



**LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**MINUTES**

**09 MARCH 2021**

These minutes were confirmed by Local Emergency Management Committee as a true and correct record of proceedings by the Local Emergency Management Committee Meeting held on 1/6/21.

Presiding Member:  Date: 01-06-2021

## TABLE OF CONTENTS

<b>1.03.21</b>	<b>DECLARATION OF OPENING / ATTENDANCE .....</b>	<b>3</b>
<b>2.03.21</b>	<b>CONFIRMATION OF PREVIOUS MINUTES.....</b>	<b>4</b>
2.03.21.01	LOCAL EMERGENCY MANAGEMENT COMMITTEE – 01 DECEMBER 2020 .....	4
<b>3.03.21</b>	<b>PRESENTATIONS .....</b>	<b>4</b>
3.03.21.01	SPARK PRESENTATION AND BUSHFIRE MITIGATION PLAN .....	4
<b>4.03.21</b>	<b>BUSINESS ARISING FROM PREVIOUS MINUTES.....</b>	<b>4</b>
4.03.21.01	REVIEW OF EMERGENCY MANAGEMENT ANIMAL WELFARE PLAN.....	5
4.03.21.02	DRAFT MOU – EMERGENCY RESOURCE SUPPORT – BEVERLEY/ BROOKTON/ PINGELLY/ WANDERING .....	28
4.03.21.03	HAPPY VALLEY WATER AVAILABILITY FOR FIRE FIGHTING/STOCK WATERING .....	33
<b>5.03.21</b>	<b>GENERAL BUSINESS.....</b>	<b>33</b>
5.03.21.01	CORONAVIRUS (COVID-19) - UPDATE.....	33
5.03.21.02	ATTENDEE REPORTS AROUND THE ROOM .....	33
5.03.21.03	OTHER .....	34
<b>6.03.21</b>	<b>CORRESPONDENCE .....</b>	<b>34</b>
<b>7.03.21</b>	<b>NEXT MEETING AND CLOSURE .....</b>	<b>34</b>

**Attendance**

The Presiding Member opened the meeting at 5.30pm and welcomed Councillors, Members, and Staff.

Elected Members (Voting)

Cr KL Crute	(voting)	(Shire President)
Cr MG Macnab	(proxy)	

Committee Members (Voting)

Murray Hall	Brookton Chief Bush Fire Control Officer
Rodney Thornton	Roadwise (WALGA)
Alison Lacey	Department of Primary Industries and Regional Development - <i>Attended via videoconference</i>
Drew Richardson	St John Ambulance - <i>Attended via videoconference entered at 5.32pm</i>
Joanne Spadaccini	Department of Communities - <i>Attended via videoconference entered at 5.32pm</i>
Shane Hickman	WA Police - <i>Entered the meeting at 5.32pm</i>

Staff (Non-Voting)

Ian D'Arcy	Chief Executive Officer
Kellie Bartley	Manager Corporate and Community
Mikel Haramboure	Manager of Infrastructure and Emergency
Danni Chard	Executive Governance Officer
Sandie Spencer	Local Recovery Coordinator
Laura Pikoss	Bushfire Risk Planning Coordinator
Jason Carrall	Community Emergency Services Manager (CESM)

Leave of absence

Nil.

Members of the Public

Nil.

Apologies

Amy Eva	Volunteer Local Recovery Coordinator
Kylie Nottle	SilverChain
Scott Atkins	Brookton Volunteer Fire and Rescue Service
Phillip Crute	St John Ambulance
June Harwood	Baptistcare (Kalkarni Residency)
Paul Blechynden	Department of Fire and Emergency Services
Darren Simpson	Brookton District High School (Principle)
William Wilkinson	Volunteer Fire and Rescue Service
Neville Blackburn	Department of Communities
Cliff Fishlock	St John Ambulance

**2.03.21 CONFIRMATION OF PREVIOUS MINUTES**

**2.03.21.01 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 01 DECEMBER 2020**

**LEMC 03.21-01**

**COUNCIL RESOLUTION**

**MOVED M. Hall SECONDED Cr Macnab**

*That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 1<sup>st</sup> December 2021, be confirmed as a true and correct record of the proceedings.*

**CARRIED BY SIMPLE MAJORITY VOTE 4/0**

*Shane Hickman, Drew Richardson (via video conferencing) and Joanne Spadaccini (via video conferencing) entered the meeting at 5.32pm.*

**3.03.21 PRESENTATIONS**

**3.03.21.01 SPARK PRESENTATION AND BUSHFIRE MITIGATION PLAN**

**4.03.21 BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **4.03.21.01 REVIEW OF EMERGENCY MANAGEMENT ANIMAL WELFARE PLAN**

The CEO tabled the draft Animal Welfare Plan for consideration of any final amendments before the document is presented to Council for final adoption.

