



SHIRE OF WOODANILLING

ATTACHMENT BOOKLET FOR

AUDIT COUNCIL MEETING

21 March 2023 at 1pm

INDEX

9.1.1 Compliance Audit Return 2022

9.2.1 Business Continuity Plan 2023



Department of
**Local Government, Sport
 and Cultural Industries**

Woodanilling – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A	No major trading undertaken
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A	No major land transactions have taken place
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	N/A	No major trading undertaking or major land transaction
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	N/A	No major land transactions have taken place
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No major trading undertaken or major land transactions

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to Committees
2	s5.16	Were all delegations to committees in writing?	N/A	No delegations to Committees
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	No delegations to Committees
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No delegations to Committees
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	N/A	No delegations to Committees
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Refer to Delegation Register
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Refer to Delegation Register
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	



Department of
**Local Government, Sport
 and Cultural Industries**

ATTACHMENT 9.1.1

7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	



Department of
**Local Government, Sport
 and Cultural Industries**

17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	OCM 23 March 2021
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	Code of Conduct for Council Members, Committee Members & Candidates endorsed 23 March 2021
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Code of Conduct endorsed 21 June 2022 OCM59/06/2022

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	No undertakings occurred in this period of time
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	N/A	No undertakings occurred in this period of time



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	Nil gifts reported
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes	Auditor's report received 22.12.2022
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

ATTACHMENT 9.1.1

		required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?		
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	Yes	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	Nil vacancies for CEO. No senior employees
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	Nil vacancies for CEO.
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	Nil vacancies for CEO.
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No senior employees.
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	No senior employees.

Official Conduct				
No	Reference	Question	Response	Comments



1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	CEO is the complaints officer.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	N/A	No tenders required for this period.
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	N/A	No tenders required for this period.
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	No tenders required for this period.



Department of
**Local Government, Sport
 and Cultural Industries**

5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	No tenders required for this period.
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	N/A	No tenders required for this period.
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	N/A	No tenders required for this period.
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	No tenders required for this period.
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	No tenders required for this period.
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N/A	No tenders required for this period.
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	Nil EOI were required for this period.
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	Nil EOI were required for this period.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	Nil EOI were required for this period.
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	Nil EOI were required for this period.



Department of
**Local Government, Sport
and Cultural Industries**

15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	No panel of pre-qualified supplier.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	No panel of pre-qualified supplier.
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	No panel of pre-qualified supplier.
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	No panel of pre-qualified supplier.
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	No panel of pre-qualified supplier.
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	No panel of pre-qualified supplier.
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	No panel of pre-qualified supplier.
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	

Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan?	Yes	16/02/2016



		If Yes, please provide the adoption date or the date of the most recent review in the Comments section?		
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	19/02/2019
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	No	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022? If yes, please provide the date of council's resolution to accept the report.	No	
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	No	
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	No gifts have been registered to date.
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Policy adopted OCM 29/06/2021



Department of
**Local Government, Sport
and Cultural Industries**

5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	Yes	
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date



Shire of Woodanilling Crisis Management & Business Continuity Response Plan 2023



1. Contents

1.	Contents	2
1.1.	Distribution List	3
1.2.	Document Control	3
2.	Introduction	4
3.	Executive Summary	5
4.	Crisis Management Team	6
4.1.	Internal Support Team	7
5.	Checklists	8
5.1.	Emergency Response & Plan Activation Procedures	8
5.2.	Assess	10
6.	React	13
6.1.	Scenario-Specific Checklists	15
a)	Scenario-Specific Checklist: Loss of (or access to) buildings / infrastructure / equipment	15
b)	Scenario-Specific Checklist: Loss of IT or Communications	17
c)	Scenario-Specific Checklist: Loss of People	19
d)	Scenario-Specific Checklist: Loss of Supplier/Contractor	21
6.2.	Manage	23
7.	Recover	25
8.	Key Contacts	27
9.	External Contacts	28
10.	Outsourced Partners/Key Suppliers	30
11.	Shire Recovery Information	32
a)	People & Equipment	32
b)	Crisis Box / Vital Documentation	33
c)	Systems / Applications	33
12.	Time-Critical Business Functions	34
13.	Activities / Events	37
	Appendix A: Event Log	38
	Appendix B: Communications Guidelines	39
	Sample Communications Template	39
	Communications Team Responsibilities	39
	Verify the Incident	40
	Notification Chart	41
	Message Mapping – Example	42
	Appendix C: Deferred Business Activities	43



1.1. Distribution List

Person / Organisation	No. Hard copies	Electronic copy
Elected Members (6)	0	Yes
Staff – CEO, Executive Management, DCEO, EMI, CESM	0	Yes
LEMC members and deputies	18	Yes
Katanning Police	1	Yes
Local Government Insurance Services	0	Yes

Copies of this plan are located:

- Administration Centre
- Depot
- CEO's Office

1.2. Document Control

Version	Date Revised	Revised By	Changes Made
0.1	February 2022	DCEO	Initial Draft for consideration
0.2	March 2023	CEO	Reviewed and updated

This document is a live document and can be updated prior to a review period.

Confirmation that this document is the current Crisis Management and Business Continuity Plan for the Shire of Woodanilling:

Signature: _____ Date: 8 March 2023
Chief Executive Officer



2. Introduction

The Shire of Woodanilling recognises that some events may exceed the capacity of routine management methods and structure. The Crisis Management & Business Continuity Response Plan is the mechanism for the development of contingent capacity and plans that will enable management to focus on maintaining and resuming the Shire's most critical functions.

Crisis Management & Business Continuity Response Plan (CMBCP) is the creation of a strategy through the recognition of threats and risks facing an organisation with a specific aim to ensure that personnel and assets are protected and able to function in the event of a disaster. Business continuity planning involves defining potential risks, determining how those risks will affect operations, implementing treatment options designed to mitigate those risks, testing those procedures to ensure that they work, and periodically reviewing the process to make sure that it is up to date.

The purpose of developing a CMBCP is to ensure the continuation of the business during and following any critical incident that results in disruption to normal operational capability.

This CMBCP is the outcome of a risk assessment process. It is designed for the Shire's Core Business Areas, each business area designated is affected by various risks and hazards that are unavoidable within the Shire; it is noted that while treatment options are available there is never a 'sure fire' or 'quick fix' for these risks and that contingency and continuity planning will be required at stages defined by an incident.

Abbreviations

CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
CMBCP	Crisis Management & Business Continuity Response Plan
EHO	Environmental Health Officer (including building functions)
ICT	Information and Communications Technology
DCEO	Deputy Chief Executive Officer
EMI	Executive Manager Infrastructure
WALGA	WA Local Government Association



3. Executive Summary

This plan was designed and produced using a robust business continuity management framework and contains information pertinent to the Shire of Woodanilling's ability to maintain business continuity. The primary aim of this document is to prepare the Shire in the case of a catastrophic business failure due to a variety of reasons. The Plan outlays response and recovery options as well as the responsibilities of the activating parties.

