



Local Emergency Management Arrangements

SHIRE OF KATANNING
SHIRE OF WOODANILLING SHIRE OF KENT

**SHIRE OF KATANNING, SHIRE OF WOODANILLING, SHIRE OF KENT
EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Katanning, Shire of Woodanilling, Shire of Kent Local Emergency Management Committee (LEMC) and has been tabled with the Great Southern District Emergency Management Committee (DEMC).

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Chairperson
Katanning, Woodanilling, Kent LEMC

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Date

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Endorsed by CEO
Katanning

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Date

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Endorsed by CEO
Woodanilling

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Date

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Endorsed by CEO
Kent

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Date

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Distribution

Organisation	No Copies
Shire of Katanning	1
Shire of Woodanilling	1
Shire of Kent	1
Katanning Police Station	1
Department of Parks & Wildlife (P&W)	1
Department for Child Protection Katanning and Family Services (CPFS)	1
Katanning Health Service	1
St Lukes Medical Centre	1
Katanning Volunteer Fire & Rescue Services	1
Department of Agriculture and Food WA – Katanning	1
Water Corporation – Katanning	1
St Johns Ambulance – Katanning	1
Western Power – Katanning	1
State Emergency Service (SES)	1
Department of Fire & Emergency Services (DFES)	1
Chief Bush Fire Control Officer (CBFCO) Woodanilling / Katanning	1 each
Red Cross	1
CWA	1
Katanning Primary School / Woodanilling Primary School / Katanning Senior High School	1 each

Brookfield Rail	1
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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
5	8 TH Feb 2016	Updated Contacts Numbers / Legislative Changes.	CESM endorsed by LEMC
6	4 March 2016	Updated Contact Numbers /details with consultation from other Shires	CESM endorsed by LEMC 3 March 2016
7			
8			
9			
10			
11			
12			

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND** and **COORDINATION**.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources

(organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL and COMMAND**.

DISTRICT – means the municipalities of the Shire of Katanning, Shire of Woodanilling, Shire of Kent.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), Control Agency a Combat Agency or a Support Organisation.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

DFES – Department for Fire & Emergency Services.

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

HAZARD

f(ii) destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. *See also* **ACCIDENT, EMERGENCY and DISASTER**.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – 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 and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shire of Katanning, Shire of Woodanilling, Shire of Kent & Shire of Katanning, Shire of Woodanilling, Shire of Kent Councils.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Governments.

MUNICIPALITY – Means the district of the Shire of Katanning, Shire of Woodanilling, Shire of Kent.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. *See also* **EMERGENCY OPERATION**.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

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 Katanning, Woodanilling, Kent Local Emergency Management Committee and approved by the Shire of Katanning, Shire of Woodanilling, Shire of Kent.

Community Consultation

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

1.2 Document Availability

Copies of these Arrangements are available from each Councils Administration Office during normal office hours. The LEMA is also available on the Council Website.

1.3 Area Covered (Context)

Shire of Katanning

The Shire of Katanning is centrally located in the 'heart' of the Great Southern. It offers the advantages of a rural lifestyle, with the convenience of easy access to the cities of Perth, Albany and Bunbury. While the area is essentially agricultural, the town is a regional centre with access to a range of recreation and leisure facilities, government, health and education services, as well as a diverse retail and business district.

The town site is situated on the Great Southern Hwy, with the main entrance framed by the picturesque and adventurous All Ages Playground.

Shire of Woodanilling

The Shire of Woodanilling is the northern-most shire in the Great Southern region, covering an area of 1,126sq kms. 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 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 2-storey tavern, a caravan park with 32 bays and some onsite cabins, an archery park and a Co-

Operative Bulk Handling (CBH) grain receival site. The Great Southern railway line runs through the town site.

The Shire of Kent

The Shire of Kent covers an area in excess of 6,500 square kilometres, and is predominantly an agricultural area. The average rainfall is approximately 375mm (15 inches) per annum which is ideal for the production of wheat, barley, and other grains and legumes.

The principal centres in the Shire are the towns of Nyabing (Pop approx 120) and Pingrup (Pop approx 80). Nyabing is approximately 320km south east of Perth and Pingrup a further 40km east of Nyabing. Both communities are renowned as being close knit, friendly, crime free and family oriented. The Shire of Kent was first established in 1923 as the Kent Road Board. In 1955 the name was changed to the Nyabing-Pingrup Road Board and retained this name in 1961 when it became a shire. The name was further altered in 1973 to the Shire of Kent.

1.4 Aim

The aim of the Shire of Katanning, Shire of Woodanilling, and Shire of Kent Local Emergency Management Arrangements is to describe the overall emergency management coordination arrangements within the Shires.

1.5 Purpose

The purpose of these emergency management arrangements is to set out:

- a) the local government's 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 government considers appropriate". (s. 41(2) of the Act).

1.6 Scope

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 HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- a) This document applies to the local government district of the Shire of Katanning, Shire of Woodanilling, Shire of Kent;
- b) This document covers areas where the Shire of Katanning, Shire of Woodanilling, Shire of Kent (Local Government) provides support to HMA's in the event of an incident;
- c) This document details the Shire of Katanning, Shire of Woodanilling, Shire of Kent's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) The Shire of Katanning, Shire of Woodanilling, Shire of Kent's responsibility in relation to recovery management.

These arrangements are to 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.

1.7 Related Documents & Arrangements

EM Act 2005 and Regulations

SEMP Policies

1.7.1 Local Emergency Management Policies

The Shires of Katanning, Woodanilling and Kent have established a combined local emergency management committee for the purpose of planning for major emergencies affecting their communities.

1.7.2 Existing Plans & Arrangements

The following tables identify relevant local hazard specific plans

Local Plans

Table 1.1

Document	Owner	Location
Risk Register	Shire of Katanning, Shire of Woodanilling, Shire of Kent	Shire of Katanning
Risk Treatment Schedule	Shire of Katanning, Shire of Woodanilling, Shire of Kent	Shire of Katanning

Relevant State Emergency Management Plans (Westplans)

Table 1.2

Document (Westplan)	Owner	Location
Flood	DFES	SEMC WEBSITE
Fire	DFES	SEMC WEBSITE
Dam Break	Water Corporation	SEMC WEBSITE
Traffic Crash	WA Police	SEMC WEBSITE
Air Crash	WA Police	SEMC WEBSITE
Human Epidemic	Health Department	SEMC WEBSITE
Animal & Plant Biosecurity	Dept Agriculture & Food	SEMC WEBSITE
Severe Storm	DFES	SEMC WEBSITE
Space Debris Re-entry	WA Police	SEMC WEBSITE
Terrorism	WA Police	SEMC WEBSITE
Collapse	DFES	SEMC WEBSITE
HazMat	DFES	SEMC WEBSITE
Heatwave	Health Service	SEMC WEBSITE

1.8 Agreements, Understandings & Commitments

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

Table 1.3

Parties to the Agreement		Summary of the Agreement	Special Considerations
Department for Child Protection and Family Support (CPFS)	Shire of Katanning	Provision of Shire facilities as evacuation / welfare centres	nil

1.9 Additional Support

Table 1.4

Organisation	Description	Comments	Contacts
Red Cross	Provision of support in welfare centre		CPFS will activate as part of a welfare response

1.10 Special Considerations

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

All Shires

1. Seasonal Agricultural Activities
 - a. Seeding – May – July
 - b. Harvest – November – January
2. Bushfire Season – November – April

Shire of Katanning

Special Events –

- a. Katanning Harmony Festival 3rd week of March
 - b. Katanning Agricultural Show 4th weekend of October
3. CaLD & Indigenous Community – The Shire of Katanning has a high Indigenous and Muslim community. Emergency Managers should be aware of differences in culture and communications when offering information to these sections of the community. This may require the use of specialist resources such as translators or specifically targeted community information. Assistance may be available from Katanning Migrant Resource Centre &/or Albany Migrant Resource Centre

Shire of Woodanilling

1. Australia Day Breakfast – 26th January
2. Hockey Grand finals – early September each year
3. Christmas Tree in Centenary Park – December each year

Shire of Kent

1. Pingrup Race Day – March annually

1.11 Resources

Refer to resources tab

1.12 Financial Arrangements

Response

The Shire of Katanning, Shire of Woodanilling and the Shire of Kent recognized State Emergency Management Policy 4.2 “Funding for Emergencies” Please refer to this policy at

[http://www.DFES.wa.gov.au/internet/upload/2091368549/docs/SEMP_4.2 -
_Funding_for_Emergencies_\(2010\).pdf](http://www.DFES.wa.gov.au/internet/upload/2091368549/docs/SEMP_4.2_-_Funding_for_Emergencies_(2010).pdf) for more detail.

1.13 Roles & Responsibilities

Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is the Deputy Shire President or Councils nominated delegate. Meetings are held alternately across the three Shires, with the Chair and Executive support provided by the Shire holding the meeting.

Local Emergency Management Committee

The functions of LEMC are [s. 39 of the Act]:

- a. To advise and assist the local government in establishing local emergency managements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Local Government

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;
- (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.

Hazard Management Agency

A hazard management agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.

Combat Agencies

A combat agency is *'the agency identified as being primarily responsible for responding to a particular emergency'* AEM Glossary

Support Organisation

A support organisation *'provides essential services, personal or material support'* (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to welfare centre.

PART 2 – PLANNING (LEMC ADMINISTRATION)

2.1 LEMC Membership

- Chair – 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 Woodanilling, CESM Shire of Kent.
- Shire of Woodanilling CEO
- Shire of Kent CEO
- Department of Health
- Department for Parks and Wildlife – Katanning
- Manager Engineering Services – Shire of Katanning
- Site Manager, Katanning – Dept Agriculture & Food WA
- Department for Child Protection and Family Services
- Katanning Senior High School
- Woodanilling Primary School
- Katanning Primary School
- St Johns Ambulance
- State Emergency Service
- Katanning Volunteer Fire & Rescue Service
- Western Power
- Chief Bush Fire Control Officer – Shire of Katanning
- Chief Bushfire Control Officer – Shire of Woodanilling
- Brookfield Rail
- Red Cross
- CWA

A comprehensive list of LEMC Membership and contact details can be located in the Contact and Resources List.

2.2 Meeting Schedule

The Local Emergency Management Committee meets 4 times a year in accordance with State Emergency Management Policy 2.5 'Emergency Management in Local Government Districts'. Meetings are held on a quarterly basis – the second Wednesday of that month at the Shire of Katanning. The months are – May, August, November and March.

2.3 LEMC Constitution & Procedures

The constitution & procedures for LEMC meetings are outlined under State Emergency Management Policy 2.5 'Emergency Management in Local Government Districts'

2.4 Annual Reports and Annual Business Plan

The Executive Officer or nominated representative will complete and submit the Annual Report on behalf of the Committee and Local Governments in accordance with State Emergency Management Policy 2.6 “Annual Reporting”.

2.5 Emergency Risk Management

In 2002 the Shire of Katanning completed the emergency risk management process. The risk treatment schedule resulting from this is attached as an appendix. With Councils commitment to emergency management this will be updated soon with the Local Risk Project, under the new format once it’s been received.

PART 3 – RESPONSE

3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area;

Table 3.1

Hazard	Hazard Management Agency	Organisation	Controlling Agency	Local Combat	Local Support	Westplan
Road Crash	Commissioner of Police	WA Police	WA Police			Road Crash
Air Crash	Commissioner of Police	WA Police	WA Police			Air Crash
Terrorist Act	Commissioner of Police	WA Police	WA Police			Restricted
Land Search and Rescue	Commissioner of Police	WA Police	WA Police			Land Search
Marine Search and Rescue	Commissioner of Police	WA Police	WA Police			Marine Search and Rescue
Radiation Escape (Nuclear Powered Warships)	Commissioner of Police	WA Police	WA Police			Nuclear Powered Warships
Space Re-Entry Debris (SPRED)	Commissioner of Police	WA Police	WA Police			Space Re-entry Debris

Collapse (Structural)	Fire and Emergency Services (FES) Commissioner	Dept Fire and Emergency Services	DFES			Collapse
Cyclone	FES Commissioner	DFES	DFES			Cyclone
Earthquake	FES Commissioner	DFES	DFES			Earthquake
Flood	FES Commissioner	DFES	DFES			Flood
Storm	FES Commissioner	DFES	DFES			Storm
Fire	FES Commissioner	DFES	DFES, P&W, LG			Fire
Rail Crash (Brookfield Rail Network)	Brookfield Rail Pty Ltd	Brookfield Rail	WA Police			Brookfield Rail Crash
HAZMAT - Chemical	FES Commissioner	DFES	DFES			HAZMAT
HAZMAT - Radiological	FES Commissioner	DFES	DFES			HAZMAT
HAZMAT - Biological	State Health Coordinator	WA Health	WA Health			
Human Epidemic	State Human Epidemic Controller	WA Health	WA Health			Human Epidemic
Heatwave	State Health Coordinator	WA Health	WA Health			Heatwave
Animal and Plant Biosecurity	Agriculture Director General	Dept Agriculture and Food WA	Dept Agriculture and Food WA			Animal & Plant Biosecurity
Marine Oil Pollution	Marine Safety, General Manager	Dept Transport - Marine	Dept Transport – Marine, Port Authority			Marine Oil Pollution
Gas Supply Disruption	Coordinator of Energy	Public Utilities Office	Public Utilities Office			Gas Supply Disruption
Liquid Fuel Supply Disruption	Coordinator of Energy	Public Utilities Office	Public Utilities Office			Liquid Fuel Supply Disruption
Electricity Supply Disruption	Coordinator of Energy	Public Utilities Office	Public Utilities Office			Electricity Supply Disruption

Support Plans

Organisation	Westplan
DFES	State Isolated Communities Freight Subsidy Emergency Management Plan
Dept. Health	Health
WA Police	Emergency Public Information
CPFS	Reception
Dept. Premier & Cabinet	Recovery Coordination
CPFS	Registration and Reunification
DFES	Telecommunications
Welfare Support	Welfare Support

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.