The Committee expressed support for the Animal Welfare Plan with comment being passed that it is well written and easily understood.

The Chair then call for a formal motion from Committee members to endorse the Plan for referral to Council at the April 2021 Ordinary Meeting following some minor wording changes.

#### **LEMC 03.21-02**

##### **COUNCIL RESOLUTION**

**MOVED M. Hall      SECONDED S Hickman**

***That the Local Emergency Management Committee receives, and endorses the Emergency Animal Welfare Plan, and suggests the plan is presented to Council for adoption, subject to minor changes.***

***CARRIED BY SIMPLE MAJORITY VOTE 7/0***



# **Emergency Animal Welfare Plan**

Adopted Council

Adopted by LEMC on

## Contents

Abbreviations and Definitions .....	4
PART 1 - INTRODUCTION .....	5
1.1 Aim and Objectives .....	5
1.1 Scope .....	5
1.2 Hazard Definition .....	5
1.3 Authority to Plan .....	5
1.4 Plan Responsibilities .....	5
1.5 Organisational Roles and Responsibilities .....	5
PART 2 - PREVENTION AND MITIGATION .....	7
2.1 Responsibility for Prevention, Mitigation and Prevention Strategies .....	7
2.2 Legislation and Codes .....	7
PART 3 - PREPAREDNESS .....	7
3.1 Responsibility for Preparedness .....	7
3.2 Planning for Evacuation .....	8
3.2.1 Local Government responsibilities: .....	8
3.2.2 Animal Owner responsibilities: .....	8
3.3 Arrangements for Assistance .....	9
PART 4 - RESPONSE .....	9
4.1 Responsibility for Response .....	9
4.2 Notification and Communications .....	9
4.3 Levels of Response .....	9
4.4 Intensive Agriculture Activities - response aspects of this plan .....	9
4.5 Evacuation Arrangements .....	10
4.5.1 Incident Management responsibilities: .....	10
4.5.2 Animal Owner responsibilities: .....	10
4.6 Traffic Management and Road Closures .....	10
4.7 Financial Arrangements for Response .....	10
PART 5 - RECOVERY .....	11
5.1 Responsibility for Recovery .....	11
5.2 Transition to Recovery .....	11
ANNEXURE 1 – CONTACT LIST .....	12
ANNEXURE 2 – ANIMAL RESCUE FORM .....	13
ANNEXURE 3 – ANIMAL WELFARE COORDINATOR (AWC) ROLES .....	15
ANNEXURE 4 – ANIMAL WELFARE TEAM (AWT) FORM .....	16
ANNEXURE 5 – FUNCTION OF PAS .....	17

ANNEXURE 6 – FUNCTIONS OF LAS.....	18
ANNEXURE 7 – RESCUED ANIMALS REGISTER.....	19
ANNEXURE 8 – ANIMAL RESCUE PUBLIC DISPLAY LIST .....	20
ANNEXURE 9 – ANIMAL EMERGENCY EXPENDITURE .....	21
ANNEXURE 10 – FLOW OF AUTHORITY IN AN ANIMAL EMERGENCY IN THE SHIRE OF BROOKTON..	22



## Abbreviations and Definitions

AEC	Animal Evacuation Coordinator
Animal	Will include all animal and bird species
AOC	Animal Operations Centre
APS	Animal Protection Society
AWC	Animal Welfare Coordinator
AWP	Animal Welfare Plan
AWT	Animal Welfare Team
DAFF	Department of Agriculture and Food
DFES	Department of Fire & Emergency Services
IC	Incident Controller
ICC	Incident Control Centre
HMA	Hazard Management Agency
IMT	Incident Management team
Intensive Agriculture	A recognized agricultural activity when a substantial number of animals are kept in a limited or confined area.
LAS	Livestock Animal Shelter
LGA	The Local Government Authority, being the Shire of Brookton
LEMC	The Local Emergency Management Committee of the Shire of Brookton
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 who are portable and would normally accompany the family when they leave the property. Includes: dogs, cats, rabbits, rodents, fish, and tame birds.
RSPCA (WA)	Royal Society for the Prevention of Cruelty to Animals
WESTPLAN	State Emergency Management Plans
Wildlife	Will include all native species of animals and birds

## **PART 1 - INTRODUCTION**

### **1.1 Aim and Objectives**

The aim of the Animal Welfare Plan (AWP) is to:

Detail emergency management arrangements relating to the Welfare of Animals during emergencies throughout the Shire of Brookton.

