

CITY OF
BUNBURY

**BUNBURY EMERGENCY
MANAGEMENT
ARRANGEMENTS
2025-2030**

Directory Redacted Version



CONTENTS

CONTENTS	1
ADMINISTRATION	4
1.1 ENDORSEMENT OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	4
1.2 DISTRIBUTION	5
<i>Full Unrestricted Version</i>	<i>5</i>
<i>Public Access Restricted Version</i>	<i>5</i>
1.3 DOCUMENT AVAILABILITY	5
1.4 AMENDMENT RECORD	6
1.5 GLOSSARY OF TERMS AND ACRONYMS	7
1.6 RELATED DOCUMENTS & ARRANGEMENTS	7
1.6.1 <i>State Emergency Management Plans</i>	<i>7</i>
1.6.2 <i>Local Emergency Management Plans</i>	<i>8</i>
1.6.3 <i>Other Related Documents</i>	<i>8</i>
1.7 LOCAL EMERGENCY MANAGEMENT POLICIES	8
1.8 AGREEMENTS UNDERSTANDINGS AND COMMITMENTS	9
1.8.1 <i>South West Mutal Aid Agreement</i>	<i>9</i>
1.9 SPECIAL CONSIDERATIONS.....	10
BUNBURY OVERVIEW.....	11
2.1 AREA COVERED	11
2.2 HISTORY AND CULTURE	11
2.3 REGIONAL SUMMARY	ERROR! BOOKMARK NOT DEFINED.
2.4 CLIMATE	12
2.4.1 <i>Climate Change Issues.....</i>	<i>12</i>
2.5 TOPOGRAPHY.....	13
2.6 ECONOMIC PROFILE	13
2.7 CRITICAL INFRASTRUCTURE.....	13
2.7.1 <i>Electrical Supply</i>	<i>13</i>
2.7.2 <i>Gas Supply.....</i>	<i>13</i>
2.7.3 <i>Sewerage System</i>	<i>13</i>
2.7.2 <i>Water Supply.....</i>	<i>13</i>
2.7.5 <i>Medical Facility</i>	<i>14</i>
2.7.6 <i>Airport Facilities</i>	<i>14</i>
2.7.3 <i>Communications.....</i>	<i>14</i>
2.7.4 <i>Public Facilities</i>	<i>14</i>
2.7.5 <i>Emergency Services.....</i>	<i>15</i>
EMERGENCY MANAGEMENT PLANNING	16
3.1 AIM AND PURPOSE	16

3.2	OBJECTIVES	16
3.3	SCOPE	17
3.4	ROLES AND RESPONSIBILITIES	17
3.5	RESOURCES	17
3.6	LOCAL MUTUAL AID	17
3.7	FINANCIAL ARRANGEMENTS	18
3.7.1	<i>Authority to Incur Expense</i>	18
3.7.2	<i>Response</i>	18
3.7.3	<i>DRFAWA</i>	18
LOCAL EMERGENCY MANAGEMENT COMMITTEE.....		19
4.1	INTRODUCTION	19
4.2	LEMC ROLE	19
4.3	LEMC PROCEDURES.....	20
4.4	LEMC MEMBERSHIP.....	20
4.4.1	<i>LEMC Members</i>	21
4.5	LEMC REPORTING.....	22
4.5.1	<i>Annual Reporting</i>	22
4.5.2	<i>Preparedness Reporting</i>	22
MANAGING RISK.....		23
5.1	EMERGENCY RISK MANAGEMENT.....	23
5.2	RISKS IDENTIFIED	23
5.3	RISK REGISTER	24
RESPONSE & COORDINATION EMERGENCY OPERATIONS		25
6.1	ACTIVATION OF LOCAL ARRANGEMENTS.....	25
6.2	INCIDENT SUPPORT GROUP	25
6.2.1	<i>Triggers for Incident Support Group</i>	26
6.2.2	<i>Incident Support Group Membership</i>	26
6.2.3	<i>Incident Support Group Meeting Location and Frequency</i>	26
6.3	EMERGENCY COORDINATION CENTRE	27
6.4	STATE OF EMERGENCY.....	27
MEDIA MANAGEMENT & PUBLIC INFORMATION		30
7.1	PUBLIC WARNING SYSTEMS	30
7.1.1	<i>Local Government Communication Systems</i>	30
7.1.2	<i>Standard Emergency Warning Signal</i>	31
7.1.3	<i>Emergency Alert System</i>	31
7.1.4	<i>DFES Public Information Line</i>	31
7.1.5	<i>Additional Information Outlets</i>	32
EVACUATION		33
8.1	EVACUATION MANAGEMENT	33
8.1.1	<i>Decision</i>	33
8.1.2	<i>Timelines</i>	34

8.1.3 *Combat Agency for Evacuation*..... 34

8.1.4 *Evacuation Centres*..... 34

8.2 AT-RISK PERSONS AND GROUPS..... 35

8.3 EVACUATION ROUTES..... 35

8.4 ISOLATION AND QUARANTINE 35

8.5 RETURN 36

EMERGENCY RELIEF AND SUPPORT..... 37

9.1 DEPT OF COMMUNITIES EVACUATION CENTRE COORDINATOR 37

9.2 LOCAL RECOVERY COORDINATOR 37

9.3 REGISTER FIND REUNITE 37

9.4 EVACUATION CENTRES..... 38

 9.4.1 *Animals (including assistance animals)*..... 38

RECOVERY 39

EXERCISING REVIEW & TESTING 40

11.1 EXERCISING 40

 11.1.1 *Exercise Frequency*..... 40

 11.1.2 *Exercise Reporting*..... 40

11.2 REVIEW OF LEMA 40

APPENDICES 40

1. Glossary of Terms and Acronyms	5. Higher Risk Persons and Groups Emergency Plan	9. Specialty Maps
2. Roles and Responsibilities	6. CoB LEMC Terms of Reference ToR	10. MOU - SWZ-WALGA for the Provision of Mutual Aid
3. Bushfire Risk Management Plan	7. Animal Welfare in Emergencies Plan	
4. Emergency Contacts and Resources Directory - Redacted	8. Templates – a. Sitrep, b. Media Guide, c. LEMC Extraordinary Meeting Agenda	

ADMINISTRATION



1.1 Endorsement of Local Emergency Management Arrangements

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

_____ Date: _____
Chief Executive Officer
City of Bunbury

_____ Date: _____
Officer in Charge
Deputy Chairperson - Local Emergency Management Committee
Bunbury WA Police

_____ Date: _____
Executive Officer - Local Emergency Management Committee
City of Bunbury

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

© City of Bunbury 2024



1.2 Distribution

Full Unrestricted Version

LEMC Member Organisations	25
Office of the Chief Executive Officer (CEO)	1
Office of the Mayor	1
Elected Members (Council)	1
Director - Corporate and Community	4
Director - Infrastructure	2
Director - Sustainable Development	3
Team Leader – Rangers and Emergency Management	2
Manager Communications and Place Activation	1
WA Police – SW District Office	1
SEMC – Business Unit (Perth)	1
Department of Fire and Emergency Services (DFES) - SW Regional Office	1
Department of Fire and Emergency Services (DFES) - Lower SW Regional Office	1

Public Access Restricted Version

City of Bunbury Administration Offices – Front Counter/Reception
City of Bunbury Libraries
City of Bunbury Website: www.bunbury.wa.gov.au



1.3 Document Availability

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

- Hardcopy:** City of Bunbury
4 Stephen Street, Bunbury *(During normal business hours)*
- Online:** City of Bunbury website: www.bunbury.wa.gov.au



1.4 Amendment Record

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

Feedback can include:

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

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

Chief Executive Officer
City of Bunbury
4 Stephen Street
BUNBURY WA 6230
Ph: (08) 9792 7000
Email: info@bunbury.wa.gov.au

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

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
No	Date		
1	March 2005	Complete Plan Review	LRW
2	August 2006	Plan review, update emergency contact lists	LRW
3	January 2008	Plan review, update emergency contacts, add response items, add risk updates, add new layers to mapping	LRW
4	March 2009	Plan review, update emergency contacts, add response items, add risk updates, re-format in line with DEMC EM Arrangements, review trigger activations, include IMG and structure info.	LRW
5	February 2010	Update emergency contacts list	PAN
6	November 2010	Update and Distribute Emergency Contact and Resource Directory	PAN/MAH
7	May 2011	Update formatting and review terminology and procedure changes	LRW

8	May 2014	Complete plan review	CW ESM/EJH
9	May 2019	Complete plan review – Draft to LEMC	CW ESM
10	November 2019	Shark Hazard Threat Plan and CoB Guidelines added to General Plan	PH
11	November 2019	Amendments resulting from feedback SEMC DA	CW
12	April 2020	Amended General Plan -DEMA and DEMS DoC	PH
13	May 2022	Amended role titles and contacts lists. Updated Shark hazard Plan	MA, CG
14	June 2024	Full Review, redeveloped, redesigned, updated policy and procedures legislation	MA, CG, LRW



1.5 Glossary of Terms and Acronyms

Refer *Appendix 1*.



1.6 Related Documents & Arrangements

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

1.6.1 State Emergency Management Plans

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

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

1.6.2 Local Emergency Management Plans

The following emergency management plans support the City of Bunbury Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with the arrangements contained within this document. These include:

- City of Bunbury Local Recovery Plan
- City of Bunbury Bushfire Risk Management Plan
- City of Bunbury Business Continuity Plan
- City of Bunbury Crisis Communication Plan
- City of Bunbury Coastal Hazard Risk Management and Adaptation Plan
- City of Bunbury Community Health and Wellness Plan
- City of Bunbury Emergency Plan (Airport)
- City of Bunbury Risk Management Framework
- Department of Communities Local Emergency Relief and Support Plan

1.6.3 Other Related Documents

- The WA Government Pandemic Plan
- The City of Bunbury Community Safety and Crime Prevention Plan
- The City of Bunbury Sustainability and Environmental Strategy Action Plan
- The City of Bunbury Disability and Access Inclusion Plan



1.7 Local Emergency Management Policies

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

- Bushfire Inspection and Mitigation Council Policy
- Climate Change Council Policy
- Disability and Access Inclusion Policy
- Disaster Relief Reserve Fund Council Policy
- Risk Management Council Policy



1.8 Agreements Understandings and Commitments

1.8.1 South West Mutual Aid Agreement

The City of Bunbury, through its LEMC and in conjunction with 11 other Local Governments in the Member Councils of the South West Zone Western Australian Local Government Association signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery.

The purpose of this memorandum is to:

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

Local governments that are signatories to this agreement

Shire of Augusta-Margaret River	Shire of Collie
Shire of Boyup Brook	Shire of Dardanup
Shire of Bridgetown-Greenbushes	Shire of Donnybrook-Balingup
City of Bunbury	Shire of Harvey
City of Busselton	Shire of Manjimup
Shire of Capel	Shire of Nannup

See Appendix 10.



1.9 Special Considerations

The City of Bunbury has a number of special considerations, which may contribute to the likelihood or severity of an emergency.

Consideration	Season
Bush Fire Season and Heatwave	November - May
Storm Season <ul style="list-style-type: none"> ○ Severe weather, Storms, Tornado ○ Tsunami ○ Flooding 	May - September
Disease <ul style="list-style-type: none"> ○ Pandemic, Human Epidemic ○ Biosecurity, Animal or Plant Disease 	Year Round
Hostile Act <ul style="list-style-type: none"> ○ Terrorism ○ Bomb Scare 	Australian National Security website will provide data on current threat level
Public Events: <ul style="list-style-type: none"> ○ Australia Day ○ ANZAC Day ○ Christmas in the City 	26 January 25 April December

2 BUNBURY OVERVIEW



2.1 Area Covered

The area covered by this Plan is the geographic area covered by the City of Bunbury under the Local Government Act (1995). The City of Bunbury occupies 65.7 square kilometres (km) on the swan coastal plain, 180 km south of Perth.

The City of Bunbury is the largest regional local government area outside Metropolitan Perth, Western Australia and is one of the fastest growing regional centres in Australia.



2.2 History and Culture

Bunbury was declared a town by Governor Stirling, in 1841. Officially a City since 1979, Bunbury is now the main regional centre in the South West of Western Australia and the state's third largest

city. Bunbury is a Port City and has the largest land holding of any port in Australia and capacity for significant organic growth. Exports include alumina, woodchips, mineral sands, spodumene and silica sand and imports include caustic soda and mineral sands.

Bunbury is a place of cultural significance for the Wardandi Noongar people who have lived in the South West for over 45,000 years.



2.3 Regional Summary

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

Population Description	32,987
Estimated resident population (no.)	34,768
Estimated resident Aboriginal and Torres Strait Islander population (no.)	1,858
Working age population (aged 15-64 years) (%)	62.4
Children enrolled in a preschool or preschool program (no.)	388
Total number of Residential properties (RN)	14,185
Total number of Businesses	2,871
Industrial (II) and Commercial Mixed Business (C / MB)	649 and 500
Vacant Land Non-Residential (NV)	162
Sporting (SS)	28



2.4 Climate

The climate of the South West Region is described as a typically mid Mediterranean. The average annual temperature ranges from 27.6 C in summer to 17.1 C in winter (SWC 2006 online).

The average annual rainfall for the City is 734 mm and over the last 20 years the City has experienced below average rainfall (*Sustainability Strategy for Bunbury 2003*), which is considered to be consistent with the global occurrence of climate change.

2.4.1 Climate Change Issues

In the last 50 years around the globe, climate change has been characterised by increasing temperatures in both the atmosphere and oceans (*Indian Ocean Climate Initiative (IOCI) 2006*).

Climate change has been acknowledged to be affecting the climate and environment in Australia. The average temperate in Australia has increased by about 2°C from the mid-20th century, while heat waves have increased in occurrence and cold days and frosts have declined. In the last 50 years, the northwest of the State has experienced increased rainfall, while the far southwest has experienced a decline in rainfall (*Bureau of Meteorology 2006*).

It is the sudden decrease in rainfall, recorded since the mid 1970's, that is considered to be the most detrimental weather change to the southwest region. Other changes include rising sea levels and changing ocean circulation and associated impacts, such as changing river flows, groundwater, salinity and estuarine conditions (*IOCI 2006*).

It is considered that this trend toward climate change is expected to continue and in spite of even the lowest greenhouse gas predictions, the south west is expected to be drier and warmer (*IOCI 2006*).

There is concern that public awareness in this State of climate change and its implications is inadequate. It is noted that "...observed changes of recent decades (whatever that causes) need an informed response in many decisions of our community and individuals..." (*IOCI 2003*).

These implications significantly affect emergency management, seeing longer drier periods of summer drought supporting increased fire activity, heat wave effects and increased demand on utilities. The unsettling effects of climate change has also been suggested for increased localised flooding, severe storms and cool season tornados experienced in the greater Bunbury area. Rising sea levels is a further issue that will have implications on Bunbury as a coastal City, into the future.



2.5 Topography

The City of Bunbury geography is low lying, gently undulating, to flat. It is bounded inland by the Shires of Harvey, Dardanup and Capel and the Indian Ocean on the west.

Bunbury Port, within the City area, is a major seaport which sits adjacent the entrance to Leschenault inlet, a major recreational waterway fed by the Preston and Collie rivers.



2.6 Economic Profile

Bunbury is a regional administration, business, entertainment and health centre, supporting extensive industry, mining, educational and tourist facilities.

Bunbury is a destination for major road and rail arteries from Perth and other regional locations, which are used extensively for transport of raw materials, goods and people. Bunbury Port is an industrial/primary produce port with export activity of around 1,250,000 tonnes per month, while Bunbury Airport is used for light/medium commercial and recreational aircraft.



2.7 Critical Infrastructure

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

2.7.1 *Electrical Supply*

The electrical supply is provided by Western Power 440/240 AC.

2.7.2 *Gas Supply*

ATCO Gas Australia provides natural gas to households and businesses via underground pipelines to the suburbs of Bunbury as per ATCO [Map](#).

2.7.3 *Sewerage System*

Bunbury has deep sewage which is managed by the Water Corporation. Note, some older Bunbury properties are still using septic systems.

2.7.2 *Water Supply*

Aqwest provides drinking water to about 18,000 properties in the City of Bunbury and surrounding areas - See [map](#) of Aqwest Services.

2.7.5 Medical Facility

The South West Health Campus (Bunbury Hospital) is located on the corner of Robertson Drive and Bussell Highway and is open 24/7.

2.7.6 Airport Facilities

Bunbury Airport is located 8km south east of Bunbury CBD and is owned and operated by the City of Bunbury. The facility consists of a sealed 1,015m runway (07/25) with PAL activated LED runway, 70 hangars, LAME workshops and refuelling facilities.

Emergency services include permanent RAC rescue helicopter base, seasonal Water Bomber base along with significant Royal Flying Doctor Service traffic

2.7.3 Communications

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

2.7.4 Public Facilities

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

- South West Sports Centre (Primary Evacuation Centre)
- Bunbury Visitor Centre
- Bunbury Wildlife Park
- Bunbury Regional Art Gallery
- Various Ovals and Playing Fields
- Hay Park North Pavilion

Contacts and other relevant information for listed facilities can be found in City of Bunbury's Emergency Contacts and Resources Directory – see **Appendix 4**.

2.7.5 *Emergency Services*

The following emergency services are available and resourced to assist the City of Bunbury when responding to emergency incidents.

Agency	Location	Contact
Department of Fire & Emergency Services (DFES)	South Western Hwy, Davenport	9780 1900 (Office) Reception.bunbury@dfes.wa.gov.au
Bunbury Fire Station	262 Bussell Hwy, Bunbury	000 (Emergency) 9796 3422
Bunbury Volunteer Fire & Rescue Service (VFRS)	4 Stokes Way, Davenport	9726 0746
Bunbury Volunteer Bushfire Brigade (BFB)	2b Halifax Drive, Davenport	0419 818 013 (Captain)
Bunbury Volunteer Marine Rescue Service (VMRS)	Casuarina Drive, Bunbury	0418 926 442 (Duty Skipper) marinerescuebunbury@outlook.com
Bunbury SES	11 Clements Street, Davenport	132 500 bunbury.ses@bigpond.com
Bunbury Police	Wittenoom Street, Bunbury	000 (Emergency) 9722 2111
South West Health Campus	Crn Robinson Drive & Bussell Hwy, Bunbury	9722 1000
Bunbury Ranger Services	4 Stephen Street, Bunbury	9792 7000 (Office) 9792 7106 (24/7)
City of Bunbury Depot (Operations)	Sutherland Way, Picton	9792 7333
St Johns Ambulance	270 Bussell Hwy, Bunbury	000 (Emergency) 9791 4999
Dept of Communities	80 Spencer Street, Bunbury	9722 5000 1800 199 008 (Crisis Care)
Salvation Army	Timperley Road, Bunbury	9791 5200

EMERGENCY MANAGEMENT PLANNING



3.1 Aim and Purpose

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

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



3.2 Objectives

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

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

Describe the emergencies likely to occur within or around Bunbury

Describe strategies and priorities for emergency management within Bunbury

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

Promote a consistent multi-agency approach with community engagement, relating to emergencies within Bunbury



3.3 Scope

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

These LEMAs only:

Apply to the area of Bunbury

Cover areas where the City of Bunbury provides support to HMAs in the event of an incident

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



3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers.



