | male shower | 0 |

## Other Considerations

|                          | kitchen | ✓ | safe entry/exit (i.e. away from vehicles and parking) | ✓ | reticulated water supply | × | adequate lighting | ✓ | mobile phone coverage | × | accessibility | ✓ | reticulated sewerage | × |

### Specific Public Health Actions that may be required in the event of an activation

- additional toilets will increase the capacity of the building
- showers will be required if used for sleeping purposes
- septic tanks may not have the capacity for large numbers over several days
- water supply from rainwater tanks (filtered but limited capacity)
- fire brigade shed (with large water tank), primary school (with additional toilets and kitchen) and school oval/open space all nearby
# Rosa Brook Community Hall

Reserve 18493, Rosa Brook Road, Rosa Brook (A4550)

<table>
<thead>
<tr>
<th>maximum accommodation</th>
<th>area</th>
<th>when used as a meeting room (1m² per person)</th>
<th>when used for sleeping (5m² per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>84 persons</td>
<td>hall</td>
<td>84</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>sanitary facilities</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>female WC</td>
<td>2</td>
<td>male WC</td>
<td>1</td>
</tr>
<tr>
<td>female hand basin</td>
<td>1</td>
<td>male urinal</td>
<td>2</td>
</tr>
<tr>
<td>female shower</td>
<td>0</td>
<td>male hand basin</td>
<td>1</td>
</tr>
<tr>
<td>baby change</td>
<td>×</td>
<td>male shower</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>other considerations</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>kitchen</td>
<td>✓</td>
<td>safe entry/exit (i.e. away from vehicles and parking)</td>
<td>✓</td>
</tr>
<tr>
<td>reticulated water supply</td>
<td>×</td>
<td>adequate lighting</td>
<td>?</td>
</tr>
<tr>
<td>mobile phone coverage</td>
<td>✓</td>
<td>accessibility</td>
<td>×</td>
</tr>
<tr>
<td>reticulated sewerage</td>
<td>×</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**specific public health actions that may be required in the event of an activation**

- additional toilets will increase the capacity of the building
- indoor playroom available
- outdoor shaded area and kiosk
- showers will be required if used for sleeping purposes
- septic tanks may not have the capacity for large numbers over several days
- water supply from rainwater tanks (filtered but limited capacity)
- ramp at rear door but building is still not accessible due to narrow door width and step
### Witchcliffe Druids Hall

10418 Bussell Highway, Witchcliffe (A1792)

<table>
<thead>
<tr>
<th>maximum accommodation</th>
<th>area</th>
<th>when used as a meeting room (1m² per person)</th>
<th>when used for sleeping (5m² per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 persons</td>
<td>hall</td>
<td>50</td>
<td>16</td>
</tr>
</tbody>
</table>

#### Sanitary Facilities

<table>
<thead>
<tr>
<th></th>
<th>female WC</th>
<th>1</th>
<th>male WC</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>female hand basin</td>
<td>1</td>
<td></td>
<td>male urinal</td>
<td>1</td>
</tr>
<tr>
<td>female shower</td>
<td>0</td>
<td></td>
<td>male hand basin</td>
<td>1</td>
</tr>
<tr>
<td>baby change</td>
<td>×</td>
<td></td>
<td>male shower</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Other Considerations

<table>
<thead>
<tr>
<th></th>
<th>✓ safe entry/exit (i.e. away from vehicles and parking)</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>kitchen</td>
<td>✓ safe entry/exit (i.e. away from vehicles and parking)</td>
<td>✓</td>
</tr>
<tr>
<td>reticulated water supply</td>
<td>✓ adequate lighting</td>
<td>?</td>
</tr>
<tr>
<td>mobile phone coverage</td>
<td>✓ accessibility</td>
<td>✗</td>
</tr>
<tr>
<td>reticulated sewerage</td>
<td>✗</td>
<td></td>
</tr>
</tbody>
</table>

### Specific Public Health Actions that may be required in the event of an activation
- limited kitchen facilities with poor ventilation
- one exit limits the capacity of this building to 50 persons
- showers will be required if used for sleeping purposes
- septic tanks may not have the capacity for large numbers over several days
- water supply from rainwater tanks (filtered but limited capacity)
- ramp at side door but building is still not accessible due to narrow door width
- nearby fenced playground
Appendix E

Impact assessment forms

Initial impact assessment

<table>
<thead>
<tr>
<th>Area affected:</th>
<th>Nature of emergency:</th>
<th>Date assessment:</th>
<th>Time assessment:</th>
</tr>
</thead>
</table>

The Coordinator Environmental Health completes this assessment which will:
1. Identify public health considerations in an emergency
2. Identify area for further assessment
3. Determine information requirements

### Initial Impact Assessment

<table>
<thead>
<tr>
<th>Area</th>
<th>Manager's name</th>
<th>Contact details</th>
<th>Role</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Water Contamination

<table>
<thead>
<tr>
<th>Contaminant</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contaminant in private water supplies</td>
<td></td>
<td></td>
<td></td>
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<td>Contaminant in public water supply system</td>
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<tr>
<td>EHE assessment in process</td>
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Property impact assessment

WARNING

Wait for the takedown team emergency responders entering an affected area. Do not attempt to enter the premises if there is any chance of wall or roof collapse. Do not enter the premises until electricity, gas, water and sewerage have been checked by qualified personnel.

Ensure your PPE is suited for the environment and that you remain in contact with your colleagues and supervisor.

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<td>Are there asbestos, lead, or volatile substances?</td>
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Relief centre assessment

<table>
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<tr>
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<tr>
<td>Estimated number of people affected:</td>
</tr>
<tr>
<td>Date of assessment:</td>
</tr>
<tr>
<td>Time of assessment:</td>
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</table>

An Environmental Health Officer completes this assessment which will:
1. Ensure public health risks in the emergency relief centre
2. Identify areas of concern for follow-up

- **Short-term duration** - where the majority of people are in sheltered tents or other temporary shelters
- **Longer-term duration** - where the majority of people require sleeping materials, kitchens, substantial tents, food, water, and sanitation
- **Emergency management** - people are in need of immediate help. The planning of emergency measures will need to consider showers, latrines, kitchen facilities, and tasks assistance from the local health department if emergency camps are required

The environmental health emergency management team conducts an assessment of the identified potential water source and public health considerations (including maximum accommodation numbers)

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Asbestos fire contamination

In Western Australia, asbestos fire retardant was commonly used in building materials up until 1990. Therefore, many older residential and commercial buildings now contain asbestos, mainly as cement sheeting in walls, ceilings, roofs, fences, and more. If these are burned or exposed to high temperatures, asbestos fibres can be released into the air, leading to potential health risks.

Fire and Asbestos

There are sometimes fires in WA, each year in urban and rural areas. Sometimes these occur in older buildings containing asbestos. Although asbestos is non-flammable, heat can damage it, causing asbestos fibres to be released into the air and potentially pose a health risk to those exposed.

Asbestos Contamination

For asbestos-containing sheeting (15-45% asbestos), fire damage can lead to the release of asbestos fibres into the air. Firefighters and other workers at the scene should wear appropriate protective clothing and follow safety protocols to minimize exposure. After a fire, asbestos-contaminated areas should be sealed to prevent asbestos fibres from spreading further.

A sample asbestos sheet showing a warning label. The label states that the sheet contains asbestos and provides instructions on how to handle it safely.
Fire retardants and health

What are fire retardants?
Fire retardants are chemicals that slow the spread of flames or smoke. They help keep fires from spreading or burning on the ground and are sometimes dropped from aircraft.

Short-term fire retardants are designed to be broken down and consumed soon after they have been exposed to the fire. Long-term fire retardants are chemicals that are mixed with water to form a spray.

How do fire retardants work?
Long-term fire retardants are mixed with water before they are dispersed over the burning area. When the water vaporizes, the resulting chemical reduces heat, cools the air, and creates a barrier against other materials. It is so effective that it is used to protect memory foam and prevent destruction from fire. Dyes and paints that are used to reduce the fire are designed to keep the flames from spreading further. They will also spread the water and keep it from evaporating easily. They can be made from a variety of materials, including cotton, wood, and plastic.

What are fire retardants made of?
Long-term fire retardants are generally made from non-flammable materials like carbon, silicone, and magnesium. They are mixed with water to form a spray that can be applied to the surface of the material. Heat and smoke are reduced, and the material is kept from catching fire.

Short-term fire retardants are made from a mixture of water and a chemical called ammonium polyphosphate. This mixture can be applied to the material to create a coating that acts as a barrier against the fire.

What about aqueous?
Aqueous fire retardants are made from a combination of water and a chemical called ammonium polyphosphate. They are effective at reducing the spread of fire and smoke. The material is applied to the material to create a coating that acts as a barrier against the fire.

What about brominated flame retardants?
Brominated flame retardants are a category of chemicals that are widely used in household and industrial items, including computers, electronics, and electrical equipment.
Hazards on your property after a bushfire

The following information is relevant where houses, sheds and other buildings or structures have been destroyed or burnt out. There could be potential hazards on the remaining site and with hazardous household materials that may be present after the fire. The following may be hazardous:

- batteries
- motor oil and petrol
- paint
- cleaning products
- household appliances
- toxic residue from burnt household appliances as well as ash and dust.

**Before going onsite:**

- Electrical hazards may still remain. Do not enter your property until you have been advised it is safe to do so.
- Buildings and other structures may be unsafe to enter or work on. Ensure that all fire damage is cleaned up before entering.
- Advise local authorities or emergency services to ensure that the site is secure. Door knockings and private structures require a permit from the Council.
- Biohazardous waste and other potentially hazardous materials like asbestos may be hidden under the rubble.

**Protective clothing:**

- Wear sturdy shoes and head-to-foot work gloves to protect against broken glass, and any sharp objects or tools by movements.
- When working with silica (asbestos and sand), wear protective clothing and dispose of material carefully.
- Any asbestos present, including sheets, should be metalled or covered with a moisture-resistant material. If the property is the barrier material, asbestos fabric should be covered in a sealed bag after use and disposed of in an asbestos waste container.

**What about wearing a facemask?**

- Ordinary paper or fabric facemasks do not protect against silica or any other airborne hazards. They are generally not suitable for protecting your lungs.
- N95 or P2 respirators should be worn to protect the particles, including asbestos. They are available from many stores. N95 masks filter out a significantly higher proportion of the particles than P2s.
Cleaning up a smoke affected home

Ventilate your home:
- Open the house up to sunlight and fresh air to help remove the odour

Wash hard surfaces including furniture, walls and floors:
- Wash indoor surfaces with mild soap or detergent and water
- For general test smoke and food, use a mixture of one cup of household chlorine bleach added to a litre of water. Remember to follow the product directions on the bleach container.
- Remove excess and allow them to dry in the sun. It is important to prevent the growth of mould.
- Cooking utensils can be washed with detergent and hot water and polished with a soft polishing agent to remove discoloration.

Wash soft furnishings including upholstered furniture and bedding:
- Air all furnishings outdoors in the sunshine and wind
- Mattresses may need to be cleaned by a professional service provider. It is almost impossible to get the smell of smoke out of leather pillows or foam.

Clothing:
- Wash affected clothing normally
- Personal items and smoke odour may benefit from being washed using a 1:100 household bleach solution added to a litre of water. After washing, line dry clothes with clean water and dry well. Remember to wash ground and follow the washing instructions on the bleach container. Care should be taken as this mixture will bleach clothes.
- For clothes in which the odour is strong, clothes should be washed in cold water and then bleached. For clothes in which the odour is strong, clothes should be washed in cold water and then bleached.
- Hosing down a smoke-affected house to remove odour is possible but labour-intensive.
Using rainwater after a bushfire

The following information is from the Department of Health and is relevant to residents who may have contaminated rainwater tanks as a result of bushfire smoke, ash, debris, etc., or during recovery activities.

**How can I tell if my rainwater tank has been contaminated?**

- Look for signs of contamination:
  - Sediment or residue in tank
  - Odor
  - Discoloration or unusual color
  - Foreign debris or particles
  - If the water level has changed (increased)

**Do not use contaminated rainwater for:**

- Drinking, cooking food, making ice, washing dishes, bathing or cleaning the rainwater tank
- If the tank has been affected by the bushfire
- If the rainwater has become contaminated by ash
- If the tank has been damaged

**You can use contaminated rainwater for:**

- Filling kerbs
- Watering the garden
- Washing clothing (may not be effective)
- Cleaning cars
- Lighting fires

Note: If you are considering using contaminated rainwater to fill swimming pools or in irrigation or irrigation systems as ash and other residue may block filters and screens. Contact the manufacturer for more advice.
Food businesses affected by an emergency

Food businesses can be impacted by an emergency by loss of power, food and water contamination, physical damage to the building and structures, and the office supply of water (quantity and quality).

**WARNING**

Until the last clear information becomes available, before entering an affected area, do not attempt to enter the premises. If there is any chance of water contamination, only enter the premises if electricity, gas, water, and sewerage have been checked by qualified personnel.

**Power outages:**

- For short power outages, try to keep cold and frozen food cold. If food is still cold to touch (less than 40°F), fill 60% of the ice chest with dry ice and open the lid. After 4 to 5 hours, move ice from the chest to the freezer and use insulated blankets to cover cold and frozen food.
- If the refrigeration equipment is not operational, inside potential hazardous foods to a walking unit. If this is not possible, initiate the path to the area inside and secure the box.
- If the food has been defrosted, it can be stored under refrigeration. However, keep the food out of temperature control for the hour or more.
- If power is restored when food has been defrosted, the food is safe.
- If you are not sure how long the food has been out of temperature control, take and discard the food. Follow the food discard guidelines.

**Flooding, water contamination:**

- Check refrigeration and freezer units to ensure that they are still operational. Treat water as if it were contaminated.
- If the refrigeration equipment is not operational, follow the advice relating to power outages.
- Discard any spoiled food within the premises.
Cleaning up after a flood

**WARNING**

Wait for the tail clean-up emergency services before entering an affected area and only after the relevant authorities have checked water, gas, electricity and sewage services. Do not attempt to enter premises until the water has fallen below foot level. Wear rubber boots and rubber or leather gloves.

**Hazards on entering your home**

There is a severe risk of contamination in a flooded home containing damaged wiring, broken walls or ceilings, shouting lights or appliances, and an electrical fire hazard. There is an electrical distribution system. Use power to your electrical system if it has been covered with water or mud will need to be checked by an electrician before use.

Move around slowly and carefully as you inspect for damage. Flooded and damaged areas need particular attention. Watch for loose floorboards, holes in the floor, protruding nails, and dropping ceiling tiles that may be ready to fall. Check all areas to heavy and dangerous (e.g., use a broom stick or any other long-handled device to clean below water by the water mark. Take care as a dropping ceiling may contain asbestos dust or other hazardous materials. Flooded gas may have collected in pockets of the building should be avoided or used in the water.

Keep a look out for hazardous chemicals, including paints and solvents.

**Drinking water**

If there is any chance of food contamination on your drinking water, drink only boiled or bottled water. Cook or boil all water until the normal water supply has been declared safe. Cooked or boiled water should be used for drinking, cooking, washing your hands, making ice, cleaning any area you have washed down.

**Wastewater systems**

There may be sewage damage in any properties including:

- Sprouting growth around the tank and tank applications area.
Damaged wastewater systems

How to check if your wastewater system has been affected

Most septic tanks will not be noticeably damaged by fire or flooding as they are below ground. However, floodwater may enter your septic tank system through the inlet, overflow or leaching field, which can cause blockages or system damage. Regular maintenance of the system will help to prevent this. When you suspect that your septic system has been damaged, you should check:

- Sewer or septic cover
- Leaking water lines (including pipes)
- Damaged or stopped pipes
- Sewage backup or flooding
- Sewage smell in the basement

Incomplete or misaligned septic systems can be hard to identify. However, some simple indications may indicate damage:

- Standing water around the tank and leach field
- Blocked septic tank or leach field
- High water levels within the primary septic tank
- Sewage flowing up through the leach field pipes

Some onsite wastewater treatment systems rely on mechanical and electrical equipment, such as pumps, septic tanks and filters. This equipment may be damaged by water, fire or loss of power. To prevent injury or further damage to your system, contact your service provider or plumber.

What to do if your system has been affected

Do not use any toilets, laundry, clothes, bathroom or kitchen equipment that are connected to the septic system until all aspects of the wastewater treatment and disposal system have been professionally inspected and resolved.
Shire of Augusta Margaret River
Civic and Administration Centre
41 Wallcliffe Road (PO Box 61)
Margaret River 6285
P: 08 9780 5255, F: 08 9757 2512
Office Hours: Mon to Fri, 9am – 4pm
Phone enquiries: 8am – 4.30pm

Augusta Administration Office
66 Allnutt Terrace
Augusta 6290
P: 08 9780 5660, F: 08 9758 0033
Office Hours: Mon to Fri, 9am – 4pm
(closes for lunch 12pm — 1pm)
Phone enquiries 8am – 4.30pm

www.amrshire.wa.gov.au
amrshire@amrshire.wa.gov.au

If you are deaf, or have a hearing impairment or speech impairment, contact us through the National Relay Service:

TTY users phone 133 677 then ask for 08 9780 5255

Speak and Listen users phone 1300 555 727
then ask for 08 9780 5255

Internet relay users connect to the NRS (www.relayservice.com.au) and then ask
STATE EMERGENCY MANAGEMENT
A Strategic Framework for Emergency Management in Western Australia.

Responsible Agency:
State Emergency Management Committee Business Unit

APPROVED BY SEMC
Resolution Number: 91/2019
Version number: v02.02
Date of Approval: 04 October 2019
Date document came into effect: 31 October 2019
Review Date: May 2021

Once printed, this is an uncontrolled version of the document. The current version is available on the State Emergency Management Committee website: www.semc.wa.gov.au
## CONTACT DETAILS

To provide comment on these procedures, please contact:

State Emergency Management Committee Business Unit

semc.policylegislation@dfes.wa.gov.au

## AMENDMENT TABLE

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<td>Statement of fact amendments</td>
<td>SEMC Secretariat</td>
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<td>2</td>
<td>October 2016</td>
<td>Comprehensive Impact Assessment template added to State EM Recovery Procedure 4</td>
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</table>

These procedures are available on the State Emergency Management Committee website [www.semc.wa.gov.au](http://www.semc.wa.gov.au)
# TABLE OF CONTENTS

## Part One Introduction
- Overview ................................................................. 4

## Part Two Prevention and Mitigation
- 1. Emergency Risk Management (ERM) Planning ............ 6

## Part Three Preparedness Procedures
- 3. Revocation of State EM Plans .................................. 19
- 5. Emergency Management (EM) Consultation Procedure .................. 26
- 6. District Emergency Management Committee ................... 29
- 7. Local Emergency Management Committee .................... 32
- 8. Local Emergency Management Arrangements .................. 36
- 10. Delegation of Powers ........................................... 42
- 11. Prescription of a Hazard ......................................... 49
- 12. Prescription of a Hazard Management Agency ............... 50
- 13. Prescription of Combat and Support Agencies ................ 52
- 14. Amalgamation of Local Governments for the purpose of Emergency Management .......... 54
- 17. Annual Reporting ................................................. 59
- 18. Preparedness Reporting ......................................... 77
- 19. Exercise Management ........................................... 78
- 20. SEMC Subcommittees and Reference Groups ................ 82

## Part Four Response Procedures
- 1. Unclear Controlling Agency ...................................... 90
<table>
<thead>
<tr>
<th>Procedure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Incident Level Declaration</td>
<td>91</td>
</tr>
<tr>
<td>3. Standard Emergency Warning Signal (SEWS)</td>
<td>95</td>
</tr>
<tr>
<td>4. State Emergency Coordination Group</td>
<td>102</td>
</tr>
<tr>
<td>5. Emergency Situation Declaration</td>
<td>107</td>
</tr>
<tr>
<td>6. Appointment of Hazard Management Officers (HMO)</td>
<td>114</td>
</tr>
<tr>
<td>7. Direction to Close Premises in an Emergency Situation</td>
<td>119</td>
</tr>
<tr>
<td>8. Direction Concerning Movement and Evacuation in an Emergency Situation</td>
<td>121</td>
</tr>
<tr>
<td>9. Direction to person exposed to hazardous substances in an emergency</td>
<td>123</td>
</tr>
<tr>
<td>10. Exchange of Information in an Emergency Situation</td>
<td>127</td>
</tr>
<tr>
<td>11. State of Emergency Declaration</td>
<td>130</td>
</tr>
<tr>
<td>12. State Disaster Council</td>
<td>135</td>
</tr>
<tr>
<td>13. Appointment of Authorised Officers</td>
<td>138</td>
</tr>
<tr>
<td>14. Direction to Public Authority</td>
<td>143</td>
</tr>
<tr>
<td>15. Appointment of Officer of a Public Authority</td>
<td>145</td>
</tr>
<tr>
<td>16. Direction to Close Premises During a state of Emergency</td>
<td>147</td>
</tr>
<tr>
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<td>149</td>
</tr>
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<td>18. Direction to Person Exposed to Hazardous Substances during a State</td>
<td>151</td>
</tr>
<tr>
<td>of Emergency</td>
<td></td>
</tr>
<tr>
<td>19. Exchange of Information during a State of Emergency</td>
<td>155</td>
</tr>
<tr>
<td>20. Australian Government Physical Assistance</td>
<td>158</td>
</tr>
<tr>
<td>21. District Emergency Coordinators to Undertake Additional Functions</td>
<td>165</td>
</tr>
<tr>
<td>22. Post-Operations Reports</td>
<td>167</td>
</tr>
</tbody>
</table>

**Part Five Recovery Procedures**

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Management of Public Fundraising and Donations</td>
<td>172</td>
</tr>
<tr>
<td>2. Emergency Management Funding</td>
<td>173</td>
</tr>
<tr>
<td>3. State Recovery Coordination Group</td>
<td>174</td>
</tr>
<tr>
<td>4. Impact Statement</td>
<td>182</td>
</tr>
<tr>
<td>5. State Recovery Controller Appointment</td>
<td>184</td>
</tr>
</tbody>
</table>
PART ONE
Introduction
This document is to be read in conjunction with the suite of State Emergency Management (EM) documents, including:

- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- State Hazard Plans (Westplans);
- State Support Plans;
- State Emergency Management Procedures (State EM Procedures);
- State Emergency Management Guidelines (State EM Guidelines); and
- State Emergency Management Glossary (State EM Glossary).

Please note that this document replaces previously published individual State EM procedures.

**STATE EMERGENCY MANAGEMENT PROCEDURES**

The State EM Procedures support the effective implementation of the State EM Policy and are used when a process needs to be explained through a step by step process; allowing emergency management agencies and personnel to complete tasks in compliance with State EM legislation.

Where applicable, the abovementioned documents have been divided into the PPRR categories. For ease of referencing, individual State EM Procedures are referenced in this document as the State EM Prevention Procedures, State EM Preparedness Procedures, State EM Response Procedures and State EM Recovery Procedures.

**AUTHORITY**

Section 17(1) of the *Emergency Management Act 2005 (the EM Act)* provides for the SEMC to arrange for the preparation of State EM Policies.

**PROCEDURE ADMINISTRATION**

The State EM Procedures are to be developed and reviewed in accordance with the relevant policy and procedures approved by the State Emergency Management Committee (SEMC).

Consultation in the development and review of State EM Procedures will include all relevant stakeholders with an interest in, or who are affected by, the procedure. Consultation will be consistent with existing principles and codes of practice including the Western Australian State Local Government Agreement.

The State EM Procedures will be reviewed annually for statement of fact changes which may include straightforward changes to agency names or roles, legislative references or other indisputable changes of fact. A more comprehensive review will be conducted at least every five (5) years or at the conclusion of a major emergency or inquiry; or on the introduction of major government reform or legislative change that affects Western Australian emergency management.
PART TWO
Prevention and Mitigation
State EM Prevention and Mitigation Procedures

1. EMERGENCY RISK MANAGEMENT (ERM) PLANNING

BACKGROUND

Emergency Risk Management (ERM) planning 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’.

ERM planning is to be undertaken in accordance with the attachment to this procedure, Western Australian Emergency Risk Management, and address the six State Core Objectives.


ERM Plans describe how an organisation intends to undertake the activities of ERM based on minimising risk.

PROCEDURE

The State Emergency Management Committee (SEMC) under section 14(e) of the Emergency Management Act 2005 (the EM Act) is responsible for the development and coordination of risk management strategies to assess community vulnerability to emergencies. The SEMC has resolved to give effect to this by providing public authorities covered by this policy roles and responsibilities for ERM. The specific roles and responsibilities for agencies are outlined below and in the ERM Planning Schedules on the following page.

EMERGENCY MANAGEMENT AGENCY

The Emergency Management Agency (EMA) with the responsibility for the prevention and mitigation aspect of a hazard must contribute to the development, implementation and maintenance of an ERM plan. The ERM plans are to be developed by EMAs at State and district levels. The prioritisation of plan development and implementation will be informed by the SEMC and the District Emergency Management Committee (DEMC) respectively.

LOCAL GOVERNMENT

Local governments are to develop and maintain ERM plans for hazards relevant to their locality. The ERM plans are to be developed at a local scale on a prioritised basis as led and administered by the local governments and Local Emergency Management Committee (LEMC).

SPECIFIED HAZARDS

Public Authorities identified as having a risk in relation to a specific hazard may be required to coordinate the development of a specialised ERM plan against a specialised vulnerability criterion, as seen in the following Risk Criteria and Guidelines and Specialised Risk Criteria and Guidelines tables.

1 Definition from State Emergency Management Glossary
# EMERGENCY RISK MANAGEMENT PLANNING SCHEDULES

| SCHEDULE 1 | All Emergency Management Agencies  
Department of Biodiversity, Conservation and Attractions |
<table>
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<tr>
<td><strong>EMERGENCY RISK MANAGEMENT PLANNING</strong></td>
<td>Agencies are to contribute to the development, implementation, and maintenance of an ERM plan for all hazards for which they are responsible. ERM plans are to be developed following the benchmark risk criteria as detailed in the Emergency Risk Management Planning – Risk Criteria and Guidelines table. ERM plans may be developed in collaboration with other public authorities and/or any other relevant agencies or community groups as deemed appropriate by the lead agency. The ERM Project Implementation Plan(s) will have a minimum 3 month consultation period with relevant agencies before endorsement and activation.</td>
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<table>
<thead>
<tr>
<th>SCHEDULE 2</th>
<th>All Local Governments</th>
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<td><strong>EMERGENCY RISK MANAGEMENT PLANNING</strong></td>
<td>ERM plans are to be developed following the benchmark risk criteria detailed in the Emergency Risk Management Planning – Risk Criteria and Guidelines table. ERM plans will be developed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as deemed appropriate.</td>
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<tr>
<th>SCHEDULE 3</th>
<th>Agencies identified to develop a specialised ERM plan for a specific hazard</th>
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<tr>
<td><strong>EMERGENCY RISK MANAGEMENT PLANNING</strong></td>
<td>Agencies are to coordinate the development and maintenance of specialised ERM plans for specified hazards. ERM plans will utilise specialised risk criteria as detailed in the Emergency Risk Management Planning – Specialised Risk Criteria and Guidelines table. Specialised criteria will be transformable to benchmark criteria. ERM plans will be developed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as deemed appropriate.</td>
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## EMERGENCY RISK MANAGEMENT PLANNING – RISK CRITERIA AND GUIDELINES

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<th>Hazard Category</th>
<th>Hazard List</th>
<th>Specialised Risk Criteria</th>
<th>Current Version</th>
<th>Criteria</th>
<th>Current Version</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural Hazards</strong></td>
<td>Cyclone, Earthquake, Flood, Storm, Tsunami, Fire, Heatwave</td>
<td>National Emergency Risk Assessment Guidelines (NERAG)</td>
<td>2015</td>
<td>Modified NERAG criteria for Western Australia</td>
<td>2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment to this procedure, Western Australian Risk Management</td>
<td>2017</td>
<td>Attachment to this procedure, Western Australian Risk Management</td>
<td>2017</td>
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<td>Attachment to this procedure, Western Australian Risk Management</td>
<td>2017</td>
<td>Attachment to this procedure, Western Australian Risk Management</td>
<td>2017</td>
</tr>
</tbody>
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\(^2\) persons lost or in distress on land, requiring significant coordination of search operations

\(^3\) persons lost or in distress on inland waterways within the limits of a port or in a fishing vessel or pleasure craft within the limits of a port or at sea.
### EMERGENCY RISK MANAGEMENT PLANNING – RISK CRITERIA AND GUIDELINES (CONTINUED)

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Hazard List</th>
<th>Specialised Risk Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Collapse Human Epidemic Animal and Plant Biosecurity</td>
<td>National Emergency Risk Assessment Guidelines (NERAG) 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment to this procedure, Western Australian Risk Management 2017</td>
</tr>
</tbody>
</table>

*Respective agencies are to follow the policy but compliance will not be enforced until such time as the specific Project Implementation Plans with the relevant details are endorsed.*
## EMERGENCY RISK MANAGEMENT PLANNING – SPECIALISED RISK CRITERIA AND GUIDELINES

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Specified Hazard List</th>
<th>Specialised Guidelines</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural Hazards</strong></td>
<td>Bushfire</td>
<td>BRMP Guidelines and template (OBRM)</td>
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<td><strong>Man Made Hazards</strong></td>
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<tr>
<td><strong>Other</strong></td>
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### Specified Hazard – BUSHFIRE

Local Governments identified as having high or extreme bushfire risk that require a specific Bushfire Risk Management Plan (BRMP)

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<tr>
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<tr>
<td>Augusta–Margaret River, Shire of</td>
<td>Dandaragan, Shire of</td>
<td>Manjimup, Shire of</td>
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<td>Albany, City of</td>
<td>Dardanup, Shire of</td>
<td>Mundaring, Shire of</td>
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<td>Armadale, City of</td>
<td>Denmark, Shire of</td>
<td>Murray, Shire of</td>
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<td>Beverley, Shire of</td>
<td>Donnybrook-Balingup, Shire of</td>
<td>Nannup, Shire of</td>
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<td>Boddington, Shire of</td>
<td>Esperance, Shire of</td>
<td>Northam, Shire of</td>
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<td>Boyup Brook, Shire of</td>
<td>Gingin, Shire of</td>
<td>Northampton, Shire of</td>
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<td>Bridgetown–Greenbushes, Shire of</td>
<td>Gosnells, City of</td>
<td>Plantagenet, Shire of</td>
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<td>Bunbury, City of</td>
<td>Greater Geraldton, City of</td>
<td>Ravensthorpe, Shire of</td>
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<td>Busselton, City of</td>
<td>Harvey, Shire of</td>
<td>Rockingham, City of</td>
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<td>Capel, Shire of</td>
<td>Irwin, Shire of</td>
<td>Serpentine-Jarrahdale, Shire of</td>
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<td>Carnamah, Shire of</td>
<td>Jerramungup, Shire of</td>
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<td>Chittering, Shire of</td>
<td>West Arthur, Shire of</td>
<td>Toodyay, Shire of</td>
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<td>Kalamunda, Shire of</td>
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<td>Kwinana, City of</td>
<td>Waroona, Shire of</td>
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<td>Coorow, Shire of</td>
<td>Mandurah, City of</td>
<td>York, Shire of</td>
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Other Public Authorities identified to support development of BRMP

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PART THREE
Preparedness Procedures
State EM Preparedness Procedures

1. DEVELOPMENT AND REVIEW OF STATE EMERGENCY MANAGEMENT POLICIES

BACKGROUND
The State Emergency Management Committee (SEMC) is committed to the creation and implementation of an effective and coherent State Emergency Management Policy (State EM Policy). This policy provides direction to emergency management (EM) practitioners and personnel, assists in the defining of the required outcomes that are to be achieved, and explains the roles and responsibilities of all parties involved.

A State EM Policy should be developed when there is a need to prescribe a formal instruction or process as a result of governing legislation or a SEMC resolution.

PROCEDURE

Drafting, Reviewing or Amending Existing State EM Policy
The requirement for the preparation of a new policy or the review or amendment of an existing policy may be identified by the SEMC or by other Emergency Management Agencies via the SEMC.

In drafting a new policy, the Responsible Agency must consider the:

- risk of not establishing a policy;
- content of existing policies, regulations or legislation; and
- desired outcome of the policy.

When reviewing an existing policy the Responsible Agency must consider:

- new or amended legislation and regulations;
- related Australian Government EM policies or arrangements;
- innovations in EM, technology and other matters that affect the policy;
- industry or organisation changes; and
- the need to retain the policy.

The development of a new policy/policy statement may not be the appropriate method for addressing a matter. The Responsible Agency should consider the importance of the issue, prior to drafting policy, by considering alternative methods, such as procedures, guidelines, bulletins or information sheets.

A comprehensive review of the State EM Policy will be undertaken within a period of not more than five years from the date of SEMC approval, on the introduction of major government reform or legislative change that affects Western Australian EM, or as determined by the SEMC.

Policies may be reviewed at shorter time intervals depending upon operational requirements, feedback from stakeholders and developments in relation to those items listed in this procedure.
Risk assessment
If the State EM Policy and State Emergency Management Preparedness Procedures 1-5 are not followed, the risks to State EM practice include:

- lack of consistency and guidance in policy development, content and format;
- inappropriate policies being approved by the SEMC;
- State EM Policy conflicting with government direction or legislation; and
- approved policies not being implemented at a practical level.

The State EM Policy and State EM Preparedness Procedures 1-5 attempt to minimise the risks and ensure policy approval is obtained at the SEMC level.

Consultation
Consultation shall be undertaken in accordance with the State EM Preparedness Procedure 5.

Approval
After consideration of stakeholder feedback, the draft policy and agenda item paper should be submitted to the SEMC Business Unit semc.policylegislation@dfes.wa.gov.au upon a call for agenda items for the next SEMC meeting.

The SEMC Business Unit shall ensure that the policy is consistent with other State EM policies and relevant Australian Government EM policies. Any recommendations for amendments shall be sent to the Responsible Agency for action. When the policy receives SEMC approval, the SEMC Business Unit will record the resolution number in the State EM Policy amendment table, remove the word “draft” and publish a Portable Document Format (PDF) version on the SEMC website (www.semc.wa.gov.au). The Responsible Agency shall be notified of the publication.

Withdrawing a Policy
When it is determined that a State EM Policy is no longer required, a memorandum to the SEMC with recommendation to that effect, should be forwarded to the Executive Officer – SEMC, in time for distribution with the SEMC agenda for the next meeting.

The memorandum shall include the:

- title of the policy;
- consultation made with regard to the policy’s withdrawal;
- risks associated with retaining the policy; and
- reason for withdrawing the policy.

When the SEMC approves the withdrawal of a State EM Policy, the SEMC Business Unit:

- advise the Responsible Agency;
- remove the policy from the State EM Policy and SEMC website; and
- advise all State emergency management agencies.
Minor Amendment to Policy

Minor amendments may need to occur due to matters of fact, for example changes to EM district boundaries. In these circumstances, the Executive Officer – SEMC may change the wording of a policy without broad consultation. Such corrective action shall only be made where the intent of the policy is not changed. Amendments to policies are to be tabled for SEMC approval. The SEMC Business Unit will communicate any change of policy due to matters of fact.
2. DEVELOPMENT AND REVIEW OF STATE EMERGENCY MANAGEMENT PLANS

BACKGROUND
Emergency Management Agencies delegated with the responsibility for sections of the State EM Plan, State Hazard Plans (Westplans) and State Support Plans are to ensure the following activities are undertaken during the development and review process.

PROCEDURE
Consultation
Consultation shall be undertaken in accordance with State EM Preparedness Procedure 5.

Drafting
The plan structure, such as the title page, amendment certificate, table of contents, distribution list and glossary must be maintained at a minimum. Plan numbering should have no more than three levels.

The SEMC Business Unit is available during the drafting process to provide expert advice and feedback on the planning process (i.e. structure, process & legislation).

Approval
The draft plan must be submitted to the relevant SEMC Subcommittee for endorsement, with the ‘relevant subcommittee’ referring to the SEMC Subcommittee with primary responsibility for that function (i.e. cyclone → Response Capability Subcommittee, recovery coordination → Recovery and Community Engagement Subcommittee). Endorsement is the confirmation that the plan has been developed in accordance with the State’s EM framework, including legislation, policies and management principles.

Where the relevant subcommittee does not endorse the plan, the agency must undertake appropriate consultation/review of the plan in order to achieve the required subcommittee support.