The objectives of the AWP are to:

- Detail actions, roles and responsibilities for preventative, preparedness, response and recovery arrangements within the Shire of Brookton;
- Identify emergency management arrangements between stakeholders to ensure an adequate and effective response to, and recovery from, an emergency incident within the Shire of Brookton;
- Provide an interface to enable integration with other emergency plans within the Shire of Brookton and the State; and
- Provide a reference for those required to respond to Emergency Incidents within the Shire of Brookton.

### **1.1 Scope**

This Plan covers the Shire of Brookton Emergency Management arrangements that apply to responders and stakeholders who may become involved with management and response to emergency incidents within the Shire of Brookton.

### **1.2 Hazard Definition**

The hazard is defined by the nature of the emergency or incident, the cause and effect of the incident and the incident has, threatened or is likely to cause injury, damage or loss of life, damage to or loss of property, goods or materials, or may cause considerable financial impact on a person, persons, community or area, and requires a response under existing threat plans or strategies.

### **1.3 Authority to Plan**

This Plan has been prepared at the direction of the Local Emergency Management Committee (LEMC) acting under the relevant provisions of the *Emergency Management Act 2005*.

### **1.4 Plan Responsibilities**

The development, implementation and revision of the AWP is the responsibility of the Shire of Brookton in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related Legislation.

### **1.5 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 impact on any animal, directly or indirectly, being domestic, wildlife, rural, kept for primary production or for recreational purposes which requires resources beyond the capacity of the owner or carer of the affected animals.

Agency / Authority	Roles/ Responsibilities
Department of Fire and Emergency Services (DFES)	(i) Hazard Management Authority (ii) Animal Evacuation Coordination (SES – Mounted Section) (iii) Support Agency
Department of Agriculture and Food, WA (DAFWA)	(i) Livestock Authority (ii) Drought Management (iii) Disease Management (iv) Animal Welfare
Western Australia Police (WAPOL)	(i) Hazard Management Authority (ii) Traffic Management (iii) Investigation and Enforcement
Department of Parks and Wildlife	(i) Hazard Management Authority (ii) Wildlife Management
Shire of Brookton (Local Government Authority)	(i) Hazard Management Authority (ii) Support Agency (iii) Information Technology
RSPCA (WA)	(i) Animal Welfare (ii) Support Agency
Dept of Health WA	Lead agency in relation to Human Health & Disease Management
Main Roads WA	(i) Road Closures (ii) Traffic Management Support (iii) Vehicle Permits
Bureau of Meteorology	Information Technology
Australian Red Cross & Salvation Army	(i) Support agency (ii) Key Welfare Agencies (iii) Counselling Services
Water Corporation of WA	(i) Water Supply Management (ii) Support Agency
Western Power	Electrical Supply Management
Department of Health WA HMA	WESTPLAN Human Epidemic

## **PART 2 - PREVENTION AND MITIGATION**

### **2.1 Responsibility for Prevention, Mitigation and Prevention Strategies**

The responsibility for threat or hazard reduction and prevention, and the threat or hazard mitigation and strategies are covered in relevant threat or hazard plan within:

- The content of the Local Emergency Management Plan, Westplan and other relevant Agency and Authority Plans;
- Various State and Federal statutes and legislation as defined by the nature of the hazard or threat.

### **2.2 Legislation and Codes**

There are various Acts and Statutes which relate to specific hazards and threats, which are identified and detailed in the relevant sections of the Local Emergency Management Plan. The legislation and codes relevant to Animal Welfare and the movement of livestock are as follows, but not limited to:

- *Animal Welfare Act 2006*
- *Biosecurity and Agriculture Management Act 2007*
- Dept. of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct
- *Emergency Management Act 2005*

## **PART 3 - PREPAREDNESS**

### **3.1 Responsibility for Preparedness**

The provision of information to the public regarding animals in emergencies must be easily accessible, easy to interpret, deliberate, planned and sustained.

#### **Preparedness Actions: Local Emergency Management Committee and the Shire of Brookton**

- Conduct a public information session to launch the Animal Emergency Welfare Plan;
- Arrange training, liaison and agreements with related Organisations, Agencies, Authorities, Key Stakeholders, Service Providers and Contractors;
- Provide on-going animals in emergency preparation information to residents; and
- Establish and utilise printed and electronic media to educate and prepare animal owners and animal facilities for Emergency Incidents.