This Crisis Management & Business Continuity Response Plan contains a broad outline of the core areas of business within the Shire and applies trigger points to plans established by the risk assessments conducted within the framework.

This Plan is designed to be read for response and recovery after a failure in terms of business. It has been designed to be used by the staff within the Shire and has been written accordingly.

Objectives

The aim of this Plan is to provide an effective procedure that equips the Shire to –

- ensure services that are critical to our strategic objectives continue despite the occurrence of a potentially disruptive event.
- stabilise the effects of a disruptive event and return to normal operations as quickly as possible.
- minimise financial effects and impacts on service delivery targets in the event of a disruption.
- protect the Shire's assets and reputation through the development of organisational resilience.
- capitalise on opportunities created by the disruptive event.



4. Crisis Management Team

Name	Position	Contact	Alternative	Contact
Kellie Bartley	CEO	0428 032 089	Sue Dowson	0424 704 812
Sue Dowson	Deputy CEO	0424 704 812	Mike Hudson	0438 929 706
Mike Hudson	Executive Manager Infrastructure	0438 929 706	Alan Arnold	0416 185 728
Alan Arnold	Leading Hand	0416 185 728		
Victor Rutland	PSC – IT	0419 001 167	PCS Support	9328 1000
Cindy Pearce	Community Emergency Services Manager (CESM)	0417 071 567	Paul Blechynden (DFES DO)	0427 580 481

It is essential that the Crisis Management Team (CMT) and Communications Team be informed of the crisis as quickly as possible.

During a crisis, the CMT will need to record crucial decisions made about business operations. These decisions and actions will inform future decisions and actions that are made at any other point during the crisis. These decisions can be recorded on the [Appendix A: Event Log](#).

Has the CEO been notified of the incident?		Yes	Time	No
Have all members of the Crisis Management Team and Communications Team been informed?	Deputy Chief Executive Officer	Yes	Time	No
	Executive Manager Infrastructure	Yes	Time	No
	Leading Hand	Yes	Time	No
	ICT Officer	Yes	Time	No
	CESM	Yes	Time	No

Notes / Witnesses / Photographic evidence



4.1. Internal Support Team

Name	Position	Contact	Alternative	Contact
Victor Rutland	IT - PSC	0419 001 167	PCS Support	9382 1800
Sue Dowson	Deputy Chief Executive Officer	0424 704 812	Mike Hudson	0438 929 706
Mike Hudson	Executive Manager Infrastructure	0438 929 706	Alan Arnold	0416 185 728
	Environmental Health Officer - Contract			
	Ranger Services – Under MOU (Kojonup)			
	Building Surveyor – Under MOU (Kalamunda)			
Vacant	Payroll Officer			
Alan Arnold	Leading Hand	0416 185 728		
Rabihie Anthony	Grader Operator	0476 294 647		
Jason Dinsdale	Plant Operator	0415 138 004		
Brodie Corker	Plant Operator	0448 115 750		
Kim Boyd	Plant Operator/Gardener	0408 769 353		
Darren Mills	Plant Operator	0412 003 189		



5. Checklists

5.1. Emergency Response & Plan Activation Procedures

Action	Who	Done
<p>Convene the Crisis Management Team to review the situation and / or invoke Crisis Management & Business Continuity Response Plan if business interruption is estimated to be <u>longer than 1 working day</u> or if multiple sites are affected</p> <p><u>Convene at a venue in the following order:</u></p> <p>1) CEO's Office / Chambers / Meeting Room</p> <p>2) Depot</p> <p>3) Recreation Centre</p>		
Respond to audible and telecommunication alarms	Onsite Staff	Date/Time
Evacuate Building if required to do so	Onsite Staff	Date/Time
Account for and verify staff support & wellbeing and safety	Onsite Staff	Date/Time
Contact all of offsite staff (including neighbours/tenants if applicable). Advise them of the situation and what you want them to do	Officers	
Secure impacted sites where safe to do so	Onsite Staff	Date/Time
Receive information from relevant sources (Internal, DFES, Police, Witnesses)	Crisis Management Team	Date/Time
Contain the problem where safe to do so / or relevant	Officers	Date/Time
Take appropriate safety precautions (e.g. turn off gas, water and electricity).	Officers	Date/Time
Are there any witnesses or photographic evidence	Officers	Date/Time
Agree future location for convening the Crisis Management Team (Crisis Control Centre)	Delegated to:	Date/Time
Arrange access and teleconferencing facilities at Crisis Control Centre location	Delegated to:	Date/Time
Identify members of the support team or contractors with expertise relevant to the incident	Delegated to:	Date/Time
Secure involvement of admin staff.	Delegated to:	Date/Time

ATTACHMENT 9.2.1

Depending on nature of incident, agree reassignment of responsibilities, where appropriate.	Delegated to:	Date/Time
Contact all staff and advise attendance requirements and location.	Delegated to:	Date/Time
Notify Elected Members of business interruption and remind them of the Code of Conduct.	Delegated to:	



5.2. Assess

Assess the situation and confirm the nature and extent of the incident:

Task	Who	Done
Delegate responsibility to record all decisions, actions and issues		
<p>Which areas are impacted, or may become impacted? _____</p> <p>a) Loss of People: Scenario-Specific Checklist: Loss of People</p> <p>b) Loss of (or access to) buildings / infrastructure / equipment: Scenario-Specific Checklist: Loss of (or access to) buildings / infrastructure / equipment</p> <p>c) Loss of IT or Communications: Scenario-Specific Checklist: Loss of IT or Communications</p> <p>d) Loss of Supplier: Scenario-Specific Checklist: Loss of Supplier/Contractor</p> <p>e) Loss of heating of Pool water Scenario-Specific Checklist: Loss of heating of Pool water</p> <ul style="list-style-type: none"> • What is the geographic scope of the incident? • What action has been taken so far? • Is urgent action required? • What needs to be done next? • What is the potential timeline? <p>Delegate responsibilities: _____</p>		
<p>Consider and agree the following key actions:</p> <ul style="list-style-type: none"> • What is considered to be the recovery objective(s) 		
<ul style="list-style-type: none"> • Instructions / targets for recovery 		



