



## **SHIRE OF WOODANILLING**

### **ATTACHMENT BOOKLET FOR**

### **ORDINARY COUNCIL MEETING**

20 June 2023 at 4pm

#### **INDEX**

Attachment	13.1.1	List of Payments for May 2023
Attachment	13.2.1	Monthly Financial Report 31 May 2023 (to be distributed under separate cover)
Attachment	14.1.1	Dual Fire Control Officers Shire of Wagin 2023/2024
Attachment	14.2.1	DAIP 2022/2023 Progress Report Draft
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Attachment	15.3.1	Council Policy 111 Caretaker Period Policy

**SHIRE OF WOODANILLING  
STATEMENT OF PAYMENTS  
FOR THE PERIOD 31 MAY 2023**

Transaction ID	Date	Name	Description	Amount
<b>Municipal Account</b>				
<b>EFT Payments</b>				
EFT6681	05/05/2023	Hall Electrical & Data Services	Supply and install a GPO pole next to meter box for security camera- Woodanilling Rec Centre	\$1,105.26
EFT6682	05/05/2023	Hudson Sewage Services	Quarterley Service Biomax C30 commerical system- Salmon Gums	\$315.25
EFT6683	05/05/2023	Team Global Express Pty Ltd	Freight- South West Sharpening	\$46.61
EFT6684	05/05/2023	Geoff John Williamson T/A Katanning Districts Carpet Care	Weekly Cleaning Pavilion- 19/4/2023 Shire Office- 23/4/2023	\$315.00
EFT6685	05/05/2023	Kojonup BMC Embroidery	1 X Size 20 Polo Shirt- Black/Pea Green- Shire Logo on Left- Admin 1 x Size M Polo Shirt, 2 x 2XL, 1 x 3XL Black/Pea Green- Shire Logo on Left- Depot	\$165.00
EFT6686	05/05/2023	D & M Civil Works	Contract Grader Operator- 26 hours @ \$55.00 per hour- Orchard Road Reseal 2/5/2023, Trimmer Road 3/5/2023 & 4/5/2023	\$1,430.00
EFT6687	05/05/2023	Synergy	Power Consumption and Supply Charges- 18/2/2023 to 20/4/2023- Rec Centre and Oval	\$4,963.58
EFT6688	05/05/2023	Great Southern Fuel Supplies	Bulk Fuel Diesel 5000L @ \$1.8150 (incl GST)- April 2023	\$10,125.73
EFT6689	05/05/2023	Shire of Kojonup	Site Visit EHO- Septic Tank Application, Kennel Application including Travel- 249 Steere Road- April 2023	\$608.39
EFT6690	05/05/2023	PCS	Sent password to contractor, transferred CEO desktop to ASO desktop, FO unable to save a .lis file- showed how to save in G drive	\$170.00
EFT6691	05/05/2023	Albany Best Office Systems	Photocopier Count 20/3/2023 to 20/4/2023 B & W- 4593 copies, Colour- 3693 copies	\$596.15
EFT6692	05/05/2023	Staff Christmas Club	Payroll deductions	\$440.00
EFT6693	05/05/2023	Widespread Contracting	Push Gravel- 3000 cubic metres @ \$1.60 ex GST, Stronach Road/Carters Pit	\$5,280.00
EFT6694	10/05/2023	D & M Civil Works	Contract Grader Operator- 28.5 hours @ \$55.00 per hour- Maintenance Grading on Harvey Road, Lime Like Road, Sugg Road, Darby Road, Kerr Road and Trimmer Road- 5/5/2023 to 9/5/2023	\$1,567.50
EFT6695	15/05/2023	Top Spec Maintenance	50% part payment for supply of materials- Mens Shed roof restoration	\$6,500.00
EFT6696	19/05/2023	Hall Electrical & Data Services	Test sump pump, found fusion, wire in new pump- Biomax at Salmon Gums	\$330.00
EFT6697	19/05/2023	Katanning Betta Home Living	1 x Haier Freestandnig Dishwasher- Unit 4 Salmon Gums	\$496.00
EFT6698	19/05/2023	Team Global Express Pty Ltd	Freight- Chefmaster Australia	\$22.48
EFT6699	19/05/2023	Geoff John Williamson T/A Katanning Districts Carpet Care	Weekly Cleaning Pavilion- 3/5/2023 Shire Office- 7/5/2023	\$997.50
EFT6700	19/05/2023	Avalon Caravan Park DK Parkhill & VJ Watson	Accommodation for Contract Grader- 3 x Weeks 18/4/2023 to 10/5/2023	\$990.00
EFT6701	19/05/2023	Chefmaster Australia Pty Ltd	1 x 240lt Chefmaster White/Purple 1480x600+520 30um on rolls, 200 per carton- Townsite Bins	\$175.91
EFT6702	19/05/2023	BGL Solutions	1 x 40ltr Gener8- Gerbellic Acid- Turf lateral growth stimulator, 1.8 x 650ltr Broad Ha Sprayer/Broad Hectare GPC Tracking Spraying plus Freight	\$1,948.10
EFT6703	19/05/2023	MAYDAY Rentals	6 x 4 Hino FM2632 Water truck hire,\$462 per day, 14/3/2023 to 31/3/2023, 6 days on Cornwall Road, 3 days on Orchard Road, 4 days on Burt Road	\$6,006.00
EFT6704	19/05/2023	Hersey's Safety Pty Ltd	12 x Safety Glasses (Anti Fog), 36 x Stinga gloves, 400 x Nylon cable ties 370mm, 6 cans of brake cleaner, 2 cans of contact clean, 1 x 35mm x 6mtr ratchet and 12 x spray and mark- white 350gm	\$768.02
EFT6705	19/05/2023	Hunter Mechanical Services Pty Ltd	Vehicle Service and replace cab filter- WO 007, Machine Service, transport to depot, remove and replace alternator- WO 005, Vehicle Service and replace cab filter, adjust handbrake & tyre pressure- WO 024, Machine Service- WO 004	\$7,460.86
EFT6706	19/05/2023	Mike Hudson	Reimbursement- Dash Cam purchase for road conditions for RAMMS	\$139.99

**SHIRE OF WOODANILLING  
STATEMENT OF PAYMENTS  
FOR THE PERIOD 31 MAY 2023**

Transaction ID	Date	Name	Description	Amount
EFT6707	19/05/2023	Synergy	Power Consumption & Supply Charge- Radio Base 20/2/2023 to 19/4/2023	\$527.26
EFT6708	19/05/2023	Goodyear Autocare Wagin	8 x HaulMax 11r22.5 16PR TL ATT103 Trailer Tyres- WO 1683, 8 x HaulMax 11r22.5 16PR TL ATT103 Trailer Tyres- WO 1682 (Dolly) plus 1 Rema tip top truck valve	\$8,530.80
EFT6709	19/05/2023	FitzGerald Strategies	Consultant for Mediation	\$4,585.39
EFT6710	19/05/2023	PCS	ASO moved workstations- copied desktop to new PC, installed Canva on ASO PC, Reset ratescontractor password and give Synergy permissions, Monthly fee for Daily Monitoring, Mangement and Resolution of Disaster Recovery Options- April 2023	\$637.50
EFT6711	19/05/2023	EW & RJ Pugh	Emergency repairs to pump out Biomax System due to pump failure- Salmon Gums	\$1,740.00
EFT6712	19/05/2023	Katanning Hardware	Pop Rivet Gun, 100 x Stainless Steel Screws 10G x 25, Pop Rivet Stainless Steel 4.8mm x 6.4mm- Shire Office Flyscreen Door	\$173.70
EFT6713	19/05/2023	Staff Christmas Club	Payroll deductions	\$320.00
EFT6714	26/05/2023	IT Vision Australia	Synergy Soft Records User Training Course- 28/4/2023, CSO	\$495.00
EFT6715	26/05/2023	Urban Pavements Unit Trust AAA Asphalt Surfaces	5 x 1 tonne bulka bags of black coldmix @ \$550.00 each	\$3,025.00
EFT6716	26/05/2023	ATO	BAS April 2023	\$9,681.00
EFT6717	26/05/2023	Katanning Stock & Trading	2 X padlock keys- WO 1777 and 1 x 50A Anderon Style Plug- WO 00	\$28.00
EFT6718	26/05/2023	Great Southern Toyota	Replace rear canopy window, checked operation- WO 00	\$1,510.29
EFT6719	26/05/2023	Great Southern Waste Disposal	Removal of household rubbish- 30/3/2023 to 27/4/2023, Recycling collections- 13th & 27th April 2023	\$3,454.00
EFT6720	26/05/2023	Staff Christmas Club	Payroll deductions	\$160.00
<b>EFT Total Payments</b>				<b>\$87,831.27</b>
<b>Total Cheque Payments</b>				<b>\$ -</b>
<b>Direct Debit Payments</b>				
DD4872.1	08/05/2023	Water Corporation	Water Charges 1/3/2023 to 30/4/2023 Usage- 13/2/2023 to 14/4/2023 Cenetary Park	\$643.89
DD4872.2	03/05/2023	Water Corporation	Water Usage- 13/2/2023 to 14/4/2023 Salmon Gum	\$1,237.03
DD4879.1	03/05/2023	Water Corporation	Water Charges 1/3/2023 to 30/4/2023 Usage 13/2/2023 to 14/4/2023 Unit 3/8 Cardigan St	\$397.01
DD4881.1	01/05/2023	Telstra Limited	Telstra Landline Distribution Service Charges- 11/4/2023 to 10/5/2023, Usage Charges to 10/4/2023	\$200.74
DD4902.1	12/05/2023	Water Corporation	Water Usage- 16/2/2023 to 20/4/2023, Service Charges- 1/3/2023 to 30/4/2023- Burt Road Standpipe (Townsite)	\$11,425.55
DD4903.1	14/05/2023	Telstra Limited	Mobile Phone Distribution- Service Charges 25/4/2023 to 24/5/2023	\$106.28
DD4908.1	04/05/2023	NAB - Credit Card	Credit Card Statement- April 2023	\$915.07
DD4912.1	19/05/2023	Viva Energy Australia Pty Ltd	Shell Fuel Card Purchases- April 2023 WO 0	\$137.46
DD4914.1	03/05/2023	Aware Super	Payroll deductions	\$1,347.47
DD4914.2	03/05/2023	Hesta	Superannuation contributions	\$380.77
DD4914.3	03/05/2023	QSuper - Payclear	Superannuation contributions	\$231.90
DD4914.4	03/05/2023	Unisuper	Superannuation contributions	\$417.75
DD4914.5	03/05/2023	Colonial Select Personnel Super	Superannuation contributions	\$112.79
DD4914.6	03/05/2023	REST	Superannuation contributions	\$199.05
DD4914.7	03/05/2023	The Trustee for AustralianSuper	Superannuation contributions	\$35.01
DD4914.8	03/05/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$96.40
DD4914.9	03/05/2023	MLC Super Fund	Superannuation contributions	\$242.31
DD4921.1	10/05/2023	Aware Super	Payroll deductions	\$1,848.99

**SHIRE OF WOODANILLING**  
**STATEMENT OF PAYMENTS**  
**FOR THE PERIOD 31 MAY 2023**

Transaction ID	Date	Name	Description	Amount
DD4921.2	10/05/2023	Hesta	Superannuation contributions	\$380.77
DD4921.3	10/05/2023	QSuper - Payclear	Superannuation contributions	\$187.10
DD4921.4	10/05/2023	Unisuper	Superannuation contributions	\$199.18
DD4921.5	10/05/2023	Colonial Select Personnel Super	Superannuation contributions	\$84.59
DD4921.6	10/05/2023	REST	Superannuation contributions	\$148.51
DD4921.7	10/05/2023	The Trustee for AustralianSuper	Superannuation contributions	\$23.34
DD4921.8	10/05/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$72.30
DD4921.9	10/05/2023	MLC Super Fund	Superannuation contributions	\$242.31
DD4923.1	10/05/2023	Aware Super	Superannuation contributions	\$93.27
DD4923.2	10/05/2023	Colonial Select Personnel Super	Superannuation contributions	\$28.20
DD4923.3	10/05/2023	REST	Superannuation contributions	\$68.17
DD4923.4	10/05/2023	The Trustee for AustralianSuper	Superannuation contributions	\$11.67
DD4923.5	10/05/2023	QSuper - Payclear	Superannuation contributions	\$44.80
DD4923.6	10/05/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$24.10
DD4935.1	08/05/2023	Water Corporation	Water Usage- 13/2/2023 to 14/4/2023, Service Charges- 1/3/2023 to 30/4/2023, Baptist Church	\$209.78
DD4936.1	15/05/2023	3E Advantage Pty Limited	1 x Ricoh IMC3500 MFP Photocopier Rental- May 2023	\$165.00
DD4940.1	30/05/2023	Telstra Limited	Landline Distribution- 11 May 2023 to 10 June 2023	\$204.74
DD4941.1	29/05/2023	ClickSuper	Transaction & Facility Fee- April 2023	\$18.04
DD4941.2	31/05/2023	Water Corporation	Water Use 13/2/2023 to 14/4/2023. Service Charges- 1/3/2023 to 30/4/2023, Unit 2/8 Cardigan St	\$946.73
DD4944.1	17/05/2023	Aware Super	Payroll deductions	\$1,022.33
DD4944.2	17/05/2023	Hesta	Superannuation contributions	\$380.77
DD4944.3	17/05/2023	QSuper - Payclear	Superannuation contributions	\$231.90
DD4944.4	17/05/2023	Unisuper	Superannuation contributions	\$205.67
DD4944.5	17/05/2023	Colonial Select Personnel Super	Superannuation contributions	\$112.79
DD4944.6	17/05/2023	REST	Superannuation contributions	\$211.75
DD4944.7	17/05/2023	The Trustee for AustralianSuper	Superannuation contributions	\$36.54
DD4944.8	17/05/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$96.40
DD4944.9	17/05/2023	MLC Super Fund	Superannuation contributions	\$242.31
DD4952.1	24/05/2023	Aware Super	Payroll deductions	\$1,239.42
DD4952.2	24/05/2023	Hesta	Superannuation contributions	\$380.77
DD4952.3	24/05/2023	QSuper - Payclear	Superannuation contributions	\$231.90
DD4952.4	24/05/2023	Unisuper	Superannuation contributions	\$205.67
DD4952.5	24/05/2023	Colonial Select Personnel Super	Superannuation contributions	\$112.79
DD4952.6	24/05/2023	REST	Superannuation contributions	\$308.27
DD4952.7	24/05/2023	The Trustee for AustralianSuper	Superannuation contributions	\$35.01
DD4952.8	24/05/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$96.40
DD4952.9	24/05/2023	MLC Super Fund	Superannuation contributions	\$242.31
DD4960.1	31/05/2023	Aware Super	Payroll deductions	\$1,228.41
DD4960.2	31/05/2023	Hesta	Superannuation contributions	\$380.77
DD4960.3	31/05/2023	QSuper - Payclear	Superannuation contributions	\$231.90
DD4960.4	31/05/2023	Unisuper	Superannuation contributions	\$311.71
DD4960.5	31/05/2023	Colonial Select Personnel Super	Superannuation contributions	\$112.79
DD4960.6	31/05/2023	REST	Superannuation contributions	\$96.50
DD4960.7	31/05/2023	The Trustee for AustralianSuper	Superannuation contributions	\$35.01
DD4960.8	31/05/2023	The Trustee for the Millsy Superannuation Fund	Superannuation contributions	\$181.48
<b>Total Direct Debit Payments</b>				<b>\$31,341.95</b>
<b>Municipal Account List of Payments Total</b>				<b>\$119,173.22</b>

**SHIRE OF WOODANILLING  
STATEMENT OF PAYMENTS  
FOR THE PERIOD 31 MAY 2023**

Transaction ID	Date	Name	Description	Amount
<b>Credit Card Details - DD4908.1</b>				
		<b>Name</b>	<b>Description</b>	
	03/04/2023	Adode	Abode Subscription- 31/3/2023 to 29/4/2023	\$ 184.94
	06/04/2023	Pennant House	New Australian National Flag for the Shire Office	\$ 286.00
	17/04/2023	Message Media	Message Media Monthly Access Fee- 1/4/2023 to 30/4/2023	\$ 42.90
	17/04/2023	Zoom	Zoom Monthly Access Fee- 14/4/2023 to 13/5/2023	\$ 22.39
	17/04/2023	Coles	Refreshments for Council Meeting- 18/4/2023	\$ 97.49
	18/04/2023	Bunnings	Stefani White On Tap Digital Water Filter- Shire Office and Chambers	\$ 133.35
	26/04/2023	Starlink	Starlink Subscription- 16/4/2023 to 15/5/2023	\$ 139.00
	28/04/2023	Credit Card	Credit Card Fee- April 2023	\$ 9.00
<b>Credit Card TOTAL on DD4908.1</b>				<b>\$ 915.07</b>

**CERTIFICATE OF Chief Executive Officer**

This schedule of accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to the prices, computations, and costings and the amounts shown are due for payment.