#### **Preparedness Actions: Animal Owners and Animal Facilities**

- Prepare an Emergency Animal Management Plan
- Prepare an Emergency Animal Management Pack
- Establish an "assistance group"
- Carry out risk management and risk reduction activities within the property or premises

## 3.2 Planning for Evacuation

### 3.2.1 Local Government responsibilities:

The responsibilities of the Shire of Brookton are to prepare, plan for and to determine and document evacuation considerations:

- The threats hazards and risks;
- The predicted threat or hazard behaviour;
- Determine what is at risk;
- Assess the practicality of a large scale evacuation during a response;
- Assess and determine transport routes;
- Determine and document the evacuation points;
- Identify and document safe havens, locations and facilities;
- Identify and document required, available resources required to enable structured and safe evacuation of animals from areas under threat.

### 3.2.2 Animal Owner responsibilities:

Deciding which animals may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation. The plan should detail arrangements and establish procedures for moving animals to safe and secure holding facilities away from danger zones during a threat. If owners do not possess their own transport for animals, they should make prior alternative arrangements with neighbours and local transporters.

Identification is important in case any animals become lost or mixed with others during an evacuation. Owners should make sure that they can list and identify all animals in their care. Records should be kept to verify ownership or status as a carer. Methods may involve identification tags, photographs, microchip numbers, tattoos, colours and markings.

Any problem animals should be identified, such as those most at risk and those that are difficult to manage or dangerous, and a procedure should be established for dealing with them in an emergency.

An effective evacuation plan will also take into account:

- the availability of safe evacuation routes, considering the surrounding vegetation, fire fuel loadings, topography, watercourses and the possibility of road closures;
- the proximity of and anticipated response times by local emergency agencies;
- the time required to vacate the property, including time to gather, identify and load animals;
- Owners' need for backup power supply should the mains power fail, especially during a night-time evacuation;
- Owners' requirements for effective internal and external emergency communications; and
- the need for additional assistance in handling of your animals in an emergency.

The animal owner will need to consider what handling equipment will be needed for moving animals and where it should be stored for emergency use.

- torch, radio and spare batteries;
- mobile phone and contact phone numbers;
- buckets and bowls for food and water;
- cotton lead ropes, leather collars, halters or chains;
- wire cutters (pliers) and a knife;
- first-aid items (discuss with your local veterinarian);
- suitable cages, bags, containers; and
- towels to cover cages.

*If assistance to evacuate animals is required, owners need to plan to notify emergency agencies early with details of:*

- the location of animals;
- type and number of animals;
- handling facilities and equipment, leads, halters, etc.;
- problem animals that may be hard to manage or need special care or medication;
- a contact person (short and long term);
- whether owners are able to transport some of the animals to a designated safe area or refuge;
- whether owners have alternative accommodation for their animals after the immediate danger period or evacuation; and
- alternative contact information.

### 3.3 Arrangements for Assistance

Arrangements and requests for assistance will be made to the Incident Management Team and coordinated through the Animal Welfare Coordinator.

## PART 4 - RESPONSE

### 4.1 Responsibility for Response

The responsibility to activate this plan and to determine the extent of the response and the requirement to evacuate will be made by the Incident Controller using all available threat information and predictions. The Incident Controller will appoint an Animal Welfare Coordinator to oversee the aspects of this Plan.

### 4.2 Notification and Communications

The notification of the response and an appropriate communications plan will be determined and activated by the Animal Welfare Coordinator.

### 4.3 Levels of Response

The level of response and the response action plan will be determined and implemented by the Incident Operations Officer and the Animal Welfare Coordinator.

### 4.4 Intensive Agriculture Activities - response aspects of this plan

The Shire of Brookton do not have Intensive Agricultural Activities at the time of this publication.

## **4.5 Evacuation Arrangements**

### **4.5.1 Incident Management responsibilities:**

The roles and responsibilities of the Incident Management Group are to determine the need for evacuation taking into consideration:

- The threats hazards and risks;
- The predicted path of the threat;
- Determine what is at risk;
- Assess the practicality of a large scale evacuation during a response;
- Assess and determine transport routes;
- Determine the evacuation points;
- Communicate the plan and intentions at the earliest possible time; and
- Ensure accurate records are kept (see annexures to this plan).

### **4.5.2 Animal Owner responsibilities:**

The responsibility of the animal owner is to:

- Make the decision to stay or evacuate early, before the property is directly affected by the incident;
- Implement the required aspects of the (animal owners) evacuation plan; and
- Ensure that all animals are identifiable.