Task	Who	Done
<p>The Executive Team's main responsibilities include:</p> <ul style="list-style-type: none"> • Minimise the impact on the Shire's operations and public image (reputation). • Strategically manage the incident, through strong organisational leadership and communications. • Approve necessary expenditure and ratify major recovery decisions (Request Shire President to authorise if there is no budget expenditure) • Ensure that the recovery efforts have the necessary resources and support. • Set critical milestones and time frames for recovery. • Ensure that employees are fit for the role they're being asked to perform. 		
<p>Determine employee's support and wellbeing requirements:</p> <ul style="list-style-type: none"> • Set up an employee information / contact line. • Delegate responsibility to monitor employees and the Crisis Management Team's medical & stress factors. • Engage external employee assistance program (EAP). Refer Key Contacts • Consider employee's family responsibilities • If required, assist employees who are pregnant, recently undergone an operation, disabled or frail • Set up a roster system and / or additional resources to manage workload • Contact family or next of kin with assistance from EAP / Police • Organise refreshments, catering and toilet facilities • Organise suitable transport arrangements for employees if required • Establish a program to monitor employee's medical & stress factors • Organise temporary accommodation if required 		
<p>Ensure regular updates and allocate responsibilities for updates.</p> <p>Methods: Radio; Social Media; Bulletin board; Intranet; Internet; TV; Newspapers</p>		



6. React

Task	Who	Done
Record all decisions, actions and issues. Set up a voice recorder if required.		
Monitor ongoing staff support and wellbeing requirements.		
If relevant, ensure external & emergency agencies are involved in management of problem.		
<p>Consider and agree the following key actions:</p> <ul style="list-style-type: none"> • What is considered to be the recovery objective(s) 		
<ul style="list-style-type: none"> • Instructions / targets for recovery. 		
<p>Determine a meeting venue & call a <u>staff</u> meeting. Advise staff:</p> <ul style="list-style-type: none"> • Appraisal of the situation & the scope of the incident • Inform them of the actions already decided and what is considered to be the recovery objective(s) • Agree on reporting arrangements • Remind them of the organisation's Social Media Policy and Code of Conduct. • Advise allocation of duties or who will be sent home <u>and why</u>, and when they will be expected back • Review of equipment & resource needs for continuity of services • When the next communication can be expected and how it will be communicated <p>Make sure they understand:</p> <p>Where they should go</p> <p>What they should do and how they should do it</p> <p>What they are allowed to say</p> <p>That they will get paid</p> <p>That their jobs are safe</p> <p>When they should come back to work</p>		



Task	Who	Done
<ul style="list-style-type: none"> • Delegate authority for special responsibilities 		
<ul style="list-style-type: none"> • Assign operational responsibilities 		
<ul style="list-style-type: none"> • Assign salvage or restoration responsibilities 		
<ul style="list-style-type: none"> • Approve expenditure 		
<ul style="list-style-type: none"> • Delegate alternate actions for staff not affected by the incident 		
<ul style="list-style-type: none"> • Advise how and when future communications will take place: Radio; Social Media; Bulletin board; Intranet; Internet; TV; Newspapers <p>When:</p>		
<ul style="list-style-type: none"> • Set the time, date & venue for the next meeting 		
<p>Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required.</p> <p>(Refer Appendix B – Communications Guidelines)</p>		
<p>Provide full brief to Senior Staff closest to situation.</p>		
<p>Other actions:</p>		

Notes:



6.1. Scenario-Specific Checklists

a) Scenario-Specific Checklist: Loss of (or access to) buildings / infrastructure / equipment

Tasks	Who	Done
<p>If building is affected and relocation is necessary; consider:</p> <p><u>Alternative Locations:</u></p> <ul style="list-style-type: none"> (1) Recreation Centre (2) Town Hall (3) Kenmare Hall (4) Work from vehicle / home (5) Other Local Governments (Wagin, Katanning, West Arthur, Dumbleyung, Kojonup, Broomehill-Tambellup) (6) School / DFES Control Centre <p><u>Storage Locations:</u></p> <ul style="list-style-type: none"> (1) Woodanilling Oval for Depot equipment 		
<ul style="list-style-type: none"> • Consider how workstations & communications for staff relocating to other sites will be established and allocated 		
<ul style="list-style-type: none"> • Staff travel arrangements to other sites 		
<ul style="list-style-type: none"> • How workstations & communications for staff working from home will be organised 		
<ul style="list-style-type: none"> • Other support areas to assist with relocation e.g. Safety Reps 		
<ul style="list-style-type: none"> • Familiarise staff with new arrangements and determine communication protocols 		
<p>Arrange security access controls for the affected building</p>		
<p>Arrange security access controls for the new building/s</p>		
<p>Manage any new OHS/Welfare issues that may arise either</p> <ul style="list-style-type: none"> 1. During relocation or 2. At the new building/s or 3. With the use of new equipment 		
<p>Invoke Records Management Disaster Recovery Plan</p>		



Invoke IT Disaster Recovery Plan		
Identify & notify Key Contacts of amended working arrangements		
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Refer Appendix B – Communications Guidelines)		
Redirect: Couriers, mail, milk, newspapers, phones, etc.		
Identify necessary people & equipment requirements to maintain time-sensitive Activities		
<ul style="list-style-type: none"> • If possible, begin salvage or restoration activities 		
Other:		

Notes:



b) Scenario-Specific Checklist: Loss of IT or Communications

Tasks	Who	Done
Contact IT Support to;		
<ul style="list-style-type: none"> Clarify the extent of outage 		
<ul style="list-style-type: none"> Identify other staff able to assist the IT Department 		
<ul style="list-style-type: none"> Clarify the extent of any data loss 		
<ul style="list-style-type: none"> Determine restoration target timeframes 		
<ul style="list-style-type: none"> Determine potential cause(s) 		
Detail strategy and resources for recovery:		
Consider:		
<ul style="list-style-type: none"> Deliverables due today or in the near future 		
<ul style="list-style-type: none"> Manual procedures or workarounds to complete Critical time-sensitive Business Functions 		
<ul style="list-style-type: none"> System Requirements 		
Other productive activities not requiring I.T. or communications infrastructure		
Identify & notify Key Contacts of amended working arrangements		
Create a Communication Plan for Elected Members, Media, Regulators, other Stakeholders and Staff as required.		
(Refer Appendix B – Communications Guidelines)		
Ensure ongoing interaction with appropriate IT Incident Management for regular updates and feedback		
Consider support and wellbeing requirements of the IT Team		
Invoke the IT Disaster Recovery Plan		
Other:		

ATTACHMENT 9.2.1



Notes:



c) Scenario-Specific Checklist: Loss of People

Tasks	Who	Done
Determine the number of staff away, affected service areas and expected return dates		
Ensure the safety and wellbeing of remaining staff		
Critical time-sensitive deliverables due today or in the near future		
The minimum number of staff required to continue operations and identify critical servicing and staffing gaps		
Re-allocate critical time-sensitive activities to other competent (and fit-for-purpose) staff		
<ul style="list-style-type: none"> Cease non-critical activities (deferred activities) where appropriate 		
Notification / escalation to Health Department or Worksafe etc.		
<p>Can temporary competent replacements be arranged:</p> <p>1. Staff from other work areas?</p> <p>2. From other sources:</p> <ul style="list-style-type: none"> Other Local Governments Volunteers Existing contractors Recruitment agencies State Government Agencies Retired employees Tech Colleges or University students SES Relief Rangers 		
Ensure appropriate inductions, training and supervision is in place		
Identify & notify Key Contacts of amended working arrangements		
<p>Create a Communication Plan for Elected Members, Media, Regulators, other Stakeholders and Staff as required.</p> <p>(Refer Appendix B – Communications Guidelines)</p>		
Other:		