3.5 Resources

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

Refer **Appendix 4** for the City of Bunbury's Emergency Contacts and Resources Directory information (confidential) for specific details of resources available.



3.6 Local Mutual Aid

Authority to release resources to assist in other agencies will rest with the CEO (or delegate).



3.7 Financial Arrangements

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

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

3.7.1 Authority to Incur Expense

The CEO, or delegate authority (e.g. LEMC Executive Officer (EO) and/or Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the City of Bunbury, to ensure the desired level of support is achieved.

3.7.2 Response

All City of Bunbury resources are registered and identified in the Bunbury asset register located in the Emergency Contacts and Resource Directory (see [Appendix 4](#)).

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

3.7.3 DRFAWA

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and states and territories. These arrangements identify the relief and recovery assistance that the Commonwealth will contribute financially. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth.

See **stand alone** for the **CoB Local Recovery Plan** for further details.

ACTION

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE



4.1 Introduction

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

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



4.2 LEMC Role

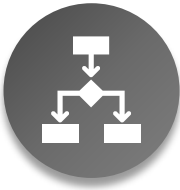
The LEMC performs a vital role when assisting the City of Bunbury and its community to be prepared for major emergencies by:

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

Providing advice to HMAs/CAs to develop localised hazard plans

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

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



4.3 LEMC procedures

The Executive Officer shall determine when the LEMC shall meet on the last Thursday of every February, May, August and November.

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

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

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.



4.4 LEMC Membership

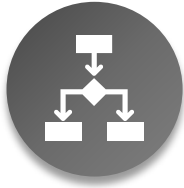
LEMC membership includes the City of Bunbury representatives and the Local Emergency Coordinator (OIC WAPOL Bunbury). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

City of Bunbury, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities visit the [Emergency Management Committee Handbook](#).

4.4.1 LEMC Members

Agency	Position	Voting
City of Bunbury	Chair – Team Leader Rangers & Emergency Management	✓
	Executive Officer (and liaison officer) – Team Leader Rangers & Emergency Management	✓
	Local Recovery Coordinator (and liaison officer) – Community Safety & Emergency Management Officer	✓
	Administration Support Officer	✓
	Team Leader Environmental Health	✓
	Mayor/ Councillor Delegates	✓
WA Police	Local Emergency Coordinator & Deputy Chair - Bunbury Police Station OIC	✓
Department of Communities	Regional Coordinator - Regional Preparedness and Coordination	✓
Department of Fire & Emergency Services	District Emergency Management Advisor	✓
Department of Fire & Emergency Services	District Officer – Emergency Management	✓
ATCO Gas	Representative	✓
Aqwest	Representative	✓
Department of Biodiversity, Conservation & Attractions	Representative	✓
Department of Primary Industries and Regional Development	Representative	✓
Department of Transport	Representative	✓
NBN Co	Representative	✓
Main Roads WA	Representative	✓
Red Cross	Representative	
Salvation Army	Representative	✓
Southern Ports Authority	Representative	✓
St John Ambulance	Representative	✓
Telstra	Representative	✓
Surf Life Saving Club	Representative	✓
WA Country Health Service (Hospital)	Representative	✓
Water Corporation	Representative	✓
Western Power	Representative	✓

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



4.5 LEMC Reporting

4.5.1 Annual Reporting

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

4.5.2 Preparedness Reporting

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



LEMC Extraordinary/Emergency Meetings

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

A LEMC Extraordinary Agenda can be viewed at **Appendix 8 (c)**.

MANAGING RISK



5.1 Emergency Risk Management

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

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

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



5.2 Risks Identified

The City of Bunbury has undertaken a risk analysis within its district using the [National Emergency Risk Assessment Guidelines](#), the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2018) Risk Management – Principles and Guidelines.



Bushfire



Flood



Severe Storms



Utility Failure



Terrorist Activity

There are 28 State Hazards in Western Australia under state emergency legislation to view State Risk Profile Fact Sheets on the above identified hazards – [click here](#)

The HMAs are responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard.

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



5.3 Risk Register

The City of Bunbury is committed to developing and implementing Local Emergency Risk Management Strategies according to their priority.

The Bunbury Emergency Risk Management Arrangements were first developed in 2004 and reviewed in 2013 to incorporate the new Risk Management Standard ISO 31000:2018 Risk Management – Principles and Guidelines and the National Emergency Risk Assessment Guidelines introduced in 2010.

To review Bunbury’s Risk Register, see the City of Bunbury Risk Management Framework.

RESPONSE & COORDINATION

EMERGENCY OPERATIONS

The Emergency Management Act 2005 allows HMAs to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard relevant to that agency. (See [State Emergency Management Plan](#) - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

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



6.1 Activation of Local Arrangements

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

COB will ensure all requested support is available to the HMA and CA

EO and LRC will advise the CEO of the need to convene the City's LRCG as necessary.

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

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



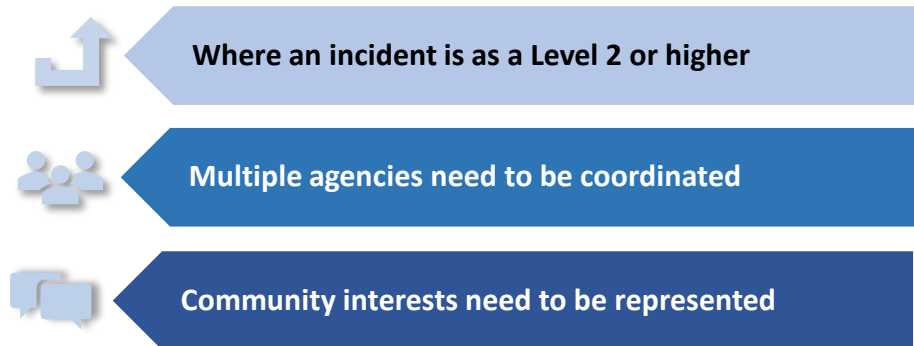
6.2 Incident Support Group

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

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

6.2.1 *Triggers for Incident Support Group*

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



6.2.2 *Incident Support Group Membership*

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

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

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

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

6.2.3 *Incident Support Group Meeting Location and Frequency*

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

The IC is responsible for the location of meetings in consultation with the City of Bunbury. The following table identifies suitable locations where ISG meetings can be held within the City. Where possible, ISG meetings may be made available virtually via an appropriate platform.



6.3 Incident Control Centre

Identified Incident Control Centres (ICC) can serve as central command centres during incidents to effectively control/coordinate incident operations. For level 2 and 3 incidents, the Incident Control Centre (ICC) for an emergency will be designated by the HMA 'Incident Controller'. Where the HMA requests an alternate location for the ICC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

PRIMARY

Venue	Address	Contact	Facilities
City of Bunbury Administration Offices	4 Stephen Street, Bunbury	9792 7000	Meeting rooms, internet, power, facilities
City of Bunbury Library	2 Parkfield St, Bunbury	9792 7000	Meeting rooms, internet, power, facilities

SECONDARY

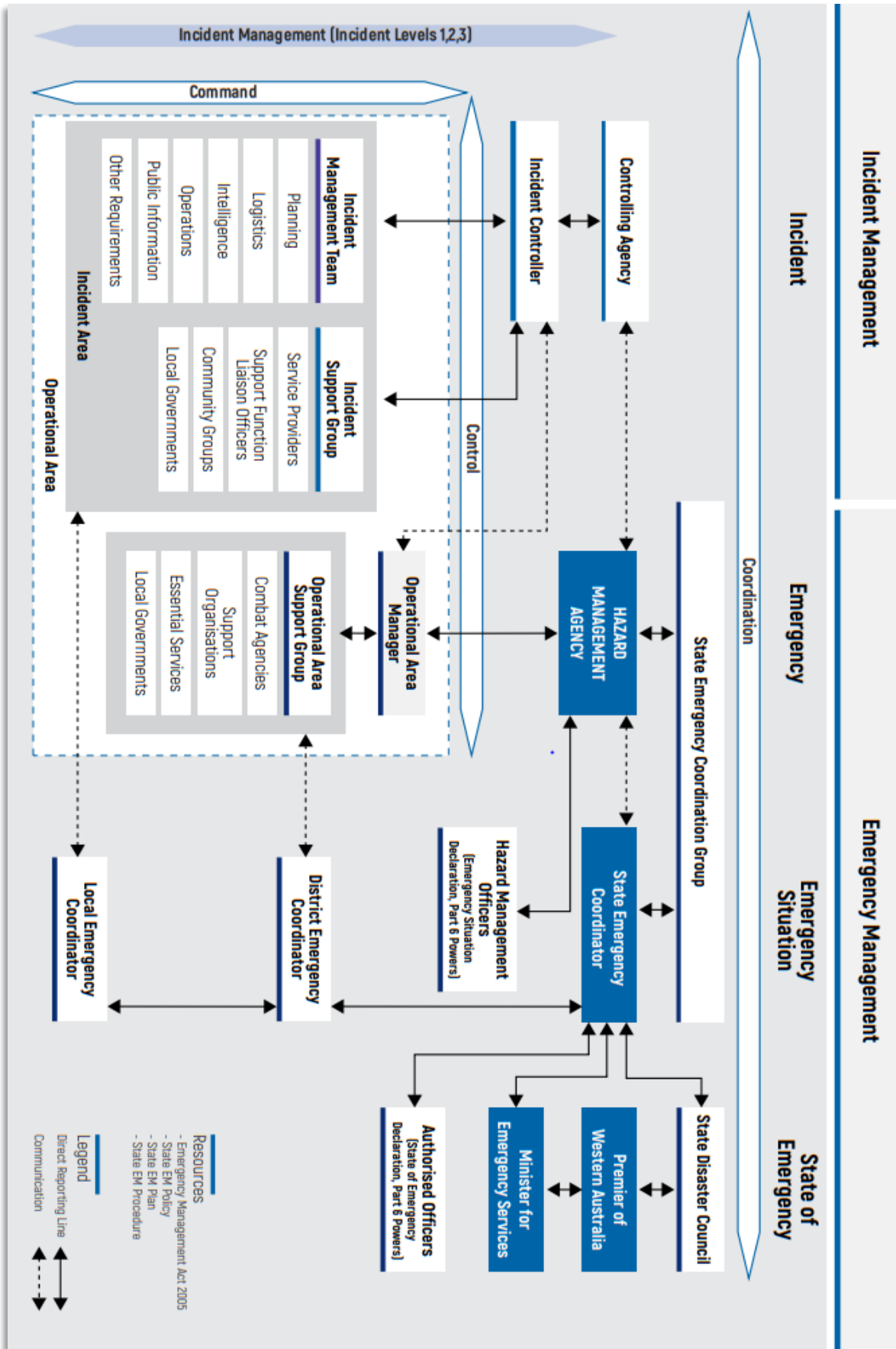
Venue	Address	Contact	Facilities
State Emergency Services (Bunbury SES)	11 Clements Street, Davenport	132 500	Meeting rooms, internet, power, facilities
City of Bunbury Depot	Sutherland Way, Picton East	9792 7333	Meeting rooms, internet, power, facilities
City of Bunbury Hay Park North Pavilion	Wallabies Way, Withers	9792 7000	Meeting rooms, power, facilities



6.4 State of Emergency

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

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



MEDIA MANAGEMENT & PUBLIC INFORMATION

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

HMA/CA's are responsible for disseminating information in the response phase of an incident.

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

HMA's will manage all media releases under [State Support Plan – Emergency Public Information](#)

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

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

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

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

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

7.1 Public Warning Systems



7.1.1 Local Government Communication Systems

The City of Bunbury has the ability to support official emergency messaging through local communication systems including:

CoB Website page	Local newsletters
CoB Facebook page	Community notice boards
Variable Message Boards	Community/Local radio stations

Any information for release to the media or public must be forwarded through the Communications Officer - Media and approved by the CEO. The CEO is the only person to make statements to the press on behalf of the City of Bunbury. The City of Bunbury’s CEO, or a delegated representative, will be the Media and Public Information Officer.

7.1.2 **Emergency Alert & Standard Emergency Warning Signal**




In some circumstances DFES may issue an Emergency Alert telephone warning. Emergency Alert is a national telephone warning system which sends voice messages to landlines and text messages to mobile phones within a defined area under immediate threat.

The Standard Emergency Warning Signal (SEWS) is a distinctive audio signal that is broadcast immediately prior to major emergency announcements on the radio, television and other public media.

For more information visit the [Warning Systems page](#).

7.1.3 **Australian Warning System**

Western Australia has joined with other states and territories to deliver nationally consistent emergency information through the implementation of the Australian Warning System.

		
<p>ADVICE</p> <p>A fire has started but there is no immediate threat to lives or homes.</p> <p>Be aware and keep up to date.</p>	<p>WATCH AND ACT</p> <p>There is a possible threat to lives or homes.</p> <p>You need to leave or get ready to defend – do not wait and see.</p>	<p>EMERGENCY WARNING</p> <p>There is a threat to lives or homes</p> <p>You are in danger and need to take immediate action to survive.</p>

For more information on this please visit the [Australian Warning System page](#).

7.1.4 **DFES Public Information Line**

DFES recorded information line	1300 657 209
Emergency WA website	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au
SES assistance	132 500

7.1.5 *Additional Information Outlets*

Local ABC Radio	684AM Bunbury
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

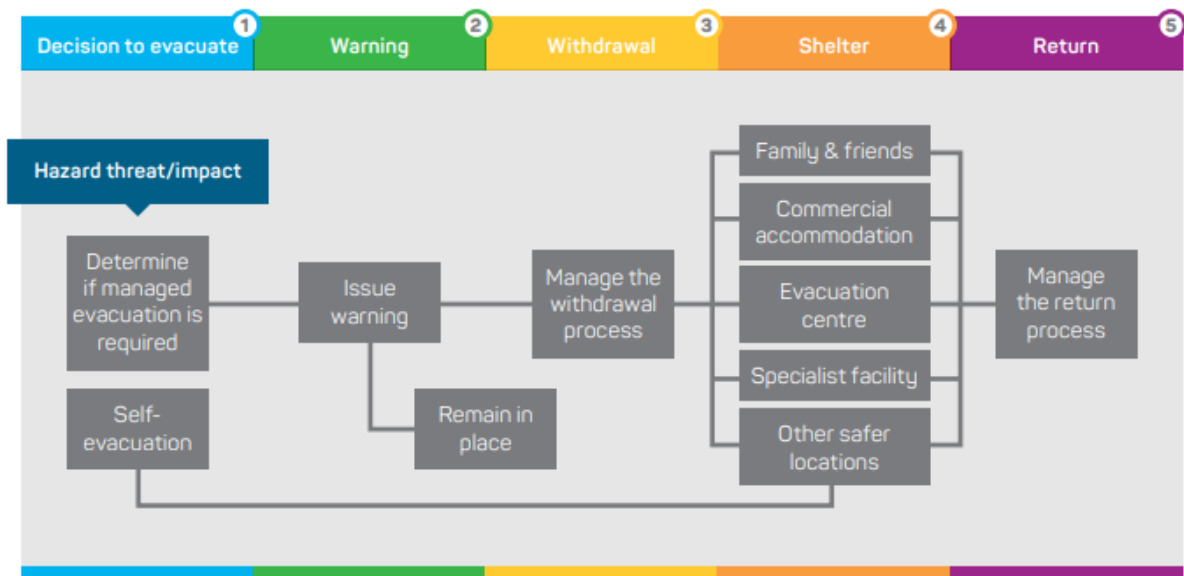
ACTION

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

EVACUATION

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

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



8.1 Evacuation Management

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

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

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

8.1.1 Decision

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

8.1.2 Timelines

Alternatives such as, ‘*shelter in place*’ or, ‘*prepare, stay and defend*’, should be considered. Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation. This is the responsibility of the HMA/CA.

8.1.3 Combat Agency for Evacuation

The HMA/CA, WAPOL and Department of Communities with Local Government support where possible will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary.

8.1.4 Evacuation Centres

The City of Bunbury is responsible (in partnership with the HMAs/CA and Department of Communities) for ensuring adequate arrangements are in place to support evacuation, including providing emergency evacuation centres and applicable support functions.

The Department of Communities have created an amalgamated Local Emergency Relief and Support Plan – **contact Department of Communities for the most current version of this plan.**

Building Name	Site Address	Max	Covid	Contact details
SW Sports Centre	1 Rotary Drive (off Parade Rd, Withers	Total sleeping capacity – 600 people Fixed Seating – 489 seats Total area – 2794m2 <u>Squash Court viewing area</u> – 200m2 (100/50) <u>Upstairs Gym</u> – 289m2 (140 / 70) <u>Sports Hall</u> – 2016m2 (1000 / 500) <u>Function Room</u> –289m2 (140 / 70)	Covid19 2m2 – 500 4m2 - 200	(08) 9792 7000 A/Hours Service – 9792 7106 records@bunbury.wa.gov.au
SW Italian Club	13-19 White Street, Bunbury	<u>Main Hall</u> 650 people – 580m2 (290 / 145) Total sleeping capacity – 200 people approx. <u>Members Bar</u> – 280m2 (140 / 70) <u>Members Lounge</u> -130m2 – (65 / 30)	Covid19 2m2 – 500 4m2 - 200	(08) 9791 2286 0418 917 620 admin@switalianclub.com



8.2 Higher Risk Persons and Groups

City of Bunbury relies on agencies responsible for Higher Risk Persons and Groups (HRPG) to ensure suitable planning and response capabilities to support those special needs clients.

Sections of the community with special needs such as, aged, tourist facilities, children, physical disabilities, homeless could be considered 'Higher Risk Persons'.

See **Appendix 5 - Higher Risk Persons & Groups Emergency Plan**



8.3 Evacuation Routes

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

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



8.4 Isolation and Quarantine

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

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

Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.



8.5 Return

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

ACTION

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

EMERGENCY RELIEF AND SUPPORT

The Department of Communities has the role of managing emergency relief and support described as, ‘the provision of both physical and psychological needs of a community affected by an emergency’.