It is recognised that the HMA's and Combat agencies may require Shire of Katanning, Shire of Woodanilling, Shire of Kent resources and assistance in emergency management. The Shire of Katanning, Shire of Woodanilling and Shire of Kent are committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

3.2 Activation of Local Arrangements

Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA 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.

Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

- a. For a level 2 incident;
- b. Requirement for possible or actual evacuation;
- c. A need to coordinate warning/information to community during a multi-agency event;
- d. Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);
- e. Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- f. Where there is a need for regional support beyond that of a single agency.

Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

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

Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller 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.

Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

Shire of Katanning 16-24 Austral Terrace, Katanning

	Name	Phone	Phone
1 st Contact	CEO Julian Murphy	(08) 9821999	0427 817 443
2 nd Contact	DCEO	(08) 9821999	0417 172 445

Shire of Woodanilling
31 Robinson Road, Woodanilling

	Name	Phone	Phone
1 st Contact	CEO – Belinda Knight	98231 506	0427 097 364
2 nd Contact	CESM – Andriena Ciric		0438 971 267

Shire of Kent - Nyabing
Richmond Street, Nyabing

	Name	Phone	Phone
1 st Contact	CEO – Peter Bentley	9829 1051	0429 993 986
2 nd Contact	CESM – Paul Roadley		0427 388168

Shire of Kent – Pingrup Fire Shed

	Name	Phone	Phone
1 st Contact	Tim Borgward	9820 1049	0429 082 915
2 nd Contact	Darren Hawley	9820 1049	0427 201 123

Media Management and Public Information.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.

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

3.3 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

The Shires of Katanning Woodanilling and Kent operate a SMS system to cover its bush fire network. While not reaching all of the community, this may be of use during an emergency. Access is via the Shires of Katanning Woodanilling and Kent.

The Shire of Katanning also has a Shire Facebook Page as well as availability to Katanning Notice Board Facebook site.

DFES Public Info Line

DFES Operate a public information line and website for natural hazards. Access to this is via the DFES Duty Officer – 9845 5000.

Radio

ABC Radio will broadcast community alerts as a priority. ABC transmits on 558AM & 630AM.

ABC Statewide Perth –	Ph 13 99 94	Fax 08 9220 2911
ABC South Coast Albany –	Ph 9842 4011	Fax 08 9842 4099
Bunbury:	Ph 9792 2711	

Other Radio

Radio West/Hot FM broadcasts on 918AM and 100.5FM respectively.

Radio West Albany -	Ph 9842 2783	Fax 08 9841 8565
Radio West Narrogin –	Ph 9811 4000	Fax 08 9881 3166
Radio West Bunbury –	Ph 9791 2359	Fax 08 9792 2799

Great Southern Radio – Wagin 98612500 or mobile 0439 956175

Television

GWN (Bunbury)	08 9721 4466 (phone)	08 9792 2932 (fax)
WIN (Albany)	08 9842 8024 (phone)	08 9842 9067 (fax)
WIN (Perth)	08 9449 9999 (phone)	08 9449 9900 (fax)

3.4.1 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decisions 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 availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.4.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Hazard Management Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Policy 4.7 'Community Evacuation' should be consulted when planning evacuation.

Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

Whenever evacuation is being considered the Department for Child Protection must be consulted during the planning stages. This is because CPFS have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

Special Needs Groups

This section provides a list of sections of the community that may require special assistance or special consideration during an emergency, particularly if evacuation is being considered.

Shire of Katanning

Name	Description	Address	Contact	No People
Bethshan	Assisted living accommodation (seniors)	7 Piesse St Katanning	98211018	Up to 26
Lions Aberdeen Village	Seniors retirement housing	Aberdeen St (behind Shire Office) Katanning	Great Southern Housing Association (08) 98428697	Up to 30
Amherst Village	Seniors Retirement housing	Amherst St Katanning	Shire of Katanning (08) 98219999	Up to 30
Katanning Regional Hospital	Hospital	Corner of Clive & Adam St Katanning	Katanning Hospital 98216222	100 +

Shire of Woodanilling

Name	Description	Address	Contact	No People
Woodanilling Primary School	Primary School	Carlton Street, Woodanilling	9823 1528	13 students plus 5 teachers
Avalon Caravan Park	Accommodation & Cafe	Great Southern Hwy, Woodanilling Town Site	98231681	Up to 20 people
Various Elderly residents in town			Shire of Woodanilling	9823 1506

Shire of Kent

Name	Description	Address	Contact	No People
Nyabing Primary School	Primary School	Hobley St, Nyabing	9829 1023	31 students 12 staff
Pingrup Primary School	Primary School	Carrie St, Pingrup	9820 1042	12 staff 20 students

3.4.2 Demographics

Refer to Census Information.

Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres see tab 'Evacuation Centres'.

3.4.3 Matrix

The purpose of the following matrix is to outline the length of time and number of people the welfare centre can facilitate. Full details on each centre are under tab 'Evacuation Centres'

Table 3.3

No. of People	Duration				
	0-8 Hrs	8 Hrs - 1 Day	1-3 Days	3-7 Days	1 Week +
1-10					
10-100	<i>Nyabing & Pingrup Town Hall</i>	Katanning Town Hall & Woodanilling Town Hall	<i>Katanning Town Hall & Woodanilling Town Hall</i>		
100-500		Katanning Leisure Centre Woodanilling Recreation Centre	Katanning Leisure Centre Woodanilling Recreation Centre	Woodanilling Recreation Centre	
500+					

Routes & Maps

Refer to tab 'Maps' This section provides a map of the locality and identifies any issues and local land marks.

Animals

There are no commercial animal facilities available in any Shire. The Council Dog Pounds are 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.

3.5 Welfare

The Department for Child Protection and Family Services (CPFS) has the role of managing welfare. Whenever evacuation is being considered, the Department should be consulted as part of that decision making process.

Local Welfare Coordinator

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

Local Welfare Liaison Officer

The role of the Local Welfare Liaison Officer is to provide a point of contact to local government resources for a welfare centre. This person may provide items such as access to buildings or building maintenance. The following people have been nominated as Local Welfare Liaison Officers;

Local Government	Contact Person	Phone Number
Shire of Katanning	Director of Engineering Services	9821 9999 0418 913 700
Shire of Kent	CEO	9829 1051 0429 993 986
Shire of Woodanilling	CEO	9823 1506 0427 097 364

District Emergency Services Officer

The Department for Child Protection shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Katanning, Shire of Woodanilling, Shire of Kent is contained in Contacts Register.

3.6 State & National Registration & Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection and Family Services (CPFS) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved CPFS have reciprocal arrangements with the Red Cross to assist with the registration process.

There is a Red Cross unit based in Katanning. They are activated by CPFS for the purposes of welfare support and registration.

Welfare Centres

See Evacuation Centres

PART 4 – RECOVERY

Please refer to the Shire of Katanning, Shire of Woodanilling, Shire of Kent Recovery Management Plan.

PART 5 – EMERGENCY CONTACTS DIRECTORY

See 'Contacts and Resources List '

PART 6 – EXERCISING & REVIEWING

Exercising

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.

Frequency

The LEMC will hold an exercise on an annual basis

Types

Exercises may be either

- a) Discussion
- b) Field

Reporting of Exercises

Exercises should be reported to the DEMC as per State Emergency Management Policy 2.5.

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

Appendices

Contacts

Please refer to the contact list. This is kept as a stand-alone document for confidentiality purposes. This list is kept separate. The list is maintained by the Executive Officer.

KATANNING RISK ANALYSIS – 13 FEBRUARY 2002

RISK TREATMENT SCHEDULE & PLAN

Risks In Priority Order	Risk Level	Risk Treatments	Responsible Organisation	Timetable
There is a risk that a road transport accident may cause loss of life.	Extreme	<ul style="list-style-type: none"> • LEMC support Road Wise campaign. • LEMC support Bike Ed and driver training courses. • Ensure that emergency services are trained to appropriate standards. 	<ul style="list-style-type: none"> • Road Wise. • Road Wise, Police Service & relevant schools. • District Office – Emergency Services. 	
There is a risk that an urban fire may cause loss of life.	Extreme	<ul style="list-style-type: none"> • LEMC support Fire Prevention Plan. • HMA plans in place & up to date. • LEMC support public education & public awareness program. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • Local Government Authority. • DFES – Fire & Rescue Service. • DFES District Office – Fire & Rescue Service & volunteers. • Local Government Authority. 	
There is a risk that a storm / cyclone may cause damage to the lifelines of the area affected.	Extreme	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support Storm Safe Campaigns. • Provision of physical resources. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. 	
There is a risk that a storm / cyclone may cause damage to the facilities of the communities within the Shire.	Extreme	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support Storm Safe Campaigns. • Provision of physical resources. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. 	
There is a risk that a storm / cyclone may result in damage to the primary industry of the Shire.	Extreme	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support Storm Safe Campaigns. • Provision of physical resources. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. 	
There is a risk that a storm / cyclone may result in damage to the secondary industry of the Shire.	Extreme	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support Storm Safe Campaigns. • Provision of physical resources. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. • 	

Risks In Priority Order	Risk Level	Risk Treatments	Responsible Organisation	Timetable
There is a risk that the results of a storm / cyclone may affect the service sector of the Shire.	Extreme	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support Storm Safe Campaigns. • Provision of physical resources. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. 	
There is a risk that a storm / cyclone may result in damage or destruction of assets belonging to Shire residents.	High	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support Storm Safe Campaigns. • Provision of physical resources. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. 	
There is a risk that an animal plague may result in damage to the natural environment.	High	<ul style="list-style-type: none"> • LEMC Support HMA. • HMA Plan in place & up to date. • Provision of resource support. 	<ul style="list-style-type: none"> • LEMC. • Department of Agriculture. • Local Government Authority. 	
There is a risk that a rural fire may cause damage to the lifelines within the Shire of Katanning.	High	<ul style="list-style-type: none"> • LEMC support Fire Prevention Plan. • HMA plans in place & up to date. • LEMC support public education & public awareness program. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • Local Government Authority. • DFES – Bush Fire Service. • DFES District Office – Bush Fire Service & volunteers. • Local Government Authority. 	
There is a risk that a rural fire may cause damage to the primary industry of the Shire of Katanning.	High	<ul style="list-style-type: none"> • LEMC support Fire Prevention Plan. • HMA plans in place & up to date. • LEMC support public education & public awareness program. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • Local Government Authority. • DFES – Bush Fire Service. • DFES District Office – Bush Fire Service & volunteers. • Local Government Authority. 	
There is a risk that the results of an exotic animal disease may affect the primary industry of the Shire.	High	<ul style="list-style-type: none"> • LEMC Support HMA. • HMA Plan in place & up to date. • Provision of resource support. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • LEMC. • Department of Agriculture. • Local Government Authority. • Local Government Authority. 	
There is a risk that the results of an exotic animal disease may affect the income of residents.	High	<ul style="list-style-type: none"> • LEMC Support HMA. • HMA Plan in place & up to date. • Provision of resource support. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • LEMC. • Department of Agriculture. • Local Government Authority. • Local Government Authority. 	

Risks In Priority Order	Risk Level	Risk Treatments	Responsible Organisation	Timetable
There is a risk that the results of an animal plague may affect the primary industry of the Shire.	High	<ul style="list-style-type: none"> • LEMC Support HMA. • HMA Plan in place & up to date. • Provision of resource support. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • LEMC. • Department of Agriculture. • Local Government Authority. • Local Government Authority. 	
There is a risk that the results of an animal plague may cause loss of income for residents.	High	<ul style="list-style-type: none"> • LEMC Support HMA. • HMA Plan in place & up to date. • Provision of resource support. 	<ul style="list-style-type: none"> • LEMC. • Department of Agriculture • Local Government Authority. 	
There is a risk that an earthquake may cause damage to the lifelines of the area.	High	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support public education campaigns. • Provision of physical resources. • Ensure Evacuation Plan in place & up to date. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. • LEMC. • Local Government Authority. 	
There is a risk that a failure of the infrastructure may result in damage to some or all of the lifelines.	High	<ul style="list-style-type: none"> • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • Local Government Authority. 	
There is a risk that an exotic animal disease may result in the damage or destruction of assets belonging to residents.	High	<ul style="list-style-type: none"> • LEMC Support HMA. • HMA Plan in place & up to date. • Provision of resource support. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • LEMC. • Department of Agriculture. • Local Government Authority. • Local Government Authority. 	
There is a risk that a storm / cyclone may cause loss of life.	High	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support Storm Safe Campaigns. • Provision of physical resources. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. • Local Government Authority. 	
There is a risk that a hazmat incident may cause loss of life.	High	<ul style="list-style-type: none"> • HMA Plan in place & up to date. • Support relevant responding agencies. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • Fire & Rescue Service. • LEMC. • Local Government Authority. 	