Notes:



d) Scenario-Specific Checklist: Loss of Supplier/Contractor

Tasks	Who	Done
Contact the Supplier (where possible) and determine: <ul style="list-style-type: none"> The nature and extent of the incident 		
<ul style="list-style-type: none"> Have operations ceased entirely, or is it limited? 		
<ul style="list-style-type: none"> Restoration timeframes and clearance of backlogs (if applicable) 		
<ul style="list-style-type: none"> Provision of any services / goods currently in transit 		
Consider: <ul style="list-style-type: none"> Critical activities that rely on this supplier 		
<ul style="list-style-type: none"> Length of time before these activities are impacted 		
<ul style="list-style-type: none"> Alternative procedures 		
<ul style="list-style-type: none"> Alternative suppliers: Other Local Governments (Wagin/Katanning) / other service providers 		
<ul style="list-style-type: none"> Communication updates 		
<ul style="list-style-type: none"> Assign someone to monitor & communicate with the supplier 		
<ul style="list-style-type: none"> Any legal / risk implications: 		
Identify & notify Key Contacts of amended working arrangements		
Create a Communication Plan for Elected Members, Media, Regulators, other Stakeholders and Staff as required. (Refer Appendix B – Communications Guidelines)		
Other		



Notes:



6.2. Manage

The following is a basic standing agenda for each regular meeting. Incident-specific information should also be included where relevant.

Tasks	Who	Done
Arrange responsibilities for tasks & determine target completion times		
Record all decisions, actions and issues		
Monitor ongoing staff welfare requirements		
Considerations to be discussed and actioned accordingly:		
• Review effectiveness of recovery actions to date and any necessary changes to be undertaken		
• Discuss any emerging issues or new information		
• Reassess resource requirements and capabilities		
• Review all working arrangements for affected areas		
• Review all Time-Critical business activities (achievement of Recovery Time Objectives)		
• Review existing / current workload and any backlogs		
• Review all outstanding Deferred Activities and arrange resumption		
• Assess any insurance implications		
• Set next meeting and venue		
Identify & notify Key Contacts of amended working arrangements		
Provide feedback, information, copies of communications & copies of logs to the Internal Support Team to ensure that an appropriate record of the incident is maintained		
Provide updates to impacted staff		
Release external communications if deemed appropriate		
Conduct site visit if deemed appropriate		
Ensure all relevant stakeholders continue to be kept informed		
Continue to monitor crisis and issue instructions as appropriate		
Review status of crisis and scale down recovery as situation dictates		
Staff rotation / Rostering		



Notes:

ATTACHMENT 9.2.1

7. Recover

Tasks	Who	Done
Arrange responsibilities for tasks & determine target completion times		
Record all decisions, actions and issues		
Monitor ongoing staff support and wellbeing requirements		
For review and agreement:		
<ul style="list-style-type: none"> Completed action items 		
<ul style="list-style-type: none"> Recovery objectives 		
<ul style="list-style-type: none"> Plans are in place to deal with any backlogs 		
<ul style="list-style-type: none"> Communication to staff to recognise efforts 		
<ul style="list-style-type: none"> Target date for completion of post incident review 		
Provide copies of logs and decisions to Internal Support Team		
Undertake <u>post-incident review</u>, including: <ul style="list-style-type: none"> Communication within and between Executive and Support areas Effectiveness of communication with affected areas Cost of recovery arrangements and insurance offsets Effectiveness of recovery strategies Advice to external and internal customers Media arrangements Impact of incident on Shire's reputation. Any substantiated complaints? Timeframes for tasks and achievement of target Impact on work flows of affected and interdependent areas Special staffing arrangements and acknowledgment of contributions. IT recovery arrangements. 		
Present findings to the Audit Committee for review.		
Celebrate achievements and anniversary of incident.		

ATTACHMENT 9.2.1



Notes:



8. Key Contacts

Key contacts for the organisation, including contractors and supplies the Shire uses, include:

- [Crisis Management Team \(p6\)](#)
- [Internal Support Team \(p7\)](#)
- [Outsourced Partners/Key Suppliers \(p33\)](#)



9. External Contacts

Organisation	Contact
Alcohol & Drug Information	1800 858 584
Banking – NAB Katanning	13 22 65
Building Commission (Dep. Of Mines, Industry Regulation & Safety)	1300 489 099
Crisis Care (after hours)	1800 199 008
Department of Indigenous Affairs	9920 9600
Department of Agriculture and Food	9881 0222
Department of Biodiversity, Conservation & Attractions	9219 9000
Department of Communities	9881 2040
Department of Communities, Disability Services	6167 7960
Department of Justice	13 67 57
Department of Defence	1300 333 362
Department of Education	9264 4111
Department of Finance	6551 1000
Department of Fire & Emergency Services	6832 3110
Department of Health	1800 020 103
Department of Communities – Housing Authority	9792 2111
Department of Human Services – Child Support Line	13 12 72
Department of Local Government, Sport & Cultural Industries	
Local Government	6551 8700
Sport & Recreation	9492 9700
Culture & the Arts	6552 7300
Department of Biodiversity, Conservation and Attractions – Parks & Wildlife	9881 9200
Department of Planning, Lands & Heritage	6551 8002
Department of Primary Industries & Regional Development	1300 374 731
Department of Transport	13 11 56
Department of Treasury	1800 020 008
Department of Water & Environmental Protection	6364 7000
Dial Before You Dig	1100
Environmental Protection Agency (EPA)	6364 7000
Harvest Ban Hotline	9823 1056
Heritage Council of WA	6552 4000
Landgate	9273 7373
Main Roads Western Australia	13 81 38
Main Roads (Narrogin)	9881 0566