This includes the functional domains of:



As previously mentioned in Section 8 of this document, the Department of Communities have created an amalgamated Local Emergency Relief and Support Plan – **contact Department of Communities for the most current version of this plan.**



9.1 Department of Communities Evacuation Centre Coordinator

The Department of Communities Director appoints the Local Evacuation Centre Coordinator (ECC) - **Appendix 2** for description of Roles and Responsibilities.



9.2 Local Recovery Coordinator

The City of Bunbury nominates and appoints the Local Recovery Coordinator (LRC) to assist the LEMC EO and ECC to manage emergency evacuation centres such as building opening, closing, security and maintenance.

A COB staff member will be appointed the LRC – see **Appendix 2** for description of Roles and Responsibilities.



9.3 Register, Find, Reunite

The Department of Communities is responsible for recording displaced persons on the National Register allowing friends and relatives to locate each other.

The Department of Communities has reciprocal arrangements with [Australian Red Cross](#) to undertake this process.



9.4 Evacuation Centres

The City of Bunbury in conjunction with the Department of Communities has identified suitable facilities within different localities.

These centres have been assessed and extensive information provided within the Evacuation Centres Register available for activation as required by the HMAs/IC.

9.4.1 *Animals (including assistance animals)*

Animals except for assistance animals are not permitted in Evacuation Centres. The City of Bunbury will support and assist with animal management wherever possible through the Animal Welfare in Emergencies Plan (**Appendix 7**)

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

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

The City of Bunbury Animal Welfare in Emergencies Plan (see **Appendix 7**) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

ACTION

- COMMUNITIES IS RESPONSIBLE FOR MANAGING RELIEF AND SUPPORT OF PEOPLE.
- DPIRD IS RESPONSIBLE FOR MANAGING THE WELFARE OF ANIMALS.
- COMMUNITIES DEVELOPS, MAINTAINS AND ENACTS THE BUNBURY LOCAL EMERGENCY RELIEF & SUPPORT PLAN.
- THE COB WILL APPOINT THE LRC.
- REGISTER FIND UNITE RESPONSIBILITY ACTIONED BY COMMUNITIES AND SUPPORTED BY THE AUSTRALIAN RED CROSS.
- IDENTIFIED EVACUATION CENTRES AND FACILITIES – SEE COMMUNITIES LERSP.
- COB RANGERS TO SUPPORT DBCA, DPIRD IN ANIMAL WELFARE

RECOVERY

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

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

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

EXERCISING REVIEW & TESTING



11.1 Exercising

The aim of conducting an exercise is to:

Test effectiveness of local arrangements and provide a pathway for improvement

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate community about local arrangements and programs

Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions

Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of coordination between them

11.1.1 Exercise Frequency

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

11.1.2 Exercise Reporting

As per State EM Policy 4.11.3, post exercise reports will be forwarded to the District Emergency Management Committee as soon as practicable after an exercise.

11.2 Review of LEMA



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

Timeline to review and amend will be:

Contact lists are reviewed and updated quarterly – Emergency Contacts and Resource Directory (Appendix 4)

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

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

A review after an event or incident requiring the activation of an ISG or after an incident requiring significant recovery co-ordination

Appendix 1	Glossary of Terms and Acronyms	
Appendix 2	Roles and Responsibilities	
Appendix 3	Bushfire Risk Management Plan	
Appendix 4	Emergency Contact & Resource Directory	
Appendix 5	Higher Risk Persons and Groups Plan	
Appendix 6	CoB LEMC Terms of reference ToR	
Appendix 7	Animal Welfare in Emergencies Plan	
Appendix 8	Templates a. Situation report, b. Comms Template, c. LEMC Special Agenda	
Appendix 9	Specialty Maps	
Appendix 10	MOU – SWZ-WALGA for the Provision of Mutual Aid	
		
		

GLOSSARY OF TERMS & ACRONYMS

Glossary of Terms

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

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

Appendix 1

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

Appendix 1

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

Appendix 1

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

Appendix 1

Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process
Risk Statement	A statement identifying the hazard, element at risk and source of risk
State Emergency Coordination Group (SECG)	A group that is established, under section 26 of the Emergency Management Act 2005 during a state of emergency, or may be established where an emergency occurs or is imminent, to ensure the provision of a strategic, coordinated multi-agency response to and recovery from the emergency and report to the Minister
State Emergency Management Committee (SEMC)	Committee established under section 13 of the <i>Emergency Management Act 2005</i>
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency
Telecommunications	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.
Vulnerability	The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time

Appendix 1

Acronyms

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

Appendix 1

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

Appendix 2

ROLES & RESPONSIBILITIES

Various officers, agencies and organisations undertake activities in relation to emergency management in Western Australia. Below is summary of key roles and responsibilities, for more specific details see [State EM Plan](#) – Appendix E.

For a full list of Management Agencies and Controlling Agencies for Western Australian Hazards see [State EM Plan](#) – Appendix C.

Hazard Management and Controlling Agencies

Type of Hazard	Hazard Management Agency	Controlling Agency
AIR CRASH	Commissioner of Police	WA Police Force
ANIMAL OR PLANT, PESTS OR DISEASES	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the COLLAPSE OF A STRUCTURE OR LANDFORM (collapse)	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
CYCLONE	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
EARTHQUAKE	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
LOSS OF OR INTERRUPTION TO THE SUPPLY OF ELECTRICITY that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (electricity supply disruption)	Coordinator of Energy	Energy Policy WA
FIRE	Fire and Emergency Services Commissioner	<p>Department of Fire & Emergency Services - within gazetted fire districts or where their brigade or unit is established</p> <p>Department of Biodiversity, Conservation & Attractions - on land it manages outside gazetted fire districts</p> <p>City of Bunbury - in City of Bunbury districts, outside of gazetted fire districts and Department of Biodiversity, Conservation & Attractions land.</p>

Appendix 2

FLOOD	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
LOSS OF OR INTERRUPTION TO THE SUPPLY OF NATURAL GAS , that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA
Actual or impending SPILLAGE, RELEASE OR ESCAPE OF A BIOLOGICAL, SUBSTANCE that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending SPILLAGE, RELEASE OR ESCAPE OF A CHEMICAL, RADIOLOGICAL or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
HEATWAVE	Chief Executive Office, Department of Health	Department of Health
HOSTILE ACT	Commissioner of Police	WA Police Force
HUMAN EPIDEMIC	Chief Executive Office, Department of Health	Department of Health
LAND SEARCH – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
LOSS OF OR INTERRUPTION TO THE SUPPLY OF LIQUID FUEL as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA

Appendix 2

City of Bunbury Roles & Responsibilities

Local role	Description of Responsibilities
City of Bunbury	<ul style="list-style-type: none"> Responsibilities of the City of Bunbury (the City) as a Local Government are defined in Section 36, EM Act: Ensure that effective local emergency management arrangements are prepared and maintained for its district Manage recovery following an emergency affecting the community in its district Perform other functions given to the City under the Act The City also accepts responsibility for management of its resources The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies Development and testing of LEMA
Local Emergency Coordinator (LEC)	<ul style="list-style-type: none"> The responsibilities of the LEC are defined in Section 36 of the EM Act For 'the City' the position of Local Emergency Coordinator is held by the WA Police, and represented by the Bunbury Police Station OIC's having the following functions: To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district To carry out other emergency management activities in accordance with directions of State Emergency Coordinator
Local Recovery Coordinator (LRC)	<ul style="list-style-type: none"> During an evacuation where a CoB facility is utilised by Department of Communities (Communities) provide advice, information and resources regarding the operation of facility. Coordinate emergency relief and response on behalf of the City Coordinate initial arrangements in lieu of Communities Local Evacuation Centre Coordinator attendance and provide assistance. Opening and closing establishments
Local Emergency Management Committee Executive Officer (LEMC EO or EO)	<ul style="list-style-type: none"> During a major emergency attend ISG meetings to represent City of Bunbury, provide local knowledge input and provide details contained in the LEMA. Coordinate emergency relief and response on behalf of the City Coordinate initial arrangements in lieu of Communities Local Evacuation Centre Coordinator attendance.

Appendix 2

Local role	Description of Responsibilities
	<ul style="list-style-type: none"> • Provide assistance to the Local Evacuation Centre/s including opening and closing establishments
<p>Local Government Liaison Officer (LGLO)</p>	<ul style="list-style-type: none"> • The CEO, LEMC EO or LRC may nominate and appoint a staff member as the Local Government Liaison Officer when required for assistance, and support the CEO, LEMC EO and/or LRC • When requested may attend ISG meetings on behalf of the LEMC EO or LRC to represent City of Bunbury • May be asked to attend ISG meetings, provides local knowledge input and provides details contained in the LEMA
<p>City of Bunbury – Incident Management</p>	<ul style="list-style-type: none"> • Where an identified evacuation centre is a building owned and operated by the City, provide a liaison officer to support the Department of Communities. • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist community and emergency services deal with incidents • Ensure all personnel with emergency planning, preparation, response, recovery responsibilities are properly trained in role • Keep appropriate records of incidents that have occurred to ensure continual improvement of City’s emergency response capability • Liaise with the incident controller (provide liaison officer) • Participate in ISG and provide local support
<p>Other City of Bunbury Officers (as required)</p>	<p>As determined by the Incident, the following Officers may be members of the committee or sub/working-groups:</p> <ul style="list-style-type: none"> ○ Mayor ○ Chief Executive Officer ○ LEMC Executive Officer / Team Leader Rangers & Emergency Management ○ Local Recovery Coordinator / Community Safety & Emergency Management Officer ○ Council Representatives ○ Director Sustainable Development ○ Director of Infrastructure ○ Director Corporate & Community ○ Manager Communication & Place Activation ○ Manager Infrastructure Maintenance Services ○ Manager Community Wellbeing ○ Manager Waste Operations & Infrastructure Business Services ○ Manager Project & Asset Management ○ Manager Community Connection ○ Chief Bush Fire Control Officer ○ Local Unit Manager State Emergency Services

Appendix 2

Emergency and Support Agencies

Agency	Description Of Responsibilities
Controlling Agency	<p>An agency nominated to control the response activities to a specified type of emergency</p> <p>Function:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery ensures effective transition to Recovery to LG
Hazard Management Agency	<p>HMA is a public authority or other person which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act]</p> <p>Function:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regs] • Appointment of Hazard Management Officers [s. 55 of the Act] • Declare / Revoke Emergency Situation [s. 50 & 53 of the Act] • Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2] • Ensure effective transition to recovery to City of Bunbury
Combat Agency	<p>A Combat Agency is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency</p>

Appendix 2

Support Agency	<p>A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency</p> <p>Functions:</p> <ul style="list-style-type: none"> • Restoring essential services affected by the emergency • Providing “function” support as part of the tactical plan, e.g. Dept of Communities to provide emergency relief and support services • Managing their resources and those given to them in support of their specific function • Providing progress reports to the designated Incident Manager or Operations Area Manager • Providing progress reports to the higher levels of their organisation • Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA • Attend post incident debriefs • Contributing a post operation report or post incident analysis
-----------------------	--

Emergency Relief and Support

Agency	Description Of Responsibilities
Department of Communities	<ul style="list-style-type: none"> • Establish, chair and manage the activities of the State Emergency Relief and Support Committee and Emergency Relief and Support Coordination Group, where determined appropriate by Communities District Director • Prepare, circulate, test and maintain the Local Emergency Relief and Support Plans • Represent Communities and the emergency relief and support function on the LEMC and Local Recovery Coordination Group • Establish and maintain the Local Evacuation Centre • Ensure personnel and organisations are trained and exercised in their welfare responsibilities • Coordinate provision of emergency relief and support services during response and recovery of emergency • Represent Communities on the Incident Support Group when required
Australian Red Cross	<ul style="list-style-type: none"> • Undertake the process of recording displaced persons for National Register

Appendix 2



	<ul style="list-style-type: none">• In partnership with City and Communities undertake Outreach in affected areas
CoB Rangers	<ul style="list-style-type: none">• Assist with Animal Management in effected areas and at Evacuation Centres

Appendix 3

Bushfire Risk Management Plan (BRMP)

Please see separate document:



Emergency Contacts & Resources Directory

Contents Redacted



HIGHER RISK PERSONS AND GROUPS EMERGENCY PLAN

LEMA Appendix 5 2024

CONTENTS

CONTENTS	0
ACRONYMS	0
Amendment Record	0
DEFINING HIGHER RISK PERSONS & GROUPS	1
Influencing Factors: Higher Risk Persons & Groups	1
Socioeconomic Status.....	1
Age (Aged care Facilities, Retirement Facilities, Child care Facilities and Schools)1	
Culturally and Linguistically Diverse (CaLD) Groups	2
Race and Ethnicity	2
English Language Proficiency	2
Medical Issues and Living with Disabilities	2
INTRODUCTION	4
Aim and Objectives	4
Aim	4
Objectives	4
Scope	4
Related Documents	4
Plan Responsibilities	4
Emergency Management for	5
Higher Risk Persons & Groups	5
Planning	5
Higher Risk	Error! Bookmark not defined.
Higher Risk Persons & Groups in Emergency Management Cycle	5
Prevention	5
Preparedness.....	5
Response	6
Recovery	6
Organisational Roles and Responsibilities	6
COMMUNICATIONS	7

Considerations Strategies – Higher Risk Persons & Groups	7
RESPONSE	8
Responsibility in Response	8
Notification and Communications	Error! Bookmark not defined.
Levels of Response	Error! Bookmark not defined.
EVACUATION	9
Considerations.....	9
Higher Risk Persons & Groups:	9
Evacuation Planning Considerations	9
Arrangements for Assistance	10
Evacuation and Relocation Readiness	10
Assistance to Evacuate	10
Incident Management Team Responsibilities	10
Higher Risk Persons & Groups Responsibilities	11
City of Bunbury Responsibilities	11
Financial Arrangements for Response	11
RECOVERY	12
Responsibility for Recovery	12
Transition to Recovery	12
City of Bunbury Higher Risk Persons/Groups	12

Appendix 5



ACRONYMS

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

Amendment Record

Amendment or Review		Details	Amended or Reviewed by
No	Date		
1	February 2024	Developed Appendix 6 Sub Plan for LEMA	MA, CG, LW
2			
3			
4			

DEFINING HIGHER RISK PERSONS & GROUPS

Although everyone is at risk during and after an emergency or disaster, some people or groups experiencing influencing factors that can impact their wellbeing, safety, security and connectedness, may be at higher risk.

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

All community service agencies have a responsibility to ensure their staff and clients are kept safe. For more information and resources please visit the Department of Fire & Emergency Services website here [Support for at risk communities - Department of Fire and Emergency Services \(dfes.wa.gov.au\)](https://www.dfes.wa.gov.au)

A definition that could be considered for “Higher Risk” Persons and Groups is:

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

Influencing Factors: Higher Risk Persons & Groups

Socioeconomic Status

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

Homelessness and Rough Sleeping

People experiencing homelessness are those who lack a permanent, stable home. This includes individuals sleeping outdoors or in tents (referred to as rough sleeping), as well as those staying in shelters, supported accommodation, or temporarily with friends or family (couch surfing). Homelessness can increase vulnerability during emergency events, as people may have limited access to critical resources and services, face pre-existing physical or mental health challenges, and have fewer social connections to rely on during a crisis.

It's unlikely some rough sleepers will have their own transport and may not have neighbours/friends/family that could be relied upon in an emergency to vacate the area of disaster. Some rough sleepers could potentially make arrangements if they are connected to an organisation. A notification through the LEMC and/or via the network of support services is highly recommended. In the

event of identifying rough sleeping in the vicinity of the disaster event, Department of Communities should be contacted and advised.

The Department of Communities has established the Office of Homelessness, with the aim of achieving better outcomes for people experiencing, or at risk of, homelessness.

For more information please visit the website here [Office of Homelessness \(www.wa.gov.au\)](http://www.wa.gov.au)

Age (Aged care Facilities, Retirement Facilities, Child care Facilities and Schools)

The old and the young are particularly vulnerable during emergencies.

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

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

Culturally and Linguistically Diverse (CaLD) Groups

Race and Ethnicity

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

English Language Proficiency

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

Medical Issues and Living with Disabilities

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

The City of Bunbury also has a Disability, Access and Inclusion Plan (DAIP) 2023-2028 which is publicly available.

The DAIP outlines the City's commitment to ensuring people with disability, their carers and families have equal access to its information, facilities and services and was developed with feedback from the community and relevant stakeholders.

INTRODUCTION

Aim and Objectives

Aim

To define emergency management arrangements relating to the evacuation, welfare and care of Higher Risk Persons and Groups and related support networks, before, during and after emergencies throughout the **City of Bunbury** (hereby referred to as '**the City**').

Objectives

Detail actions, roles and responsibilities for prevention, preparedness, response and recovery arrangements within the City for Higher Risk communities.

Identify emergency management arrangements between all stakeholders and networks in response and recovery from an emergency within the City for Higher Risk communities.

Provide an interface to enable integration with other emergency plans within the City and State.

Provide a reference for all Higher Risk communities and their networks required to respond and recover from emergencies within the City.

Scope

This Plan covers the City's Emergency Management Arrangements that apply to responders and Higher Risk Persons and Groups and their networks that may become involved with managing and responding to emergencies within the City.

Related Documents

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

Plan Responsibilities

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

Emergency Management for Higher Risk Persons & Groups

Planning

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

Higher Risk

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

Commonly accepted categories could include (Refer SEMP 4.6) children and youth, older people, people with disability, those who are medically reliant, Aboriginal people, individuals from culturally and linguistically diverse (CaLD) backgrounds, isolated individuals and communities as well as transient individuals and communities. (Refer SEMP 4.6)

Higher Risk Persons & Groups in Emergency Management Cycle

Prevention

Developing specialised Higher Risk Persons and Groups Plan for community members.

Preparedness

Create evacuation contingencies for Higher Risk community members.

Conduct outreach and engagement.

Determine additional resource requirements.

Consider evacuation facilities, transport and special requirements.

Response

Consider resource allocations in emergencies.

Provide targeted data for Incident Management Team use.

Prioritise response efforts for Higher Risk communities.

Customise communication efforts.

Recovery

Determine resource allocation.

Identify Higher Risk sub populations that are least resilient.

Track recovery and any on-going problems.