## **4.6 Traffic Management and Road Closures**

Will be coordinated through the Incident Management Centre.

## **4.7 Financial Arrangements for Response**

All financial arrangements will be coordinated by the Incident Management Centre. All matters relating to the financial management and arrangements relating to Animal Welfare are to be recorded and documented using the forms provided Animal Emergency Expenditure (Annexure 9) of AWP Plan.

## **PART 5 - RECOVERY**

### **5.1 Responsibility for Recovery**

The responsibility for the:

- Declaration of the “recovery phase” will be made by the Incident Controller once the “Response Phase” of the Incident is under control or at a time determined by the Incident Controller.
- Implementation of the “recovery phase” of an incident will be the responsibility of the “Recovery Controller” as detailed by the respective Hazard Management Authority.

### **5.2 Transition to Recovery**

Prior to approving or supporting the movement of animals back on to an incident affected property, the area needs to be declared fire safe, which will include, but is not limited to:

- Hot spots which may flare up without warning;
- Downed power lines and burnt-out trees;
- Partially burned structures and trees may be unstable;
- Falling limbs from fire affected trees; and
- Surrounds need to be checked for hazards such as ash pits and dangerous debris.

After a flood, safety precautions need to be adopted to prevent further damage or injury, these include, but are not limited to:

- Before entering buildings check for structural damage, make sure the power is turned off and try not to use any electricity until checked for safety;
- Check any animals that may have been standing in mud or water for extended periods as they can develop health problems and or diseases; and
- Be wary of venomous snakes or wildlife that may be trapped inside buildings or disturbed by the flood.

In general:

- 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; and
- That there is an adequate supply of clean feed and water.

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



## ANNEXURE 1 – CONTACT LIST

Vet (All animals)	Heartlands – York	9641 1383 0418264423
	Narrogin Veterinary Services	9881 5417
	Hearld Street Vet Clinic Narrogin	9881 6444
Vet (Small)	Ark Vet Hospital – Kelmscott	9495 1226
	Roleystone Animal Hospital	9390 4026
Shire of Brookton Ranger	Matt Sharpe WA Contract Ranger Service	0459 678 154
Animal Health SES	Department of Agriculture (Diseases)	1800 084 881
Animal Welfare	RSPCA	9209 9300
	Department of Agriculture	9368 3333
Wildlife	Wildcare	9474 9055
	Parks and Wildlife (Wildlife Section)	9334 0333
	Kanyana Wildlife Rehabilitation Centre	9291 3900
	Phyllis Facey (Beverley)	0437 483 175
Rail	Brookfield Rail – Administration	9622 4631
	Northam Control	9622 4690 or 9622 4627
Main Roads WA	Narrogin Office	9881 0524
	After Hours Emergency Response	138 138 or 0408 310 989
Western Power		13 13 51
Water Corporation		13 13 75
Environmental Protection Authority		9222 7000
Department of Environment	Pollution Emergency	1300 784 782
Dept of Primary Industries & Regional Development		9881 0222
<u>Shire of Brookton Contacts</u>		
Jason Carrall – CESM.....		0448 494 027
Ian D’Arcy – Chief Executive Officer .....		0427 421 032
Kellie Bartley – Manager of Community & Corporate.....		0428 656 457
Mikel Haramboure – Manager of Infrastructure & Emergency .....		0418 422 498
Sandie Spencer – Local Recovery Coordinator .....		0422 095 608
<u>Brookton Police Station</u> – Shane Hickman OIC.....		9642 1000 or 0436 848 027

\* Refer to LEMC contact lists.

## ANNEXURE 2 – ANIMAL RESCUE FORM

Name of Incident	
Rescue ID	
Incident Number	

Emergency Rescue Information			
Date/Time:		Hazard:	<input type="checkbox"/> Fire <input type="checkbox"/> Flood <input type="checkbox"/> Storm <input type="checkbox"/> Other.....
Rescue Location:		Officer:	
Holding Location:	<input type="checkbox"/> PAS <input type="checkbox"/> LAS <input type="checkbox"/> Other.....	Agency:	
PEN N <sup>o</sup> :		Reason:	<input type="checkbox"/> Evacuated <input type="checkbox"/> Roaming
Animal Description			
Species:	<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other .....	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Breed:		Sterilized:	<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
Markings:		Vaccination:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Age:	<input type="checkbox"/> <6mths <input type="checkbox"/> 6mths – 3yrs <input type="checkbox"/> 3yrs+ <input type="checkbox"/> Elderly or Age:	ID/Registration:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Number:	Council:
		Collar:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Information			
Name:			
Address:			
Phone (Home):	Mobile:	Work:	
Email:			