ATTACHMENT 9.2.1



Organisation	Contact
Market Creations	6168 1000
Woodanilling Primary School	9823 1528
PCS (IT Support)	9328 1000
Poisons Hotline	13 11 26
Police, Fire, Ambulance	000
Police Assistance Centre – Non Emergency	9885 1100
Public Transport Authority	9326 2000
Security/Emergencies (ABA Security)	0419 927 937/9841 7828
Shire of Cuballing	9883 6031
Shire of Wagin	9861 1177
Shire of Wandering	9884 1056
Shire of West Arthur	9736 2222
Shire of Wickepin	9888 1005
Shire of Williams	9885 1005
St John Ambulance (Williams)	9621 1613
State Administrative Tribunal (SAT)	9219 3111/1300 306 017
State Emergency Service Narrogin	6832 3110
State Emergency Service (Activation)	132 500
State Library of WA	9427 3111
State Records Office	9427 3600
Synergy	13 13 51/13 13 52
Telstra (Boyd Brown – WA Regional)	0418 748 197
WALGA	9213 2000
Waste Authority WA	6364 6965
Water Corporation	13 14 50
Narrogin Office	9881 0600
Western Power	13 10 87
Emergency	13 13 51
Streetlight Faults	1800 622 008
WorkSafe (Department of Mines, Industry & Safety)	1300 307 877
24 Hour/Serious Incidents	1800 678 198



10. Outsourced Partners/Key Suppliers

Service	Contractor	Contact	Number	2 nd contact
Asbestos removal	Albany Plasterboard/Asbestos Removal		0406 769 509	
	Extreme Roof Plumbing		0427 937 539	
Advertising	Marketforce		9488 9488	
Banking	National Australia Bank		13 22 65	
Building Maintenance		Brent Norrie	0429 937 275	
Building Security Alarm repairs	ABA Security		0419 927 937 9841 7828	
CWA		Pauline Edgcumbe	0439 922 311	
Courier	Toll		0428 611 697	
DFES (Comcen)			1800 198 140 9395 9202	
DFES (Narrogin)			6832 3110	
Electrician – Building	Hall Electrical	Shane Hall	0429 958 865	
		Michael Midgley	0447 975 773	
Electrician – Automotive				
Electrician – Air Conditioning	Hall Electrical	Shane Hall	0429 958 865	
Fuel Supply	Great Southern Fuels		9881 1962	
Funeral Services	BD Coventry & Sons		9821 1079	
General Store	Roger Nicholls		9823 1523	
Glass Repairs	Katanning Glazing & Security		9821 2379	
	Katanning Glass Supplies		9821 8590	
Plumbing	APPS Plumbing	Aaron Painter	0427 502 903	
Internet	Market Creations Pty Ltd	Colin Smith	0438 678 976	
IT (Data backups)	PCS	Victor Rutland	0419 001 167	9328 1000
IT (computers)	PCS	Victor Rutland	0419 001 167	9328 1000
IT – Synergy	PCS	Victor Rutland	0419 001 167	9328 1000
Landfill Contractors	Great Southern Waste Disposal		9885 9112	
Lawyers	Taylor Nott & Molinari		9821 1933	
Mail	Australia Post		13 13 18	
Media Outlets – Newspaper	Great Southern Herald		6332 1120	



Service	Contractor	Contact	Number	2 nd contact
	West Australian		9482 3424	
Media Outlets - Radio	ABC Great Southern		9842 4011	
	Triple M Great Southern		9881 4000	
	Hit Southwest (100.5 FM)		13 12 16	
Kitchen Supplies				
Newspaper Delivery				
Pest Control	McPest Pest Control		0429 801 152	
Stationery	Officeworks			
	Best Office Systems		9881 2256	
Tavern		Stephen Jefferies	9823 1508	
Telecommunications	Market Creations Pty Ltd	Colin Smith	0438 678 976	
Traffic Management	Main Roads WA		9881 0566	
Vehicle Towing	Great Southern Towing		0417 179 744	
Vehicle Tyres	Beaurepairs		9861 1399	
Waste/bins contractors	Great Southern Waste Disposal		9885 9112	



11. Shire Recovery Information

a) People & Equipment

Shire of Woodanilling Details	Cumulative quantities required within ...					
	Current	1 day	3 days	5 days	10 days	20 days
Office Equipment:						
Office of the CEO						
Staffing	2	2	2	2	2	2
Workstations / Laptops	2	2	2	2	2	2
MFDs	0	0	0	0	0	0
Phones / Mobiles	2	2	2	2	2	2
Corporate & Community Services						
Staffing	4	4	4	4	4	4
Workstations	4	4	4	4	4	4
MFDs						
Phones / Mobiles	0	0	0	0	0	0
Development & Regulatory Services						
Staffing	2	2	2	2	2	2
Workstations	2	2	2	2	2	2
MFDs						
Phones / Mobiles	0	0	0	0	0	0
Technical & Rural Services						
Staffing	6	6	6	6	6	6
Workstations	2	2	2	2	2	2
MFDs						0
Phones / Mobiles	1	1	1	1	1	1
Cumulative:						
Staffing	14	14	14	14	14	14
Workstations	10	10	10	10	10	10
MFDs						
Phones / Mobiles	3	3	3	3	3	3
Infrastructure, Plant and Equipment:						
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

b) Crisis Box / Vital Documentation

Crisis Box / Vital Documentation	
Item	Item
Map of Town Site	Incident Control System
Map of Shire of Woodanilling	Manual receipt books
Works request form (x50)	Current IT DR Plan – Hardcopy & USB
Current cemetery map	Current Records DR Plan – Hardcopy & USB
Crisis Management & Business Continuity Plan – Hardcopy & USB	Current Local Emergency Management Arrangements – Hardcopy & USB
Great Southern Inland Emergency Services Directory	Fire map

c) Systems / Applications

Name of system / application	Recovery Time (Days)		Workarounds
	System	Data	
Starlink	1	1	
Internet	2	2	
Telephone/Mobile	4	4	
Traffic Licencing	1	1	
Synergy	1	1	
Bookmark (Library)	1	1	



12. Time-Critical Business Functions

Recovery Time Objective: 1 Day
Office of the CEO
Accident investigation and incident reporting
Elected Member liaison
Media liaison and official media releases
Provision of safety equipment
Upcoming Events and Festivals
Corporate Services
Financial management (cash control investment)
Payroll
Security of critical applications and data
Supervision of contractors
Maintenance and support of I.T. infrastructure
Development & Regulatory
Animal control
Bushfire mitigation
Local & district emergency management
Prioritised response to urgent building maintenance requests (safety)
Prioritised response to urgent Environmental health issues and public health complaints (food safety, effluent disposal, noxious odours, poultry, lead levels, water sampling, etc.)
Prioritised response to urgent Ranger-controlled issues (parking, animal pound, abandoned vehicles, traffic management, injuries, etc.)
Prepare the Recreation Centre for use as an emergency evacuation centre when required
Infrastructure
Plant and equipment maintenance
Prioritised response to urgent requests regarding roads, drainage, footpaths, trees, etc. (safety)
Supervision of contractors



Recovery Time Objective: 3 Days
Office of the CEO
Community communications & coordination
Corporate Services
Telecommunications
Community Services
None
Development & Regulatory
None
Infrastructure
None