Risks In Priority Order	Risk Level	Risk Treatments	Responsible Organisation	Timetable
There is a risk that an air transport accident may cause loss of life.	High	Accept Risk.		
There is a risk that a flood may cause loss of life.	High	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support public education campaigns. • Provision of physical resources. • Ensure Evacuation Plan in place & up to date. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. • LEMC. • Local Government Authority. 	
There is a risk that a human epidemic may cause loss of life.	High	<ul style="list-style-type: none"> • HMA Plan in place & up to date. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • Health Department. • Local Government Authority. 	
There is a risk that a building collapse may cause loss of life.	High	<ul style="list-style-type: none"> • HMA Plan in place & up to date. • Ensure Recovery Plan in place & up to date. • Ensure Australian Standard building codes are adhered to. 	<ul style="list-style-type: none"> • Fire & Rescue Service. • Local Government Authority. • Local Government Authority. 	
There is a risk that an earthquake may cause loss of life.	High	<ul style="list-style-type: none"> • Ensure HMA Plan in place & up to date. • Provision of EOC by Shire. • Support public education campaigns. • Provision of physical resources. • Ensure Evacuation Plan in place & up to date. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • State Emergency Service. • Local Government Authority. • DFES District Office – SES. • Local Government Authority. • LEMC. • Local Government Authority. 	
There is a risk that a rural fire may cause loss of life.	High	<ul style="list-style-type: none"> • LEMC support Fire Prevention Plan. • HMA plans in place & up to date. • LEMC support public education & public awareness program. • Ensure Recovery Plan in place & up to date. 	<ul style="list-style-type: none"> • Local Government Authority. • DFES – Bush Fire Service. • DFES District Office – Bush Fire Service & volunteers. • Local Government Authority. 	

Resources - Please refer to Resources and Contact List for further details

Shire of Katanning

Location:		
Contact/s		Mob:
CEO	Julian Murphy	0427 816 443
Director of Engineering Services	Uwe Striepe	0418 913 700
CESM	Cindy Pearce	0417 071 567

Item description	Number of items
Graders	2
Trucks	3
Water Tank 10.000 litres	1
FEL and Tree rake	1
Backhoe	1
Mobile Stand Pipe	1
Water Pump and Hoses 3inch	1
Fire Truck 2.4	1

Resources

Shire of Woodanilling

Location:		
Contact/		Mob:
CESM	Andriena Ciric	0438 971 267
CEO	Belinda Knight	0427 097 364

Item description	Number of items
Grader	2
Truck	3
9000L water cart (slip on for truck)	1
Front End Loader with tree rake	1
Backhoe	1
3" water pump & hoses	1

Resources

Shire of Kent

Location:		
Contact/s		Mob:
CEO		0429 993 986
DCEO		0429 993 985
Works Manager		9829 1080 0429 993 987
CESM		0427 388 168

Item description	Number of items
Grader	3
Front End Loader	1
Bobcat	1
Backhoe	1
Truck with trailers or low loader	3
Water cart – slip on for truck	1

Evacuation / Welfare Centre Information

	Details
Establishment/Facility:	Katanning Leisure Centre
Physical Address	Pemble St, Katanning
Telephone No	(08) 98214399
Fax No	(08) 98214657
Email Address	klcmanager@katanning.wa.gov.au klcstaff@katanning.wa.gov.au

Contacts

Name	Position	Work contact	A/hrs contact
Julian Murphy	CEO	(08) 98219999	0427 816 443
Jenny Cristinelli	Manager	(08) 98214399	0407 442 149

Access Details

	Details
Keys	Available from all of above staff
Alarm	Yes – Alarm codes available from above staff
Security	Yes – South Coast Security for lock up and overnight patrols
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	2500
Sleeping	1000
Duration	Up to 5 days

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	6	
Toilets/Showers – Female	6	
Toilets/Showers – Universal Access	1	
Toilets/Showers –Unisex	na	
Laundry Facilities	yes	1 x washing machine, 1 x clothes dryer, 1 x hanger
Baby Changing Facilities	nil	
<u>Kitchen Facilities:</u>		
Stoves (types)	yes	Full Commercial Kitchen plus Kiosk under main roof. Commercial kitchen in football club rooms, kiosk kitchen in adjacent external building
Refrigeration	Yes	3 x cool rooms (Function room Bar, Football Club bar & Kiosk), fridges in all locations including large drink fridges in Kiosk & bar.
Microwave	Yes	In Kiosks, bars etc
Urn / Boiling Water Unit	Yes	In Kiosks, bars & meeting rooms
<u>Dining Facilities:</u>		
Tables	Yes	Seat up to 400
Chairs	Yes	Seat up to 400
Cutlery and Crockery	Yes	300 sets
<u>General Facilities:</u>		
Rooms	Yes	Multiple rooms

RCD Protected	Yes	
Power Points	Yes	Throughout building 3 phase power available externally
Generator Port	No	
Fire Equipment	Yes	As per public building requirements
Air Conditioning (type)	Yes	Only in function, meeting rooms and bars (not in main stadium)
Heating	Yes	Only in function, meeting rooms and bars (not in main stadium)
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	In all offices and football club bar
Internet Access	Yes	In all offices and football club bar
Hot Water System (type)	Yes	Gas & electric
Bins	Yes	Stored at sight
Deep Sewer/Septic	Yes	
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	Main stadium, Ram Pavilion
Outside Children's Play Area	Yes	2 (front and next to football oval)
Recreation Rooms	Yes	Recreation Centre – has youth room with TV, Pool Table, Play stations etc
BBQs	Yes	External next to football oval
Conference Rooms	Yes	Seats up to 300
Meeting Rooms	Yes	Several of differing sizes
Swimming Pool	No	
Oval	Yes	1 x football oval, 3 x hockey ovals, plus equestrian oval
<u>External Facilities:</u>		
Power Outlets	Yes	3 phase power
Water	Yes	Taps on most external walls of building
Parking	Yes	100 parking bays at front of centre 200 sealed bays adjacent to hockey ovals 200 bays surrounding football oval Over flow parking on ovals if required
Area for Tents	Yes	Permitted on ovals if required
Toilets	Yes	External toilets net to football oval, external access to toilets in centre.
Caravan/Articulated Vehicles	Yes	Permitted on ovals if required

Other:

Identify possible hazards:

- a. Surrounded by bush; - **No surrounded by green ovals etc**
- b. Built on flood plain; - **No in higher area of town**
- c. Positioned on coast; and - **No**
- d. Access – **Good access, multiple gates to ovals etc**

Include any other relevant information, such as:

- a. Mobile phone coverage; - **Yes**
- b. Storage; - **in centre and external storage sheds**
- c. Pet friendly; - **yes equestrian area includes stables, mobile stock pens on site, shearing sheds etc available for use.**
- d. Main power board location; - **In main centre**
- e. Water stop cock location; and – **Adjacent to Pemble St and next to car park**
- f. What time frame before septic tank will require pumping? - **NA**

	Details
Establishment/Facility:	Katanning Town Hall
Physical Address	16 Austral Terrace, Katanning
Telephone No	(08) 98219999 (Adjacent Shire Office)
Fax No	(08) 98211243
Email Address	mcs@katanning.wa.gov.au

Contacts

Name	Position	Work contact	A/hrs contact
Julian Murphy	CEO	(08) 98219953	0427 816 443
Andrew Holden	DCEO	(08) 98219930	0417 172 445

Access Details

	Details
Keys	Available from all of above staff
Alarm	Nil
Security	Nil
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	400
Sleeping	200
Duration	Up to 2 days

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	2 toilets under main roof adjacent to external public toilets
Toilets/Showers – Female	Yes	2 toilets under main roof adjacent to external public toilets
Toilets/Showers – Universal Access	Yes	But external to building
Toilets/Showers –Unisex	na	
Laundry Facilities	no	
Baby Changing Facilities	nil	
<u>Kitchen Facilities:</u>		
Stoves (types)	yes	Full Commercial Kitchen
Refrigeration	Yes	Single fridge in kitchen
Microwave	no	
Urn / Boiling Water Unit	Yes	In kitchen
<u>Dining Facilities:</u>		
Tables	Yes	Seat up to 100
Chairs	Yes	Seat up to 200
Cutlery and Crockery	Yes	100 sets
<u>General Facilities:</u>		
Rooms	Yes	Upstairs no disabled access
RCD Protected	Yes	
Power Points	Yes	Throughout building
Generator Port	No	
Fire Equipment	Yes	As per public building requirements
Air Conditioning (type)	no	
Heating	Yes	Gas heaters limited
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	no
Internet Access	Yes	no
Hot Water System (type)	Yes	Gas & electric
Bins	Yes	Stored at sight
Deep Sewer/Septic	Yes	

<u>Amenities Areas:</u>		
Enclosed Covered Areas	no	
Outside Children's Play Area	no	
Recreation Rooms	no	
BBQs	no	
Conference Rooms	no	
Meeting Rooms	no	
Swimming Pool	No	
Oval	no	
<u>External Facilities:</u>		
Power Outlets	no	
Water	Yes	Taps on most external walls of building
Parking	Yes	50 parking bays at front of centre
Area for Tents	Yes	In park opposite – limited number
Toilets	Yes	External public toilets
Caravan/Articulated Vehicles	no	

Other:

Identify possible hazards:

- e. Surrounded by bush; - **No surrounded by town site**
- f. Built on flood plain; - **No in higher area of town**
- g. Positioned on coast; and - **No**
- h. Access – **Good access,**

Include any other relevant information, such as:

- g. Mobile phone coverage; - **Yes**
- h. Storage; - **limited**
- i. Pet friendly; - **no**
- j. Main power board location; - **In main foyer**
- k. Water stop cock location; and – **at side of building**

What time frame before septic tank will require pumping? - **NA**

	Details
Establishment/Facility:	Woodanilling Recreation Centre
Physical Address	Yairabin Street, Woodanilling
Telephone No	Nil – contact via Shire 9823 1506
Fax No	
Email Address	

Contacts

Name	Position	Work contact	A/hrs contact
Belinda Knight	CEO	9823 1506	0427 097 364
Andriena Ciric	CESM		0438 971 267

Access Details

	Details
Keys	Available from all of above staff
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	300
Sleeping	100
Duration	3-5 days

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	
Toilets/Showers – Female	Yes	
Toilets/Showers – Universal Access	Yes	
Toilets/Showers –Unisex	Yes	
Laundry Facilities	No	
Baby Changing Facilities	Yes	
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	Gas cooktops
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms	Yes	Pavilion, kitchen, store, basketball court
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Pavilion area only
Heating	Yes	Pavilion area only
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Hot Water System (type)	Yes	Electric
Bins	Yes	
Deep Sewer/Septic	Yes	septic

<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	
Recreation Rooms	Yes	Pavilion area
BBQs	Yes	
Conference Rooms	Yes	Pavilion area
Meeting Rooms	Yes	
Swimming Pool	No	
Oval	Yes	
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	

Other:

Identify possible hazards:

- i. Surrounded by bush; - **area of bush to the east**
- j. Built on flood plain; - **No in higher area of town**
- k. Positioned on coast; and - **No**
- l. Access – **Good access, multiple gates to ovals etc**

Include any other relevant information, such as:

- l. Mobile phone coverage; - **Yes but may be patchy in some areas**
- m. Storage; - **no**
- n. Pet friendly; - **yes – owners need to restrain animals**
- o. Main power board location; - **front of building**
- p. Water stop cock location; and – **intersection of driveway and road**

What time frame before septic tank will require pumping? – **unknown**

	Details
Establishment/Facility:	Woodanilling Town Hall
Physical Address	Robinson Road, Woodanilling
Telephone No	Contact Shire - 98231506
Fax No	Access to office 98231526
Email Address	nil

Contacts

Name	Position	Work contact	A/hrs contact
Belinda Knight	CEO	9823 1506	0427 097 364
Andriena Ciric	CESM		0438 971 267

Access Details

	Details
Keys	Available from all of above staff
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200
Sleeping	75
Duration	1-3 days

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	No showers
Toilets/Showers – Female	Yes	No showers
Toilets/Showers – Universal Access	No	No showers
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	No	
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	Gas stoves
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms	Yes	Main Hall only
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	Yes	Gas wall heaters
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	Via adjoining Shire office
Internet Access	Yes	Via adjoining Shire office
Hot Water System (type)	Yes	electric
Bins	Yes	
Deep Sewer/Septic	Yes	Septic
<u>Amenities Areas:</u>		
Enclosed Covered Areas	No	

Outside Children's Play Area	Yes	
Recreation Rooms	No	
BBQs	No	
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	No	
<u>External Facilities:</u>		
Power Outlets	No	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	

Other:

Identify possible hazards:

- m. Surrounded by bush; - **No**
- n. Built on flood plain; - **No**
- o. Positioned on coast; and - **No**
- p. Access – **Good access**

Include any other relevant information, such as:

- q. Mobile phone coverage; - **Limited**
- r. Storage; - **nil**
- s. Pet friendly; - **Yes – owners must restrain pets**
- t. Main power board location; - **Near front door**
- u. Water stop cock location; and – **on verge at front of building**

What time frame before septic tank will require pumping? – **Not known**

	Details
Establishment/Facility:	Nyabing Town Hall
Physical Address	Richmond Street, Nyabing
Telephone No	nil
Fax No	nil
Email Address	nil

