

Local Emergency Management Arrangements

SHIRE OF WOODANILLING

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).

4.4. LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

Adoption of the updated document.

RECOMMENDATION

Moved Dale Douglas seconded Neville Blackburn
That the final draft of the Local Emergency Management Arrangements for Shire of Katanning, Shire of Woodanilling and Shire of Kent be formally adopted.

CARRIED

The endorsed LEMA to be sent to the DEMC.

Shire of Woodanilling

Minutes of Ordinary Council Meeting

23 November 2021

ITEM 10.1 OFFICERS REPORT LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS ENDORSEMENT

COUNCIL DECISION – ITEM 10.1 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Moved Cr Douglas seconded Cr Thomson
That Council endorses the Local Emergency Management Arrangements as proposed.

CARRIED 6/0

Endorsed by CEO Stephen Gash
Shire of Woodanilling

Date 23 November 2021

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Distribution

ORGANISATION	NO COPIES
Shire of Woodanilling	1
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 th July 2011	Update and re- issued	LEMC
3	15 th Nov 2013	Update and re-issued	Cindy Pearce/ Val Jolly
4	20 th Nov 2015	Updated Contact Numbers	CESM Cindy Pearce
5	8 TH 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	November 2023	Update details in Contact List	CESM Cindy Pearce Hannah Wilson
9.06	February 2024	Update details in Contacts and Resources List and include Telecommunication Outage Plan	CESM Cindy Pearce
9.07	May 2024	Update Contact and Resources List	CESM Cindy Pearce

9.08	November 2024	Update Contact and Resources List	CESM Cindy Pearce
9.09	December 2024	Update Contact and Resources List	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

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

- the amendment is recorded in the ‘amendment record’ of the master document; and
- copies of the amendments are distributed to those listed in the distribution list.

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 EM 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-storey 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

1.7.1 SHIRE OF WOODANILLING

- Special Events
 - Australia Day breakfast – 26th January
 - Hockey grand finals – early September each year
 - Christmas Tree in Centenary Park – December each year

1.7.2 LOCAL EMERGENCY MANAGEMENT POLICIES

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

- Nil

1.7.3 LOCAL PLANS

Table 1.1

DOCUMENT	OWNER	LOCATION
Local Emergency Welfare Plan	Department of Communities	December 2020 Shire of Woodanilling and Department of Communities.
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 www.woodanilling.wa.gov.au	
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2 PART 2 – PREVENTION & PREPAREDNESS

2.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

The Shire of Woodanilling under s. 38 of the *EM 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		Animal & Plant Biosecurity
Collapse	FES Commissioner	DFES	SES	St John Ambulance	Collapse
Crash Emergency (Air, Rail or Road)	Commissioner of Police	WA Police	VFRS	St John Ambulance	Crash Emergency
Earthquake	FES Commissioner	DFES	SES	SES	Earthquake
Energy Supply Disruption	Coordinator of Energy	Energy Policy WA			Energy Supply Disruption
Flood	FES Commissioner	DFES	SES	SES	Flood
Fire	FES Commissioner	DFES, DBCA, LG	BFB, DBCA, VFRS	Farmer response	Fire
Heatwave	Chief Executive Officer	Department of Health	Katanning Hospital		Heatwave

Hazardous Materials	FES Commissioner	DFES	Katanning Hospital		HAZMAT
Human Biosecurity	Chief Executive Officer	Department of Health	Katanning Hospital		Human Epidemic
Search and Rescue	Commissioner of Police	WA Police	SES		Search and Rescue Emergency
Storm	FES Commissioner	DFES	SES		Storm

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	SEMC Website
Emergency Public Information	SEMC	SEMC Website
Emergency Welfare (Interim)	CEO Department of Communities	SEMC Website
State Health Emergency Response Plan	CEO Department of Health	SEMC Website

3.2.2 RELEVANT STATE GUIDELINES

DOCUMENT	OWNER	LOCATION
Traffic Management during Emergencies Guideline	SEMC	SEMC Website
WA Community Evacuation in Emergencies Guideline	SEMC	SEMC Website
Emergency Evacuation Planning Template	SEMC	SEMC Website
Operational Evacuation Plan Template	SEMC	SEMC Website

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 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 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, such as s.14 of the Bus 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

120.00.1 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 CONTACT details

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

Area/Settlement	Hazard	Description
Shell Roadhouse Albany Hwy Beaufort River	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
Beaufort River Meats	Animals Chemicals	Leggoe Rd. Abattoir (sheep)
Fletcher International Feedlot Beaufort River	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 Centres, 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

	To activate higher level frequency DFES DOSS			

DISTRIBUTION OF INFORMATION TO THE COMMUNITY IF TELECOMMUNICATIONS ARE IMPACTED

Aim

To provide as effective communication as possible during a lengthy telecommunications network outage, this could be due to a technical issue or an emergency incident eg Storm.