Organisational Roles and Responsibilities

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

AGENCY / CITY	ROLES / RESPONSIBILITY
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> ➤ Hazard Management Agency ➤ Evacuation decisions and coordination ➤ Support Agency
Department of Communities (Communities)	<ul style="list-style-type: none"> ➤ Evacuation centres ➤ Emergency Relief & Support Plan ➤ Financial assistance to affected persons ➤ Displaced persons
Western Australia Police (WAPOL)	<ul style="list-style-type: none"> ➤ Hazard Management Agency ➤ Traffic Management ➤ Investigation and enforcement ➤ Alerts and evacuation execution
Disability Services (NDIS)	<ul style="list-style-type: none"> ➤ Client contact database ➤ Identification of specialist requirements
City of Bunbury (CoB)	<ul style="list-style-type: none"> ➤ Support Agency ➤ Information Technology ➤ Facilities resources

COMMUNICATIONS

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

Considerations Strategies – Higher Risk Persons & Groups

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

Provide written materials in bilingual or multi-lingual format.

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

Repeat key information.

Include directions and phone numbers.

Use large fonts.

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

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

Consider working with media and communications specialists.

RESPONSE

Responsibility in Response

The Controlling Agency (where authorised by the HMA) has overall responsibility for the management of evacuation during an incident and when an emergency response is implemented.

LEMAs are to include information such as, but not limited to, Higher Risk Persons or Groups that will assist the Controlling Agency/HMA in evacuation planning and decision making.

EVACUATION

Considerations

Deciding which Higher Risk Persons & Groups may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation.

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

If Higher Risk Persons & Groups do not possess their own transport, they should make prior alternative arrangements with neighbours, their organisation and other network organisations.

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

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

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

Higher Risk Persons & Groups: Evacuation Planning Considerations

Availability of safe evacuation routes, considering:

- surrounding vegetation
- fire fuel loadings
- topography
- watercourses
- possibility of road closures.

Proximity of and anticipated response times by local emergency agencies

Time required to vacate the property, including time to transport

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

Owners' requirements for effective internal and external emergency communications

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

Arrangements for Assistance

Arrangements and requests for assistance will be made to the IMT. .

Evacuation and Relocation Readiness

Suggestions for readiness actions for Higher Risk Persons & Groups for emergency use:

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

Assistance to Evacuate

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

Location of Higher Risk persons/groups	Contact details of Higher Risk persons/groups
Understand and relay needs for physical assistance	Alternative contact information

Incident Management Team Responsibilities

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

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

Higher Risk Persons & Groups Responsibilities

Higher Risk persons and their carer organisations are responsible for:

Making the decision to stay or evacuate early, before the property is directly affected by the incident

Implementing the required aspects of the personal and organisational evacuation plan

Ensuring that all Higher Risk persons are identifiable

City of Bunbury Responsibilities

The City is responsible for preparing, planning for and to determine and document evacuation considerations:

The threats, hazards and risks

The predicted threat or hazard behaviour

Determine what is at risk

Assist in assessment of the practicality of a large-scale evacuation during a response

Assess and assist determining transport routes

Assist with the Determination and document the evacuation points

Assist with Identifying and document safe havens, locations, and facilities

Assist with Identifying and document required and available resources, needed to enable structured and safe evacuation of Higher Risk Persons and Groups from areas under threat

Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Incident Control Centre. Record and document all matters relating to the financial management and arrangements relating to Higher Risk Persons & Groups.

RECOVERY

Responsibility for Recovery

The IC will determine the ‘recovery phase’ on completion of the ‘response phase’ and complete the Impact Assessment ready for handover to the City’s CEO and LRC.

The Bunbury Local Recovery Coordinator and the Bunbury Recovery Coordination Group are responsible for implementing the ‘recovery phase’ of an incident.

Transition to Recovery

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

City of Bunbury Higher Risk Persons/Groups

NAME	ADDRESS	CONTACT	HOURS
The Salvation Army	Bussel Highway and Timperley Road, Bunbury	9791 5200	Monday to Friday – 9am to 2pm
Doors Wide Open	42 Forrest Avenue, South Bunbury	9787 9298	Monday to Friday – 10am to 2pm
Housing First Support Service	Stirling Street, Bunbury	9720 9298	N/A
In Town Centre	52 Wittenoom Street, Bunbury	9791 4214	Monday to Friday – 9am to 4.15pm
Harbour Refuge	N/A	9791 2894	N/A

LEMC Terms of Reference Template

Adopted:	January 2024
Last Reviewed:	October 2024
Review Date:	Every 5 years or as required
Associated Legislation:	<i>Emergency Management Act 2005</i>
Associated Documents:	State Emergency Management Policy and Procedure

1.0 Name

City of Bunbury Local Emergency Management Committee (LEMC)

2.0 Aim

The aim of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

3.0 Objectives

- 3.1. Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- 3.2. Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- 3.3. Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- 3.4. Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- 3.5. Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- 3.6. Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- 3.7. Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- 3.8. Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

Appendix 6

4.0 Duties and Responsibilities

- 4.1. Advise and assist the City of Bunbury in ensuring that local emergency management arrangements are established for its district.
- 4.2. Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- 4.3. Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- 4.4. Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- 4.5. Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

5.0 Membership

Membership notes:

- 5.1. Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- 5.2. Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- 5.3. Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- 5.4. Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- 5.5. Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- 5.6. New members may join the LEMC via resolution of the committee.

6.0 Meeting Management

6.1. Chairperson

The Chairperson should be the LEMC Executive Officer or as appointed/delegated by the LEMC EO. The LEMC EO is to appoint the Chairperson and appoint the Community Safety & Emergency Management Officer as proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

6.2. Deputy Chair

The Local Emergency Coordinator should be appointed as Deputy Chair.

6.3. Executive Officer

The LEMC Executive Officer is the Team Leader Rangers & Emergency Management.

6.4. Quorum

A quorum for the committee will be at least 50% of its voting membership.

Appendix 6

6.5. Minutes/Agendas

- 6.5.1. The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.
- 6.5.2. A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- 6.5.3. Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

6.6. Schedule

- 6.6.1. Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer. The City of Bunbury LEMC meetings will be held the last Thursday of every quarter (August, November, February, May) at 9.30am.
- 6.6.2. Additional meetings will be convened if and as required at the discretion of the LEMC EO or Chairperson.

6.7. Authority

- 6.7.1. The LEMC does not have the authority or power to commit the Council or the City of Bunbury or any association, organisation, group or individual to expenditure without the City’s endorsement.
- 6.7.2. The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

7.0 Schedule 01 – Membership

Agency	Position	Voting
City of Bunbury	Chair (Executive Officer)	✓
	Deputy Chair (OIC Bunbury Police Station and LEC)	✓
	Executive Officer (Team Leader Rangers & Emergency Management)	✓
	Local Recovery Coordinator (Community Safety & Emergency Management Officer)	✓
	Administration Support Officer	✓
	Manager Community Wellbeing	✓
	Representative from Infrastructure Teams	✓
	Representative from Environmental Health Teams	✓
	Representative from Asset Management and Environmental / Sustainability Teams	✓
	Representative from Engineering / Planning Teams	✓
	Representative from Bunbury Airport	✓
	Chief and/or Deputy Chief Bush Fire Control Officer	✓

Appendix 6

<i>Continued on next page</i>		
Agency (continued)	Position	Voting
WA Police	Local Emergency Coordinator	✓
Department of Communities	Regional Coordinator (Regional Preparedness and Coordination Emergency Relief and Support)	✓
Department of Fire & Emergency Services	District Emergency Management Advisor	✓
Department of Fire & Emergency Services	District Officer – Bunbury Area	✓
Department of Biodiversity, Conservation & Attractions	Representative	✓
Department of Health	Representative	✓
Department of Primary Industries & Regional Development	Representative	✓
Main Roads WA	Representative	✓
Red Cross	Representative	✓
SES Unit Manager	Representative	✓
Southern Ports Authority	Representative	✓
Surf Life Saving Club	Representative	✓
St John Ambulance	Representative	✓
Utilities (ATCO Gas, Aqwest, NBNC, Watercorp, Western Power, AGIG,)	Representatives	✓
WA Country Health Services (Bunbury Hospital)	Representative	✓
WA Alliance to End Homelessness	Representative	✓

8.0 Standard Reporting

- 8.1. Post incident reports
- 8.2. Post exercise reports
- 8.3. Exercise schedule
- 8.4. Local Emergency Management Arrangements update
- 8.5. Emergency Risk Management update
- 8.6. Agency/member reports
- 8.7. Agenda items
- 8.8. General business

Appendix 6

9.0 Quarterly Reporting

Quarter	Reporting activities
1 st quarter (August)	<ul style="list-style-type: none">• LEMC Business Plan tabled• Annual Meeting Schedule• Exercise Date for financial year
2 nd quarter (November)	<ul style="list-style-type: none">• Seasonal Review• State Preparedness Report Review
3 rd quarter (February)	<ul style="list-style-type: none">• LEMC Business Plan developed
4 th quarter (May)	<ul style="list-style-type: none">• Complete Annual Preparedness Survey and Annual Report• Exercise Schedule developed



Animal Welfare in Emergencies Plan

Contents

DEFINITIONS	1
INTRODUCTION	2
Aim	2
Objectives	2
Scope	2
Related Documents	2
Legislation and Codes	3
National Planning Principles for Animals in Emergencies.....	3
Organisational Roles & Responsibilities	4
Animal Owner/Carer	4
State Government	4
Department of Primary Industries and Regional Development (DPIRD)	4
Department of Biodiversity, Conservation and Attractions (DBCA)	4
Department of Communities (DC)	4
WA Police	4
City of Bunbury (COB)	5
Key Stakeholders	5
PREPAREDNESS	6
Preparedness Responsibilities	6
Animal Owner/Carer	6
City of Bunbury	6
Key Stakeholders.....	7
Community Information and Education.....	7
RESPONSE	8
Plan Activation	8
Levels of Response.....	8
Response Responsibilities	8
Owner/Carer	8
City of Bunbury	9
Key Stakeholders.....	9
Financial Arrangements for Response	9
Planning for Evacuation	10
Evacuation Responsibilities	10
Owner/Carer	10
City of Bunbury	10
RECOVERY	11
Recovery Responsibilities	11
Hazard Management Agency/Controlling Agency	11
City of Bunbury	11
Key Stakeholders.....	11
Transition to Recovery.....	11
Annexures	12

Appendix 7



Annexure 1 – Contact List	12
Annexure 2 – Animal Registration Form.....	13
Annexure 3 – Animal Welfare Coordinator & Assistant Roles	14
Annexure 4 – Animal Welfare Situational Report.....	15
Annexure 5 – Animal Evacuation Centre Checklist	17
Annexure 6 – Summary Sheet: Evacuated Animal Register	21
Annexure 7 – Animal Rescue Public Display List	22
Annexure 8 – Animal Emergency Expenditure.....	23
Annexure 9 - Animal Evacuation Centre Locations and Contacts.....	24

DEFINITIONS

AEC	Animal Evacuation Coordinator
Animal	All animal and bird species
APS	Animal Protection Society
AWC	Animal Welfare Coordinator
AWT	Animal Welfare Team
CA	Control Agency
DPIRD	Dept. of Primary Industries and Regional Development
DFES	Dept. of Fire & Emergency Services
IC	Incident Controller
ICC	Incident Control Centre
HMA	Hazard Management Agency
IMT	Incident Management Team
Intensive Agriculture	A recognised agricultural activity when a substantial number of animals are kept in a limited or confined area
LAS	Livestock Animal Shelter
LGA	Being the City of Bunbury
LEMC	Local Emergency Management Committee of Bunbury
LEMA	Local Emergency Management Arrangements
Livestock	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. Includes: horses, cattle, sheep, pigs, goats, and poultry
PAS	Pet Animal Shelter
Pets	Small domesticated animals, portable and normally accompany the family leaving property. Includes: dogs, cats, rabbits, rodents, fish, and tame birds
RSPCA (WA)	Royal Society for the Prevention of Cruelty to Animals
WESTPLAN	WA State Hazard Plans
Wildlife	All native species of animals and birds

INTRODUCTION

Aim

The aim of City of Bunbury (the City) Animal Welfare Plan (the Plan) is to detail emergency management arrangements relating to the welfare and management of animals including domestic pets, horses, livestock and wildlife before, during and after an emergency.

Objectives

Support the City's Local Emergency Management Arrangements (LEMA) by integrating arrangements for animal welfare.

Define roles and responsibilities for government, non-government organisations and individuals for coordinating animal welfare before, during and after an emergency.

Provide a communications framework for coordination and collaboration between government agencies, non-government agencies and animal owners.

Provide useable tools and templates to assist with coordinating animals in an emergency.

Scope

The scope of this Plan is to provide a coordinated approach to managing animal welfare impacts to domestic pets, livestock, and wildlife, as a direct result of an emergency incident within the municipal boundaries of the City of Bunbury. Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.

For the purposes of this Plan, and to align with the State Support Plan, animals have been classified into the following five categories:

Livestock – any buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry and sheep.

Horses – any horse or equine hybrid.

Domestic Pets – any animal other than horses kept primarily for companionship, hobbies, sport or work.

Wildlife – an animal that is indigenous to Australia's land or waters, living without regular human intervention or support.

Related Documents

- State Support Plan – Animal Welfare in Emergencies
- Bunbury Local Emergency Management Arrangements
- Bunbury Recovery Support Plan
- City of Bunbury Ranger Procedure - CoB RAN.PR10 - Pound Induction

Legislation and Codes

- Animal Welfare Act 2002
- Biosecurity Conservation Act 2016
- Emergency Management Act 2005
- Department of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct

National Planning Principles for Animals in Emergencies

1. Explicitly recognise that integrating animals into emergency management **plans will improve animal welfare** outcomes
2. Explicitly recognise that integrating animals into emergency management plans will help secure **improved human welfare and safety** during disasters
3. Aim, for the benefit of emergency managers and animal welfare managers, to **clearly identify roles and responsibilities within command-and-control structures** in sufficient detail to allow for implementing effective animal welfare measures
4. Recognise the **wide range of parties involved in animal welfare** at each stage of the disaster cycle and ensure these organisations are consulted when disaster plans are written or reviewed
5. Respect the role of local government, especially with reference to animal welfare and animal management arrangements within the local area, as ‘first responders’ in disasters and **acknowledge City of Bunbury understands local needs** and available resources
6. Consider how best to ensure the Plan is effectively integrated and implemented by, for example, extensive consultation during the planning process or **including an animal welfare** element in requirements for **disaster training** exercises
7. Include **effective communication** about implementing the Plan with those parties who may be involved as well as those who may be affected by disasters
8. Communicate in **language that is clear and accessible** to all stakeholders including the general public.

Organisational Roles & Responsibilities

Animal Owner/Carer

The owner or carer of an animal is responsible for its welfare and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

Human life will always take precedents over animal welfare.

State Government

Department of Primary Industries and Regional Development (DPIRD)

- DPIRD is responsible for coordinating the provision of animal welfare services to support the animal owner in an emergency.
- DPIRD is recognised as the Hazard Management Agency (HMA) for animal pest or disease and plant pest or disease that could result in an outbreak that potentially could cause significant damage to the environment and/or harm humans and industry.

Department of Biodiversity, Conservation and Attractions (DBCA)

- DBCA is responsible for coordinating the provision of animal welfare services to animals in the Perth Zoo and advising the animal owner of wildlife and wildlife parks. Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.

Department of Communities (DC)

- DC is responsible for opening Emergency Welfare Centres to provide temporary shelter for persons rendered homeless by an emergency, or due to an evacuation from an emergency. For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception of guide dogs.

WA Police

- A Police Officer has the powers to move, direct or prohibit the movement of animals within, into, out of or around the emergency area, if an emergency situation or state of emergency is declared.

Appendix 7

City of Bunbury (COB)

The COB will support and manage animals in an emergency by ensuring an Animal Welfare Plan is in place and ready for activation to assist the Local Emergency Management Arrangements.

The COB Recovery Coordinator will appoint an Animal Welfare Coordinator and Animal Welfare Assistant(s) (see *Annexure 3*) to be responsible for implementing this Plan and providing Situational Reports (see *Annexure 4*) for IMT and/or Incident Support Group (ISG) to meet and liaise with DPIRD.

Key Stakeholders

Key Stakeholders including non-government organisations and local community groups can assist with animal welfare in emergencies including:

- RSPCA – takes the lead role in welfare of domestic pets and is supported by DPIRD
- Veterinarians – local veterinarians can provide a wide range of medical services for sick and injured animals and have arrangements with COB Rangers for emergency care and shelter
- Community Groups – can be considered for mobilisation to assist professional staff to cope with the scale of a crisis including domestic pets, horses and wildlife.

Full list of Key Stakeholders (see *Annexure 1*)

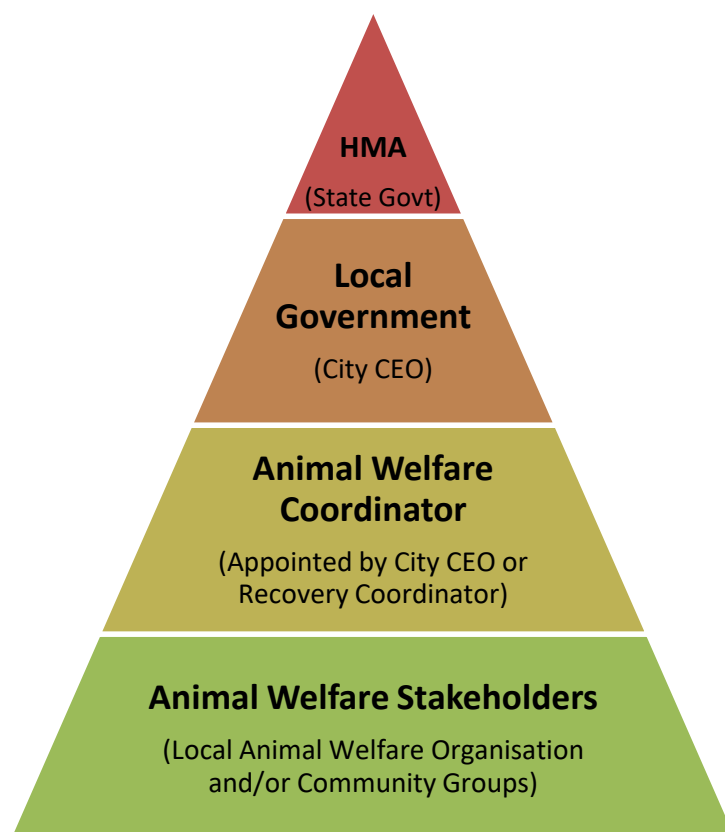


Figure 1: Animal Welfare Support Plan Structure

PREPAREDNESS

Preparedness is defined as being ready to respond to an emergency. It includes steps that can be taken before an emergency occurs to reduce the loss of life and livelihoods via simple initiatives such as planning, training and education.