Contacts

Name	Position	Work contact	A/hrs contact
Peter Bentley	CEO	9829 1051	0429 993 986
Paul Roadley	CESM		0427 388 168

Access Details

	Details
Keys	Available from all of above staff
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200
Sleeping	75
Duration	1 day

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	No showers
Toilets/Showers – Female	Yes	No showers
Toilets/Showers – Universal Access	Yes	No showers
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	No	
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms	Yes	Main Hall only
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	Yes	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Hot Water System (type)	Yes	
Bins	Yes	
Deep Sewer/Septic	Yes	Sewer

<u>Amenities Areas:</u>		
Enclosed Covered Areas	No	
Outside Children's Play Area	No	
Recreation Rooms	No	
BBQs	No	
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	No	
<u>External Facilities:</u>		
Power Outlets	No	
Water	Yes	
Parking	Yes	
Area for Tents	No	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	Limited access / turnaround

Other:

Identify possible hazards:

- q. Surrounded by bush; - **No**
- r. Built on flood plain; - **No**
- s. Positioned on coast; and - **No**
- t. Access – **Good access**

Include any other relevant information, such as:

- v. Mobile phone coverage; - **Yes**
- w. Storage; - **nil**
- x. Pet friendly; - **no**
- y. Main power board location; - **Near front door**
- z. Water stop cock location; and – **on verge at front of building**

What time frame before septic tank will require pumping? – **NA**

	Details
Establishment/Facility:	Nyabing Recreation Centre
Physical Address	Martin Road, Nyabing
Telephone No	nil
Fax No	nil
Email Address	nil

Contacts

Name	Position	Work contact	A/hrs contact
Peter Bentley	CEO	9829 1051	0429 993 986
Paul Roadley	CESM		0427 388 168

Access Details

	Details
Keys	Available from all of above staff
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	130
Sleeping	60
Duration	Overnight only

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/showers – Male	Yes	
Toilets/showers – Female	Yes	
Toilets/showers – Universal Access	Yes	
Toilets/showers – Unisex	Yes	
Laundry Facilities	No	
Baby Changing Facilities	No	
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms	Yes	Single area only
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	
Heating	No	
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	
Internet Access	No	
Hot Water System (type)	Yes	
Bins	Yes	
Deep Sewer/Septic	Yes	sewer
<u>Amenities Areas:</u>		
Enclosed Covered Areas	No	
Outside Children's Play Area	Yes	

Recreation Rooms	No	
BBQs	Yes	
Conference Rooms	Yes	1 room only
Meeting Rooms	Yes	
Swimming Pool	No	
Oval	Yes	
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	

Other:

Identify possible hazards:

- u. Surrounded by bush; - **Bush on south side approx 200 meters, not near buildings**
- v. Built on flood plain; - **No**
- w. Positioned on coast; and - **No**
- x. Access – **Good access, multiple gates to ovals etc**

Include any other relevant information, such as:

- aa. Mobile phone coverage; - **Yes**
- bb. Storage; - **no**
- cc. Pet friendly; - **yes**
- dd. Main power board location; - **At front of building**
- ee. Water stop cock location; and – **at front of building**

What time frame before septic tank will require pumping? - **NA**

	Details
Establishment/Facility:	Pingrup Town Hall
Physical Address	Pingrup Lake Grace Road, Pingrup
Telephone No	9820 1101 – Telecentre in adjoining building
Fax No	9820 1102 - Telecentre in adjoining building
Email Address	pingruptele@wn.com.au

Contacts

Name	Position	Work contact	A/hrs contact
Peter Bentley	CEO	9829 1051	0429 993 986
Paul Roadley	CESM		0427 388 168
Jenny Rice	Key Holder	9820 1057	

Access Details

	Details
Keys	Available from all of above staff
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200
Sleeping	100
Duration	Overnight only

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	
Toilets/Showers – Female	Yes	
Toilets/Showers – Universal Access	Yes	
Toilets/Showers – Unisex	Yes	
Laundry Facilities	No	
Baby Changing Facilities	No	
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms	Yes	Single area only
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	
Heating	No	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	In Telecentre
Internet Access	Yes	In Telecentre
Hot Water System (type)	Yes	
Bins	Yes	
Deep Sewer/Septic	Yes	sewer
<u>Amenities Areas:</u>		
Enclosed Covered Areas	No	
Outside Children's Play Area	Yes	Over the road

Recreation Rooms	No	
BBQs	No	
Conference Rooms	Yes	1 room only - telecentre
Meeting Rooms	Yes	As above
Swimming Pool	No	
Oval	No	
<u>External Facilities:</u>		
Power Outlets	No	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	

Other:

Identify possible hazards:

y. Surrounded by bush; - **No**

z. Built on flood plain; - **No**

aa. Positioned on coast; and - **No**

bb. Access – **Good access**

Include any other relevant information, such as:

ff. Mobile phone coverage; - **Yes**

gg. Storage; - **no**

hh. Pet friendly; - **no**

ii. Main power board location; - **At front of building**

jj. Water stop cock location; and – **at front of building**

What time frame before septic tank will require pumping? - **NA**

	Details
Establishment/Facility:	Pingrup Recreation Centre
Physical Address	Gaby Street, Pingrup
Telephone No	Nil
Fax No	Nil
Email Address	nil

Contacts

Name	Position	Work contact	A/hrs contact
Peter Bentley	CEO	9829 1051	0429 993 986
Paul Roadley	CESM		0427 388 168
Lorain Jolly	Key Holder	9820 1038	

Access Details

	Details
Keys	Available from all of above staff
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	80
Sleeping	30
Duration	Overnight only

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	
Toilets/Showers – Female	Yes	
Toilets/Showers – Universal Access	No	
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	No	
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms	Yes	Single area only
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	Yes	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Hot Water System (type)	Yes	
Bins	Yes	
Deep Sewer/Septic	Yes	sewer
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	

Outside Children's Play Area	Yes	
Recreation Rooms	No	
BBQs	No	
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	Yes	
External Facilities:		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	

Other:

Identify possible hazards:

cc. Surrounded by bush; - **No**

dd. Built on flood plain; - **No**

ee. Positioned on coast; and - **No**

ff. Access – **Good access**

Include any other relevant information, such as:

kk. Mobile phone coverage; - **Yes**

ll. Storage; - **no**

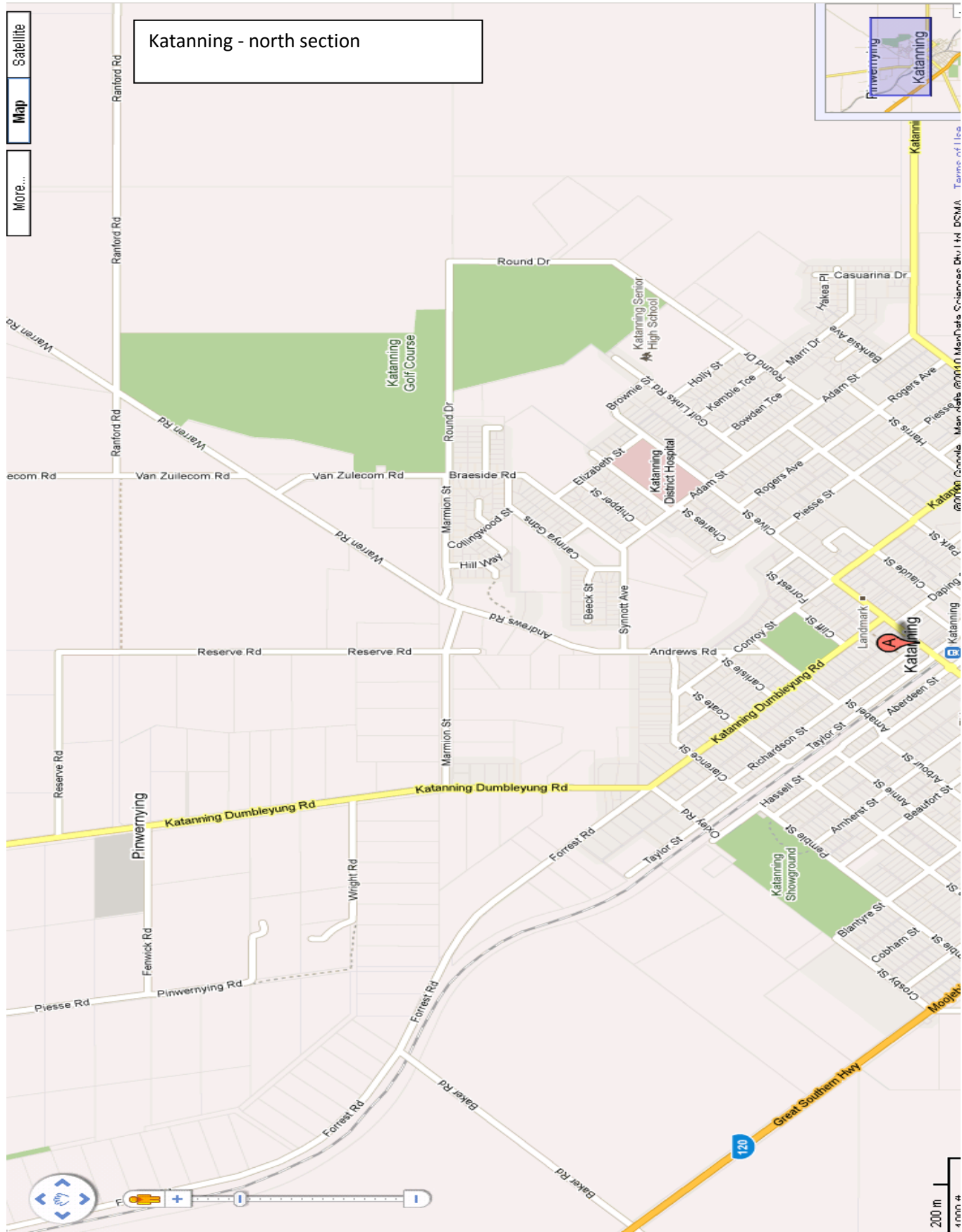
mm. Pet friendly; - **no**

nn. Main power board location; - **At front of building**

oo. Water stop cock location; and – **at front of building**

What time frame before septic tank will require pumping? - **NA**

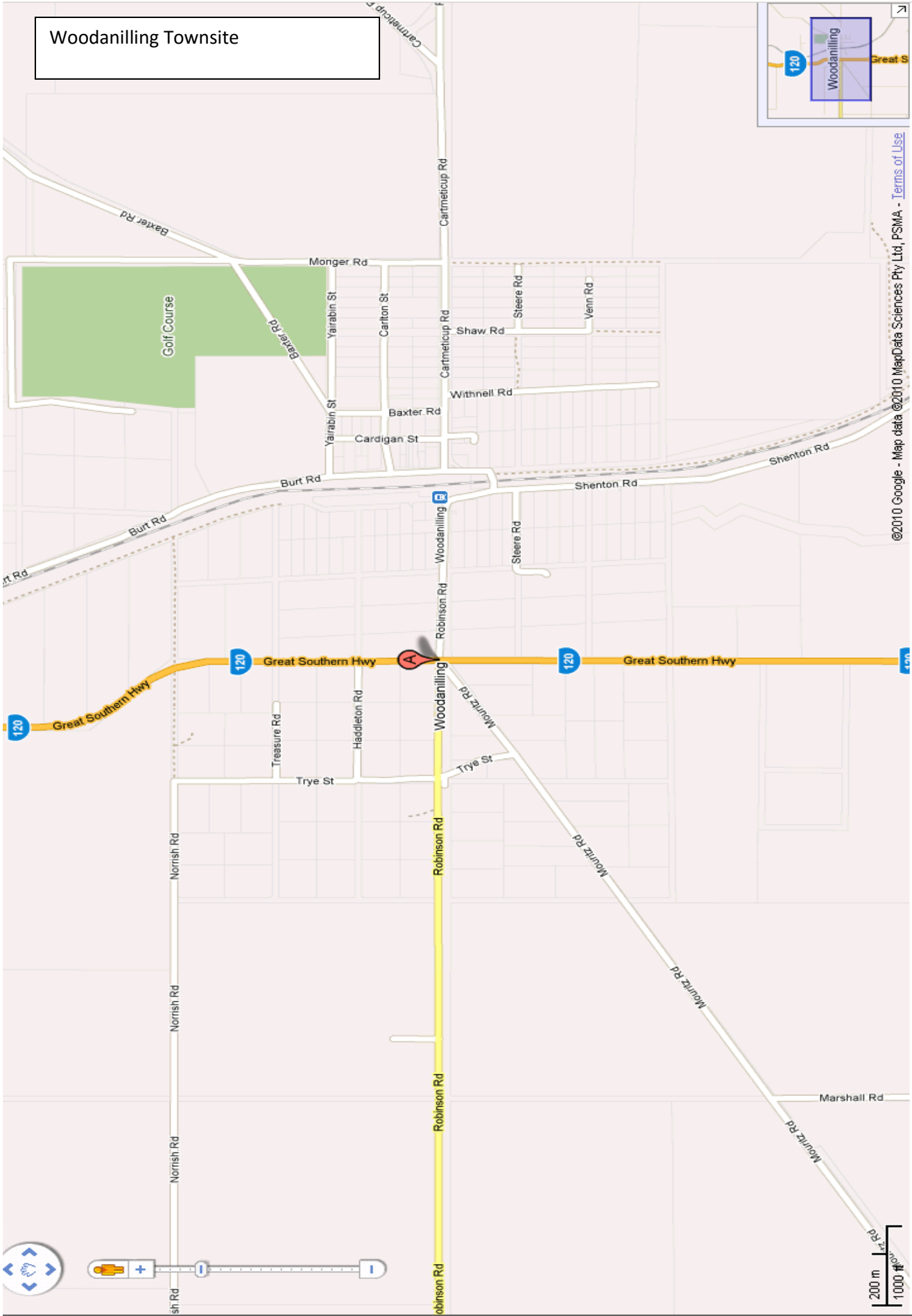
Map of the District

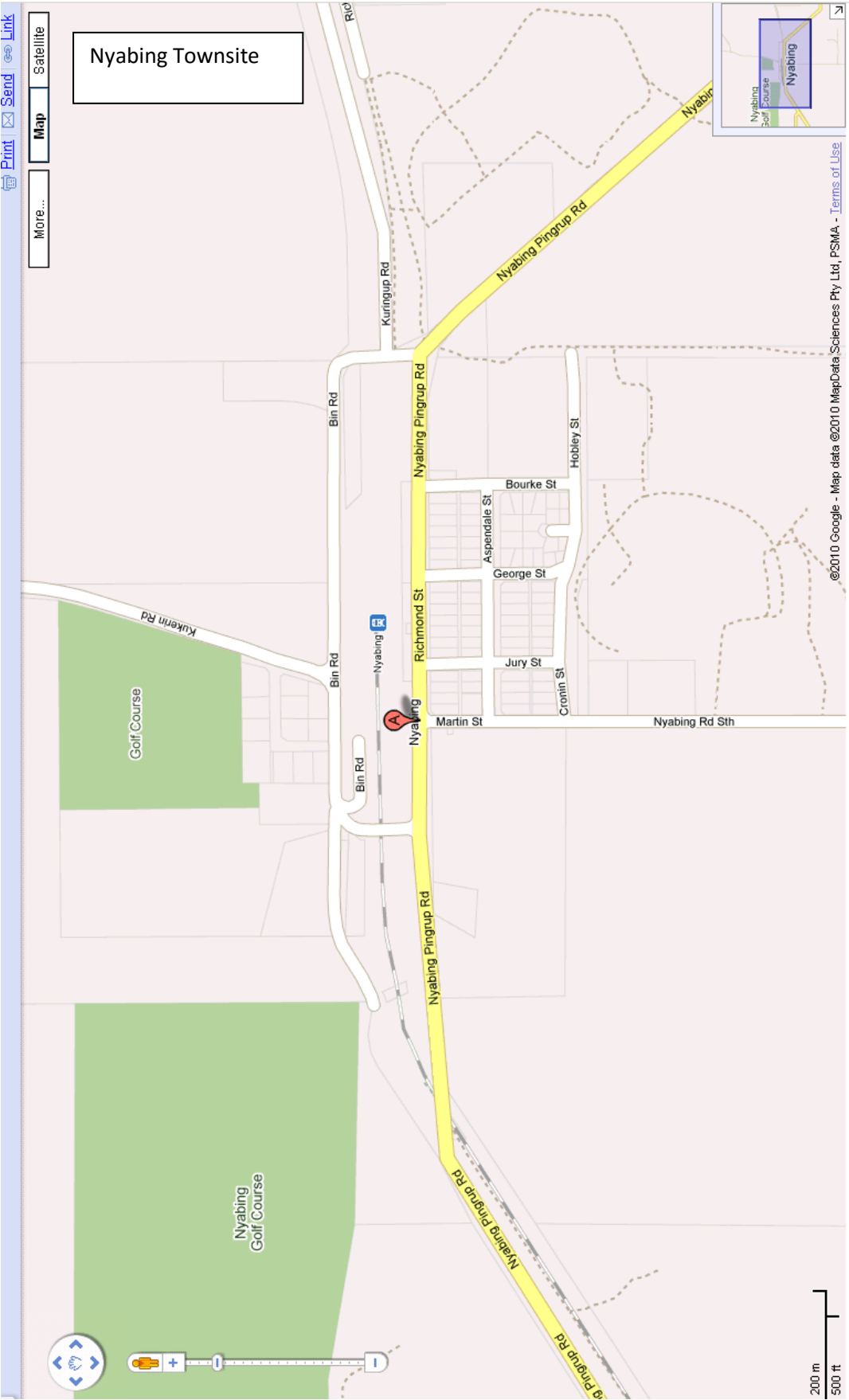


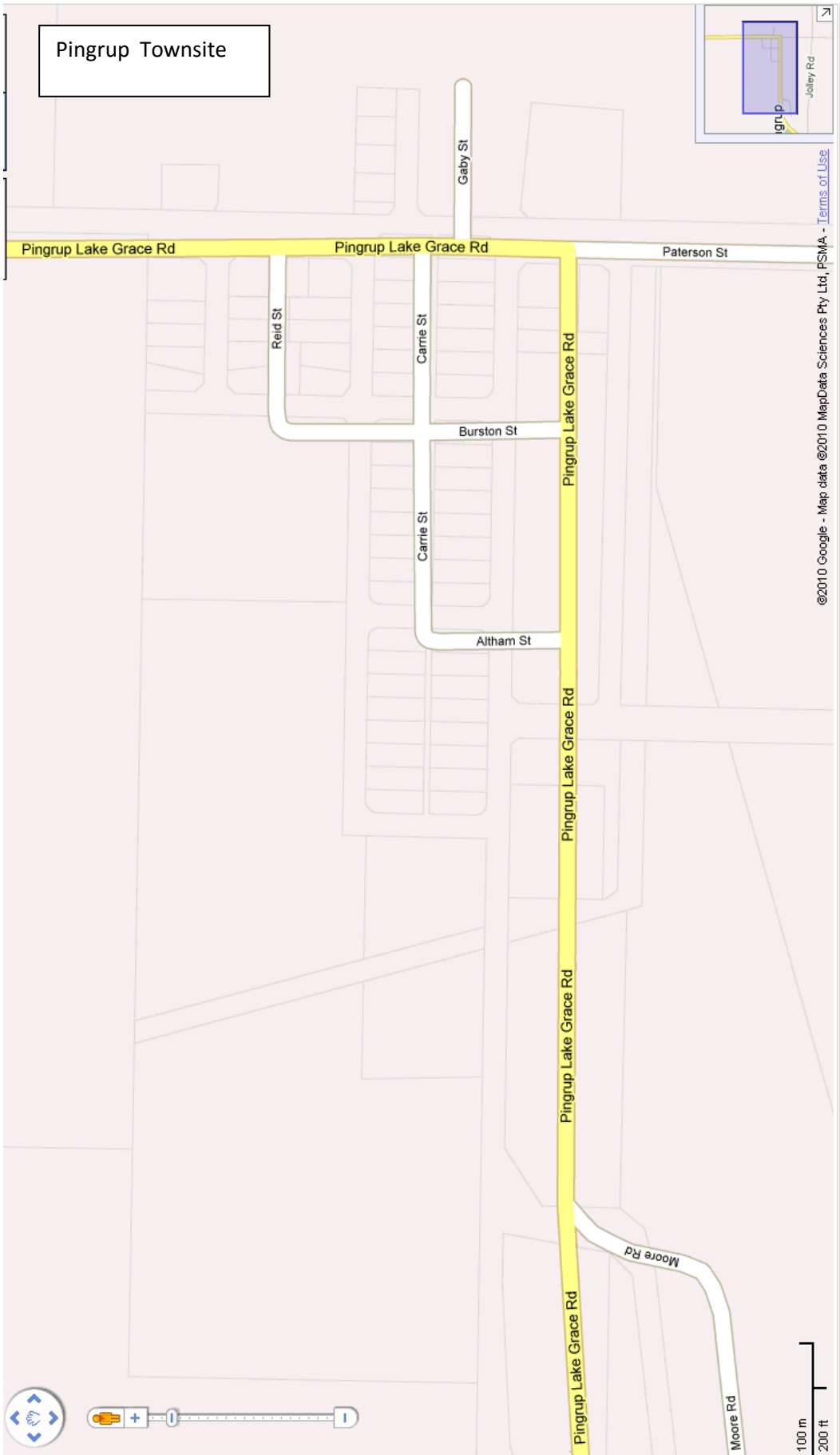
Woodanilling Townsite



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Demographics (refer to Census figures online) or paper copy available Shire Office and Committee LEMC Files.

**Katanning, Woodanilling & Kent LEMC
Community Demographics Profile**



LOCAL RECOVERY MANAGEMENT PLAN

SHIRE OF KATANNING

SHIRE OF WOODANILLING

SHIRE OF KENT

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INTRODUCTION

1. Following the impact of a hazard on a community within the Shires' of Katanning, Woodanilling or Kent, there may be the needs to assist the community recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:
 - a. reconstruction of the physical infrastructure; and
 - b. restoration of emotional, social, economic and physical wellbeing.

Its purpose is to assist the community attain a proper level of functioning as soon as possible.
2. Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

AIM

3. The aim of this plan is to detail the recovery management arrangements for the Shires' of Katanning, Woodanilling and Kent.

OBJECTIVES

4. The objectives of the plan are to:
 - a. prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
 - b. establish a basis for coordination between agencies that may become involved in the recovery effort;
 - c. provide a framework for recovery operation; and
 - d. provide guidelines for the operation of the recovery management arrangements.

AUTHORITY AND PLANNING RESPONSIBILITY

5. This plan is part of the Shires' of Katanning, Woodanilling or Kent's Local Emergency Management Arrangements, the authority for which is vested in the Emergency Management Act 2005.
6. The preparation, maintenance and testing of the Recovery Plan is the responsibility of each individual Local Government, however this may be facilitated via the LEMC.

RECOVERY MANAGEMENT PRINCIPLES AND CONCEPTS

7. The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the Australian Emergency Manual “Disaster Recovery’. Both of these documents are available from the Shire’s Recovery Coordinator.
8. As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan:
 - a. The community has a right to be involved in the decision making and management of all aspects of the recovery process;
 - b. The community has a ‘right to know’, as information is an essential part of the recovery process;
 - c. Every person has a right to effective assistance until long-term recovery is achieved;
 - d. Both the affected person and the community have a responsibility to account for financial and material resources used;
 - e. The community has a right to know the criteria for the determination of financial support and grants; and
 - f. The community has a right to expect the maintenance of family cohesion.

ORGANISATION AND RESPONSIBILITIES

9. The recovery management organisation for the Shires’ of Katanning, Woodanilling or Kent is based on the following:
 - a. Local Recovery Coordinator;
 - b. Local Recovery Committee; and
 - c. Other participating organisations and community groups.

APPOINTMENT

Shire of Katanning: The Local Recovery Co-ordinator is the CEO or their delegate

Shire of Woodanilling: The Local Recovery Co-ordinator is the CEO or their delegate

Shire of Kent: The Local Recovery Co-ordinator is the CEO or their delegate

RESPONSIBILITIES

11. ***SHIRES’ OF KATANNING, WOODANILLING OR KENT***

The Shires’ of Katanning, Woodanilling or Kent will undertake the following

- 1) Nominate a Recovery Coordinator
- 2) Be responsible for ensuring a co-ordinated recovery

- 3) Provide Executive support to the Recovery Committee
- 4) Provide staff and equipment for the Recovery Coordination Centre as required

LOCAL RECOVERY COORDINATOR

The Local Recovery Coordinator has two broad areas of responsibilities as follows:

a. In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire including the following:

- 1) prepare, maintain and test the local recovery plan;
- 2) ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;
- 3) coordinate the promotion of community awareness with respect to the recovery arrangements;

b. During recovery operations to:

- 1) in liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee ();
- 2) assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
- 3) facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery response;
- 4) contribute to the resolution of community and political problems which emerge during the recovery process;
- 5) ensure maximum community involvement in the recovery process;
- 6) ensure that both the immediate and long-term individual and community needs are met in the recovery process;
- 7) coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- 8) monitor the progress of recovery and provide periodic reports to the Local Recovery Committee; and
- 9) arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

TASKS

12. Execution of the above responsibilities may result in the following tasks being undertaken:
 - a. organise and manage the resources, staff and systems necessary for the immediate and long term recovery;

- b. advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process;
- c. liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government departments in order to achieve the most effective and appropriate recovery;
- d. provide information to the government, bureaucracy, community and media;
- e. mediate where conflicts occur during the relief and recovery process;
- f. develop a close and positive working relationship with the key individuals and groups in the affected community; and
- g. be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

LOCAL RECOVERY COMMITTEE

COMPOSITION

The Local Recovery Committee comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes as follows:

- a) Shire Chief Executive Officer/ Elected member of Local Government
- b) Local Recovery Coordinator
- c) Executive Officer – provided by the impacted Local Government
- d) Shire Engineer/ Manager of Works
- e) Local Emergency Coordinator
- f) Local Welfare Coordinator and/or Department for Child Protection representative
- g) Relevant Hazard Management Agency representative
- h) Lifeline Agencies Representatives (where appropriate)
- i) plus other members drawn from government and non government organisations, including community groups with a role to play in the recovery process.