Following confirmation of endorsement from the relevant SEMC Subcommittee the agency is to forward the following documents to the SEMC Business Unit:

- final draft plan;
- SEMC item paper (attached to this procedure); and
- communications and marketing plan (attached to this procedure).

Documents should be forwarded to semc.policylegislation@dfes.wa.gov.au.

Following receipt of required documents the SEMC Business Unit, will list the plan as an agenda item for consideration at the next SEMC meeting.

Following the item being tabled at the SEMC meeting the SEMC Business Unit will advise the Responsible Agency of the endorsement or otherwise of the plan.

Implementation/Communication
Following endorsement of the plan by the SEMC, the SEMC Business Unit will submit the plan for inclusion on the SEMC website (www.semc.wa.gov.au)

The Responsible Agency must implement their communications and marketing plan, and distribute a copy of the plan in accordance with the distribution list contained within the plan.
ATTACHMENT 1: SEMC AGENDA ITEM TEMPLATE

ITEM NO:

TITLE:

AGENCY:

MEETING DATE:

RELATION TO STATE EMERGENCY MANAGEMENT COMMITTEE STRATEGIC PLAN:
Strategic Priority:
Key Strategy:
Foundation:

RECOMMENDATIONS:
The State Emergency Management Committee to:
1. Note
2. Approve
3. Acknowledge
4. Endorse.

BACKGROUND:

CURRENT SITUATION:

ACTIONS REQUIRED:
The State Emergency Management Committee
1. Note/approve/acknowledge/endorse.

ATTACHMENTS:
Attachment 1:

Name: (SEMC member)
Position: (Position)
ATTACHMENT 2: COMMUNICATION AND MARKETING STRATEGY TEMPLATE

(ORGANISATION)

TO: Chair State Emergency Management Committee

DATE:

Communication and Marketing Strategy for Plan –

The (organisation) has now successfully completed a review and rewrite of the (plan), as per the State Emergency Management Policy.

Below is the intended communication and marketing strategy to advise all agencies of the publication and broad intent of the plan.

Distribution
It is proposed to distribute the (plan) as follows:

1. To provide an electronic copy to each agency with prescribed responsibilities under the Plan.
2. In addition to the above agencies, to provide a copy as per the distribution list in the Plan.
3. To publish an electronic ‘public’ copy via the (organisation) website in PDF format. All personal contact details shall be removed from Internet and public library versions of plans.

Marketing Strategies
Subsequent to the electronic distribution of the (plan), (organisation) intends to pursue the following marketing strategies:

1. Presentation and discussion of the (plan) at appropriate forums, such as:
2. Conduct an information session for key agencies as required to provide updates on the plan.
3. Conduct training activities, such as single and multi-agency discussion table tops, as well as component testing of the plan in practical exercises at applicable levels.

Education Strategies
In addition to the above distribution and marketing strategies, (organisation) will continue to support both Combat Agencies and HMAs through the provision of agency or service-based consultation, the provision of public education programs and printed material for the public.

The intent of any consultation is to provide a depth of knowledge regarding the plan and to make clear agency or service responsibilities and accountability emanating from the (plan).
BACKGROUND

The *Emergency Management Act 2005* (the EM Act) provides for the State Emergency Management Committee (SEMC) to arrange for the preparation of State Emergency Management (EM) Plans as it deems necessary.

Currently, prescribed hazards have a corresponding State Hazard Plan (Westplan). These plans are prepared, monitored and reviewed by the prescribed Hazard Management Agency (HMA).

There are also a number of *State Support Plans*, which document support arrangements for EM practices, such as the State Health Emergency Response Plan, the State Emergency Welfare Plan and its annexures on Reception and Registration and Reunification, and the State Support Plan - Emergency Public Information (SSP-Public Information). The State EM Plan section 6 also outlines recovery arrangements.

The objective of this administrative procedure is to formally document the process for revoking a section of the overarching State Emergency Management Plan (State EM Plan), *State Hazard Plan (Westplan)* or State Support Plan.

PROCEDURE

Before a section of the State EM Plan, or State Hazard Plan (Westplan) or State Support Plan can be revoked, a full examination of the impacts of the revocation, including a thorough gap analysis and risk assessment, must be undertaken by the SEMC, or the Responsible Agency.

The SEMC, or Responsible Agency will consult directly with all emergency management agencies and other stakeholders, who have a role under the plan, and seek endorsement from these stakeholders for the revocation.

Following endorsement from relevant stakeholders, the responsible entity will prepare a comprehensive report for the SEMC subcommittees. This report (template attached) should outline:

- the reason(s) for seeking a revocation of the plan;
- a detailed analysis of the gaps and risks that this revocation will leave in the State’s emergency management arrangements. The report should document how any identified gaps will be addressed and risks mitigated;
- a list of the stakeholders consulted;
- a communications and marketing plan detailing how stakeholders and the Emergency Management community will be advised of the revocation of the plan (attached);
- endorsement from the HMA or Chief Executive Officer of the Responsible Agency for the revocation; and
- a recommendation for all subcommittees to provide endorsement of the revocation (out of session, as required).
3. REVOCATION OF STATE EM PLANS

Once all feedback from the subcommittee has been addressed by the responsible entity, the report and completed EMA Form 18 will be tabled at the SEMC Response Capability Subcommittee meeting along with a recommendation for formal endorsement.

When endorsed by the Response Capability Subcommittee, the SEMC Business Unit will prepare an Item Paper for the SEMC with a formal recommendation to endorse the revocation.

Following endorsement by SEMC, the SEMC Business Unit will remove the relevant section of the overarching State EM Plan, State Hazard Plan (Westplan) or State Support Plan (or content) from the SEMC website and together with the responsible entity, communicate the revocation to all stakeholders as per the marketing and communication channels stipulated in the report.
3. REVOCATION OF STATE EM PLANS

ATTACHMENT 1: PLAN REVOCATION REPORT TEMPLATE

REPORT REQUESTING THE REVOCATION OF PLAN -

<<HAZARD>>

Prepared by
<<ORGANISATION (Logo may be inserted)>>

APPROVED AT SEMC MEETING RESOLUTION NO:
DATE OF APPROVAL: REVIEW DATE:
1. BACKGROUND

Provide a brief outline of the background of the Plan <<Hazard>>

2. Rationale for Seeking Revocation of Plan

What are the reasons for seeking a revocation of this Plan?

3. Analysis of Gaps and Risks

Provide a detailed analysis of the gaps and risks that this revocation will leave in the State’s emergency management arrangements. The report should document how any identified gaps will be addressed and risks mitigated.

4. Stakeholders Consulted During the Revocation Process

Provide a list of all the Stakeholders consulted.

5. Recommendation

Annex A - EMA Form 18: Revocation of a Plan
Annex B – Communications and Marketing Plan
ATTACHMENT 2: EMA FORM 18: REVOCATION OF A STATE HAZARD PLAN

EMA Form 18: Revocation of a State Hazard Plan (Westplan)

WESTERN AUSTRALIA
Emergency Management Act 2005, section 18

REVOCATION OF A STATE HAZARD PLAN (WESTPLAN)

I, ____________________________, a hazard management agency for the purposes of the Emergency Management Act 2005, hereby recommend the revocation of State Hazard Plan (Westplan) - ____________________________

(Insert State Hazard Plan (Westplan) title)

Made under section 18 of the Emergency Management Act 2005

A full assessment of the risks and gaps has been undertaken and all stakeholders with a role under this State Hazard Plan (Westplan) have been consulted on the revocation.

Note: State Hazard Plan (Westplan) - ____________________________ will be formally revoked

(Insert State Hazard Plan (Westplan) title)

when this revocation is endorsed by the State Emergency Management Committee (SEMC).

SEMC Resolution: ____________________________

SEMC Date: ____________________________

Signed: ____________________________

(Hazard Management Agency)

Date: ____________________________

(Insert date)

EMA-Form 18 Revocation State Hazard Plan (Westplan) to State EM Preparedness Procedure 3
COMMUNICATION AND MARKETING PLAN

(Name of Organisation)

TO: Chair State Emergency Management Committee

DATE: XX/XX/XXXX

Communication and Education Strategy for State Hazard Plan (Westplan) XX

The (Organisation) has completed a review of the plan and have requested endorsement from SEMC to revoke the plan.

Below is the intended communication and education strategy to advise all agencies of the revocation of this plan, once approved by SEMC.

Notification

It is proposed to notify the following organisations of the revocation of this plan:

1. All SEMC subcommittees and Reference Groups
2. All Emergency Management Agencies and other Public Authorities, including Local Governments
3. All stakeholders listed within the plan
4. Other relevant stakeholders

The SEMC Business Unit will also be notified to allow for removal to the revoked State Hazard Plan (Westplan) from the SEMC website.

Stakeholders will be asked to remove references to the revoked State Hazard Plan (Westplan) as agency plans and policies are reviewed.

Education considerations
All relevant education materials will be reviewed and references to the revoked State Hazard Plan (Westplan) removed.
4. DEVELOPMENT AND REVIEW OF STATE EMERGENCY MANAGEMENT PROCEDURES

BACKGROUND
The State Emergency Management Procedures (State EM Procedures) should be used when the situation calls for the use of a step by step process, allowing for Emergency Management Agencies and personnel to complete tasks in compliance with the State Emergency Management Policy (State EM Policy).

PROCEDURE

Drafting
When drafting a new procedure or reviewing an existing procedure within the State EM Procedures, the SEMC Business Unit must consider the content of the State EM Policy, regulations or legislation.

The State EM Procedures will be reviewed annually for statement of fact changes, which may include amendments to agency names or roles, legislative references or other indisputable changes of fact. A comprehensive review of the State EM Procedures will be conducted at least every five (5) years or at the conclusion of a major emergency or inquiry; or on the introduction of major government reform or legislative change that affects Western Australian emergency management.

Consultation Process
Consultation shall be in accordance with State EM Preparedness Procedure 5.

Approval Process
The final draft of the State EM Procedures or individual procedure is to be submitted to The Executive Officer – State Emergency Management Committee (SEMC) for approval.

When the State EM Procedures or an individual procedure is approved, a Portable Document Format (PDF) version shall be created by the SEMC Business Unit and posted on the website at www.semc.wa.gov.au and relevant stakeholders advised accordingly.

Withdrawing a Procedure
When it is determined that the State EM Procedures or an individual procedure is no longer required, a memorandum is to be forwarded to the Executive Officer – SEMC for consideration. The memorandum shall include the:
- title of the procedure;
- consultation made with regard to the procedure’s withdrawal; and
- the reason for withdrawing the procedure.

When the Executive Officer – SEMC approves the withdrawal of the State EM Procedure or an individual procedure, the SEMC Business Unit will remove the procedure(s) from the website and advise relevant stakeholders accordingly.
CONSULTATION PROCESS
When developing or reviewing the State Emergency Management Policy (State EM Policy), State Emergency Management Plan (State EM Plan) and State Emergency Management Procedures (State EM Procedures), the Responsible Agency needs to identify relevant stakeholders and compile a consultation strategy to obtain feedback. The strategy may include:

- the formation of focus groups,
- written or verbal correspondence regarding specific aspects of the document, and/or
- requests for feedback on the drafted policy/plan/procedure(s).

The consultation process should be flexible and allow sufficient time for the emergence of new ideas and proposals.

CONSULTATION REQUIREMENTS
The following stakeholders have outlined requirements which should be followed during the consultation process.

Local Government
The Western Australian State Local Government Agreement outlines the principles and code of practice for consulting with local government.

The development of a policy/plan/procedure(s) should follow the guidelines outlined within the above mentioned agreement, which requires that:

- local government should be consulted when developing or reviewing State Emergency Management (EM) policies, plans or procedures that may affect local government;
- the Western Australian Local Government Association (WALGA) is the first point of contact for consultation with local government concerning State EM policies, plans and procedures.
- where practicable, a minimum of twelve (12) weeks is to be allowed for a considered response from local governments concerning State EM plans, policies and procedures.

Emergency Management Agencies
Emergency management agencies (EMAs) and other public authorities identified as being affected by the State EM policies, plans and procedures are to be given an opportunity to provide comment. The Responsible Agency should forward a draft of the document to the relevant agencies single contact point, providing sufficient time for comment, prior to the document being submitted to the relevant SEMC Subcommittee for endorsement and the State Emergency Management Committee (SEMC) for approval.
TIMEFRAMES
A comprehensive review of the State EM policies, plans and procedures will be conducted at least every five (5) years or at the conclusion of a major emergency or inquiry, or on the introduction of major government reform or legislative change that affects EM in Western Australia.

FEEDBACK AND COMMENTS
Feedback and comments received by stakeholders should be considered in the development and review of policies, plans and procedures; however, as it is not always possible to address or incorporate all feedback and comments, further consultation and marketing to gain support may be required.

Feedback and comments are to be entered into the attached Consolidated Feedback Sheet as a record of the views expressed by stakeholders. Outcomes and reasons for the decisions taken will be recorded against each entry by the Responsible Agency and made available upon request.
5. EMERGENCY MANAGEMENT (EM) CONSULTATION PROCEDURE

ATTACHMENT 1: CONSULTATION FEEDBACK TEMPLATE

(Insert Plan Document Title) – Consolidated Feedback
Please email feedback to SEMC.PolicyLegislation@dfes.wa.gov.au by no later than COB on (date)

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<th>PAGE</th>
<th>SECTION NUMBER/HEADING</th>
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<th>COMMENT</th>
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BACKGROUND

Western Australia uses a committee structure to assist the State Emergency Management Committee (SEMC) in the development and implementation of the State emergency management (EM) arrangements. This structure consists of committees at the State, district and local level. Interagency representation at a senior level is a crucial feature of the District Emergency Management Committee (DEMC). This ensures that appropriate advice and feedback on EM arrangements is available for Local Emergency Management Committee (LEMC) consideration.

To facilitate EM arrangements in Western Australia, the State is divided into EM districts, each of which comprises a number of local governments. In each EM district the relevant Police District Superintendent is designated as the District Emergency Coordinator.

PROCEDURE

A DEMC is established for each emergency management district (s. 31 (1) of the Emergency Management Act 2005).

DEMC Membership Includes:

Executive:
- Chair, which is the DEC – the position of Chair is appointed by the SEMC;
- Deputy Chair –DFES representative appointed by the Fire and Emergency Services Commissioner; and
- District Emergency Coordinator (if not Chair) – appointed by State Emergency Coordinator; and
- Executive Officer – SEMC District Emergency Management Advisor (DEMA).

Members:
- local government representative(s), which may consist of either:
  - the Chair of each LEMC within the district or their appointed representative; or
  - the Chair of a LEMC who represents some or all local emergency management committees in the district; or
- a representative of each Emergency Management Agency in the District e.g. Hazard Management Agencies (HMA), Combat Agencies and Support Organisations (i.e. welfare agencies or essential services network operators); or
- a representative from relevant Department of Primary Industries and Regional Development, Tropical Cyclone Industrial Liaison Committee, industry groups, advisory committees, and similar advisory groups and committees; or
- any other representatives as shall be determined by the DEMC Chair; and
- the DEMC may co-opt such other members as may be required for consideration of a particular issue. Where the DEMC identifies the need for representation from a sector for which there is not a district representative, an appropriate alternative representative may be identified from existing community members. Such members may include chamber of commerce representatives, Western Australian Farming Federation (Inc) representatives, industry groups, and representative organisations, etc.
Executive Committee Responsibilities

Executive members of the DEMC have the following responsibilities:

Chair:
- Chair the DEMC;
- ensure the provision of DEMC advice and support to LEMC with the development and maintenance of local emergency management arrangements (LEMA) within the district;
- ensure the development of the committee’s reporting requirements in accordance with legislative and policy requirements; and
- ensure the effective operation of the committee in accordance with legislation.

Deputy Chair:
- act as Chair to the committee in the absence of the Chair;
- provide such assistance and advice as requested by the Chair;
- undertake the role of Chair to committee working groups as required;
- facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- provide support and direction to the Executive Officer as required.

District Emergency Coordinator:
- provide advice and support to the DEMC in the development and maintenance of emergency management arrangements for its district and carry out other EM functions in accordance with the directions of the State Emergency Coordinator.

Executive Officers:
- provide executive support to the committee by:
  - ensuring the provision of secretariat support including:
    - meeting agenda;
    - minutes and action lists;
    - correspondence; and
    - committee membership contact register;
  - coordinating the development and submission of committee documents in accordance with legislative and policy requirements including:
    - Annual Report;
    - Annual Business Plan; and
    - maintenance of LEMA.
- facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- participate as a member of subcommittees and working groups as required.

A DEMC shall meet a minimum of twice yearly. Meetings shall be scheduled to coincide with identified high risk periods to ensure community preparedness.
State EM Preparedness Procedures

6. DISTRICT EMERGENCY MANAGEMENT COMMITTEE

Attendance at DEMC meetings may be in person or instantaneous two way electronic medium (such as a telephone conference call).

The Executive Officer is to be the only person responsible for the use of badging in all correspondence and electronic media on behalf of the DEMC.

**Responsibilities of the DEMC:**

- prepare an Annual Business Plan;
- prepare a DEMC Annual Report in accordance with the [State EM Policy section 7.1](#) and section 33 of the EM Act;
- confirm DEMC key contacts at least quarterly. A meeting does not have to be held for this purpose;
- review any post-incident/exercise reports received and make recommendations in relation to operational effectiveness;
- provide advice and support to LEMC in relation to local EM arrangements; and
- provide advice and support to the LEMC within the district in the development of an exercise schedule.

**Local Emergency Management Arrangements within the District**

Each DEMC will maintain at a minimum:

- a copy of the LEMA for each local government within its district; and
- a key contacts register.
7. LOCAL EMERGENCY MANAGEMENT COMMITTEE

BACKGROUND
Under s. 41 of the Emergency Management Act 2005 (the EM Act), local governments are required to have local emergency management arrangements (LEMA).

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

LEMC
Each local government is required to establish, administer and maintain a Local Emergency Management Committee (LEMC). In order to meet this requirement, a local government may:

• have a single committee (i.e. one LEMC covers the entirety of the local government district);
• have more than one committee (i.e. if there are areas with very different emergency management (EM) needs within a local government, each area may have a separate LEMC. The entirety of the local government district must be covered, and the boundaries of the individual committees must be clearly set out); and
• join with another local government and establish a LEMC for their combined districts (i.e. if two local governments are closely located and have very similar EM needs, the LEMC may cover more than one local government district).

LEMC Membership
Noting the requirements of the EM Act, the following provides guidance on the composition of LEMCs:

• the Chair should be an elected member of council;
• the Local Emergency Coordinator should be appointed as Deputy Chair;
• an Executive Officer, who should be an officer of the relevant local government, and should be appointed to coordinate the business of the committee and/or provide administrative support;
• the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan (s. 41(4) of the EM Act), should be appointed a member of the committee;
• consideration should be given to appointing local government officers engaged in key roles and functions affecting EM (for example, community services, engineering services, corporate services or planning);
• membership should include representatives from Emergency Management Agencies (EMAs) in the local government district (for example, the Department of Fire and Emergency Services); welfare support agencies or non-government organisations (for example, the Department of Communities, the Red Cross or Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district);
• consideration should be given to appointment of persons able to represent or advise on the interests of Culturally and Linguistically Diverse (CaLD) community members or community members with special needs; and
• LEMCs should, where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.

Where the local government identifies the need for representation from a sector for which there is no local representative, an appropriate alternative representative may be identified from existing community members. For example, specific arrangements may be made in which a local general practitioner attends the LEMC meetings as a representative of the medical services in the district, if the Director of Nursing from the nearest hospital cannot attend.

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

During the drafting process, the District Emergency Management Advisor responsible for the region may be consulted to provide advice on all facets of the process (i.e. structure, process and legislation).

**LEMC Membership Roles and Responsibilities**

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC.

The Chair will ensure the appointment of an Executive Officer and ensure that the Council is kept fully informed of EM discussion and significant outcomes from LEMC meetings.

The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.

The Executive Officer should:

• coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of LEMAs;
• provide advice to the Chair and LEMC as required;
• facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).

**LEMC Meeting Frequency**

LEMCs should meet quarterly or more frequently if required.
7. LOCAL EMERGENCY MANAGEMENT COMMITTEE

**LEMC Meeting Business**

Agenda items to be considered, in line with the annual reporting requirements, should include:

- confirmation of LEMA contact details and key stakeholders;
- committee membership and resources;
- status of LEMA including local recovery plans;
- exercises that include the local government(s) and/or test the LEMA;
- subcommittees or working groups;
- projects undertaken; and
- key achievements.

Additional considerations should include:

- local training needs or opportunities;
- funding opportunities, (for example, the Natural Disaster Resilience Program (NDRP) and All West Australian Reducing Emergencies (AWARE);
- incident Support Group activations/or incidents;
- emergency risk management processes – including any treatment strategies;
- post-incident reports and post-exercise reports; and
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.
7. LOCAL EMERGENCY MANAGEMENT COMMITTEE

Meeting Business Cycle Example

**LEMC Membership**
- Chair: Appointed by LG
- LG representative
- Local Emergency Coordinator(s)
- Community representative
- HMA representatives
- Combat Agency representatives
- Support Organisation representatives

**Standard Meeting Items**
- Contact details
- Post-incident reports
- Post-exercise reports
- Funding nominations and applications progress
- Emergency Risk Management / treatment strategies progress
- Review Local Emergency Management Arrangements (LEMA)
- Review LEMC business plan strategies and record key achievements

1st Quarter Meeting (July-Sep)
- Workshop/ finalise LEMC Business Plan for the next reporting period

2nd Quarter Meeting (Oct-Dec)
- Seasonal review e.g. fire or cyclone season preparedness

3rd Quarter Meeting (Jan-March)
- Review State Preparedness report
- Review Local Recovery Arrangements

4th Quarter Meeting (Apr-June)
- Finalise & approve LEMC Annual Report & Business Plan achievements
- Finalise Local Government Exercise Schedule
- Seasonal review e.g. Storm season preparedness

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LEMA

Local Government

DEMC

LEMC Annual Report

SEMC
BACKGROUND
Local Emergency Management Arrangements (LEMA) set out the local government’s policies, strategies and priorities for emergency management (EM). They describe emergencies that are likely to occur, define roles and responsibilities, resources and facilities within the community, and detail recovery arrangements. The LEMA should be practical and easy to use and must be easily accessible by community members and emergency managers.

PROCEDURE
Stakeholder Consultation
The development process must identify key stakeholders and undertake appropriate consultation. This should occur when developing, reviewing, amending or replacing the LEMAs.

Local governments and LEMCs preparing LEMAs may be expected to convene forums and/or to provide the substance of the consultation in the form of papers, displays or other materials prepared.

Effective consultation should allow sufficient time and flexibility for the emergence of new ideas and proposals. It should commence early in the process to allow a greater range of input and to maximise the opportunity to enhance the arrangements.

Drafting
The LEMA are to be consistent with the State EM policies, the State EM plans (i.e. the State EM Plan and State Hazard Plans (Westplans)) and, in accordance with section 41(2) of the Emergency Management Act 2005 (EM Act), include:

- the local government’s policies for EM;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions concerning the coordination of emergency operations and activities relating to emergency management;
- a description of emergencies that are likely to occur in the local government district;
- strategies and priorities for EM in the local government district;
- other matters about EM in the local government district prescribed by the regulations;
- other matters about EM in the local government district the local government considers appropriate (for example, provision for support to, or from, other government districts); and
- a recovery plan (s. 41(4) of the EM Act).

The recovery plan should be incorporated within the LEMA and be prepared prior to an emergency event occurring, with the Local Recovery Coordinator being nominated in the recovery plan by the local government in accordance with the requirements of section 41(4) of the EM Act.
In developing the recovery plan, reference should be made to the State EM Plan section 6 to ensure alignment with the National Principles for Disaster Recovery.

To ensure consistency of LEMA, the structure and minimum content requirements are currently being reviewed; the model will be provided in due course.

During the drafting process of the LEMA, the District Emergency Management Advisor responsible for the region may be consulted to provide advice on all facets of the process [i.e. structure, process & legislation].

**Broader consultation**

Upon completion of the draft LEMA the document must be distributed for comment to:

- the local government’s District Emergency Management Committee (DEMC) who may make recommendations to the LEMC should it identify matters that would enhance the operational effectiveness of the LEMA;
- the LEMC members;
- to the District Emergency Management Advisor responsible for the district who will validate the document for compliance with the State EM Policy, State EM Plan, State EM Procedures and State EM Guidelines;
- all emergency management agencies with responsibilities within the LEMA;
- all support organisations with responsibilities within the LEMA;
- agencies who have contributed to the development of the LEMA; and
- the public for comment (where appropriate – with confidential information and contact details removed).

A record of stakeholder consultation, including comments and actions, should be maintained by the local government.

**Approval**

Prior to approval by council, local government should:

- review the plan to ensure that relevant parties have been consulted in the development of the LEMA;
- ensure that endorsement has been gained from their LEMC, with the date of endorsement reflected in the minutes and the arrangements; and
- table the LEMA at a local government council meeting as soon as reasonably practicable for approval.
Distribution / Communication
Once approved by Council, the LEMA are to be distributed:
- to the LEMC for noting;
- to the LEMC to forward to the DEMC for noting;
- from the DEMC to the SEMC for noting at the next SEMC meeting;
- to the Local Emergency Coordinator for noting and reference; and
- to other agencies, industries and persons as considered appropriate by the local government including neighbouring local governments, local libraries and related committees.

The SEMC will send a letter of acknowledgement to the Council and a copy to the Executive Officer of the DEMC.

A copy of the LEMA must be kept at the offices of the local government and be available for inspection, free of charge, by members of the public during office hours.

The LEMA may be made available in either written or electronic form. Copies of the LEMA which are made available to the public should have the contact details and other confidential information removed.

Contact details may be released by the local government at the discretion of the Chief Executive Officer or their delegate in response to a request, having regard to the circumstances and merits of the request.

Review & Testing
It is the local government’s responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure.

LEMA must be exercised following a comprehensive or targeted review to ensure details remain up to date and accurate (State EM Policy section 1.5.10).

The local government must ensure the review of the LEMA on the following basis:
- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- every five years; and
- whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Business Unit.
BACKGROUND

So far as is practicable, emergency management (EM) districts are to be established by reference to the boundaries of local government districts.

If an emergency management district is proposed to be established other than by reference to the boundaries of a local government district, the Minister responsible for the Emergency Management Act 2005 (the EM Act) is to notify each local government in whose district any part of the area proposed to be established is situated and allow a reasonable time for submissions on the proposal.

In making an order under subsection (1) the Minister is to have regard to any submissions of the local governments.

Requests to change EM district boundaries could be initiated by any stakeholder. For historical and legislative reasons, such changes are most likely to be requested by a local government or by WA Police Force.

Requests for changes initiated by local governments could potentially fall into three categories:

- changes that do not require gazettal under the EM Act. For example, if a local government elected to change its district boundary under section 2.1 of the Local Government Act 1995. This would generally also require a change to the boundary of an adjoining local government district; changes that might not technically require gazettal under the EM Act, but which should be gazetted. For example, if two or more local governments were consolidated, or if a local government district was divided amongst other local government districts. Typically, the transitional local government arrangements would cover such matters, but to ensure clarity of intent it would be prudent to gazette an updated list of the local governments which fall within the affected EM districts; and

- changes that would clearly require gazettal, e.g. where a local government requests to be grouped in another EM district, for practical / District Emergency Management Committee (DEMC) reasons.

Requests from the Western Australia Police Force for changes to EM district boundaries might result from changes to Police districts, regions, divisions, sub-divisions, sections, branches or sub-branches (under ss. 39(1) and (2) of the Police Act 1892), or from personnel changes.

- Pursuant to section 39(1) of the Police Act 1892, details of Police districts and their boundaries are to be published in the Government Gazette; and

- Section 39(2) of the Police Act 1892 provides that the Commissioner of Police ‘may for the purposes of the administration of the Police Force by order in writing divide the State, or any part of the State, into regions, divisions, sub-divisions, sections, branches, or sub-branches wherein portions of the Police Force may be stationed or carry out duties.’
PROCEDURE

When changes are proposed to local governments’ district boundaries under ‘paragraph 1 above, the proposal is to be referred to the relevant Local Emergency Management Committee (LEMC), for consideration of potential implications for:

- emergency risk management;
- local emergency management arrangements (including local hazard plans);
- LEMC members; and
- DEMC members.

The LEMC are to document matters accordingly, and to initiate the necessary action(s) to ensure that community safety is not adversely affected.

When changes are proposed to EM district boundaries, the following matters are to be documented by the agency/department/local government proposing the change:

- details of the proposed changes to the EM districts to which individual Local Governments are allocated;
- the practical implications of such a proposal – from the perspective of the agency/department/local government proposing the change, and from the local government perspective if an agency or department is the proposer, e.g. the representative of the Local Emergency Management Committee (LEMC) will be required to attend DEMC meetings at location X instead of at location Y;
- the benefits to EM arrangements that the proposed changes will bring;
- the implications for community safety;
- any contentious issues in respect of the proposed change(s);
- the implications for the proposing agency/department/local government if the proposed changes to EM district boundaries are not made; and
- any other information that the proposer believes would assist in the SEMC consideration of this matter.

The following are to be consulted by the proposer:

- Local Government(s); and
- LEMC(s), and DEMC(s) affected by the proposed change(s).

When consulting Local Government, consideration needs to be given to the provisions of the Western Australian State Local Government Agreement, which outlines the principles and code of practice for consulting with Local Government.

Following the completion of the required consultation, the proposer is to prepare a formal submission for consideration by the SEMC Response Capability Subcommittee.

If the proposed changes to the boundaries of EM districts are endorsed by the Response Capability Subcommittee, the proposal is then to be referred to the SEMC Executive Officer for progression to the SEMC – either for inclusion in the Agenda for the next SEMC meeting, or for consideration by SEMC members ‘out of session’.
If changes to EM district boundaries are approved by the SEMC, the SEMC Executive Officer is to arrange for:

- the revised EM district boundaries to be published in the *Government Gazette*;
- each Local Government, LEMC and DEMC affected by the changes to be provided with a copy of the relevant page(s) of the *Gazette*, or advice that the changes have been made, together with details or how to access those pages on the State Law Publisher’s website;
- the State Emergency Coordinator to be provided with a copy, for dissemination to the relevant Local Emergency Coordinator(s) and District Emergency Coordinator(s);
- the revised EM districts to be published on the [SEMC website](#); and
- a copy of the *Gazette* page(s) to be included with the Agenda of the next SEMC meeting.
BACKGROUND
The *Emergency Management Act 2005* (the EM Act) makes provision for the delegation of powers of both a Hazard Management Agency (HMA) and the State Emergency Coordinator.

Section 4 of the EM Act allows for HMAs to be prescribed under the *Emergency Management Regulations 2006*.

Section 5 of the EM Act provides for the delegation of some or all of the powers and duties of a HMA given under section 50 (*Hazard management agency may make emergency situation declaration*), 53 (*Revocation of emergency situation declaration*) and 55 (*Authorisation of hazard management officers*) of the EM Act. Delegations made under section 5 must be approved by the State Emergency Coordinator.

Section 12 of the EM Act provides for the delegation of some or all of the powers and duties of the State Emergency Coordinator (SEC) given under the EM Act.

PROCEDURE
HMA

Application
- Identify which powers and/or duties, provided for under sections 50, 53 and 55 of the EM Act, are to be delegated and to which officer(s) or employee(s) the delegation will apply;
- Determine who is the person approved to sign on behalf of the HMA. Where the HMA is prescribed to a position within a public authority, that position should sign the request. Where the HMA is a public authority, the request should be signed by the Chief Executive Officer;
- Determine the commencement date and duration for the delegation and include this on the delegation instrument [*EMA Form 1*];
- Provide the completed delegation instrument [*EMA Form 1*] with accompanying justification for each delegation to the person prescribed in the regulations as the HMA or the person approved to sign on behalf of the public authority prescribed as the HMA in the regulations for approval;
- Forward the completed delegation instrument [*EMA Form 1*] to the SEC: Commissioner@police.wa.gov.au and cc: Executive and Ministerial Services, Western Australia Police Force (WA Police Force): executive.services@police.wa.gov.au;
- Upon approval of the SEC, both the person receiving the delegation and the person making it are to make a notation in the operational running sheet and/or operational diary of the issuing, acceptance and understanding of the terms of the delegation; and
- Communicate the delegation details to appropriate organisations as soon as possible.
The original copy of the delegation instrument should be retained on file by the HMA and a copy forwarded to the SEMC Business Unit by email (semc.policylegislation@dfes.wa.gov.au) as soon as possible.

Variation/Revocation

- Where a delegation is to be varied, a delegation instrument [EMA Form 1] must be completed detailing the revised delegation details;
- Where a delegation is to be revoked, a delegation instrument [EMA Form 1A] must be completed, detailing the revocation details;
- The delegation instrument must be signed by the person prescribed in the regulations as the HMA or the person approved to sign on behalf of the public authority prescribed as the HMA in the regulations. Forward the instrument to Commissioner@police.wa.gov.au and cc: Executive and Ministerial Services, WA Police Force: executive.services@police.wa.gov.au; for approval by the SEC;
- Upon approval by the SEC both the person named in the delegation and the person who originally made it are to acknowledge the variation/revocation by making a notation in the operational running sheet and/or operational diary of the revocation or variation and understanding of the effect of that;
- Communicate the delegation variations/revocation details to appropriate organisations as soon as possible; and
- The original copy of the delegation instrument variation/revocation should be retained on file by the HMA and a copy forwarded to SEMC Business Unit by email (semc.policylegislation@dfes.wa.gov.au) as soon as possible.

State Emergency Coordinator (SEC)

Application

- Identify which powers and/or duties provided under the EM Act are to be delegated and to which person the delegation will apply;
- Determine the commencement date and duration for the delegation and include this on the delegation instrument [EMA Form 2];
- Sign the delegation instrument [EMA Form 2];
- Both the person receiving the delegation and the SEC are to make a notation in the operational running sheet and/or operational diary of the issuing, acceptance and understanding of the terms of the delegation;
- Communicate the delegation details to appropriate organisations as soon as possible; and
- Retain the original copy of the delegation instrument on file and forward a copy to SEMC Business Unit by email (semc.policylegislation@dfes.wa.gov.au) as soon as possible.
10. DELEGATION OF POWERS

Variation/Revocation

- Where a delegation is to be varied, a delegation instrument [EMA Form 2] must be completed detailing the revised delegation details;
- Where a delegation is to be revoked, a delegation instrument [EMA Form 2A] must be completed detailing the revocation details;
- The delegation instrument must be signed by the SEC;
- Both the person named in the delegation and the SEC are to acknowledge the variation/revocation by making a notation in the operational running sheet and/or operational diary of the revocation or variation and understanding of the effect of that;
- Communicate the delegation variations/revocation details to appropriate organisations as soon as possible; and
- The original copy of the delegation instrument variation/revocation should be retained on file by the HMA and a copy forwarded to SEMC Business Unit by email (semc.policylegislation@dfes.wa.gov.au) as soon as possible.

Delegation instruments [EMA Forms 1, 1A, 2 & 2A] are attached.
### ATTACHMENT 1: EMA FORM 1: DELEGATION BY HMA

**EMAG-Form 1:** Delegation by Hazard Management Agency made under section 5 of the *Emergency Management Act 2005 (WA).*

**WESTERN AUSTRALIA**

*Emergency Management Act 2005, section 5*

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**DELEGATION BY HAZARD MANAGEMENT AGENCY**

I, __________________________, a hazard management agency *(insert name if not a public authority) (insert agency name)*

for the purposes of the *Emergency Management Act 2005,* hereby delegate:

- [ ] all of the powers and duties under sections 50, 53 and 55 of the *Emergency Management Act 2005;*
- [ ] the powers and duties under section/s ___________________ of the *Emergency Management Act 2005* *(choose 50, 53 or 55)*

**to:**

__________________________ *(insert name of officer or employee of the hazard management agency)*

This delegation is made under section 5 of the *Emergency Management Act 2005.*

This delegation shall remain in force and be effective until such time as it is revoked or varied by further instrument in writing signed by me.

Signed: __________________________

__________________________ *(insert position name)*

Hazard Management Agency

Date: __________________________

__________________________ *(insert date)*

This delegation is made with the approval of the State Emergency Coordinator.

Signed: __________________________

__________________________ State Emergency Coordinator

Date: __________________________

__________________________ *(insert date)*

Acknowledgement of receipt of delegation:

Signed: __________________________

__________________________ *(insert position name)*

Date: __________________________

__________________________ *(insert date)*

**Note:**

*Delegations may only be made with the approval of the State Emergency Coordinator*
ATTACHMENT 2: EMA FORM 1A: REVOCATION OF DELEGATION BY HMA

**EMA-Form 1A:** Revocation of Delegation by Hazard Management Agency made under section 5 of the *Emergency Management Act 2005* (WA).