### ANNEXURE 3 – ANIMAL WELFARE COORDINATOR (AWC) ROLES

Name of Incident	
Incident Number	

Considerations	Date/Time	Signature
What is the threat:		
Who is the AWC:		
AWC appointed by:                      Date/Time:		
Is AOC required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does this event cross council boundaries: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Where is the nominated AOC:		
Is an AWT required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Members of the AWT first 24 hours: <b>Name:</b> <b>Agency:</b> <b>In:</b> <b>Out:</b>		
Priority or high risk residents?		
Prepare written brief on daily operations of AWT/PAS/LAS		
Prepare written report on financial expenditure during emergency		
Debrief conducted		

**ANNEXURE 4 – ANIMAL WELFARE TEAM (AWT) FORM**

Name of Incident	
Incident Number	

AWT Considerations (to be completed within the first 24 hours)	Date/Time	Signature
What is the threat:		
Who is the AWC:		
Location of primary PAS:		
Location of LAS (if required):		
Members of the AWT first 24 hours: Name: Agency: In: Out:		
Number of dogs rescued/assisted:		
Number of cats rescued/assisted:		
Number of livestock and other rescued/assisted:		
Notes to AWC:		

## ANNEXURE 5 – FUNCTION OF PAS

Functions of PAS	Signed
Identify each assisted/rescued animal with an ID number	
Keep records of all animals in shelter or temporary transit by completion of the Animal Rescue Form	
Ensure animals have fresh water daily	
Ensure animals are fed at least once daily	
Ensure animals are exercised at least once daily	
Secure animals safely in a pen/crate or enclosed location	
Facilitate the rapid reunion between animal and owner	
Who is responsible for PAS security:	
Ensure the animal Rescue Display list is displayed outside PAS for 24 hour access	
Ensure the Animal Rescue Display list is sent to communications officer at Shire of Brookton	

## ANNEXURE 6 – FUNCTIONS OF LAS

Functions of LAS	Signed
Are livestock involved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a LAS required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Location of LAS (if required):	
Identify each assisted/rescued animal with an ID number	
Keep records of all animals in shelter or temporary transit by completion of the Animal Rescue Form	
Ensure animals have fresh water daily	
Ensure animals are fed at least once daily with quality feed	
Ensure animals are able to exercise	
Secure livestock in safe, temporary location	
Facilitate the rapid reunion between animal and owner	
Number of horses:                      rescued / assisted:	
Number of cattle:                      rescued / assisted:	
Number of sheep:                      rescued / assisted:	
Number of other livestock:      rescued / assisted:	