Recovery Time Objective: 5 Days
Office of the CEO
None
Corporate Services
Data/records management
Registration & distribution of incoming and outgoing hard copy and digital correspondence
Complaints and dispute handling
Customer Services (general)
Financial management (general)
Purchasing / Procurement of goods and services
Community Services
Respite facility
Infrastructure
Burials
Maintaining burial register
Environmental compliance and complaints
Registration of building and planning applications
Manage contracted waste and recycling services for domestic and commercial collection
Manage waste management facilities
Management of controlled waste disposal
Waste collection complaints and missed bins

ATTACHMENT 9.2.1



Recovery Time Objective: 10 Days
Office of the CEO
None
Corporate Services
Processing insurance claims
Community Services
None
Development & Regulatory
Certified building permits.
Advice to customers and internal Stakeholders on planning matters
Infrastructure
None

Recovery Time Objective: 20 Days
Office of the CEO
None
Community Services
None
Community Services
None
Development
None
Infrastructure
None



13. Activities / Events

In the event of a crisis affecting the organisation, a number of events and activities will cease to occur until normal business operations resume. The organisation's Corporate Calendar (available on the Shire's Internal Drive) outlines important corporate events / activities within the calendar year that occurs within the Shire. These events will be deferred based on the recovery time objectives (RTO) outlined in Section 12, and the month in which the crisis occurs will affect particular corporate activities.

[Appendix C: Deferred Business Activities](#) outlines the activities of the organisation, divided into departmental responsibility, which will cease until normal business operations resume. It is important to note that some business activities will be deferred for a greater period of time, which is dependent on factors of immediate necessity for the organisation's continued functioning.

Activities that are included in the list may not be deferred for the entire 20 days (RTO), and may only be deferred for one day or three days, depending on the nature of the activity and the organisation's immediate need to resume the operation.



Appendix B: Communications Guidelines

Sample Communications Template

Former New York Mayor Rudy Giuliani's format for providing 9/11 disaster information is given as an example of best practice:

- **this is what we know** _____
- **this is what we don't know** _____
- **this is what we are doing** _____
- **this is what we want you to do** _____

Communications Team Responsibilities

ONLY an authorised spokesperson may speak to the media.

Primary	Deputy	Role / Responsibility
CEO		<ul style="list-style-type: none"> • Works with Management Team / Council to publicly issue statements to the media. • Serves as lead representative at press conferences with assistance as required. • Approves all publicly disseminated information. • Identifies spokespersons if required.
		<ul style="list-style-type: none"> • Works in close liaison with the spokesperson to ensure message accuracy and delivery. • Assists with media relations.
		<ul style="list-style-type: none"> • Provides legal advice on communications strategies. • Provides legal advice on messaging to victim(s), family members, media, etc. • Approves messages before release.



Verify the Incident

WHAT happened?	
WHERE did it happen?	
WHEN did this happen?	
WHO is involved?	
HOW did it happen?	
WHY did it happen?	
WHAT is currently being done?	

When collecting information, it is important to consider the following:

- Have all the facts been obtained (to the best of your knowledge)? _____
- What other information is needed? _____
- Have the details of the situation been confirmed? _____
- Are the information sources credible? _____
- Is the information consistent from several sources? _____
- Other? _____



Notification Chart

Internal Audience	Mode of delivery, release date and time	Likely questions
Elected Members	Face-to-face / phone call / e-mail / conference call	What has happened? What is the impact? How have you responded? What is the status of your recovery?
Employees		Where should we go? What should we do? How do we do it? What are we allowed to say? Will I get paid? Is my job safe? When do I come back to work?
Employee's family		Are they safe?
Crisis Management Team		What has happened? What is the impact? How should we respond?
Other?		
Other?		
External Audience	Mode of delivery, release date and time	Likely questions
Community	Face-to-face / phone call / e-mail / conference call / social media / website / radio bulletin / press release	Will you be in a position to provide the services I require?
DFES / SES / WA Police		
Media: local, regional and national		What is the impact? How many casualties?
Public		
Stakeholders		
Contractors / Suppliers		Will my bills be paid?
EAP Provider		
Regulators		Are all relevant rules and regulations being adhered to?
Other?		
Other?		



Message Mapping – Example

Stakeholders: e.g. Community, employees, clients, customers & shareholders	
Core Message 1	
<p>At 2am on Tuesday 23 January 2019, a contractor...</p> <p>Police have confirmed that a male of approximately 25 years of age...</p> <p>Was discovered by workers this morning at approximately 6.30am...</p> <p>This is what we know...</p>	
Supporting core message 1	Evidence
<p>It is not known why the contractor was on site at 2am...</p> <p>This is what we don't know...</p>	<p>A: Questioned staff</p> <p>B: Interviewed the witness</p> <p>C:</p>
Information Supporting the core message 1	Evidence
<p>We have contacted...</p> <p>This is what we are doing...</p>	<p>A:</p> <p>B:</p> <p>C:</p>
Information Supporting the core message	Evidence
<p>If anyone has any information...</p> <p>This is what we want you to do...</p>	<p>A:</p> <p>B:</p> <p>C:</p>
Delivery Method: CEO: Verbal interview with reporter at 11am.	

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Appendix C: Deferred Business Activities

Proposed Business Unit	Service Area	Activity
Office of the CEO	Governance	Advocacy and lobbying
Office of the CEO	Governance	Recurring compliance obligations
Office of the CEO	Governance	Executive Team Leadership
Office of the CEO	Communications	Media liaison
Office of the CEO	Communications	Official media releases
Office of the CEO	Communications	Stakeholder communications including staff and elected members
Office of the CEO	Councillor Activity / Liaison	Councillor liaison
Office of the CEO	Councillor Activity / Liaison	Councillor induction and training
Office of the CEO	Councillor Activity / Liaison	Committee meetings
Office of the CEO	Councillor Activity / Liaison	Council meetings
Office of the CEO	Councillor Activity / Liaison	Council agendas and minutes
Office of the CEO	Councillor Activity / Liaison	Shire travel arrangements
Office of the CEO	Regional Development	Meetings of Regional Local Government arrangements
Office of the CEO	Economic Development	Economic Development Plan
Office of the CEO	Economic Development	Advocacy for economic development
Office of the CEO	Economic Development	Funding submissions
Office of the CEO	Risk Management	Audit reports
Office of the CEO	Risk Management	Develop overall risk management policy
Office of the CEO	Risk Management	Train staff and elected members to assess potential risks
Office of the CEO	Risk Management	Define the organisations risk appetite, tolerance and likelihood guidelines
Office of the CEO	Media & Communications	Assist with drafting of official media releases
Office of the CEO	Media & Communications	Assisting with Shire staff communication
Office of the CEO	Media & Communications	Oversee Shire's corporate communication policy
Office of the CEO	Media & Communications	Oversee Shire style guide
Office of the CEO	Tourism and Promotion	Manage the Visitor Centre / servicing