**WESTERN AUSTRALIA**
*Emergency Management Act 2005, section 5*

**REVOCATION OF DELEGATION BY HAZARD MANAGEMENT AGENCY**

I, ___________________________ ___________________________, a hazard management agency *(insert name if not a public authority) *(insert agency name)*

for the purposes of the *Emergency Management Act 2005*, hereby revoke the delegation:

- [ ] made under sections 50, 53 and 55 of the *Emergency Management Act 2005*;

- [ ] of the powers and duties under section/s ______ of the *Emergency Management Act 2005* *(choose 50, 53 or 55)*

  to: _______________________________________

  *(insert name of officer or employee of the hazard management agency)*

This revocation of delegation is made under section 5 of the *Emergency Management Act 2005*.

Signed: ____________________________ *(insert position name)*

Hazard Management Agency

Date: ____________________________ *(insert date)*

This delegation is made with the approval of the State Emergency Coordinator.

Signed: ____________________________ State Emergency Coordinator

Date: ____________________________ *(insert date)*
ATTACHMENT 3: EMA FORM 2: DELEGATION BY SEC


WESTERN AUSTRALIA
Emergency Management Act 2005, section 12

DELEGATION BY STATE EMERGENCY COORDINATOR

1. ________________________, State Emergency Coordinator, hereby delegate:
   (insert name)

   □ All of my powers and duties under the Emergency Management Act 2005;

   OR

   □ The powers and duties under _____________________ of the Emergency Management Act 2005
     (insert relevant sections)

   to:
   (insert name of person)

   This delegation shall remain in force and be effective until such time as it is revoked or varied by further instrument in writing signed by me.

   Signed: ________________________  State Emergency Coordinator

   Date: ________________________  (insert date)
ATTACHMENT 4: EMA FORM 2A: REVOCATION OF DELEGATION BY SEC


WESTERN AUSTRALIA
Emergency Management Act 2005, section 12

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1. ___________________________, State Emergency Coordinator, hereby revoke the delegation *(insert name)*

   of: ______________________________________________________

   *(insert name of person)*

   made on: ______________________ at _____________________

   *(insert date)  (insert time)*

This revocation is made pursuant to section 12 of the Emergency Management Act 2005 and section 59 of the Interpretation Act 1984

Signed: ___________________________ State Emergency Coordinator

Date: ____________________________ *(insert date)*

EMA-Form 2A SEC Delegation Revocation to State EM Preparedness Procedure 10
11. PRESCRIPTION OF A HAZARD

This procedure is currently under development.
12. PRESCRIPTION OF A HAZARD MANAGEMENT AGENCY

BACKGROUND
The State Emergency Management Committee (SEMC) is responsible for ensuring the prescription of relevant Hazard Management Agencies (HMAs) for prescribed hazards in Western Australia.

PROCEDURE
Identify
- Where a public authority or other person identifies the need to prescribe a new Hazard Management Agency (HMA) or modify an existing prescribed HMA, a formal request must be made to the SEMC. It is the responsibility of the agency/person making the request to ensure a thorough investigation has been conducted to support any request; and
- Where a hazard or potential hazard exists that requires the appointment of a HMA, the SEMC may direct a person or public authority to undertake an investigation as to the prescription of a HMA in accordance with this procedure.

As part of the investigation to support the appointment of a HMA, the following actions must be undertaken.

Define
The requirements of HMAs must be defined in accordance with section 4 of the EM Act. This includes:
- the prescribed hazard to which the appointment would relate (new or existing);
- defining the area of the State (whole or specific parts) for which the person or public authority would be the HMA;
- whether the HMA is to be prescribed for all, or specific emergency management aspects;
- the reasons why the person or public authority should be prescribed as the HMA (i.e. legislation, specialised knowledge, expertise and resources);
- if the proposed HMA is not an individual or body corporate, which position in the organisation will be designated the HMA under section 4(4)(a) & (b) of the Emergency Management Act 2005 (the EM Act); and
- identification of relevant delegations.

Consult
Before a HMA is presented for consideration by SEMC, broad consultation must be undertaken. This consultation should be undertaken with all key stakeholders including:
- the SEMC Business Unit;
- the SEMC subcommittees;
- any HMAs currently prescribed for the same or similar roles;
- relevant Combat Agencies and Support Organisations;
- relevant local government(s) as required; and
- industry and commercial sectors which may be affected.

Results of all consultation undertaken (both positive & negative) should be included in any request.
12. PRESCRIPTION OF A HAZARD MANAGEMENT AGENCY

**Justify**
A clearly defined justification for the requirement of the new or alternative HMA prescription must be provided. This should include the following type of information:

- to which prescribed hazard the request relates;
- whether the hazard is new or existing?
- if it refers to a new hazard, has the hazard been prescribed under the *Emergency Management Regulations* (EM Regulations) yet?
- if not, how will the hazard be prescribed within the EM Regulations;
- if the role relates to an existing hazard, what are the circumstances to add/change the prescribed HMA?
- what, if any, alternatives have been identified?
- what will the implications be in respect to emergency management if the proposed prescription is not undertaken?
- what stakeholder consultation has been undertaken and what are the outcomes of such consultation?
- a recommendation in relation to the need for a State Hazard Plan (Westplan) for a new hazard.

**Document**
All requests for the prescription of a new HMA and alteration to an existing one must address the issues outlined in this procedure and provide sufficient information to justify the recommendation and adequately inform the SEMC Response Capability Subcommittee and the SEMC.

**Approval**
Once completed, the request must be submitted for endorsement to the SEMC Business Unit.

The SEMC Business Unit will arrange for preparation of the draft enabling regulations and consult with the proposed HMA in respect to that process.

Once that has been completed, the submission and the draft enabling regulation will be considered by the SEMC Response Capability Subcommittee for endorsement.

Following endorsement by the Response Capability Subcommittee, the SEMC Business Unit will prepare a formal submission to the SEMC. This submission must include the following information:

- the SEMC agenda paper;
- a communications and marketing plan for the proposed changes;
- the supporting submission; and
- the draft enabling regulation.

**Prescription**
Upon endorsement by the SEMC, the approved request will be returned to the SEMC Business Unit to undertake the approved prescription process.

**Communicate**
Following completion of the prescription, the HMA will implement its communications and marketing plan to communicate the outcome to key stakeholders.
BACKGROUND
The *Emergency Management Act 2005* (EM Act) provides for the prescription of a public authority or other person to be a Combat Agency or Support Organisation within the *Emergency Management Regulations 2006* (s. 6(3) and (4) EM Act).

Those public authorities or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, are responsible for:

- performing an emergency management (EM) activity prescribed by the regulations in relation to that agency (Combat Agency); and
- providing support functions prescribed by the regulations in relation to that organisation (Support Organisation).

PROCEDURE

**Identify**
Where a public authority or other person identifies the need to prescribe a new Combat Agency or Support Organisation or modify an existing prescribed Combat Agency or Support Organisation, through changes in circumstances, a formal request must be made to the State Emergency Management Committee (SEMC). It is the responsibility of the agency/person making the request to ensure a thorough investigation has been conducted to support any request.

Prior to any formal request the following actions must be undertaken.

**Define**
The requirements of the Combat Agency or Support Organisation must be defined in accordance with section 6 of the EM Act. This includes:

- defining the area of the State (*whole or specific parts*) for which the person or public authority will be a combat agency or support organisation;
- the reasons why the person or public authority should be prescribed as outlined above (*i.e. legislation, specialised knowledge, expertise and resources*); and
- the EM activity (e.g. fire suppression, welfare, health services, hazardous materials and rescue) for which the proposed Combat Agency or Support Organisation is to be prescribed.

**Consult**
Before requesting prescription, broad consultation must be undertaken. This consultation should be undertaken with all key stakeholders including:

- the SEMC Business Unit;
- any HMAs, Combat Agencies and Support Organisations currently prescribed for the same or similar roles;
- relevant Combat Agencies and Support Organisations;
- relevant local government(s);
- industry and commercial sectors which may be affected; and
- relevant Emergency Coordinator(s).
Results of all consultation undertaken *(both positive & negative)* should be included in any request.

**Justify**
A clearly defined justification for the requirement of the new or alternative Combat Agency or Support Organisation prescription must be provided. This should include the following type of information:

- the activity to which the request relates;
- what the implications may be in respect to emergency management if the proposed prescription is not undertaken; and
- what stakeholder consultation has been undertaken, and the outcomes of such consultation.

**Document**
All requests for either the prescription of a Combat Agency or Support Organisation, or the alteration to an existing Combat Agency or Support Organisation, must address the issues outlined in this procedure and provide sufficient information to justify the recommendation and adequately inform the SEMC and the Response Capability Subcommittee.

**Approval**
Once completed, the request must be submitted for endorsement to the SEMC Business Unit.

The SEMC Business Unit will arrange for preparation of draft regulations amendments and consult with the proposed combat agency or support organisation in respect to that process.

Once that has been completed the submission and the draft amendments will be considered by the Response Capability Subcommittee for consideration and endorsement.

Following endorsement by the Subcommittee, the SEMC Business Unit will prepare a formal submission to the SEMC. This submission must include the following information:

- the SEMC agenda paper;
- the supporting submission; and
- the draft regulations amendments.

**Prescription**
Upon endorsement by the SEMC, the approved request will be returned to the SEMC Business Unit to complete the approved prescription process.

**Communicate**
The SEMC Business Unit will update the relevant section of the [SEMC website](https://www.semc.vic.gov.au).
14. AMALGAMATION OF LOCAL GOVERNMENTS FOR THE PURPOSE OF EMERGENCY MANAGEMENT

BACKGROUND
The Emergency Management Act 2005 (the EM Act) requires local governments to establish one or more local emergency management committees for the local government district (s. 38 EM Act).

Two or more local governments may, with the approval of the State Emergency Management Committee (SEMC), agree to unite for the purposes of emergency management (EM). If two or more local governments (the ‘combined local government) unite, the provisions of section 34(2) of the EM Act apply.

PROCEDURE
Where two or more local governments request SEMC approval to unite for the purposes of EM, the following procedure applies.

Each local government must conduct an analysis of its ability to comply with the provisions of the EM Act in respect to EM. This analysis must examine the local government’s ability to provide both effective and efficient EM and identify any associated risks.

Where it is established that the local government will be either unable to comply with the provisions of the EM Act or it would be more effective to unite with one or more local governments for the provisions of EM, a report with accompanying recommendations must be tabled to the relevant Local Emergency Management Committee (LEMC). This report must detail the identified risks and rationale for the recommendations presented.

Upon endorsement by the relevant LEMC of a recommendation to unite with another local government, communication with adjacent local governments must be undertaken.

Following agreement by two or more local governments to unite, a working group must be established, consisting of members of each of the local governments and relevant LEMCs to establish administration arrangements including:
- membership of the combined LEMC;
- appointment of a committee chair;
- provision of secretariat support;
- emergency management arrangements;
- recovery arrangements; and
- a community communication and marketing strategy.

A letter requesting SEMC endorsement for the proposed amalgamation of identified local governments for the purposes of emergency management should be forwarded to the Executive Officer, SEMC, for consideration. A request for endorsement must include the following details:
- local governments to be united under the proposal;
- the outcome of risk assessments and rationale for amalgamation;
- agreed administrative and reporting arrangements; and
- an outline of a community communication and marketing strategy.
14. AMALGAMATION OF LOCAL GOVERNMENTS FOR THE PURPOSE OF EMERGENCY MANAGEMENT

The letter to the Executive Officer, SEMC, must be endorsed by each of the respective local governments’ Chief Executive Officers.

Following endorsement of the proposal by the SEMC, the SEMC Business Unit will advise each local government and LEMC of the decision in writing.

The SEMC Business Unit will arrange for the revised arrangements to be included in all relevant policies and procedures.
15. SEPARATION OF COMBINED LOCAL GOVERNMENTS FOR THE PURPOSE OF EMERGENCY MANAGEMENT

BACKGROUND
Where one or more local governments who have combined under s. 34 of the EM Act for the purposes of emergency management wish to separate from the arrangement and undertake their responsibilities under section 38 as a single local government the following procedure will be adopted.

PROCEDURE
Each local government which is part of the ‘combined local government’ must conduct an analysis of its ability to comply with the provisions of the EM Act in respect to emergency management. This analysis should examine the local government’s ability to provide both effective and efficient emergency management and identify any associated risks.

Where a local government establishes that it will be able to more effectively comply with the provisions of the EM Act by undertaking its responsibilities as a single local government, a report advising of its intention to separate must be tabled to the relevant Local Emergency Management Committee. This report must detail the rationale for the decision.

Following the decision to separate from a combined arrangement, the local government concerned should establish a working group to establish administration arrangements including:

• membership of the LEMC;
• appointment of a committee Chair;
• provision of secretariat support;
• Emergency Management Arrangements;
• Recovery Arrangements; and
• a community communication and marketing strategy.

The local government wishing to manage its emergency management responsibilities as a single local government must forward written advice of its intention to establish a Local Emergency Management Committee (LEMC) for its local government district to the Executive Officer, State Emergency Management Committee (SEMC). A copy must also be forwarded to the Chair of the relevant District Emergency Management Committee (DEMC).

This advice should include the following details:

• the name of the combined Local Emergency Management Committee;
• the name of the local government withdrawing from the arrangement;
• the outcome of risk assessments and the rationale for separation, and
• administrative arrangements.

The letter to the Executive Officer SEMC must be endorsed by the relevant local government Chief Executive Officer.

Following receipt of the advice by the SEMC, the SEMC Business Unit will:

• acknowledge receipt of the advice in writing; and
• list the correspondence for noting on the agenda of the next meeting of the SEMC.

The SEMC Business Unit will arrange for the revised arrangements to be included in all relevant policies and procedures.
State EM Preparedness Procedures

16. GAZETTAL OF SPECIFIED PUBLIC AUTHORITY FOR THE PURPOSE OF EMERGENCY MANAGEMENT

BACKGROUND
The State Emergency Management Committee (SEMC), by notice published in the Government Gazette, may designate a specified area of one or more local government districts; or a specified area that is not part of a local government district, as an area in which a specified public authority is to perform and exercise all of the functions of a local government for the purposes of emergency management within Part 3 of the EM Act.

PROCEDURE
Where a public authority requests SEMC approval to be a specified public authority to perform and exercise all of the functions of a local government for the purposes of emergency management, the following procedure applies.

The local government or public authority instigating the request should:

Identify
Clearly identify the specified area of one or more local government districts; or the specified area that is not part of a local government district, to which the request is to apply.

Consult
Liaise with all stakeholders including local governments and the specified public authority impacted to analyse the effectiveness of emergency management arrangements currently in place within the specified area of the request. This analysis should examine the local government’s (if present) ability to provide both effective and efficient emergency management arrangements and identify any associated risks which support the request.

Justify
Where it is established that the local government will be either unable to comply with the provisions of the Act or it would be more effective to specify a public authority to perform and exercise all of the functions of a public authority for the provisions of emergency management, a report with accompanying recommendations should be tabled to the relevant local emergency management committee and or local government.

Document
This report must detail the identified risks and rationale for the recommendations presented.
Approval
Upon endorsement by the relevant LEMC and/or local government, a working group consisting of members of relevant organisations must be established, consisting of members of relevant organisations to create proposed administration arrangements including:

- membership of the combined LEMC;
- appointment of a committee Chair;
- provision of secretariat support;
- emergency management arrangements;
- recovery arrangements; and
- community communication and marketing strategy.

Endorsement
A letter requesting SEMC endorsement for the proposed designation of a specified public authority for the purposes of emergency management should be forwarded to the Executive Officer, State Emergency Management Committee for consideration. A request for endorsement must include the following details:

- local governments impacted under the proposal;
- the outcome of risk assessments and the rationale for the proposal;
- agreed administrative and reporting arrangements; and
- an outline of a community communication and marketing strategy.

The letter to the Executive Officer SEMC must be endorsed by respective local governments’ Chief Executive Officers and the proposed specified public authority.

Following Endorsement
Following endorsement of the proposal by the SEMC, the SEMC Business Unit will advise relevant parties of the decision in writing.

Communicate
The SEMC Business Unit will arrange for the revised arrangements to be published in the Gazette and included in all relevant policies and procedures.
BACKGROUND
An annual report of the State Emergency Management Committee (SEMC) is to be produced under the provisions of section 25 of the *Emergency Management Act 2005* (EM Act), to provide evidence of the emergency management activities in Western Australia undertaken by SEMC. In producing an annual report, SEMC is reliant on reports from SEMC subcommittees, the District Emergency Management Committees (DEMC), the Local Emergency Management Committees (LEMC) and Hazard Management Agencies (HMA).

PROCEDURE

Annual Report Content
Templates are provided as attachments to this Procedure for the respective committees to use when completing the SEMC annual report.

SEMC Subcommittees
The annual reports of the SEMC Subcommittees are to be completed and submitted to the SEMC Business Unit within 4 weeks of the end of the financial year following the financial year for which the annual report is prepared.

The SEMC Subcommittee annual reports are to contain, for the reporting period:

- a description of activities undertaken by each of them, including:
  - the number of meetings and the number of meetings each member, or their deputy, attended;
  - a summary of emergencies in the State involving the activation of State-level functional support coordinating committees relevant to the subcommittee;
  - a summary of training that was facilitated and exercises that exercised the functional support coordinating committees relevant to the subcommittee; and
  - a description of major achievements against the SEMC Annual Business Plan.

Hazard Management Agencies may contribute to the relevant SEMC subcommittees annual reports on activities undertaken by them in support of the subcommittees’ annual business plans.

The SEMC Subcommittee annual reports are to be forwarded to the SEMC Business Unit in both printed (signed by the Chair of the subcommittee) and electronic forms for inclusion in the SEMC annual report.

The electronic copy of the SEMC Subcommittee annual report is to be in MS Word format (.doc), Rich Text Format (.rtf) or portable document format (pdf). The title of the electronic copy is to be “<SEMC Subcommittee> Annual Report <reporting years>”. (For example, “Recovery and Community Engagement Subcommittee Annual Report 2018-2019”).
DEMC

The annual report of each DEMC is to be completed and submitted to the SEMC Business Unit within 4 weeks of the end of the financial year following the financial year for which the annual report is prepared.

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

• a description of activities undertaken by it, including:
  – the number of DEMC meetings and the number of meetings each member, or their deputy, attended;
  – a description of emergencies within the area covered by the DEMC involving the activation of an Operational Area Support Group (OASG);
  – a description of exercises that exercised the OASG arrangements for the area covered by the DEMC;
  – the number of local government exercises attended by one or more DEMC members;
  – a description of achievements against the DEMC Annual Business Plan; and
• the major objectives of the annual business plan of the DEMC for the next financial year.

The DEMC annual report, which will include each of the LEMC annual reports from within the Emergency Management District, is to be forwarded to the SEMC Business Unit in printed (signed by the Chair of the DEMC) form.

The electronic copy of the DEMC annual report is to be in MS Word format (.doc). The title of the electronic copy is to be “<Name of DEMC> DEMC Annual Report<reporting years>". (For example, “Wheatbelt DEMC Annual Report 2013-2014”)

LEMC

The annual report of each LEMC is to be completed and submitted to the relevant DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. LEMCs are required to submit a signed hard copy of the annual report to the Executive Officer of the relevant DEMC.

The annual report is also to be forwarded to the SEMC Business Unit in electronic form. The electronic copy of the LEMC annual report is to be in MS Word format (.doc).

The title of the electronic copy is to be “<Name of LEMC> LEMC Annual Report<reporting years>". (For example, “Kalamunda LEMC Annual Report 2013-2014”) The LEMC annual report is to contain, for the reporting period:

• a description of the area covered by the LEMC;
• a description of activities undertaken by it, including:
  – the number of LEMC meetings and the number of meetings each member, or their deputy, attended;
  – a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG);
– a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC;
– the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2014, under review, last reviewed 2013);
– the level of development of the local recovery plan for the area covered by the LEMC;
– the progress of establishing a risk register for the area covered by the LEMC; and
– a description of major achievements against the LEMC Annual Business Plan;

• the text of any direction given to it by:
  – the local government that established it;
• the major objectives of the annual business plan of the LEMC for the next financial year.

HMAs
The annual report of Hazard Management Agencies is to be completed and submitted to the SEMC Business Unit within 4 weeks of the end of the financial year following the financial year for which the annual report is prepared.

The Hazard Management Agencies annual reports is to contain, for the reporting period a description of activities undertaken by each of them, including:

• the identified hazards for which they are responsible;
• whether each of those hazards have current State Emergency Management Plans developed;
• whether each of those hazards have current Local Emergency Management Plans developed;
• what community preparedness strategies have been developed against those hazards at a state and local level; and
• what risk assessment strategy tools have been developed and deployed.
<<Insert Name>> Subcommittee
ANNUAL REPORT 20XX – 20XX
1. MEETINGS

<table>
<thead>
<tr>
<th>Meetings</th>
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<td><strong>Member</strong></td>
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<td>Deputy Chairman</td>
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<td>Executive Officer</td>
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## 2. PROJECTS UNDERTAKEN BY THE [INSERT NAME]

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<tr>
<th>[INSERT PROJECT NAME]</th>
<th>Project</th>
<th>Link to Strategic Goals</th>
<th>Update</th>
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3. LIST KEY ACHIEVEMENTS FOR PROJECTS AND/OR ACTIVITIES DURING THE LAST 12 MONTHS:

Chair

Date

Sponsor

Date
## District Emergency Management Committee

**Annual Report 20XX-XX**

### 1. Meetings

<table>
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<tr>
<th>Member</th>
<th>Organisation</th>
<th>Member Attendance</th>
<th>Proxy Attendance</th>
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## 2. EMERGENCIES

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<th>Date</th>
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Number of emergencies in the Emergency Management District where an OASG was activated <<Insert number>>

## 3. LOCAL EMERGENCY AREA MANAGEMENT

<table>
<thead>
<tr>
<th>N. of Local Governments in the District</th>
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<th>N. of LEMCs in the District</th>
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<th>N. of LEMC exercises conducted in the District</th>
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<th>Has the DEMC reviewed the LEMAs (if no, please specify reasons)</th>
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<th>Has the DEMC reviewed the Recovery Plans (if no, please specify reasons)</th>
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<th>Has the DEMC reviewed the ERM Plan (if no, please specify the reasons)</th>
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<th>Other comments</th>
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17. ANNUAL REPORTING

<table>
<thead>
<tr>
<th>Summary of Annual Submissions</th>
<th>Annual Report Attached Y/N</th>
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<td>(List Local Government)</td>
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4. PROJECTS UNDERTAKEN BY THE (INSERT DISTRICT) DEMC:

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<th>[INSERT PROJECT NAME]</th>
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5. LIST KEY ACHIEVEMENTS FOR PROJECTS AND/OR ACTIVITIES DURING THE LAST 12 MONTHS

Chair ___________________________ Date ___________________________
# Local Emergency Management Committee

## Annual Report 20XX-XX

**Local Emergency management Committee (LEMC) name:**

**Local Government (LG) name:**

**Activities:**

## 1. Meetings

<table>
<thead>
<tr>
<th>Member</th>
<th>Organisation</th>
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Number of meetings called: <<Insert n. of meetings>>

Number of meetings where a quorum was achieved: <<Insert n. of meetings>>
### 2. Exercises

<table>
<thead>
<tr>
<th>Description of exercise and location</th>
<th>Lessons learnt and implementation</th>
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### 3. Local Emergency Management Arrangements (LEMAs)

<table>
<thead>
<tr>
<th>Status of LEMA</th>
<th>&lt;&lt;Circle and insert date&gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENDORSED</td>
<td></td>
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<tr>
<td>UNDER REVIEW</td>
<td>***</td>
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<tr>
<td>DRAFT</td>
<td></td>
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</tbody>
</table>

*** If LEMA is under review please indicate due date and any comments

<table>
<thead>
<tr>
<th>Status of Recovery Plan</th>
<th>&lt;&lt;Circle and insert date&gt;&gt;</th>
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<tbody>
<tr>
<td>ENDORSED</td>
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<td>UNDER REVIEW</td>
<td>***</td>
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<td>DRAFT</td>
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</tbody>
</table>

*** If Recovery Plan is under review please indicate due date and any comments

<table>
<thead>
<tr>
<th>Has the DEMC reviewed the Recovery Plans (if no, please specify reasons)</th>
<th></th>
</tr>
</thead>
</table>
### 4. Projects undertaken by the [Insert Name] LEMC:

<table>
<thead>
<tr>
<th>[Insert Project Name]</th>
<th>Project</th>
<th>Link to Strategic Goals</th>
<th>Update</th>
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<tr>
<th>[Insert Project Name]</th>
<th>Project</th>
<th>Link to Strategic Goals</th>
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<th>[Insert Project Name]</th>
<th>Project</th>
<th>Link to Strategic Goals</th>
<th>Update</th>
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</thead>
<tbody>
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</table>
### 5. List Key Achievements for Projects and/or Activities During the Last 12 Months:

-  

Chair ___________________________  Date ___________________________
## HAZARD MANAGEMENT AGENCY
### ANNUAL REPORT 20XX-XX

**Agency:** [Insert name]

**Hazard:**

### 1. IDENTIFIED HAZARDS HAVE STATE EMERGENCY MANAGEMENT PLANS (WESTPLANS)

<table>
<thead>
<tr>
<th>Westplan</th>
<th>Hazard</th>
<th>Status of Plan (e.g. current, under review)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### 2. EXERCISES

<table>
<thead>
<tr>
<th>Number of Plans exercised during 2013-14</th>
<th>&lt;&lt;Insert number&gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Exercise objective</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3. Local Hazard Management Plans are Current and Tested

<table>
<thead>
<tr>
<th>Hazard Plan</th>
<th>Region</th>
<th>Status of Plan (e.g. current, under review)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### 4. Preparedness Activities Undertaken by <<HMA>> in 2013-14 — (e.g. HMA has implemented community preparedness strategies for their hazards at a State and Local level such as preparedness programs, equipment upgrade etc.).

...
5. **KEY ACHIEVEMENTS**

_________________________  _______________________
  
  Chair                        Date
18. PREPAREDNESS REPORTING

BACKGROUND
In fulfilling its function of advising the Minister on the preparedness of the State to combat emergencies, required under the provisions of section 14 of the Emergency Management Act 2005 (EM Act), the State Emergency Management Committee (SEMC) provides a report annually to the Minister on Western Australia’s capacity to deal with large-scale emergencies, called the Emergency Preparedness Report.

PROCESS
The SEMC submits the annual Preparedness Report to the Minister for Emergency Services by the 31st October each year. To complete the preparedness report, a series of targeted and tailored surveys were supplied to all Hazard Management Agencies (HMA), Emergency Management Agencies (EMA), Service Providers, and Local Government Agencies (LGA). This tool allows for the self-assessment and reporting of individual agency’s preparedness against the 27 legislated hazards.

The results of the Emergency Preparedness Report enable the State to gain a greater understanding of the requirements to manage large scale and/or multiple emergency events, therefore identifying areas where we need to increase capacity and improve capability.

The capability questions are sent to stakeholders by mid-April, to be completed and returned by the first week of June.
19. EXERCISE MANAGEMENT

BACKGROUND
Effective emergency management requires coordinated arrangements and emergency management plans which are validated through regular exercises. The State Emergency Management Committee (SEMC) directs Emergency Management Agencies (EMAs), public authorities, DEMCs and local governments to annually participate in exercises to evaluate their emergency management capabilities and arrangements.

Participation in the State Emergency Management Exercise Framework will progressively build the State’s capability to respond to and recover from a state-level emergency. These capabilities will be evaluated through the State Emergency Management Exercise (State EM Exercise) every three years.

PROCEDURE
The purpose of this procedure is to provide agencies with a comprehensive and cohesive approach to exercising across government, which will ensure the State appropriately prepared to respond to and recover from emergencies.

Exercise Capability Analysis
The SEMC Emergency Management Capability Framework (the Capability Framework) identifies the capability areas of governance, emergency response, resources, community involvement, planning & mitigation, impact management & recovery. Each capability area is further broken down into core capabilities and their associated achievement objectives. Agencies must use the Capability Framework as a basis to determine their exercise needs and requirements to close capability gaps and report on their activity.

To complete a capability analysis agencies will:

• identify the capabilities required to perform their role and responsibilities under the State EM Framework;
• assess their ability to perform their EM roles and responsibilities; and
• determine their exercising needs based on any capability gaps identified during the analysis.

Exercise Schedule
Exercise schedules must be developed and submitted to the SECT for EMAs, public authorities and DEMCs or to the DEMC for local governments in accordance with the following procedure (State EM Policy section 4.10). It is recommended that exercise schedules are designed to build in complexity, allowing participants to progressively build knowledge and thoroughly practise their roles and responsibilities under the State Emergency Management Framework.

To progressively build on learnings, it is recommended agencies exercise capabilities internally (single-agency exercises) during the first year, exercise capabilities within a multi-agency environment in the second year and participate in a state-level exercise the third year.

1 Emergency Management Agencies include Hazard Management Agencies, Combat Agencies and Support Organisations as prescribed in the EM Regulations.
2 The State EM Framework is detailed in State EM Policy section 2.1.
Every three years, the SEMC will facilitate a State EM Exercise, which will be a summative exercise designed to bring the capabilities exercised across the State together. The SECT will develop the risk-based State EM Exercise scenario, identifying the aim and capability-based objectives to be assessed through the State EM Exercise.

A summative exercise focuses on the outcomes of the previous exercises and evaluates the performance of the participants. The State EM Exercise will provide an environment where participants are challenged to demonstrate capability and capacity to respond to a state-level emergency brought about by multiple hazards.

As stated in State EM Policy statement 4.8.6, EMAs and public authorities not required to participate in the State EM Exercise must plan an exercise demonstrating how they will operationalise their capabilities during a state-level emergency.

The three (3) year exercise schedule must also report the exercises validating significant amendments to the State EM Plan, State Hazard Plans, State Support Plans and Local Emergency Management Arrangements (LEMAs), as required by State EM Policy section 1.5.10.

Exercise schedules must include the following:

- **Single-agency exercises:**
  - Capabilities identified
  - Emergency management plans to be activated
  - Proposed time, date, place
  - Exercise type
  - Agency contact

- **Multi-agency exercises:**
  - Capabilities identified
  - Emergency management plans to be activated
  - Proposed time, date, place
  - Exercise type
  - Agency contact
  - Lead agency
  - Participating agencies

- **State-level exercises (participation in the State EM Exercise will satisfy this requirement):**
  - Capabilities identified
  - Emergency management plans to be activated
  - Proposed time, date, place
  - Exercise type
  - Agency contact
  - Lead agency
  - Participating agencies
Exercise schedules must be submitted to the SECT for EMAs, public authorities and DEMCs or to the DEMC for local government prior to the start of the calendar year (State EM Policy section 4.10). To enhance the visibility of exercising across the State, it is recommended all agencies conducting exercises under the State EM Framework add their single-agency, multi-agency and state-level exercises to the State Exercise Management Calendar on the SEMC Website. The executive officer of the SECT will monitor and confirm all relevant exercises have been added to the State Exercise Calendar.

**Exercise Planning**

The SEMC recommends that exercise planning is undertaken in accordance with the Western Australia Managing Exercises Guideline. Use of this guideline will ensure a consistent approach to the development, running and evaluation of exercises.

The Guideline:

- provides a simple overview of the exercise management process;
- provides a step-by-step guide through the phases of exercise management;
- can be used for single-agency, multi-agency or whole-of-government exercises;
- has been designed to support small exercises, while also providing more comprehensive information for larger or more complex exercises; and
- includes useful templates and resources.

Templates provided within the Western Australia Managing Exercises Guideline are consistent with the national approach to exercise management. They are based upon documentation from the Australian Emergency Handbook Series (Handbook 3 – Managing Exercises) and the Tasmanian Government templates for managing Emergency Management Exercises.

**Post–Exercise Reports**

Following all exercises identified within an exercise schedule, lead agencies must develop a post-exercise report in consultation with participants. The post-exercise reports must be submitted to the SECT for EMAs, public authorities and DEMCs or to the DEMC for local governments as soon as practicable after the exercise (State EM Policy section 4.11).

Where capability gaps are identified through exercising, agencies are responsible for proposing an improvement plan specifying how they will close these gaps.

Multi-agency post-exercise reports must be compiled by the lead agency and submitted on behalf of all participating agencies, organisations or local governments.

The SECT will develop a consolidated State EM Exercise report in consultation with participating agencies. Capability gaps and lessons identified during the exercise will inform the SEMC of future training and development requirements across the emergency management sector.

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3 This guideline is under development. Upon finalisation the guideline will be published on semc.wa.gov.au.
A post-exercise report template can be found in the Western Australia’s Managing Exercises Guideline. To ensure a consistent approach to reporting and evaluating both large and small exercises, the following components are required regardless of the post-exercise format:

**Executive Summary**
- Overview
- Insights
- Lessons identified for action

**Exercise Details**
- Title of Exercise
- Date of Exercise
- Lead Agency
- Exercise style/type - Provide details on what type of exercise was conducted - Discussion, Functional, Field.
- Participating agencies/organisations and roles
- Overview - Provide details on what the exercise achieved and who the target participants were.
- Aim – Provide details on the Aim of the exercise.
- Capability-based objectives – Provide details on the objectives developed for the exercise.
- Scope - What was included and what was excluded in the exercise?
- Scenario - Describe the exercise scenario, identifying the hazard(s) exercised.

**Exercise Evaluation**
- Methodology
- Evaluation of each capability-based objective, including:
  - Observation - Detail of what happened.
  - Insight(s) - Detail what worked and what didn’t. Why?
  - Lesson(s) identified - Detail what can be fixed, what needs to remain the same, and/or what do we need to do more of.
  - Lesson(s) learned - Detail if previous lessons identified have been assessed as lessons learned through the exercise, as applicable.

**Action Plan**
- Objective/capability
- Lessons identified for action
- Actions/activities
- Responsible agency/business unit and point of contact
- Timeframes for completion

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4 This reporting process is aligned to the lessons management process described within the Australian Disaster Resilience Lessons Management Handbook.
20. SEMC SUBCOMMITTEES AND REFERENCE GROUPS

BACKGROUND
SEMC may create subcommittee and reference groups to support it fulfil its functions. These groups should be created sparingly when the collective will deliver a more effective outcome than a single agency.

DEFINITIONS
The following definitions have been developed to bring clarity to the groups which operate under the SEMC. While subcommittees and reference groups have distinct definitions and functions they are governed in the same manner.

Subcommittees
- A SEMC subcommittee is one which, in accordance with the Emergency Management Act 2005 (EM Act) section 21(1), is established to “…advise the SEMC on any aspect of its functions or to assist with any matters relevant to the performance of its functions.”
- A subcommittee “…may, but need not, consist of or include members of the SEMC” (EM Act s. 21(2)).
- A subcommittee is distinct from a reference group in that it may have particular actions, duties or powers of the SEMC delegated to it under the provision of section 22 (1) of the EM Act.
- Subcommittees have the ability to create working groups

Reference Groups
- A SEMC reference group is one which, under the ‘sub-committee’ provision in the EM Act section 21(1), is established to “…advise the SEMC on any aspect of its functions.”
- A reference group “…may, but need not, consist of or include members of the SEMC” (EM Act s. 21(2)).
- A reference group is distinct from a subcommittee in that it is established purely to provide impartial, expert advice and/or information to the SEMC on a particular area or from a specific point of view.
- Reference groups have the ability to create working groups

Working Groups
- A SEMC working group is one which can be established by a subcommittee or reference group with finite timeframes and documented deliverables which are consistent with the SEMC Strategy, relevant subcommittee workplan or subcommittee/reference group terms of reference.
- A working group may, but need not, consist of or include members of the SEMC subcommittee which formed it.
- A working group is distinct from a subcommittee or reference group in that it has a specific, documented deliverables and a defined end date or timeframe.
PROCEDURE

Duration
The Subcommittees and Reference Groups continue to exist until such time as is discharged by the SEMC.

Terms of reference and executive support
• The terms of reference for each subcommittee and reference group is approved by SEMC, including member specifications. A subcommittee and reference group terms of reference template is included in Attachment 1.
• The SEMC Business Unit will coordinate the provision of an executive officer for each subcommittee and reference group. These may be sourced from any emergency management agency.
• If a working group is created, terms of reference, including member specifications is to be approved by the establishing subcommittee or reference group. A working group terms of reference template is included in Attachment 2.
• As necessary for the size and scale of a working group, the establishing subcommittee or reference group is to coordinate the provision of an executive officer.