Background

We know from past history that there is a possibility that the telecommunication network can be impacted thus leaving communities vulnerable and without important information to assist them in their welfare. The following strategies are there to assist our local emergency services in circulating important information by the HMA.

Objective

The broad objectives of this plan are to:

- Implement communication measures to assist with the prevention or reduction of the causes or effects of emergencies.
- Assist with management arrangements for the utilization and implementation of resources.
- Complement other agencies local, regional, and state planning arrangements.

The telecommunication network will be the primary means for communication in the event of an emergency, when it is available, and will be utilized to capacity where possible.

If telecommunication networks fail the following communication strategies could be implemented across a local area / Shire by the HMA. Noting all official information circulated must be approved by the HMA Incident Controller or nominated person.

Messaging must be clear and concise. Special consideration needs to be given in relation to Disabled and CaLD Groups.

Broad Categories of information that needs to be communicated are:

- What has happened in the community.

- What plans are in place for the wellbeing of the community
- What services and resources are available and how do the community access them
- Who has the responsibility for the various elements, eg Great Southern Highway – Main Roads

All methods of disseminating information will be considered including:

- ***Woodanilling Shire building has access to Starlink*.**
- Starlink via the Regional Duty Officer DFES Albany – under hire and located at the regional office ready for deployment.
- 2-way radio Ch for farming community – CH 5.
- Western Australian Emergency Radio Network (WAERN) Radio Network (limited to set personnel in the Bushfire Brigade structure) and (ESC 220 with WA Police/ VFRS / St Johns Ambulance)
- Public Meeting
- Radio Stations ABC and Triple J – Through DFES media. 1800 718 288
- Newsletters / Flyer – Hand out at local businesses / place in shop windows
- Public address system mounted on a vehicle
- Electronic Billboards, strategically located
- One Stop Shop for information
- Door Knock
- WA Police vehicles are being fitted with Starlink. (Feb 2024)

At a State Level there are a number of resources – contact the DFES RDC for further information.

No warning system is guaranteed to deliver warnings to all people in a given area at a given point in time. Thus, it is critical that no single form of information / warning communication is relied upon solely.

LEMC Committee Notification

In the event that telecommunication networks are inoperable for a length of time due to an emergency incident, and the Local Emergency Management Committee must convene an OISG meeting, members will make their way if safe to do so to the Shire Office Robinson Rd as soon as practicable.

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

7.4 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
Woodanilling water tanks strategically located for emergency services – 2 x Water Tanks located near Shire Depot – 240,000 Lts and 120,000 Lts 120,000 Lts corner of Robinson Rd and Albany Hwy. 120,000 Lts Corner of Church Road and Cartmeticup Rd 30,000 Lts Burt Rd Woodanilling 30,000 Lts Corner of Katg / Dumbleyung and Cronin Road	

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 Officer 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		<input type="checkbox"/>	<input type="checkbox"/>
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 (please specify)		<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)		<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	

Alternatives – By necessity, are there any alternatives to an evacuation?	Yes	No
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"/>
Methods available to facilitate public warnings (consider resources, specialist support and emergency responder safety):	Yes	No
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"/>
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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.

Have the following actions being taken?	Yes	No
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"> • Summary of the incident • Areas currently identified as safe locations (include map of impacted area) • Transportation routes - Ingress and Egress • Estimated number of persons displaced or evacuated • Expected duration of the evacuation (less than one day, overnight, etc.) • Security concerns 	<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 Local Emergency Welfare Plans , 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"/>
Recommended Appendices	Yes	No
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.

Key considerations	Yes	No
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"/>
Informing other stakeholders of the decision:	<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	
Paul Hanlon	CEO	(08) 9823 1506 0428 032 089
Phil Burguss		0427 611 837
Access Details		
Keys	Code entry	
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	May be patchy
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.