FUNCTIONS

The functions of the committee include the following:

- a. assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan
- b. following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:
 - 1) meets the immediate needs of the community;
 - 2) takes account of local government long term planning and goals;
 - 3) includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;

- 4) develops a time table for completing the major functions;
- 5) considers the needs of youth, aged, the disabled, and non English speaking people;
- 6) allows for the monitoring of the progress of recovery;
- 7) allows full community participation and access;
- 8) effectively uses the State and Commonwealth agencies;
- 9) provides for public access to information on the proposed programs and subsequent decisions and actions; and
- 10) allows consultation with all relevant community groups.

RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

SHIRES' OF KATANNING, WOODANILLING OR KENT

- a. Chair and manage the activities of the Local Recovery Committee;
- b. Appoint the Local Recovery Coordinator
- c. Provide secretariat and administrative support to the Local Recovery Committee;
- d. Provides the Local Recovery Management Centre;
- e. Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

HAZARD MANAGEMENT AGENCY

- a. Provide a representative to the Local Recovery Committee;
- b. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- c. Initiate the recovery process;
- d. Participate in the development of the recovery plan; and
- e. Advise the Recovery Coordinator when withdrawing from the recovery process.

DEPARTMENT FOR CHILD PROTECTION

- a. Provide a representative to the Local Recovery Committee;
- b. Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

LIFELINE AGENCIES

- a. Provide a representative to the Local Recovery Committee;
- b. Undertake repairs and restoration of services;
- c. Assist the recovery effort with resources and expertise available from within the service.

MANAGEMENT ARRANGEMENTS

LOCAL RECOVERY COORDINATION CENTRE – Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Coordination Centre. Locations will vary dependant on the impacted Shire. Locations may be;

Local Government	Building	Address
Shire of Katanning		
Shire of Woodanilling		
Shire of Kent		

ADVICE – The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Committee.

ACTIVATION

Note: Each Local Government will be responsible for recovery within their local government district. The HMA will contact the nominated Recovery Coordinator for that area.

- In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.
- Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator and the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery committee convened.
- Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised accordingly.

METHOD OF OPERATIONS

- Recovery arrangements will normally be instigated by the Hazard Management Agency, in the first instance, with statutory organisations providing recovery services that are part of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Committee advised accordingly.
- In major events, recovery management may be passed to the Shires' of Katanning, Woodanilling or Kent via the Local Recovery Committee working through the designated Local Recovery Coordinator.

- c. It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Committee, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

RECOVERY ACTIVITIES AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

ACTIVITIES

- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

STRATEGIES

COMMUNITY INVOLVEMENT STRATEGIES

- **Maximise the use of local resources, groups and individuals**
- **Promote prior community awareness and education**
- **Involve people in their own and their community recovery**
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

RECOVERY INFORMATION STRATEGIES

- Provide regular updates on –
 - current state & extent of the disaster,
 - actual and proposed official response
 - desired community response
 - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations

Information may be made available to the public using a combination of the methods such as;

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Community Newsletters

RECOVERY ASSISTANCE STRATEGIES

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

ACCOUNTABILITY STRATEGIES

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

STRATEGIES FOR GRANTS, LOANS AND GIFTS

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

STRATEGIES TO MAINTAIN FAMILY COHESION

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

STAND DOWN/DEBRIEFS/POST OPERATION REPORTS

The Recovery Management structure will gradually be stood-down as the Shire statutory authorities capability to manage the services improve.

The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

FINANCIAL ARRANGEMENTS

WESTERN AUSTRALIA NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (WANDRRA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a *natural disaster*, the State Government has established the WANDRRA, providing a range of *eligible measures* designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self help by way of commercial insurance and/or other appropriate strategies of *disaster mitigation*. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

Declaration of Eligible Natural Disasters

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared a "*natural disaster*", in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an *eligible disaster* are as follows:

- Must be an ***eligible event***; and
- The anticipated cost to the State of ***eligible measures*** must exceed the ***small disaster criterion***, being the amount of \$240,000.
(Further information concerning the terms '*eligible event*' and '*eligible measures*' follow.)

Eligible Events

The WANDRRA **ONLY** apply for those events resulting from any one, or a combination of, the following natural hazards: *Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.*

Eligible Measures

The WANDRRA comprises a range of *eligible measures* that have been approved by the State Government. An *eligible measure* means an act of relief or recovery that is:

- carried out to alleviate damage or distress arising as a direct result of a *natural disaster*; **and**
of a type described below as a Category A, B, C or D measure.

Category A measure Is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a *natural disaster*.

Category B measure Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;

Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of

a natural disaster, or counter disaster operations for the protection of the general public.

Category C measure Is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.

Category D measure Is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

Administration and Management of the WANDRRA

The Fire and Emergency Services Authority is responsible for the overall administration of the WANDRRA.

FESA is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department for Child Protection).

FESA is also the contact point for the Australian Government in respect of the NDRRA.

APPEALS AND DONATIONS

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

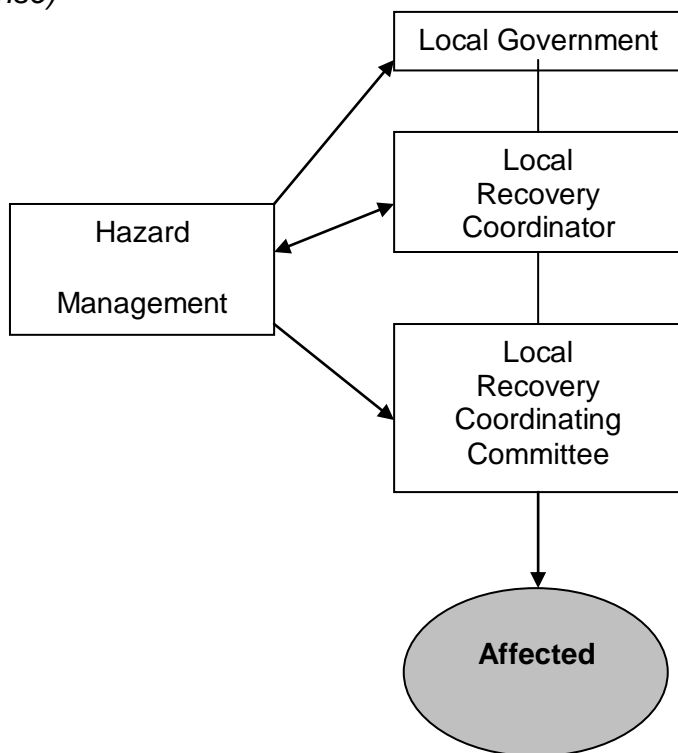
Donations of Cash: The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations. (Ref SEMP OP 19).

Donations of Service and Labour: Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

Donations of Goods: The donations of goods to assist victims to recover from an emergency may be arranged by non government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

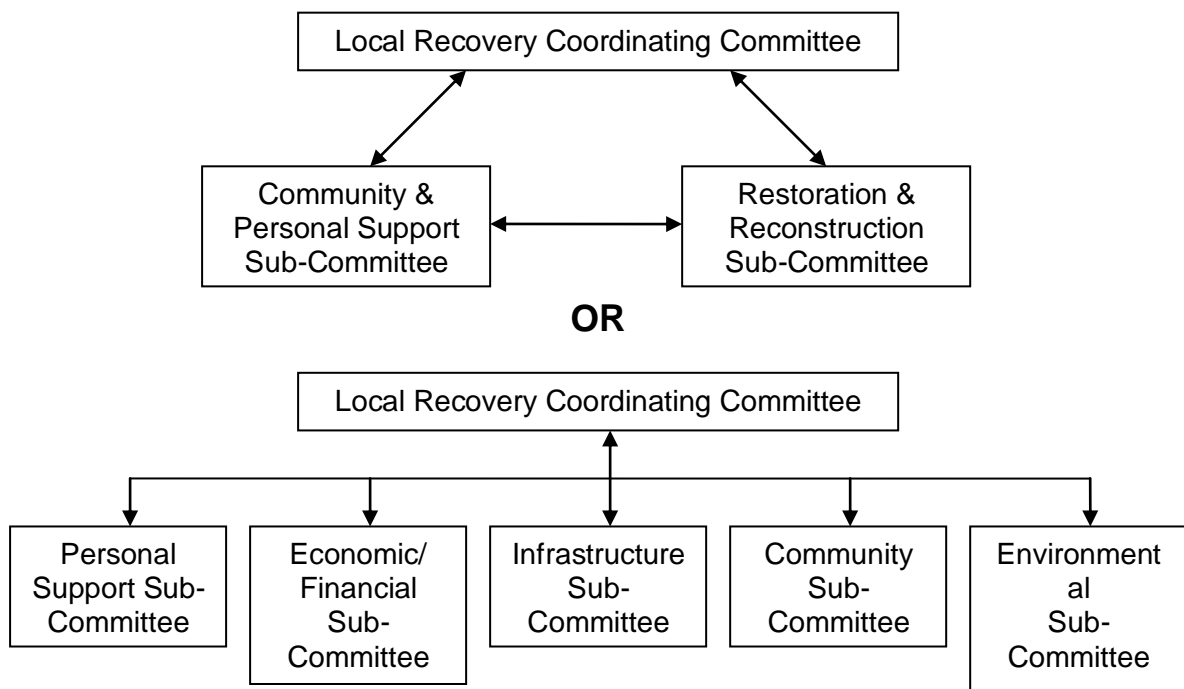
ANNEX 1 LOCAL RECOVERY ORGANISATION

Initial Recovery Management Structure (during response)



Recovery Committee Structures (following handover from HMA to LRC)

(depending upon community impact and complexity of event)



ANNEX 2 CONTACTS (RECOVERY SPECIFIC)

ANNEX 3 LOCAL RECOVERY COORDINATOR/LOCAL RECOVERY COORDINATING COMMITTEE

Transition From Response:	OK
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
Management Structure (the LRCC Shall):	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement (the LRCC shall):	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment -managerial issues (the LRCC shall):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments - technical focus (the LRCC shall):	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery	

operation, defining:	
<ul style="list-style-type: none"> • how and who will gather the information (single comprehensive survey) • how information will be shared • how information will be processed and analysed • how the data will be verified (accuracy, currency and relevance) 	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management (the LRCC shall):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement (the LRCC shall):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information (the LRCC shall):	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through:	
<ul style="list-style-type: none"> • Recovery Coordination centre • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases 	
Develop processes for:	
<ul style="list-style-type: none"> • media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged 	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance LRCC Shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	

Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department for Child protection	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures LRC shall plan to:	
Take the opportunity, while doing the hazard analysis, to: <ul style="list-style-type: none"> • identify essential services and facilities in high-risk areas • consider the restoration options in the event of their becoming dysfunctional 	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
Financial Management LRCC shall to:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
Reporting LRCC Shall Plan to:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal LRCC Shall Plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

ANNEX 4 TRANSITION FROM RESPONSE TO RECOVERY FORM

The purpose of this form is to document the effect the emergency has had on the community at the time of handover from Response to Recovery.

This document will assist the Local Recovery Coordination Committee (LRCC) in the commencement of the recovery process.

The document is also regarded as the official handover from Incident Management Team and the LRCC by the Incident Controller and the Local Recovery Coordinator.

Section 1: Incident details

Incident/Emergency Name:	
Incident/Emergency Number:	
Incident Controller Name & Contact	
Hazard Management Agency:	
Local Recovery Coordinator Name & Contact:	
Date and Time of Handover Meeting:	
Description of Affected Area:	
Map Attached:	Y/N
Other Local Government Areas Affected:	

Section 2: Impact Assessment

1. Has any **residential** property been damaged or destroyed?

Yes Go to question 1a

No Go to question 2

1a. Record any available information about damage or losses to residential properties.

Number of Residential Properties <u>Damaged</u>:	
Notes:	
Number of Residential Properties <u>Destroyed</u>:	
Notes:	

Include an attachment of any additional damage.

2. Has any **commercial or industrial** property been damaged or destroyed?

Yes Go to question 2a

No Go to question 3

2a. Record any available information about damage or losses to commercial or industrial properties.

Number of Commercial or Industrial Properties <u>Damaged</u>:	
Notes:	
Number of Commercial or Industrial Properties <u>Destroyed</u>:	
Notes:	

Include an attachment of any additional damage

3. Has any **rural, pastoral or primary producer** properties been damaged or destroyed?

Yes Go to question 3a

No Go to question 4

3a. Record any available information about damage or losses to **rural, pastoral or primary producer** properties.

Number of Rural, Pastoral or Primary Producer Properties Damaged:	
Notes:	
Number of Rural, Pastoral or Primary Producer Properties Destroyed:	
Notes:	

Include an attachment of any additional damage

4. Have any **essential services** been disrupted?

Yes Go to question 4a

No Go to question 5

4a. Record any available information about damage or losses to essential services.

Service Type	Location	Contact person	Estimated restoration time
Gas			
Phone			
Power			

Roads			
Water			
Other			

5. Are there any road blocks in place?

6. Is there any other relevant information regarding the disruption of essential services or damage/losses in general?

Section 3: Evacuation/Welfare

7. Was an **evacuation** or **relocation** undertaken?

Yes Go to question 7a

No Go to question 11

7a. Has a welfare centre(s) been established?