Preparedness Responsibilities

Animal Owner/Carer

The owner or carer is responsible for ensuring a reasonable level of preparedness for their animals. It is suggested to have a documented plan that includes:

Determining if the animal(s) will be evacuated or remain onsite.

Visiting [DPIRD website](#) for planning templates and [DFES website](#) for Factsheets and Publications.

Ensuring suitable areas and adequate provisions available for animals left on a property to minimise the risk of harm (area at lowest risk of hazard impact, access to sufficient food and water for prolonged absence).

Ensuring transport is adequate and available to relocate the animals early under potential logistical constraints (road closures, window of safe evacuation).

Knowing the exact location of Animal Evacuation Centre(s) or safe havens.

Making sure animals are identifiable (animal is registered/micro-chipped, National Livestock Identification System).

Ensuring provisions for the animal's(s) care are included on evacuation.

City of Bunbury

The COB can support emergency preparedness activities with its local communities in the event of an incident. Planning considerations for COB to **support owners or carers** include:

Access to information and resources for persons evacuating with animals.

Availability of transportation support and advice.

Availability of locations to house evacuated animals.

Management of displaced or stray animals.

Assessment of impacted animals.

Treatment of impacted animals.

Euthanasia.

Disposal of deceased animals.

Provision of emergency food, water, shelter.

Recovery arrangements.

Appendix 7

Planning considerations for COB to **support key stakeholders** include:

- Timely communication of information that is clear and concise.
- Activating the plan according to the level of the emergency.
- Coordinating assistance to welfare centres with people presenting with animals.
- Coordinating assistance to Animal Evacuation Centres.
- Situational Reports of animal welfare issues to ISG.
- An Animal Welfare Sub Committee to manager Recovery issues.

Key Stakeholders

Key Stakeholders' core business will direct their precise preparedness activities.

Planning considerations for key stakeholders may include:

- Developing and testing a plan well before an emergency occurs.
- Preparing animal emergency kits.
- Preparing volunteers including training.
- Preparing network of carers or foster carers.
- Preparing premises for large influx of animals.
- Establishing a registration or contact point for information.
- Preparing vehicles for transportation.
- Preparing cages, collars, leads, bowls, buckets and other equipment.
- Preparing treatment areas or sites.
- Preparing food or feed supplies.

Community Information and Education

DPIRD develops and maintains publications to assist community education for animal welfare in emergencies which are available on the [DPIRD website](#).

DFES has a wide range of educational material for community engagement activities that can be accessed via the [DFES website](#) and for volunteers via the DFES Volunteers Hub.

The City of Bunbury promotes community emergency preparedness including the importance of animal welfare in emergencies using State agency resources and key messages.

RESPONSE

Response is defined as activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations (EM Act).

Plan Activation

The City of Bunbury CEO, on advice from the HMA or Controlling Agency, will determine when to activate this Plan.

Triggers for activating the Plan may include:

- ***Animal welfare is beyond the capacity of COB and capability of owners or carers***
- ***Local Community Evacuation Centre is activated***
- ***Large scale carcass disposal requirements.***

DPIRD may support this Plan prior to the State Support Plan – Animals Welfare being activated, by providing advice, communications and connection to animal welfare stakeholders or service providers.

DPIRD will liaise with the HMA or Controlling Agency to coordinate the State animal welfare arrangements when required.

Levels of Response

The Incident Controller is responsible for assessing the level or severity of the incident as per [State EM Response Procedure 2](#).

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3.

Response Responsibilities

Owner/Carer

Manage animals they are responsible for by activating emergency plans for before, during and after the emergency.

Stay up-to-date through official emergency advice to make informed decisions.

Appendix 7

City of Bunbury

Activate the COB Animal Welfare Support Plan in consultation with the HMA/CA via IMT and/or ISG meetings.

CEO or Recovery Coordinator to appoint 'Animal Welfare Coordinator' (in most incidents this would be the Senior Ranger).

Animal Welfare Coordinator to appoint 'Animal Welfare Assistant(s)' as required, this may be a COB employee or volunteer from animal welfare organisation.

Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.

Provide a location suitable for evacuation of domestic pets and horses (see Contacts and Resource Directory for suitable sites)

For livestock owners that cannot be readily located or contacted consideration should be given to impounding livestock at alternative locations.

Provide situational reports (**Annexure 4**) on animal welfare matters to the HMA/CA via IMT and/or ISG meetings.

Key Stakeholders

Provide support and/or assistance to the COB and/or DPIRD as requested.

Contact relevant staff/volunteers to be on standby and ready to assist on request.

Key stakeholders are advised to actively and continually stay informed of the emerging incident via www.emergency.wa.gov.au and make appropriate preparations to become active depending on the organisation's role.

Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Emergency Coordination Centre. All financial management and arrangement matters relating to Animal Welfare are to be recorded and documented using the Forms provided at **Annexure 8** of this Plan.

The owner or carer is responsible for the costs associated with the welfare of his/her animal.

During an emergency, it may not be possible to identify or contact the owner or carer and an authorised officer may be required to undertake activities for the animal's welfare without prior consultation. Section 56 of the AW Act provides for a person who has incurred costs under certain sections of the Act to apply for the recovery of costs from the owner or carer.

Planning for Evacuation

Evacuation is a risk management strategy that involves moving people (and their animals) threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

Evacuation Responsibilities

Owner/Carer

The owner or carer is responsible for determining, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

Considerations for animal owners or carers include:

Availability of safe evacuation routes, considering the type of emergency situation and the possibility of road closures

Time required to vacate the property, including time to gather, identify and load animals

Handling equipment needed for moving animals and ensuring accessibility in an emergency

Limited access to own transport for animals – owners or carers should make prior alternative arrangements with neighbours and local transporters

Ensure animals can be identified, which is important in case they become lost or mixed with others during an evacuation.

Records should be kept verifying ownership or status as a carer.

Any problematic animals deemed difficult to manage or dangerous should be kept contained to ensure the safety of other evacuating animals.

City of Bunbury

The COB is responsible for preparing, planning for and determining evacuation considerations, including:

Assessing possible threats, hazards and risks

Assessing the practicality of a large-scale evacuation during a response by liaising with the HMA/ Incident Controller and DPIRD

Assessing and identifying the safest transport routes, consider signage

Determining the evacuation locations and facilities suitable for animals (see ***Annexure 9***)

Ensuring information is included in public warnings, which can be requested via IMT/ISG meetings.

Registering animals presenting at the Animal Evacuation Centre(s) using the Animal Evacuation Registration Form (see ***Annexure 2***)

Maintaining a central point for all enquiries and dissemination of information, including a rescue display list (see ***Annexure 7***)

Ensuring food and water are available and accessible at the Animal Evacuation Centres

RECOVERY

The City of Bunbury is responsible for managing recovery following an emergency affecting the community in its district as per s36(b) of the EM Act.

Recovery Responsibilities

Hazard Management Agency/Controlling Agency

Ensure animal welfare is included in post emergency debriefs and reviews

Refer and use the Summary Sheet: Evacuated Animals Register from the Animal Welfare Coordinator in all report documentation related to animal welfare (see ***Annexure 6***)

City of Bunbury

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

Liaise with DPIRD to transition the ongoing animal welfare activities back to the control of COB and the owner or carer

Review the effectiveness of the COB Animal Welfare Support Plan with Key Stakeholders

Ensure COB is represented on the CAWE, via the WALGA member, to participate in providing feedback concerning the State Animal Welfare Plan

Key Stakeholders

Assist the COB and/or DPIRD in post-incident activities as requested

Debrief staff and/or volunteers within organisations or community groups, as it is important not to under-estimate the impacts on personnel involved in emergency response

Transition to Recovery

The Incident Controller needs to declare the area safe prior to approving or supporting the movement of animals back to an incident affected property.

Before animals are returned to a facility or property ensure:

- All perimeter fences are intact
- The facility or property is secure
- That the animals are returning to a safe and liveable environment
- That there is an adequate supply of clean feed and water

Always consider: Animals may be traumatised and stressed from a significant incident or a major change in their environment.

Annexures

Annexure 1 – Contact List

Organisation	Details	Contact
See below page ??	Surrounding shires holding facilities	
Bunbury Vet Clinic	183 Blair Street	97215999
Harradine Vet Clinic	Lt 12 Bussell Hwy	97965800
Blair Street Vet Hospital	72 Blair Steet	97216778
Emergency Animal Disease Hotline	Department of Agriculture and Food	1800 675 888
Animal Welfare	RSPCA	1300 278 358
Agricultural	DPIRD	9092 2733
V & V Walsh (Abattoir)	1 Rawling Road	9725 4488
Wildlife	Wildcare helpline	9474 9055
Parks and Wildlife	Parks and Wildlife (Wildlife Section)	9080 5555
Public Transport Authority	Rail	9220 9999
Main Roads WA	Road Hazards	1800 013 314
Main Roads WA	Road Permits (Heavy Vehicle)	9311 8450
Electrical Supply	Western Power	131 351
Rail	Emergency	9326 2111
Environmental	Environmental Protection Authority	9222 7000
Dept of Environment	Pollution Emergency	1300 784 782
Dept of Health	On call duty officer Disaster Preparedness and Management Unit (24/7)	9328 0553

Appendix 7



Annexure 2 – Animal Registration Form

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

Annexure 3 – Animal Welfare Coordinator & Assistant Roles

Animal Welfare Coordinator

When the Animal Welfare Support Plan is activated the Animal Welfare Coordinator will:

- Establish and maintain liaison with the CEO and/or Recovery Coordinator concerning all animal welfare issues and management decisions.
- Provide Situational Reports to the CEO and/or Recovery Coordinator for IMT or ISG meetings.
- Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support.
- Establish and maintain contact with the Welfare Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested.
- Appoint Animal Welfare Assistant(s), if required, to assist with administrating logistics associated within this Plan.
- Ensure Animal Welfare support equipment and consumables are maintained and available at all times.
- Request Veterinarians' support and assistance for animals requiring assessment or treatment as approved by HMA/IC.
- Liaise with COB Media Officer and the HMA/IC to prepare and release public information concerning animal welfare as required.
- Arrange debriefing sessions during and post incident with Animal Welfare Assistants, Volunteers, COB staff and associated agency representatives.
- Assist DPIRD and/or DBCA with animal welfare activities as requested or directed by the Controlling agency or HMA.
- Seek authorisation from the HMA/IC to patrol areas affected by the emergency (in consultation with DPIRD/DBCA) to assist impacted wildlife.

Animal Welfare Assistant

When the Animal Welfare Support Plan is activated the Animal Welfare Assistant(s) will:

- Provide support and assistance to the Animal Welfare Coordinator to manage animal welfare issues as requested.
- Maintain appropriate records for animals evacuated to the Animal Evacuation Centre or temporary animal welfare facility established.
- Manage the welfare and safety of animals received at the Animal Evacuation Centre or any temporary animal welfare facility established.
- Liaise with available Veterinarians for animals requiring assessment or treatment.
- Participate in patrols of the area affected by the emergency to assist affected wildlife once the area is deemed safe to do so by the HMA/IC.

Annexure 4 – Animal Welfare Situational Report

Incident Name:	
Agency/ Organisation:	
Information Current to:	<i>(Date/ Time)</i>

CURRENT SITUATION:

Total Number of Animals at Evacuation Centre:	Horses	Livestock	Other

Situation Summary

(Brief overview of the situation at the Animal Evacuation Centre)

Issues / Hazards Arising

(Brief description of issues known or expected to arise e.g. capaRottnest Island reached, shortage of resources)

Actions Taken

(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)

Actions to be Completed

(Brief report of schedules/planned/proposed actions for the period covered by Sitrep)

Annexure 5 – Animal Evacuation Centre Checklist

The Animal Welfare Coordinator assigns this role

ON ACTIVATION		
Task	Notes	Complete ✓
<p>1. Ensure the facility is not at risk or likely to be affected by the hazard</p> <p>Refer to the Emergency WA website www.emergency.wa.gov.au and confirm location is not within a Watch & Act area. Consider the surroundings and remember multiple incidents can occur simultaneously.</p> <p>Continually monitor the situation.</p>		<input type="checkbox"/>
<p>2. Ensure the facility has the capacity to support a large influx of animals and people.</p> <p>If an event is currently underway or scheduled in the next three days, consider redirecting the request to another facility.</p>		<input type="checkbox"/>
<p>3. Ensure the facility is operational</p> <ul style="list-style-type: none"> • Club rooms, kitchen and amenities to be in good working order • Perimeter fencing secure • Reliable source of power and water • Unrestricted road access and consider route to Department of Communities evacuation centre 		<input type="checkbox"/>
<p>4. Contact facility members who are available to volunteer and assist with managing the Animal Welfare Centre.</p> <ul style="list-style-type: none"> • Report availability of volunteers to the Animal Welfare Coordinator or COB Rangers • Draft a basic roster 		<input type="checkbox"/>
<p>5. Establish a registration point</p> <p>Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services:</p> <ul style="list-style-type: none"> • Informing users of facility/centre arrangements • Logging the details of all incoming and outgoing animals • Collecting ground fees (if applicable) • Encouraging all persons to register at https://register.redcross.org.au/ • Maintaining a central point for all queries and the dissemination of information 		<input type="checkbox"/>

MANAGEMENT DURING EMERGENCY

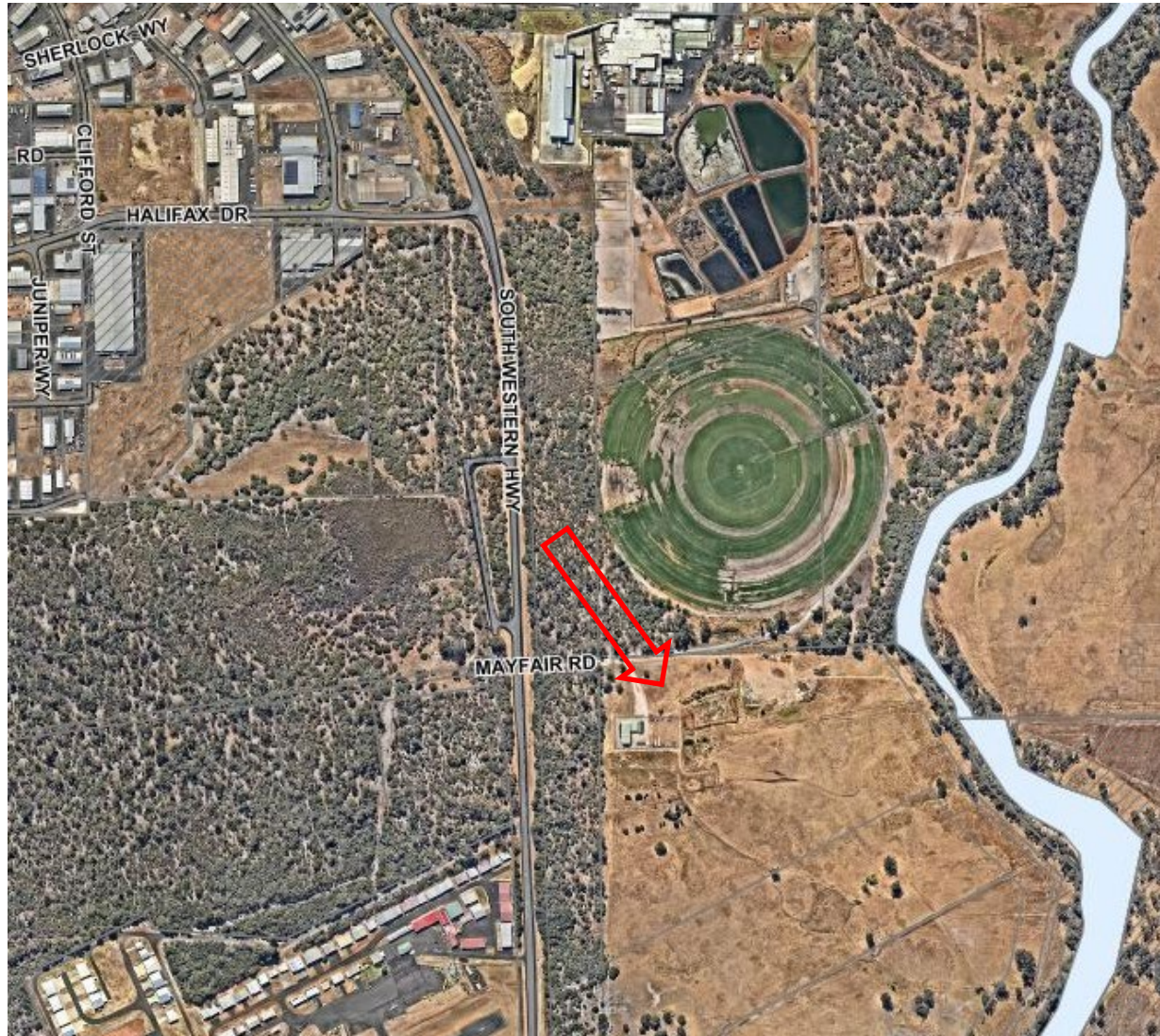
Task	Notes	Complete ✓
<p>6. Waiving of fees and rules</p> <p>In extenuating circumstances the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be:</p> <ul style="list-style-type: none"> • Made in good faith • Documented • Communicated to the Facility Manager as soon as practicable <p>This is most likely to involve dogs and unattended animals at the grounds.</p>		<input type="checkbox"/>
<p>7. Catering arrangements</p> <p>The facility is under no obligation to cater for the displaced people and they should be told this from the outset. Any donated food should be prepared in accordance with food safety standards.</p> <ul style="list-style-type: none"> • The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food • Any displaced person still requiring these basic needs should be redirected to the Department of Communities evacuation centre. 		<input type="checkbox"/>
<p>8. Donations</p> <p>The centre is not to be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are:</p> <ul style="list-style-type: none"> • Animal feed • Animal medical supplies and services • Approved catering supplies and services • Facility consumables (i.e. toilet paper) 		<input type="checkbox"/>
<p>9. Communication - SITREP</p> <p>The Facility Manager is to maintain communication with the following organisations:</p> <ul style="list-style-type: none"> • Animal Welfare Coordinator • COB Ranger Services (to inform IC via ISG) • Department of Communities • Other Public Equestrian Facilities <p>Subsequent SITREPS are to be provided every 12hrs at a minimum, or as the situation changes.</p>		<input type="checkbox"/>
<p>10. Animals with unknown owners</p> <p>It is likely that rescued animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed and its details forwarded to the Ranger Services of the relevant Local Government. The Rangers</p>		<input type="checkbox"/>

<p>may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.</p>		
<p>11. Administration and finance Keep accurate records, of all the centre’s activities, key decisions and expenditure. This information may be required for the post incident review. Costs may be claimable, however, confirmation of this is often required prior to activation.</p>		<input type="checkbox"/>
<p>12. Delegation of roles Depending on the size and nature of the incident consider appointing following positions:</p> <ul style="list-style-type: none"> • Front gate attendant • Registration/admin officer • Safety officer. 		<input type="checkbox"/>
<p>13. Relief arrangements and shift changes Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles. Advise that the centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator is to be made publicly available at the centre.</p>		<input type="checkbox"/>
STAND DOWN		
Task	Notes	Completed ✓
<p>14. Closure of centre The centre is closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and COB. 24hrs notice must be provided to vacate the grounds.</p>		<input type="checkbox"/>
<p>15. Those requiring long term accommodation Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or COB for support services.</p>		<input type="checkbox"/>
<p>16. Unclaimed animals Any animals who do not have an identified owner after the closure of the centre are to be reported to the COB Ranger Services.</p>		<input type="checkbox"/>

<p>17. Clean up</p> <p>The facility is to be left in a clean usable state so it can quickly return to general business. It is expected the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>								<input type="checkbox"/>	
POST EMERGENCY										
Task	Notes	Completed ✓								
<p>18. Debrief</p> <p>The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as:</p> <ul style="list-style-type: none"> • Facility Manager • Feedback from users as they leave • Hosting an official debrief session. 	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>									<input type="checkbox"/>
<p>19. Request for information</p> <p>It is likely the facility will be contacted for details of those involved to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. The Facility Manager will validate the information to be released.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>									<input type="checkbox"/>
<p>20. Amendments</p> <p>Any proposed changes to this document must be raised with and endorsed by the Facility Manager and COB, in consultation with DFES and Department of Communities.</p>	<table border="1"> <tr><td> </td></tr> </table>		<input type="checkbox"/>							

Annexure 9 - Animal Evacuation Centre Locations

THE CITY OF BUNBURY REGIONAL ANIMAL MANAGEMENT FACILITY (POUND) IS LOCATED ON MAYFAIR ROAD, DAVENPORT.