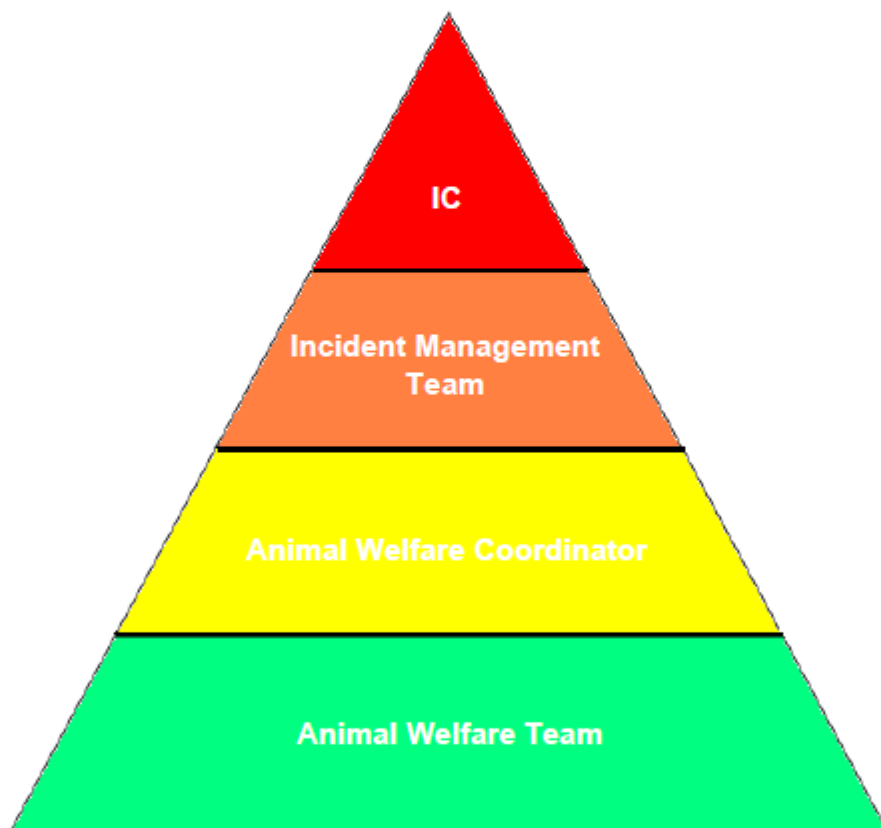




## ANNEXURE 9 – ANIMAL EMERGENCY EXPENDITURE

Date	Officer	Good/Service	Paid/Unpaid	Cost

**ANNEXURE 10**  
**FLOW OF AUTHORITY IN AN**  
**ANIMAL EMERGENCY IN THE SHIRE OF BROOKTON**



The CEO briefed the Local Emergency Management Committee on the draft Emergency Support MoU between the Shire of Beverley, Brookton, Pingelly and Wandering, with emphasis that the document is a starting point for discussion with the other LEMCs.

The Chair promoted that Committee members give some thought to the document with any suggested changes to be forwarded to the Shire of Brookton Administration no later than 31 March 2021.

# **Memorandum of Understanding**

**Between the Shires of Beverley, Brookton, Pingelly  
and Wandering**

**For**

**Emergency Support Agreement**

**March 2021**

# Mémorandum of Understanding

## 1. Purpose

The purpose of this Memorandum is to:

- i) Recognise not all emergency events occur within or are limited to one Local Government area.
- ii) Facilitate where practical the provision of mutual aid between the participating Local Governments to this agreement during and following an emergency.
- iii) Enhance the capacity of each Local Government and its community to cope in times of difficulty.
- iv) Demonstrate a capacity and willingness of participating Local Governments to work collaboratively and co-operatively in building capacity and resilience through joint training and sharing of information and resources, where possible.

## 2. Parties to the Agreement

- Shire of Beverley
- Shire of Brookton
- Shire of Pingelly
- Shire of Wandering

## 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 Principles

The guiding principles of this Memorandum is to:

- i) Instill collaboration between participating Local Governments.
- ii) Generate awareness, build capacity, and enhance resilience within our communities.
- iii) Improve preparedness, response and recovery efforts applicable to emergencies.
- iv) Exercise discretion without unduly compromising the operability of each participating Local Government.

## 5. Partnering Objectives

Partners to this Memorandum agree where possible to:

- i) maintain open dialog and share important information and resources to ensure each local Government is better prepared, equipped and supported in responding to a significant emergency event.

- ii) provide whatever resources may be available within the means of each Local Government to respond to the emergency incident and or to assist with post incident recovery for an affected community.

## **6. Increased Co-operation**

All participating Local Government Councils under this Memorandum of Understanding agree to:

- i) form an employee Emergency Collaboration Group with its primary purpose being the sharing information, knowledge and expertise with an initial focus to:
  - Networking and generating a level of familiarity.
  - Align the participating Local Government's Emergency Management Arrangements, where practical.
  - Promoting the importance of Emergency Planning.
  - Enhancing community education and awareness through a unified and uniform approach, including promotional material and mediums of delivery.
- ii) participate in Joint Local Emergency Management Committee (LEMC) Meetings and emergency exercises, as required.
- iii) allocate resources in accordance with Objective 5 ii) of this Memorandum – see Part 7. below.

## **7. Allocation of Resources**

This Memorandum constitutes a policy position of each participating Local Government Council in:

- i) recognising the operational responsibility of the Local Government rests with each CEO to offer or request assistance.
- ii) empowering the CEO (where practical) to commit human resources and/or plant and equipment in support of another participating Local Government in need.
- iii) acknowledges and accepts that each participating Local Government commits to make available at a minimum and if required the following resources (if not otherwise committed or needed) at no cost for up to thirty (30) days during and immediately following an event. There after CEO discretion on allocation of these resources and cost recovery may apply:
  - Community Emergency Services Manager (CESM)
  - Local Recovery Coordinator (LRC)
  - Administration Officer
  - Plant Operator
  - Evacuation Centre Building
  - Animal Welfare Equipment
  - Community Bus (excludes fuel)
  - Emergency Generator (excludes fuel)

## **8. Agreed Partnering Expectations**

- i) This Memorandum seeks to provide initial assistance to an immediate response and recovery of a short duration. Ongoing protracted assistance in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the

respective CEOs concerned.