Signed by

\_\_\_\_\_  
Kellie Bartley  
Chief Executive Officer

08 JUN 2023

ADMINISTRATION CENTRE  
2 Arthur Road, WAGIN W.A.  
PO Box 200, WAGIN 6315



Telephone: (08) 9861 1177  
Facsimile: (08) 9861 1204  
Website: [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au)  
Email: [shire@wagin.wa.gov.au](mailto:shire@wagin.wa.gov.au)

ES.VO.1

K Bartley  
3316 Robinson Road  
Woodanilling WA 6316

Dear Kellie,

**RE: DUAL FIRE CONTROL OFFICERS 2023/2024**

We would like to advise our Dual Fire Control Officers nominated at the recent BFAC meeting

I can confirm that the committee approved W Brockway and I McDougall, as dual officer for the Shire of Woodanilling.

Please feel free to contact our Acting Deputy Chief Executive Officer, Donna George, if you have any questions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian McCabe', is written over a light blue circular stamp.

**Ian McCabe**  
**CHIEF EXECUTIVE OFFICER**

31 May 2023



# **Disability Access and Inclusion Plan (DAIP)**

## **Progress Report 2022/2023**

### **Public Authority Details**

**Name of public authority: Shire of Woodanilling**

**Name of contact person: Sue Dowson**

**Phone number: (08) 9823 1506**

**Email: [dceo@woodanilling.wa.gov.au](mailto:dceo@woodanilling.wa.gov.au)**

The [Disability Services Act 1993](#) requires Public Authorities to report annually on the implementation of its Disability Access and Inclusion Plan (DAIP). These reports are used to generate the DAIP Minister's Progress Report each year which will be tabled in Parliament by December 2023.

[A Western Australia for Everyone: State Disability Strategy 2020-2030](#) (the Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

DAIP progress report is due on **Monday 31 July 2023**.

To send completed Progress Reports, or for enquiries, please email:  
[statedisabilitystrategy@communities.wa.gov.au](mailto:statedisabilitystrategy@communities.wa.gov.au)

## Reporting guidelines

- Detail activities that can showcase your organisation's work in implementing your DAIP.
- Highlight any progress made towards your organisation's DAIP.
- When detailing an activity or action, please provide:
  - description of the activity
  - outcome or impact of the activity
  - quantitative (anything that can be measured) and qualitative data (feedback, direct quotes etc)
- Focus areas for this reporting period are:
  - Outcome 3; strategies or activities that improved communication accessibility. For example, training, policy standards or communication tools to ensure people with different communication needs experience an equitable level of service. Please see *Attachment 1 – Outcome 3; Information and Case Studies*
  - Outcome 5: strategies or activities that have resulted in a more accessible and inclusive complaints management process. Please see *Attachment 2 – Outcome 5; Information and Case Studies*
  - Outcome 7; increased employment and retention of people with disability in Public Authorities.
    - any new approaches being taken to increase the rate of disability employment.
    - Any new approaches or strategies to retain existing people with disability employed at Public Authority.

### Administrative requirements:

- Please send your Progress Report in Word format.
- please include high resolution<sup>1</sup> photos wherever possible. Permission from individuals featured in photos must be sought and made available upon request as photos will be used in preparing Minister's Progress Report to be tabled in Parliament.

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<sup>1</sup> High Resolution (hi-res) is a term that refers to a high-resolution image. A hi-res image is an image that has been scanned at a large size or with a high DPI (dots per inch). This results in an image that can be enlarged to a large size without losing quality.

## Progress Report

### **Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.**

This outcome area is about enhancing or ensuring that all people can access your organisations public events and general services.

- a) Description of activity, action, or event.

#### ***Review of Footpaths and Playground***

*The Shire has activated funding to achieve better footpath and playground equipment to meet the needs for those who support the benefits to access these facilities within the town site. Project works are to be finalised by December 2023.*

#### ***Seniors Week Event***

*The Shire of Woodanilling held a Seniors Week High Tea and Health Services Event. Representatives from Allied Health from Katanning Health Campus attended the afternoon and provided information for seniors who attended the High Tea with information of what services were available to them at home and also through the health campus in Katanning. Approximately 40 people attended the event. Each attendee was given a bag with goodies and lots of pamphlets with information regarding health and wellness. The event was catered for by the Woodanilling CWA ladies who provided a very tasty spread.*

#### ***Outcomes achieved***

*Attendees went home with better knowledge of services and expectations when they require services.*

*The workshop has given the shire greater knowledge of the needs of the Seniors Living in our Community and we have also created a good contact list for future events of this nature.*

#### ***Australia Day Celebration***

*The Australia Day Breakfast 2023 was celebrated in Woodanilling with 160 people attending this year's celebration. This event was open to all residents and quite often attracts out of town people who are travelling within our region. The Shire of Woodanilling Elected Members and Staff cater for the breakfast and Australia Day Awards are presented, Citizenship ceremonies are also available but none held this year. Holding this event at the Woodanilling Recreation centre allows access to any person with disability. Australia day is an all-inclusive event and a great opportunity for all of the community to get together and celebrate the day.*

#### ***Woodanilling Library***

*Large print books are available at the Shire's local library space, with access open in the library space for easy access along with children's books on the lower levels for easy accessibility.*

- b) Outcome achieved and any supporting evidence (including photographs and feedback from people with disability and / or the community)

### **Outcomes achieved**

Supporting pictures below.



**Presenters Seniors Week High Tea and Health Services event**



**Seniors Week Workshop**





**Australia Day 2023**



**Australia Day Award Recipients**

**Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.**

This outcome area is about enhancing or ensuring accessibility in the planning, design, and improvement of built infrastructure.

- a) Description of activity, action, or event.

*Council is within the 2022/2023 financial year have assessed local footpaths and identified concerns for those with mobility access throughout the town site and walk paths. The Shire will identified this in the draft 2023/2024 financial year.*

- b) Outcome achieved and any supporting evidence (including photographs and feedback from people with disability and / or the community)

*Nil to report.*

**Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.**

This outcome area is about enhancing and ensuring that information and communications are inclusive and accessible.

- a) Description of activity, action, or event.

*Public information is updated regularly on an electronic sign trailer to inform the community of any upcoming events or public notices. Especially during the implementation of COVID-19 phases, this form of information sharing made it easily accessible to the community.*

*The Local Newsletter Woodanilling Wongi goes out to the community via hard copy, and email, it is also available on the Website. Community members are able to subscribe and have it mailed or emailed to them. The newsletter is circulated monthly and advertising in the newsletter is free to residents of the Shire of Woodanilling. Staff have been advised to format the newsletter so that it is easily read and in clear concise form.*

*Public information is posted via our Facebook page and also through our Website.*

- b) Outcome achieved and any supporting evidence (including photographs and feedback from people with disability and / or the community)

*Nil to report.*

**Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.**

This outcome area is about enhancing and ensuring that the quality and range of your services and processes are consistent, inclusive, or readily adjust to people's needs.

- a) Description of activity, action, or event.

*To raise the capacity of staff to provide the same level and quality of service to the community, information and training to staff is offered at staff meetings via information bulletins, power points and videos on an annual basis.*

*Staff are provided information regarding the DAIP Outcomes and are given the opportunity to provide feedback by suggesting improvements to processes regarding Customer service and facilities.*

- b) Outcome achieved and any supporting evidence (including photographs and feedback from people with disability and / or the community)

*Nil to report.*

**Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.**

This outcome area is about enhancing and ensuring that complaints mechanisms effectively receive and address complaints from any members of the community, staff or customers.

- a) Description of activity, action, or event.

*Complaint forms can be accessed on the Shire Web page, complainants can call the office and their issue can be recorded for them or they can attend the office to complete one. All complaints are dealt with as soon as practicable. Complaints that come into the Shire are directed to the manager or staff member dealing within the area in question. The complaint is registered through our record keeping process and then the manager or staff member deals directly with the complainant thereby meeting the needs of the community member making the complaint.*

- b) Outcome achieved and any supporting evidence (including where possible photographs and feedback from people with disability and / or the community)

*Nil to report.*

**Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.**

This outcome is about enhancing and ensuring consultation and engagement strategies consider the ways in which all people can participate to inform information, strategies, or decision-making processes of an organisation.

- a) Description of activity, action, or event.

*Annual Electors Meetings and Ordinary Council Meetings are open to Public Question Time as well as allowing the public to attend a Council meeting to understand and be aware of the council meeting procedure and the decision making process of the organisation. All Council Agenda's and Minutes are available on our Website for Public viewing.*

*The Shire of Woodanilling will undertake its Community Plan this year offering the Community the opportunity to engage through this consultation process.*

- b) Outcome achieved and any supporting evidence (including where possible photographs and feedback from people with disability and / or the community)

*Nil to report.*

**Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.**

This outcome is about your organisation's activity in directly employing people with disability; and enhancing the recruitment and maintenance of the employment of people with disability.

- a) What strategies or actions has your Public Authority undertaken to increase the number of people with disability employed?

*Woodanilling is a small Shire with a very small workforce, the turnover of staff is minimal. Jobs are advertised through local newspapers, Shire website and the local newsletter the Woodanilling Wongi. Council encourages equal opportunity with all positions advertised. The Shire also has an updated Equal Employment Opportunity policy that is noted during the recruitment process.*

*The Shire of Woodanilling is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace. We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.*

- b) What strategies or actions has your Public Authority implemented to retain the people with disability you employ?

*The Shire of Woodanilling currently have no workers with disability but if they were in our employ we would take all actions to maintain them in our workforce.*

- c) Outcome achieved and any supporting evidence (including photographs and feedback from people with disability and / or the community)

*Nil to report.*

## **Additional questions**

1. Were there any factors that impacted on your ability as a Public Authority to implement your Disability Access and Inclusion Plan?

*No*

2. What specific activities did your organisation undertake to promote or raise awareness of your Disability Access and Inclusion Plan in this reporting period?

*Nil to report.*

## **General feedback**

If you have anything else you wish to share about your organisation's experiences, please include below:

**Thank you for completing the 2022/2023 DAIP Progress Report.**

## WWLZ INFORMATION REPORT – FOR THE PERIOD – APR 2023–MAY 2023

### GLOSSARY

<i>NRM</i>	- <i>Natural Resource Management</i>
<i>SWCC</i>	- <i>South West Catchments Council</i>
<i>DPIRD</i>	- <i>Department of Primary Industry, Research &amp; Development</i>
<i>DMIRS</i>	- <i>Department of Mining, Industry Regulation &amp; Safety</i>
<i>EOI</i>	- <i>Expression of Interest</i>
<i>FOO</i>	- <i>Food on Offer</i>
<i>TEK</i>	- <i>Traditional Ecological Knowledge</i>

### MANAGEMENT COMMITTEE MEETING

Last Meeting: 27<sup>th</sup> April

Next Meeting: July

### LANDCARE COORDINATION FUNDING 2022/2023

- SWCC Pollinator Project - \$55,500
- State NRM Community Fauna Education Project - \$133,340
- DPIRD – FEED365 – Satellite trial site – \$60,000
- Protecting threatened species from feral pig impacts in the wheatbelt - \$190,500

### STRATEGIC PLANNING

#### NON-PROJECT COMMUNITY ACTIVITIES

- Weed reconnaissance
- Seedling queries

#### COMPLETED EVENTS

- CRC bird house art workshop
- Woolorama
- Fox Shoot
- Tedera Field Walk

#### COMING EVENTS

- 2023 Spring field day Feed 365
- 2023 Nightstalk
- 2023 Schools Education program – Woodanilling PS and Wagin DHS confirmed

#### CURRENT/ONGOING PROJECTS:

##### SWCC – POLLINATOR PROJECT STAGE 2 \$218,000 (OVER 4 YEARS)

- Final reporting underway. Project due for completion end of June.

##### STATE NRM – HELPING OUR WAGIN-WOODY COMMUNITY TO UNDERSTAND AND PROTECT OUR SPECIES - \$133,340 (OVER 3 YEARS)

- Line up other sites for Spring as have run out of time for autumn trapping, weather is setting in.

- Confirmed date for Wagin school presentations for landcare week in Sept.
- Fencing and reveg going in this season, touching base with farmers to check site prep etc.
- Checking on seedling delivery options – Parnells nursery will not be in operation from next year, this will reduce our options for seedlings in the future.
- Following up with Woodanilling school to confirm dates.

#### **DPIRD – FEED 365 PASTURE TRIALS SATELLITE SITE - \$60,000 (OVER 3 YEARS)**

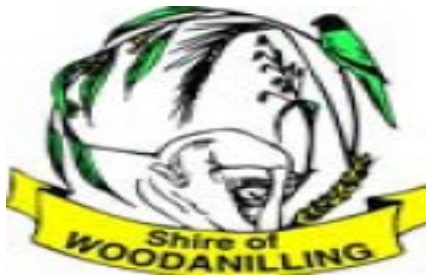
- Completed Autumn grazing for 2 treatments. Weight and condition score of sheep coming out has been measured.
- Tedera field walk completed.
- Sheep weighed and put onto control site, due to come out and end of the month

#### **STATE NRM – PROTECTING THREATENED SPECIES FROM FERAL PIG IMPACTS IN THE WHEATBELT – \$190,500 (OVER 3 YEARS)**

- 120 pigs culled at end of May
- New landholders coming on board regularly.
- Set up monitoring location at the far side of Lake Queerearup – significant damage done by digging amongst she oak forest.
- Upcoming publicity on the project work through local networks only – trying to minimise any negative repercussions such as new hunters in the district.
- Updating mapping showing locations of work

#### **APPLICATION SUBMITTED**

#### **APPLICATIONS UNDERWAY**



# Local Emergency Management Arrangements

---

**SHIRE OF WOODANILLING**

(Website Version – names and numbers withheld)

**These arrangements have been produced and issued under the authority of s41 (1) of the Emergency Management Act 2005, endorsed by the Shire Woodanilling, Local Emergency Management Committee (LEMC) and has been tabled with the Great Southern District Emergency Management Committee (DEMC).**

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Main Roads WA	1
Chief Bush Control Officer	1
Katanning Police Station	1
Department of Biodiversity, Conservation & Attractions	1
Department of Communities	1
Katanning Health Service	1
Department of Primary Industry and Regional Development – Katanning	1
Department of Fire & Emergency Services (DFES) Upper Great Southern	1
VFRS Katanning	1
Telstra Regional	1
Western Power	1
SES Wagin	1
Arc Infrastructure	1
Water Corporation	1

## Amendment Record

NO.	DATE	AMENDMENT DETAILS	BY
1	9 June 2010	Complete Re-write & re-issue	LEMC
2	14 <sup>th</sup> July 2011	Update and re- issued	LEMC
3	15 <sup>th</sup> Nov 2013	Update and re-issued	Cindy Pearce/ Val Jolly
4	20 <sup>th</sup> Nov 2015	Updated Contact Numbers	CESM Cindy Pearce
5	8 <sup>TH</sup> Feb 2016	Updated Contacts Numbers / Legislative Changes.	CESM Cindy Pearce endorsed by LEMC
6	4 March 2016	Updated Contact Numbers /details with consultation from other Shires	CESM Cindy Pearce endorsed by LEMC 3 March 2016
7	10 Jul 2019	Updated and re-issued, (additions / format changes)	CESM Mike Barnes
8	20 Oct 2020	Moved Glossary to appendix 7.15. Corrected formatting errors. Updated 'Emergencies Likely to Occur' with links to updated State Hazard Plans. Added Critical Contacts List Updated Welfare Centre details Updated resource information Updated Katanning & Woodanilling Risk information.	CESM Suzan Lees CESM Cindy Pearce DCEO Sue Dowson
9	28 Jan 2021	Kent Shire Welfare Centre details updated	CESM Suzan Lees
9.01	5 May 2021	Kent Shire Risk Assessment details added. Evacuation information updated.	CESM Suzan Lees
9.02	14 May 2021	Update of Details in Contact List and Shire of Katanning resolution included.	CESM Cindy Pearce
9.03	28 July 2022	Update of details in Contact List	CESM Cindy Pearce
9.04	December 2022	Update details in Contact List	CESM Cindy Pearce
9.05	June 2023	Update details in Contact List and Document	CESM Cindy Pearce

This document will be held by the Shire of Woodanilling. Copies will be distributed to agencies listed in the distribution list will ensure the most up-to-date copy of the plan is available on its website;

[www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au)

When an amendment is made, the Shire will ensure that:

- the amendment is recorded in the 'amendment record' of the master document;
- copies of the amendments are distributed to those listed in the distribution list; and
- The details of all recipients who are listed in this document will be withheld from the public and only circulated through the current officers. This is being withheld under Section 5.23 (2) (b) (iii) of the *Local Government Act 1995*.