Proposed Business Unit	Service Area	Activity
Office of the CEO	Tourism and Promotion	Contribute to marketing and promotion of the region
Office of the CEO	Tourism and Promotion	Contribute to the marketing and promotion of the Shire
Corporate & Community Services	Human Resources	Complaints and dispute handling
Corporate & Community Services	Human Resources	Recruitment, selection, induction and retention
Corporate & Community Services	Human Resources	Employee and Industrial Relations
Corporate & Community Services	Human Resources	Staff training and development
Corporate & Community Services	Human Resources	Staff performance and appraisal systems
Corporate & Community Services	Human Resources	Human resources policies and procedures
Corporate & Community Services	Human Resources	Workforce Plan
Corporate & Community Services	Shire Administration	Insurance management and review
Corporate & Community Services	Shire Administration	Staff training and development
Corporate & Community Services	Shire Administration	Procurement of goods and services
Corporate & Community Services	Shire Administration	Complaints and dispute handling
Corporate & Community Services	Shire Administration	Processing insurance claims
Corporate & Community Services	Customer Service	Community communications & coordination
Corporate & Community Services	Customer Service	Department of Transport licencing
Corporate & Community Services	Finance	Payment of creditors
Corporate & Community Services	Finance	Invoicing and collection of charges
Corporate & Community Services	Finance	Managing and investing Shire funds
Corporate & Community Services	Finance	Rating and property management
Corporate & Community Services	Finance	Facilitate funds for procurement of goods and services
Corporate & Community Services	Finance	Management of the asset register
Corporate & Community Services	Finance	Financial management reports
Corporate & Community Services	Finance	Statutory reporting



Proposed Business Unit	Service Area	Activity
Corporate & Community Services	Finance	Annual budget
Corporate & Community Services	Finance	Long Term Financial Plan
Corporate & Community Services	Finance	Financial audit
Corporate & Community Services	Finance	Audit Committee
Corporate & Community Services	Governance	Management of leases associated with Shire controlled land & facilities
Corporate & Community Services	Governance	Management of contracts and agreements
Corporate & Community Services	Governance	Risk management planning and development
Corporate & Community Services	Governance	Policy development
Corporate & Community Services	Governance	Freedom of Information requests
Corporate & Community Services	Governance	Council elections
Corporate & Community Services	Governance	Compliance Audit
Corporate & Community Services	Governance	Compliance (Acts, Regulations and Local Laws)
Corporate & Community Services	Information Technology	Security of critical applications and data
Corporate & Community Services	Information Technology	IT Contracts management
Corporate & Community Services	Information Technology	Purchase of new IT equipment
Corporate & Community Services	Information Technology	Licence renewals
Corporate & Community Services	Records Management	Registration & distribution of incoming and outgoing hard copy and digital correspondence
Corporate & Community Services	Records Management	Registration of building and planning applications
Corporate & Community Services	Records Management	Filing, retrieving and archiving of files
Corporate & Community Services	Records Management	Disposal of records according to legislation
Corporate & Community Services	Customer Service	Library administration & management
Corporate & Community Services	Customer Service	Collections
Corporate & Community Services	Customer Service	Lending services



Proposed Business Unit	Service Area	Activity
Corporate & Community Services	Customer Service	Reference and information
Corporate & Community Services	Customer Service	Local history collection
Corporate & Community Services	Customer Service	Community education programs
Corporate & Community Services	Customer Service	Public computer access
Corporate & Community Services	Customer Service	Burials
Corporate & Community Services	Customer Service	Liaison with Funeral Directors
Corporate & Community Services	Community Events	Upcoming Events and Festivals
Corporate & Community Services	Community	Disability Access & Inclusion Plan
Corporate & Community Services	Community	Community education programs
Corporate & Community Services	Community	Liaison with government, non-government, grants & community organisations
Corporate & Community Services	Recreation	Manage active recreation reserves
Corporate & Community Services	Recreation	Liaise/coordinate with sporting groups/clubs
Corporate & Community Services	Grants Management	Opportunity identification
Corporate & Community Services	Grants Management	Application facilitation
Corporate & Community Services	Grants Management	Acquittal facilitation
Corporate & Community Services	Grants Management	Process oversight
Corporate & Community Services	Building maintenance	Building Asset Management Plan
Corporate & Community Services	Building maintenance	Prioritised response to urgent building maintenance requests (safety)
Corporate & Community Services	Building maintenance	Upgrades to Council buildings
Corporate & Community Services	Building maintenance	Project management
Corporate & Community Services	Building maintenance	Design of building modifications
Corporate & Community Services	Building maintenance	Liaise with stakeholders
Corporate & Community Services	Building maintenance	Supervision of contractors



Proposed Business Unit	Service Area	Activity
Corporate & Community Services	Building maintenance	Preparation and management of tenders and contracts
Corporate & Community Services	Building maintenance	Routine building maintenance & inspections
Corporate & Community Services	OH&S	Occupational Health and Safety policies and procedures
Corporate & Community Services	OH&S	Occupational Health and Safety Committee
Corporate & Community Services	OH&S	Oversee minutes of safety meetings and action plans
Corporate & Community Services	OH&S	Occupational Health and Safety awareness and education
Corporate & Community Services	OH&S	Accident investigation and incident reporting
Corporate & Community Services	OH&S	Oversee and manage return to work programs
Corporate & Community Services	OH&S	Provision of safety equipment
Corporate & Community Services	Community Events	Christmas decorations – lighting of the tree, town lighting etc.
Corporate & Community Services	Emergency	Liaison with government agencies and non-government organisations
Corporate & Community Services	Emergency	Development and ongoing review of Emergency Management Plans
Corporate & Community Services	Emergency	Training in emergency management practices and response
Corporate & Community Services	Emergency	Local & district emergency management committee
Corporate & Community Services	Emergency	Education programs
Corporate & Community Services	Emergency	Monitoring and informing of emergencies
Corporate & Community Services	Emergency	Local recovery plans
Corporate & Community Services	Emergency	Bushfire mitigation
Corporate & Community Services	Ranger	Animal control
Corporate & Community Services	Ranger	Parking management
Corporate & Community Services	Ranger	Permits issued under Local Laws
Corporate & Community Services	Ranger	Local Law enforcement
Corporate & Community Services	Ranger	Litter control