Appointment of members
• Subcommittees and reference groups are sponsored by members of the SEMC. The Sponsor is responsible for nominating the Chair. The SEMC Chair is responsible for the appointment of Chairs.
• The subcommittee and reference group chairs endorse the member organisations and submit to the SEMC via the terms of reference for approval.
• Subcommittee and reference group Chairs invites such organisations to nominate their representative. The member organisation may also nominate a proxy representative.
• One representative from each organisation shall be endorsed. In exceptional circumstances additional representatives may be endorsed by agreement of the Chair, in discussion with the Sponsor.

Resignation of members
• Members may resign from the subcommittee or reference group by providing written notice to the respective subcommittee or reference group Chair.
20. SEMC SUBCOMMITTEES AND REFERENCE GROUPS

Roles and responsibilities

**Sponsors** must be a member of the SEMC and are responsible for:

- maintaining good communication with the Chair in relation to the activities of the subcommittee/reference group;
- introducing relevant subcommittee/reference group papers to the SEMC and leading the process to identify related SEMC decisions and actions, as appropriate;
- endorsing member organisations’ nominated representatives in conjunction with the Chair; and
- ensuring that subcommittees and reference groups work effectively.

**Chairs** are responsible for:

- providing leadership and developing members as a cohesive and effective team;
- ensuring relevant information and policies are brought to the attention of members to support the performance, objectives and governance framework;
- leading meetings efficiently, encouraging members rather than directing them and seeking consensus when making decisions;
- leading by example in demonstrating behaviours desired from members, including professionalism, punctuality, respect and integrity;
- development and implementation of subcommittee workplans (reference groups and working groups are not required to generate workplans);
- shaping the meeting agenda in relation to strategy and workplans;
- managing risk and reporting concerns to the responsible Sponsor;
- reporting to the Sponsor and/or SEMC on matters, including decisions that need to be approved;
- calling ‘special’ or ‘extraordinary’ meetings, when required;
- welcoming new members;
- mediating disputes between members; and
- working with the Chairs of other subcommittees and reference groups to ensure consistency in approach and minimise gaps and duplication.

**Deputy Chairs** are responsible for assuming the responsibilities of the Chair when the Chair is unavailable. They include:

- Members are responsible for:
  - attending all meetings and notifying a proxy when unable to attend;
  - participating actively at meetings;
  - communicating key outcomes to relevant stakeholders within the organization they represent; and
  - maintaining the confidentiality of documents and discussions.
Proxy members are responsible for:
- attending all meetings where the nominated representative is unable to attend; and
- maintaining the confidentiality of documents and discussions.

Executive Officers are responsible for:
- ensuring that the administrative needs are provided for, including but not limited to:
  - setting of meetings;
  - attending all meetings;
  - creating the agenda;
  - circulating papers;
  - ensure meeting minutes are taken; and
  - liaising between the Chair and the Sponsor.
- facilitating the induction of newly appointed members;
- ensuring the effective flow of information between the subcommittees and reference groups, and any relevant public sector body’s management;
- providing advice to members on governance; and
- carrying out the instructions of the subcommittee or reference group.

Frequency of meetings
Subcommittees and reference groups hold three regular meetings per year six – ten weeks before the SEMC meeting. The SEMC meetings dates are released to all Executive Officers within three weeks of their approval by SEMC.

Meeting papers
- The format of the agenda and agenda items as per template available from the SEMC Business Unit.
- The agenda and agenda papers are endorsed by the Chair prior to distribution to members. The endorsed agenda and agenda papers with attached meeting papers will be distributed at least five working days prior to the next scheduled meeting. All documents are to be sent in PDF format.
- Prior to each meeting, the Executive Officer should provide a copy of the attendance list to the Chair, indicating the membership status (member, proxy, or visitor) in order to assist the Chair in determining whether a quorum has been achieved.
- Minutes of meetings shall be recorded, including outcomes of decisions.
- Full copies of the draft minutes shall be provided to all members no later than 10 working days following each meeting.
- Draft meeting minutes are to be finalised at the next meeting. Once finalised, the minutes will be signed by the Chair.
- Draft meeting minutes are to be provided to the SEMC for noting.
Accountability and decision making authority

- Subcommittees and reference groups are accountable to the SEMC.
- Subcommittees and reference groups report annually (July) to the SEMC relating to each respective objective and functions.
- Decisions are arrived at by consensus. Where a consensus cannot be achieved, the matter is to be determined by the Chair.

Referral and assistance

- Subcommittees may refer matters of relevance to the respective reference group for consideration and guidance.
- Reference groups may refer matters of relevance to the respective subcommittee for consideration and guidance.
- The SEMC may refer matters to the subcommittees or reference groups for consideration, action, or advice.
- Subcommittees and reference groups may table papers, seek guidance and advice, and/or recommend actions to SEMC for delegation.
- Referrals must be made in writing addressed to the Executive Officer.

Quorum

In order for decisions to be made at meetings there is to be a quorum of at least 50% of the number of the core membership.

Conduct

Subcommittee and reference group members must observe and comply with the Western Australian Public Sector Code of Ethics and the SEMC Code of Conduct 2018.
## ATTACHMENT 1: SUBCOMMITTEE AND REFERENCE GROUP TEMPLATE

### Subcommittee/Reference Group Name

#### TERMS OF REFERENCE

**Objective**
(Detail the objective of the subcommittee/reference group and how it supports the SEMC)

**Functions**
(List the functions the subcommittee or reference group will complete. Where possible link these to functions of the SEMC or the SEMC Strategic Plan. These will often detail how the group will interact with other subcommittees, reference groups and existing procedures)

<table>
<thead>
<tr>
<th>Sponsor:</th>
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<tbody>
<tr>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>Deputy Chair:</td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td>(insert effective date of terms of reference)</td>
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</tbody>
</table>

**Membership:**
Members representing the all-hazards EM sector will be nominated and selected based on demonstrated experience, expertise to fulfil the functions of the subcommittee/ reference group. Through its membership, the group aims to ensure all aspects of the membership capabilities are represented.

(List capabilities or organisations required to meet the objectives and functions)

**Quorum**
In order for decisions to be made at meetings there is to be a quorum of at least 50% of membership.

**Governance**
State EM Preparedness Procedure 20 established the procedures of this subcommittee /reference group.
ATTACHMENT 2: WORKING GROUP TERMS OF REFERENCE TEMPLATE

Working Group Name
TERMS OF REFERENCE

**Purpose**
(Detail the purpose of the working group)

**Outcomes**
(List the outcomes the working group will deliver. Where possible link these to functions of the subcommittee/reference group.)

<table>
<thead>
<tr>
<th><strong>Sponsor:</strong></th>
<th>(Must be member of establishing subcommittee or reference group)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chair:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Deputy Chair:</strong></td>
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<tr>
<td><strong>Membership:</strong></td>
<td>Members representing the all-hazards EM sector will be nominated and selected based on demonstrated experience, expertise to fulfil the functions of the subcommittee/reference group. Through its membership, the group aims to ensure all aspects of the membership capabilities are represented. (List capabilities or organisations required to meet the objectives and functions)</td>
</tr>
<tr>
<td><strong>Effective Date:</strong></td>
<td>(insert date working group established)</td>
</tr>
<tr>
<td><strong>Duration:</strong></td>
<td>(insert time period working group will exist for. Must have an end date)</td>
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<tr>
<td><strong>Frequency of Meetings:</strong></td>
<td>(detail frequency of meetings)</td>
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<tr>
<td><strong>Reporting:</strong></td>
<td>(detail reporting expectations between working group and subcommittee/reference group)</td>
</tr>
<tr>
<td><strong>Quorum:</strong></td>
<td>In order for decisions to be made at meetings there is to be a quorum of at least 50% of membership.</td>
</tr>
<tr>
<td><strong>Governance:</strong></td>
<td>State EM Preparedness Procedure 20 established the procedures of this working group. (insert additional governance practices if established by the working group)</td>
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</tbody>
</table>
PART FOUR
Response Procedures
BACKGROUND
Where an incident requires an emergency response, however, it is unclear as to which agency is responsible for controlling that response under existing statutory law or agency responsibilities, and agreement cannot be reached by responding personnel, then the most senior member of the WA Police Force that is present must assume control of the incident until the appropriate response agency has been identified.

PROCEDURE
To identify the appropriate agency to control an incident, the following procedure applies:

- the WA Police Force shall immediately request the relevant Emergency Coordinator (Local or District depending on the level of the incident) to establish an Incident Support Group (ISG) and an Operational Area Support Group (OASG);
- the Emergency Coordinator shall facilitate, through the ISG or OASG, the identification of the agency most appropriate to control the response to the incident and negotiate their agreement to assume the role (this may be in person or via teleconference);
- when identifying the most appropriate agency to control an incident, the following factors should be considered;
  - Is there a designated Combat Agency for that type of emergency management activity?
  - Which agency has the most relevant legislative responsibilities required to manage the incident?
  - Which agency has the most relevant expertise and resources available to manage the incident?
- where an agreement cannot be reached, the decision to determine the most appropriate controlling agency must immediately be referred by the Emergency Coordinator, through the relevant chain of command, to the next level of coordination (District Emergency Coordinator and OASG, or SEC and the SECG) for confirmation; and
- the Emergency Coordinator should also ensure the issue is clearly identified in any Post-Operations Report or Post-Incident Analysis.
BACKGROUND
The declaration of an appropriate incident level is a critical component of emergency management in terms of triggering the responsibilities and actions of emergency management stakeholders. An Incident Controller is to assess the incident level of each emergency incident.

PROCEDURE

Determining the Appropriate Incident Level
The Controlling Agency, through the Incident Controller is to determine the appropriate incident level as soon as practicable.

The Incident Controller will note the declared incident level in all communications (internal and external). This includes the Incident Controller’s personal log and all situation reports sent through the command line.

The incident is to be continually monitored and re-assessed in order to ensure that any changes are identified and the incident level escalated or de-escalated, where necessary.

Due to the nature or magnitude, Level 2 and Level 3 incidents require a significant and coordinated response, which meets the definition of an emergency.

NOTE: Satisfying one or more of the typical conditions of an incident does not automatically necessitate an escalation to that level, however, it should provoke a consideration for escalation. The escalation of an incident is at the discretion of the Incident Controller.

Level 1 Incident
An incident is a Level 1 incident unless:
• it is deemed by the Incident Controller to warrant an escalation to Level 2 or Level 3 incident; and
• an incident level declaration is made.

A Level 1 incident is broadly defined by meeting one or more of the following conditions:
• there are no significant issues;
• there is a single or limited multi agency response (day to day business);
• the incident area is limited in extent (i.e. to one jurisdiction/district);
• response duration is within a single shift of the Controlling Agency;
• resources can be sourced from one local government district;
• there is minimal impact on the community and critical infrastructure;
• the incident can be managed by a Controlling Agency Incident Management Team (IMT) only;
• there is a low level of complexity; and
• there is potential for low incident escalation.

No subsequent action, under this Operational Procedure, is required for a Level 1 Incident.
2. INCIDENT LEVEL DECLARATION

Level 2 Incident

Incident Level Conditions

A Level 2 incident is broadly defined by meeting one or more of the following typical conditions:

• requires multi agency response;
• has a duration covering multiple shifts;
• requires coordination of multi-agency resources;
• there is medium-term impact on critical infrastructure;
• resources can be sourced from district or State level;
• there is a medium level of complexity;
• one or two incident areas are involved;
• there is a medium impact on the community (health, safety, economic, technological or other);
• there is potential for the incident to be declared an ‘Emergency Situation’; and/or
• the incident involves multiple hazards.

Incident Controller Responsibilities

At the declaration of a Level 2 Incident, the Incident Controller shall:

• complete an Incident Level Declaration form – (attached EMA Form 23 or equivalent1); and
• communicate the Level 2 declaration through the Controlling Agency’s reporting lines to its central operations centre.

Controlling Agency Responsibilities

The Level 2 declaration must be communicated to other agencies involved, or potentially involved in the incident. The SEMC Business Unit must be notified of any Level 2 incident declarations. The Incident Level Declaration Form should be emailed to semc.policylegislation@dfes.wa.gov.au as soon as practicable after the declaration. If the Controlling Agency is not the Hazard Management Agency (HMA), the Controlling Agency shall liaise with the HMA who is to undertake the responsibilities below.

Where there is the potential for a Level 2 Incident to escalate to a Level 3 Incident, the Controlling Agency/HMA shall contact the State Emergency Coordinator (SEC), through the SEC Notification Hotline to:

• advise of the incident level and consider an emergency situation declaration (see Response Procedure 11 – Emergency Situation Declaration for more information); and
• discuss the likelihood of escalation to a Level 3 incident, whether the State Emergency Coordination Group (SECG) shall be established and determine likely membership of an SECG.

SEC Notification Hotline: 1800 647 857

The SEC will distribute an Alert Notification to SECG core membership and any other agencies identified as potential members.

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1 Agencies may use their own incident level declaration form if it contains all of the information within EMA Form 23.
Level 3 Incident

Incident Level Conditions
A Level 3 incident is broadly defined by meeting one or more of the following typical conditions:

- requires significant multi agency response;
- there is a protracted response duration;
- there is significant impact on critical infrastructure;
- resources need to be sourced from State, National and even International level;
- there is a high level of complexity;
- there is significant impact on the routine functioning of the community (health, safety, economic, technological or other);
- there are multiple incident areas;
- evacuation and/or relocation of community is required;
- there is actual or potential loss of life or multiple, serious injuries; and/or
- a declaration of an ‘Emergency Situation’ or ‘State of Emergency’ is required.

Incident Controller Responsibilities

At the declaration of a Level 3 Incident, the Incident Controller shall:

- complete an Incident Level Declaration form – (attached EMA Form 23 or equivalent²); and
- communicate the Level 3 declaration through the Controlling Agency’s reporting lines.

Controlling Agency Responsibilities

The Level 3 declaration must be communicated to all relevant Emergency Management Agency’s (EMA) involved, or potentially involved in the incident. The SEMC Business Unit must be notified of any Level 3 incident declarations. The Incident Level 3 Declaration Form should be emailed to semc.policylegislation@dfes.wa.gov.au as soon as practicable after the declaration.

If the Controlling Agency is not the HMA, the Controlling Agency shall liaise with the HMA who is to undertake the responsibilities below.

At the declaration of a Level 3 Incident, the Controlling Agency/HMA shall:

- consult with the SEC to activate the SECG in accordance with Response Procedure State Emergency coordination group;
- consider, in consultation with the SEC, the potential for declaring an emergency situation in accordance with Response Procedure 5 – Emergency Situation Declaration;
- consider, in consultation with the SEC, recommending to the Minister a state of emergency declaration and establishment of the State Disaster Council in accordance with Response Procedure 11 – State of Emergency Declaration; and
- provide regularly updated Situation Reports to other emergency service agencies and the SEC.

² Agencies may use their own incident level declaration form if it contains all of the information within EMA Form 23.
ATTACHMENT 1: EMA FORM 23 - INCIDENT LEVEL DECLARATION FORM

Incident Level Declaration Form

This declaration is to be completed by the Incident Controller as an incident escalates/de-escalates; this form must be sent to the Controlling Agency’s Operations Centre immediately upon the changing of the level as stipulated by the State Emergency Management Plan, Section 5.1.6.

<table>
<thead>
<tr>
<th>Incident name</th>
<th>Date Prepared</th>
<th>Time Prepared</th>
<th>Prepared by</th>
</tr>
</thead>
</table>

Initial Incident assessment? (tick box)

Yes ☐ No ☐

The Incident has been assessed as a (tick box)

Level Two ☐ Level Three ☐

This decision is based on the following information about the incident:

Level 2

After consideration of the following typical conditions, a Level 2 incident has been declared by the Incident Controller:

(Check ✓ the following conditions, as appropriate, for the Incident)

☐ requires multi agency response;
☐ has a duration covering multiple shifts;
☒ requires coordination of multi-agency resources;
☐ there is medium term impact on critical infrastructure;
☐ there is a medium level of complexity;
☐ one or two incident areas involved;
☐ there is a medium impact on the community (health, safety, economic, technological or other);
☐ there is potential for the incident to be declared an ‘Emergency Situation’; and/or
☐ the incident involves multiple hazards.

Level 3

After consideration of the following typical conditions, a Level 3 incident has been declared by the Incident Controller:

(Check ✓ the following conditions, as appropriate, for the Incident)

☐ requires significant coordination of multi agency response;
☐ there is a protracted response duration;
☐ there is significant impact on critical infrastructure;
☐ resources need to be sourced from State, National and even International level;
☐ there is a high level of complexity;
☐ there is significant impact on the routine functioning of the community (health, safety, economic, technological or other);
☐ there are multiple incident areas;
☐ evacuation and/or relocation of community is required;
☐ there is actual or potential loss of life or multiple, serious injuries; and/or
☐ a declaration of an ‘Emergency Situation’ or ‘State of Emergency’ is required;

Emergency Assessment

Is the Hazard of such a nature or magnitude that it requires a significant and coordinated response?

(tick box) Yes ☐ No ☐

Email form to: SEMC.PolicyLegislation@dfes.wa.gov.au

Action | Name | Date | Time (24hr)
---|---|---|---
Approved by | | | |
Sent to | | | |
Actioned by | | | |
Received | | | |
BACKGROUND
The Standard Emergency Warning Signal (SEWS) is a warning signal that is broadcast immediately prior to major emergency announcements on the radio, television and other communication systems. It can be used for various hazards and does not relate to any particular Emergency Situation or State of Emergency, as defined by the *Emergency Management Act 2005* (EM Act). The Bureau of Meteorology is not bound by this procedure in respect to the use of SEWS.

The purpose of SEWS is to alert the community that an official emergency announcement is about to be made concerning an actual or imminent emergency that has the potential to affect them, and is intended to instruct the community to take, or be prepared to take, specific action in order to protect life, property and/or the environment.

Electronic media organisations are to maintain a copy of SEWS and the Guidelines for Use of SEWS at appropriate operational sites. The State Emergency Public Information Coordinator (SEPIC) is the custodian of the SEWS recording in WA and is responsible for the maintenance of a register of organisations in receipt of the SEWS recording.

PROCEDURE
Criteria for the use of SEWS
The SEWS is only to be used under strict instruction as advised by the Hazard Management Agency (HMA) during an emergency, as defined by the EM Act, in circumstances when it is necessary for the community to take some action to prevent or minimise:

- the loss of life, prejudice to the safety, or harm to the health, of persons or animals;
- destruction of, or damage to, property; or
- destruction of, or damage to, any part of the environment.

Care must be taken to maintain the status and effectiveness of the signal by limiting its use to significant events as determined by the HMA. The decision to use the SEWS rests with the relevant HMA, in consultation with the relevant State, District or Local Emergency Coordinator as appropriate.

An Incident Controller may use SEWS in a localised Emergency, as defined in the EM Act, for broadcasting over vehicle public address systems by police, emergency services and local government where there is an immediate requirement to warn the community of a threat. Channels for the delivery of the SEWS will be through television, radio, public address systems (e.g. police vehicles and in buildings), or other appropriate means.

SEWS is not to be broadcast with telephone voicemail, landlines or mobile phones. Recipients of telephone messages expect to hear a voice, rather than a warning signal, and may hang-up before listening to the message.

Requests to use SEWS and make an emergency announcement may be made verbally but must be confirmed via fax or email to the relevant media outlet.
Authority to use SEWS

Use of SEWS can only be authorised following consultation with the relevant State, District or Local Emergency Coordinator by:

- an authorised Emergency Public Information Officer nominated by the respective HMA (see the attached list for HMA – authorised emergency public information (EPI) officers); or
- an Incident Controller in a localised emergency, as defined by the EM Act, for broadcasting over static and vehicle mounted public address systems by Police, emergency services and local government where there is an immediate requirement to warn the community of a threat.

Requests to broadcast SEWS

Broadcast media outlets may be requested by the HMA to broadcast SEWS for 5 seconds prior to an emergency announcement. An instruction to use SEWS as part of an emergency announcement is to be done in accordance with the attached SEWS Request Form and needs to include:

- the name, title and contact details of authorising HMA officer;
- the text of the formal emergency announcement to be read verbatim together with directions for repeat broadcasts; and
- directions on how to verify the request.

Upon receipt of the request, media outlets should seek verification of the request through the nominated HMA officer.

HMAs should monitor media outlets to ensure SEWS is used correctly. A summary of roles and responsibilities in respect to the operation of SEWS is shown in the attached table.

Cancellation of SEWS requests

A SEWS broadcast will be cancelled immediately once it is determined by the respective HMA that it is no longer required. It is subject to the same verification process as a request to broadcast SEWS.

Availability of SEWS

The master copy of SEWS is retained by the WA Police Force (Media and Public Affairs). Copies of SEWS are distributed to all broadcasting agencies operating in Western Australia. Periodically the SEPIC will ensure that all broadcast agencies have a suitable copy of SEWS.
<table>
<thead>
<tr>
<th>SEWS FUNCTION</th>
<th>RESPONSIBILITY OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision to use SEWS and request an emergency announcement</td>
<td>HMA in consultation with the relevant State, District or Local Emergency Coordinator as appropriate</td>
</tr>
<tr>
<td>Determine area to receive SEWS</td>
<td>HMA</td>
</tr>
<tr>
<td>Determine method of SEWS transmission</td>
<td>HMA in consultation with the relevant State, District or Local Emergency Coordinator as appropriate</td>
</tr>
<tr>
<td>Authorisation to use SEWS</td>
<td>Authorised HMA Officer</td>
</tr>
<tr>
<td>Requests to the media</td>
<td>Authorised HMA Officer</td>
</tr>
<tr>
<td>Verification of the request to broadcast SEWS</td>
<td>Media to confirm with authorised HMA Officer</td>
</tr>
<tr>
<td>Cancellation of the SEWS</td>
<td>Authorised HMA Officer</td>
</tr>
<tr>
<td>Retention of master copy of the SEWS</td>
<td>WA Police Force (Media and Corporate Communications)</td>
</tr>
<tr>
<td>Maintaining a register of broadcast media organisations in possession of a copy of the SEWS</td>
<td>WA Police Force (Media and Corporate Communications)</td>
</tr>
</tbody>
</table>
STATE EMERGENCY MANAGEMENT: MAY 2016
PROCEDURE Amended Oct 2019 Version No. 02.02

3. STANDARD EMERGENCY WARNING SIGNAL (SEWS)

SEWS Request Form

**SEWS REQUEST**
Request for an emergency announcement and authorisation for the Standard Emergency Warning

### PART 1 - HEADER

**To:** <INSERT MEDIA OUTLET NAME>  
**Date/Time:** <DATE/TIME>

This is an official request for an emergency announcement. The Standard Emergency Warning Signal is authorised for this broadcast and should be played for ten seconds prior to the emergency announcement.

Please broadcast this announcement VERBATIM every <NUMBER> minutes for the next <NUMBER> hour(s). Play the SEWS for 10 seconds immediately prior to each broadcast.

### PART 2 - EMERGENCY ANNOUNCEMENT

<USE COMMON ALERTING PROTOCOLS TO DEVELOP THIS MESSAGE. SEE STATE EM RESPONSE PROCEDURE 3 – ATTACHMENT 1>

**ANNOUNCEMENT ONCE**

### PART 3 – AUTHORISATION

The use of SEWS is authorised by <title of Hazard Management Officer: >

**Name:** <NAME>  
**Agency:** <NAME OF DEPARTMENT OR AGENCY>
**Signature:** <SIGNATURE>

This authorisation must be confirmed by telephoning: <TELEPHONE NUMBER>
## Listing of HMA-Authorised Emergency Public Information (EPI) Officers

### SEWS

<table>
<thead>
<tr>
<th>HAZARD MANAGEMENT AGENCY</th>
<th>AUTHORISED EPI OFFICER SEWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL SERVICES</td>
<td>Manager Emergency Services</td>
</tr>
<tr>
<td>ENERGY POLICY WA</td>
<td>Director of Energy Safety</td>
</tr>
<tr>
<td>DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS</td>
<td>Manager, P&amp;W Management Services</td>
</tr>
</tbody>
</table>
| DEPARTMENT OF HEALTH | • Director, Communicable Disease Control  
• State Health Coordinator |
| DEPARTMENT OF FIRE AND EMERGENCY SERVICES | • Commissioner  
• Deputy Commissioner Operations  
• Assistant Commissioner - Metro  
• Assistant Commissioner - Country  
• Assistant Commissioner - Hazard Planning and Response  
• Assistant Commissioner - Capability  
• Assistant Commissioner - Professional Development  
• Chief Superintendents  
• Regional Superintendents  
• Director Media and Corporate Communications |
| LOCAL GOVERNMENT | Not designated |
| DEPARTMENT OF TRANSPORT | Not designated |
| PUBLIC TRANSPORT AUTHORITY | Not designated |
| WATER CORPORATION | • General Manager, Bulk Water & Wastewater Division  
• General Manager, Customer Services Division |
## 3. STANDARD EMERGENCY WARNING SIGNAL (SEWS)

<table>
<thead>
<tr>
<th>HAZARD MANAGEMENT AGENCY</th>
<th>AUTHORISED EPI OFFICER SEWS</th>
</tr>
</thead>
</table>
| WESTERN AUSTRALIA POLICE FORCE | • Police Operations Centre  
                                 • District Officer  
                                 • Duty Patrol Commander  
                                 • Director, Media and Corporate Communications |
| BROOKFIELD RAIL (ARC INFRASTRUCTURE) | Not designated |
ATTACHMENT 1 - GUIDELINE FOR FORMATTING EMERGENCY PUBLIC INFORMATION WARNINGS AND ALERTS - COMMON ALERTING PROTOCOL

<TITLE>: Select from: Community Warning
Community Alert
Evacuation/Relocation Advice
Community Watch/Information Update>

This is an official notice from the <name of Control Agency>

FROM and TO:

This <type of information> is current between <date time> and <date time>

HEADLINE:

At <time> <day>, the <name of Control Agency> advises <Define the nature of the alert or warning, Define the target population area/locality>

DESCRIPTION OF SITUATION:

This advice is correct as at <time> <day>
- What did or is about to happen?
- Where did it or is it about to happen?
- When did or is it likely to happen?
- What has been done to date and what is proposed to be done?

INSTRUCTIONS:

Keep listening to ABC local radio and other media for further information and advice. <any other public safety instruction or information>

CONTACT DETAILS:

People needing emergency assistance can call <phone number>. In a life-threatening emergency call 000. For information about <name of hazard> contact the <name of Control Agency>

WEB URL:

For further information visit <Control Agency web address>
BACKGROUND
Establishment of the State Emergency Coordination Group (SECG) ensures the provision of coordinated and effective emergency management by public authorities and other persons.

PROCEDURE
Pursuant to sections 26(1) and 26(2) of the Emergency Management Act 2005 (EM Act), there are three scenarios for establishing the SECG:

- a State of Emergency (SoE) is declared by the Minister;
- the State Emergency Coordinator (SEC) establishes a SECG on his own initiative and in consultation with the relevant HMA if an emergency occurs or is imminent; and
- the SEC establishes a SECG on the request of the relevant HMA if an emergency occurs or is imminent.

Functions of the SECG
Section 27 of the EM Act states that the SECG has the following functions:

- to ensure the provision of coordinated emergency management by public authorities and other persons;
- to provide advice and direction to public authorities and other persons to facilitate effective emergency management; and
- to liaise between emergency management agencies and the Minister.

Composition
Section 26(3) of the EM Act states that the SECG is to consist of:

- the SEC;
- chair of the SEMC;
- executive officer of the SEMC, appointed under section 13(2)(c);
- a representative of the relevant HMA;
- a representative of the local governments in the emergency area, or in the area where the emergency is occurring or imminent, as the case requires, nominated by the SEC;

In addition:

- State Recovery Coordinator (and/or State Recovery Controller, where appointed); and
- other members as are, in the opinion of the SEC, necessary.

Other such members to be considered by the SEC as above may be dependent on the emergency. However, the following agencies should be considered:

- Controlling Agency (if not the HMA);
- WA Police Force;
- Department of Health;
- Department of Communities;
4. STATE EMERGENCY COORDINATION GROUP

- Department of the Premier and Cabinet;
- Department of Fire and Emergency Services;
- Coordinator of Energy; and
- Department of Biodiversity, Conservation and Attractions.

In addition, State EM Plan may contain suggestions to guide the SEC.

The composition of the SECG may change throughout the emergency.

Members of the SECG shall be either the Chief Executive Officer (CEO) or a senior officer of the agency or organisation who has the knowledge, experience and authority to commit their agency in support of the operation.

Establishment Criteria

Section 26(1) of the EM Act provides that, “If a state of emergency is declared, a SECG is established”.

Section 26(2) of the EM Act provides that, “If an emergency occurs or is imminent, the SEC may, on request of the relevant HMA, or on his own initiative and in consultation with the relevant HMA establish a SECG”.

In addition, the State EM Plan directs that if a Level 3 incident is declared, the HMA will consult with the SEC to determine whether a SECG should be established.

Where an incident occurs, involving an unlisted hazard; that is, an event that has not been defined or prescribed as a hazard in the EM Act or the EM Regulations, the SEC may establish a coordination group outside of the EM legislative and policy framework. Whilst the members of the coordination group may be convened to coordinate at State level, the group cannot be titled SECG and would not be entitled to the protections offered by the EM Act; such as s. 100 Protection from liability.

Establishment Procedure

A state of emergency is declared

If a state of emergency is declared (refer to State EM Plan section 5.2.4) the SEC will contact the the HMA (except if the HMA is WA Police Force) to discuss the:

- date, time, location and likely agenda items for the first meeting of the SECG;
- and
- additional SECG members that are necessary pursuant to section 26(3)(f) of the EM Act.

The HMA must supply the SEC with contact names and details for proposed members.

The SEC will organise the SECG meeting and notify all members.

On the SECs own initiative:

The SEC will contact the Director General/CEO (or delegate) of the HMA to discuss the requirement for the establishment of a SECG (except if WA Police Force is the HMA).
The HMA and the SEC are to discuss the:
- date, time, location and likely agenda items for the first meeting of the SECG; and
- additional SECG members that are necessary pursuant to section 26(3)(f) of the EM Act.

The HMA must supply the SEC with contact names and details for proposed members.

The SEC will organise the SECG meeting and notify all members.

On the request of the relevant HMA

The HMA is to contact the SEC Notification Hotline. The HMA will be connected to the SEC (or a SEC delegate) and is to provide a brief overview of the situation.

**SEC Notification Hotline: 1800 647 857**

If the SEC agrees a SECG should be established, the HMA and the SEC will agree on the:
- date, time, location and likely agenda items for the first meeting of the SECG; and
- additional SECG members that are necessary pursuant to section 26(3)(f) of the EM Act.

The HMA must supply the SEC with contact names and details for the proposed members.

The SEC will organise the SECG meeting and notify all members.

**Location of the SECG**

The SECG will meet at the WA Police Force Maylands Incident Command Centre (MICC), located at the Maylands Police Complex unless decided otherwise between the SEC and the HMA.

**SECG Meeting Procedures**

**Agenda**

The following items must be addressed at each SECG meeting:

- **HMA briefing** – an overview of the current situation;
- **Situation reports** – a briefing by relevant members to adequately update the group on the current situation. With the exception of the first meeting, this should include an update on the progress of relevant action items from previous meetings;
- **Action required** – identification of issues and determination of action required (action items);
- **Strategic focus/goals** – identification of short-term, medium-term and long-term strategies and consider developing issues, support from the Australian Government, media management and public information arrangements; and
- **Future meetings** – confirmation of date, time and location for the next meeting.
Record of Meeting
The SEC will arrange and maintain records of meetings. Members will be asked to provide electronic or paper copies of information provided in their briefings and updates.

Action Lists
A list of action items identifying the member(s) responsible for each item will be attached to the notes of meetings. The responsible agencies are required to report on the progress of each action item at subsequent meetings.

Executive Support and Secretarial Support
The SEC is to arrange for the appointment of an SECG Executive Officer and the provision of secretarial support for the SECG.

Stand Down of the SECG
When the SEC determines the SECG ceases to be established in accordance with section 26(6) of the EM Act, the SEC is to notify all SECG members.

Review of SECG Activities
Following the stand down of the SECG, the SEC will arrange, through the Executive Officer of the SECG, for members to review the activities of the SECG and will draft a report to the SEMC as soon as is practicable (see the following attachment).
ATTACHMENT 1: SECG REPORT TO SEMC

Please list the SECG activities for the current reporting period (i.e. since the last SEMC meeting) and provide a copy of all meeting summaries. Attendees have been provided with the opportunity for feedback.

<table>
<thead>
<tr>
<th>Name of Emergency for which SECG was established</th>
<th>Date of SECG meeting(s)</th>
<th>Summary Outcomes attached</th>
<th>Issues identified for SEMC consideration (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Attachment A</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Please provide further details of issues identified and summarises action already taken to resolve or recommended further action, i.e. referral to appropriate SEMC Subcommittee for consideration.

<table>
<thead>
<tr>
<th>Description of issue(s) identified</th>
<th>SECG Meeting</th>
<th>RAG Status(^1)</th>
<th>Action taken and/or recommended further action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Please provides a running tally of SECG activations for the 2014/15 financial year.

<table>
<thead>
<tr>
<th>Emergency category</th>
<th>SECG Activations (No.)</th>
<th>SECG Meetings (No.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total:

---

\(^1\) Red - issues identified that require corrective action
Amber - issues identified that have been resolved or otherwise managed, for noting or watching brief to be maintained;
Green – nil issues, no action required.
BACKGROUND

Section 50 of the *Emergency Management Act 2005* (EM Act) provides for a Hazard Management Agency (HMA) or the State Emergency Coordinator (SEC) to declare, in writing, that an *emergency situation* exists in an area or areas of the State for a specific hazard.

In the case of the HMA, the HMA must be prescribed for emergency management of that hazard in order to make an emergency situation declaration. In the case of the SEC, the SEC may declare an emergency situation in respect of any hazard.

A declaration of an emergency situation has effect from the time of the declaration or from such time as is specified in the declaration and remains in force for a period of three (3) days unless extended or revoked. A declaration of an emergency situation may be extended by the SEC under section 52 of the EM Act.

PROCEDURE

Where a HMA or the SEC wishes to declare an emergency situation, the following procedures must be followed:

**HMA Making a declaration (s. 50 EM Act)**

The HMA is to ensure that they are satisfied that the situation meets the requirements of the EM Act. That is:

- an emergency has occurred, is occurring or is imminent in that area of the State; and
- there is a need to exercise powers under Part 6 to prevent or minimize:
  - loss of life, prejudice to the safety, or harm to the health, of persons or animals;
  - destruction of, or damage to, property; or
  - destruction of, or damage to, any part of the environment.
- reasonable steps to be undertaken in consultation with the SEC and local governments affected by the proposed declaration;
- the SEC is to be notified and each District and Local Emergency Coordinator for the local government district to which the declaration applies;
- complete in full, as soon as is practicable, the appropriate “Notice of Declaration of Emergency Situation Form” – EMA Form – 3;
  - the Notice of Declaration is to include a date and time on which the declaration is made;
  - the form is to be signed by the HMA, as prescribed in the regulations. Where the HMA is a body corporate, the form must be signed in accordance with the “authorised delegations” within the body corporate;
  - publish the Notice of Declaration for general information as soon as is practicable after the declaration is made in any manner that the HMA considers to be appropriate having regard to the circumstances and what is practicable; and
5. EMERGENCY SITUATION DECLARATION

- publish the Notice of Declaration in the Gazette as soon as is practicable after the declaration is made.
- advise the relevant Minister(s), through regular Ministerial Briefings, of the emergency situation declaration.

SEC Making a declaration (s. 50 EM Act)
The SEC is to ensure that they are satisfied that the situation meets the requirements of the Act. That is:
- an emergency has occurred, is occurring or is imminent in that area of the State; and
- there is a need to exercise powers under Part 6 to prevent or minimize –
  - loss of life, prejudice to the safety, or harm to the health, of persons or animals;
  - destruction of, or damage to, property; or
  - destruction of, or damage to, any part of the environment.
- complete in full, as soon as practicable, the appropriate “Notice of Declaration of Emergency Situation Form” – EMA Form – 3:
  - the Notice of Declaration is to include a date and time on which the declaration is made;
  - EMA Form – 3 is to be signed by the SEC;
- the SEC must notify the relevant HMA as soon as practicable after the declaration is made;
- having been notified by the SEC, the HMA must notify each District and Local Emergency Coordinator for the local government district to which the declaration applies;
- publish the Notice of Declaration for general information as soon as is practicable after the declaration is made in any manner that the SEC considers to be appropriate having regard to the circumstances and what is practicable; and
- publish the Notice of Declaration in the Gazette as soon as is practicable after the declaration is made.