SURROUNDING SHIRES WITH ANIMAL HOLDING FACILITIES

LOCATION AND CONTACT

o Shire of Donnybrook
Ph: 9731 1106
After hours contact Paul 0419935 600 Shannon 0419 972 073

o Shire of Capel
Ph:9727 0222
After hours contact Ted 0417953 959

o Shire of Harvey
Ph: 9729 0300
After hours contact 0418934 942

o City of Busselton
Ph: 9781 0444

o Shire of Augusta Margaret River
Ph: 9780 5255

o Shire of Nannup
Ph:97561018

o Shire of Collie
Ph: 9734 9000
After hours Ph: 0408 931 274

SURROUNDING BUSINESSES WITH ANIMAL HOLDING FACILITIES

LOCATION AND CONTACT

o Down South Boarding Kennels
Donnybrook
Ph: 0437 891 576

o Bimbimbie Boarding Kennel
Roelands
Ph:0475 225 848

o Bushlads Pet Retreat
Capel
Ph:0410 331 744

o Max's Kennel Club
Brunswick
Ph: 0418 970 530

o Ticketyboo Boarding Kennels
Acton Park Busselton
Ph: 0488 307 044

o Marlee Country Kennels
Kalgup Busselton
Ph: 0488 307 044 Page 6 of 6

o Lake Clifton Boarding Kennels
Herron
Ph:9739 1171

o Bridgetown Boarding Kennels and Cattery
Bridgetown
Ph:9761 1751

Situation Report

CITY OF BUNBURY

(INCIDENT SUPPORT GROUP MEETING MINUTES CAN BE USED IN PLACE OF THIS SITREP FOR INTERNAL UPDATES)

EVENT		
SIT REP #	DATE	TIME PERIOD
DISTRIBUTION		
<ul style="list-style-type: none"> • Board members as required • CEO, Executive team, Managers • Local Emergency Management Committee & Local Recovery Coordination Group • Other organisations as necessary <p><i>Note: Authority can determine who receives the SITREPs based on relationships and need.</i></p>		

Situation Summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

Actions Taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

Actions to be Completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep

Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues

Prepared By:	Signature	Date	Time
Approved By:	Signature	Date	Time

Disaster Recovery Communications

Communications Planning Template

Communications Planning Checklist (*Recovery Comms. included*)

Action	Y/N	Responsible Person
Communications Governance		
Lead Spokesperson selected/ advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message board locations established		
Internal Staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promulgated in all messaging		
Spontaneous volunteer management messaging devised and promulgated in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

Authorised for Distribution By: _____ Position: _____ Date: _____

Community Message Talking Points

Spokesperson _____ **Position** _____

Message timing:

To be delivered at: _____ AM PM

Media channel/s: _____

Target audience: Internal staff
Community group/s _____

Agency/s _____

Intro: discuss current situation (include 'No physical donations accepted', etc)

1 What we Know

2 What we do not yet know

3 What we are doing

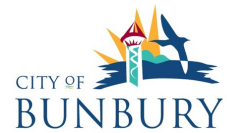
4 What we want you to do

Reiterate main and salient points

Next message will be available at: _____

Authorised for Distribution By: _____ Position: _____ Date: _____

Appendix 8(c)



Local Emergency Management Committee

Extraordinary Meeting Agenda

<Insert Event Name>

Date:

Time:

Venue:

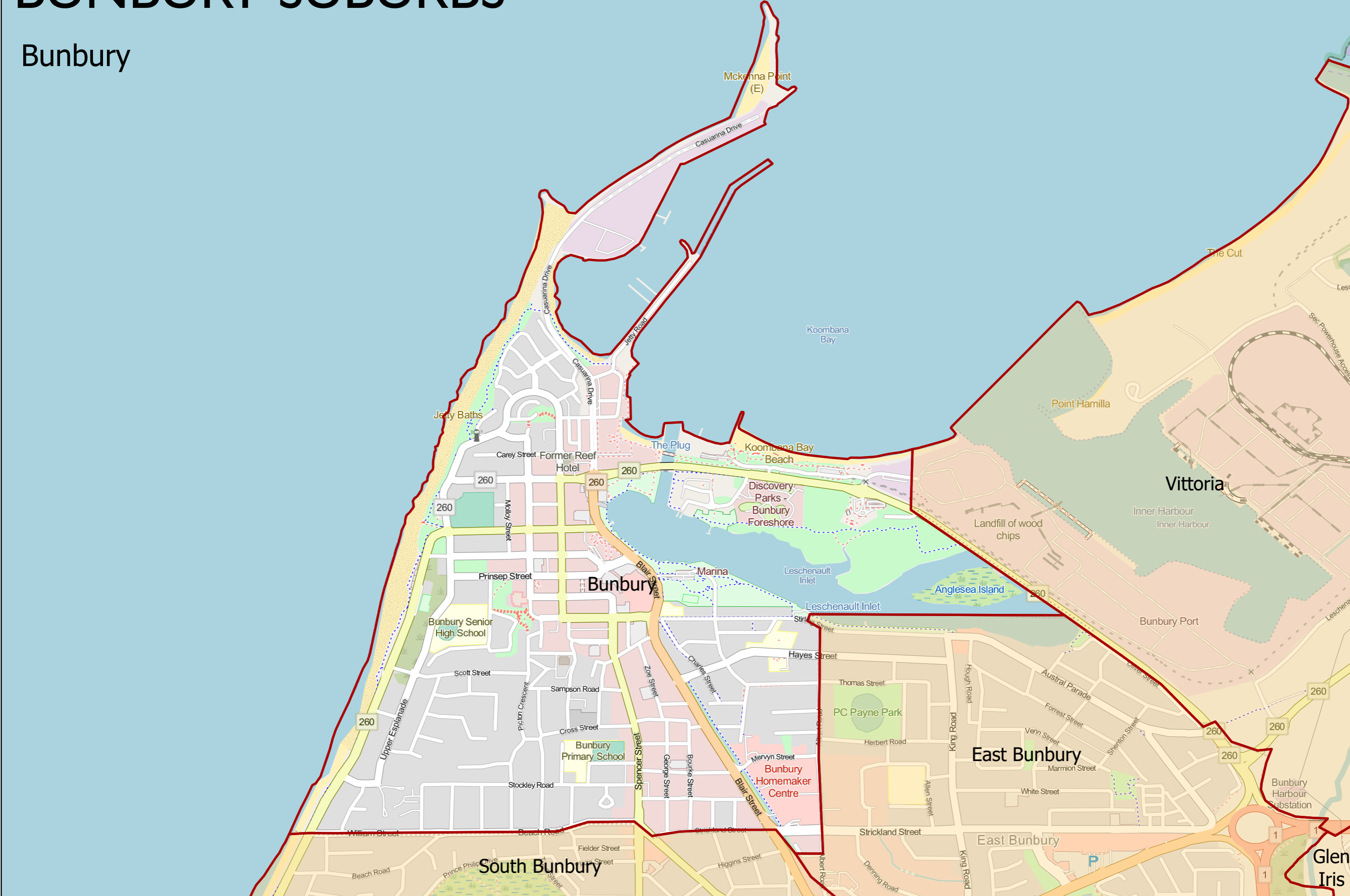
Attendance Name and Organisation:

Name	Organisation	Name	Organisation

No.	ITEM	Reporting
	Welcome and apologies	Chair
1	Insert event name- Current Situation	From Sitrep or lead agency
2	Other Agency Reports	Agency leads
3	Communications employed	HMA lead, others as required
4	Priorities, further action	Chair
5	Other items as required	
6	Other items as required	
9	Other business.	As required
10	Next meeting: time and date	Chair