Proposed Business Unit	Service Area	Activity
Corporate & Community Services	Ranger	Assist with provision of bushfire mitigation
Corporate & Community Services	Ranger	Community education programs
Development & Regulatory Services	Statutory Land Use Planning	Planning and Development Act administration
Development & Regulatory Services	Statutory Land Use Planning	Sub-division process management
Development & Regulatory Services	Statutory Land Use Planning	State Administrative Tribunal reviews & responses
Development & Regulatory Services	Statutory Land Use Planning	Advice to customers and internal stakeholders on planning matters
Development & Regulatory Services	Statutory Land Use Planning	Local Planning Scheme amendments
Development & Regulatory Services	Statutory Land Use Planning	Structure planning
Development & Regulatory Services	Statutory Land Use Planning	Local planning policies
Development & Regulatory Services	Statutory Land Use Planning	Compliance with local planning scheme requirements
Development & Regulatory Services	Statutory Land Use Planning	Liaison and referral to relevant government agencies
Development & Regulatory Services	Strategic Planning	Review and implementation of the Local Planning Strategy
Development & Regulatory Services	Strategic Planning	Develop and review planning strategic documents
Development & Regulatory Services	Strategic Planning	Input to State planning legislation and policy
Development & Regulatory Services	Strategic Planning	Provide strategic planning advice to customers
Development & Regulatory Services	Strategic Planning	Review precinct plans including structure plans and design guidelines
Development & Regulatory Services	Building Services	Shire land holdings maintenance & inspections
Development & Regulatory Services	Building Services	Certified building permits
Development & Regulatory Services	Building Services	Uncertified building permits
Development & Regulatory Services	Building Services	Building control including compliance
Development & Regulatory Services	Building Services	Applications for strata subdivisions
Development & Regulatory Services	Building Services	Inspections and issue of certificates
Development & Regulatory Services	Building Services	Occupancy permits
Development & Regulatory Services	Building Services	Building statistics to the Australian Bureau of Statistics, Valuer General's Office and BCITF



Proposed Business Unit	Service Area	Activity
Development & Regulatory Services	Building Services	Advice to customers on statutory building matters
Development & Regulatory Services	Environmental Health	Food businesses approvals and assessments
Development & Regulatory Services	Environmental Health	Prioritised response to urgent Environmental health issues and public health complaints (food safety, effluent disposal, odours, lead levels, water sampling etc.)
Development & Regulatory Services	Environmental Health	Food sampling (Legal and LHAAC Coordinated)
Development & Regulatory Services	Environmental Health	Approval of Skin Penetration premises
Development & Regulatory Services	Environmental Health	Sampling and assessment of aquatic facilities
Development & Regulatory Services	Environmental Health	Sampling and assessment of reclaimed Waste Water reuse scheme
Development & Regulatory Services	Environmental Health	Lodging House inspection and registration
Development & Regulatory Services	Environmental Health	Vector investigation
Development & Regulatory Services	Environmental Health	Health promotion & education
Development & Regulatory Services	Environmental Health	Registration of Offensive Trades
Development & Regulatory Services	Environmental Health	Issue permits for stallholders, street traders, morgues, stable licences and portable signs
Development & Regulatory Services	Environmental Health	Onsite effluent disposal systems
Development & Regulatory Services	Environmental Health	Advice on Environmental Health related matters
Development & Regulatory Services	Environmental Health	Public Building approvals and assessments
Development & Regulatory Services	Environmental Health	Liquor Licencing approvals
Development & Regulatory Services	Environmental Health	Public event assessment, permits and monitoring
Development & Regulatory Services	Environmental Health	Unightly land/ hoarding
Development & Regulatory Services	Environmental Health	Complaints (noise, noxious odours, poultry, dust)
Development & Regulatory Services	Environment	Investigate and recommend appropriate action on Shire controlled contaminated sites
Development & Regulatory Services	Environment	Environmental compliance and complaints
Development & Regulatory Services	Environment	Environmental assessment and clearances for development
Development & Regulatory Services	Environment	Environmental strategies



Proposed Business Unit	Service Area	Activity
Development & Regulatory Services	Environment	Monitor extractive industry operations
Infrastructure	Landfill operations	Manage waste management facilities
Infrastructure	Landfill operations	Waste management business planning
Infrastructure	Landfill operations	Monthly invoicing and customer management
Infrastructure	Landfill operations	Strategic site management
Infrastructure	Landfill operations	Site licence renewals and compliance
Infrastructure	Landfill operations	Ground water bore monitoring and sampling
Infrastructure	Landfill operations	DER reporting
Infrastructure	Landfill operations	Assessment of contaminated waste disposals
Infrastructure	Landfill operations	Management of controlled waste disposal
Infrastructure	Landfill operations	Monitor septic tanks & caravan sewerage drop-points
Infrastructure	Waste collection & Recycling services	Manage contracted waste and recycling services for domestic and commercial collection
Infrastructure	Waste collection & Recycling services	Contract renewals
Infrastructure	Waste collection & Recycling services	Strategic waste management plan
Infrastructure	Waste collection & Recycling services	Waste and recycling promotion & education
Infrastructure	Waste collection & Recycling services	New services and master list maintenance
Infrastructure	Works Administration	Departmental financial management and reporting
Infrastructure	Works Administration	Procurement and associated compliance
Infrastructure	Works Administration	Working groups membership
Infrastructure	Works Administration	Complaints and dispute resolution
Infrastructure	Works Administration	Policy review
Infrastructure	Works Administration	Staff development and training
Infrastructure	Asset Management	Asset management framework
Infrastructure	Asset Management	Development of asset management plans
Infrastructure	Asset Management	Funding submission applications
Infrastructure	Asset Management	Project renewal modelling
Infrastructure	Asset Management	Asset management reports
Infrastructure	Asset Management	Preventative maintenance planning
Infrastructure	Asset Management	Asset information systems management
Infrastructure	Asset Management	Asset management information recording
Infrastructure	Asset Management	Data collection and analysis



Proposed Business Unit	Service Area	Activity
Infrastructure	Operations	Depot management
Infrastructure	Operations	Roads, footpaths and laneways construction
Infrastructure	Operations	Manage reticulation systems and bores
Infrastructure	Operations	Works services procurement
Infrastructure	Operations	Drainage construction
Infrastructure	Operations	Street and footpath sweeping
Infrastructure	Operations	Private works
Infrastructure	Operations	Manage wastewater effluent
Infrastructure	Plant and Fleet Services	Plant and equipment maintenance
Infrastructure	Plant and Fleet Services	Vehicle fleet management
Infrastructure	Plant and Fleet Services	Vehicle fleet planning
Infrastructure	Plant and Fleet Services	Procurement of plant, equipment, and fleet.
Infrastructure	Parks, Gardens & Reserves	Parks, gardens and ovals routine maintenance
Infrastructure	Parks, Gardens & Reserves	Gardens maintenance
Infrastructure	Parks, Gardens & Reserves	Litter control (needles, fish)
Infrastructure	Parks, Gardens & Reserves	Cemetery maintenance
Infrastructure	Parks, Gardens & Reserves	Street verge maintenance

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