# 1 PART 1 INTRODUCTION

## 1.1 AUTHORITY

These arrangements have been prepared in accordance with s.41(1) of the *Emergency Management Act 2005* and endorsed by the Woodanilling, Local Emergency Management Committee and approved by the Council of the Shire of Woodanilling.

## 1.2 LEGISLATED EMERGENCY MANAGEMENT FUNCTIONS OF LOCAL GOVERNMENT

Under s.36 of the *Emergency Management Act 2005*, it is a function of a local government —

- a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- b) to manage recovery following an emergency affecting the community in its district; and
- c) to perform other functions given to the local government under this Act.

## 1.3 AIM OF THE ARRANGEMENTS

The aim of the Local Emergency Management Arrangements (LEMA) is to describe the overall emergency management coordination arrangements within the Shire.

## 1.4 PURPOSE OF THE ARRANGEMENTS

The purpose of these emergency management arrangements is to detail:

- a) the local governments' policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local governments consider appropriate". (s.41(2) of the *Emergency Management Act 2005*).

## 1.5 SCOPE OF THE ARRANGEMENTS

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in each HMA's individual plan.

- This document applies to the local government district of the Shire of Woodanilling;
- details the shires' capacity to provide resources in support of an emergency, while maintaining business continuity;
- details the shires' responsibilities in relation to recovery management; and

- serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

## **1.6 AREA COVERED (CONTEXT)**

### **1.6.1 SHIRE OF WOODANILLING**

The Shire of Woodanilling is the northern-most shire in the Great Southern region, covering an area of 1,126sq km. The population is 420 and growing. The town site of Woodanilling is situated on the Great Southern Highway, some 252kms from the Perth CBD. It can be reached by road from Perth via the Albany Highway and is a comfortable 3-hour drive from the city centre.

The main industry is agriculture but there is a growing tourism industry.

On the west side of the Shire in the Beaufort River area, there is a sheep feed lot, a sheep abattoir, a poultry abattoir, a road house/ tavern and a new tree plantation.

The Woodanilling town site contains the shire council administration centre and depot, a general store, a primary school, a well-equipped recreation/ function centre, an historic two-story tavern, a caravan park and a CBH grain receival site (currently closed). The Great Southern railway line runs through the town site.

## **1.7 SPECIAL CONSIDERATIONS**

During various time of the year, the following may impact on the availability of resources, volunteers or the number of people in a township.

- Seasonal Agricultural Activities
  - Seeding – May – July
  - Harvest – November – January
- Tourist Season – all year
- Wagin Woolarama – first weekend in March annually
- Bushfire Season – November – April
- Special Events
  - Australia Day breakfast – 26<sup>th</sup> January
  - Hockey grand finals – early September each year
  - Christmas Tree in Centenary Park – December each year

### **1.7.1 LOCAL EMERGENCY MANAGEMENT POLICIES**

- Emergency Management Act 2005 (the EM Act) and Regulations
- SEMP Policies, Procedures and Guidelines
- State Hazard Plans
- State Support Plans

## 1.7.2 LOCAL PLANS

Table 1.1

DOCUMENT	OWNER	LOCATION
Local Emergency Welfare Plan	Department of Communities	July 2019
Risk Register	Shire of Woodanilling	Shire of Woodanilling
Animal Welfare Plan in Emergencies	Shire of Woodanilling 2021 Ready for endorsement 2021	Shire of Woodanilling

## 1.8 AGREEMENTS, UNDERSTANDINGS & COMMITMENTS

The following table identifies documented agreements for the provision of services during major emergencies.

Table 1.2

PARTIES TO THE AGREEMENT	SUMMARY OF THE AGREEMENT	SPECIAL CONSIDERATIONS

### 1.8.1 ADDITIONAL SUPPORT

Table 1.3

ORGANISATION	DESCRIPTION	COMMENTS	CONTACTS

## 1.9 COMMUNITY CONSULTATION

This document was developed in consultation with the LEMC as a representative committee providing advice and information to each Council on behalf of the community.

### 1.10 DOCUMENT AVAILABILITY

Copies of these Arrangements are available from each Shire's Administration Office during normal office hours. The LEMA is also available on the Shires' websites.

	Shire of Woodanilling 3316 Robinson Road Woodanilling 6316 <a href="http://www.woodanilling.wa.gov.au">www.woodanilling.wa.gov.au</a>	
--	--	--

## 2 PART 2 – PREVENTION & PREPAREDNESS

### 2.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

The Shire of Woodanilling under s. 38 of the *Emergency Management Act 2005*, has established a Local Emergency Management Committee (LEMC) to plan, manage and exercise the local emergency arrangements. The framework under which the LEMC operates is detailed in the *State Emergency Management Policy* at point 2.5.

#### 2.1.1 LEMC FUNCTIONS

The LEMC has the following functions (s. 39 of the *EM Act 2005*):

- to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

#### 2.1.2 LEMC MEMBERSHIP

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members

A full list of LEMC Membership and contact details is located in Appendix 2 - LEMC Membership.

#### 2.1.3 LEMC ROLES AND RESPONSIBILITIES

##### 2.1.3.1 LEMC Chair

The Chair of the LEMC is appointed by the local government (s. 38 of the *EM Act 2005*) and has the following responsibilities:

- Chairs the LEMC meetings;
- manage the development and maintenance of the LEMA for the district;
- ensure the development of the committee's reporting requirements in accordance with legislative and policy requirements; and
- ensure the effective operation of the committee in accordance with legislation.

During meetings, the Chairperson:

- opens the meeting;
- welcomes and introduces members and guests;
- keeps individuals focused on the topics being discussed;
- makes sure that members are aware of decisions that are made;
- keeps track of the time; and
- closes the meeting.

### 2.1.3.2 LEMC Deputy Chair

- acts as Chairperson to the committee in the absence of the Chairperson;
- assists and provides advice as requested by the Chairperson;
- Undertakes the role of Chair to committee working groups, as required;
- provides relevant emergency management advice to the Chairperson and committee, as required;
- provides support and direction to the XO, as required.

### 2.1.3.3 LEMC Executive Officer

The LEMC Executive Officer (XO) (or delegated officer) is responsible for taking notes and writing the record of the meeting and works closely with the Chairperson. The XO may delegate the taking of notes and record meeting details to a support officer. The XO focuses on the **content** of the meeting while the Chairperson is concerned with the **process**.

The XO also takes responsibility for communicating with members outside meetings through the distribution of the agenda and the circulation of the meeting notes. At times there may be out-of-session matters that have to be addressed, and the XO contacts members in such instances.

The XO is responsible the following tasks:

- Calls for agenda items prior to the meeting allowing sufficient time for members to respond;
- Prepares and writes the agenda, a joint responsibility with the Chairperson;
- Distributes the agenda and papers prior to the meeting allowing adequate time for members to read them;
- Organises catering arrangements and acts on instructions about equipment that may be required for the meeting;
- Takes notes at the meeting;
- Prepares draft Minutes from the notes taken;
- Finalises the Minutes in consultation with the Chairperson;
- Circulates the Minutes;
- Keeps a complete record of meetings and documentation; and
- Develops a system of archiving notes and documents.

## 2.2 MEETING SCHEDULE

The Local Emergency Management Committee aims to meet four times a year in accordance with *State Emergency Management Procedure 7 – LEMC meeting frequency* 'Emergency Management in Local Government Districts'.

At each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every Meeting:

- Confirm key stakeholders contact details;
- Review any Post-Incident Reports and Post Exercise Reports generated since last meeting;
- Progress of Emergency Risk Management (ERM) process;

- Progress of Treatment Strategies arising from ERM process;
- Progress of development or review of LEMA; and
- Other matters as determined by the Local Government.

First Quarter:

- Develop and approve next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second Quarter:

- Prepare LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalise and approve annual business plan.

Third Quarter

- Identify emergency management projects for possible grant funding.

Fourth Quarter:

- National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

## 2.2.1 ANNUAL REPORTS (S. 25 EM ACT)

The Executive Officer or nominated representative will complete and submit the Annual Report on behalf of the LEMC and Local Governments in accordance with State Emergency Management Policy 7.1 ‘Annual Reporting’. Using the template in State Emergency Management Procedures (s.17 Annual Reporting).

## 2.3 EMERGENCY RISK MANAGEMENT

### 2.3.1 WOODANILLING

The Shire of Woodanilling conducted a risk assessment in May 2019. The completed Risk Register is available from the Shire. The hazards evaluated, listed in the table below, resulted in 81 risks requiring a treatment plan. An extract of the Risk Register, listing the risks rated ‘Extreme’ or ‘High’ is included at **section 7.15 Appendix 15 - Risk Register - Woodanilling**.

**Table 2.2 – Woodanilling**

Hazard	Risks – Treatment Required
Bushfire	
Storm	
Flooding	
Heatwave	
Animal and Plant Biosecurity	
Earthquake	

### 3 RESPONSE

#### 3.1 LOCAL GOVERNMENT RESPONSIBILITIES IN RESPONSE

The Local Government has the follow roles in relation to emergency response:

- Combat Agency for bush fire (outside of gazetted fire district).
- Liaise with the incident controller and provide liaison officer to the Incident Management Team (IMT).
- Participate in the ISG and provide local support.
- Where an identified welfare centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.

#### 3.2 EMERGENCIES LIKELY TO OCCUR

The following is a table of emergencies that are likely to occur within the Local Government area and links to the relevant State Hazard Plans;

Hazard	Hazard Management Agency	Controlling Agency	Local Combat	Local Support	State Hazard Plan
Animal and Plant Biosecurity	Agriculture Director General	DPIRD	DPIRD Katanning		<a href="#">Animal &amp; Plant Biosecurity</a>
Collapse	FES Commissioner	DFES	SES	St John Ambulance	<a href="#">Collapse</a>
Crash Emergency (Air, Rail or Road)	Commissioner of Police	WA Police	VFRS	St John Ambulance	<a href="#">Crash Emergency</a>
Earthquake	FES Commissioner	DFES	SES	SES	<a href="#">Earthquake</a>
Energy Supply Disruption	Coordinator of Energy	Energy Policy WA			<a href="#">Energy Supply Disruption</a>
Flood	FES Commissioner	DFES	SES	SES	<a href="#">Flood</a>
Fire	FES Commissioner	DFES, DBCA, LG	BFB, DBCA, VFRS	Farmer response	<a href="#">Fire</a>
Heatwave	Chief Executive Officer	Department of Health	Katanning Hospital		<a href="#">Heatwave</a>
Hazardous Materials	FES Commissioner	DFES	Katanning Hospital		<a href="#">HAZMAT</a>

Human Biosecurity	Chief Executive Officer	Department of Health	Katanning Hospital		<a href="#">Human Epidemic</a>
Search and Rescue	Commissioner of Police	WA Police	SES		<a href="#">Search and Rescue Emergency</a>
Storm	FES Commissioner	DFES	SES		<a href="#">Storm</a>

These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

### 3.2.1 RELEVANT STATE SUPPORT PLANS

DOCUMENT	OWNER	LOCATION
Animal Welfare in Emergencies	Director General DPIRD	<a href="#">SEMC Website</a>
Emergency Public Information	SEMC	<a href="#">SEMC Website</a>
Emergency Welfare (Interim)	CEO Department of Communities	<a href="#">SEMC Website</a>
State Health Emergency Response Plan	CEO Department of Health	<a href="#">SEMC Website</a>

### 3.2.2 RELEVANT STATE GUIDELINES

DOCUMENT	OWNER	LOCATION
Traffic Management during Emergencies Guideline	SEMC	<a href="#">SEMC Website</a>
WA Community Evacuation in Emergencies Guideline	SEMC	<a href="#">SEMC Website</a>
Emergency Evacuation Planning Template	SEMC	<a href="#">SEMC Website</a>
Operational Evacuation Plan Template	SEMC	<a href="#">SEMC Website</a>

## 3.3 RESOURCES

The controlling agency is responsible for determining the resources required to combat the hazards for which they have responsibility. If required, the shire Woodanilling may provide resources and support through the Incident Support Group.

The shires' available resources are listed in **section 7.4 Appendix 4 - Shire Resources**.

### 3.4 FINANCIAL ARRANGEMENTS

The Shire of Woodanilling authorized state *EM Policy 5.12 – funding for emergencies*:

*To ensure accountability for expenditure incurred, the Emergency Management Agency (EMA) with operational control of any resource is responsible for payment of all related expenses associated with its operation during emergencies, unless other arrangements are established.*

This means that where the local government is the Controlling Agency for a bushfire, it is responsible for all related costs unless the fire has been handed over to the HMA under s.13 of the *Bush Fires Act 1954*.

### 3.5 RESPONSE ROLES & RESPONSIBILITIES

#### 3.5.1 HAZARD MANAGEMENT AGENCY

A Hazard Management Agency (HMA) is an agency or person who is responsible for the management of a hazard or range of hazards as prescribed in the *EM Regulations 2006*.

The functions of the HMAs are to:

- Undertake responsibilities were prescribed in the *EM Regulations 2006* for these aspects.
- Appointment of Hazard Management Officers (s.55 of the *EM Act*)
- Declare / revoke emergency situation (s.50 and 53 of the *EM Act*)
- Coordinate the development of the State Hazard Plan for that hazard.
- Ensure effective transition to recovery from the controlling agency to local government

#### 3.5.2 CONTROLLING AGENCY

The Controlling Agency has responsibility for controlling the response to an incident, as specified in the relevant State Hazard Plan. The Controlling Agency must appoint an Incident Controller (IC).

If an incident escalates to become an emergency, the Controlling Agency and the HMA may often be the same agency.

If it is not clear who the Controlling Agency should be, and a satisfactory agreement cannot be reached, then the WA Police shall assume control of the incident until such time as the appropriate Controlling Agency can be determined.

#### 3.5.3 COMBAT AGENCIES

A combat agency is responsible for response tasks as specified in the relevant State Hazard Plan. An example of this is local government bush fire brigades responding to a bush fire. While the fire is managed by the local government, the local government is also the Controlling Agency, and must appoint an Incident Controller.

#### 3.5.4 INCIDENT MANAGEMENT TEAM

An Incident Management Team (IMT) is a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of

operations, planning, logistics and public information. The team headed by the incident controller which is responsible for the overall control of the incident.

### 3.5.5 SUPPORT AGENCIES

A Support Organisation is responsible for specific activities in support of the Controlling Agency and may also support Combat Agencies and other Support Organisations upon request. An example may be the Salvation Army providing meals to welfare centre.

### 3.5.6 INCIDENT SUPPORT GROUP (ISG)

The ISG is a group of people represented by the different agencies who may be involved in the incident, whose role it is provide support to the Incident Management Team (IMT).

The ISG is convened by the Incident Controller (IC) to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources. The Local Government Liaison Officer should be a member of the IMT.

#### **Triggers for the activation of an ISG**

The triggers for an incident support group are defined in the *State EM Policy* Statement 5.2.2 and *State EM Plan* Section 5.1. The activation of an ISG should be considered when the following occur;

- the incident is designated as Level 2 or higher;
- multiple agencies need to be coordinated;
- possible or actual evacuation required;
- the need to coordinate warning/information to community during;
- there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);
- multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- there is a need for regional support beyond that of a single agency.

#### **ISG Membership**

The makeup of an ISG will generally depend on the nature of the incident and this group may change over the incident's duration.

The local recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

## ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach of all available resources to an emergency.

The frequency of meetings will be determined by the IC and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources. It is important that accurate meeting records are maintained.

**Refer to section 7.3 Appendix 3 - ISG Locations:** for suitable locations and contact details for establishing the ISG.

## 3.6 INDIVIDUAL ROLES' RESPONSIBILITIES

### 3.6.1 INCIDENT CONTROLLER

The Incident Controller (IC) is appointed by Controlling Agency of an incident. During an incident the IC is responsible for:

- the overall control of an incident within a defined Incident Area;
- leading an incident management team;
- assessing the incident level — if an incident is assessed as a Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with *State EM Response Procedure 2*;
- ensuring the accuracy of the emergency public information, approving its release in coordination with all relevant agencies and terminating its broadcast;
- In consultation with the HMA, ensuring effective strategies for evacuation are implemented;
- Management of traffic during an emergency response.