Extension of Declaration (s. 52 EM Act)
An emergency situation declaration remains in force for 3 days, however, where the powers of Part 6 of the Act are still required after that period, the SEC may, in writing, extend its duration.

The HMA is to complete a “Declaration of extension, or further extension, of the duration of an Emergency Situation” – EMA Form – 4.

The EMA Form – 4 must be completed in full including:
- the time and date of declaration of extension;
- the duration of which the emergency situation declaration is extended; and
- the EM Act Part 6 powers that are sought.
5. EMERGENCY SITUATION DECLARATION

The HMA or Controlling Agency requesting the extension must have the SEC endorse the declaration of extension with his signature.

The completed draft form should be sent to the WA Police Force State Operations Command Centre via the SOCC Divisional Office – SOCCDivisionalOffice@police.wa.gov.au and cc: SOCCGeneral@police.wa.gov.au (Tel 131444) for consideration by the SEC.

The Notice of Declaration must be published for general information as soon as is practicable after the declaration is made in any manner that the HMA, or the SEC, as the case requires, considers to be appropriate having regard to the circumstances and what is practicable, and the Notice of Declaration must be published in the Gazette as soon as is practicable after the declaration is made.

NOTE: The HMA may request an extension of an emergency situation through the SEC.

Revocation of Declaration (s. 53 EM Act)

• as soon as a HMA is satisfied that it is no longer necessary to exercise the additional powers under Part 6 of the Act, the HMA is to revoke the emergency situation declaration it has declared.

• complete a “Declaration of revocation of an Emergency Situation” – EMA Form – 5.

• publish the Notice of Declaration for general information as soon as is practicable after the declaration is made in any manner that the HMA considers to be appropriate having regard to the circumstances and what is practicable.

• publish the Notice of Declaration in the Gazette as soon as is practicable after the declaration is made.
ATTACHMENT 1: EMA FORM 3 - NOTICE OF EMERGENCY SITUATION BY HMA


WESTERN AUSTRALIA
Emergency Management Act 2005 section 50

EMERGENCY SITUATION DECLARATION BY HAZARD MANAGEMENT AGENCY

_____________________________ is the prescribed hazard management agency for emergency management for _______________________________
(insert description of hazard)

I, ____________________, of ______________________ do hereby declare an emergency situation in respect of the _______________________
(insert name) (insert agency name) (insert description of hazard)

The area of the State to which the emergency situation declaration applies is:

(insert description of the geographic area of the state to which the declaration applies)

Time when the declaration made: ______________________
(insert time)

Date on which declaration made: ______________________
(insert date)

This emergency situation declaration has effect from ____________________________________________
(time and date on which declaration made or specify a later time)

and remains in force until:

☐ (a) ____________________________ : OR
☐ (b) it is revoked under section 53 of the Emergency Management Act 2005: OR
☐ (c) the expiry of any extension of the emergency situation declaration made by the State Emergency Coordinator under section 52 of the Emergency Management Act 2005.

This emergency situation declaration is made under section 50 of the Emergency Management Act 2005.

Signed: ___________________________  ___________________________
(insert position name)  Hazard Management Agency

Date: ____________________________
(insert date)
## ATTACHMENT 2: EMA FORM 3A - NOTICE OF EMERGENCY SITUATION BY SEC

**EMA-Form 3A**: Notice of Emergency Situation by the State Emergency Coordinator, made under section 50 of the *Emergency Management Act 2005*.

**WESTERN AUSTRALIA**

*Emergency Management Act 2005* section 50

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### EMERGENCY SITUATION DECLARATION BY STATE EMERGENCY COORDINATOR

I, __________________________, State Emergency Coordinator, hereby declare an emergency situation in respect of the ______________________________________ (insert description of hazard)

The area of the State to which the emergency situation declaration applies is:

(insert description of the geographic area of the state to which the declaration applies)

Time when the declaration made: ______________________ (insert time)

Date on which declaration made: ______________________ (insert date)

This emergency situation declaration has effect from __________________________________ (time and date on which declaration made or specify a later time) and remains in force until:

- (a) ___________________________; OR

- (insert time and date 3 days later)

- (b) the expiry of any extension of the emergency situation declaration made by the State Emergency Coordinator under section 52 of the *Emergency Management Act 2005*.

This emergency situation declaration is made under section 50 of the *Emergency Management Act 2005*.

Signed: ____________________________

State Emergency Coordinator

Date: ____________________________

(insert date)

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*EMA- Form 3A Emergency Declaration by SEC to State EM Response Procedure 5*
ATTACHMENT 3: EMA FORM 4 - EXTENSION OF EMERGENCY SITUATION

EMA-Form 4: Extension of emergency situation declaration by the State Emergency Coordinator, made under section 52 of the Emergency Management Act 2005.

WESTERN AUSTRALIA
Emergency Management Act 2005 section 52

EXTENSION OF EMERGENCY SITUATION
DECLARATION

I, _______________________, State Emergency Coordinator, hereby extend the emergency situation declaration made on ___________________ at ___________________.

(insert name) (insert date) (insert time)

The emergency situation declaration is extended for a period of ___________________.

(insert number of days)

The powers that may be exercised during the period by which the emergency situation declaration is extended are limited as follows:

(insert details, if any)

Time when extension made: ___________________

(insert time)

Date on which extension made: ___________________

(insert date)

This extension has effect from ____________________ and remains in force until: ____________________

(time and date on which extension made)

☐ (a) (insert time and (date up to 7 days later) or, where section 52(4)(b) applies, such period as the State Emergency Coordinator considers necessary); OR

☐ (b) it is revoked under section 53 of the Emergency Management Act 2005;

This declaration of an extension of a state of emergency declaration is made under section 52 of the Emergency Management Act 2005.

Signed: _______________________________

State Emergency Coordinator

Date: _______________________________

(insert date)
ATTACHMENT 4: EMA FORM 5 - REVOCATION OF EMERGENCY SITUATION DECLARATION


WESTERN AUSTRALIA
Emergency Management Act 2005, section 53

REVOCATION OF EMERGENCY SITUATION DECLARATION

I, ____________________________, ____________________________, a hazard management agency for the purposes of the Emergency Management Act 2005 hereby declare that the emergency situation declaration, made by this hazard management agency on ______________________ at ______________________ is hereby revoked.

(insert name) (insert agency name)

(insert date of declaration) (insert time of declaration)

Time when revocation declaration made:

(insert time)

Date on which revocation declaration made:

(insert date)

This emergency situation revocation is made under section 53 of the Emergency Management Act 2005.

Signed: ____________________________ (insert position name)

Hazard Management Agency

Date: ____________________________ (insert date)
BACKGROUND
A Hazard Management Agency (HMA) may authorise officers or employees of the HMA, or other persons (or class of persons), to act as Hazard Management Officers (HMO) during an emergency situation declared by that HMA, or by the State Emergency Coordinator (SEC).

HMAs should give prior consideration to those position holders within the organisation (and possibly external to the organisation) who are to be appointed as HMOs in the case of an emergency situation declaration.

HMOs may exercise a power under Part 6 of the Act only subject to the terms and conditions under which the person is authorised.

A HMO is to comply with the directions of the relevant HMA when exercising a power under Part 6 of the Act.

PROCEDURE
Where an emergency situation has been declared, the relevant HMA may need to authorise persons to act as hazard management officers. In such circumstances, the following procedure should be followed:

Prior to declaration of an emergency situation
• ensure that the agency has been prescribed within the Emergency Management Regulations 2006 as the HMA for emergency management of the identified hazard;
• identify the persons to whom the authorisation is to apply (usually, these would be operational employees of the HMA or controlling agency);
• if persons are not employees of the HMA, written approval should be sought from the Chief Executive Officer / Director General of the relevant agency for the authorisation of their personnel to undertake the required activities;
• complete an “Appointment of Hazard Management Officer”, instrument [EMA-Form 17] ensuring that all relevant information [including type of hazard, class of officer, person or employee and any terms and conditions] applicable to the authorisation are completed;
• have the authorisation endorsed by the approved officer of the HMA making the appointment;
• provide a copy of the authorisation to the appointed person and ensure they understand the provisions of the appointment; and
• the original appointment instrument should be retained on file by the hazard management agency and a copy forwarded to the SEMC Business Unit.

During an emergency situation declaration
• ensure an emergency situation has been declared for the relevant hazard;
• identify the persons to whom the appointment is to apply;
• where practicable seek approval from the relevant agency for the authorisation of their personnel (if not employed by the HMA) to undertake the required activities;
6. APPOINTMENT OF HAZARD MANAGEMENT OFFICERS (HMO)

- complete an “Appointment of Hazard Management Officer, ” instrument [EMA-Form 17] ensuring that all relevant information [including type of hazard, class of officer, person or employee and any terms and conditions] applicable to the authorisation are completed;
- have the authorisation endorsed by the approved officer of the HMA making the appointment;
- if given orally, ensure the authorisation is confirmed in writing by the HMA as soon as is practicable;
- ensure the appointed person understands the provisions of appointment;
- when practicable provide a copy of the appointment to the appointed person; and
- the original appointment instrument should be retained on file by the HMA and a copy forwarded to the SEMC Business Unit.

Revocation of Appointment:

- complete a “Revocation of appointment of Hazard Management Officer” instrument [EMA-Form 17A] ensuring that all relevant information [including date time, and location] applicable to the revocation of appointment are completed;
- if given orally, ensure the revocation of appointment is confirmed in writing signed by the relevant HMA as soon as is practicable;
- when revoking an appointment of a hazard management officer the HMA is to ensure that they are aware of the revocation of the appointment as soon as is practicable; and
- the original revocation instrument should be retained on file by the HMA and a copy forwarded to SEMC Business Unit.
## ATTACHMENT 1: EMA FORM 17 - APPOINTMENT OF HMO

**EMA-Form 17:** Authorisation of persons to act as Hazard Management Officer during an Emergency Situation under section 55 of the *Emergency Management Act 2005 (WA)*.

**WESTERN AUSTRALIA**

*Emergency Management Act 2005, section 55*

### AUTHORISATION OF PERSONS TO ACT AS HAZARD MANAGEMENT OFFICER DURING EMERGENCY SITUATION

I, ____________, ____________, ____________, ____________

(insert name if not a public agency) (insert agency name)

management agency for the purposes of the *Emergency Management Act 2005*, hereby authorise the following person or class of person to act as a hazard management officer(s)

This authorisation applies to:

(insert details of person(s) or class of persons)

This authorisation is given on the following terms and conditions:

(insert terms and conditions)

This authorisation is made under section 55 of the *Emergency Management Act 2005*.

Signed: __________________________

(insert position title)

Hazard Management Agency

Date: __________________________

(insert date)
EMERGENCY POWERS

Powers of a Hazard Management Officer

<table>
<thead>
<tr>
<th>Section EM Act</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>66</td>
<td>Identifying particulars</td>
</tr>
<tr>
<td></td>
<td>(3) Request a person to give the officer any or all of the person’s personal details</td>
</tr>
<tr>
<td></td>
<td>(4) If a officer reasonably suspects personal details supplied under a request [66(3)] are false, request the person to produce evidence of the correctness of the details</td>
</tr>
<tr>
<td>67</td>
<td>Movement and evacuation</td>
</tr>
<tr>
<td></td>
<td>(a) Direct or, by direction, prohibit, the movement of persons, animals and vehicles within, into out of or around an emergency area or any part of an emergency area;</td>
</tr>
<tr>
<td></td>
<td>(b) Direct the evacuation and removal of persons or animals from the emergency area or any part of any emergency area;</td>
</tr>
<tr>
<td></td>
<td>(c) Close any road, access route or area of water in or leading to an emergency area</td>
</tr>
<tr>
<td>68</td>
<td>Use of vehicles</td>
</tr>
<tr>
<td></td>
<td>Use a vehicle in any place and in any circumstances despite any provision of the Road traffic Act 1974 that requires a permit for the use of that vehicle or for the use of that vehicle in that place in that circumstance</td>
</tr>
<tr>
<td>69</td>
<td>Control or use of property</td>
</tr>
<tr>
<td></td>
<td>(1) Take control of or make use of any place, vehicle or other thing;</td>
</tr>
<tr>
<td></td>
<td>(2) The place, vehicle or other thing may be in, or outside, the emergency area</td>
</tr>
<tr>
<td>70</td>
<td>Direction of persons exposed to hazardous substances (maximum of 24 hrs)</td>
</tr>
<tr>
<td></td>
<td>(a) to remain in an area specified by the officer for such period as is specified by the officer;</td>
</tr>
<tr>
<td></td>
<td>(b) to remain quarantined from other persons for such period, and in such reasonable manner, as is specified by the officer;</td>
</tr>
<tr>
<td></td>
<td>(c) to submit to decontamination procedures within such reasonable period, and in such reasonable manner, as is specified by the officer.</td>
</tr>
<tr>
<td>72</td>
<td>Exchange of information</td>
</tr>
<tr>
<td></td>
<td>(2) disclose relevant information to:</td>
</tr>
<tr>
<td></td>
<td>(i) an emergency management agency</td>
</tr>
<tr>
<td></td>
<td>(ii) if the regulations so provide, to a person or entity engaged by an emergency management agency to provide welfare services in accordance with those regulations;</td>
</tr>
<tr>
<td></td>
<td>(3) May request an emergency management agency that holds relevant information to disclose the information to the hazard management officer.</td>
</tr>
<tr>
<td>76</td>
<td>Use of force</td>
</tr>
<tr>
<td></td>
<td>(1) If a person does not comply with a direction under this part, an officer may do all such things as are reasonably necessary to ensure compliance with the direction, using such force as is reasonable in the circumstances;</td>
</tr>
<tr>
<td></td>
<td>(2) An officer may exercise a power under this part with the help, and using the force, that is reasonably necessary in the circumstances.</td>
</tr>
<tr>
<td>77</td>
<td>General Provisions</td>
</tr>
<tr>
<td></td>
<td>(1) A direction may be given under this part orally or in writing;</td>
</tr>
<tr>
<td></td>
<td>(2) A direction given orally is to be confirmed in writing within 2 working days after it is given, unless within that period it is complied with or cancelled.</td>
</tr>
</tbody>
</table>
ATTACHMENT 2: EMA FORM 17A - REVOCATION OF HMO

EMA-Form 17A: Revocation of authorisation of persons to act as Hazard Management Officers during an Emergency Situation under section 55 of the Emergency Management Act 2005 (WA).

WESTERN AUSTRALIA
Emergency Management Act 2005, section 55

REVOCATION OF AUTHORISATION OF PERSONS TO ACT AS HAZARD MANAGEMENT OFFICER DURING AN EMERGENCY SITUATION

I, __________________________, __________________________ a hazard management agency for the purposes of the Emergency Management Act 2005, hereby revoke the authorisation of the following person or class of person to act as a hazard management officer(s)

This revocation of authorisation applies to: __________________________

Authorised on __________________________

For the __________________________ declared by __________________________

On __________________________ in relation to __________________________.

This revocation of authorisation is made under section 55 of the Emergency Management Act 2005.

Signed: __________________________

Date: __________________________

(Insert position title)

Hazard Management Agency

(Insert date)
7. DIRECTION TO CLOSE PREMISES IN AN EMERGENCY SITUATION

BACKGROUND
For the purposes of emergency management during an emergency situation, the most senior police officer present in the emergency area may direct the owner, occupier or the person apparently in charge of any place of business, worship or entertainment in the emergency area to close that place to the public for the period specified in the direction (s. 71(1) EM Act).

PROCEDURE
Where the Hazard Management Agency (HMA), State Emergency Coordinator (SEC), or senior police officer in the emergency area identifies a need to close a place of business, worship or entertainment to the public the following procedure should be followed:

The senior police officer is to liaise with the HMA to determine the following:

- ensure an emergency situation has been declared;
- that the premises to be closed are within the emergency area;
- that the reasons why the premises need to be closed to the public are for the purpose of emergency management;
- period that the premises are to be closed (time date from and to);
- liaise with the owner, occupier or person apparently in charge of the premises regarding the closure in order to seek voluntary closure for the specified period if possible;
- where voluntary closure is not achieved after oral direction by the senior police officer in the emergency area, that officer is to complete a “Direction to close a place of business, worship or entertainment” (EMA Form 15) ensuring completion of all details (including address, time and dates or period the premises is to remain closed);
- notify the owner, occupier or person apparently in charge of the premises of the direction to close the premises to the public and the period for which the closure applies;
- where practicable supply the owner, occupier or person apparently in charge of the premise with a copy of the direction to close place instrument;
- a direction may be given orally or in writing (s. 77(1) EM Act);
- where a direction is given orally it is to be confirmed in writing within 2 working days after it is given unless within that period it is complied with or cancelled (s. 77(2) EM Act);
- where the direction is no longer required prior to the expiry the owner, occupier or person apparently in charge should be advised as soon as is practicable; and
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the HMA as soon as is practicable.
**ATTACHMENT 1: EMA FORM 15 - DIRECTION TO CLOSE PREMISES DURING EMERGENCY SITUATION**

*EMA Form 15: Direction to owner/occupier/person apparently in charge of any place of business, worship or entertainment under section 71(1) of the Emergency Management Act 2005*

**WESTERN AUSTRALIA**

*Emergency Management Act 2005, section 71(1)*

**DIRECTION TO CLOSE A PLACE OF BUSINESS, WORSHIP OR ENTERTAINMENT**

<table>
<thead>
<tr>
<th>To</th>
<th>(Name Owner, Occupier or Person Apparently in Charge of Relevant Premises)</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Emergency Situation Exists</td>
<td>An emergency situation has been declared by the insert name of HMA/SEC under section 50 of the Emergency Management Act 2005.</td>
</tr>
<tr>
<td>Direction</td>
<td>I hereby direct you to: _______________________________________________ <em>(Direction)</em></td>
</tr>
<tr>
<td>Close the following place in the emergency area to the public:</td>
<td><em>(Details of Place of Business, Worship or Entertainment)</em></td>
</tr>
<tr>
<td>Located at:</td>
<td><em>(Address)</em></td>
</tr>
<tr>
<td>Period premises to be closed to the public</td>
<td>The place of business, worship or entertainment is to be closed to the public From <em>(Date &amp; Time)</em> To <em>(Date &amp; Time)</em></td>
</tr>
<tr>
<td>Grounds for direction</td>
<td>This direction is given under section 71(1) of the Emergency Management Act 2005 for the purposes of emergency management.</td>
</tr>
<tr>
<td>Compliance with direction</td>
<td>Section 86(2) of the Emergency Management Act 2005 provides that a person must comply with a direction despite the provisions of any other written law and that a person does not commit an offence by reason of that compliance.</td>
</tr>
<tr>
<td>Offence</td>
<td>Section 86(1) of the Emergency Management Act 2005 makes it an offence for a person to not comply with a direction.</td>
</tr>
<tr>
<td>Signature and date direction issued.</td>
<td>Signed: _____________________  ___________________________ Authorised Officer  _____________________  <em>(insert date)</em></td>
</tr>
</tbody>
</table>

**Note:**

A direction given under section 71 of the *Emergency Management Act 2005* may be given orally or in writing.

A direction given orally is to be confirmed in writing within 2 working days after it is given, unless within that period it is complied with or cancelled.
BACKGROUND
For the purposes of emergency management during an emergency situation, a Hazard Management Officer (HMO) may:

- direct or, by direction, prohibit, the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of any emergency area (s. 67(a) EM Act); and
- direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area (s. 67 (b) EM Act).

PROCEDURE
Where a HMO identifies the need to direct the movement, evacuation or removal of persons or animals in an emergency area the following procedure should be followed:

- liaise with the Hazard Management agency or the SEC to determine the following:
  - ensure an emergency situation has been declared;
  - that the location to which the direction is to apply is within the emergency area;
  - that the reasons for the direction are for the purpose of emergency management; and
  - details of the direction to be issued.
- liaise with the person(s) to whom the direction will apply in order to seek voluntary compliance with the officer’s direction if possible;
- where voluntary compliance is not achieved, complete a “Direction concerning movement and evacuation” instrument (EMA Form 13) ensuring completion of all details of the specific direction to be given;
- notify the person(s) to which the direction is issued including the explanation of specific details of the direction given;
- where practicable provide the person(s) to whom the direction is made with a copy of the direction instrument;
- a direction may be given orally or in writing (s. 77 (1) EM Act);
- where a direction is given orally it is to be confirmed in writing within 2 working days after it is given unless within that period it is complied with or cancelled (s. 77(2) EM Act);
- where the direction is no longer required prior to its expiry the person(s) to whom the direction is made should be advised as soon as practicable; and
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the Hazard Management Agency as soon as practicable.
ATTACHMENT 1: EMA FORM 13 - DIRECTION CONCERNING MOVEMENT AND EVACUATION DURING EMERGENCY SITUATION

EMAG - Form 13: Direction concerning movement and evacuation under section 67 of the Emergency Management Act 2005

WESTERN AUSTRALIA
Emergency Management Act 2005, section 67

DIRECTION CONCERNING MOVEMENT AND EVACUATION

<table>
<thead>
<tr>
<th>To</th>
<th>(insert name of person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Emergency Situation Exists</td>
<td>An emergency situation has been declared by the (insert name of HMA/SEC) under section 50 of the Emergency Management Act 2005.</td>
</tr>
<tr>
<td>Direction</td>
<td>I hereby direct you to:</td>
</tr>
<tr>
<td></td>
<td>(insert details of direction relating to the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area Section 67(a)) OR (insert details of direction relating to the evacuation and removal of persons or animals from the emergency areas or any part of the emergency area Section 67(b))</td>
</tr>
<tr>
<td>Grounds for direction</td>
<td>This direction is given under section (67(a) OR 67(b) (select subsection that is appropriate) of the Emergency Management Act 2005 for the purposes of emergency management.</td>
</tr>
<tr>
<td>Compliance with direction</td>
<td>Section 86(2) of the Emergency Management Act 2005 provides that a person must comply with a direction despite the provisions of any other written law and that a person does not commit an offence by reason of that compliance.</td>
</tr>
<tr>
<td>Offence</td>
<td>Section 86(1) of the Emergency Management Act 2005 makes it an offence for a person to not comply with a direction.</td>
</tr>
<tr>
<td>Signature and date direction issued.</td>
<td>Signed: ___________________________ Hazard Management Officer /</td>
</tr>
<tr>
<td></td>
<td>Date: ___________________________ (insert date)</td>
</tr>
</tbody>
</table>
9. DIRECTION TO PERSON EXPOSED TO HAZARDOUS SUBSTANCES IN AN EMERGENCY SITUATION

BACKGROUND
During an emergency situation, a Hazard Management Officer (HMO) may for the purposes specified (s. 70(2) EM Act) direct any person who has been exposed to a hazardous substance to do all or any of the following:

- to remain in an area specified by the officer for such period as is specified by the officer (s. 70(1)(a) EM Act);
- to remain quarantined from other persons for such period, and in such reasonable manner, as is specified by the officer (s. 70(1)(b) EM Act); and
- to submit to decontamination procedures within such reasonable period, and in such reasonable manner, as is specified by the officer (s. 70(1)(c) EM Act).

The period specified under section 70 (1)(a) or (b) of the EM Act must be more than 24 hours unless the State Emergency Coordinator has given authorisation for a longer period to be specified in relation to the person exposed to the hazardous substance.

PROCEDURE
Where a HMO or authorised officer identifies the need to direct a person who has been exposed to hazardous substances the following procedure should be followed where practicable:

- liaise with the Hazard Management Agency (HMA) and agency managing the hazmat incident to determine the following;
  - ensure an emergency situation or state of emergency has been declared;
  - ensure that the location in which the direction is to apply is within the emergency area;
  - ensure that the reasons for the direction are for the specified purpose of:
    - ensuring that the hazardous substance is contained (s. 70 (2)(b) EM Act); or
    - ensuring that the person to whom the direction is given does not pose a serious risk to the life or health of others or to the environment because of the hazardous substances involved (s. 70(2)(b) EM Act).

Details of the direction to be issued:

- liaise with the person(s) to whom the direction will apply in order to seek voluntary compliance with the officer’s direction if possible;
- where voluntary compliance is not possible complete a “Direction to persons exposed to hazardous substances” instrument (EMA Form 14) ensuring completion of all details of the specific direction to be given;
- notify the person(s) to whom the direction is issued including the explanation of specific details of the direction given;
- take all practicable measures to ensure the comfort, dignity and safety of the person(s) to whom the direction is made;
- make all practicable efforts to provide information to next of kin regarding circumstances of direction when requested by person(s) affected;
9. DIRECTION TO PERSON EXPOSED TO HAZARDOUS SUBSTANCES IN AN EMERGENCY SITUATION

- where practicable provide person(s) to whom the direction is made with a copy of the direction instrument;
- a direction may be given orally or in writing (s. 77(1) EM Act);
- where a direction is given orally it is to be confirmed in writing within 2 working days after it is given unless within that period it is complied with or cancelled (s. 77(2) EM Act);
- where the direction is no longer required, prior to its expiry the person(s) to whom the direction is made should be advised as soon as is practicable; and
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the Hazard Management Agency as soon as is practicable.
ATTACHMENT 1: EMA FORM 14 - DIRECTION TO PERSON EXPOSED TO HAZARDOUS SUBSTANCES DURING EMERGENCY SITUATION

**EMA - Form 14:** Direction to person exposed to a hazardous substance under section 70 of the Emergency Management Act 2005

**WESTERN AUSTRALIA**

*Emergency Management Act 2005, section 70*

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**DIRECTION TO PERSON EXPOSED TO A HAZARDOUS SUBSTANCE**

<table>
<thead>
<tr>
<th>To</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(insert name of person exposed to hazardous substance)</td>
<td></td>
</tr>
</tbody>
</table>

**An Emergency Situation Exists**

An emergency situation has been declared by the ____________________ under section 50 of the *Emergency Management Act 2005.*

(insert name of HMA/SEC)

**Direction**

I hereby direct you to:

- [ ] (a) remain in the following area ___________________ for the period specified (insert details of area)
- [ ] (b) remain quarantined from other persons for the period specified and in the manner specified
- [ ] (c) to submit to decontamination procedures within the period specified and in the manner specified

(select all or any of the above)

**Period specified**

- (a) the period that you are required to remain in ___________________ (insert details of area)
  
  is ____________________ (insert time period)

- (b) the period that you are required to remain in quarantine is ____________________ (insert time period)

- (c) The period within which you are required to submit to decontamination procedures is ____________________ (insert time period)

**Note:**

The period specified for (a) or (b) must not be more than **24 hours** unless the State Emergency Coordinator has given authorisation for a longer period to be specified.
<table>
<thead>
<tr>
<th>Manner of compliance with direction</th>
<th>Quarantine</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The manner in which you are to be quarantined is as follows:</td>
</tr>
<tr>
<td></td>
<td><em>(insert details)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decontamination</th>
</tr>
</thead>
<tbody>
<tr>
<td>The manner in which you are required to submit to decontamination procedures is as follows:</td>
</tr>
<tr>
<td><em>(insert details)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grounds for direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have been exposed to a hazardous substance.</td>
</tr>
<tr>
<td>This direction is given under section 70 of the <em>Emergency Management Act 2005</em> for the purpose of:</td>
</tr>
<tr>
<td>(a) ensuring the hazardous substance is contained; <strong>OR</strong></td>
</tr>
<tr>
<td>(b) ensuring that you do not pose a serious risk to the life or health of others or to the environment because of the hazardous substance involved.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compliance with direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 86(2) of the <em>Emergency Management Act 2005</em> provides that a person must comply with a direction despite the provisions of any other written law and that a person does not commit an offence by reason of that compliance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 86(1) of the <em>Emergency Management Act 2005</em> makes it an offence for a person to not comply with a direction.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature and date direction issued.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed: __________________________</td>
</tr>
<tr>
<td>Date: ____________________________</td>
</tr>
</tbody>
</table>

Note: A direction given under section 70 of the *Emergency Management Act 2005* may be given orally or in writing.

A direction given orally is to be confirmed in writing within 2 working days after it is given, unless within that period it is complied with or cancelled.
10. EXCHANGE OF INFORMATION IN AN EMERGENCY SITUATION

BACKGROUND
The Emergency Management Act 2005 (EM Act) allows the exchange of certain information between hazard management officers and Emergency Management Agencies (EMAs) during an emergency situation.

PROCEDURE
This procedure applies to all EMAs engaged in emergency response activities in Western Australia and officers appointed as Hazard Management Officers (HMOs) during the declaration of an emergency situation.

Hazard Management Agencies (HMA)
HMAs should ensure that occupants of the positions who may be the subject of an appointment as a HMO or authorised officer are trained and conversant with the requirements of section 72 of the EM Act and Part 4 of the Regulations.

HMAs are to establish facilities and procedures to enable them to receive requests (including via electronic means) made under section 72 of the Act and to respond to all requests in a timely manner. In developing such procedures, HMAs should have regard to the large numbers of requests that could be received during the declaration period.

During declarations, HMAs should provide EMAs with contact details for the hazard management and authorised officers who will manage requests for relevant information.

Emergency Management Agencies (EMA)
EMAs requiring information of a kind stipulated in Regulation 23 may request the provision of such information from a hazard management officer. Such requests may be made verbally but are to be confirmed in writing, utilising EMA Form 19 – Request for Relevant Information, as soon as practicable, but not later than seven days following the request.

EMAs requesting such information are to ensure they are fully conversant with the provisions of section 72 of the EM Act and Part 4 of the Regulations and the obligations created by them.

EMAs are to ensure that officers making requests for relevant information are provided with appropriate identification to allow hazard management officers to identify them as employees or representatives of the emergency management agency.
Hazard Management Officers (HMO)

HMOs receiving requests for the provision of relevant information from Emergency Management Agencies are to provide such information unless there is evidence to suggest that the request has not been made in accordance with the purpose and intent of the EM Act.

When disclosing relevant information, HMOs are to record (at a minimum):

- the name, employing organisation and position of the person making the request;
- the type of relevant information requested;
- the date and time the request for information was requested;
- the date and time the information was disclosed; and
- the particular details described by clause 11 should be recorded in the hazard management officer’s log book.
ATTACHMENT 1: EMA FORM 19 - REQUEST FOR RELEVANT INFORMATION

**EMA-Form 19: Request for Relevant Information by Emergency Management Agency – Section 72 Emergency Management Act 2005**

**WESTERN AUSTRALIA**

*Emergency Management Act 2005, Section 72*

<table>
<thead>
<tr>
<th>REQUEST FOR RELEVANT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, ______________________ of __________________________ hereby request from (insert name) (insert agency name) the provision of the following relevant information: (insert HMA and authorised officer or HMO if known)</td>
</tr>
</tbody>
</table>

*(insert information required here)*

The requested information is required for the purposes of emergency management, specifically, the following reason/s: *(insert specific reason/s information is required here)*

In making this request, I confirm that I am conversant with the provisions of section 72 of the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006 (Part 4).*

Signed: ____________________________  Date: _____________
11. STATE OF EMERGENCY DECLARATION

BACKGROUND
A declaration of a state of emergency has effect from the time of the declaration or from such time as is specified in the declaration and remains in force for a period of three (3) days unless extended or revoked.

A declaration of a state of emergency provides additional powers under Part 6 of the Act and may be extended by the Minister under the provisions of section 58 of the Act.

PROCEDURE
Where the Minister wishes to declare, extend or revoke a “State of Emergency” the following procedures must be undertaken:

Making a Declaration (s. 56 EM Act)
Ensure that the Minister meets the requirements of the Act –
• has considered the advice of the State Emergency Coordinator;
• is satisfied that an emergency has occurred, is occurring or is imminent;
• Is satisfied that extraordinary measures are required to prevent or minimise –
  – loss of life, prejudice to the safety, or harm to the health, of persons or animals;
  – destruction of, or damage to, property; or
  – destruction of, or damage to, any part of the environment.
• Complete in full the appropriate “Notice of Declaration of State of Emergency Form”;
  – publish for general information as soon as is practicable after the declaration is made in any manner that the Minister considers to be appropriate having regard to the circumstances and what is practicable; and
  – publish in the Gazette as soon as is practicable after the declaration is made.

Extension of Declaration (s. 58 EM Act)
Complete a “Declaration of extension, or further extension, of the duration of a State of Emergency”.
• Ensure the “Declaration of extension, or further extension, of the duration of a State of Emergency” form is completed in full including:
  – time and date of declaration of extension;
  – the duration of which the state of emergency declaration is extended; and
  – have the Minister endorse the declaration of extension with his signature.
• publish for general information as soon as is practicable after the declaration is made in any manner that the Minister considers to be appropriate having regard to the circumstances and what is practicable; and
• publish in the Gazette as soon as is practicable after the declaration is made.
Revocation of Declaration (s. 59 EM Act)
The Minister may revoke a state of emergency at any time by:

- completing a “Declaration of revocation of a state of emergency declaration”;
- Publishing for general information as soon as is practicable after the declaration is made in any manner that the Minister considers to be appropriate having regard to the circumstances and what is practicable; and
- Publishing in the Gazette as soon as is practicable after the declaration is made.
ATTACHMENT 1: EMA FORM 7 - DECLARATION OF STATE OF EMERGENCY

EM-FORM 7: Notice of Declaration of State of Emergency made by the Minister for Emergency Services under section 56 of the

WESTERN AUSTRALIA
Emergency Management Act 2005, section 56

DECLARATION OF
STATE OF EMERGENCY

I, __________________________, the Minister for Emergency Services, hereby declare that
(insert name)
a state of emergency in respect of ______________________________________________________
(insert description of hazard)

The areas of the State to which the state of emergency declaration applies is:

(insert description of the geographic area of the state to which the declaration applies)

Time when the declaration made: ______________________
(insert time)

Date on which declaration made: ______________________
(insert date)

This state of emergency declaration has effect on and from _______________________________
(the time it is made or from specify a later time)

And remains in force until:

☐ (a) ___________________________ ; OR
(insert time and date 3 days after it first has effect)

☐ (b) It is revoked under section 59 of the Emergency Management Act 2005; OR

☐ (c) The expiry of any extension of the state of emergency declaration made under section 58 of the

This state of emergency declaration is made under section 56 of the Emergency Management Act
2005.

Signed: ___________________________ 
Minister for Emergency Services

Page 1 of 1
### ATTACHMENT 2: EMA FORM 8 - EXTENSION OF STATE OF EMERGENCY DECLARATION

**EMA-Form 8:** Notice of extension of State of Emergency declaration made by the Minister for Emergency Services under section 58 of the *Emergency Management Act 2005.*

**WESTERN AUSTRALIA**
*Emergency Management Act 2005, section 58*

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#### EXTENSION OF STATE OF EMERGENCY DECLARATION

I, _______________, the Minister for Emergency Services, hereby extend the State of emergency declaration made on _____________ at _____________

(insert name) (insert date) (insert time)

The state of emergency declaration is extended for a period of

(insert number of days)

The powers that may be exercised during the period by which the state of emergency declaration is extended are limited as follows:

(insert details, if any)

Time when declaration made: _______________

(insert time)

Date on which declaration made: _______________ 

(insert date)

This declaration has effect from _______________ and remains in force until: 

(time and date on which declaration made)

- [ ] (a) _____________ 

(insert time and date – up to 14 days later – or, where section 58(4)(b) applies, such period as the Minister considers necessary); OR

- [ ] (b) It is revoked under section 59 of the *Emergency Management Act 2005*

This declaration of an extension of a state of emergency declaration is made under section 58 of the *Emergency Management Act 2005.*

Signed: ___________________________ Minister for Emergency Services
ATTACHMENT 3: EMA FORM 9 - REVOCATION OF STATE OF EMERGENCY DECLARATION

<table>
<thead>
<tr>
<th><strong>EMA-Form 9:</strong> Notice of revocation of State of Emergency declaration made under section 59 of the Emergency Management Act 2005.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WESTERN AUSTRALIA</strong></td>
</tr>
<tr>
<td>Emergency Management Act 2005, section 59</td>
</tr>
</tbody>
</table>

**REVOCATION OF STATE OF EMERGENCY DECLARATION**

I, ____________________________, the Minister for Emergency Services, hereby revoke the state of emergency declaration made on _____________ at _____________

(insert name)  (insert date)  (insert time)

Time when revocation declaration made: ____________________________

(insert time)

Date on which revocation declaration made: ____________________________

(insert date)

This revocation declaration has effect made on _____________ at _____________

(insert date)  (insert time)

This revocation declaration is made under section 59 of the Emergency Management Act 2005

Signed: ____________________________  Minister for Emergency Services
BACKGROUND
The State Disaster Council is established if a state of emergency is declared.