BUNBURY SUBURBS

Bunbury



BUNBURY SUBURBS

Carey Park

East Bunbury

South Bunbury

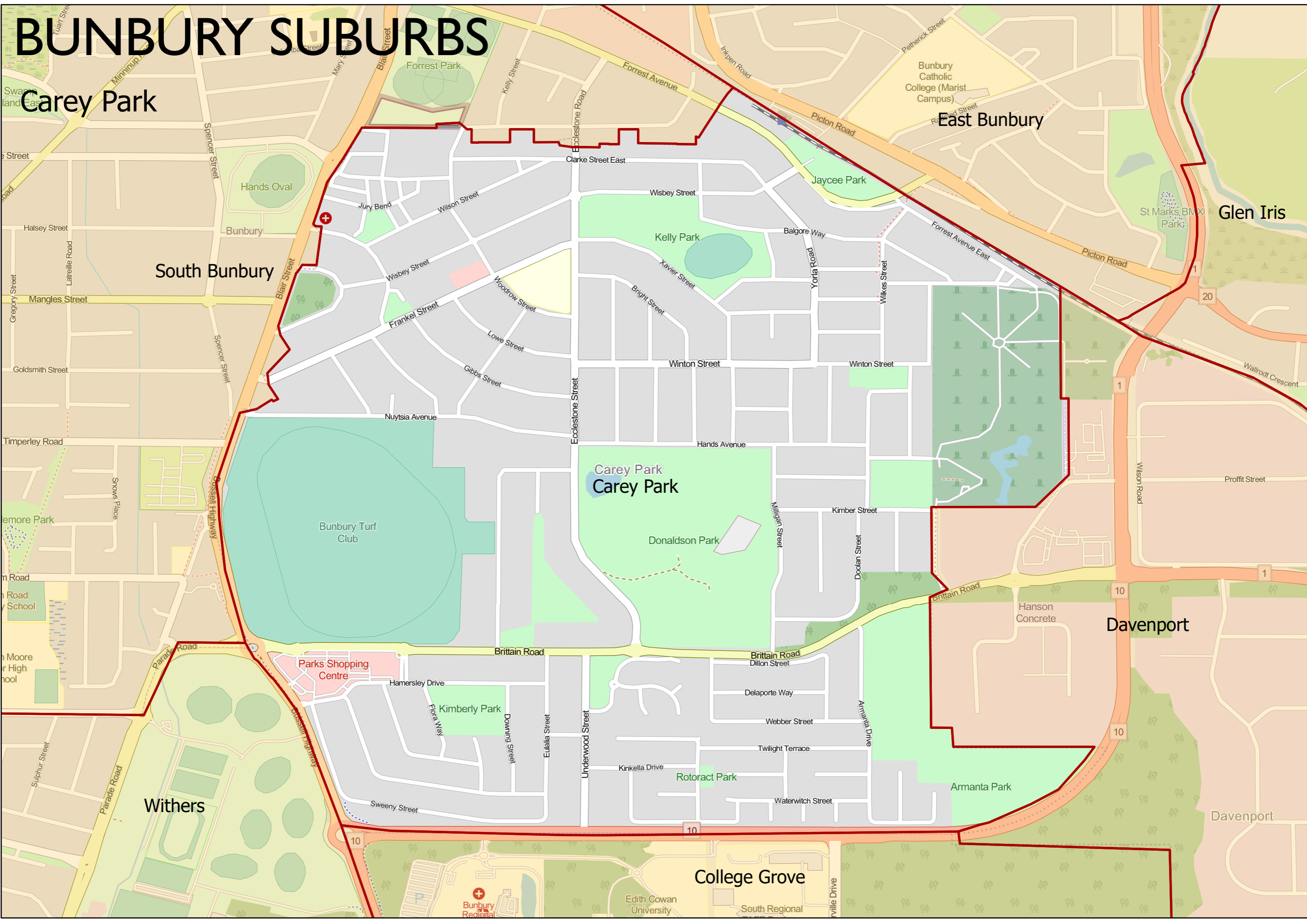
Glen Iris

Carey Park
Carey Park

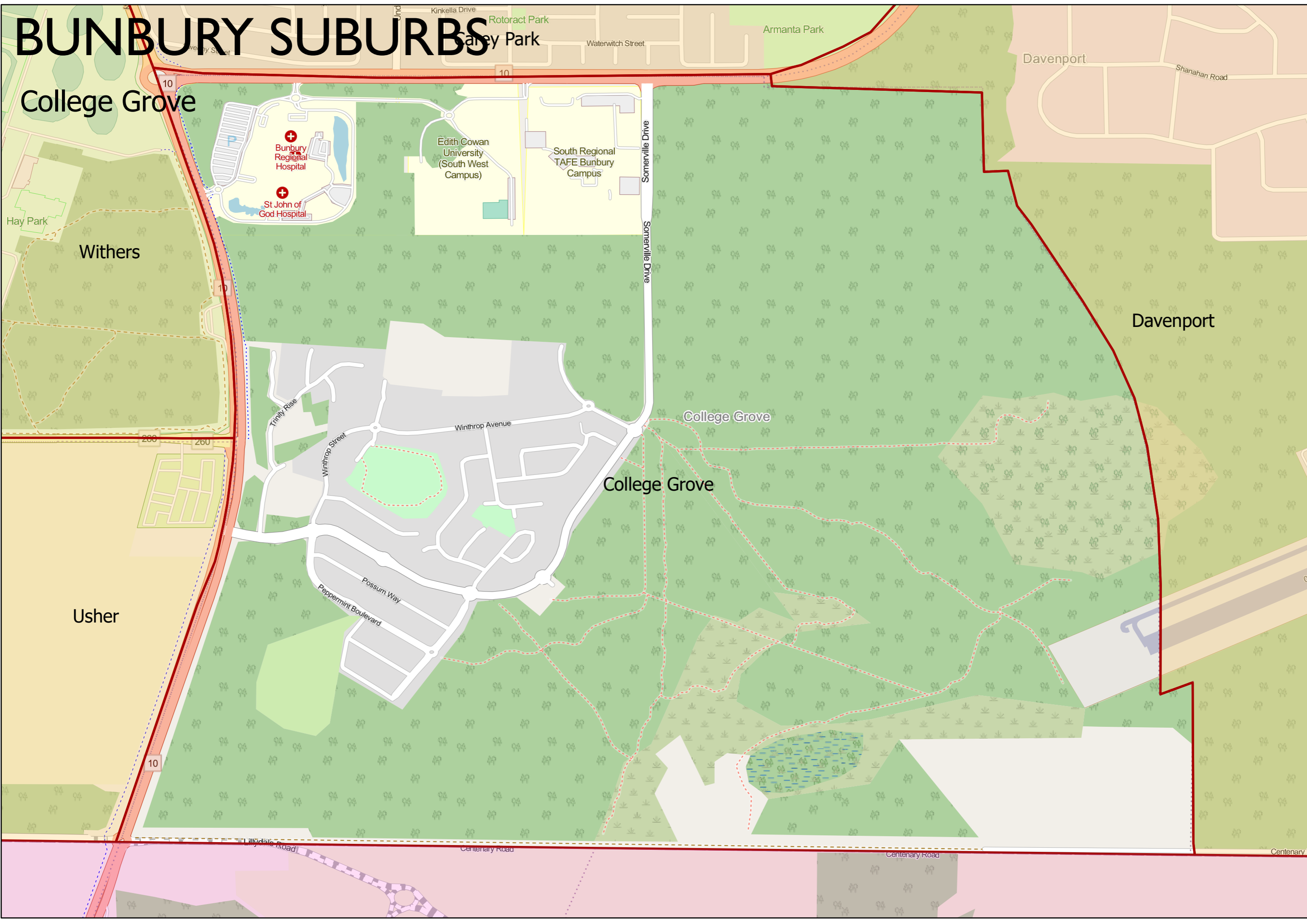
Davenport

Withers

College Grove



BUNBURY SUBURBS



College Grove

Bunbury Regional Hospital
St John of God Hospital

Edith Cowan University (South West Campus)
South Regional TAFE Bunbury Campus

Withers

College Grove

Davenport

Usher

10

10

200

260

10

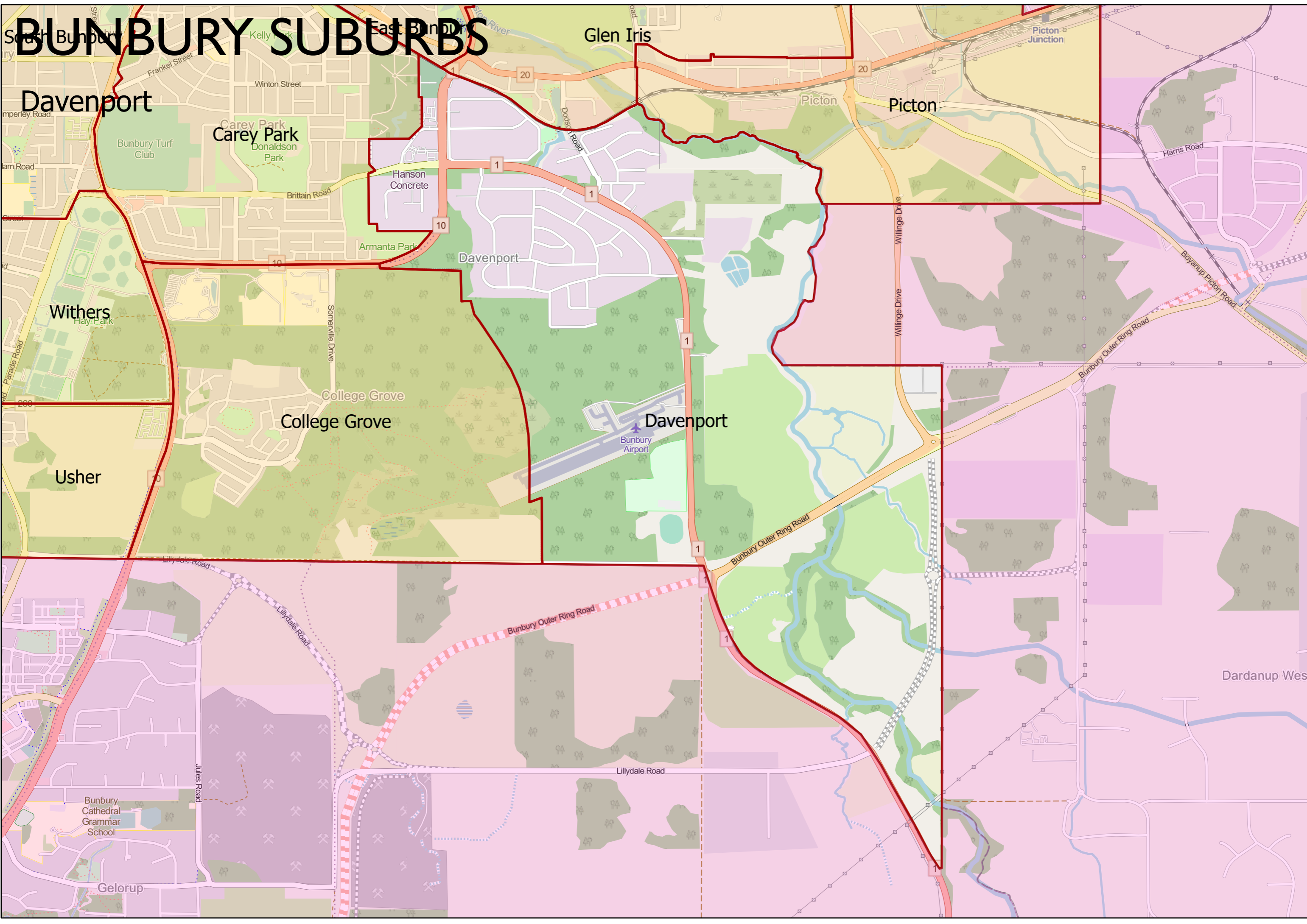
Lillydale Road

Centenary Road

Centenary Road

Centenary Road

BUNBURY SUBURBS



Davenport

Glen Iris

Picton

Carey Park

Davenport

Davenport

Withers

College Grove

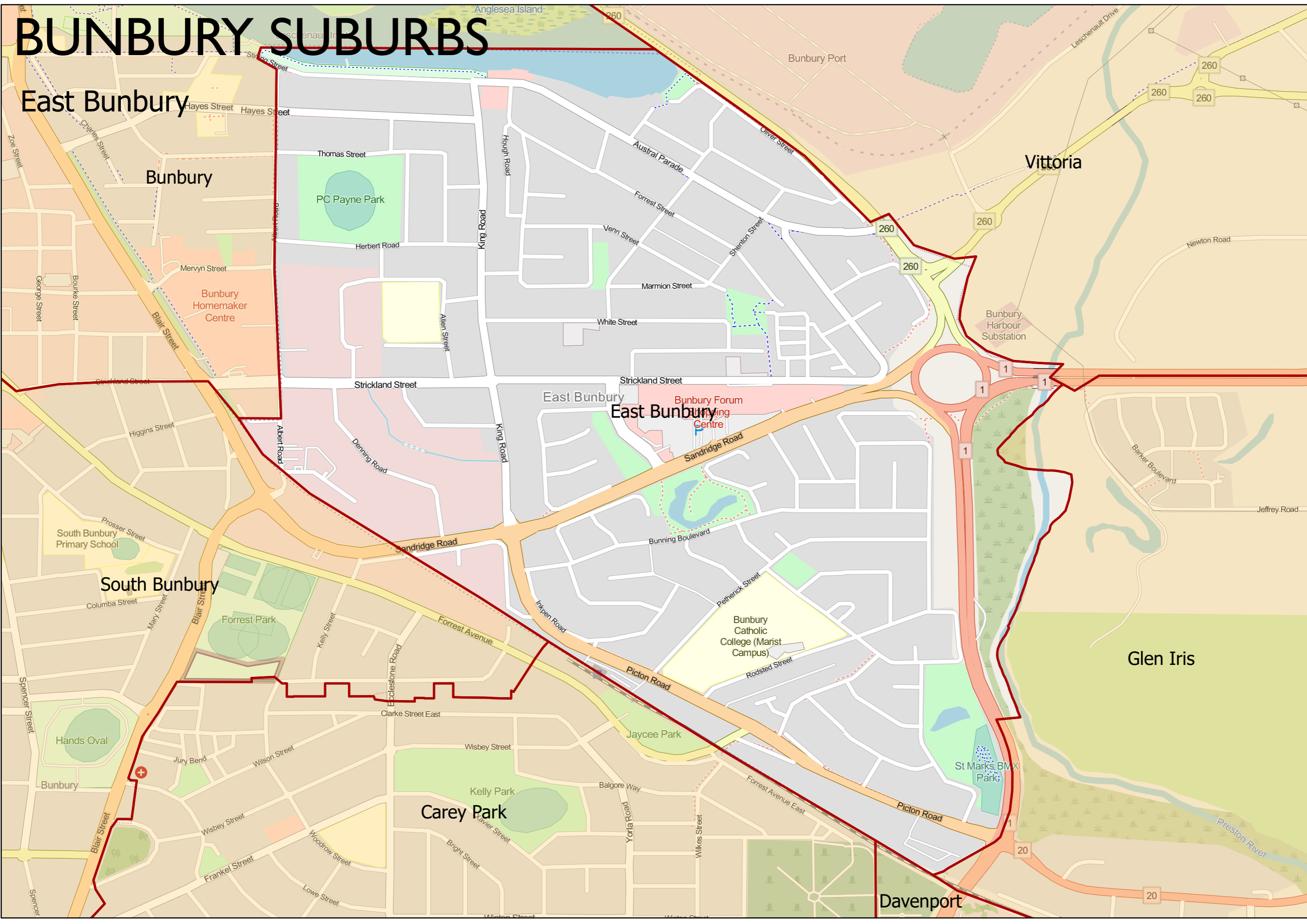
Usher

Bunbury Cathedral Grammar School

Gelorup

Dardanup West

BUNBURY SUBURBS



East Bunbury

Bunbury

Victoria

South Bunbury

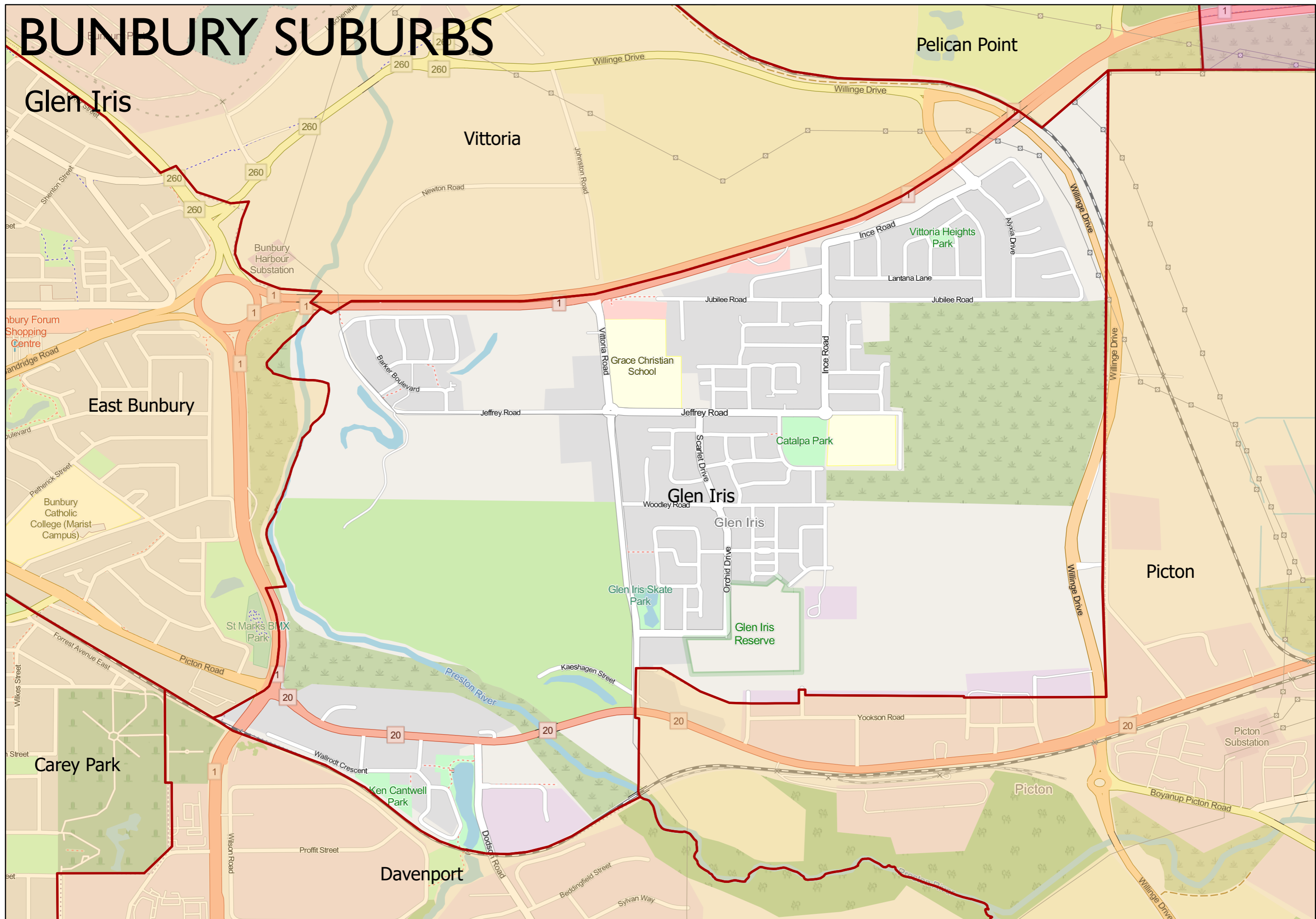
East Bunbury

Glen Iris

Carey Park

Davenport

BUNBURY SUBURBS



Glen Iris

Pelican Point

Vittoria

Bunbury Forum Shopping Centre

Bunbury Harbour Substation

East Bunbury

Grace Christian School

Vittoria Heights Park

Bunbury Catholic College (Marist Campus)