### 3.6.2 LOCAL EMERGENCY COORDINATOR

The Local Emergency Coordinator (LEC) is the Officer in Charge of the local WA Police station:

- provide advice and support to the LEMC in the development and maintenance of LEMA;
- assist HMAs to provide a coordinated response during an emergency in the district; and
- carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

### 3.6.3 LOCAL GOVERNMENT LIAISON OFFICER

The LG Liaison Officer is the CEO or delegate (for respective shires):

- represents the local government on the Incident Management Team (IMT);
- attends the Incident Support Group (ISG) and/or Operations Area Support Group (OASG) meetings to represent the relevant shire to provide local knowledge; and
- has authority to commit shire resources and services to the emergency response.

### 3.6.4 LOCAL RECOVERY COORDINATOR

The LG Recovery Coordinator (LRC) is the CEO or delegate

- forms part of the IMT to ensure recovery can commence as soon as practicable;
- develop and maintain effective recovery management arrangements for the local government;
- in conjunction with the local recovery committee, implement a post-incident recovery action plan; and
- manage the recovery phase of the incident.

(See the Shire of Woodanilling Local Recovery Plan for further details).

### 3.6.5 LOCAL WELFARE ROLES AND RESPONSIBILITIES

When the Incident Controller has decided that an evacuation of people or animals is necessary, a Welfare Centre should be established.

**For details, please refer to the Department of Communities Local Emergency Welfare Plan for the Shires of Katanning, Kent and Woodanilling.**

When a Welfare Centre has been opened, the following roles are activated:

#### 3.6.5.1 District Emergency Services Officer

The Communities shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Woodanilling is contained in the Contacts Register.

#### 3.6.5.2 Local Welfare Coordinator

The Local Welfare Coordinator is the Team Leader, Communities Katanning. The contact number is listed in the contacts register.

#### 3.6.5.3 LG Welfare Liaison Officer

The LG Welfare Liaison Officer is the Deputy CEO or delegate. The role of the Local Welfare Liaison Officer is to provide a point of contact to local government resources for a welfare centre.:

- open and establish a welfare centre;
- commence the registration process of affected persons until the arrival of the Department of Communities;
- provide advice, information and resources regarding the operation of the facility; and
- assist with maintenance requirements for the facility.

**Refer to 7.1 Appendix 1 - Critical Contacts for the details of current Welfare Officers.**

### 3.7 PUBLIC INFORMATION

#### 3.7.1 ONE SOURCE, ONE MESSAGE

Communities threatened or impacted by emergencies have an urgent and vital need for timely, adequate and accurate information and instructions so they can be aware of the emergency and to take appropriate actions to safeguard life and property (State EM Policy 5.6).

However, the community must be encouraged to seek out information from reliable sources, such as the [emergency.wa.gov.au](http://emergency.wa.gov.au) website, make decisions early, and not wait to be contacted by emergency management agencies.

The Controlling Agency is responsible for providing this information, and the IC (or delegate) must approve all public information messages before they are disseminated.

Where individual agencies want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.), release times, issues identified, and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

### 3.8 PUBLIC WARNINGS

During an incident that may impact on the local community, reliable information must be made available.

The IC is responsible for the dissemination of public information and warnings. Any warnings should be broadcast through DFES to ensure that the [emergency.wa.gov.au](http://emergency.wa.gov.au) website and DFES public information lines are updated with current information.

#### 3.8.1 DFES PUBLIC INFORMATION SYSTEM

The DFES public information system should be activated during any incident where there is a possible threat to lives or homes, or where there may be heightened public concern.

To request the issue of a public warning contact:

**DFES Regional Duty Coordinator on 1800 865 103.**

#### 3.8.2 LOCAL SYSTEMS

The DFES Public Information System should be the preferred method of communication and should be promoted as a trusted source of information.

Local systems should be used with caution, as it may cause confusion, or people may come to rely on being contacted by local shires in the event of an emergency, which cannot be guaranteed.

The Shire of Woodanilling operate a Short Message System (SMS) that provides information to subscribers regarding harvest and vehicle movement bans. Although it is not intended to be used as an emergency warning system, this is a possible method of communications. Access is via the Shires of Woodanilling.

Individual shires may also utilize additional communication channels such as websites, Facebook and WhatsApp.

### 3.9 MANAGING ENQUIRIES

#### 3.9.1 MEDIA ENQUIRIES

During an emergency, information used in the communication response must be controlled to ensure that all facts are accurate and that the release is authorised. The following guidelines should be followed:

- The CEO or Shire President is to ensure that during a crisis all communication with the media and audiences is consistent, transparent and controlled.
- The spokesperson must have the updated facts and be both available and prepared to manage media relations.
- All information to be provided regarding an incident or its response is to be checked with the Controlling Agency and authorised by the IC before being disseminated.

In addition, shire personnel should adhere to the following guidelines:

- No shire personnel or spokesperson is to give “off the record” or “in confidence” information.
- The details of all media calls are to be recorded;
- Any public information material released by the Shires of Woodanilling must have prior approval from the CEO or Shire President of that shire;
- Anything communicated to the media must be consistent with other internal and external communication.
- All media calls are to be returned as soon as possible.

#### 3.9.2 GENERAL ENQUIRIES

Frontline shire employees should be prepared to receive enquiries from a range of stakeholders. Shire staff (other than approved spokespeople listed above), are not permitted to divulge any information relevant to an incident to any stakeholder, beyond what would be considered ‘business as usual’.

If the enquiry requires further information or comment, the caller or visitor must be referred to an authorised spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message needs to be taken so that the call can be returned as soon as possible.

The procedure for shire personnel in handling enquiries is:

- inform the person that you are not an authorised spokesperson and cannot provide comment or detailed information;
- take a message including the nature of the enquiry and the deadline (if applicable); and
- ensure that the appropriate person receives the message and returns the call within a timely manner.

Enquiries from concerned relatives and friends must be directed to the Department of Communities or the WA Police. At all times, you should:

- establish the caller/visitor’s relationship to the person being enquired about;
- demonstrate care and listen to their concerns;

- provide reassurance that all necessary actions are being undertaken to manage the situation;
- remain calm; and
- if you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the Controlling Agency or WA Police are advised of the enquiry as soon as possible.

## 4 COMMUNITY EVACUATION

Evacuation is the immediate and urgent movement of people away from a threat or actual occurrence of a hazard or emergency to a place of safety. Evacuating people and/or animals from an area threatened or affected by a hazard is a strategy that may be used to mitigate the potential loss of, or harm to, life.

The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the resources available.

Experience has shown that the evacuation of residents may not always be the optimum solution to managing the risk. Therefore, alternative strategies such as shelter in place, quarantine and/or the control or restriction of movement should be considered where appropriate.

The evacuation process comprises five stages:



### 4.1 DECISION TO EVACUATE

The Controlling Agency (where authorised by the HMA) has overall responsibility for the management of evacuation during an incident and will determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

During an emergency event or state of emergency (declared under the EM Act 2005), the Controlling Agency must comply with the directions of the relevant HMA and the State Emergency Coordinator (SEC).

An Incident Controller who is not an HMO, Authorised Officer or Police Officer DOES NOT HAVE the power to make a **directed evacuation** during an emergency or declared state of emergency.

A **directed** evacuation may only be made by:

- Hazard Management Officers (i.e. officers or employees of the HMA, authorised under s.55 of the *EM Act 2005*, to act as hazard management officers during an emergency situation declared by that HMA)
- an Authorised Officer (under legislation other than the *EM Act 2005*, such as s.14 of the *Bush Fires Act 1954*); or

- a police officer.

When considering evacuation, the Department of Communities (Communities) must be consulted during the planning stages. When the IC has decided that an evacuation of people or animals is necessary, a Welfare Centre must be established.

**For details, please refer to the Department of Communities *Local Emergency Welfare Plan for the Shires of Katanning, Kent and Woodanilling*.**

## **4.2 WARNING**

The IC is to provide community warnings and timely advice on the likely threat of an emergency to assist community members in recognising the threat and being able to make an informed decision as to whether to move to another location. Community warnings should detail the actions required to be taken by the community.

This information should include:

- The areas under threat.
- If it is safe to leave or shelter in place.
- If it safe to leave, the direction people should leave in.
- Details of any road closures.
- Location of welfare centre(s).
- Information for animal owners (e.g. can animals be brought to a welfare centre).

When considered necessary the Controlling Agency may request, through the HMA, the use of warning systems such as the SEWS or the Emergency Alert Telephone Warning System (emergency alert).

**For more information see section 3.7 Public Warnings.**

## **4.3 STAGE 3: WITHDRAWAL**

### **4.3.1 SELF-EVACUATION**

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. As far as is practicable, the IC should provide sufficient, timely and relevant information to assist community members in making an informed decision to self-evacuate.

### **4.3.2 EVACUATION**

For either a recommended or directed evacuation, the Controlling Agency or person carrying out the evacuation will advise community members of the most suitable location that they should evacuate to, based on the prevailing situation.

#### **Recommended Evacuation (Voluntary)**

A recommended (voluntary) evacuation will be made by the Controlling Agency or other authorised officer when there is a possible threat to lives or property, but it is not believed to be imminent or significant and the community is considered to have the capacity and capability to make an informed decision.

Once a decision has been made to evacuate an area, the IC in consultation with the HMA, must ensure that effective communication strategies are implemented and maintained for the duration of the emergency. **(See section 3.8 Public Warnings for more information.)**

### **Directed Evacuation (Compulsory)**

A directed evacuation may only be made by an HMO, Authorised Officer or police officer during an emergency situation or state of emergency using powers under the EM Act (or other relevant legislation).

A directed evacuation is most likely to occur where members of the community at extreme risk do not have the capacity to make an informed decision or when injury or loss of life is imminent.

The Controlling Agency is to provide clear instruction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate. The Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and can make an informed decision.

**See section 3.8 Public Warnings for more information.**

## **4.4 SHELTER**

Shelter is the provision of temporary respite for evacuees and includes immediate sheltering, temporary sheltering and temporary housing.

When considering appropriate alternatives for shelter, the Controlling Agency should consider, as far as practicable, the most appropriate types of shelter for a specific incident. This may include:

- shelter in place – where this is the safest or most appropriate option for the hazard, with consideration for advising additional action to increase personal safety;
- with family, friends or other accommodation outside the affected area if it is safe to leave (many members of the community will choose to do this if they have the option to do so);
- assembly area – either for a known short-term evacuation or as a temporary stopping point before moving on to an evacuation centre;
- evacuation centre – selected from suitable locations detailed in Appendix 8 – Pre-Event Evacuation Planning

### **4.4.1 AT RISK PERSONS**

Please see **section 7.7 Appendix 7 – At Risk Persons Groups** for details of those persons who may need special consideration during an evacuation.

### **4.4.2 HIGH RISK SETTLEMENTS**

Refer to 7.7.1 for further details

- The following settlements may be exposed to high level of emergency risk within the local government district

Area/Settlement	Hazard	Description
<b>Shell Roadhouse</b> <b>Albany Hwy Beaufort River</b>	Fuel / Gas	Roadhouse / Service Station on the Albany Hwy at Beaufort River carries a range of fuels for motorists as well as gas.  Fuel - Stored belowground. Turn to next page  Gas stored above ground
<b>Beaufort River Meats</b>	Animals Chemicals	Leggoe Rd. Abattoir (sheep)
<b>Fletcher International Feedlot Beaufort River</b>	Animals Chemicals Hay storage	Youngs Road - Sheep feed lot with hay storage facilities both under cover and out in the open. Housing of stock is out in open pens.

#### 4.4.3 IDENTIFICATION OF WELFARE CENTRES

Please see section 7.8 for details of the locations of available welfare centres and the facilities available at each centre.

#### 4.4.4 ISOLATION AND QUARANTINE

For issues regarding isolation and quarantine at Welfare Centre's, the current Department of Communities advice will be adhered to, where possible.

#### 4.4.5 RESOURCES

**For resources, including for transport, please refer to section 7.5 Appendix 5 – Contractor Resources**

#### 4.4.6 TRAFFIC CONSIDERATIONS

The Shire may develop plans to assist with evacuation planning that consider:

- any pinch points – such as, one road in-one road out;
- load limits on bridges;
- suitable access/egress routes for the expected type/volume of traffic, including alternatives by or air when suitable roads are inaccessible, insufficient or inappropriate;
- possible locations for vehicle control points to assist with traffic management (i.e. where traffic can be easily re-routed, and communications should be reliable).

#### 4.4.7 DEMOGRAPHICS:

##### Shire of Woodanilling

Demographics	Number	Considerations
Total permanent population	430	Seasonal increase of farm workers during seeding and harvest
Median age	40.6	
Persons aged 75+		34
Aboriginal & Torres Straits Islander peoples	11	
Persons born overseas	50	
Proficiency in English	100%	Minimal CALD considerations
People with a disability	7 (estimated)	

#### 4.4.8 MAJOR EVENTS

Please refer to **section 1.7 Special Considerations** for details of special events or seasonal activities that may impact on availability of resources, volunteers or the number of people in a township during an emergency event.

#### 4.4.9 ANIMALS

The owner or carer of an animal is responsible for the safety and welfare their animal(s) at all times, including during emergency events. **Please refer to the Shires' Plan for Animal Welfare in Emergencies (PAWE) for details.**

There are no commercial animal boarding facilities in Woodanilling. The Council Dog Pound is not suitable to hold dogs in an emergency.

The Equestrian area and Shearing Sheds at the Leisure Centre in Katanning may be suitable to hold some animals; however, owners would need to be responsible for managing their animals.

**Refer to 7.10 Appendix 10 – Welfare Centre Information for information about facilities for animals at Welfare Centres.**

### 4.5 APPENDIX 9 – OPERATIONAL EVACUATION PLAN PLANNING

#### 4.5.1 EMERGENCY EVACUATION PLANNING MAP

An online mapping system, such as FES Maps will generally be used by the IC to plan evacuations.

**Refer also to section 7.11 Appendix 11 – Maps of District.**

#### 4.5.2 OPERATIONAL EVACUATION PLAN TEMPLATE

Under the *Emergency Management Act 2005*, for a recommended evacuation, developing an evacuation plan or undertaking activities to support the plan, will generally be completed by the Incident Controller (appointed by the Controlling Agency). In the case of a directed evacuation, this will generally be completed by the Hazard Management Officer (authorized by the HMA) or authorized Officer (authorized by the SEC).

This template on the following pages can be used to develop a plan or document decisions and strategies from another agency where time permits – or as an aide-memoire where needs to be taken urgently.

The template is also available for download on the SEMC website.

#### 4.6 RETURN

The IC, in consultation with the HMA, is responsible for the provision of timely and accurate situational information to the displaced community (e.g. current activities being undertaken, timeframe for return of community and assistance available to evacuees) and should ensure there is an effective plan in place for returning the displaced community, including provision for at risk persons.

The return phase of evacuation may be executed in stages and should be subject to planning. This should include issues such as community safety, restoration of essential services and provision of welfare support services.

The Controlling Agency should manage any risk from other (non-prescribed) hazards (e.g. structural integrity, site contamination, hazardous materials and health threats) arising from the emergency, before returning a community following evacuation.

#### 4.7 EVACUATION PLANNING

##### 4.7.1 PRE-EVACUATION PLANNING

Planning an evacuation is dependent on many factors, including the nature and extent of the hazard, the predicted speed of onset, the number and category of people at risk from the hazard, possible safe evacuation routes and the resources available.

Some of these factors will be unknown and cannot be planned for in advance of an emergency. However, identifying resources, persons and communities at risk, critical contacts and resources can assist the Controlling Agency to develop effective operational evacuation plans.

**For more information, refer to section 7.8 Appendix 8 - Pre-Event Evacuation Planning.**

##### 4.7.2 EVACUATION PLANNING – OPERATIONAL

Under the *Emergency Management Act 2005*, for a recommended evacuation, the IC will generally develop the operational evacuation plan.

For a directed evacuation, the operational evacuation plan will generally be completed by the Hazard Management Officer (authorized by the HMA) or Authorized Officer (Authorized by the SEC).

**For more information, refer to section 7.9 Appendix 9 - Operational Evacuation Plan Planning**

## **5 PART 5 – RECOVERY**

Please refer to the Shire of Woodanilling Recovery Management Plan.

## 6 PART 6 – EXERCISING & REVIEWING

### 6.1 EXERCISING

#### 6.1.1 AIM

The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility.

#### 6.1.2 FREQUENCY

The LEMC will hold an exercise annually.

#### 6.1.3 TYPES

Exercises may be:

- Discussion
- Field
- Desktop

#### 6.1.4 REPORTING OF EXERCISES

Exercises are to be reported to the DEMC as per State Emergency Management Policy 4.8.4 and/or 4.8.5 State EM Preparedness Procedure 19.