PROCEDURE

Establishment Procedure – State of Emergency:
• The Minister for Emergency Services is to notify the Premier of the declaration of a state of emergency. Advice to other Ministers may be by direct communication between Ministers or through their respective Chiefs of Staff;
• The State Emergency Coordinator (SEC) is to advise the Director General, Department of the Premier and Cabinet and the Chief Executive Officer of the relevant Hazard Management Agency (HMA);
• The Director General, Department of the Premier and Cabinet, will then liaise with the Premier to determine the composition of the Council and the time and location for the first meeting; and
• The Department of the Premier and Cabinet will disseminate meeting details to all required members.

Composition:
Sections 63(2), 63(3) and 63 (5) of the EM Act provide that:
• the Premier is to be the Chair; and
• the Minister for Emergency Services is to be the Deputy Chair.

The Council is to Include:
• the State Emergency Coordinator; and
• other members as are appointed by the Chair.

The Director General, Department of the Premier and Cabinet, is to recommend to the Premier, members who would comprise “...such other members as are appointed by the Chairman”. Those who are to be considered for recommendation are as follows:
• Director General, Department of the Premier and Cabinet (Executive Officer of the Council);
• Chief Executive Officer of the HMA dealing with the emergency (if the SEC, as Commissioner of Police, is not the HMA);
• Minister responsible for the HMA dealing with the emergency (if not the Minister responsible for the EM Act);
• Commissioner, Department of Fire and Emergency Services (DFES) (if DFES is not the HMA);
• Director General of the Department of Health (in the majority of cases);
• Minister for Health;
• Treasurer;
• State Solicitor’s Office representative; and
• a representative of local government.
If the Premier is not available, the Minister for Emergency Services will chair the meetings.

The Premier or the Minister must be present at meetings of the Council however, other members who are unavailable may send a delegate if attendance of that agency is required by the Premier or Minister.

**Functions of the Council:**

Section 64 of the Act provides that the functions are to:

- liaise with the State Government and the SECG in relation to the State of emergency;
- provide prompt and accurate advice to the Government and the SECG in relation to the State of emergency;
- provide support for the Government and the SECG in relation to the State of emergency;
- liaise with the Australian Government as required; and
- perform any other functions as directed by the Premier.

**Meeting Location:**

The Council will meet at a location determined by the Premier.

**Meeting Format:**

**Agenda:**

The following items will be addressed at each Council meeting:

- incident overview and actions;
  - HMA update;
- SECG update by the SEC on matters requiring consideration and informed decision making by the State Disaster Council including;
  - support for responding agencies; and
  - any intergovernmental considerations.
- proposed key messages for the community (HMA);
- future meetings;
  - confirm date, time and location for the next Council meeting; and
  - other scheduled significant meetings.

For the first meeting, and as required for any subsequent meetings if new members are appointed, the agenda should also include:

- appointment of state disaster council members (chair); and
- review of the role of the State Disaster Council (DPC).
Record of Meeting:
The Executive Officer of the Council will arrange for a record of meetings to be maintained.

Information Management:
The Executive Officers of both the State Disaster Council and the SECG shall ensure the timely exchange of information between the two groups. This information should be updated prior to and immediately following a meeting of either group and shall include:

- minutes of meetings;
- briefing notes;
- situation reports; and
- draft media statements.

Executive Support and Secretariat Support:
The Director General, Department of the Premier and Cabinet, will be the Executive Officer of the Council and will arrange for the provision for ongoing secretariat support.

Cessation of the Council
Section 63(8) of the EM Act provides that the Council ceases to be established on a day determined by its Chair.
13. APPOINTMENT OF AUTHORISED OFFICERS

BACKGROUND
The Emergency Management Act 2005 (EM Act) provides the State Emergency Coordinator (SEC) with the authority, during a State of Emergency, to authorise persons to act as “Authorised Officers” within the meaning of the EM Act.

Consideration should be given to those position holders who may be the subject of recommendation to the SEC as potential appointees as authorised officers during a state of emergency.

PROCEDURE
Where the Minister for Emergency Services has declared a “State of Emergency” and the SEC is required to appoint Authorised Officers the following procedure is to be adopted:

• ensure that a State of Emergency has been declared either orally, or in writing by the Minister for Emergency Services;
• ensure that the powers available to authorised officers are required in order to effectively assist the Hazard Management Agency (HMA) to respond to the emergency;
• complete an “Appointment of Authorised Officer” instrument [EMA-Form 10] ensuring that all relevant information [including date, time, and location] applicable to the authorisation are completed;
• ensure any terms and conditions of the authorisation are listed on the authorization;
• if given orally, ensure the authorisation is confirmed in writing and signed by the State Emergency Coordinator (SEC) as soon as is practicable;
• when appointing an authorised officer the SEC is to ensure that they are aware of the terms and conditions of the appointment;
• authorised officers are to be given a copy of the appointment instrument as soon as is practicable; and
• where deemed necessary the SEC may issue identification to authorised officers in accordance with section 62 of the EM Act.

Revocation of appointment

• complete a “Revocation of appointment of Authorised Officer” instrument [EMA-Form 10A] ensuring that all relevant information [including date, time, and location] applicable to the revocation of authorisation are completed;
• if given orally, ensure the revocation of authorisation is confirmed in writing and signed by the SEC as soon as is practicable; and
• when revoking an authorised officer’s appointment the SEC is to ensure that they are aware of the revocation of the appointment.
13. APPOINTMENT OF AUTHORISED OFFICERS

**Authorised Officers**

- authorised officers may exercise a power under Part 6 of the EM Act only subject to the terms and conditions under which the person is authorised;
- an authorised officer is to comply with the directions of the SEC when exercising powers under Part 6 of the EM Act;
- where practical wear an identification card when exercising a power if issued; and
- where an identification card is issued this must be returned when the appointment as an authorised officer ceases.
ATTACHMENT 1: EMA FORM 10 - APPOINTMENT OF AUTHORISED OFFICER


WESTERN AUSTRALIA
Emergency Management Act 2005, section 61

AUTHORISATION OF PERSONS TO ACT AS AUTHORISED OFFICERS DURING A STATE OF EMERGENCY

I, _______________, the State Emergency Coordinator under the Emergency Management Act 2005 authorise the following person or class of person to act as an authorised officer(s).

This authorisation applies to:

__________________________________________________
(insert details of person(s) or class of persons)

In relation to the state of emergency declaration made by the Minister for Emergency Services on ________________ in relation to ________________________________
(insert date)     (insert details)

This authorisation is given on the following terms and conditions:

(insert terms and conditions)

The authorisation is made under section 61 of the Emergency Management Act 2005

Signed: ________________________  State Emergency Coordinator

Date: ____________________________  (insert date)
# EMERGENCY POWERS

## Powers of an Authorised Officer

<table>
<thead>
<tr>
<th>Section</th>
<th>EM Act</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>66</td>
<td></td>
<td>Identifying particulars</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) Request a person to give the officer any or all of the person’s personal details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4) If a officer reasonably suspects personal details supplied under a request [66(3)] are false, request the person to produce evidence of the correctness of the details</td>
</tr>
<tr>
<td>67</td>
<td></td>
<td>Movement and evacuation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) Direct or, by direction, prohibit, the movement of persons, animals and vehicles within, into or out of or around an emergency area or any part of an emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Direct the evacuation and removal of persons or animals from the emergency area or any part of any emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Close any road, access route or area of water in or leading to an emergency area</td>
</tr>
<tr>
<td>68</td>
<td></td>
<td>Use of vehicles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use a vehicle in any place and in any circumstances despite any provision of the Road traffic Act 1974 that requires a permit for the use of that vehicle or for the use of that vehicle in that place in that circumstance</td>
</tr>
<tr>
<td>69</td>
<td></td>
<td>Control or use of property</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Take control of or make use of any place, vehicle or other thing;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) The place, vehicle or other thing may be in, or outside, the emergency area</td>
</tr>
<tr>
<td>70</td>
<td></td>
<td>Direction of persons exposed to hazardous substances (maximum of 24 hrs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) (a) to remain in an area specified by the officer for such period as is specified by the officer;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) to remain quarantined from other persons for such period, and in such reasonable manner, as is specified by the officer;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) to submit to decontamination procedures within such reasonable period, and in such reasonable manner, as is specified by the officer.</td>
</tr>
<tr>
<td>72</td>
<td></td>
<td>Exchange of information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) (a) disclose relevant information to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i) an emergency management agency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) if the regulations so provide, to a person or entity engaged by an emergency management agency to provide welfare services in accordance with those regulations;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) May request an emergency management agency that holds relevant information to disclose the information to the authorised officer.</td>
</tr>
<tr>
<td>75</td>
<td></td>
<td>General powers – an authorised officer may</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) (a) enter or, if necessary, break into and enter, a place or vehicle in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) search any place, or vehicle and anything found in or on the place or vehicle;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) take into a place in the emergency area the equipment, persons or materials the authorised officer reasonably requires for exercising a power under this division;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) contain an animal or substance in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(e) remove or destroy an animal, vegetation or substance in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(f) remove, dismantle, demolish or destroy a vehicle, or any premise, in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(g) disconnect or shut off any electricity, gas, water or fuel supply, or any drainage facility, or other service, in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(h) take and use fuel, gas, electricity or water in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i) direct the owner or occupier or the person apparently in charge of any place of business, worship or entertainment in the emergency area to close that place to the public for the period specified in the direction;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(j) turn off, disconnect or shut down any motor or equipment in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(k) open a container or other thing, or dismantle equipment in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(l) excavate land or form tunnels in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(m) build earthworks or temporary structures, or erect barriers in the emergency area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(n) remove to such place an authorised officer thinks proper any person who obstructs or threatens to obstruct emergency management activities; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(o) require a person to give the authorised reasonable help to exercise the authorised officers powers under this division</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) An authorised officer may enter a place or vehicle in the emergency area without a warrant or the consent of occupier of the place or the owner of the vehicle</td>
</tr>
<tr>
<td>76</td>
<td></td>
<td>Use of force</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) If a person does not comply with a direction under this part, an officer may do all such things as are reasonably necessary to ensure compliance with the direction, using such force as is reasonable in the circumstances;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) An officer may exercise a power under this part with the help, and using the force, that is reasonably necessary in the circumstances.</td>
</tr>
</tbody>
</table>
ATTACHMENT 2: EMA FORM 10A - REVOCATION OF AUTHORISED OFFICER


WESTERN AUSTRALIA
Emergency Management Act 2005, section 61

REVOCATION OF AUTHORISATION OF PERSONS TO ACT AS AUTHORISED OFFICERS DURING A STATE OF EMERGENCY

I, _______________________, the State Emergency Coordinator under the Emergency Management Act 2005 hereby revoke the authorisation of the following person or class of person to act as an authorised officer(s).

This revocation of authorisation applied to:

(insert details of person(s) or class of persons)

In relation to the state of emergency declaration made by the Minister for Emergency Services on ________________ in relation to ________________________________

(insert date) (insert details)

The revocation of authorisation is made under section 61 of the Emergency Management Act 2005

Signed: __________________________ State Emergency Coordinator

Date: ____________________________ (insert date)
BACKGROUND
During a state of emergency the State Emergency Coordinator (SEC) is responsible for coordinating such activities of public authorities as the SEC considers necessary or desirable for responding to the emergency. For that purpose the SEC may direct any public authority to do or refrain from doing any act, or perform or refrain from performing any function.

PROCEDURE
Where the SEC considers it necessary or desirable to direct a public authority in relation to any act or function such direction will be made in accordance with the following procedure:

State Emergency Coordinator:

- ensure that a State of Emergency has been declared in accordance with Response Procedure 11 – State of Emergency Declaration;
- liaise with the Hazard Management Agency to determine the proposed direction required to be made to the public authority;
- where practicable liaise with the relevant public authority in regards to the proposed direction, possible alternatives and any adverse impact such direction may cause to the authority or service delivery to the community;
- where practicable seek endorsement of the direction from the State Emergency Coordination Group;
- complete a “Direction to Public Authority” (EMA Form 12) form ensuring that all relevant information (including details of direction, date and manner direction is to be carried out) applicable to the direction are completed;
- the direction should be communicated to the relevant public authority as soon as is practicable; and
- if given orally, ensure the authorisation is confirmed in writing signed by the State Emergency Coordinator as soon as is practicable.

Public Authority

- If a direction is given to a public authority by the SEC under section 74(2)(a) the public authority is to comply with the direction within the time and in the manner, if any, specified in the direction. (s. 74(3) EM Act).
- Such direction prevails to the extent of any inconsistency with any written law or other law.
### ATTACHMENT 1: EMA FORM 12 - DIRECTION TO PUBLIC AUTHORITY

**EMA-Form 12**: Direction to public authority by State Emergency Coordinator under section 74(2)(a) of the Emergency Management Act 2005 (WA).

---

**WESTERN AUSTRALIA**  
*Emergency Management Act 2005, section 74(2)(a)*

#### DIRECTION TO PUBLIC AUTHORITY

| To |  
|----|---|
| (insert name of person) |  

<table>
<thead>
<tr>
<th>A State of Emergency Exists</th>
<th>A State of Emergency has been declared by the Minister Emergency Services under section 56 of the <em>Emergency Management Act 2005</em>.</th>
</tr>
</thead>
</table>

| Direction | I hereby direct you to:  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(insert details of direction to public authority)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time for compliance with direction (if any)</th>
<th>The direction is to be complied with by (insert time)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Manner of compliance with direction (if any)</th>
<th>The direction is to be complied with in the following manner (insert details of manner of compliance)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grounds for direction</th>
<th>This direction is given under section 74(2)(a) of the <em>Emergency Management Act 2005</em> for the purposes of coordinating activities for responding to the emergency during the State of Emergency.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Compliance with direction</th>
<th>Section 74(3) of the <em>Emergency Management Act 2005</em> provides that a public authority is to comply with the direction within the time, and in the manner, if any, specified in the direction and that the direction prevails to the extent of any inconsistency with any written law or other law.</th>
</tr>
</thead>
</table>

| Signature and date direction issued. | Signed: ______________________  ___________________________  
|---|---|
| | State Emergency Coordinator  
| Date:       _____________________  
| (insert date) |  

---
15. APPOINTMENT OF OFFICER OF A PUBLIC AUTHORITY

BACKGROUND
During a state of emergency the State Emergency Coordinator (SEC) is responsible for coordinating such activities of public authorities as the SEC considers necessary or desirable for responding to the emergency. For that purpose the SEC may appoint an officer of a public authority to have overall control of particular activities carried out by public authorities in response to the emergency where a number of public authorities are involved (s. 74(2)(b) EM Act).

PROCEDURE
Where the SEC wishes to appoint an officer of a public authority to have overall control of particular response activities that will be carried out by a number of public authorities, such appointment will be made in accordance with the following procedure:

The SEC will:

- ensure that a State of Emergency has been declared in accordance with State EM Response Procedure 11 – State of Emergency Declaration;
- liaise with the Hazard Management Agency (HMA) to determine what activities require centralised control and which agencies will be impacted by the appointment;
- request relevant public authorities to liaise regarding the appointment in order to provide a recommendation on the appropriate appointment to the State Emergency Coordination Group (SECG);
- initiate, where practicable, a SECG meeting to discuss the appointment. This meeting should include members in accordance Response Procedure 4 – State Emergency Coordination Group; and
- complete an ‘Appointment of Officer of Public Authority’ form ensuring that all relevant information (including details of activities to be carried out) applicable to the authorisation are completed:
  - The appointment should be communicated to all relevant agencies as soon as practicable;
  - If given orally, ensure the authorisation is confirmed in writing signed by the SEC as soon as is practicable;
  - The original appointment instrument should be retained by the State Emergency Coordinator and a copy supplied to the public authority receiving the appointment; and
  - A copy of the appointment instrument should be forwarded to the SEMC Business Unit as soon as possible: SEMC.policylegislation@dfes.wa.gov.au.
ATTACHMENT 1: EMA FORM 11 - APPOINTMENT OF OFFICER OF PUBLIC AUTHORITY

EMA-Form 11: Notice of appointment of public authority to have overall control of particular activities carried out by public authorities under section 74(2)(b) of the Emergency Management Act 2005 (WA).

WESTERN AUSTRALIA
Emergency Management Act 2005, section 74(2)(b)

APPOINTMENT OF OFFICER OF PUBLIC AUTHORITY DURING A STATE OF EMERGENCY

I, __________________________, State Emergency Coordinator hereby appoint
(insert name)
______________________________ to have overall control of
(insert name of officer of public authority)
______________________________ in response to the
(insert details of particular activities carried out by public authorities)
emergency detailed below:

(insert details of emergency)

This appointment is made under section 74(2)(b) of the Emergency Management Act 2005.

Signed: __________________________
State Emergency Coordinator

Date: __________________________
(insert date)
16. DIRECTION TO CLOSE PREMISES DURING A STATE OF EMERGENCY

BACKGROUND
For the purposes of emergency management during a state of emergency, the most senior police officer present in the emergency area may direct the owner, occupier or the person apparently in charge of any place of business, worship or entertainment in the emergency area to close that place to the public for the period specified in the direction. (s. 71(1) EM Act).

An authorised officer may also make a direction to close any place of business, worship or entertainment in the emergency area (s. 75(1)(ii) EM Act).

PROCEDURE
Where the senior police officer in the emergency area or authorised officer identifies a need to close a place of business, worship or entertainment to the public the following procedure should be followed:

The senior police officer or authorised officer is to liaise with the SEC during a state of emergency to determine the following:

• ensure a state of emergency has been declared;
• that the premise to be closed is within the emergency area;
• that the reasons why the premise needs to be closed to the public are for the purpose of emergency management;
• period that the premise is to be closed (time date from and to);
• liaise with the owner, occupier or person apparently in charge of the premise regarding the closure in order to seek voluntary closure for the specified period if possible;
• where voluntary closure is not achieved after oral direction by the senior police officer or authorised officer in the emergency area, that officer is to complete a “Direction to close a place of business, worship or entertainment” (Form EMA 15A) ensuring completion of all details (including address, time and dates or period the premises is to remain closed);
• notify the owner, occupier or person apparently in charge of the premise of the direction to close the premise to the public and the period for which the closure applies;
• where practicable supply the owner, occupier or person apparently in charge of the premise with a copy of the direction to close place instrument;
• a direction may be given orally or in writing (s. 77(1) EM Act);
• where a direction is given orally it is to be confirmed in writing within 2 working days after it is given unless within that period it is complied with or cancelled (s. 77(2) EM Act);
• where the direction is no longer required prior to the expiry the owner, occupier or person apparently in charge should be advised as soon as practicable; and
• the original direction instrument should be retained by the officer making the direction and a copy supplied to the Hazard Management Agency as soon as practicable.
## ATTACHMENT 1: EMA FORM 15A - DIRECTION TO CLOSE PREMISES DURING A STATE OF EMERGENCY

**EMA Form 15A:** Direction to owner/occupier/person apparently in charge of any place of business, worship or entertainment under section 75(1)(i) of the *Emergency Management Act 2005*

### WESTERN AUSTRALIA

*Emergency Management Act 2005, section 75(1)(i)*

**DIRECTION TO CLOSE A PLACE OF BUSINESS, WORSHIP OR ENTERTAINMENT**

<table>
<thead>
<tr>
<th>To</th>
<th><strong>(Name Owner, Occupier or Person Apparently in Charge of Relevant Premises)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A State of Emergency</td>
<td>A state of emergency has been declared by the Minister for Emergency Services under section 56 of the <em>Emergency Management Act 2005</em>.</td>
</tr>
</tbody>
</table>
| Direction | I hereby direct you to: ____________________________  

**(Direction)**  
Close the following place in the emergency area to the public:  

**(Details of Place of Business, Worship or Entertainment)**  
Located at: ____________________________

**(Address)** |
| Period premises to be closed to the public | The place of business, worship or entertainment is to be closed to the public  
From ________________ To ________________  

**(Date & Time)  (Date & Time)** |
| Grounds for direction | This direction is given under section 75(1)(i) of the *Emergency Management Act 2005* for the purposes emergency management. |
| Compliance with direction | Section 86(2) of the *Emergency Management Act 2005* provides that a person must comply with a direction despite the provisions of any other written law and that a person does not commit an offence by reason of that compliance. |
| Offence | Section 86(1) of the *Emergency Management Act 2005* makes it an offence for a person to not comply with a direction. |
| Signature and date direction issued. | Signed: ____________________________  

Authorised Officer  
Date: ________________  

**(insert date)**
17. DIRECTION CONCERNING MOVEMENT AND EVACUATION DURING A STATE OF EMERGENCY

BACKGROUND
For the purposes of emergency management during a state of emergency, an authorised officer may:

- Direct or, by direction, prohibit, the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of any emergency area (s. 67(a) EM Act); and
- Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area (s. 67(b) EM Act).

PROCEDURE
Where an authorised officer identifies the need to direct the movement, evacuation or removal of persons or animals in an emergency area the following procedure should be followed:

- liaise with the SEC to determine the following;
  - ensure a state of emergency has been declared;
  - that the location to which the direction is to apply is within the emergency area;
  - that the reasons for the direction are for the purpose of emergency management; and
  - details of the direction to be issued.
- liaise with the person(s) to whom the direction will apply in order to seek voluntary compliance to the officers direction if possible;
- where voluntary compliance is not achieved, complete a “Direction concerning movement and evacuation” instrument (EMA Form 13A) ensuring completion of all details of the specific direction to be given;
- notify the person(s) to which the direction is issued including the explanation of specific details of the direction given;
- where practicable provide the person(s) to whom the direction is made with a copy of the direction instrument;
- a direction may be given orally or in writing (s. 77(1) EM Act);
- where a direction is given orally it is to be confirmed in writing within 2 working days after it is given unless within that period it is complied with or cancelled (s. 77(2) EM Act);
- where the direction is no longer required prior to its expiry the person(s) to whom the direction is made should be advised as soon as practicable; and
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the SEC as soon as is practicable.
### DIRECTION CONCERNING MOVEMENT AND EVACUATION

**To**

(insert name of person)

**A State of Emergency Exists**

An state of emergency has been declared by ___________________

(insert name of Minister) under section 56 of the *Emergency Management Act 2005*.

**Direction**

I hereby direct you to:

(insert details of direction relating to the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area Section 67(a))

OR

(insert details of direction relating to the evacuation and removal of persons or animals from the emergency areas or any part of the emergency area Section 67(b))

**Grounds for direction**

This direction is given under section 67(a) [OR 67(b)] (select subsection that is appropriate) of the *Emergency Management Act 2005* for the purposes of emergency management.

**Compliance with direction**

Section 86(2) of the *Emergency Management Act 2005* provides that a person must comply with a direction despite the provisions of any other written law and that a person does not commit an offence by reason of that compliance.

**Offence**

Section 86(1) of the *Emergency Management Act 2005* makes it an offence for a person to not comply with a direction.

**Signature and date direction issued.**

Signed: ___________________  _____________________  

Authorised Officer  

Date: _____________________  

(insert date)
18. DIRECTION TO PERSON EXPOSED TO HAZARDOUS SUBSTANCES DURING A STATE OF EMERGENCY

BACKGROUND
During a state of emergency an authorised officer may for the purposes specified (s. 70(2) EM Act) direct any person who has been exposed to a hazardous substance to do all or any of the following:

- to remain in an area specified by the officer for such period as is specified by the officer (s. 70(1)(a) EM Act);
- to remain quarantined from other persons for such period, and in such reasonable manner, as is specified by the officer (s. 70(1)(b) EM Act); and
- to submit to decontamination procedures within such reasonable period, and in such reasonable manner, as is specified by the officer (s. 70(1)(c) EM Act).

The period specified under section 70 (1) (a) or (b) of the EM Act must not be more than 24 hours unless the State Emergency Coordinator has given authorisation for a longer period to be specified in relation to the person exposed to the hazardous substance.

PROCEDURE
Where an authorised officer identifies the need to direct a person who has been exposed to hazardous substances the following procedure should be followed where practicable:

- liaise with the Hazard Management Agency (HMA) and agency managing the hazmat incident to determine the following,
  - ensure a state of emergency has been declared,
  - ensure that the location in which the direction is to apply is within the emergency area,
  - ensure that the reasons for the direction are for the specified purpose of:
    - ensuring that the hazardous substance is contained (s. 70(2)(a) EM Act); and
    - ensuring that the person to whom the direction is given does not pose a serious risk to the life or health of others or to the environment because of the hazardous substances involved (s. 70(2)(b) EM Act).
Details of the direction to be issued:

- liaise with the person(s) to whom the direction will apply in order to seek voluntary compliance to the officers direction if possible;
- where voluntary compliance is not possible complete a “Direction to persons exposed to hazardous substances” instrument (EMA Form 14) ensuring completion of all details of the specific direction to be given;
- notify the person(s) to whom the direction is issued including the explanation of specific details of the direction given;
- take all practicable measure to ensure the comfort, dignity and safety of the person(s) to whom the direction is made;
- make all practicable efforts to provide information to next of kin regarding circumstances of direction when requested by person(s) affected;
- where practicable provide person(s) to whom the direction is made with a copy of the direction instrument;
- a direction may be given orally or in writing (s. 77(1) EM Act);
- where a direction is given orally it is to be confirmed in writing within 2 working days after it is given unless within that period it is complied with or cancelled (s. 77(2) EM Act);
- where the direction is no longer required prior to its expiry the person(s) to whom the direction is made should be advised as soon as practicable; and
- the original direction instrument should be retained by the officer making the direction and a copy supplied to the HMA as soon as practicable.
18. DIRECTION TO PERSON EXPOSED TO HAZARDOUS SUBSTANCES DURING A STATE OF EMERGENCY

**ATTACHMENT 1: EMA FORM 14A - DIRECTION TO PERSON EXPOSED TO HAZARDOUS SUBSTANCES DURING A STATE OF EMERGENCY**

**EMA - Form 14A:** Direction to person exposed to a hazardous substance under section 70 of the *Emergency Management Act 2005*

**WESTERN AUSTRALIA**

*Emergency Management Act 2005, section 70*

---

<table>
<thead>
<tr>
<th><strong>To</strong></th>
<th><em>(insert name of person exposed to hazardous substance)</em></th>
</tr>
</thead>
</table>

| **A State of Emergency Exists** | A state of emergency has been declared by the *(insert name of Minister)* under section 56 of the *Emergency Management Act 2005*. |

<table>
<thead>
<tr>
<th><strong>Direction</strong></th>
<th>I hereby direct you to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ (a) remain in the following area <em>(insert details of area)</em> for the period specified;</td>
</tr>
<tr>
<td></td>
<td>□ (b) remain quarantined from other persons for the period specified and in the manner specified; and</td>
</tr>
<tr>
<td></td>
<td>□ (c) to submit to decontamination procedures within the period specified and in the manner specified</td>
</tr>
<tr>
<td></td>
<td><em>(select all or any of the above)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Period specified</strong></th>
<th>*(a) the period that you are required to remain in <em>(insert details of area)</em> is <em>(insert time period)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*(b) the period that you are required to remain in quarantine is <em>(insert time period)</em></td>
</tr>
<tr>
<td></td>
<td>*(c) the period within which you are required to submit to decontamination procedures is <em>(insert time period)</em></td>
</tr>
</tbody>
</table>

**Note:**
The period specified for (a) or (b) must not be more than 24 hours unless the State Emergency Coordinator has given authorisation for a longer period to be specified

---

EMA- Form 14A Direction to Person Exposed to a Hazardous Substance to State EM Response Procedure 18 Page 1 of 2
## 18. DIRECTION TO PERSON EXPOSED TO HAZARDOUS SUBSTANCES DURING A STATE OF EMERGENCY

<table>
<thead>
<tr>
<th>Manner of compliance with direction</th>
<th>Quarantine</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The manner in which you are to be quarantined is as follows:</td>
</tr>
<tr>
<td></td>
<td><em>(insert details)</em></td>
</tr>
</tbody>
</table>

### Decontamination

<table>
<thead>
<tr>
<th>Manner of compliance with direction</th>
<th>Decontamination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The manner in which you are required to submit to decontamination procedures is as follows:</td>
</tr>
<tr>
<td></td>
<td><em>(insert details)</em></td>
</tr>
</tbody>
</table>

### Grounds for direction

<table>
<thead>
<tr>
<th>Grounds for direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have been exposed to a hazardous substance.</td>
</tr>
</tbody>
</table>

This direction is given under section 70 of the *Emergency Management Act 2005* for the purpose of:

- (a) ensuring the hazardous substance is contained; **OR**
- (b) ensuring that you do not pose a serious risk to the life or health of others or to the environment because of the hazardous substance involved.

### Compliance with direction

Section 86(2) of the *Emergency Management Act 2005* provides that a person must comply with a direction despite the provisions of any other written law and that a person does not commit an offence by reason of that compliance.

### Offence

Section 86(1) of the *Emergency Management Act 2005* makes it an offence for a person to not comply with a direction.

### Signature and date direction issued.

<table>
<thead>
<tr>
<th>Signature and date direction issued.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed: ____________________________</td>
</tr>
<tr>
<td>Date: ______________________________</td>
</tr>
</tbody>
</table>

**Note:**

A direction given under section 70 of the *Emergency Management Act 2005* may be given orally or in writing.

A direction given orally is to be confirmed in writing within 2 working days after it is given, unless within that period it is complied with or cancelled.
BACKGROUND
The Emergency Management Act 2005 (EM Act) allows the exchange of certain information between authorised officers and emergency management officers, during a state of emergency.

PROCEDURE
This procedure applies to all emergency management agencies engaged in emergency response activities in Western Australia and officers appointed as authorised officers during the declaration of a state of emergency.

Hazard Management Agencies (HMA)
HMAs should ensure that occupants of the positions who may be the subject of an appointment as an authorised officer are trained and conversant with the requirements of section 72 of the EM Act and Part 4 of the Regulations.

HMAs are to establish facilities and procedures to enable them to receive requests (including via electronic means) made under section 72 of the EM Act and to respond to all requests in a timely manner. In developing such procedures, hazard management agencies should have regard to the large numbers of requests that could be received during the declaration period.

During declarations, HMAs should provide emergency management agencies with contact details for the authorised officers who will manage requests for relevant information.

Emergency Management Agencies (EMA)
EMAs requiring information of a kind stipulated in EM Regulation 23 may request the provision of such information from an authorised officer. Such requests may be made verbally but are to be confirmed in writing, utilising EMA Form 19 – Request for Relevant Information, as soon as practicable, but not later than seven days following the request.

EMAs requesting such information are to ensure they are fully conversant with the provisions of section 72 of the EM Act and Part 4 of the Regulations and the obligations created by them.

EMAs are to ensure that officers making requests for relevant information are provided with appropriate identification to allow authorised officers to identify them as employees or representatives of the EMA.
Authorised Officers

Authorised officers receiving requests for the provision of relevant information from emergency management agencies are to provide such information unless there is evidence to suggest that the request has not been made in accordance with the purpose and intent of the EM Act.

When disclosing relevant information, hazard management and authorised officers are to record (at a minimum) the following particulars:

The name, employing organisation and position of the person making the request:
- the type of relevant information requested;
- the date and time the request for information was requested; and
- the date and time the information was disclosed.

The particular details described above should be recorded in the hazard management or authorised officer’s log book.
ATTACHMENT 1: EMA FORM 19 - REQUEST FOR RELEVANT INFORMATION

WESTERN AUSTRALIA

Emergency Management Act 2005, Section 72

REQUEST FOR RELEVANT INFORMATION

I, ______________________ of ______________________ hereby request from
(insert name) ______________________
(insert agency name) ______________________
the provision of the following relevant information:
(insert HMA and authorised officer or HMO if known)

(insert information required here)

The requested information is required for the purposes of emergency management, specifically, the following reason/s:

(insert specific reason/s information is required here)

In making this request, I confirm that I am conversant with the provisions of section 72 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006 (Part 4).

Signed: ________________________ Date: _____________
20. AUSTRALIAN GOVERNMENT PHYSICAL ASSISTANCE

BACKGROUND
There are times, during emergency response and recovery, when the total resources (government, community and commercial) of the State cannot reasonably cope with the needs of the situation. Formal arrangements have been established under the Australian Government Disaster Response Plan (COMDISPLAN) for the provision of Australian Government Non-financial Assistance for such circumstances. For the purposes of the State emergency management arrangements, these non-financial arrangements are referred to as Australian Government Physical Assistance (AGPA).

CRITERIA FOR PROVIDING AUSTRALIAN GOVERNMENT PHYSICAL ASSISTANCE
For AGPA to be provided, it is usual that the following criteria are met:
- an emergency occurs or is imminent; and
- due to the nature, magnitude or duration of the event, the total resources (government, community and commercial) of the State cannot reasonably cope with the needs of the situation.

PROCEDURE
i) The requesting Hazard Management Agency (HMA) certifies that the requirements for AGPA are met.
ii) The HMA discusses the request with the State Emergency Coordinator (SEC) [not required for DACC 1] (see Note A).
iii) The requesting HMA contacts the Australian Defence Force (ADF) Joint Operations Support Staff (JOSS) where there is the likelihood that ADF assets may be tasked. JOSS may provide advice on the task request.
iv) The requesting HMA completes Part 1 of EMA Form 22 – AGPA and forwards the completed form to the Executive Officer, State Emergency Coordination Group (XO SECG) (see Note A).
v) The request is considered, and where agreed, Part 3 of EMA Form 22 – AGPA is endorsed by the SEC.
vi) A copy of both Parts 1, 2 and 3 will be provided to the requesting HMA by the SEC (and JOSS where Defence assets may be tasked) as advice of the approval/non-approval of the request.
vii) The SEC forwards the request to Emergency Management Australia (via the Australian Government Crisis Coordination Centre) for consideration.
viii) Emergency Management Australia considers the request in accordance with COMDISPLAN and contacts the requesting HMA to progress outcomes.
Notes to procedure

A. All requests for AGPA should be forwarded through the Executive Officer, SECG, for endorsement of the SEC. It is advisable to call 1800 647 857 to discuss before sending the request. This will help to ensure that the request is complete.

B. A brief explanation of the situation (emergency occurring or imminent) and why the task cannot be met within State resources (government, community and commercial).

C. A brief description of the task requested (e.g. move 1000 bales of fodder from supply dump to properties within a 20 km radius).

D. Resource(s). Requesting authorities should NOT specify the solution to the request (e.g. Hercules transport aircraft, Blackhawk helicopters, etc.) but identify any constraints that may influence Emergency Management Australia’s decision (e.g. area unsuitable for all but rotary wing aircraft response).

E. Provide details of when and where the resource(s) are required.

F. Provide details to whom the resource(s) are to be delivered, at what address and if any special-to-type labelling is required.