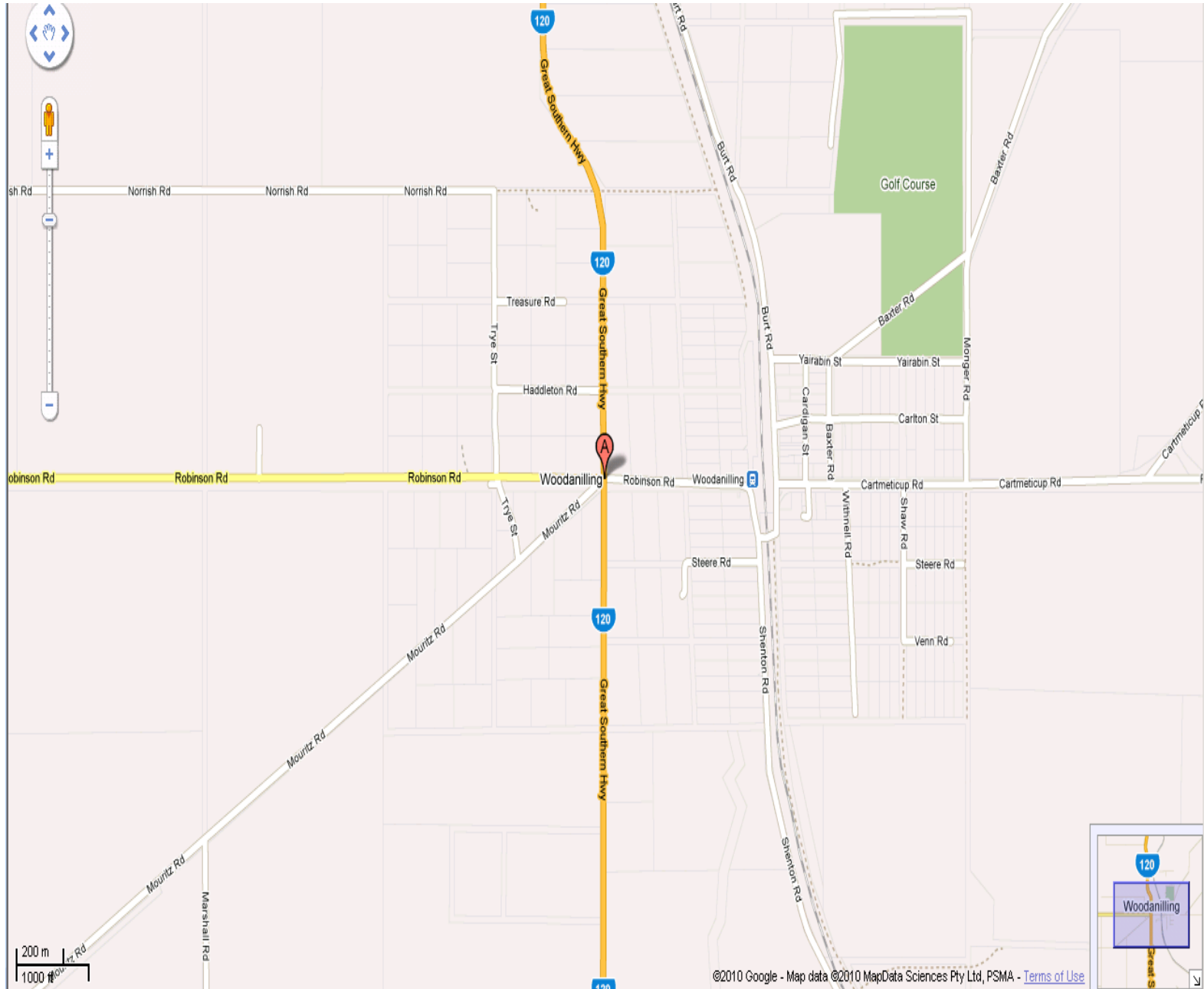
Woodanilling Town Hall		
Address	Robinson Road, Woodanilling	
Telephone No:	Via Shire (08) 9823 1506	
Paul Hanlon	CEO	(08) 9823 1506 / 0428 032 089
Phil Burguss		0427 611 837
Access Details		
Keys	Code entry	
Alarm	No	
Security	Code entry	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
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
Amenities/Facilities - External		
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 & 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](#)

VFR	Vehicle Fault Report
CESM	Community Services Manager
PAFTAC	Position Area Fuel Time Assistance required Communications

Authorisation

These procedures have been produced and issued under the authority of the Shire of Woodanilling in accordance with the *Bush Fires Act 1954* and endorsed by the Shire of Woodanilling.



Cr Dale Douglas
Shire President
Shire of Woodanilling

19/12/24

DATE



Paul Hanlon
Chief Executive Officer
Shire of Woodanilling

19/12/24

DATE