### 6.2 REVIEW

The Executive Officer should ensure this document is reviewed as follows;

Item	Review
Contact Details	Each quarterly meeting
Local Arrangements – contents	Annually
Local Arrangements – via exercise	Annually
Emergency Risk Management	5 years or if there is a significant change

## **7 PART 7 - APPENDICES**

**7.1 APPENDIX 1 – CRITICAL CONTACTS****THIS LIST IS NOT FOR PUBLICATION.**

For emergencies dial 000 (Police, Fire, Ambulance)

Organisation	Contact Position	Contact Person	Phone	Email
<b>Shire of Katanning</b>	CEO			
	Local Recovery Coordinator			
	Deputy Local Recovery Coordinator			
	Community Emergency Services Manager			
	Local Welfare Liaison Officer			
	Manager Regulatory Services			
	Shire Administration Office			
	Ranger Services			
	Harvest & Vehicle Movement Ban Hotline			
<b>Shire of Kent</b>	CEO			
	Deputy CEO			
	Local Recovery Coordinator			
	Deputy Local Recovery Coordinator			
	Community Emergency Services Manager			
	Local Welfare Liaison Officer			
	Manager Infrastructure Services			
	Shire Administration Office			
	Harvest & Vehicle Movement Ban Hotline			
<b>Shire of Woodanilling</b>	CEO			
	Deputy CEO			
	Local Recovery Coordinator			
	Deputy Local Recovery Coordinator			
	Community Emergency Services Manager			
	Local Welfare Liaison Officer			
	Manager Infrastructure Services			
	Shire Administration Office			
	Harvest & Vehicle Movement Ban Hotline			
<b>Shire of Wagin</b>				

<b>Shire of Broomehill / Tambellup</b>				
<b>Shire of Gnowangerup</b>				
<b>Shire of Kojonup</b>				
<b>WA Police</b>	OIC Katanning Police			
<b>DFES</b>	Regional Duty Coordinator – Great Southern (Albany)			
	Regional Duty Coordinator – Upper Great Southern (Narrogin)			
	DFES Albany Office			
	DFES Narrogin Office			
	ComCen			
	Media & Corporate Coms – alerts and warnings			
	Activate Telephone Warning System (SAO)			
	Total Fire Ban Hotline			
	Information Line			
<b>LG Bush Fire Brigade Contacts</b>	Katanning			
	Kent			
	Woodanilling			
	Wagin			
	Broomehill/Tambellup			
<b>DBCA – Parks &amp; Wildlife</b>	Narrogin			
<b>Department of Primary Industry &amp; Regional Development (DPIRD)</b>	Katanning Office			
	Katanning Research Facility			

	Veterinary Field Officer			
	Acting Facility Manager			
	Call Centre			
<b>Dept of Communities – Great Southern</b>	Establishing Welfare Centres District Emergency Services Officer Team Leader Katanning			
	Crisis Care (after hours)			
<b>Katanning Hospital</b>				
	Contact Director of Nursing			
<b>Kojonup Hospital</b>				
<b>Gnowangerup Hospital</b>				
<b>Wagin Hospital</b>				
<b>Alinta Gas</b>				
<b>Main Roads</b>				
<b>Arc Infrastructure</b>	Northam Office			
<b>Water Corporation</b>				
<b>Western Power</b>				
<b>St John Ambulance</b>				

<b>State Emergency Services (SES)</b>				
<b>Telstra</b>	WA Regional			
<b>Public Transport Authority</b>				
<b>Migrant Resource Centre</b>	Katanning			
	Albany			
<b>Media Contacts – Authorised Staff Only</b>				
<b>ABC Radio</b>	Great Southern (Albany)			
	Bunbury			
	Perth (Statewide)			
<b>ABC TV</b>	Perth			
<b>GWN7 TV (Bunbury)</b>				
<b>WIN (Perth)</b>				

## LOCAL INDIGENOUS AND CALD CONTACTS

Name	Organisation	Contact Number	Email Address

## 7.2 APPENDIX 2 – LEMC MEMBERSHIP

- Chair – Shire President/Deputy Shire President or nominated Council Officer Shire of Katanning, Shire of Woodanilling, Shire of Kent.
- Deputy Chair – OIC Katanning Police
- Executive Officer – CESM Shire of Katanning, CESM Shire of Kent
- Shire of Katanning CEO
- Shire of Woodanilling CEO
- Shire of Kent CEO
- Department of Health
- DBCA Parks & Wildlife Service – Katanning
- Executive Manager Infrastructure & Assets Shire of Katanning
- DPIRD Site Manager Katanning
- Department of Communities
- Katanning Senior High School
- Katanning Primary School
- Woodanilling Primary School
- Nyabing Primary School
- Pingrup Primary School
- St John Ambulance – Katanning
- St John Ambulance – Nyabing
- St John Ambulance – Pingrup
- State Emergency Service – Wagin
- Katanning Volunteer Fire & Rescue Service
- Western Power
- Chief Bush Fire Control Officer – Shire of Katanning
- Chief Bush Fire Control Officer – Shire of Woodanilling
- Chief Bush Fire Control Officer – Shire of Kent
- ARC Infrastructure
- Red Cross
- CWA
- Water Corporation
- Main Roads WA
- Telstra
- Aboriginal Corporation

**7.3 APPENDIX 3 – ISG LOCATIONS:****SHIRE OF KATANNING**

52 Austral Terrace, Katanning

	Name	Phone	Phone
1 Contact	CEO Julian Murphy	(08) 9821999	
2 Contact	CESM – Cindy Pearce	(08) 9821999	

**SHIRE OF WOODANILLING**

31 Robinson Road, Woodanilling

	Name	Phone	Phone
1 Contact	CEO – Kellie Bartley	9823 1506	
2 Contact	DCEO – Sue Dowson	9823 1506	
3 Contact	EMI – Mike Hudson	9823 1506	

**SHIRE OF KENT – NYABING – SHIRE OFFICE/CHAMBERS**

24 – 26 Richmond Street, Nyabing

	Name	Phone	Phone
1 Contact	CEO – Adam Seiler	9829 1051	
2 Contact	CESM – Matthew Castaldini		
3 Contact	DCEO –		

## 7.4 APPENDIX 4 – SHIRE RESOURCES

### 7.4.1 SHIRE OF KATANNING

Item description	Items
Graders – John Deere and Cat	2
Trucks – road trains	3
Water Tank 10,000 litres (slip on for truck)	1
Water Truck 11,500 litres	1
FEL and Tree rake	1
Backhoe	1
Mobile Standpipe	1
Skidsteer Caterpillar	1
Fast Fill Trailers	4
Generator	2
Water Pump and Hoses 3inch	1
Fire Truck 2.4	1
Sign Trailer	2
Transfer pumps	2
30 road cones/ 20 bollards w/ bases. Numerous road signs related to bushfires and smoke over road.	Brigade resources

### 7.4.2 SHIRE OF KENT

Item description	Items
Komatsu GD-555-8 Grader (KT027)	1
Komatsu GD-555 Grader (KT029)	1
Komatsu GD555 Grader (KT050)	1
John Deere Grader (KT030)	1
Cat 428c Backhoe/Loader KT016	1
Komatsu Loader 2016 (KT028)	1
Loader John Deere (KT035)	1
John Deere 318D Skid Steer (KT006)	1
Case Excavator (KT023)	1
Truck with trailers or low loader	1
Water cart – slip on for truck	1
Various Utes (have been used in the past for towing trailers)	1

### 7.4.3 SHIRE OF WOODANILLING

Item description	Items
Fire truck	1
Graders	2
Loaders	1
Isuzu Dedicated water Truck(9000 litres)	1
Isuzu 5Ton Tipper Truck	1
Isuzu 10 ton Side/Rear tipper	2
Skid steer	1
Utes	7
Backhoe	1
Fuel Trailer (1000 litre)	1
Signage Trailer	1
Plant Float Trailer (Pintle Hook Hitch)	1
Standpipe Trailers	6

Bartco Message Trailer	1
Bartco Traffic Lights(set of 2)	1
Honda Hi Flow Water pump	1

## 7.5 APPENDIX 5 – CONTRACTOR RESOURCES

### 7.5.1 MACHINERY AND WATER TANKERS

Contact Details	Equipment Type	Description	Location	Coupling Size
Steven Marshall – 0429 086 773	Water tanker	25, 000 litres	Katanning	3 inch Camlock
Wagin Earthworks Wayne Hegarty 0428 889 261	Water tanker	15,000 litres 4WD.	Within 200km of Wagin	3 inch Camlock
Dumblebung Earthmoving Shane Edwards 0428 641 043	Water tanker	20,000 litres	Dumbelyung	3 inch Camlock
Barry Kowald	Water Tanker	40.000 litres		
Morris Trimming 0407 774 624 Matt 0428 018 719 lesleytrimming@bigpond.com	Water tanker	30 000 litres	Between Katanning and Woodanilling	3 inch Camlock
Danny/ Craig Bignell 0427 241270 / 0408 341 253	Water tanker	25,000 litres	Broomehill	Hose type and connection size 50 mm
Ian Knapp 9822 7037 0427 215 635	Water tanker	40,000 litres	Approx 20 km North East of Katanning	
Brad Patterson 0428 228 042	Water Tanker		Cartmeticup Area Woodanilling	
Halanson Earthmoving Shane Steele Projects Manager 0429 089 046 shane@halansonearthmoving.com.au	Dozer Dozer Excavator Excavator Excavator Front End Loader Grader Skid Steer	Komatsu D155AX-6 Komatsu D65EX-15 Komatsu PC450LC-8 Komatsu PC270LC-8 Komatsu PC88MR-8 Komatsu WA470-6 John Deere 770GP Terex PT80		
Klopper Contracting Pty Ltd Simon Klopper <a href="mailto:simon@kloppercontracting.com.au">simon@kloppercontracting.com.au</a>	Dozer Dozer Dozer	Cat D9R Cat D8T Komatsu D85		

0427651696	Grader Front End Loader Front End Loader Fire Truck	Cat 140M Cat 970F Cat 950H Oshkos		
AD Contractors Debbie McAllister (Office Manager) <a href="mailto:adcontra@iinet.net.au">adcontra@iinet.net.au</a> 9841 2399 Ian Attwell Ops Manager 0408 412 399 Jason Dayman Supervisor 0439 820 363	Dozer Dozer Dozer Excavator Excavator Excavator Excavator 8 tonne Excavator 2 tonne Scraper Grader Grader Grader Front End Loader Front End Loader Front End Loader Front End Loader Front End Loader Tipper truck Water Tanker Water Tanker Low loader Low Loader Dump truck Roller Roller  Backhoe Backhoe Skidsteer	Cat D7H Cat D8N Cat DN9 Cat 320 x 3 Cat 325 x3 Cat 330 Cat 308 Cat 301 Cat 621 x 2 Cat 920 x 3 Cat 12H Cat 140G Cat 920 x 3 Cat 950F Cat 950G/H Cat 966D Cat 980 6WT 6WT 11,000 litres Semi 17,000 litres Tri Axle 4 Axle 30 tonne SP56 smooth or padfoot CS-563C/D Pacific Multi tyred Cat 428 Cat 432 Cat 247B2AC	Albany	
Wagin Earthmoving Bron Hegarty 0428 889 261 <a href="mailto:admin@waginearthmoving.com.au">admin@waginearthmoving.com.au</a>	Truck side tipper Truck side tipper & trailer Semi side tipper Road train Bulldozer Excavator	120 Wheel 120 Wheel & dog Semi Side tipper Road train X2 Mini		

	Excavator Excavator Excavator Excavator Grader Loader Loader Scraper Water Pump Water Truck Mob/demob Float truck Mob/demob – Prime Mover	15t 25t 50t With rock breaker X 2 RC100 Compact Track RC50 Compact Track		
BFL Contracting Andrew Gibbons 0428 229 613 <a href="mailto:bflcontracting988@hotmail.com">bflcontracting988@hotmail.com</a>	Mobile lighting tower Front End Loader	With 20kva generator. Large		
Becks Transport <a href="mailto:transport@elite-group.com.au">transport@elite-group.com.au</a> 0428 429 804	Water Trailers Prime movers to haul water trailers.	4 x 30,000 litres		
Pratt Transport Logistics Mick Pratt – 0429 311 444 <a href="mailto:mick@wsi.com.au">mick@wsi.com.au</a>	Water Tanker Fast Attack truck  Tilt trays	25,000 litres Follows behind on fire ground – water 10 000L Move loaders etc.	Albany	Direct Fire Couple – bottom fill the fire the trucks.
Holly Bulk Haulage Charles Holly 0409 761 346	Water Carting Prime movers and Semis	20,000 to 40,000 litres To supply water for water resupply areas No off-road capability.		
Widespread Contracting Peter Eckersley 0429611241 <a href="mailto:pe.eckersley@bigpond.com">pe.eckersley@bigpond.com</a>	Loader (wheeled) Excavator Dozer	Komatsu WA500-3H JCB JS220LC Caterpillar D6R-XL		

## 7.5.2 TRANSPORT RESOURCES

Contact Details	Equipment Type	Description (inc Capacity)	Location

## 7.5.3 OTHER RESOURCES

Contact Details	Equipment Type	Description	Location

**7.6 CATERING AVAILABILITY AND CONTACTS DETAILS 20/21**

<b>BUSINESS NAME</b>	<b>CONTACT DETAILS</b>	<b>AVAILABLE HOURS</b>	<b>SUPPLY DETAILS</b>

## 7.7 APPENDIX 7 – AT RISK PERSONS GROUPS INCLUDING LARGE BUSINESSES

### 7.7.1 SHIRE OF WOODANILLING

Name	Description	Address	Contact	No People
Woodanilling Primary School	Primary School	Carlton Street, Woodanilling		13 students plus 5 staff
Avalon Caravan Park	Caravan Park and Café	Great Southern Hwy, Woodanilling Town Site		Up to 19 people
Beaufort River Meats	Abattoir	46 Marcri Rd Beaufort River		120- 150 People when fully operational
Perfect Poultry	Free Range Chickens	Youngs Road Beaufort River		
Fletchers International	Feedlot (Trial)	Youngs Road Beaufort River		
Shell Beaufort River	Roadhouse	18495 Albany Hwy Beaufort River		
Various Elderly residents in town		Shire of Woodanilling		

## Operational Evacuation Plan Template

This document is compiled by:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Time: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Are details of the evacuation entered on a crisis information management system (e.g. WebEOC/WebFusion)?

☐ Yes

Please specify: \_\_\_\_\_

☐ No

Incident Name/Reference: \_\_\_\_\_

### SITUATION

*Briefly describe the situation or emergency which has, or may cause, a recommendation or direction to an affected community to evacuate, including other imminent or occurring hazards/emergencies:*

### SUMMARY OF KEY RISK

Issue(s)	Likelihood	Consequences	Mitigation Strategy
	low/med/high	low/med/high	
	low/med/high	low/med/high	
	low/med/high	low/med/high	
	low/med/high	low/med/high	
	low/med/high	low/med/high	
	low/med/high	low/med/high	

**MISSION**

*Briefly describe the mission in this evacuation or potential evacuation:*

*Specified objections:*

**EXECUTION****Key Roles****HMA/Controlling Agency/Incident Controller:**

Agency: \_\_\_\_\_

Incident Controller: \_\_\_\_\_

Contact Number 1: \_\_\_\_\_

Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

**Operational Area Manager (if appointed):**

Agency: \_\_\_\_\_ Operational Area Manager

Contact Number 1: \_\_\_\_\_

Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

**Police Commander:**

Agency: WA Police Force

Name: \_\_\_\_\_

Contact Number 1: \_\_\_\_\_

Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

**Emergency Coordinator(s):** *(Local Officer in Charge and/or District Superintendent perform whole of government coordination function at local and/or district level(s))*

Agency: WA Police Force Local Emergency Coordinator

Contact Number 1: \_\_\_\_\_ Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

Agency: WA Police Force District Emergency Coordinator

Contact Number 1: \_\_\_\_\_ Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

**Evacuation Manager:** *(Where appointed – this position will generally sit under Operations in the incident management system (e.g. AIMS))*

Agency: \_\_\_\_\_ Name: \_\_\_\_\_

Contact Number 1: \_\_\_\_\_ Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

Other: \_\_\_\_\_

Major Facilities: \_\_\_\_\_

**Incident Control Centre Details:**

Name of ICC: \_\_\_\_\_

Location of ICC: \_\_\_\_\_

Contact Number 1: \_\_\_\_\_ Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

**Incident Control Point/Forward Control Centre Details (if applicable):**

Name of ICP: \_\_\_\_\_

Location of ICP: \_\_\_\_\_

Contact Number 1: \_\_\_\_\_ Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

**Incident Support Group Details (if activated):**

Name of ISG Site: \_\_\_\_\_

Location of ISG: \_\_\_\_\_

Contact Number 1: \_\_\_\_\_

Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

**Location of the Operational Area Support Group (if activated):**

Name of OASG Site: \_\_\_\_\_

Location of OASG: \_\_\_\_\_

Contact Number 1: \_\_\_\_\_

Contact Number 2: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

**Location of the Primary Evacuation Centre (if activated):**

Name of Centre: \_\_\_\_\_

Location: \_\_\_\_\_

Capacity: \_\_\_\_\_

Facilities: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Location of the Secondary Evacuation Centre (if activated):**

Name of Centre: \_\_\_\_\_

Location: \_\_\_\_\_

Capacity: \_\_\_\_\_

Facilities: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECISION PHASE: is getting people out the best option?**

*The decision to evacuate rests with the Controlling Agency/HMA. For a directed evacuation, the Controlling Agency must be an HMO, Authorised Officer or Police Office or liaise with an HMA to direct an evacuation under the Emergency Management Act 2005.*

Type of evacuation issued:

- ☐ Recommended evacuation
- ☐ Directed evacuation

This decision was made in consultation with:

☐ Controlling Agency

Contact Name 1: \_\_\_\_\_

Contact Name 2: \_\_\_\_\_

☐ WA Police Force

Contact Name 1: \_\_\_\_\_

Contact Name 2: \_\_\_\_\_

☐ HMA

Contact Name 1: \_\_\_\_\_

Contact Name 2: \_\_\_\_\_

☐ Other Experts

Name/Agency 1: \_\_\_\_\_

Name/Agency 2: \_\_\_\_\_

Name/Agency 3: \_\_\_\_\_

Name/Agency 4: \_\_\_\_\_

Name/Agency 5: \_\_\_\_\_

Does the person making the decision to recommend or direct an evacuation have the legislated authority?