G. Provide details of delivery point contact officer(s) name, location and contact details as appropriate.

H. The HMA making the request is to certify that, due to the nature, magnitude or duration of the event, the total resources (government, community and commercial) of the State cannot reasonably cope with the needs of the situation.
## EMERGENCY DACC CATEGORIES

<table>
<thead>
<tr>
<th>Category</th>
<th>Overview</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Localised emergency assistance where there is a direct threat to life or property. Government or commercial resources are inadequate or unavailable. Duration of assistance not to exceed 48 hours. Examples include sandbagging, provision of temporary accommodation and transportation. No cost recovery will be sought. No indemnity or insurance is required.</td>
<td>A request is made by the incident controller to the local Senior ADF Officer or Unit Commander. Approval is provided by local Senior ADF Officer or Unit Commander and within local resources.</td>
</tr>
<tr>
<td>2</td>
<td>Significant emergency assistance beyond that provided under category 1, during a more extensive or continuing disaster, directly related to saving human life, alleviating human suffering or preventing the loss of or damage to property when state resources are inadequate. Examples include significant aerial transportation, rescue operations and medical evacuations. No cost recovery will be sought. No indemnity or insurance is required.</td>
<td>The SEC requests AGPA through Emergency Management Australia in accordance with EM Response Procedure 20. COMDISPLAN is activated by Emergency Management Australia. Approved by the Minister for Defence or the Chief of the Defence Force. Defence activities are coordinated by Headquarters Joint Operations Command (HQJOC). A JTF may be established.</td>
</tr>
<tr>
<td>3</td>
<td>Assistance associated with recovery from a civil emergency or disaster, which is not directly related to the saving of life or property that involves longer term significant recovery activity. Examples include provision of temporary bridging, road restoration and clean-up operations. The party requesting assistance must meet indemnity and insurance requirements of the Commonwealth. Cost recovery is available, although a waiver may be sought through appropriate Defence channels.</td>
<td>The State Emergency Coordinator requests Australian Government Non-financial Assistance through Emergency Management Australia in accordance with State Emergency Management Response Procedure 20. COMDISPLAN is activated by Emergency Management Australia. Approved by the Minister for Defence or the Chief of the Defence Force. Defence activities are coordinated by HQJOC. A JTF may be established. All aspects of the provision of assistance must be formalised in a memorandum of agreement.</td>
</tr>
</tbody>
</table>
## AUSTRALIAN GOVERNMENT NON-FINANCIAL PHYSICAL ASSISTANCE

### FLOWCHART

#### EMERGENCY

<table>
<thead>
<tr>
<th>State Level Actions</th>
<th>Australian Government Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdictional Options</td>
<td>Australian Defence Force assesses and prioritises the request for assistance</td>
</tr>
<tr>
<td>Government Community Commercial Other State or inter-jurisdictional arrangements</td>
<td>Emergency Management Australia assesses and prioritises the request for assistance</td>
</tr>
<tr>
<td>HMA certifies jurisdictional options inadequate or exhausted</td>
<td>Emergency Management assesses and prioritises the request for assistance</td>
</tr>
<tr>
<td>HMA discusses task request with JOSS (if defence assets are likely to be tasked) Task clearly defined</td>
<td>DACC 1</td>
</tr>
<tr>
<td>HMA submits EMA Form 22 to SEC</td>
<td>DACC 2 or 3</td>
</tr>
<tr>
<td>SEC requests Australian Government Non-financial Assistance</td>
<td>Other AusGov</td>
</tr>
</tbody>
</table>

---

**Legend:**
- Emergency Response / Recovery
- Magnitude / Duration of Emergency
- Localised Emergency

**Flowchart Components:**
- Australian Government Non-financial Physical Assistance
- State Emergency Management
- Emergency Response
- Recovery
- Jurisdictional Options
- Government
- Community
- Commercial
- Other State or inter-jurisdictional arrangements
- HMA certifies jurisdictional options inadequate or exhausted
- HMA discusses task request with JOSS (if defence assets are likely to be tasked) Task clearly defined
- HMA submits EMA Form 22 to SEC
- SEC requests Australian Government Non-financial Assistance
- Australian Defence Force assesses and prioritises the request for assistance
- Emergency Management Australia assesses and prioritises the request for assistance
- Localised Emergency
- DACC 1
- DACC 2 or 3
- Other AusGov
20.2 REGISTER.FIND.REUNITE
The State Inquiry Coordinator (Red Cross) shall recommend to the State Welfare Coordinator that assistance with the Register.Find.Reunite System be activated.

When making a recommendation the following information will be provided:

- total registrations to date;
- approximate number of inquiries received including interstate/overseas figures; and
- the public telephone number of the State Inquiry Centre.

(The recommendation may be submitted by telephone but must be confirmed in writing as soon as possible.)

The State Welfare Coordinator in consultation with the SEC shall request AGD EMA to activate assistance with the Register.Find.Reunite.

The request shall include the following details:

- approximate number of registrations anticipated;
- expected extent and duration of any evacuation/relocation;
- any factors likely to contribute to the subsequent involvement of other states/territories as inquiry centres; and
- the public telephone number of the State Inquiry Centre.

(The request may be made initially by telephone but must be confirmed in writing as soon as possible).
## ATTACHMENT 1: EMA FORM 22 - REQUEST FOR AUSTRALIAN GOVERNMENT PHYSICAL ASSISTANCE

**EMA-Form 22: Request for Australian Government Physical Assistance**

### WESTERN AUSTRALIA

**Request for Australian Government Physical Assistance**

<table>
<thead>
<tr>
<th>REQUEST NO.</th>
<th>(SEC use only)</th>
</tr>
</thead>
</table>

*(Explanatory notes are provided in State EM Response Procedure 20)*

### PART 1: To be completed by the requesting authority.

<table>
<thead>
<tr>
<th>TO:</th>
<th>Executive Officer SECG</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td></td>
</tr>
</tbody>
</table>

**SITUATION** *(see Note B)*

**REQUEST** *(see Note C)*

**DELIVERY** *(see Note D)*

**CONSIGN** *(see Note E)*

**CONTACT** *(see Note F)*

| Name(1) *(see Note G):* | |
|-------------------------|-
| Name(2) *(see Note G):* | |

**STATEMENT BY HAZARD MANAGEMENT AGENCY** *(see Note H)*

I certify that the request detailed above cannot be met from within State Government or commercial resources.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date/Time:</th>
</tr>
</thead>
</table>

---

EMA - Form 22 - Request for Australian Government Physical Assistance to State EM Response Procedure 20

Page 1 of 2
REQUEST FOR AUSTRALIAN GOVERNMENT PHYSICAL ASSISTANCE

PART 2: To be completed by SECG Executive Officer.

<table>
<thead>
<tr>
<th>REQUEST PASSED TO STATE EMERGENCY COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
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PART 3: To be completed by the State Emergency Coordinator

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PART 4: For official use

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21. DISTRICT EMERGENCY COORDINATORS TO UNDERTAKE ADDITIONAL FUNCTIONS

BACKGROUND
Provision is made for the State Emergency Coordinator (SEC) to direct District Emergency Coordinator(s) to carry out specific emergency management functions which are in addition to those functions prescribed in s. 30(a) of the Emergency Management Act 2005 (EM Act).

PROCEDURE
Where the SEC identifies the requirement for District Emergency Coordinator(s) to carry out additional emergency management functions, the following procedures should be applied:

• in consultation with SEMC, where practicable, identify what additional function(s) should be carried out by the District Emergency Coordinator(s);
• identify in which emergency management district(s) the additional function(s) should be carried out;
• liaise with the relevant District Emergency Coordinator(s) to ascertain their ability to carry out the proposed additional functions and mitigate any associated risks;
• complete a Direction Instrument [EMA Form 16 – Direction to District Emergency Coordinators] ensuring completion of details of additional emergency management functions to be carried out;
• ensure the direction instrument is signed and dated by the SEC;
• promulgate the direction instrument to those District Emergency Coordinators to whom the direction applies;
• the SEC should retain the original direction instrument and forward a copy, together with evidence of its promulgation, to SEMC for retention on file; and
• where the direction is to be varied or revoked, a direction instrument [EMA Form 16] is to be completed and disseminated, as outlined above for a new direction.
ATTACHMENT 1: EMA FORM 19 - REQUEST FOR RELEVANT INFORMATION

EMA-Form 16: Direction to District Emergency Coordinators to undertake additional functions under section 30(b) of the Emergency Management Act 2005 (WA).

WESTERN AUSTRALIA
Emergency Management Act 2005, section 30(b)

DIRECTION TO DISTRICT EMERGENCY COORDINATORS TO UNDERTAKE ADDITIONAL FUNCTIONS

I, _______________, State Emergency Coordinator do hereby direct those Police Officers appointed as, or from time to time acting in the role of, District Emergency Coordinator for the respective Emergency Management District to undertake the following additional function:

(insert details of direction)

This direction is made under section 30(b) of the Emergency Management Act 2005.

Signed: ___________________________ State Emergency Coordinator

Date: ___________________________ (insert date)
22. POST-OPERATIONS REPORTS

BACKGROUND
Post-operations reports are important formal documents developed by the Hazard Management Agency (HMA) following an emergency. They provide the means by which HMAs, with input from all other agencies involved in a specific emergency management operation, develop a consolidated report as outlined in the State Emergency Management Policy.

PROCEDURE
Where the relevant HMA responsible for the emergency identifies that the response and recovery to the emergency meets the criteria outlined in the State Emergency Management Policy, a post-operations report (template attached) is to be prepared and forwarded for tabling at the next scheduled meeting of the State Emergency Management Committee (using the attached Other Business Item Paper template), as outlined below:

Request an agency post-operations report from all emergency management agencies involved in the response and recovery operation, detailing the required information.

• The reports should:
  − provide a strategic overview of the response;
  − identify operational activities that were well executed and those that were not and make recommendations in order to improve future operations;
  − report on the effectiveness of interagency cooperation;
  − report on the performance and/or adequacy of communications and equipment;
  − determine the action needed to rectify any shortcomings, particularly those relating to the need to amend emergency management plans and the development and conduct of specific emergency management training
  − clearly define the finalisation of the emergency response phase; and
  − the report shall include “Lessons Learnt” and recommendations for enhancing the State’s emergency management arrangements.

• prepare a consolidated report utilising information received from all emergency management agencies in the format of the attached template;

• prepare a SEMC Item Paper to accompany the report for tabling at the next scheduled SEMC meeting;

• forward the completed Item Paper and post-operations report to the SEMC Business Unit via email, semc.policylegislation@dfes.wa.gov.au 4 weeks prior to the next scheduled SEMC meeting for inclusion on the agenda; and

• forward a copy of the report to the Response Capability Subcommittee for information only (unless it is a HMA agenda item for discussion).
ATTACHMENT 1: POST-OPERATIONS REPORT TEMPLATE

STATE EMERGENCY MANAGEMENT COMMITTEE

POST OPERATIONS REPORT

<NAME OF INCIDENT>

1. Date/s of Incident
   (Date/s during which incident occurred)

2. Summary of incident(s)
   (Provide a short summary of the incident)
   (Describe remaining threats)

3. Locations affected
   (Describe impact)

4. Losses to date
   (Describe any known impacts to life)
   (Describe any structural damage)
   (Describe social impact on community)
   (Describe any Critical Infrastructure disruptions)
   (Describe Current Warnings issued (i.e. Health Alerts))

5. Command & Control
   (Describe who was the Hazard Management Agency)
   (Describe any significant issues which occurred)
   (Describe management structure used)

6. Resources Committed
   (Describe total number of personnel committed to the incident)
   (Describe specialist resources committed)
   (Describe aircraft committed)

7. Multi Agency Involvement
(Detail what agencies participated).

(Describe any specialist agency support or liaison)

8. Recovery

(Describe the recovery structure in place)

(Describe any significant issues resulting from the handover from response)

(Describe any “at risk” groups during the recovery process)

(Describe expected duration of recovery - short & long term)

(Provide estimated recovery costs if known)

9. Policy and Legislation

(Describe any significant issues which occurred)

(Outline any significant use of powers under the EM Act)

10. Contentious/Significant Issues

(Describe significant implications or challenges for the community)

(Describe significant implications or issues for Recovery Committee)

(Describe significant implications or issues for government)

11. Future Considerations

(Mitigation Activities)

(Ongoing Recovery Reporting)

Prepared by: (HMA Operations Area Manager/Incident Controller Name)

Signature: Date:

Authorised by: (As applicable to HMA)

Signature: Date:
## ATTACHMENT 2: SEMC AGENDA ITEM TEMPLATE

**ITEM NO:**

**TITLE:**

**AGENCY:**

**MEETING DATE:**

**RELATION TO STATE EMERGENCY MANAGEMENT COMMITTEE STRATEGIC PLAN:**
- Strategic Priority:
- Key Strategy:
- Foundation:

**RECOMMENDATIONS:**

The State Emergency Management Committee to:
1. Note
2. Approve
3. Acknowledge
4. Endorse.

**BACKGROUND:**

**CURRENT SITUATION:**

**ACTIONS REQUIRED:**

The State Emergency Management Committee
1. Note/approve/acknowledge/endorse.

**ATTACHMENTS:**

Attachment 1:

**Name:** (SEMC member)

**Position:** (Position)
PART FIVE
Recovery Procedures
BACKGROUND
In 1961 the Lord Mayor’s Distress Relief Fund (LMDRF) was established, in conjunction with the State Government, to provide relief of personal hardship and distress for Western Australians.

This perpetual fund is incorporated under the *Charitable Collections Act 1946* and has Australian Taxation Office tax deductibility status. Funds are distributed in accordance with LMDRF policy and may be provided over and above relief payments available through defined State/Commonwealth government assistance schemes or insurance.

PROCEDURE
The following procedures are to be adopted by all public authorities including where State Government level recovery coordination arrangements are activated under the relevant section of the State Emergency Management Plan.

Applications for assistance to the LMDRF need to include all details of any other funding assistance provided to allow the Board of the Fund to consider the fair allocation of funds to claimants.

Individual Assistance
Any requests for relief aid over and above assistance available through defined State/Commonwealth government schemes should be referred to the LMDRF.

Public Fundraising Appeals
Any request to initiate a public fundraising appeal for victims of an emergency should be directed to the LMDRF. If the LMDRF Board agrees to the request, the Board will liaise directly with the affected local government(s) to establish the required guidelines. For further information regarding the LMDRF visit: [http://www.appealswa.org.au](http://www.appealswa.org.au)

Volunteers and Donations
Where possible, all offers of, or requests for, volunteer assistance with recovery activities and spontaneous donations should be coordinated through the Local Recovery Coordination Group to avoid duplication of effort.

Non-Government Organisations
In some circumstances, non-government organisations (NGOs) provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, the Local Recovery Coordination Group should deal with all offers of, or requests for, assistance from NGOs to avoid duplication of effort and confusion. At the State Government level, coordination is undertaken by the State Recovery Coordinator or the SRCG, if established.

The distribution of the donated goods shall be undertaken by the organisations concerned.
DRFAWA FUNDING FOR EMERGENCIES
A range of assistance measures are available through the Disaster Recovery Funding Arrangements Western Australia (DRFAWA)1 to State government agencies, and local governments, individuals and communities to support their recovery. Further details can be found in the DRFAWA guideline and resource library found on the DFES website.

In order to undertake an assessment of a disaster event and ensure it satisfies the required DRFAWA criteria, the Department of Fire and Emergency Services (DFES) is to be informed of any potential eligible costs as soon as practical after the impact of a disaster event (See below for contact details).

The below criteria must be met prior to activation of an eligible disaster, including:

a. the event to be one or a combination of the 10 natural disasters or a terrorist act;
b. (b) the requirement for a coordinated multi-agency response; and
c. (c) the State’s expenditure to exceed the Small Disaster Criterion of $240,000.

Once all three criteria have been met, a recommendation is submitted to the Commissioner of Fire and Emergency Services to activate DRFAWA.

Once endorsed, a public notification of DRFAWA activation is issued by DFES.

CONTACT DETAILS
drfa@dfes.wa.gov.au.

Enquiries can be made to the DRFAWA Administrators via:

• email - drfawa@dfes.wa.gov.au or
• phone - +61 8 9395 9973 or +61 8 9395 9341.

For further information about DRFAWA funding go to www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx.

---

1 Eligible claims for disaster events proclaimed under WANDRRA (up to 30 October 2018) will continue to be administered under the Natural Disaster Relief and Recovery Arrangements until 2020. Main Roads WA remains the key support agency and primary contact for WANDRRA road network enquiries and local government WANDRRA road network claims.
BACKGROUND
The aim of this procedure is to outline the functioning of the State Recovery Coordination Group (SRCG).

PROCEDURE
Establishment
The SRCG is established by the State Recovery Coordinator or the State Recovery Controller on its own initiative or upon the advice and direction of a SECG. Refer to State Emergency Management Policy section 6 and State Emergency Management Plan section 6 for information on the process for determining the level of State involvement.

Membership
Once the decision is made to establish the SRCG, the State Recovery Coordinator/State Recovery Controller is to determine the appropriate membership, and chair the SRCG. An executive officer will be provided by the Department of Fire and Emergency Services.

The membership of the SRCG will be tailored to ensure that State-level recovery operations can identify and respond to recovery needs in all recovery environments, and may include the Controlling Agency and/or HMA.

The following agencies are likely to have a significant role at the State level:

**Social Environment:**
- Department of Communities;
- Department of Education;
- Department of Health;
- Department of Local Government, Sport and Cultural Industries;
- Department of Primary Industries and Regional Development;
- Mental Health Commission;
- RSPCA; and
- WA Police Force.

**Built Environment:**
- Department of Communities – Housing Authority;
- Department of Transport;
- Department of Mines, Industry Regulations and Safety – Building Commission;
- Department of Planning, Lands and Heritage;
- Department of Water and Environmental Regulation;
- Energy Policy WA;
- Main Roads WA; and
- Water Corporation.
Economic Environment:
- Department of Jobs, Tourism, Science and Innovation;
- Department of the Premier and Cabinet;
- Department of Primary Industries and Regional Development;
- Tourism WA;
- Small Business Development Corporation; and
- Department of Mines, Industry Regulations and Safety.

Natural Environment:
- Department of Biodiversity, Conservation and Attractions;
- Department of Health; and
- Department of Water and Environmental Regulation.

Agencies are requested to pre-identify a senior staff member (and deputy) to be a representative of the SRCG. Agency representatives should be empowered to make decisions on behalf of the agency when the SRCG is convened.

To ensure a suitable level of preparedness for the roles and responsibilities associated with their role on the SRCG, pre-identified representatives of the SRCG will be expected to undertake annual training and exercising, as coordinated by the DFES State Recovery Team.

Role and Function of the SRCG
The SRCG is responsible for State-level recovery coordination and facilitation in complex or prolonged recovery operations.

The SRCG will:
- assess, in conjunction with the local government/Local Recovery Coordination Group, other public authorities, and appropriate community representatives, the assistance required by the affected community. This may require on-site assessment;
- assist the local government(s), local recovery coordinator(s), and Local Recovery Coordination Group(s) to implement the local recovery plan.
- identify a public authority with lead responsibility for each of the social, built environment, economic and natural environment aspects of recovery;
- develop a State-Level Recovery Plan specifically for the emergency and coordinate the most effective use of government and non-government resources to implement that plan;
- monitor the progress of recovery and receive periodic reports from the local government/Local Recovery Coordination Group and other public authorities involved in the recovery process;
- advise the Premier, Minister Controlling Agency/HMA and the State Emergency Coordinator (SEC) on the conduct and progress of recovery;
- identify and recommend, if necessary, specific assistance measures for consideration by the State government;
3. STATE RECOVERY COORDINATION GROUP

- advise the local government(s) of the State recovery progress to resolving State-level recovery issues;
- coordinate the State-level financial arrangements of DRFAWA, the Lord Mayor’s Distress Relief Fund and insurance, in consultation with the LRCG(s); and
- coordinate the State-level non-government organisations, in consultation with the LRCG(s).

A public authority with responsibility for a key area of recovery may convene working groups to assist coordination of the recovery process for that key area.

Meeting Location
The SRCG will meet at a location determined by the State Recovery Coordinator/State Recovery Controller.

Meeting Format

Agenda
The following items should be considered for inclusion on the agenda for the SRCG meetings, using the attached SRCG Agenda template:

- local recovery arrangements;
- welfare support;
- known or emerging impacts:
  - social environment;
  - built environment;
  - economic environment;
  - natural environment;
- Political/Legal matters
- State Recovery Plan (refer to attached);
- financial arrangements, i.e.:
  - DRFAWA;
  - Lord Mayor’s Distress Relief Fund;
  - Insurance;
- non-government organisations and volunteer assistance; and
- public information arrangements.

Record of Meeting
The Executive Officer of the SRCG will arrange for a record of meetings to be maintained.
3. STATE RECOVERY COORDINATION GROUP

Reports
The SRCG will report to the Minister and the Premier using the template outlined in the attached SRCG Report template.

The State Recovery Coordinator (or State Recovery Controller if appointed) will report direct to the Premier/Minister as determined by the Government, and keep the SEC informed.

Cessation of State Arrangements
The State Recovery Coordinator will determine when the State-level recovery coordination arrangements cease. This decision will be made following consultation with the affected local government/Local Recovery Coordination Group to ensure there are no gaps in service delivery or non-completion of tasks.

Where a State Recovery Controller is appointed, cessation will be informed by the completion of the recovery objectives and determined by the Premier or the Minister.
ATTACHMENT 1: SRCG AGENDA TEMPLATE

STATE RECOVERY COORDINATION GROUP AGENDA

<insert day and date of meeting>
<insert time of meeting>
<insert venue>

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<td>1.</td>
<td>Introductions and Membership (Initial meeting)</td>
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<td>2.</td>
<td>Clarification of Role and Function of the SRCG (Initial meeting)</td>
</tr>
<tr>
<td>3.</td>
<td>Welcome and Apologies</td>
</tr>
<tr>
<td>4.</td>
<td>Disclosure of Interests</td>
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<td>Business Arising</td>
</tr>
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<td>Public Information Arrangements</td>
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<td>Other Business</td>
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Next Meeting: Date:
Time: Venue:
ATTACHMENT 2: STATE-LEVEL RECOVERY PLAN TEMPLATE

State-Level Recovery Plan

Title: (insert name of community) Recovery Plan

Name of event:

Event date: Plan Date:

Introduction

- background on the nature of the emergency or incident;
- aim or purpose of the plan; and
- authority for plan

Assessment of Recovery Requirements

- detail loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and local government infrastructure) and the environment;
- detail impact on the community fabric, individuals and the economy;
- estimate of costs of damage;
- temporary accommodation requirements (includes details of Evacuation Centre’s);
- additional personnel requirements (general and specialist);
- human services (personal and psychiatric support) requirements; and
- other health issues.

Organisational Aspects

- identify lead public authorities for the social, built, economic and natural environments;
- detail the composition, structure and reporting lines of the committees set up to manage the recovery process;
- detail the inter-agency relationships and responsibilities;
- detail the roles, key tasks and responsibilities of the various committees and those appointed to various positions, including key community and business stakeholders; and
3. STATE RECOVERY COORDINATION GROUP

Operational Aspects
- detail resources available and required;
- redevelopment Plans (includes mitigation proposals);
- reconstruction and restoration program and priorities, (including estimated timeframes);
- include programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies;
- include the program for community and individual support;
- include the program for economic and environmental restoration;
- include the program for restoration/continuation of local government services;
- detail financial arrangements (e.g., assistance programs (DRFA), insurance, public appeals and donations); and
- detail the plan for public information dissemination.

Administrative Arrangements
- detail administration of recovery funding and other general fi nancial issues;
- detail public appeals policy and administration (including policies and strategies for distribution of funds); and
- detail office and living accommodation, furniture and equipment details for additional temporary personnel.

Conclusion
- Summarise recovery objectives, goals, priorities and timetable of plan.

Signed by: ___________________________ Date: ____________________

State Recovery Coordinator / State Recovery Controller
ATTACHMENT 3: SRCG MINISTERAL REPORT

MINISTER FOR EMERGENCY SERVICES

STATE RECOVERY COORDINATION GROUP REPORT

Incident:

Meeting Date:

Known and Emerging Impacts:
<Provide immediate, 12-24 hours, 24-48 hours, 48 hours + against each environment, as applicable>

- Social environment
- Built environment
- Economic environment
- Natural environment

Recommendations/Actions:

Date:
4. IMPACT STATEMENT

BACKGROUND
The Impact Statement provides local governments with an overview of known and emerging impacts, management actions currently in place, responsible agencies, future management actions required, and changes to responsibility for impact management. The Impact Statement only provides a point-in-time reference.

The Impact Statement is to:
• identify and quantify impacts relating to all recovery environments;
• identify any risks arising from the emergency;
• include a risk assessment, identify risk treatments undertaken, and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area
• assist the impacted local government(s) in management of the incident response and recovery; and
• inform and support the objectives of the local government(s) Operational Recovery Plan.

PROCEDURE
The Impact Statement must be completed prior to the transfer of responsibility for management of recovery to the affected local government(s) (State EM Policy statement 6.2.1) Completion of the Impact Statement must occur in accordance with the following procedure:
• the Controlling Agency is responsible for coordinating the Impact Statement in consultation with the members of the Incident Support Group, all affected local governments and the State Recovery Coordinator (State EM Plan section 6.4);
• the complete draft Impact Statement is to be provided to all members of the Incident Support Group for comment and clarification;
• the amended Impact Statement is to be provided to affected local governments and the State Recovery Coordinator for final clarification; and
• the Controlling Agency is to convene a meeting with the affected local government(s) and the State Recovery Coordinator to review, confirm and sign the Impact Statement. The Impact Statement must be approved by the IC, agreed to by the local government CEO and acknowledged by the State Recovery Coordinator.

Where there are no recovery impacts identified during a level 2 incident, the State Recovery Coordinator or delegate will consult with the local government, as necessary, and determine if an Impact Statement is required or to be completed partially or in full (State EM Plan section 6.4.1).

Where there are no recovery impacts identified during a level 2 incident, the State Recovery Coordinator or delegate will consult with the local government, as necessary, and determine if an Impact Statement is required or to be completed partially or in full (State EM Plan section 6.4.1).
4. IMPACT STATEMENT

The following information is required within the Impact Statement for all level 3 incidents:

- Incident details
- Summary of known, emerging or anticipated impacts
- Emerging risks
- Risk Assessment
- Contact details of contributing organisations
- Impact details against each of the following:
  - Social environment
  - Natural environment
  - Economic environment
  - Built environment
- National Impact Assessment Indicators
- Supporting attachments, including reports, maps, images etc.

The Impact Statement should be completed using the attachments – Impact Statement template and the Impact Statement Guide. The template and guide attachments are located on the SEMC website.
BACKGROUND
The State Recovery Controller holds the responsibility for ensuring the provision of a coordinated recovery support to emergency affected communities through the direction and coordination of the resources made available by public authorities and other persons.

PROCEDURE

Recommendation of State Recovery Controller Appointment

• The State Recovery Coordinator, Incident Controller/HMA and/or the State Emergency Coordinator (SEC) and local government consider if the impacts of the emergency trigger escalation to State-level recovery activity (State EM Plan Appendix G).

• If determined that extraordinary arrangements are required for a specific emergency, the State Recovery Coordinator may, in consultation with the Controlling Agency/HMA and the SEC, recommend that the Premier appoint a State Recovery Controller and identify any legislative support and resources required (State EM Policy statement 6.4.4).

• A recommendation for the appointment of a State Recovery Controller is to be made to the Premier though a briefing note describing the extraordinary arrangements that are required for the emergency.

Appointment of State Recovery Controller

The Premier will appointment an individual(s) to the role of State Recovery Controller, as required.

To ensure an appropriate State Recovery Controller is appointed, it is recommended that the appointment of an individual to the role of State Recovery Controller should take into consideration the following:

• essential skills and knowledge applicable to a State-level recovery, as described below;

• participation in State-level recovery awareness training; and

• availability to fulfil the role for the duration of the Recovery

Essential skills and knowledge applicable to a State-level recovery

The State Recovery Controller position may require the following skills, knowledge and attributes:

• Have the availability to undertake relevant briefings, induction and/or training as recommended by the State Recovery Coordinator and Department of Fire and Emergency Services Recovery Directorate.

• Bring high level experience in collaboration and have experience of managing within an emergency context, with a focus on recovery.

• Subscribe to and advocate for the principles outlined in the National Principles for Disaster Recovery, as outlined in the State EM Plan section 6 - Recovery, in particular the importance of local and community-led models of recovery.
5. STATE RECOVERY CONTROLLER APPOINTMENT

- Have the ability to quickly build rapport with impacted community members and local governments.
- Be comfortable entering highly stressful situations and maintaining calm professionalism.
- Be able to quickly identify risks and issues that will impact recovery operations across all sectors of the community (social, economic, built and natural environments) and generate possible solutions, including lessons learnt that may influence legislation and policies.
- Bring highly developed interpersonal skills and be able to engage across all levels of government, all recovery stakeholders and with all members of the community.
- Have the ability to minimise conflict and develop solutions across recovery operations.
- Skills to respond effectively and compassionately when working with people in crisis and distress.
- High level skills in partnership development and collaborative approaches, recognising, supporting and building on community, individual and organisational capacity.
STATE EMERGENCY MANAGEMENT
A Strategic Framework for Emergency Management in Western Australia.

Responsible Agency:
State Emergency Management Committee Business Unit

APPROVED BY SEMC
Resolution Number: 91/2018
Version number: v01.00
Date of Approval: 04 October 2019
Date document came into effect: 31 October 2019
Review Date: October 2024

IMPACT STATEMENT GUIDE
ATTACHMENT TO STATE EMERGENCY RECOVERY PROCEDURE 4

Once printed, this is an uncontrolled version of the document. The current version is available on the State Emergency Management Committee website: www.semc.wa.gov.au
CONTACT OFFICER
To provide comment on this document, please contact the State Emergency Management Committee Business Unit – semc.policylegislation@dfes.wa.gov.au

AMENDMENT TABLE

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<th>DATE</th>
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<td>1</td>
<td>October 2019</td>
<td>Version 01.00 - Initial issue of Impact Statement Guide</td>
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</tr>
</tbody>
</table>

A copy of this document is available on the State Emergency Management Committee website [www.semc.wa.gov.au](http://www.semc.wa.gov.au)
# TABLE OF CONTENTS

**Introduction** ........................................................................................................................................... 2

- How and When to use this Document ................................................................. 3
- Glossary ............................................................................................................... 5

**Preparation of the Impact Statement** .............................................................................................. 6

1 Impact Statement Details ........................................................................................................ 7
2 Incident Details .................................................................................................................. 7
3 Incident Description ......................................................................................................... 7
4 Checklist of Impact Areas ............................................................................................... 7
5 Summary of Known, Emerging or Anticipated Impacts .............................................. 8
6 Emerging Risks ................................................................................................................ 8
7 Political and Legal Matters for Consideration .............................................................. 8
8 Risk Assessment Summary ............................................................................................ 9
9 Key Communication Contacts ...................................................................................... 11
10 Contributing Agencies ................................................................................................. 11
11 Impact Statement ......................................................................................................... 11
12 National Impact Assessment Model (NIAM) Indicators ............................................ 14
13 Impact Statement Attachments .................................................................................. 14
Introduction
INTRODUCTION

This Guide was developed by the State Recovery Team through endorsement of the Recovery and Community Engagement Subcommittee to support State Emergency Management Recovery Procedure 4 - Impact Statement.

HOW AND WHEN TO USE THIS DOCUMENT

What is an Impact Statement?
An Impact Statement is used to collect information about all known and emerging impacts from a level 2 or level 3 incident. Where required an Impact Statement must be completed prior to the transfer of responsibility for management of recovery to the affected local government(s). The Controlling Agency is to convene a meeting with the affected local government(s) and the State Recovery Coordinator to review and sign the Impact Statement.

The information collected in an Impact Statement provides a point-in-time, concise summary of –

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

Transfer of responsibility to local government for the management of recovery requires the receiving local government to have a clear picture and understanding of all aspects of the incident and the immediate, short-term and medium-term actions it will be required to undertake to effectively manage the incident and associated recovery.

This information is vital to assist local governments and Local Recovery Coordination Groups to better understand impacts and inform their recovery activities. It also assists the State Recovery Coordinator and local governments to identify gaps in capacity to manage recovery and activate necessary State support.

Impact information will continue to emerge throughout the response and recovery phases of an incident. The Impact Statement provides a point-in-time reference and its limitations in this regard should be noted. The Impact Statement will be used to inform the development and ongoing review of an Operational Recovery Plan. More detailed community needs assessments may be required to better understand impacts and plan recovery activities.

When is an Impact Statement required?
An Impact Statement is to be completed by the Controlling Agency for all level 3 incidents and level 2 incidents where there are impacts requiring recovery activity.

Where there are no recovery impacts identified by the Controlling Agency during a level 2 incident, the State Recovery Coordinator/Deputy State Recovery Coordinator will determine if an Impact Statement is required, partially required, or required in full. Consultation with the local government will occur prior this determination, as necessary (State EM Plan section 6.4.1).
Introduction

If the Controlling Agency/Hazard Management Agency i.e. WA Police Force determines the declaration of level 2 is made due to volunteer employment protection measures only then would this be communicated to the District Officer State Situation (formerly known as SAO) DOSStatesituation@dfes.wa.gov.au or 0407 942 138 at the point of State Recovery Coordinator notification where the State Recovery Coordinator can determine that the Impact Statement can be dispensed with.

How is the Impact Statement completed?
Preparation of an Impact Statement is a very important step in identifying and documenting the known and emerging impacts resulting from an emergency incident. Time and care should be taken to ensure that information gathered is as up to date and accurate as possible.

It is critical that the Impact Statement is prepared using a consultative approach with members of the Incident Support Group (ISG), State Recovery Team and Local Recovery Coordination Group. Similarly, various state government agencies and service providers will be responsible for identifying and managing impacts across the four recovery environments. Their input to the preparation of the Impact Statement is essential.

This guideline provides a section by section guide to assist in the preparation of an Impact Statement and should be used in conjunction with the Impact Statement Template.

Who completes the Impact Statement?
The Controlling Agency is responsible for the preparation of the Impact Statement. The Incident Controller may assign the task to the Deputy Incident Controller (Recovery) who will work collaboratively with the following organisations and personnel to ensure accurate information is obtained in a timely manner –

- Members of the Incident Support Group
- State government agencies and authorities responsible for the management of impacts
- Deputy State Recovery Coordinator
- District Emergency Management Advisor
- Local Recovery Coordinator
- DFES Recovery Manager
- Disaster Recovery Funding Officer
- Community service providers and groups

Where can I get help with completing this document?
The State Recovery Team based within the Department of Fire and Emergency Services (DFES) can assist you. Contact the Deputy State Recovery Coordinator in the first instance.
Introduction

What is the timeframe for completion of the Impact Statement?
It is critical for affected local governments to have information about impacts as early as possible, in order to start recovery planning and activities. The Impact Statement marks the transfer of responsibility to local government(s) for management of the recovery.

The Impact Statement is designed to be a point in time description of known and emerging impacts. It is acknowledged that some information may not be available immediately, hence the need to identify emerging, anticipated and potential impacts. This will assist the local governments in ongoing assessment of impact and recovery work.

What is the transfer of responsibility?
At the point where the Controlling Agency considers it appropriate to transfer responsibility for management of the recovery to the affected local government(s), the Controlling Agency is to convene a meeting with the affected local government(s) and the State Recovery Coordinator.

Prior to this meeting, there will have been ongoing communication between the local government (Chief Executive Officer (CEO) and Local Recovery Coordinator) and the Deputy Incident Controller (Recovery) or Incident Controller, Deputy State Recovery Coordinator and other DFES Recovery team members. The Impact Statement will have been completed with input from all relevant agencies including DFES and the local government.

The Transfer of Responsibility meeting is a formality whereby the Impact Statement is reviewed and signed by the Incident Controller, local government CEO (for each impacted local government) and the State Recovery Coordinator or their Deputy.

GLOSSARY

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>DBCA</td>
<td>Department of Biosecurity Conservation and Attractions</td>
</tr>
<tr>
<td>DFES</td>
<td>Department of Fire &amp; Emergency Services</td>
</tr>
<tr>
<td>DRFAWA</td>
<td>Disaster Recovery Funding Arrangements Western Australia</td>
</tr>
<tr>
<td>ISG</td>
<td>Incident Support Group</td>
</tr>
<tr>
<td>NIAM</td>
<td>National Impact Assessment Model</td>
</tr>
<tr>
<td>OASG</td>
<td>Operational Area Support Group</td>
</tr>
</tbody>
</table>
Preparation of the Impact Statement
PREPARATION OF THE IMPACT STATEMENT

Below is a guide which provides an explanation of the key elements required for each section of the Impact Statement. Ongoing discussion and consultation with contributing agencies and stakeholders will enable accurate and timely preparation of the Impact Statement.

Preparation of the Impact Statement should begin as early as possible. It is likely that much of the required content will be discussed and made available in ISG and/or Operational Area Support Group (OASG) meetings, or can be sourced from incident management systems, where appropriate.

1  IMPACT STATEMENT DETAILS
This table must include details of when the Impact Statement was completed and by whom. Good document control for the Impact Statement ensures that working versions of the document are managed and the final version is the most up to date version of the document provided to the impacted local government(s).

2  INCIDENT DETAILS
Provide a very concise statement of the incident details. This information should be available via the Incident Controller and Incident Support Group meetings.

3  INCIDENT DESCRIPTION
Provide a brief overview of the incident including a high-level summary of -

- approximate size of the impacted area,
- description of land uses of impacted areas (e.g. rural, forest, urban, metropolitan, suburban, coastline, water catchments), and
- duration of incident.

4  CHECKLIST OF IMPACT AREAS
This checklist is provided as a prompt to assist in the consideration and identification of all areas of impact. The impact areas in this checklist are directly linked to the National Impact Assessment Model (NIAM) Indicators, which assess the severity of an emergency event and are used by the State to facilitate negotiations for emergency relief funding with the Commonwealth.