- ii) All requests for support are to be initiated by 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). The acceptance of such request (in part or in full) may only be granted in writing by the CEO (or delegate) of the Local Government providing the assistance before the requested resources are made available.
- iii) All personnel and equipment provided under this Memorandum must be adequately insured by the Local Government providing the assistance and be 'fit for purpose' to a compliant and operational standard in accordance with legislative requirements.
- iv) The Local Government requesting the support will be responsible for all incidental costs and disbursements associated with the donated personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.
- v) 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.

## **9. Duration and Amendment**

This Memorandum:

- i) Will come into effect at the date of signing by all parties and 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.
- ii) Shall not be altered, varied or modified in any respect except by agreement of all parties in writing.

## **10. Termination**

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

## **11. Withdrawal**

Any party may withdraw from this Memorandum by giving three (3) months' notice in writing to each of the participating Local Governments at any time.

## **12. Requests, Notices and other Correspondence**

Communications in relation to this Memorandum must, unless otherwise notified in writing, be addressed to the CEO at each of the participating Local Governments.

## **13. Agreement and Signing**

Agreement to this 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

(insert name)

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Agrees to abide by the terms of this Memorandum of Understanding (MOU) to share information and provide mutual support and aid during emergencies and post incident recovery in accordance with this MOU.

Chief Executive Officer: \_\_\_\_\_  
(on behalf of Council)

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

DRAFT



#### **4.03.21.03 HAPPY VALLEY WATER AVAILABILITY FOR FIRE FIGHTING/STOCK WATERING**

The Chair advised that the Happy Valley access agreements to water are now in place, with the water having been utilised by landowners. It was stated that the framework in place includes access, forms and procedures that will benefit this year, and future years when there is a declared drought.

The CEO also advised that the Shire of Brookton is currently investigating the option of increasing the storage capacity of the Happy Valley Water (another 200,000 ltr tank) at the current location adjacent to the sewerage ponds to endure availability during times of emergency.

#### **5.03.21 GENERAL BUSINESS**

##### **5.03.21.01 CORONAVIRUS (COVID-19) - UPDATE**

The Committee was informed that Volunteer COVID-19 vaccinations for emergency personnel/volunteers is to commence in the coming weeks.

##### **5.03.21.02 ATTENDEE REPORTS AROUND THE ROOM**

###### Murray Hall – Chief Bushfire Control Officer

- Events: Strange Road Fire, Fire in Beverley Shire. Community starting to engage and embrace the role of the CESM.

###### Rodney Thornton – Roadwise (WALGA)

- Crash types in 2020
- Audible edge and centre lines being installed across the state.

###### Shane Hickman - WAPOL

- Large number of deaths on roads within the Wheatbelt.
- Low employment in Northern Great Southern area

###### Jason Carrall – CESM

- Aldersyde structure fire
  - Response from Western Power to shut line down was exceptional.
- Grant application – Fire shed (water storage) East (1 bay shed) & West (2 bay shed) for the Brigades

###### Alison Lacey – DPIRD

- Biosecurity/animal welfare/natural hazard responses:
  - Fruit fly outbreaks
  - Dog tick disease – Kimberley
  - Grain insect pest disease
  - Animal welfare for Wooroloo Fire
  - Support and response for Wooroloo Fire
  - COVID-19 planning
  - Monitoring food supply chains & supermarkets
  - Russian wheat aphid (in Esperance)
  - Monitoring Dry season - South East

Joanne Spadaccini – Department of Communities

- COVID-19 (risk of activating evacuation centre), social distancing (difficult to maintain). PPE requirements
- Training 18<sup>th</sup> March – Corrigin (Evacuation centre exercise 2pm - 4.30pm)
- Awaiting PPE to be delivered to Narrogin.

Drew Richardson – St Johns

- COVID-19 (well positioned)
  - Specialised crews are now in position should the need arise (quarantine hotels, or a spike)
  - PPE well stocked
  - Training continuing
    - New volunteer recruits in Brookton
  - York, Wundowie, Wooroloo fires (significant service delivery)

**5.03.21.03 OTHER**

Nil.

**6.03.21 CORRESPONDENCE**

Nil.

**7.03.21 NEXT MEETING AND CLOSURE**

Next LEMC meeting dates for 2021 (suggested – 2<sup>nd</sup> Tuesday of the month):

- Tuesday 8<sup>th</sup> June 2021 – 5.30pm
- Tuesday 14<sup>th</sup> September 2021 – 5.30pm
- Tuesday 14<sup>th</sup> December 2021 – 5.30pm

The Shire President declared the meeting closed at 6.49pm.