☐ Yes Give Details: \_\_\_\_\_

☐ No State Reasons: \_\_\_\_\_

**Relevant issues to this evacuation/potential evacuation and affecting decision:**

**Yes**

**No**

Time pressure

☐

☐

Information source/validity	<input type="checkbox"/>	<input type="checkbox"/>
Competing tasks	<input type="checkbox"/>	<input type="checkbox"/>
Ability/risk to evacuate	<input type="checkbox"/>	<input type="checkbox"/>
Safety of community	<input type="checkbox"/>	<input type="checkbox"/>
Safety of at-risk persons (aged, children, homeless, tourist)	<input type="checkbox"/>	<input type="checkbox"/>
Staffing (resourcing)	<input type="checkbox"/>	<input type="checkbox"/>
Community preparedness	<input type="checkbox"/>	<input type="checkbox"/>
Communication processes	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient shelter provisions	<input type="checkbox"/>	<input type="checkbox"/>
Safety of emergency responders	<input type="checkbox"/>	<input type="checkbox"/>
Other imminent or occurring hazard/emergency	<input type="checkbox"/>	<input type="checkbox"/>
If Yes                      HMA: _____ Contact Person: _____ Contact Number: _____ HMA: _____ Contact Person: _____ Contact Number: _____		
Other ( <i>please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Trigger Points – Are there identified trigger points for evacuation to be recommended or commenced?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes	Trigger Point	Activity

<b>Alternatives – By necessity, are there any alternatives to an evacuation?</b>	<b>Yes</b>	<b>No</b>
Shelter in place	<input type="checkbox"/>	<input type="checkbox"/>

Identified community refuge	<input type="checkbox"/>	<input type="checkbox"/>
Private shelter	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

### WARNING PHASE: telling people of the need to go

*The issuing of a warning/recommendation/direction to those affected by an impending emergency is the responsibility of the Controlling Agency's Incident Controller. Where the Incident Controller has requested assistance with relates tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.*

Actual messaging to contain the following information:	Yes	No
Identification of the HMA/Controlling Agency	<input type="checkbox"/>	<input type="checkbox"/>
Location of area affected	<input type="checkbox"/>	<input type="checkbox"/>
Predicted severity	<input type="checkbox"/>	<input type="checkbox"/>
How people should respond	<input type="checkbox"/>	<input type="checkbox"/>
Where to get further information	<input type="checkbox"/>	<input type="checkbox"/>
If you answered No to any of the above, please enter reason(s):		
Other information to include (if appropriate):	Yes	No
Instructions for at risk persons	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary issues, such as domestic pets, medications, identification	<input type="checkbox"/>	<input type="checkbox"/>
Limitation on possession e.g. oversize items, livestock	<input type="checkbox"/>	<input type="checkbox"/>
Recommended personal items e.g. toiletries, clothing, baby formula	<input type="checkbox"/>	<input type="checkbox"/>
Recommended transport routes and/or transport options	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated areas (assurance patrols or similar if safe to do so)	<input type="checkbox"/>	<input type="checkbox"/>
Advice on energy supplies and air conditioning e.g. switch off gas, electricity	<input type="checkbox"/>	<input type="checkbox"/>

Advise to inform relatives/friends on your intentions/destination	<input type="checkbox"/>	<input type="checkbox"/>
Information about 'Register.Find.Reunite' system (in consultation with Department of Communities)	<input type="checkbox"/>	<input type="checkbox"/>
Alternative arrangements for hazards requiring isolation or quarantine (e.g. human epidemic)	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>specify</i> ):	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>specify</i> ):	<input type="checkbox"/>	<input type="checkbox"/>
<b>Methods available to facilitate public warnings (consider resources, specialist support and emergency responder safety):</b>	<b>Yes</b>	<b>No</b>
Media (television)	<input type="checkbox"/>	<input type="checkbox"/>
Media (radio)	<input type="checkbox"/>	<input type="checkbox"/>
Telephone contact	<input type="checkbox"/>	<input type="checkbox"/>
Short Message Service (SMS)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Alert	<input type="checkbox"/>	<input type="checkbox"/>
Standard Emergency Warning Signal	<input type="checkbox"/>	<input type="checkbox"/>
Door knocks	<input type="checkbox"/>	<input type="checkbox"/>
Verbal messages	<input type="checkbox"/>	<input type="checkbox"/>
Community meetings	<input type="checkbox"/>	<input type="checkbox"/>
Sirens	<input type="checkbox"/>	<input type="checkbox"/>
Public address systems	<input type="checkbox"/>	<input type="checkbox"/>
Agency websites	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>
Social networking sites	<input type="checkbox"/>	<input type="checkbox"/>
Print material	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>specify</i> ):	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>specify</i> ):	<input type="checkbox"/>	<input type="checkbox"/>

**WITHDRAWAL PHASE: getting people out**

*The responsibility for evacuating a community remains with the Controlling Agency/HMA/ HMO or authorised officer, who may request assistance with specific activities as part of their (documented) evacuation strategy or, by agreement, may delegate the development and/or execution of an evacuation strategy. Where this plan is completed by another agency, appointment of an Evacuation Manager from that agency is recommended and the resultant evacuation strategy should be endorsed by the HMA/HMO where practicable. Consultation with Main Roads WA, resources available, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.*

Outline of evacuation strategy	Yes	No
Does a plan already exist?	<input type="checkbox"/>	<input type="checkbox"/>
Sectorise/Phase the affected area if appropriate:		
At risk persons (such as aged, CALD, unaccompanied children, walking wounded, people with disabilities, pregnant persons, tourist):		
Consider assembly area, if required:		
Evacuation centre(s) identified (Department of Communities to coordinate welfare support on request):  Are animals permitted?  Can animals be sheltered in the vicinity?		
If required by HMA, alternative evacuation arrangements for concurrent emergency requiring isolation or quarantine (e.g. human epidemic/pandemic)		

Forecast need for registration and reunification (Register.Find.Reunite):

Identify transport options (including by land, sea or air, as applicable):

Develop traffic management plan (considering ingress and egress routes, sole use of route for evacuees/emergency responders and welfare/first aid enroute, as applicable):

Identify multi-agency communications arrangements/plan:

Flagging of evacuated properties (any scheme in place for flagging by residents or responders):

Security of evacuated area:

Actions on persons declining to evacuate (such as possibility of registration/list of premises). Note: Unaccompanied children should be evacuated to a Department of Communities centre.

Other considerations:

**SHELTER PHASE: where people can go and providing support**

*The Controlling Agency or HMA is responsible for ensuring evacuated persons have appropriate provisions. Identification of a suitable evacuation centre and coordination of community welfare is supported by the Department of Communities on request. Confirm whether the Department of Communities have been activated by the Controlling Agency or HMA. If facilities are required that will accept animals, local government should be able to provide advice.*

<b>Have the following actions being taken?</b>	<b>Yes</b>	<b>No</b>
Evacuation centre requirements identified – The following information may assist the Department of Communities and local governments with the selection of an evacuation centre(s). <ul style="list-style-type: none"> <li>• Summary of the incident</li> <li>• Areas currently identified as safe locations (include map of impacted area)</li> <li>• Transportation routes - Ingress and Egress</li> <li>• Estimated number of persons displaced or evacuated</li> <li>• Expected duration of the evacuation (less than one day, overnight, etc.)</li> <li>• Security concerns</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Welfare response requested (through Department of Communities)	<input type="checkbox"/>	<input type="checkbox"/>
Locations for evacuation/welfare centres selected (Consultation between the Controlling Agency/HMA and the Department of Communities should occur prior to selection, whenever possible)  Note: Where the Department of Communities is unable to be on site immediately, the <b>Local Emergency Welfare Plans</b> , developed by the local government and the Department of Communities, and the Local Evacuation Plan, should be consulted.	<input type="checkbox"/>	<input type="checkbox"/>
Registration and reunification process (Register.Find.Reunite) access requested/delivered – Department of Communities	<input type="checkbox"/>	<input type="checkbox"/>
Other resources are in position to commence registration of evacuees	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommended Appendices</b>	<b>Yes</b>	<b>No</b>
Incident Management Team (IMT) contact list	<input type="checkbox"/>	<input type="checkbox"/>
Residents contact list	<input type="checkbox"/>	<input type="checkbox"/>
Record of warning messages (date/time/method)	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment matrix	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management Planning Cell Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>
Record of advice provided to affected areas/persons	<input type="checkbox"/>	<input type="checkbox"/>
List of at-risk people/locations	<input type="checkbox"/>	<input type="checkbox"/>

**RETURN PHASE: allowing people back and supporting their return**

*The decision to allow a community to return, planning for the return and providing accurate and timely information to the displaced community are the responsibilities of the HMA, or Controlling Agency's Incident Controller. Where other agencies are assisting, it is important that this assistance is confirmed and decisions swiftly disseminated to relevant personnel.*

<b>Key considerations</b>	<b>Yes</b>	<b>No</b>
The affect area being declared safe	<input type="checkbox"/>	<input type="checkbox"/>
Crime scene preservation	<input type="checkbox"/>	<input type="checkbox"/>
Availability of services and utilities (gas, electricity, roads)	<input type="checkbox"/>	<input type="checkbox"/>
Evacuees' psychological and physical health	<input type="checkbox"/>	<input type="checkbox"/>
Transport for persons with a disability, those with specific care requirements	<input type="checkbox"/>	<input type="checkbox"/>
Economic factors involves in the return of evacuees	<input type="checkbox"/>	<input type="checkbox"/>
Possible need for a phased return/traffic management/permit system	<input type="checkbox"/>	<input type="checkbox"/>
Local Recovery Coordinator/Coordination Group included in planning	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>Informing other stakeholders of the decision:</b>	<input type="checkbox"/>	<input type="checkbox"/>
Community representatives	<input type="checkbox"/>	<input type="checkbox"/>
Department of Communities	<input type="checkbox"/>	<input type="checkbox"/>
Department of Primary Industries and Regional Development	<input type="checkbox"/>	<input type="checkbox"/>
Department of Fire and Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>
Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Department of Biodiversity, Conservation and Attractions	<input type="checkbox"/>	<input type="checkbox"/>
Department of Water and Environmental Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Department of Mines, Industry Regulations and Safety	<input type="checkbox"/>	<input type="checkbox"/>
Department of Transport	<input type="checkbox"/>	<input type="checkbox"/>
Local Government	<input type="checkbox"/>	<input type="checkbox"/>
Main Roads WA	<input type="checkbox"/>	<input type="checkbox"/>
Utility Companies	<input type="checkbox"/>	<input type="checkbox"/>
Water Authorities	<input type="checkbox"/>	<input type="checkbox"/>

WA Police Force	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>

**Verification of Return Process – the decision to allow return is:**

Authorised by

Name: \_\_\_\_\_

Title: \_\_\_\_\_

At hours on (time): \_\_\_\_\_ (date): \_\_\_\_\_

Organisations: \_\_\_\_\_

### ADMINISTRATION & LOGISTICS

Communications	
Safety	
Records Management	
Transport	
Equipment	
Medical	
Meals	
Other ( <i>specify</i> ):	
Other ( <i>specify</i> ):	

## 7.8 APPENDIX 10 - WELFARE CENTRE INFORMATION

### 7.8.1 WOODANILLING RECREATION CENTRE

The Woodanilling Recreation Centre is located on high ground, but there is an area of bush to the east of the building. It has good access with multiple gates to ovals.

Woodanilling Recreation Centre		
Address	Yairabin Street, Woodanilling	
Telephone No:	Via Shire (08) 9823 1506	
Kellie Bartley	CEO	(08) 9823 1506 0428 032 089
Sue Dowson	DCEO	0424 704 812
Mike Hudson	EMI	(08) 9823 1506
Access Details		
Keys	Available from above staff	
Alarm	No	
Security	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	300	
Sleeping	100	
Duration	3 - 5 days	
Amenities/Facilities		
Toilets/Showers	Yes	Male, female & universal access
Laundry Facilities	No	
Baby Changing Facilities	Yes	
Kitchen facilities	Yes	Gas cooktop
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	Yes	Tables and chairs
Cutlery and Crockery	Yes	
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	As per public building requirements
Air Conditioning	Yes	Pavilion area only
Heating	Yes	Pavilion area only
Ceiling Fans	No	
Lighting (internal & external)	Yes	
Telephone Lines	No	
Mobile Phone Coverage	Yes	
Internet Access	No	
Hot Water System	Yes	Electric
Bins	Yes	

Amenity Areas		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	
BBQs	Yes	
Swimming Pool	No	
Oval	Yes	
Rooms	Yes	Pavilion, kitchen, store, basketball court.
TV / Projector Screen	Yes	No projector kept on premises
Amenities/Facilities - External		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
External Toilets	Yes	
Deep Sewer/Septic	Yes	
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals	Yes	See Animal Welfare Plan

- a. Main power board location; - **front of building**
- b. Water stop cock location; and – intersection of driveway and road

## 7.8.2 WOODANILLING TOWN HALL

The Woodanilling is built on high ground and is in a cleared area. It has good access.