The checklist is divided into the four recovery environments to enable consistent recording of impact information and recovery planning under these four headings. It is critical that the Impact Statement identifies all known and anticipated/emerging impact areas. Use this checklist to ensure you investigate and capture all associated details related to the impact areas ticked.

Further details are required for each identified impact in section 11 of the Impact Statement.
5  SUMMARY OF KNOWN, EMERGING OR ANTICIPATED IMPACTS
This section should include a high-level summary of significant impacts. More details of these impacts and the associated management actions are to be included in section 11.

- Social (population impacts) -
  - estimated population of impacted area,
  - known fatalities and/or casualties,
  - number of people evacuated,
  - number and location of evacuation centres,
  - exclusion zones.

- Natural (environmental impacts) –
  - land areas,
  - water catchments,
  - road closures in place.

- Built (critical infrastructure impacts) -
  - roads, rail and ports,
  - water, power and gas supplies,
  - hospitals and emergency service facilities,
  - property losses.

- Economic (business and industry impacts) -
  - Significant commercial, industrial and agricultural impacts.

6  EMERGING RISKS
Provide a description of anticipated or emerging issues and risks, which are likely to be revealed as incident response continues and recovery progresses. This may include impacts resulting from receding floodwaters, remote areas that are currently inaccessible to determine impacts, and damaged or destroyed buildings that contain hazardous materials. Commentary should also be provided regarding any potential public health risks that may increase over the coming days / weeks.

This information is used as a guide for local governments on risks to ‘look out for’ or anticipated impacts that cannot be quantified at the time of preparing the Impact Statement.

7  POLITICAL AND LEGAL MATTERS FOR CONSIDERATION
Provide an overview of any political sensitivities; any known involvement of Members of Parliament or other elected members; and/or other matters likely to require or attract the attention of politicians.

Any known legal considerations, confidentiality concerns or matters requiring expert legal or political advice should be highlighted.

Include the names and contact details of key personnel involved in these matters.
8 RISK ASSESSMENT SUMMARY

The Risk Assessment Summary should be drawn from a more detailed risk assessment process which identifies the likelihood, consequences and level of risk for each identified risk area. Below is an outline of the Risk Assessment process to be undertaken, in consultation with relevant state agencies and local government representatives. Alternatively, use your organisation’s Risk Assessment matrix and attach to the Impact Statement.

8.1 Risk Assessment

For each risk identified as a result of this emergency, provide a description and context. To determine the likelihood, consequence and level of risk, use the definitions and risk assessment matrix on under section 8.2 of this guideline. If required, the risk assessment table template provided in section 13.3 of this guide can be provided to contributing organisations for completion.

An assessment of identified risks should occur to determine that it is safe for the community to return with appropriate controls in place. Some residual risks may require further treatment.

Transfer relevant information from your Risk Assessment to the Risk Assessment Summary in section 8 of the Impact Statement. Examples are provided in the table below to assist you in preparing the Risk Assessment.

<table>
<thead>
<tr>
<th>Risk</th>
<th>Context / description</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Level of Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. exposure to asbestos</td>
<td>Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and/or members of the community may handle the disposal of asbestos incorrectly.</td>
<td>Likely</td>
<td>Major</td>
<td>Extreme</td>
</tr>
<tr>
<td>e.g. debris</td>
<td>There is still loose debris that has not been removed during the response phase. There is a risk of further injury or damage from this debris in high winds.</td>
<td>Likely</td>
<td>Moderate</td>
<td>High</td>
</tr>
<tr>
<td>e.g. fatigue of local gov’t staff</td>
<td>The majority of local government staff have either been directly impacted by the emergency or involved in responding to the emergency. There is a risk of staff fatigue, which in turn will impact the local government’s ability to function and recover.</td>
<td>Almost certain</td>
<td>Major</td>
<td>Extreme</td>
</tr>
<tr>
<td>e.g. power supply restoration</td>
<td>Horizon Power is restoring power supplies however impacted residents will need to be certified by an electrician prior to grid reconnection. There is a risk of properties not being suitable for reconnection to the power supply network.</td>
<td>Possible</td>
<td>Moderate</td>
<td>Medium</td>
</tr>
<tr>
<td>e.g. poor hygiene</td>
<td>Due to the loss of water and power there are potential health risks associated with poor hygiene.</td>
<td>Likely</td>
<td>Moderate</td>
<td>High</td>
</tr>
</tbody>
</table>

Table 1: Example Risk Assessment
8.2 Risk assessment matrix

<table>
<thead>
<tr>
<th>Likelihood Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>Expected to occur in most circumstances</td>
</tr>
<tr>
<td>Likely</td>
<td>Will probably occur in most circumstances</td>
</tr>
<tr>
<td>Possible</td>
<td>Might occur at some time</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Not expected but could occur at some time</td>
</tr>
<tr>
<td>Rare</td>
<td>May occur in exceptional circumstances</td>
</tr>
</tbody>
</table>

Table 2: Likelihood Rating

<table>
<thead>
<tr>
<th>Consequence Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insignificant</td>
<td>No injuries, no damage</td>
</tr>
<tr>
<td>Minor</td>
<td>Small number of injuries, some damage</td>
</tr>
<tr>
<td>Moderate</td>
<td>Medical treatment required, localised damage</td>
</tr>
<tr>
<td>Major</td>
<td>Death or extensive injuries, significant damage</td>
</tr>
<tr>
<td>Catastrophic</td>
<td>Multiple persons affected by death/severe injury, extensive damage</td>
</tr>
</tbody>
</table>

Table 3: Consequence Rating

<table>
<thead>
<tr>
<th>Risk assessment matrix</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Likely</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Possible</td>
<td>Very low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Very low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Rare</td>
<td>Very low</td>
<td>Very low</td>
<td>Very low</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>

Table 4: Risk Assessment Matrix
9 KEY COMMUNICATION CONTACTS

Provide as much contact information as possible of key personnel in each organisation involved in communication and engagement activities. This will assist local government personnel to maintain a consistent flow of relevant information to the community.

10 CONTRIBUTING AGENCIES

The Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel. This checklist is provided as a prompt to assist in identifying the relevant agencies to be consulted regarding known or emerging impacts, and to determine the status of management and restoration actions.

Tick all agencies that need to, or have contributed to, the compilation of this Impact Statement. Add any other relevant organisations or service providers, as required. Use this as a checklist to ensure that information has been received from all relevant agencies. Allow agencies to contribute information on the impacts they are managing in their own format or using the table template provided in section 13.3 of this guide.

For level 2 incidents with no significant recovery impacts, no further Impact Statement information is required.

To make this determination, consultation with the State Recovery Coordinator, local government(s) and Incident Controller is required.

For all other level 2 and level 3 incidents, the information on the following pages MUST be compiled.

11 IMPACT STATEMENT

This section is divided into the four recovery environments: social, natural, economic and built. This is to enable consistent recording of impact information and recovery planning under these four headings.

Information recorded in this section of the Impact Statement provides some of the most critical guidance for local governments as they take over responsibility for management of the emergency and facilitate recovery activities.

For each of the recovery environments, transfer items from the Checklist of Impact Areas, into the relevant table. Against each item, provide the responsible agency or information source and the key contact person with their full contact details. Provide a concise summary of the impact, current status and next steps using the prompts in the headings of each table.

This information should be collated in consultation with all relevant agencies, the Deputy State Recovery Coordinator, Local Recovery Coordinator and District
Preparation of the Impact Statement

Emergency Management Advisor and in consultation with the Local Recovery Coordination Group.

It is strongly recommended that details recorded in this section are regularly reviewed and updated as information comes to hand. Following the transfer of responsibility for recovery, the local government must be able to use this information to continue to plan and implement recovery activities and track overall progress of the incident impacts.

**NOTE:** It is also important for the affected local government(s) to understand impacts that have already been addressed and actions completed. This information should be recorded and provided as an attachment to the Impact Statement in the form of a spreadsheet or action tracking list. Tick the box below the table to indicate to the reader that additional information on completed actions is available.

Where there are no significant recovery impacts, the requirement for completing a full Impact Statement will be determined by the State Recovery Coordinator in consultation with the local government and Incident Controller.

Below is an overview of the types of information that should be considered for determining inclusions under each of the four recovery environment headings.

### 11.1 Social environment

**Considerations:**
- For all listed items, ensure you include the extent of the impact such as numbers of people impacted in each of the impact areas.
- Deaths including mass fatalities – provide an overview.
- Evacuation centres – include details of the number people in evacuation centres and those needing temporary, intermediate or long-term accommodation.
- People registered via Register.Find.Reunite – demographic and other appropriate information can be provided via this data source.
- Disease, illness or contamination – include details of any exposure to disease – along with the number of people contaminated and/or quarantined. Describe impacts on potable water supplies.
- Community service interruptions – are community service providers such as disability services (Home and Community Care, Silver Chain etc.) affected by the emergency?
- Community activities which have ceased and/or been disrupted.
- Community outreach activities underway.
- Exclusion areas.
- Cultural heritage considerations including any known impacts on culturally significant areas or structures – consultation with local Aboriginal Elders, Traditional Owners and Indigenous Corporations may be required.

**Attachments:**
- Concise reports or relevant information provided by other agencies directly involved in managing impacts to the social environment.
11.2 Natural environment
Considerations:
- Estimations of the size of the different land use areas impacted.
- Include commentary on likelihood of declared flora and fauna impacts (where known).
- Information on any environmental contamination.
- Requirements for mosquito control.
- Road closures and current management actions.
Attachments:
- Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the natural environment.

11.3 Economic environment
Considerations:
- Flow on impacts from economic disruption may affect the supply of food; drinking water; emergency and medical supplies; and other essential goods.
- In agricultural / horticultural / vineyard impacts – note estimates of any loss of livestock, fencing, crops.
- Consider workforce implications if there are impacts on emergency services providers including public health, and major transport routes or public safety.
Attachments:
- Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the economic environment.

11.4 Built environment
Considerations:
- Information on buildings, hazardous materials (and exposure), transport infrastructure and utilities (services).
- Road closures and current management actions.
- For all listed items, ensure you include the extent of the impact such as numbers of people impacted in each of the impact areas.
- Capability losses as a result of built environment impacts such as impacts to services (including emergency services), supplies, workforce access etc.
- Flow on impacts from disruption to transport infrastructure that may affect the supply of food; drinking water; emergency and medical supplies; and other essential goods.
- Utilities (essential services) – include details of infrastructure impacts and the number of people affected by service disruptions.
- Impacts to residential properties (e.g. Rapid Damage Assessment Report).
Preparation of the Impact Statement

Attachments:
- Include concise reports or relevant information provided by other agencies directly involved in managing impacts to the built environment.
- Details of all Rapid Damage Assessments should be attached to the Impact Statement, as applicable. Include maps and photographs as appropriate.
- All current road closures and management actions in place.

12 NATIONAL IMPACT ASSESSMENT MODEL (NIAM) INDICATORS

From the information in the four tables above (recovery environments), complete the NIAM Indicators table by providing details in the ‘Data’ column. Where there is no impact, please insert N/A. It is essential that there is a response provided for every line item.

This section should be prepared in consultation with the DFES Disaster Recovery Funding team (Disaster Recovery Funding Arrangements Western Australia (DRFAWA)).

13 IMPACT STATEMENT ATTACHMENTS

All attachments to the Impact Statement should be noted in this table to ensure there is a complete list of accompanying reports, maps, assessments and other relevant data.

13.1 Attachment 1: Transfer of Control (bushfire only)

Include a copy of the fully completed and signed Transfer of Control document (bushfire only). For bushfires a legislative transfer of control is required for Incident Management between Controlling Agencies such as DFES to the Department of Biodiversity Conservation and Attractions (DBCA) or the local government is required.

13.2 Attachment 2: Rapid Damage Assessment (DFES hazards only)

This section should provide a summary of property losses and the status of notification to owners. In instances where there is significant residential property loss, detailed information is compiled by DFES and local government(s). The ‘Notification of Property Loss Report’ should be included as an attachment to this Impact Statement.

13.3 Other Attachments

Provide all attachments that form part of the Impact Statement, such as the Risk Assessment and Agency Contributions table, as seen in the following templates. Templates are provided below.
13.3.1 Risk assessment template

<table>
<thead>
<tr>
<th>Risk</th>
<th>Context / description</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Level of Risk</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

13.3.2 Agency contributions template

The following table is provided as a base template that could be sent to contributing agencies to provide information on the actions being undertaken within their areas of responsibility. This information can then be added to the Impact Statement as an attachment.

<table>
<thead>
<tr>
<th>Category (from checklist)</th>
<th>Agency/Source</th>
<th>Key contact: Name, position, email, phone, mobile.</th>
<th>Impact: what has happened and what are the implications?</th>
<th>Current status: what is happening now, who is managing it and how long for?</th>
<th>Next steps: what needs to happen next, who will be involved and how long for?</th>
<th>Related attachment(s)</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>
An Impact Statement is compiled by the Controlling Agency as a concise summary of known and emerging impacts resulting from all level 3 incidents and level 2 incidents where there are impacts requiring recovery activity. They may be required for some level 1 incidents where the impacts require a local government recovery effort, due to slow onset large scale natural hazard events e.g. large scale flooding.

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

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

The Impact Statement provides an overview for local government including –
- known and emerging impacts,
- management actions currently in place,
- responsible agencies,
- future management actions required, and
- changes to responsibility for impact management.

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

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

1. IMPACT STATEMENT DETAILS ................................................................................................................................. 3
2. INCIDENT DETAILS ................................................................................................................................................... 4
3. INCIDENT DESCRIPTION ........................................................................................................................................... 4
4. CHECKLIST OF IMPACT AREAS ........................................................................................................................... 5
5. SUMMARY OF KNOWN, EMERGING OR ANTICIPATED IMPACTS ................................................................................. 6
6. EMERGING RISKS ..................................................................................................................................................... 7
7. POLITICAL AND LEGAL MATTERS FOR CONSIDERATION ....................................................................................... 7
8. RISK ASSESSMENT SUMMARY ............................................................................................................................... 8
9. COMMUNICATION AND MEDIA OFFICERS – CONTACT DETAILS ............................................................................... 9
10. CONTRIBUTING AGENCIES .................................................................................................................................. 10
11. IMPACT STATEMENT ........................................................................................................................................... 12
   11.1 SOCIAL ENVIRONMENT .................................................................................................................................. 12
   11.2 NATURAL ENVIRONMENT ................................................................................................................................. 13
   11.3 ECONOMIC ENVIRONMENT ........................................................................................................................... 14
   11.4 BUILT ENVIRONMENT .................................................................................................................................. 15
12. NIAM INDICATORS ............................................................................................................................................... 16
13. LIST OF ATTACHMENTS .................................................................................................................................... 17
1. IMPACT STATEMENT DETAILS

<table>
<thead>
<tr>
<th>Impact Statement date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Statement time:</td>
<td></td>
</tr>
<tr>
<td>Version/sequence number:</td>
<td></td>
</tr>
<tr>
<td>☐ Final version</td>
<td></td>
</tr>
<tr>
<td>Impact Statement prepared by:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Position:</td>
</tr>
<tr>
<td></td>
<td>Agency:</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

APPROVED BY:

<table>
<thead>
<tr>
<th>Incident controller OR Commander from HMA or Controlling Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Agency:</td>
</tr>
<tr>
<td>Time and Date:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>

AGREED BY: (Complete one table for each receiving local government)

<table>
<thead>
<tr>
<th>Local Government: &lt;enter name&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Time and Date:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>LG contact re this document:</td>
</tr>
</tbody>
</table>

COPY TO:

<table>
<thead>
<tr>
<th>State Recovery Coordinator / Deputy State Recovery Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Agency:</td>
</tr>
<tr>
<td>Time and Date:</td>
</tr>
<tr>
<td>Signature:*</td>
</tr>
</tbody>
</table>

* May not be present to sign in person
2. INCIDENT DETAILS

<table>
<thead>
<tr>
<th>Incident name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident number:</td>
<td></td>
</tr>
<tr>
<td>Incident address/location:</td>
<td></td>
</tr>
<tr>
<td>Affected EM district / region</td>
<td></td>
</tr>
<tr>
<td>Incident type/description:</td>
<td></td>
</tr>
<tr>
<td>Incident level:</td>
<td></td>
</tr>
<tr>
<td>Date commenced:</td>
<td></td>
</tr>
<tr>
<td>Controlling Agency:</td>
<td></td>
</tr>
<tr>
<td>Commander / Incident Controller: name</td>
<td></td>
</tr>
<tr>
<td>Local government(s) affected:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional information attached? (refer to section 13 of Guide)</th>
<th>□ YES □ NO</th>
<th>Maps attached:</th>
<th>□ YES □ NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Management Team stood down (where applicable)?</td>
<td>□ YES □ NO</td>
<td>LG recovery arrangements activated?</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>Incident Support Group stood down?</td>
<td>□ YES □ NO</td>
<td>Local Recovery Coordination Group activated?</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td></td>
<td>□ N/A</td>
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</tr>
</tbody>
</table>

3. INCIDENT DESCRIPTION

Brief overview of incident:
4. **CHECKLIST OF IMPACT AREAS**

Tick all items where there are known, emerging or anticipated areas of impact. Details of all ticked items must be included on the following pages.

<table>
<thead>
<tr>
<th>SOCIAL ENVIRONMENT</th>
<th>NATURAL ENVIRONMENT</th>
<th>ECONOMIC ENVIRONMENT</th>
<th>BUILT ENVIRONMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Deaths</td>
<td>☐ Water catchments</td>
<td>☐ Agriculture / horticulture / vineyards incl. livestock</td>
<td>☐ Buildings</td>
</tr>
<tr>
<td>☐ People unaccounted for</td>
<td>☐ Wetlands</td>
<td>☐ Fisheries</td>
<td>☐ Residential properties</td>
</tr>
<tr>
<td>☐ People isolated</td>
<td>☐ Coastline</td>
<td>☐ Forestry / forest products</td>
<td>☐ Water tanks / contamination</td>
</tr>
<tr>
<td>☐ People evacuated</td>
<td>☐ Marine areas</td>
<td>☐ Commercial / industrial / retail buildings</td>
<td>☐ Community buildings</td>
</tr>
<tr>
<td>☐ Cultural heritage impacts</td>
<td></td>
<td>☐ Mining / industrial</td>
<td>☐ Emergency service buildings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Retail incl. food suppliers, banking services</td>
<td>☐ Residential group homes / aged care homes</td>
</tr>
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<td></td>
<td></td>
<td>☐ Other large employers</td>
<td>☐ Correction centres / prisons</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Childcare centres</td>
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<td></td>
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<td></td>
<td>☐ Schools</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Training centres / universities</td>
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<td>☐ Local government offices</td>
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<td>☐ Other buildings</td>
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<td>☐ Other</td>
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<tr>
<td>☐ Vulnerable people needing assistance</td>
<td>☐ Threatened or iconic species</td>
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<td>☐ Injuries</td>
<td>☐ Wildlife</td>
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<tr>
<td>☐ Disease, illness or contamination</td>
<td>☐ Other</td>
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<tr>
<td>☐ Significant issues with pets / assistance animals</td>
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<td>☐ People isolated</td>
<td>☐ Water catchments</td>
<td>☐ Agriculture / horticulture / vineyards incl. livestock</td>
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<td>☐ Other</td>
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</tbody>
</table>
5. SUMMARY OF KNOWN, EMERGING OR ANTICIPATED IMPACTS

* Refer to Section 5 of the Impact Statement Guide for help with completing this section.

<table>
<thead>
<tr>
<th>Social environment:</th>
<th>Responsible Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Natural environment:</th>
<th>Responsible Agency</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Economic environment:</th>
<th>Responsible Agency</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Built environment:</th>
<th>Responsible Agency</th>
</tr>
</thead>
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</table>
6. EMERGING RISKS

* Refer to Section 6 of the Impact Statement Guide for help with completing this section.

Overview:

7. POLITICAL AND LEGAL MATTERS FOR CONSIDERATION

* Refer to Section 7 of the Impact Statement Guide for help with completing this section.

Overview:
8. **RISK ASSESSMENT SUMMARY**

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment. This list is not exhaustive and some risks may have existed before the emergency. Care should be taken to continually assess residual and new risks and develop appropriate strategies for their management. These should be communicated to the affected community where appropriate.

*To complete this section, refer to Risk Assessment process, matrix and description in the Impact Statement Guide Section 8.*

<table>
<thead>
<tr>
<th>Risk</th>
<th>Description</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Level of Risk</th>
<th>Responsible Agency</th>
<th>Treatments/Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Asbestos</td>
<td>e.g. Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and/or members of community may handle disposal of asbestos incorrectly</td>
<td>Likely</td>
<td>Major</td>
<td>Extreme</td>
<td>DWER</td>
<td>Explain actions underway, planned and needed</td>
</tr>
<tr>
<td>e.g. Fatigue of LG staff</td>
<td>e.g. majority of LG staff have either been directly impacted or involved in responding to the emergency. Risk of staff fatigue, which will impact LG ability to function and recover</td>
<td>Almost certain</td>
<td>Major</td>
<td>Extreme</td>
<td>Local government</td>
<td>Explain actions underway, planned and needed</td>
</tr>
</tbody>
</table>

☐ Alternate Risk Assessment matrix attached.
9. COMMUNICATION AND MEDIA OFFICERS – CONTACT DETAILS

* May be referred to as Public Information Officers in some instances

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Email</th>
<th>Mobile</th>
<th>Alt. phone</th>
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</thead>
<tbody>
<tr>
<td>Controlling agency (if not DFES) &lt;insert org name&gt;</td>
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<td>DFES</td>
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<tr>
<td>Local government</td>
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<tr>
<td>Local media</td>
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<tr>
<td>Other &lt;insert org name&gt;</td>
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* Add rows as needed.
10. CONTRIBUTING AGENCIES

This Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel. Include details for all agencies that need to, or have contributed to the compilation of this Impact Statement.

<table>
<thead>
<tr>
<th>Organisation / agency</th>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
<th>Contact made?</th>
<th>Info rec’d?</th>
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</thead>
<tbody>
<tr>
<td>☐ Aqwest (water supplier in Bunbury)</td>
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<tr>
<td>☐ Assoc. of Independent Schools of WA</td>
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<td>☐ ATCO Gas</td>
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<td>☐ Australian Red Cross</td>
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<td>☐ Arc Infrastructure</td>
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<tr>
<td>☐ Busselton Water</td>
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<td></td>
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</tr>
<tr>
<td>☐ Catholic Education WA</td>
<td></td>
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</tr>
<tr>
<td>☐ Dampier Bunbury Pipeline (gas)</td>
<td></td>
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</tr>
<tr>
<td>☐ Dept of Primary Industry &amp; Regional Dev.</td>
<td></td>
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</tr>
<tr>
<td>☐ Dept of Communities</td>
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</tr>
<tr>
<td>☐ Dept of Defence</td>
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<tr>
<td>☐ Dept of Education</td>
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</tr>
<tr>
<td>☐ Dept of Water and Environmental Regulation</td>
<td></td>
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</tr>
<tr>
<td>☐ Dept of Fire and Emergency Services</td>
<td></td>
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</tr>
<tr>
<td>☐ Dept of Health</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>☐ Dept of Biodiversity, Conserv. &amp; Attractions</td>
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<tr>
<td>☐ Dept of Planning, Lands &amp; Heritage</td>
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</tr>
<tr>
<td>☐ Dept of Transport Marine Safety</td>
<td></td>
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</tr>
<tr>
<td>☐ Horizon Power</td>
<td></td>
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</tr>
<tr>
<td>☐ Local government (specify)</td>
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</table>
# Impact Statement Template

<table>
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<tr>
<th>Organisation / agency</th>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
<th>Contact made?</th>
<th>Info rec’d?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Recovery Coordination Group</td>
<td>☐</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Main Roads WA</td>
<td>☐</td>
<td></td>
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</tr>
<tr>
<td>NBN Co.</td>
<td>☐</td>
<td></td>
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<tr>
<td>Public Transport Authority</td>
<td>☐</td>
<td></td>
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</tr>
<tr>
<td>Telstra</td>
<td>☐</td>
<td></td>
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<tr>
<td>Verve Energy</td>
<td>☐</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>WA Housing Authority</td>
<td>☐</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>WA Police Force</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Corporation</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Power</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add others as needed</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g. community groups</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g. other service providers</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For level 2 incidents with no significant recovery impacts, no further Impact Statement information is required.
To make this determination, consultation with the State Recovery Coordinator, local government(s) and Incident Controller is required.

For all other level 2 and level 3 incidents, the information on the following pages MUST be compiled.
11. IMPACT STATEMENT

Where necessary, use the **Agency contributions template** to source relevant information from contributing agencies. This table template can be found in section 13.3.2 of the Impact Statement Guide.

### 11.1 SOCIAL ENVIRONMENT

*For help with completing this section, refer to the Guide Section 11: Impact Statement (11.1 Social environment).*

Ensure that all ticked items from the checklist in Section 4: Social impacts, are transferred to this table. Add more rows as required.

<table>
<thead>
<tr>
<th>Category (from checklist)</th>
<th>Agency/ Source</th>
<th>Key contact: Name, position, email, phone, mobile.</th>
<th>Impact: what has happened and what are the implications?</th>
<th>Current status: what is happening now, who is managing it and how long for?</th>
<th>Next steps: what needs to happen next, who will be involved and how long for?</th>
<th>Related attachment(s)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home and Community Care</td>
<td>Dept of Health/HACC Agency</td>
<td>xxxxx</td>
<td>Identified that there are 15 clients still in their homes that are ageing in place and have disabilities that will not receive their Home Care Assistance</td>
<td>Dept. of Health/LG to liaise with DFES to gain restricted access permits for service providers</td>
<td>Consider relocation of clients, and level of care required</td>
<td>☐</td>
</tr>
</tbody>
</table>

☐ Additional information on completed actions is attached to this document.
### 11.2 NATURAL ENVIRONMENT

*For help with completing this section, refer to the Guide Section 11: Impact Statement (11.2 Natural environment).

Ensure that all ticked items from the checklist in Section 4: Natural impacts, are transferred to this table. Add more rows as required.

<table>
<thead>
<tr>
<th>Category (from checklist)</th>
<th>Agency/Source</th>
<th>Key contact: Name, position, email, phone, mobile.</th>
<th>Impact: what has happened and what are the implications?</th>
<th>Current status: what is happening now, who is managing it and how long for?</th>
<th>Next steps: what needs to happen next, who will be involved and how long for?</th>
<th>Related attachment(s)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserves and Parks</td>
<td>DBCA/LG</td>
<td></td>
<td>The closure of the parks in the impacted area will have an impact on a planned Scout jamboree</td>
<td>The park has been severely damaged by the fire with loss to the campsites and camp kitchens. DBCA to liaise with Scouts WA to advise of the impact to the park</td>
<td>DBCA/LG communication will need to extend to the public of the impact to the Park and period of closure.</td>
<td>☐</td>
</tr>
</tbody>
</table>

☐ Additional information on completed actions is attached to this document.
### 11.3 ECONOMIC ENVIRONMENT

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.3 Economic environment).

Ensure that all ticked items from the checklist in Section 4: Economic impacts, are transferred to this table. Add more rows as required.

<table>
<thead>
<tr>
<th>Category (from checklist)</th>
<th>Agency/Source</th>
<th>Key contact: Name, position, email, phone, mobile.</th>
<th>Impact: what has happened and what are the implications?</th>
<th>Current status: what is happening now, who is managing it and how long for?</th>
<th>Next steps: what needs to happen next, who will be involved and how long for?</th>
<th>Related attachment(s)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other large employers</td>
<td>DPIRD/DWER</td>
<td>Bannister Downs Dairy requires continued accessibility to the Dairy to transport dairy supplies and access for workers to the dairy. Lack of access will have a detrimental impact in terms of loss of produce and supplies to retailers.</td>
<td>DWER is working with Bannister Downs to arrange for appropriate disposal of spoilt milk. DPIRD is liaising with DFES to provide restricted access permits for the trucks and workers to access the dairy.</td>
<td>Until the area is declared safe restricted access permits will remain in place. DPIRD and DWER will continue to provide advice to the Dairy.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

☐ Additional information on completed actions is attached to this document.
### 11.4 BUILT ENVIRONMENT

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.4 Built environment).

Ensure that all ticked items from the checklist in Section 4: Built impacts, are transferred to this table. Add more rows as required.

<table>
<thead>
<tr>
<th>Category (from checklist)</th>
<th>Agency/Source</th>
<th>Key contact: Name, position, email, phone, mobile.</th>
<th>Impact: what has happened and what are the implications?</th>
<th>Current status: what is happening now, who is managing it and how long for?</th>
<th>Next steps: what needs to happen next, who will be involved and how long for?</th>
<th>Related attachment(s)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water tanks contamination</td>
<td>Watercorp DWER</td>
<td></td>
<td>Due to the use of firefighting foam rain water tanks in the impacted area may be contaminated.</td>
<td>DWER/Watercorp to advise residents of how to dispose of contaminated water and how to clean their tanks. Potable water to be provided to impacted residents</td>
<td>Communication to impacted residents of where potable water can be accessed and fact sheets on contamination</td>
<td>☐</td>
</tr>
</tbody>
</table>

☐ Additional information on completed actions is attached to this document.

**NOTE:**

- Details of all Rapid Damage Assessments should be attached to this document as applicable. Include maps and photographs as appropriate.
12. NIAM INDICATORS

National Impact Assessment Model indicators are used by the State to negotiate disaster relief funding with the Commonwealth. Complete this table using data captured above.

<table>
<thead>
<tr>
<th>No.</th>
<th>Impact Indicator</th>
<th>Measure</th>
<th># or %</th>
<th>Social</th>
<th>Built</th>
<th>Economic</th>
<th>Natural</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>INDIVIDUALS</td>
<td># In evacuation centres</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td># Injured</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td># Fatalities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td># Unaccounted for</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td># Isolated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>RESIDENTIAL PROPERTIES</td>
<td># Destroyed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td># Damaged</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>EMERGENCY SERVICES</td>
<td># Destroyed</td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Police, fire, ambulance, aviation, other</td>
<td># Damaged</td>
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<tr>
<td>10</td>
<td>HOSPITALS &amp; PRIMARY HEALTH CARE FACILITIES</td>
<td>% Destroyed</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>% Hospital functional</td>
<td></td>
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<td>12</td>
<td>EDUCATIONAL FACILITIES</td>
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<tr>
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<td>Schools, training centres, universities, child care centres</td>
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<td>16</td>
<td>Incl. prisons</td>
<td># Damaged</td>
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<tr>
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<td>OTHER – RESIDENTIAL GROUP HOME, AGED CARE FACILITIES</td>
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<tr>
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<tr>
<td>19</td>
<td>OTHER BUILDINGS</td>
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<tr>
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</tr>
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<td>BUSINESS BUILDINGS</td>
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<tr>
<td>22</td>
<td>Incl. commercial and industrial</td>
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<tr>
<td>23</td>
<td>(excludes rural)</td>
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<tr>
<td>25</td>
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<tr>
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<td>STOCK LOSSES</td>
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<tr>
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<tr>
<td>28</td>
<td>AGRICULTURAL LAND</td>
<td>Ha Destroyed</td>
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<td></td>
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</tr>
<tr>
<td>29</td>
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<td>AGRICULTURAL PRODUCTION</td>
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<td>AIRPORTS / HELIPORTS</td>
<td>% Functional</td>
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</tr>
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<td>32</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td># Destroyed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>ROADS / BRIDGES</td>
<td># Main roads closed</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>35</td>
<td></td>
<td># Other roads closed</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>36</td>
<td>PORT</td>
<td># Facility destroyed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td># Facility damaged</td>
<td></td>
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<tr>
<td>38</td>
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<td># Ships impacted</td>
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<td>39</td>
<td>RAILWAY</td>
<td># Passenger lines closed</td>
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<td></td>
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</tr>
<tr>
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<td></td>
<td># Freight lines closed</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>41</td>
<td>TELECOMMUNICATIONS</td>
<td># Customers impacted</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>42</td>
<td>GAS</td>
<td># Customers impacted</td>
<td></td>
<td></td>
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</tr>
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<td>43</td>
<td>ELECTRICITY</td>
<td># Customers impacted</td>
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<tr>
<td>44</td>
<td>SEWAGE</td>
<td># Customers impacted</td>
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</tr>
<tr>
<td>45</td>
<td>WATER – POTABLE SUPPLY</td>
<td># Customers impacted</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>46</td>
<td>WATER – CATCHMENTS</td>
<td>km² contaminated</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>NATIONAL PARKS</td>
<td>Ha affected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>ANIMAL WELFARE</td>
<td># Injured</td>
<td></td>
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</tr>
<tr>
<td>49</td>
<td>COASTLINE AFFECTED</td>
<td>km affected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>MARINE AREA AFFECTED</td>
<td>Km² affected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13. LIST OF ATTACHMENTS

List all attachments to this Impact Statement

<table>
<thead>
<tr>
<th>Attachment No.</th>
<th>Title &amp; description (e.g. map, report, photo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transfer of Control (signed) – bushfire only</td>
</tr>
<tr>
<td>2</td>
<td>Rapid Damage Assessment report (DFES hazards only) including maps and photos</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM OF UNDERSTANDING

Australian Red Cross Society ABN 50 169 561 394

and

Shire of Augusta Margaret River ABN 13 643 296 019

1 Purpose

This Memorandum of Understanding (MOU) outlines a collaboration between Australian Red Cross Society (Red Cross) and the Shire of Augusta Margaret River (Shire). This document represents an agreement to guide collaboration between the two parties, recognising the expertise of Red Cross and the Shire. It recognises the long relationship which has developed between the two parties since 2011. The purpose of this MOU is to clarify the means by which Red Cross may work with the Shire to assist the communities within the Shire to prepare for and deal with the human impacts arising from emergency events, so that:

a) the Shire may have a clear understanding of accessible Red Cross services;

b) respective roles and responsibilities are identified;

c) stakeholders have a clear understanding of how Shire and Red Cross work together in the provision of recovery services.

While the parties intend to co-operate in good faith under this MOU, they do not intend the terms of this MOU to be legally binding.

2 Red Cross

Red Cross is dedicated to the provision of humanitarian assistance to reduce the psychosocial impact of emergencies on people and communities. Activities to address such impacts generally fall under the label of Social Recovery, and may apply from pre-event preparedness through to immediate post event relief services and the longer term restoration of individual and community wide function via recovery support.

Red Cross emergency services which may be accessible by the Shire include:

(a) Local, Regional, State wide and national volunteer workforces trained in the provision of Psychological First Aid to provide psychosocial support in a range of settings, including:
   - evacuation/relief centres
   - recovery centres
   - outreach services (immediate, short, medium and long term)
   - Community events (including anniversaries)

(b) Professional community recovery advice and expertise backed by a national network of Emergency Services professionals and the International Federation of Red Cross and Red Crescent Societies;

(c) Operation of the Register.Find.Reunite. system (as per the State Welfare arrangements)

(d) Local representation on the Local Emergency Management Committees and Local Recovery Coordination groups (when established)
(e) Provision of Preparedness and Recovery support materials (if required)

(f) professional development opportunities for emergency management practitioners through a national program of training advice and provision including, but not limited to:

- Communicating in Recovery,
- Psychological First Aid,
- Community Recovery and Outreach delivery

3 Shire of Augusta-Margaret River

(a) The commitment to this MOU agreement should be reflected in the Local Emergency Management Arrangements of the Shire.

(b) The commitment to this MOU agreement should be reflected in the membership of Local Emergency Management Committees and Recovery groups

4. Cooperation

Under this MOU:

(a) The parties will retain command of and responsibility for their respective resources in the delivery of any services outlined in this agreement;

(b) The parties will retain financial responsibility for their own activities unless otherwise specified.

4 Commencement and Review

This MOU will commence on [....] and will, unless terminated by either party before then continue for [insert term]. The MOU is to be reviewed annually by both parties.

5 Termination

Either party reserves the right to terminate this MOU at any time on giving the other 30 days’ written notice in writing to that effect.

6 Key Contacts

Red Cross

Name: [insert]
Address: [insert]
Email: [insert]
Phone: [insert]

Shire of Augusta Margaret River

Name: [insert]
Address: [insert]
Email: [insert]
Phone: [insert]
Signed on behalf of Australian Red Cross Society  
Print Name: ______________________________________  
Position: _________________________________________  

Signed on behalf of [insert full legal name of organisation]  
Print Name: ______________________________________  
Position: _________________________________________  

Witnessed by ____________________________________  
Print Name: _____________________________________  
Position: ________________________________________