Yes Go to question 7b

No Go to question 8

7b. Details of welfare centre(s):

Address:

Estimated number of evacuees:

Notes:

8. How many properties were evacuated?

9. When will evacuees be allowed back into the affected area?

10. Is there any other relevant information regarding the evacuation of people within the area?

Section 4: Confirmation

11. Transition report details:

REPORT PREPARED BY:

Name: _____

Date: _____

Time: _____

Signature: _____

HANDED OVER BY:

Incident Controller

Name: _____

Date: _____

Time: _____

Signature: _____

HANDED OVER TO:

Local Recovery Coordinator

Name: _____

Date: _____

Time: _____

Signature: _____

ANNEX 5 OPERATIONAL SEQUENCE GUIDE/CHECKLIST

Situation	Organisation/Action
<p>ALERT</p> <p>(Transition)</p> <p>On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities</p>	<p>HMA</p> <ul style="list-style-type: none"> • Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. • Include Local Recovery Coordinators/local governments in briefings/Incident Management Group. <p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • Establish liaison with Local Recovery Coordinator/Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. • Advise and liaise with LRCC members.
<p>ACTIVATION</p> <p>Requirement for Local level coordination of recovery identified/requested</p>	<p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees. <p>LRC</p> <ul style="list-style-type: none"> • Arrange for conduct of on-site assessment, if appropriate. • Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
<p>STAND DOWN</p>	<p>LOCAL GOVERNMENT/LRC</p> <ul style="list-style-type: none"> • Ensure handover of responsibility for ongoing recovery

Situation	Organisation/Action
On completion of Local coordinated recovery activities.	<p>activities to a managing agency.</p> <ul style="list-style-type: none"> • Advise LEC and LRC members of stand-down • Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group • Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

ANNEX 6 ACTION RECOVERY PLAN TEMPLATE

Action Recovery Plan

(Suggested composition/layout following a major emergency)

The <insert City/Town/Shire> has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY COORDINATION as a general recovery management plan however, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure and where significant reconstruction and restoration is required, an Operational Recovery Plan should be prepared by the LRCC.

The Operational Recovery Plan should provide a full description of the extent of the damage, both physical and human and detail plans for restoration and reconstruction of the affected community.

Each Operational Recovery Plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption however, the following is a guide to those elements that should be included, although it is not intended to be prescriptive

(Name of community) Local Recovery Coordinating Committee

Action Recovery Plan

Emergency: (type and location)

Date **of** **Emergency:**

Section 1

Introduction

Background on the nature of the emergency or incident

- Aim or purpose of the plan
- Authority for plan

Section 2

Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

Section 3

Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

Section 4

Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)
- Public information dissemination.

Section 5

Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6

Conclusion

Summarises goals, priorities and timetable of plan.

Signed by: _____
Chairperson, Local Recovery Coordinating Committee

Date: _____

ANNEX 7 LOCAL RECOVERY COMMITTEE STANDARD REPORTING
--

**LOCAL RECOVERY COORDINATING COMMITTEE
RECOVERY REPORT – <Emergency Situation>**

<insert Name> Local Recovery Coordinating Committee
Report No:

To: Chairman, SRCC/State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

Proposed Activities: *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

Special Assistance:

Requirements: *Includes support from other agencies, LRCC intervention with priorities.*

Financial Issues: *May include support from LRCC for additional funding from Treasury.*

Recommendations:

Name & Signature:

Title:

Date:

ANNEX 8 POST INCIDENT ANALYSIS PRO FORMA

ISSUE	COMMENT	RECOMENDATIONS
Management		
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Administration structure effective.		
Reporting relationships clear ? <i>(Did you know who to report to?)</i>		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade		
Inter-agency liaison		
Were there any issues working/liasing with other organisations?		

Emergency Management - Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		
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Shire of Katanning, Kent And Woodanilling

Updated MARCH 2016

EMERGENCY CONTACTS AND RESOURCE LIST

**The contact details within this list are for LEMC Members.
A number of contact numbers within the document are not for general circulation. Please
contact the Shire of Katanning before publishing or distributing any information within
this document.**

EMERGENCY CONTACT AND RESOURCES DIRECTORY

Hazard	HMA	CONTACT
Air Transport Incident	WA Police	000 Katanning – 98 211888 13 14 44
Cliff Collapse	DFES – State Emergency Service	132 500
Earthquake	DFES – State Emergency Service	132 500
Exotic Animal Disease Exotic Plant Disease	Department of Agriculture and Food	Animal - 1800 675 888 (24 hours) Plant – 1800 084 881
Fire – DFES	Combat- DPaW Land Department of Parks & Wildlife	Narrogin Office - 98 819200
Fire – DFES	Combat - Rural Land Shire of Katanning, Kent, Woodanilling BFB.	000
Fire - DFES	Combat - Urban DFES – Fire and Rescue Service	000
Flood	DFES – State Emergency Service	132 500
Hazardous Materials Incident HAZMAT	DFES – Fire and Rescue Service	000
Human Epidemic	Health Department of WA	1800 022 222
Land /Sea Search and Rescue	WA Police	000 Katanning – 98 211888 13 14 44
Marine Pollution	Dept of Planning and Infrastructure DPI	9219 8000
Marine Transport Emergencies	Dept of Planning and Infrastructure DPI	9219 8000
Road Transport Incidents	WA Police	000 Katanning – 98 211888 13 14 44
Reservoir /Dam Collapse	Water Corporation WA	13 13 75
Storm/ Tempest	DFES – State Emergency Service	132 500

EMERGENCY SERVICES CONTACTS

AGENCY	NUMBER	LOCAL or 2 nd CONTACT	ADDRESS
WA Police Katanning	000	98 211 888	Clive St Katanning
Kojonup	000	09 312 555	Albany Hwy Kojonup
Wagin	000	98 611 211	Upland St Wagin
Tambellup	000	98 251 003	Owen St Tambellup
Fire - Urban Katanning	000	0427 080 018 Captain	Austral Tce Katanning
Wagin	000	0428 611 631 Captain	Traverse St Wagin
Kojonup	000	0429 311568 Captain	Albany Hwy Kojonup
Fire – Bush Katanning	000	0427 215 635 CBFCO	Merribin
Kent	000	CBFCO Kevin Holmes 0429 701 045 Pingrup Town Tim Borgward 0429 082 915 Darren Grey 0428 314 743	Pingrup Nyabing
Woodanilling	000	0428 313 010 CBFCO	Cartmeticup
Wagin	000	0427 611 529 CBFCO	Piesseville
Broomehill /Tambellup	000	0407 984 250 CBFCO	
Ambulance Katanning	000	0428 214 336 Or 0417 181 209 Sonia – 0418 390056	Clive St Katanning
Wagin	000	98 611865	Wagin
Kojonup	000	0428 720043	Kojonup
DFES SES	132 500	98 455 000	Albany
Migrant Resource Centre	98214420	0429 378 266	Katanning
Telstra	0418 748 197 Boyd Brown		
Ranger Services	0409 891 645		

Shire of Katanning Senior Staff

Position	Name	Contact
CEO	Julian Murphy	0427 816 443
Director of Corporate and Community	Acting - Andrew Holden	0417 172 445
Manager of Finance	Diana Marsh	0428 553 625
Director of Engineering	Uwe Striepe	0418 913 700
Project Manager	Sam Davies	0429 571 007

Local Government Emergency Contacts

AGENCY	Emergency Contact	Local or 2 nd Contact	Address
Shire of Katanning	Cindy Pearce CESM 0417 071 567	Shire Engineer 0418 913 700	Austral Tce Katanning
Shire of Kent	Peter Bentley 0429 993 986	Paul Roadley 0427388168	Richmond St Nyabing
Shire of Woodanilling	Andriena Ciric 0438 971 267	Wayne Cooper 438 929 706	Robinson Road Woodanilling
Shire of Wagin	Andriena Ciric 0438 971267	Peter Webster 98 611 177	Tudhoe St Wagin
Shire of Broomehill/Tambellup	Glenn Brigg 0418 955642 W 98 253 555		Norrish St Tambellup
Shire of Gnowangerup	CEO 0428 982 710		Yougenup Rd Gnowangerup
Shire of Kojonup	0427 989187		Albany Hwy Kojonup

State Government Agencies, Authorities & Utilities

Agency	Emergency contact	Local or 2 nd Contact
Alinta Gas	13 13 52	
Australian Army	Tony White (Albany) 0428 664 505 Trevor Bell (Bunbury) 0429 983843	
Department of Parks and Wildlife	DO Narrogin 98 819 200	Mitchell Davies 0427 193 556 W – 98 211296
Department of Housing and Works	Michael Allen 0429 681 750 W 98 911 800	Stan Matveev 0429 570 918 W 98 911800
Department for Child Protection and Family Support	Gail Blaszczyk Neville Blackburn 0438 934 827	98 219000

Department of Agriculture and Food WA	Keith Ohlsen 0427 817 008 W 98 213 200 10 Dore St Katanning	Trudy Clarke Mob 0428 930 876
DFES Great Southern	Duty Officer 98 455 000	
Roadcare Shire works supp	Richard Bralich 0408 280 672	
Main Roads	138 138	
Southern Road Services	0427 771 635	
Rail Services WA	Rob Randell 0418 186 696	
Western Power	131 351	Robert Godfrey 0438 907 310 W 98 911900
Water Corporation	13 13 75	John Dibble Albany 98 424 211 Neil Poett 0429 086 503

Hospitals

Agency	Telephone	Location
Katanning Hospital	98 216 222 Contact Robyn Millar 0439 202 344 W 98 216 200 Scott Whitmore 0427 088 630 W 98 216 254	Clive St Katanning
Kojonup Hospital	98 312 222	Spring St Kojonup
Gnowangerup Hospital	98 271 334	Yougenup Rd Gnowangerup
Wagin Hospital	98 611224	Tavistock St Wagin

PUBLIC INFORMATION

Activation of Public
information through DFES

Phone All Hours:

0427 479 499.

DFES MPA are able to
disseminate public
information when DFES are
not the HMA.

Requests can be made
through the Regional
Operations Centre or
ComCen.

Radio Media Contacts

Agency	Telephone	Location
ABC STATEWIDE	13 9994	Perth
Great Southern Herald	0423 500 225	Katanning
ABC South Coast	98 424 011	Albany
Radio West Albany	98 422 783	Albany
Great Southern Radio Wagin	98612500 / 0439 956 175	Wagin – Norm Chilcott

Television Media Contacts

Agency	Telephone
GWN Bunbury	08 9721 4466
WIN Albany	08 98 428 024
WIN Perth	08 9449 9999
ABC	08 9220 2700

Shire of Katanning Website and Facebook

Amy Kuchel (Website/ Facebook)	0433 762 252
Ziagul Sultani (Facebook)	0408 516 165
Sam Davis (Facebook)	0429 571 007
Cherrie Campbell	0499 740 2211

**Shire of Woodanilling
Resources List**

Fire Truck	1
Graders	2
Loaders	1
6 wheel tip trucks	2
Skid mounted water tank (9,000 lts)	1
Tip Truck (4ton)	1
Ute's	4
Backhoe	1
Fuel Trailer	1
Sign Trailer	1
Plant transport trailer	1
Pump Trailers	3

**Shire of Katanning
Resources List**

Graders	2
Trucks	3
Water Tank 8000ltrs / 9000ltrs	2
FEL & tree rake	1
Backhoe	1
Mobile stand pipe	1
Water Pump and hoses (3inch)	1
21 t Excavator	1
Prime Mover and float	1
Power Generators	2
Fire Truck	1
Brigade Resources	30 road cones/ 20 bollards w/ bases. Numerous road signage related to bushfires and smoke over roads.

**Shire of Kent
Resource List**

Grader	3
FEL	1
Bobcat	1
Backhoe	1
Truck with trailers or low loader	3
Water cart – slip on truck	1

Western Australia Emergency Radio Network

2 X WAERN hand held radios are located at the Shire of Katg and can be obtained through the Shires CESM for Emergency Comms or Emergency Services radio training.