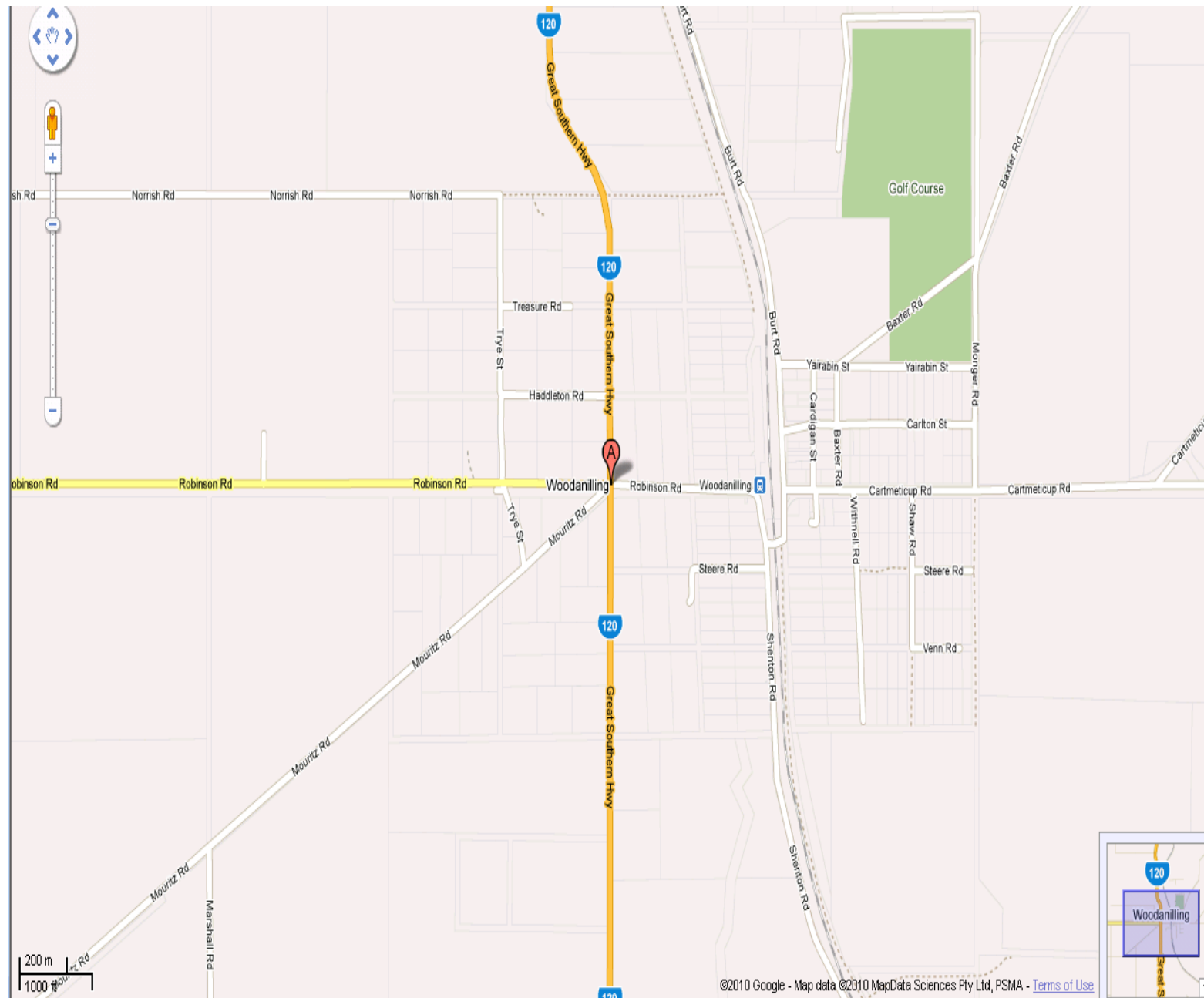
Woodanilling Town Hall		
Address	Robinson Road, Woodanilling	
Telephone No:	Via Shire (08) 9823 1506	
Kellie Bartley	CEO	(08) 9823 1506 0428 032 089
Sue Dowson	DCEO	0424 704 812
Mike Hudson	EMI	08 9823 1506
Access Details		
Keys	Available from all of above staff	
Alarm	No	
Security	Code entry	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	200	
Sleeping	75	
Duration	1 - 3 days	
Amenities/Facilities		
Toilets/Showers	Yes	Male, female & universal access toilets only. No showers.
Laundry Facilities	No	
Baby Changing Facilities	No	
Kitchen facilities	Yes	Gas cooktop
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Yes	
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning	No	
Heating	Yes	Gas wall heater
Ceiling Fans	Yes	
Lighting (internal & external)	Yes	
Telephone Lines	No	Adjoins shire office
Mobile Phone Coverage	No	Limited
Internet Access	No	
Hot Water System	Yes	Electric
Bins	Yes	
Amenity Areas		
Enclosed Covered Areas	No	
Outside Children's Play Area	Yes	
Recreation Room	No	
BBQs	No	

Swimming Pool	No	
Oval	No	
Rooms	No	Hall area only
<b>Amenities/Facilities - External</b>		
Power Outlets	No	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
External Toilets	Yes	
Deep Sewer/Septic	Yes	Deep sewer
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals	Yes	See Animal Welfare Plan

- a) Main power board location; - **Near front door**
- b) Water stop cock location; and – **on verge at front of building**

## 7.9 APPENDIX 11 - MAPS OF DISTRICT

### 7.9.1 WOODANILLING



## **7.10 APPENDIX 13 - DEMOGRAPHICS**

Refer to Census figures online or paper copy available at the Shire Office and Committee LEMC Files.

- Woodanilling
- Community Demographics Profile

## 7.11 APPENDIX 15 - RISK REGISTER - WOODANILLING

## WOODANILLING RISK ANALYSIS – May 2019

## RISK TREATMENT SCHEDULE &amp; PLAN (Extract of Extreme and High level risks)

ID	Risk Statement	Hazard	Environment	High	Priority	Treat (Recommended action)
101	Loss of industry operations for a time	Storm	Economy	Extreme	2	Treat (Recommended action)
102	Loss of income or incurred expenses	Storm	Economy	Extreme	2	Treat (Recommended action)
103	Recovery costs of infrastructure	Storm	Economy	Extreme	2	Treat (Recommended action)
104	Indirect financial losses	Storm	Economy	Extreme	2	Treat (Recommended action)
106	Building-private and commercial - damage or destroyed	Storm	Economy	Extreme	2	Treat (Recommended action)
108	Essential services (power, water & communication disrupted)	Storm	Economy	Extreme	2	Treat (Recommended action)
109	Damage to fencing, sheds and farm equipment.	Storm	Economy	Extreme	2	Treat (Recommended action)
114	Loss of power and communications	Storm	Public Administration	Extreme	2	Treat (Recommended action)
117	Immediate impact potable water systems such as tanks and pipes.	Storm	Public Administration	Extreme	2	Treat (Recommended action)
118	Over use of volunteer fire brigade and degrading of equipment due to over use.	Storm	Public Administration	Extreme	2	Treat (Recommended action)
119	High logistical load for clean-up and road clearing crews.	Storm	Public Administration	Extreme	2	Treat (Recommended action)
121	Deaths.	Storm	People	Extreme	2	Treat (Recommended action)
122	Injuries	Storm	People	Extreme	2	Treat (Recommended action)
123	Loss of property	Storm	People	Extreme	2	Treat (Recommended action)
124	Loss of income	Storm	People	Extreme	2	Treat (Recommended action)

ID	Risk Statement	Hazard	Environment	High	Priority	Treat (Recommended action)
135	Trauma from life threatening event	Storm	Social Setting	Extreme	2	Treat (Recommended action)
137	Impacts of losing loved ones	Storm	Social Setting	Extreme	2	Treat (Recommended action)
138	Damage to businesses causing loss of employment and income	Storm	Social Setting	Extreme	2	Treat (Recommended action)
139	Disrupted Education	Storm	Social Setting	Extreme	1	Treat (Recommended action)
140	Loss of Social meeting places	Storm	Social Setting	Extreme	2	Treat (Recommended action)
146	Contamination of waterways with pollutants and debris	Storm	Environment	Extreme	2	Treat (Recommended action)
166	Strain of water resources and infrastructure	Heatwave	Public Administration	Extreme	2	Treat (Recommended action)
167	Higher power utilisation due to air-conditioning.	Heatwave	Public Administration	Extreme	2	Treat (Recommended action)
171	Discomfort.	Heatwave	People	Extreme	2	Treat (Recommended action)
172	Possible Deaths.	Heatwave	People	Extreme	2	Treat (Recommended action)
174	Injuries from heat induced diseases (heatstroke, burns etc).	Heatwave	People	Extreme	2	Treat (Recommended action)
179	Emergency services (including volunteer fire brigade, ambulance and medical transport services such as RFDSWA) usage increases.	Heatwave	People	Extreme	2	Treat (Recommended action)
189	Impacts of losing loved ones (particularly the very young & very old)	Heatwave	Social Setting	Extreme	2	Treat (Recommended action)
191	Raising of fire risk	Heatwave	Environment	Extreme	2	Treat (Recommended action)
201	Potential oversupply of meat to domestic markets due to collapsed trade	Animal or plant: pests or diseases	Economy	Extreme	2	Treat (Recommended action)
202	Decrease in market price to producers (converse cheaper product for consumer)	Animal or plant: pests or diseases	Economy	Extreme	2	Treat (Recommended action)
206	Properties quarantined	Animal or plant: pests or diseases	Economy	Extreme	2	Treat (Recommended action)
207	Immediate livestock standstill – no stock movements = no trade	Animal or plant: pests or diseases	Economy	Extreme	2	Treat (Recommended action)

ID	Risk Statement	Hazard	Environment	High	Priority	Treat (Recommended action)
208	Transport industry halted during Standstill and are slow to recover due to lower domestic consumption and non-existent exports.	Animal or plant: pests or diseases	Economy	Extreme	2	Treat (Recommended action)
1	Loss of industry operations for a time	Fire	Economy	High	3	Treat (Recommended action)
2	Loss of income or incurred expenses	Fire	Economy	High	3	Treat (Recommended action)
3	Recovery costs of infrastructure	Fire	Economy	High	3	Treat (Recommended action)
4	Indirect financial losses	Fire	Economy	High	3	Treat (Recommended action)
6	Building-private and commercial - damage or destroyed	Fire	Economy	High	3	Treat (Recommended action)
8	Essential services (power, water & communication disrupted)	Fire	Economy	High	3	Treat (Recommended action)
38	Damage to businesses causing loss of employment and income	Fire	Social Setting	High	2	Treat (Recommended action)
51	Loss of industry operations for a time	Flood	Economy	High	3	Treat (Recommended action)
52	Loss of income or incurred expenses	Flood	Economy	High	3	Treat (Recommended action)
53	Recovery costs of infrastructure	Flood	Economy	High	3	Treat (Recommended action)
54	Loss of Transportation of goods	Flood	Economy	High	3	Treat (Recommended action)
56	Indirect financial losses	Flood	Economy	High	3	Treat (Recommended action)
57	Building-private and commercial - damage or destroyed	Flood	Economy	High	3	Treat (Recommended action)
58	Bridges and roads – damaged or destroyed	Flood	Economy	High	3	Treat (Recommended action)
61	Disruption to the provision of public services	Flood	Public Administration	High	3	Treat (Recommended action)
62	Loss of staff	Flood	Public Administration	High	3	Treat (Recommended action)
63	Damage to road and bridge infrastructure	Flood	Public Administration	High	3	Treat (Recommended action)

ID	Risk Statement	Hazard	Environment	High	Priority	Treat (Recommended action)
208	Transport industry halted during Standstill and are slow to recover due to lower domestic consumption and non-existent exports.	Animal or plant: pests or diseases	Economy	Extreme	2	Treat (Recommended action)
1	Loss of industry operations for a time	Fire	Economy	High	3	Treat (Recommended action)
2	Loss of income or incurred expenses	Fire	Economy	High	3	Treat (Recommended action)
3	Recovery costs of infrastructure	Fire	Economy	High	3	Treat (Recommended action)
4	Indirect financial losses	Fire	Economy	High	3	Treat (Recommended action)
6	Building-private and commercial - damage or destroyed	Fire	Economy	High	3	Treat (Recommended action)
8	Essential services (power, water & communication disrupted)	Fire	Economy	High	3	Treat (Recommended action)
38	Damage to businesses causing loss of employment and income	Fire	Social Setting	High	2	Treat (Recommended action)
51	Loss of industry operations for a time	Flood	Economy	High	3	Treat (Recommended action)
52	Loss of income or incurred expenses	Flood	Economy	High	3	Treat (Recommended action)
53	Recovery costs of infrastructure	Flood	Economy	High	3	Treat (Recommended action)
54	Loss of Transportation of goods	Flood	Economy	High	3	Treat (Recommended action)
56	Indirect financial losses	Flood	Economy	High	3	Treat (Recommended action)
57	Building-private and commercial - damage or destroyed	Flood	Economy	High	3	Treat (Recommended action)
58	Bridges and roads – damaged or destroyed	Flood	Economy	High	3	Treat (Recommended action)
61	Disruption to the provision of public services	Flood	Public Administration	High	3	Treat (Recommended action)
62	Loss of staff	Flood	Public Administration	High	3	Treat (Recommended action)
63	Damage to road and bridge infrastructure	Flood	Public Administration	High	3	Treat (Recommended action)

ID	Risk Statement	Hazard	Environment	High	Priority	Treat (Recommended action)
67	Immediate impact on health infrastructure, impacting the ability to maintain ambulance services.	Flood	Public Administration	High	3	Treat (Recommended action)
69	Surge in use of public facilities including public buildings (e.g. classrooms used for evacuees), impacting their core services.	Flood	Public Administration	High	3	Treat (Recommended action)
71	Deaths.	Flood	People	High	3	Treat (Recommended action)
72	Injuries	Flood	People	High	3	Treat (Recommended action)
73	Loss of property	Flood	People	High	3	Treat (Recommended action)
74	Loss of income	Flood	People	High	3	Treat (Recommended action)
77	Psychological trauma (will it happen again?) and anxiety.	Flood	People	High	2	Treat (Recommended action)
78	Emergency services (including volunteer fire brigade, ambulance and medical transport services) are overwhelmed.	Flood	People	High	3	Treat (Recommended action)
79	Health of people effected due to contaminated water and water-borne diseases and cause serious illness.	Flood	People	High	3	Treat (Recommended action)
80	Social conflict (some prepared and build control systems, other did not)	Flood	People	High	3	Treat (Recommended action)
84	Trauma caused by experiencing a life threatening event	Flood	Social Setting	High	2	Treat (Recommended action)
85	Impacts of losing loved ones	Flood	Social Setting	High	2	Treat (Recommended action)
86	Loss of Social meeting places	Flood	Social Setting	High	3	Treat (Recommended action)
87	Disrupted Education	Flood	Social Setting	High	3	Treat (Recommended action)
88	Loss of morale	Flood	Social Setting	High	2	Treat (Recommended action)
89	Displacement	Flood	Social Setting	High	3	Treat (Recommended action)
91	Erosion of river banks	Flood	Environment	High	3	Treat (Recommended action)
92	Silting of rivers, ponds and lakes	Flood	Environment	High	3	Treat (Recommended action)

ID	Risk Statement	Hazard	Environment	High	Priority	Treat (Recommended action)
96	Contamination of waterways with debris & pollutants (such as raw sewage and fuel)	Flood	Environment	High	3	Treat (Recommended action)
105	Loss of pasture lands.	Storm	Economy	High	3	Treat (Recommended action)
111	Disruption to the provision of public services	Storm	Public Administration	High	3	Treat (Recommended action)
113	Damage to infrastructure	Storm	Public Administration	High	3	Treat (Recommended action)
116	Surge on public facilities including public buildings (e.g. classrooms used for evacuees), impacting their core services.	Storm	Public Administration	High	2	Treat (Recommended action)
120	Budgeting over-spends due to resource usage and asset loss.	Storm	Public Administration	High	2	Treat (Recommended action)
126	Crime (looting)	Storm	People	High	3	Treat (Recommended action)
127	Psychological trauma (will it happen again?) and anxiety.	Storm	People	High	2	Treat (Recommended action)
128	Emergency services (including volunteer fire brigade, ambulance and medical transport services) overwhelmed.	Storm	People	High	3	Treat (Recommended action)
129	Health of people effected due to contaminated water and trauma from flying or falling objects.	Storm	People	High	3	Treat (Recommended action)
130	Social conflict (some prepared and stored food, other did not)	Storm	People	High	3	Treat (Recommended action)
131	Displacement	Storm	Social Setting	High	3	Treat (Recommended action)
132	Loss of morale	Storm	Social Setting	High	2	Treat (Recommended action)
133	Culturally important objects (i.e. Woodanilling Tavern)	Storm	Social Setting	High	2	Treat (Recommended action)
141	Damage from hail impacts	Storm	Environment	High	2	Treat (Recommended action)
144	Uprooting of old growth trees	Storm	Environment	High	2	Treat (Recommended action)
147	Parks leisure and tourist attractiveness reduced	Storm	Environment	High	3	Treat (Recommended action)
152	Loss of productivity due to heat induced fatigue	Heatwave	Economy	High	2	Treat (Recommended action)
155	Recovery costs of infrastructure	Heatwave	Economy	High	2	Treat (Recommended action)

ID	Risk Statement	Hazard	Environment	High	Priority	Treat (Recommended action)
156	Indirect financial losses	Heatwave	Economy	High	3	Treat (Recommended action)
161	Disruption to the provision of public services	Heatwave	Public Administration	High	3	Treat (Recommended action)
164	Loss of power and communications	Heatwave	Public Administration	High	3	Treat (Recommended action)
168	Liquefaction of tar on roads requiring repair	Heatwave	Public Administration	High	2	Treat (Recommended action)
169	Bushfire Alert status requiring resources to remaining on extreme.	Heatwave	Public Administration	High	3	Treat (Recommended action)
187	Disrupted Education	Heatwave	Social Setting	High	3	Treat (Recommended action)
200	Increase in topsoil blow-off due to dryness and increased dust storms	Heatwave	Environment	High	2	Treat (Recommended action)
203	Mythical fear by consumers of consuming local meat products, leading to reduced red meat consumption (including pork)	Animal or plant: pests or diseases	Economy	High	2	Treat (Recommended action)
211	Increase in (Mental) health care demands at a time of economic down turn.	Animal or plant: pests or diseases	Public Administration	High	2	Treat (Recommended action)
221	Mental health issues: depression and other psychological problems	Animal or plant: pests or diseases	People	High	2	Treat (Recommended action)
222	Substance abuse and physical health problems: insomnia to increased rates of heart attacks and strokes.	Animal or plant: pests or diseases	People	High	2	Treat (Recommended action)
223	Psychological issues can take significant time to resolve	Animal or plant: pests or diseases	People	High	2	Treat (Recommended action)
224	Stress of social conflict with peers (blame game)	Animal or plant: pests or diseases	People	High	2	Treat (Recommended action)
235	Exponential "Ghost Town" effect.	Animal or plant: pests or diseases	Social Setting	High	3	Treat (Recommended action)
247	Loss of industry infrastructure & operations for a time	Earthquake	Economy	High	3	Treat (Recommended action)
248	Loss of income or incurred expenses	Earthquake	Economy	High	3	Treat (Recommended action)
249	Recovery costs of infrastructure	Earthquake	Economy	High	3	Treat (Recommended action)

ID	Risk Statement	Hazard	Environment	High	Priority	Treat (Recommended action)
250	Loss of Transportation of goods	Earthquake	Economy	High	3	Treat (Recommended action)
253	Building-private and commercial - damage or destroyed	Earthquake	Economy	High	3	Treat (Recommended action)
254	Bridges and roads – damaged or destroyed	Earthquake	Economy	High	3	Treat (Recommended action)
258	Immediate impact potable water systems such as tanks and pipes.	Earthquake	Public Administration	High	3	Treat (Recommended action)
260	Damage to infrastructure	Earthquake	Public Administration	High	3	Treat (Recommended action)
264	Loss of power and associated infrastructure	Earthquake	Public Administration	High	3	Treat (Recommended action)
270	Physical Injuries & psychological trauma.	Earthquake	People	High	3	Treat (Recommended action)
271	Deaths	Earthquake	People	High	3	Treat (Recommended action)
273	Emergency services (including ambulance) overwhelmed.	Earthquake	People	High	3	Treat (Recommended action)
278	Loss culturally important objects (i.e. Woodanilling Tavern))	Earthquake	Social Setting	High	3	Treat (Recommended action)
287	Effects of surface faulting, soil liquefactions, ground resonance, landslides and ground failure	Earthquake	Environment	High	3	Treat (Recommended action)

## 7.12 GENERAL ACRONYMS

CEO	Chief Executive Officer
COMMUNITIES	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

### **7.13 GLOSSARY OF TERMS**

For additional information regarding the Glossary of Terms, refer to State EM Glossary available on the [SEMC Website](#)

## Council Policy 111 – Caretaker Period Policy

### Objective

The Shire of Woodanilling (the Shire) is committed to ensuring that local government elections are undertaken in the manner that is transparent, open and supports a high standard of integrity.