Glen Iris

Catalpa Park

Picton

St Mark's BMX Park

Glen Iris Skate Park

Glen Iris Reserve

Carey Park

Ken Cantwell Park

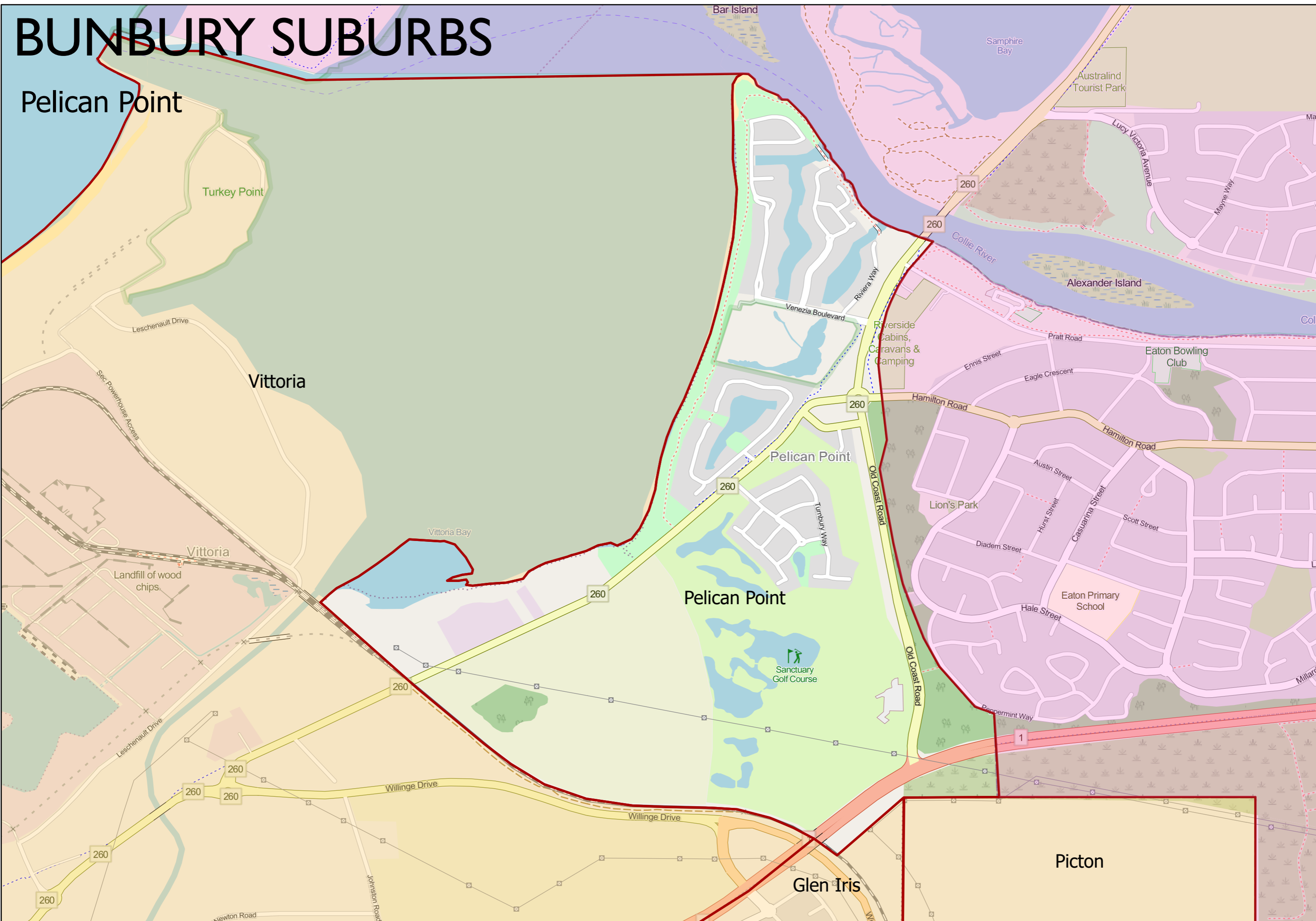
Picton Substation

Davenport

Picton

BUNBURY SUBURBS

Pelican Point



Turkey Point

Vittoria

Pelican Point

Picton

Glen Iris

Vittoria

Pelican Point

Eaton Bowling Club

Eaton Primary School

Sanctuary Golf Course

Lion's Park

Pelican Point

Turkey Point

Leschenault Drive

Sec. Powerhouse Access

Vittoria

Landfill of wood chips

Leschenault Drive

260

260

260

260

Willinge Drive

Willinge Drive

Johnston Road

Newton Road

Bar Island

Sapphire Bay

Australind Tourist Park

Lucy Victoria Avenue

Mayne Way

Collie River

Alexander Island

Venezia Boulevard

Riviera Way

Riverside Cabins, Caravans & Camping

Ennis Street

Eagle Crescent

Hamilton Road

Hamilton Road

Austin Street

Diadem Street

Hurst Street

Casuarina Street

Scott Street

Hale Street

Peppermint Way

1

May

Coll

L

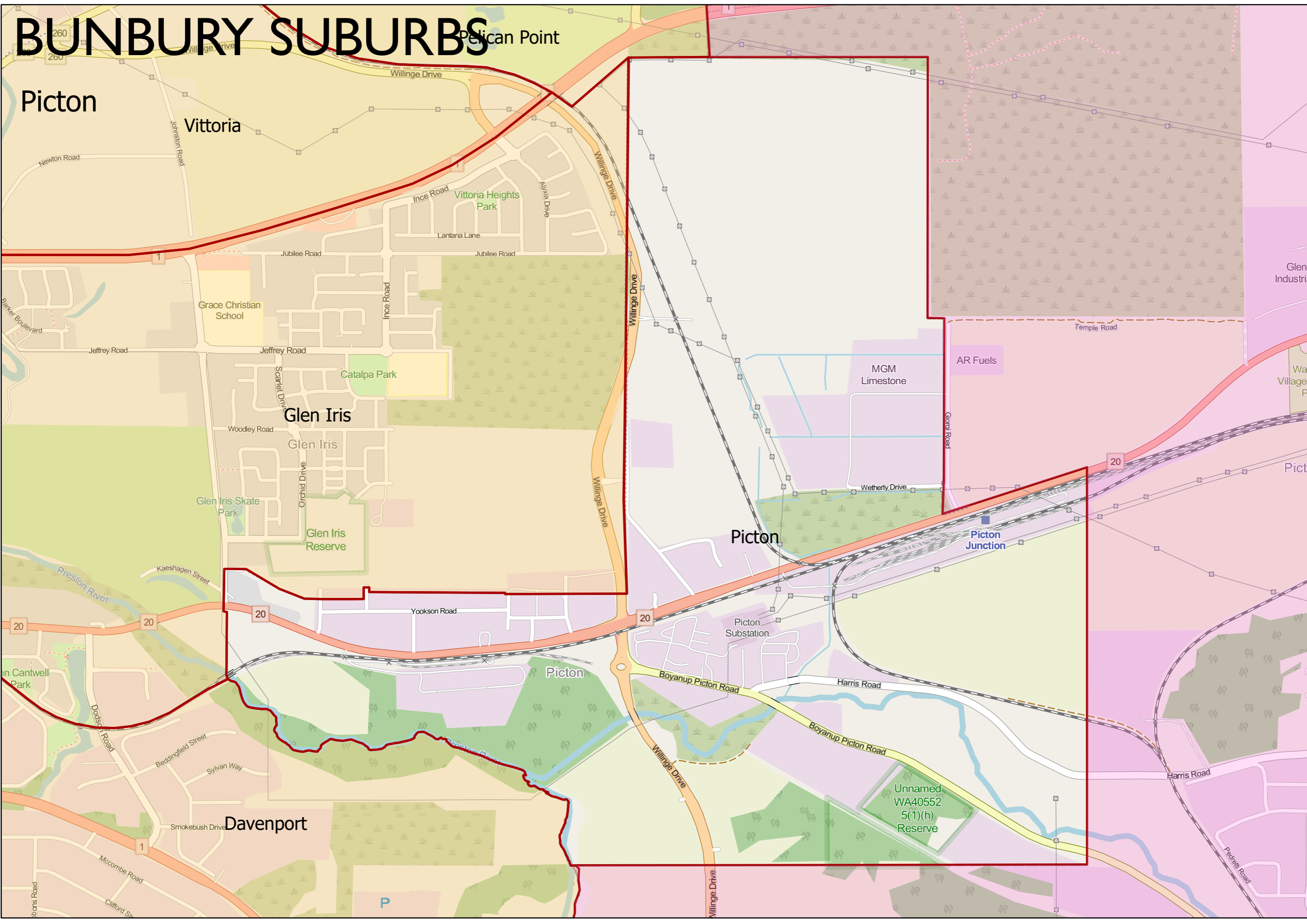
Milard

Old Coast Road

Old Coast Road

Old Coast Road

BUNBURY SUBURBS



Picton

Vittoria

Glen Iris

Davenport

Pelican Point

Picton

Picton Junction

MGM Limestone

AR Fuels

Unnamed WA40552 5(1)(h) Reserve

260

1

20

20

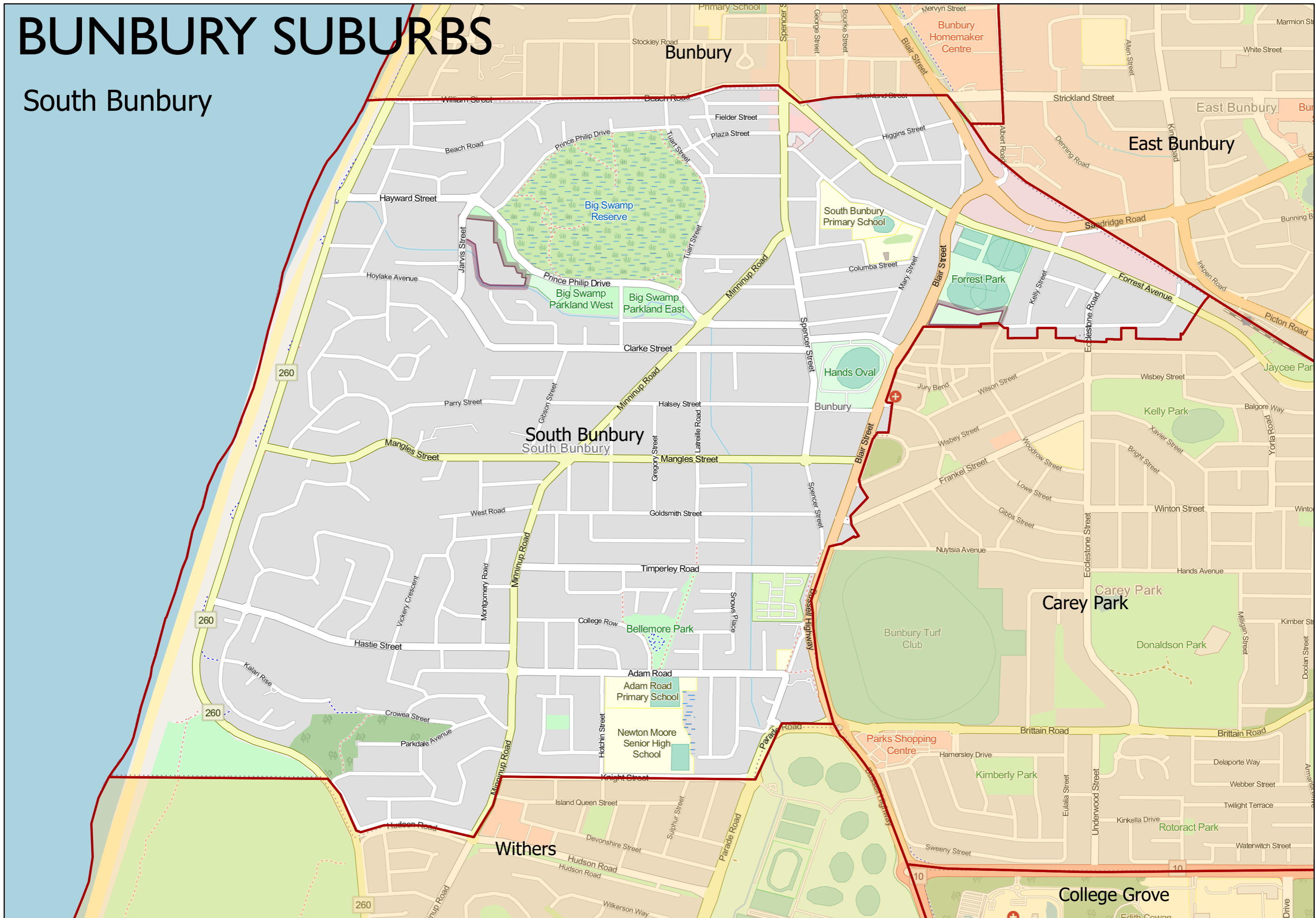
20

1

P

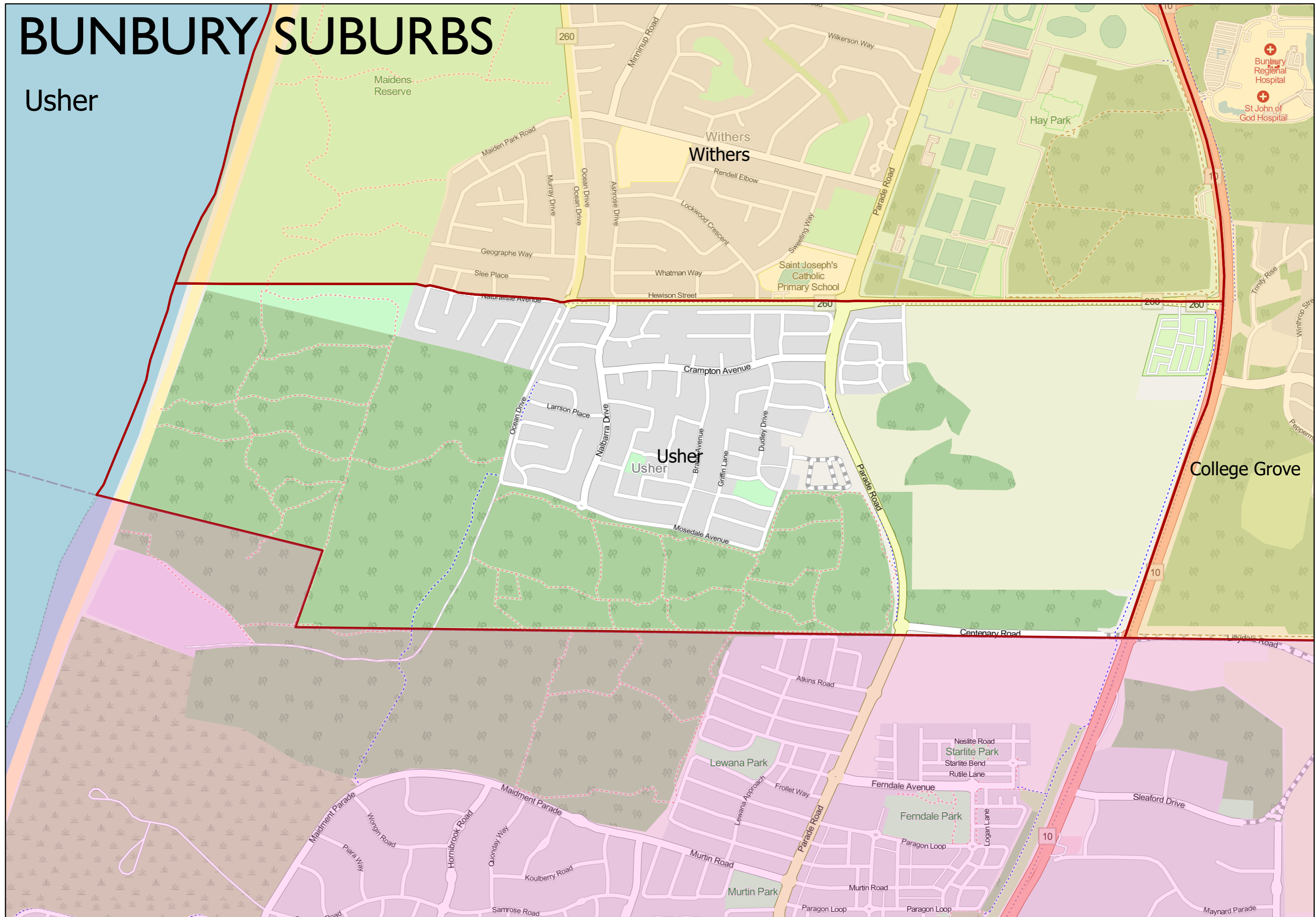
BUNBURY SUBURBS

South Bunbury



BUNBURY SUBURBS

Usher



Maidens Reserve

Withers
Withers

Saint Joseph's
Catholic
Primary School

Hay Park

Bunbury
Regional
Hospital
St John, of
God Hospital

Usher

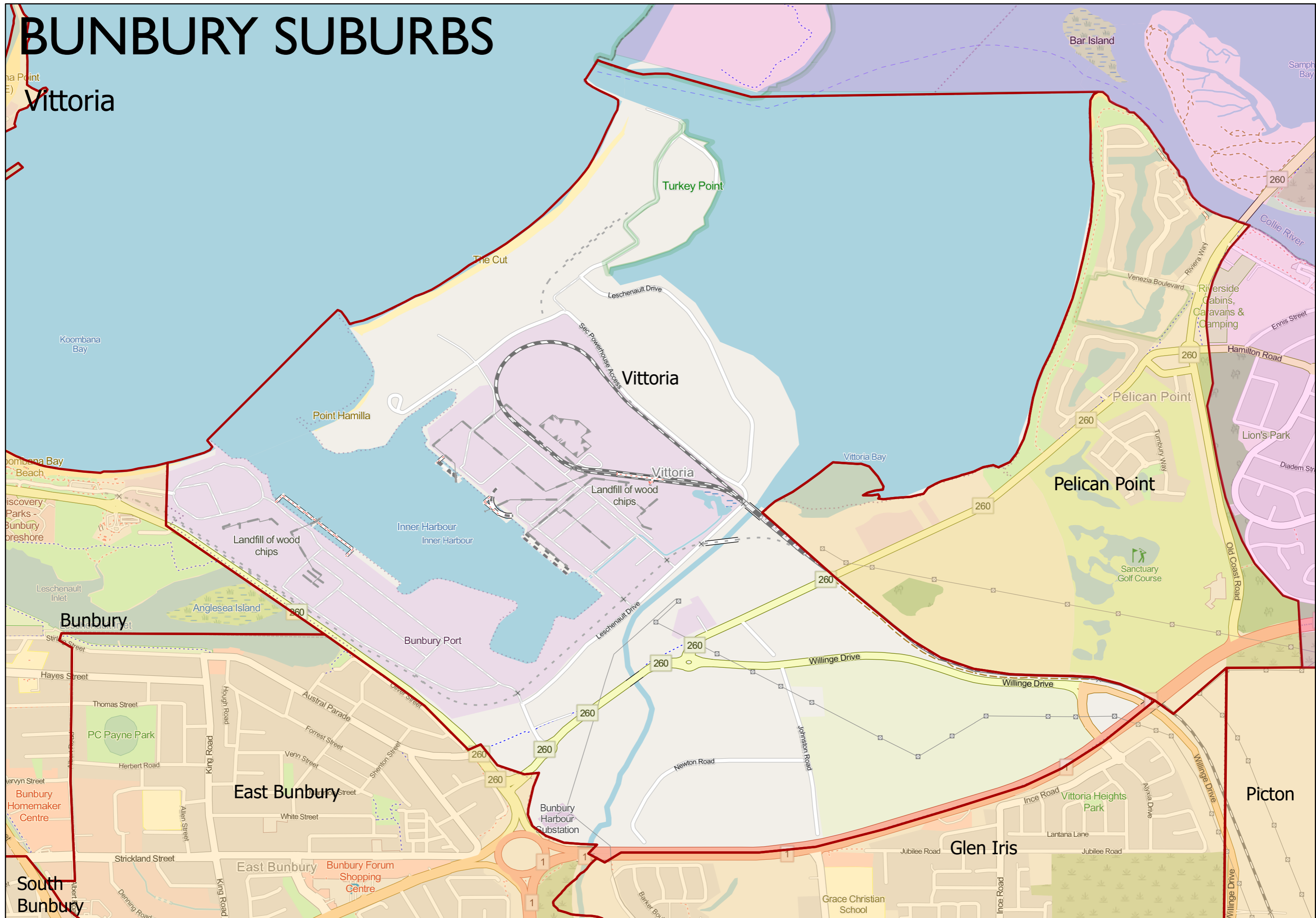
College Grove

Lewana Park

Ferndale Park

Murtin Park

BUNBURY SUBURBS



Memorandum of Understanding

**Member Councils of the South West Zone Western
Australian Local Government Association**

for

**The provision of mutual aid during emergencies and
post incident recovery**

24 August 2018

Memorandum of Understanding

1. Purpose

The purpose of this Memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the South West Zone of the Western Australian Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of our communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

2. Parties to the Agreement

- Shire of Augusta-Margaret River
- Shire of Boyup Brook
- Shire of Shire of Bridgetown-Greenbushes
- City of Bunbury
- City of Busselton
- Shire of Capel
- Shire of Collie
- Shire of Dardanup
- Shire of Donnybrook-Baling up
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

3. Definitions

Definitions for terms contained within this Memorandum are as contained in the Emergency Management Act 2005 and Emergency Management Act Regulations 2006.

4. Guiding Principle

The guiding principle of this Memorandum is that any support given by a local government in a particular emergency event shall be at the discretion of the Council giving the support, and of a level that will not unduly compromise the operability of the Council giving the support.

5. Partnering Objectives

Partners to this Memorandum, in times of community distress due to an emergency incident, agree where possible to:

- i. provide whatever resources may be available within the means of that Council to respond to the emergency incident if requested; and
- ii. provide whatever resources may be available within the means of that Council to assist with post incident recovery in the community.

6. Allocation of Resources

- i. This Memorandum acknowledges that the allocation of a participating Council's staff resources and plant is an operational issue, and as such is the responsibility of the CEO of the Council seeking to offer aid.
- ii. This Memorandum seeks to demonstrate that the CEO's commitment to supporting other Councils in need is backed by the elected members of a participating Council.

7. Partnering Expectations

- i. To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate response and recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
- ii. To ensure that all requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
- iii. To ensure all personnel and equipment provided are covered by the providers own insurance.
- iv. Providers of support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.
- v. The Requester for support will be responsible for all incidental costs associated with the Provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.
- vi. In the event the emergency is of sufficient scale to qualify for State and Commonwealth Funding assistance, such assistance will be sought in compliance with relevant State and Commonwealth Policies.

8. Duration and Amendment

- i. This Memorandum will come into effect at the date of signing by all parties.
- ii. This Memorandum will remain in force for an unstipulated period, with each member having the opportunity to withdraw from the Memorandum at a time of their own

choosing.

- iii. This Memorandum shall not be altered varied or modified in any respect except by agreement of all parties in writing.

9. Termination

This Memorandum may be terminated by mutual agreement of all parties in writing at any time.

10. Withdrawal

Any party may withdraw from this Memorandum by giving three months' notice in writing to the Executive Officer of South West Zone Western Australian Local Government Association and to the other member Council's respective Chief Executive Officer's, at any time.

11. Notices

Communications in relation to this Memorandum must, unless otherwise notified in writing, be addressed and forwarded as follows:

Executive Officer
South West Zone
Western Australian Local Government Association
PO Box 1544,
West Perth , Western Australia, Australia 6872; and

The official address of each member Council.

12. Agreement and Signing

Agreement to the MOU will be provided on the certificates attached separately signed by each CEO and forwarded to the Executive Officer (Entitled Annex A to MOU Emergency Support).

CERTIFICATE OF AGREEMENT

The Council of the

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: _____

Date: _____

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Augusta Margaret River

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:



Date:

19/7/2023


Shire of Augusta Margaret River
STEPHANIE ADDISON-BROWN
Chief Executive Officer

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF BOYUP BECK

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 21.7.2023

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF BRIDGETOWN - GREENBUSHES.

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:  _____

Date: 12/7/2023

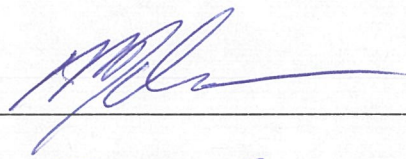
CERTIFICATE OF AGREEMENT

The Council of the

THE CITY OF BUNBURY

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: _____



Date: _____

17th JULY, 2023

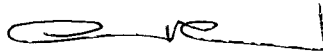
CERTIFICATE OF AGREEMENT

The Council of the

City of Busselton

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:



Date: 18 February 2019

Please forward the signed copy of
this certificate to the Executive
Officer, SWZ -WALGA
erfisher@iprimus.com.au

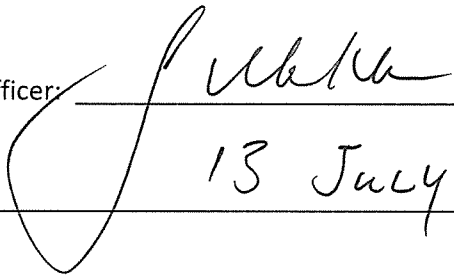
CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF CAPEL

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:


Gordon MacMillan
CEO

Date:

13 July 2023

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF COLLIE

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:

[Signature]

Date:

7 August 2023

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Dardanup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.



Chief Executive Officer: André Schönfeldt

Date: 2 August 2023

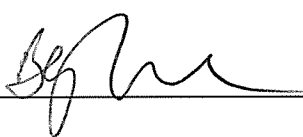
Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Shire of

Donnybrook Balingup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 24/07/2023

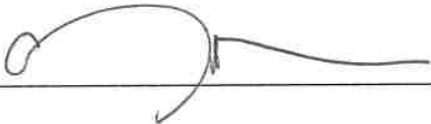
Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Harvey

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:  _____

Date: 18 July 2023

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Mangrup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 25/7/2023

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

The Shire of Nannup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.



Chief Executive Officer: _____

Date: 26 July 2023