**Water Tankers
Resources List**

Description	Contact Details	Coupling Size
25, 000 litre Tanker Katg	Steven Marshall 0429 086 773	3 inch Camlock
15 kl Tanker 4WD Within 200km of Wagin.	Wagin Earthworks Wayne Hegarty 0428 889 261	3 inch Camlock
20,000 Lt Tanker	Dumbleyung Earthmoving Shane Edwards 0428 641 043	3 inch Camlock
23,000 Lt Tanker located between Katg and Woodanilling	Morris Trimming 0407 774 624	3 inch Camlock
25,000 Litre Tanker located at Broomehill	Danny/ Craig Bignell 0427 241270 / 0408 341 253	Hose type and connection size 50 mm
40'000 Lt Water Tanker located approx 20 km North East of Katanning	Ian Knapp 98 227 037 0427 215 635	

Scribes/ PA's / Experienced Emergency Personnel

Name	Contact Details	Agency
Sue Eastcott	0409 102 332	Shire/SES Member
Val Jolly	0408 929769	Experienced PA/ scribe Community member

Description	Contact Name	Contact Details
Sheep yards	Evan Hall - 818 Robinson Rd Woodanilling (1000 sheep)	0428 123 374
Sheep Yards	“Bindi Murray” Robinson Road (1000 Sheep)	0409 347 229
Sheep Yards (Holds 500 Sheep)	Murray/ Tim Harris Katg Nyabing Rd Badgebup	98 221501 0428 580678
Sheep Yards	Scott and Wayne Newby Broomehill	Scott 0400 673440 Wayne 0429 674 182
Peta Batchelor	0439 944003	Experienced PA/scribe Community member
Jill Richardson		Community member
Karen Moore	0417 180 984	Manager KREAC, SES Cockburn Volunteer, Training in Evac Centre, etc. Radio Comms.
KAN - Katg Action Network	0427 211705	Human Resource

Portable Stock Yards

COPY

DATED _____ 2001

SOUTHERN ABORIGINAL CORPORATION

- AND -

SHIRE OF KATANNING

DEED

McLEOD & CO
Solicitors
222 Stirling Highway
CLAREMONT WA 6010

Telephone: 9383 3133
Reference: McL/H15 12989 (12989DEED/MM/d)
© McLeod & Co

THIS DEED is made the 15th day of October 2001

B E T W E E N :

SOUTHERN ABORIGINAL)
CORPORATION of 4 Peel Street,)
Albany, Western Australia (the)
"Applicant"))

A N D

SHIRE OF KATANNING of 16-24)
Austral Terrace, Katanning, Western)
Australia (the "Shire"))

ABN 66 012 876 629
WESTERN AUSTRALIA STAMP DUTY
HDR 18/10/01 13:19 001787707-001
FEE \$ *****2,000
SD \$ *****5.00 PEN *****.00

R E C I T A L S :

- A The Applicant, which is an association that is incorporated under the *Aboriginal Councils and Associations Act 1976* (Cth), is registered as the proprietor in fee simple in the land described in the Schedule (the "Lots").
- B The Applicant is applying to the Shire for approval to construct a building on the Lots and, in particular, over the boundary between the Lots (the "Development").
- C The Applicant has requested the Shire to release the Building Licence for the Development prior to the amalgamation of the Lots (the "Amalgamation") and the Shire has agreed to do so subject to the Applicant entering into a legal agreement with the Shire to ensure that the Amalgamation is carried out and an application for a new Certificate of Title for the amalgamated Lots is submitted to the Department of Land Administration within one year of the date of this Deed.
- D The Applicant enters into this Deed to comply with the Shire's requirements.

OPERATIVE PART:

1. APPLICANT'S COVENANTS

In consideration of the Shire issuing the Building Licence to the Applicant prior to the Amalgamation, the Applicant covenants with the Shire that it shall amalgamate the land comprising the Lots into one lot on one Certificate of Title and shall submit an application for a new Certificate of Title for the amalgamated Lots to the Registrar of Titles no later than one year after the date of this Deed.

2. DEFAULT

2.1 In the event that the Applicant defaults in completing the Amalgamation and the submitting of an application for the new Certificate of Title for the amalgamated Lots referred to in clause 1 within the specified time, the Applicant authorises the Shire to carry out or complete the Amalgamation and submit the application for new Title and for that purpose irrevocably appoints the Shire its attorney, from the date of this Deed until the amalgamation is completed, for and on its behalf to enable the Shire to amalgamate the Lots under the *Town Planning and Development Act 1928* and to apply for a new Certificate of Title for the amalgamated Lots, and will indemnify the Shire against any costs it may incur in carrying out such acts on the Applicant's behalf should it exercise the power to do so.

2.2 Any costs incurred by the Shire under clause 2.1 shall be a liquidated debt payable by the Applicant to the Shire and recoverable from the Applicant in a court of competent jurisdiction.

3. NO DISPOSAL

On and from the date of this Deed and until such time as the provisions of clause 1 have been satisfied and the Lots have been amalgamated into one lot on one Certificate of Title, the Applicant shall not sell, transfer, mortgage, lease, charge, assign or otherwise dispose of or encumber:

-
- (a) any of the Lots separately; or
 - (b) the Lots or any part or interest therein,

to any person without the prior written consent of the Shire, which consent shall not be withheld if the time provided in clause 1 for the Amalgamation has not expired and the person to whom any such right or interest in the Lots is to be granted has first executed a Deed of Covenant (or in the case of a mortgagee an undertaking satisfactory to the Shire) to be prepared by the Shire's solicitors at the cost of the Applicant, whereby that person covenants to observe and perform such of the covenants, conditions and stipulations contained in this Deed (including this covenant) as the Shire shall require, as if that person had been a party to this Deed.

4 CHARGE AND CAVEAT

The Applicant charges the Lots in favour of the Shire with the performance of its obligations under this Deed and with the payment of all money payable to the Shire or which may become payable to the Shire by the Applicant under this Deed, and authorises the Shire to lodge an absolute caveat at the Department of Land Administration against each of the Certificates of Title to the Lots for the purpose of securing such obligations and payment.

5 WITHDRAWAL OF CAVEAT

Subject to there being no subsisting or unremedied breach of any provision of this Deed and subject to:

- (a) the Applicant complying with clause 3, the Shire agrees that, on receipt of a written request from the Applicant, it shall provide to the Applicant at the Applicant's cost in registerable form a duly executed withdrawal of any caveat lodged by the Shire under this Deed to enable registration of any transfer, lease, assignment or mortgage document so long as the Shire is able to re-lodge its absolute caveat following such registration; and

-
- (b) the Applicant having complied with clause 1, the Shire shall provide to the Applicant on receipt of a written request from the Applicant and at the Applicant's cost, a withdrawal of any caveat lodged by the Shire under this Deed and the provisions of this Deed shall then be of no further force and effect if all of the Applicant's obligations under this Deed have been satisfied.

6 COSTS

The costs, including the Shire's solicitors' costs, of and incidental to the preparation, execution and stamping of this Deed, all stamp duty payable on this Deed and the costs of preparing and lodging any caveat (and any withdrawal or replacement caveat) shall be borne by the Applicant.

7 ARBITRATION

7.1 If there is any dispute or difference between the parties as to the interpretation of the terms of this Deed or as to the liability of any party under this Deed (the "Dispute"), the Dispute shall be referred for decision to a single arbitrator under the provisions of the *Commercial Arbitration Act* 1985, and the parties shall be entitled to be represented by a legal practitioner in any proceedings.

7.2 Where the parties fail to agree on an arbitrator within 21 days of an arbitrator being nominated by one party to the other, the Arbitrator shall be appointed by the President, for the time being, of the Law Society of Western Australia, whose nomination shall be final.

8 NOTICES

8.1 Form of Delivery

A notice given to a party under this Deed must be in writing and may be given or made:

-
- (a) by delivery to the party personally; or
 - (b) by addressing it to the party and leaving it at or posting it by registered post to the address of the party appearing in this Deed or any other address nominated by a party by notice to the other.

8.2 Service of Notice

A notice to a party is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the notice at an address specified in clause 8.1(b), at the time of leaving the notice, provided the notice is left during normal business hours; and
- (c) if by post to an address specified in clause 8.1(b), on the second business day following the date of posting of the notice.

(3) Signing of Notice

A notice to a party may be signed:

- (a) if given by an individual, by the person giving the notice;
- (b) if given by a corporation, by a director, secretary or manager of that corporation;
- (c) if given by a local government, by the Chief Executive Officer; or
- (e) by a solicitor or other agent of the individual, corporation or local government giving the notice.

9 **GOVERNING LAW**

This Deed shall be governed by the laws of the State of Western Australia.

10 **FURTHER ACTS**

The parties will promptly do and perform all further acts and execute and deliver all further documents required by law or reasonably requested by any other party to carry out and effect the intent and purpose of this Deed.

11 **SEVERABILITY**

Any clause of this Deed which is illegal, void or unenforceable is only ineffective to the extent of that illegality, voidness or unenforceability, without invalidating the remaining clauses.

12 **WAIVER**

No waiver by the Shire of any breach of any of the Applicant's covenants or obligations on the part of the Applicant to be performed under this Deed shall operate as a waiver of another breach of the Applicant's covenants or obligations by the Applicant.

13 **ENTIRE AGREEMENT**

The parties agree that this Deed constitutes the entire agreement between the parties in respect of the Amalgamation of the Lots.

14 **DEFINITIONS AND INTERPRETATION**

In this Deed:

-
- (a) "Amalgamation" is defined in Recital C;
 - (b) "Building Licence" means a building licence issued by the Shire under the *Local Government (Miscellaneous Provisions) Act 1960* for the whole or substantially the whole of the Development;
 - (c) "costs" includes any GST, as that term is defined in the Commonwealth's *New Tax System (Goods and Services Tax) Act 1999*, imposed on or incurred in relation to costs;
 - (d) "Development" is defined in Recital B;
 - (e) "Lots" is defined in Recital A and the Schedule;
 - (f) "Registrar of Titles" has the meaning given to it in the *Transfer of Land Act 1893*;
 - (g) a reference to:
 - (i) the parties includes their personal representatives, successors and lawful assigns;
 - (ii) a person, includes a reference to a corporation and vice versa;
 - (iii) the singular includes the plural and vice versa;
 - (iv) a recital, paragraph, clause, schedule or annexure is a reference to a recital, paragraph, clause, schedule or annexure of this deed; and
 - (v) a statute includes a reference to a statute, ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instrument made under any of the foregoing and a reference to any of them, whether or not by name,

includes any amendments to, re-enactments of or replacements of any of them from time to time in force;

- (h) headings have been inserted for guidance only and shall be deemed not to form part of the context; and
- (i) the schedule forms part of this Deed.

SCHEDULE

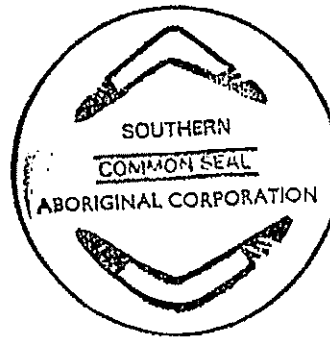
THE LOTS

Lot 3 on Diagram 23546 and being the whole of the land comprised in Certificate of Title Volume 1335 Folio 301; and

Lot 4 on Diagram 23546 and being the whole of the land comprised in Certificate of Title Volume 1335 Folio 302.

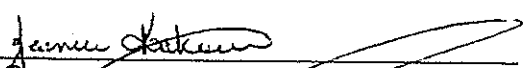
EXECUTED BY THE PARTIES as a DEED:

THE COMMON SEAL of SOUTHERN)
ABORIGINAL CORPORATION was)
hereunto affixed by authority of its)
Committee in the presence of:)

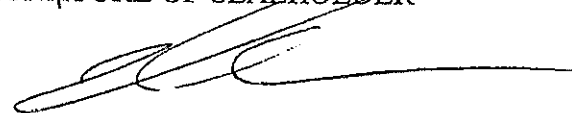



SIGNATURE OF SEALHOLDER

John Hayden - Executive Officer
NAME OF SEALHOLDER

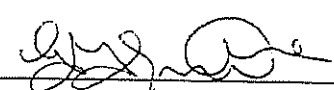

SIGNATURE OF SEALHOLDER

Jeanice Krakauer - Housing Manager
NAME OF SEALHOLDER


SIGNATURE OF SEALHOLDER

Richard Congdon - Finance Officer
NAME OF SEALHOLDER

THE COMMON SEAL of the SHIRE OF)
KATANNING was hereunto affixed by)
authority of a resolution of the Council in the)
presence of:)


PRESIDENT


CHIEF EXECUTIVE OFFICER

(12989Deed/mnn/D)

Mr J Murphy
Chief Executive Officer
Shire of Katanning
PO Box 130
Katanning WA 6317

Dear Julian

Re: Shire representation on the Katanning Land Conservation District Committee (LCDC)

The gazetted membership structure of the Katanning LCDC describes 22 positions, two of which are Shire of Katanning nominees. The structure was developed in the 1990s when Katanning had many more Shire Councillors available to take the positions. For many years we have had one Shire representative and the other position has remained vacant. Councillor Sandwell is the current representative.

The LCDC is undergoing an organisational review which includes the rationalisation of the number of gazetted member positions to make the committee more manageable.

I have been advised by the Commissioner for Soil and Land Conservation that the process for changing the number of Shire positions is for the Shire Council to decide whether to maintain the two positions or reduce to one position.

When the Shire has advised the LCDC if its decision is to reduce to one position, the LCDC will forward the request to the Commissioner to be processed and then published in the Government Gazette.

Another alternative is for the Shire to appoint a second representative to fill the vacant position. I understand that the representative does not necessarily need to be a Councillor. It may be someone with close contact with the Shire Councillors or staff, and with an interest in Landcare.

I have attached a table showing the categories of membership and the people currently holding the positions for your perusal.

Please contact me or our Chairman, Scott Newbey, for any further information on this matter and I look forward to the Shire's response.

Regards

Jill Richardson
Katanning Landcare Centre Manager



Membership structure of the Katanning LCDC

The current structure of the Katanning Land Conservation District Committee is as follows

1	Nominee of the Commissioner for S&LC	Steve Tunbridge, Dept of Agric & Food WA
2	Shire of Katanning nominees	Serena Sandwell, <i>One position unfilled</i>
3	WA Farmers members	Terry Blake, Narelle Knapp, (2) <i>One position unfilled</i>
15	Landholders <i>"...actively engaged in or affected by or associated with land use in the district"</i>	C Beeck, S Blyth, D Cherry, M Collis, B Kowald, L Leach, W Lequaiermaine, B Lockley, R Lockley, S Newbey, J Pepall, M Quartermaine, A Richardson, and D Secomb (14) <i>One position unfilled as at March 2016</i>
1	Department of Parks and Wildlife	Mitchell Davies, DPaW
22	Total	As at March 2016, 19 members