The Caretaker Period Policy establishes protocols for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the Shire of Woodanilling during the period immediately prior to an election.

### Scope

This policy applies to Council Members and Employees during a 'Caretaker Period' relevant to:

- (a) Decisions made by the Council;
- (b) Decisions made under delegated authority;
- (c) Decisions made administratively;
- (d) Promotional materials published by the Shire of Woodanilling;
- (e) Discretionary community consultation;
- (f) Events and functions, held by the Shire of Woodanilling or other organisations;
- (g) Use of the Shire of Woodanilling's resources;
- (h) Access to information held by the Shire of Woodanilling.

While local government election candidates, that are not sitting Elected Members, cannot be compelled to comply with this policy, such candidates will be made aware of it and encouraged to cooperate with its implementation.

### Definitions

- 'Caretaker Period'** means the period of time prior to an Election Day, specifically being the period from the close of nominations (37 days prior to the Election Day in accordance with s.4.49(a) of the *Local Government Act 1995*) until 6.00pm on Election Day.
- 'Election Day'** means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election. For the purposes of this Policy, 'Election Day' meaning generally excludes an Extraordinary Election Day unless otherwise specified in this Policy.
- 'Electoral Material'** includes any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect an Election Day result, but does not include:
- (a) An advertisement in a newspaper announcing the holding of a meeting (s.4.87(3) of the *Local Government Act 1995*); or
  - (b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
  - (c) Any materials produced by the Shire of Woodanilling relating to the election process by way of information, education or publicity, or

materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

## **‘Events and Functions’**

including gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the Shire of Woodanilling and / or its stakeholders and may take the form of workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including; gatherings coordinated or facilitated by the Shire of Woodanilling or an external entity.

## **‘Extraordinary Circumstances’**

including a circumstance that requires the Council to make or announce a Significant Local Government Decision during the Caretaker Period because, in the CEO’s opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

- (a) incur or increase legal, financial and/or reputational risk; or
- (b) cause detriment to the strategic objectives of the Shire of Woodanilling.

## **‘Significant Local Government Decision’** includes any decision:

- (a) Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [s.5.37], other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
- (b) Relating to the Shire of Woodanilling entering into a sponsorship arrangement with a total Shire of Woodanilling contribution that would constitute Significant Expenditure, unless the Council resolved “in principle” support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;
- (c) Relating to the Shire of Woodanilling entering into a commercial enterprise as defined by Section 3.59 of the *Local Government Act 1995*;
- (d) That would commit the Shire of Woodanilling to Significant Expenditure or actions that, in the CEO’s opinion, are significant to the Local Government operations, strategic objectives and / or will have significant impact on the community,
- (e) To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO’s opinion, may be perceived as or is actually an election campaign issue;
- (f) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO’s opinion, may be relevant to the circumstances described in sub-clauses (a) to (e) above.
- (g) That adopts a new, or significantly changes an existing, policy, service or service level that incurs Significant Expenditure, unless the decision is necessary to comply with legislation.

- (h) That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy, unless in the Chief Executive Officer's opinion, is required for the orderly and proper land use planning within the district.

Significant Local Government Decision does NOT include any decision necessary in response to an Emergency, either declared by the State or Federal Government or by the Shire President in accordance with s.6.8(1)(c) of the *Local Government Act 1995*.

**'Caretaker Protocol'** means the practices or procedures prescribed in this Policy.

**'Public Consultation'**

includes a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as or is actually an electoral / campaign issue, but does not include statutory consultation / submission periods prescribed in a written law.

**'Significant Expenditure'**

means expenditure that exceeds \$250,000 (excluding of GST) and that is has not been budgeted for in the Shire's Annual Budget.

## Statement

The Caretaker Period for local government elections takes effect at the period of time from close of nominations being 37 days prior to the Election Day in accordance with section 4.49(a) of the Local Government Act 1995 until 6pm on Election Day. Noting that the prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

The purpose of this policy is to avoid Council making major decisions prior to a local government election which would bind an incoming Council; prevent the use of public resources in ways seen to be advantageous to, or promoting. Elected Members who are seeking re-election or new candidates; and to ensure the Shire and employees act impartially in relation to local government election candidates.

This policy is to be applied in conjunction with all other relevant legislation, local laws, delegations, policies, procedures and processes of the Shire and provides guidance to ensure the continuation of ordinary business for the Shire in a responsible and transparent manner that ensures local government elections are conducted in an ethical, fair and equitable manner and are publicly perceived as such.

Candidates are provided with a copy of this Policy at the time of their nomination for election.

## Decision Making

The CEO will ensure that:

- (a) At least 30-days prior to a Caretaker Period, the CEO will advise Council Members and employees in writing of the dates that the Caretaker Period commences and concludes.

- (b) Candidates are provided with a copy of this Policy at the time of their nomination for election, to ensure their awareness of the protocols and equitable access requirements.

## Scheduling Significant Local Government Decisions

1. During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:
  - (a) Council or Committee Agenda, do not include reports and / or recommendations that constitute Significant Local Government Decisions; and
  - (b) Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Significant Local Government Decisions.
2. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Significant Local Government Decisions are either:
  - (a) Considered by the Council prior to the Caretaker Period; or
  - (b) Scheduled for determination by the incoming Council.
3. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Delegated Authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a Significant Local Government Decision or an election campaign issue.

## Extraordinary Circumstances

1. Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may submit a report on a Significant Local Government Decision for Council's consideration.
2. Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may include matters relating to a Significant Local Government Decision for Council Member discussion at Elected Member Forums, workshops or Briefings.

## Chief Executive Officer employment

This Policy, prohibits Significant Local Government Decisions relating to the employment, remuneration or termination of the CEO during a Caretaker Period.

The Council is however required to fulfil its obligations as the CEO's employer regardless of a Caretaker Period. Therefore, during a Caretaker Period may consider and determine:

- (a) CEO's leave applications;
- (b) appoint an Acting CEO, where necessary;
- (c) suspend the current CEO, where appropriate and in accordance with the terms of their contract.

The Council may not initiate a new CEO recruitment process or initiate or undertake a CEO performance review process, during a Caretaker Period.

## Shire of Woodanilling Code of Conduct

Elected Members and Candidates must comply with the Shire of Woodanilling Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

### General Principles

The Code of Conduct requires Elected Members and Candidates to adhere to, promote and support the General Principles that relate to Personal Integrity and Relationship with Others.

Personal Integrity outlines specific personal integrity principles, including the need to:

- a. act with reasonable care and diligence; and
- b. act with honesty and integrity; and
- c. act lawfully; and
- d. identify and appropriately manage any conflicts of interest; and
- e. avoid damage to the reputation of the local government.

Relationship with Others outlines principles including the need to treat others with respect, courtesy and fairness; and respect and value diversity in the community.

### Behaviours

Elected Members and Candidates must also demonstrate the expected Behaviours as set out within the Code of Conduct relating to Personal Integrity, Relationships with Others and Attendance at Committee or Council Meetings.

Personal Integrity behaviours ensure that social media and other forms of community comply with the Code of Conduct and must only publish material that is factually correct.

Relationship with Others behaviours include the requirement to:

- a. must not bully or harass another person in any way; and
- b. must deal with media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- c. must not use offensive or derogatory language when referring to another person; and
- d. must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their duties; and
- e. must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection to the performance of their official duties.

### Caretaker Periods Protocols – Candidates

Candidates, including Council Members who have nominated for re-election, relevant to an Election Day or Extraordinary Election Day, shall be provided with equitable access to the Shire of Woodanilling's public information in accordance with s.5.94 of the *Local Government Act 1995*.

The CEO shall ensure that assistance and advice provided to candidates as part of the conduct of the election is provided equally to all candidates.

Council Members nominating for re-election, may access information and assistance regarding the Shire's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the Shire of Woodanilling [refer s.5.92 of the *Local Government Act 1995*].

All election process enquiries from Candidates, including Council Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

### **Candidate Requests on behalf of Electors, Residents or Ratepayers**

Where a Candidate, including Council Members who have nominated for re-election, requires the assistance of the Administration to respond to a request made by an Elector, Resident or Ratepayer, then the Administration will provide the response directly to the requesting Elector, Resident or Ratepayer and will also advise the candidate of the outcome.

### **Candidate Campaign Electoral Materials**

Candidates, including Council Members who have nominated for re-election, should note that the Shire's official crest or logo may not be used in campaign Electoral Materials without the express permission of the Shire of Woodanilling.

### **Candidate attendance at Meetings**

To ensure equitable access to information about Council's decision making during a Caretaker Period, the CEO shall ensure that Candidates, who are not sitting Council Members, are advised of Ordinary and Special Council Meetings (if open to the public) called and convened during a Caretaker Period; providing each Candidate with a copy of the meeting agenda at the time it is distributed to Council Members.

For the purposes of transparency and the benefit of the public gallery, Candidates are requested to identify themselves as an election candidate prior to asking a question or making a statement at a Council or Committee meeting.

### **Council Member Caretaker Period Protocols**

#### **Access to Information and Advice**

During a Caretaker Period all Council Members will scrupulously avoid using or accessing Shire information, resources or employee resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy [refer s.5.93 of the *Local Government Act 1995*].

During a Caretaker Period, all Council Member requests for information and advice from the Shire will be reviewed by the CEO and where the subject of the information or advice is considered as relating to an election campaign issue, the CEO will either make a determination, or refer the request for Council's determination, as to if the information or advice is / is not to be provided, including if information is provided to one candidate, or if that information is also to be provided to all candidates (i.e. including candidates who are not current Council Members).

## **Media and Publicity**

During a Caretaker Period, all Council Member requests for media advice or assistance, including Council Members who have nominated for re-election, will be referred to the CEO for review.

The CEO will only authorise Council Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the Shire's objectives or operations and is not related to an election campaign purpose or issue or to the Council Member's candidacy or the candidacy of another person.

## **Council Member Business Cards, Shire of Woodanilling Printed Materials**

Council Members must ensure that Shire of Woodanilling business cards and Local Government printed materials are only used for purposes associated with their role as a Councillor, in accordance with section 2.10 of the *Local Government Act 1995*.

Council Members are prohibited from using Shire of Woodanilling business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

## **Council Member Participation in Events and Functions**

During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

## **Council Member Delegates to External Organisations**

At any time, including times outside of a Caretaker Period, Council Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

## **Council Member Addresses / Speeches**

Excluding the Shire President and Deputy Shire President, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the *Local Government Act 1995*, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the Shire of Woodanilling, unless expressly authorised by the CEO.

In any case, the Shire President, Deputy Shire President and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

## **Council Member Misuse of Local Government Resources**

A Council Member who uses Shire's resources for the purpose of persuading electors to vote in a particular way is in breach of a rule of conduct under Division 4 of the *Code of Conduct for Council Members, Committee Members and Candidates*.

# Shire of Woodanilling

This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity, Local Government resources includes, but is not limited to: employee time or expertise, Shire provided equipment, information and communication technologies, stationery, hospitality, images, communications, services, reimbursements and allowances provided by the Shire.

## **Shire of Woodanilling Publicity, Promotional and Civic Activities**

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

- (a) Promoting Shire services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and,
- (b) Conducting the Election and promoting Elector participation in the Election.

All other, publicity and promotional activities of Shire initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Significant Local Government Decisions, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

The CEO may determine if Exceptional Circumstances apply and if a Significant Local Government Decision announcement is necessary during a Caretaker Period.

## **Civic Events and Functions**

The Shire will avoid the scheduling of Civic Events and Functions during a Caretaker Period, which may give rise to any actual or perceived electoral advantage to Council Members who have nominated for re-election.

Where the Shire is required to schedule a Civic Event or Function during a Caretaker Period at which Council Members would usually be invited, then all Candidates will also be invited to attend and will be acknowledged as candidates immediately following any acknowledgement provided to Council Members. For example; Candidates will be introduced at the function immediately following the introduction of Council Members.

## **Shire Publications and Communications**

All Shire publications and communications distributed during a Caretaker Period must not include content that:

- (a) may actually, or be perceived to, persuade voting in an election; or
- (b) is specific to a candidate or candidates, to the exclusion of other candidates;
- (c) draws focus to or promotes a matter which is a Significant Local Government Decision or which is an electoral campaign issue.

All Shire publications and communications proposed to occur immediately prior to, throughout or during, a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

## Shire Website and Social Media Content

1. During the Caretaker Period, this Policy applies to content proposed for publication on the Shire's website and social media channels.  
Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as Shire Delegates on external committees and organisations however, all other biographical information related to a sitting Council Member who is also a candidate will be removed from public access for the duration of the Caretaker Period.  
The Candidate Election Profiles prescribed in s.4.49(b) of the *Local Government Act 1995*, may also be published on the Shire's website and social media.
2. Website and social media content, published prior to a Caretaker Period, will not be subject to this Policy.
3. New website or social media content which relates to Significant Local Government Decisions or election campaign issues will not be published during a Caretaker Period, unless Exceptional Circumstances apply.
4. Content posted by the public, candidates or Council Members on the Shires social media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

## Community Consultation

The Shire will undertake planned community consultation (discretionary and legislative) during a Caretaker Period, unless the consultation relates to a Significant Local Government Decision or potentially contentious election campaign issue.

## Shire Employees

During the Caretaker period no Shire Employee may make any public statement that relates to an election issue unless the statements have been approved by the CEO.

## Document Control/References

<b>Name Of Policy</b>	<b>Council Policy 111 – Caretaker Period Policy</b>
<b>Previous Policy</b>	<b>Nil</b>
<b>Next Review Date</b>	<b>Annually</b>
<b>Related Documents</b>	<p><b><u>Acts/Regulations</u></b>  <i>Local Government Act 1995</i>  <i>Local Government (Elections) Regulations 1997</i>  <i>Local Government Model Code of Conduct Regulations 2021</i>  <i>Code of Conduct for Council Members, Committee Members and Candidates</i></p> <p><b><u>Plans/Strategies</u></b>            Nil</p> <p><b><u>Policies</u></b>            Nil</p> <p><b><u>Delegations</u></b>            Nil</p> <p><b><u>Work Procedures</u></b>            Nil</p>

# Shire of Woodanilling

Date Of Adoption And Resolution Number		20 June 2023		
Review Dates And Resolution Numbers				
History:				
Version:	Title No.	OCM Date Res No.	Synopsis	Details
1	Caretaker Period Policy		New Policy	
2				