SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

MINUTES

ORDINARY MEETING OF COUNCIL

23 July 2025
Commencing at 3:30pm

Shire of Gnowangerup Council Chambers
28 Yougenup Rd, Gnowangerup WA 6335

COUNCIL'S VISION
Gnowangerup Shire – A progressive, inclusive and prosperous community built on opportunity

Shire of Gnowangerup

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 23 July 2025, Shire of Gnowangerup Council Chambers, 28 Yougenup Road, Gnowangerup, WA 6335 commencing at 3:30pm.



Signed: _____

David Nicholson
CHIEF EXECUTIVE OFFICER

Meaning of and CAUTION concerning Council's "In Principle" support:

When Council uses this expression, it means that:
(a) Council is generally in favor of the proposal BUT is not yet willing to give its consent; and
(b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.

Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.

SHIRE OF GNOWANGERUP

BORDEN GNOWANGERUP ONGERUP

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Gnowangerup for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Gnowangerup disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by any member or officer of the Shire of Gnowangerup during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Gnowangerup.

The Shire of Gnowangerup advises that anyone who has any application lodged with the Shire of Gnowangerup shall obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Gnowangerup in respect of the application.

These minutes are not a verbatim record but include the contents pursuant to Regulation 11 of Local Government (Administration) Regulations 1996.

Signed: _____

David Nicholson

CHIEF EXECUTIVE OFFICER

SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

DECLARATION OF INTEREST FORM

To: Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
GNOWANGERUP WA 6335

I,(1)_____wish to declare an interest in the following item to be considered by Council at its meeting to be held on (2)_____

Agenda Item (3)_____

The **type** of Interest I wish to declare is (4).

- □ Financial pursuant to Section 5.60A of the Local Government Act 1995
- □ Proximity pursuant to Section 5.60B of the Local Government Act 1995
- □ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- □ Impartiality pursuant to the Code of Conduct for Council Members, Committee Members and Candidates

The **nature** of my interest is(5) _____
_____
_____

The **extent** of my interest is(6) _____
_____
_____

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

_____ _____
Signed Date

Notes:
1. Insert your name (print).
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 and 5.69 of the Act)..

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)

A Member, who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting that will be attended by the Member, must disclose the nature of the interest:

a) In a written notice given to the Chief Executive Officer before the Meeting or;
b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

a) Preside at the part of the Meeting, relating to the matter or;
b) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

The following notes are a basic guide for Councilor's when they are considering whether they have a **Financial Interest** in a matter. These notes will be included in each agenda for the time being so that Councilor's may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. **If in doubt declare.**
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:

6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or

6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

DEFINITION:

a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
b) includes an interest arising from kinship, friendship or membership of an association.

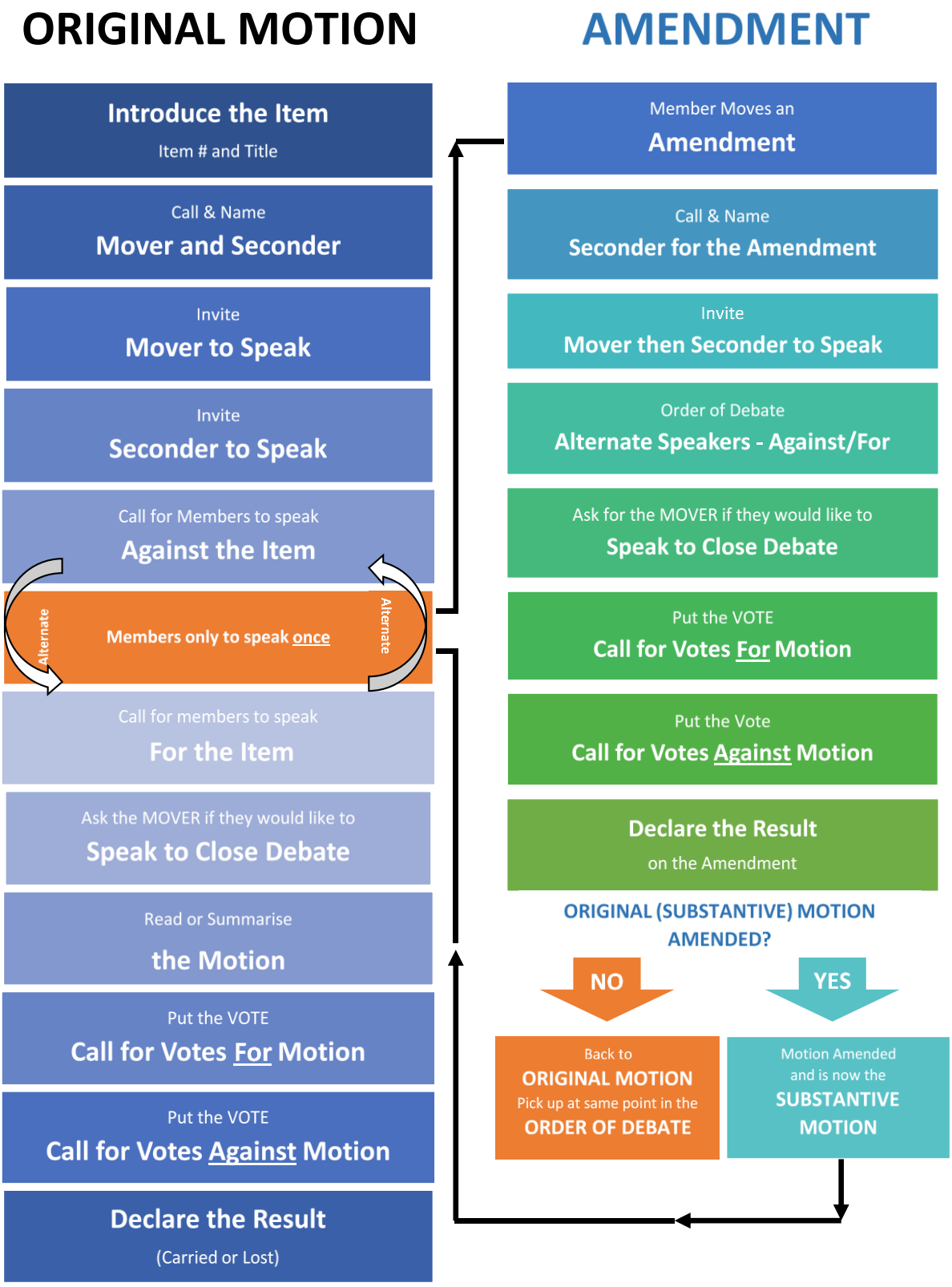
A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of their interest.

(a) in a written notice given to the Chief Executive Officer before the meeting; or
(b) at the meeting, immediately before the matter is discussed.

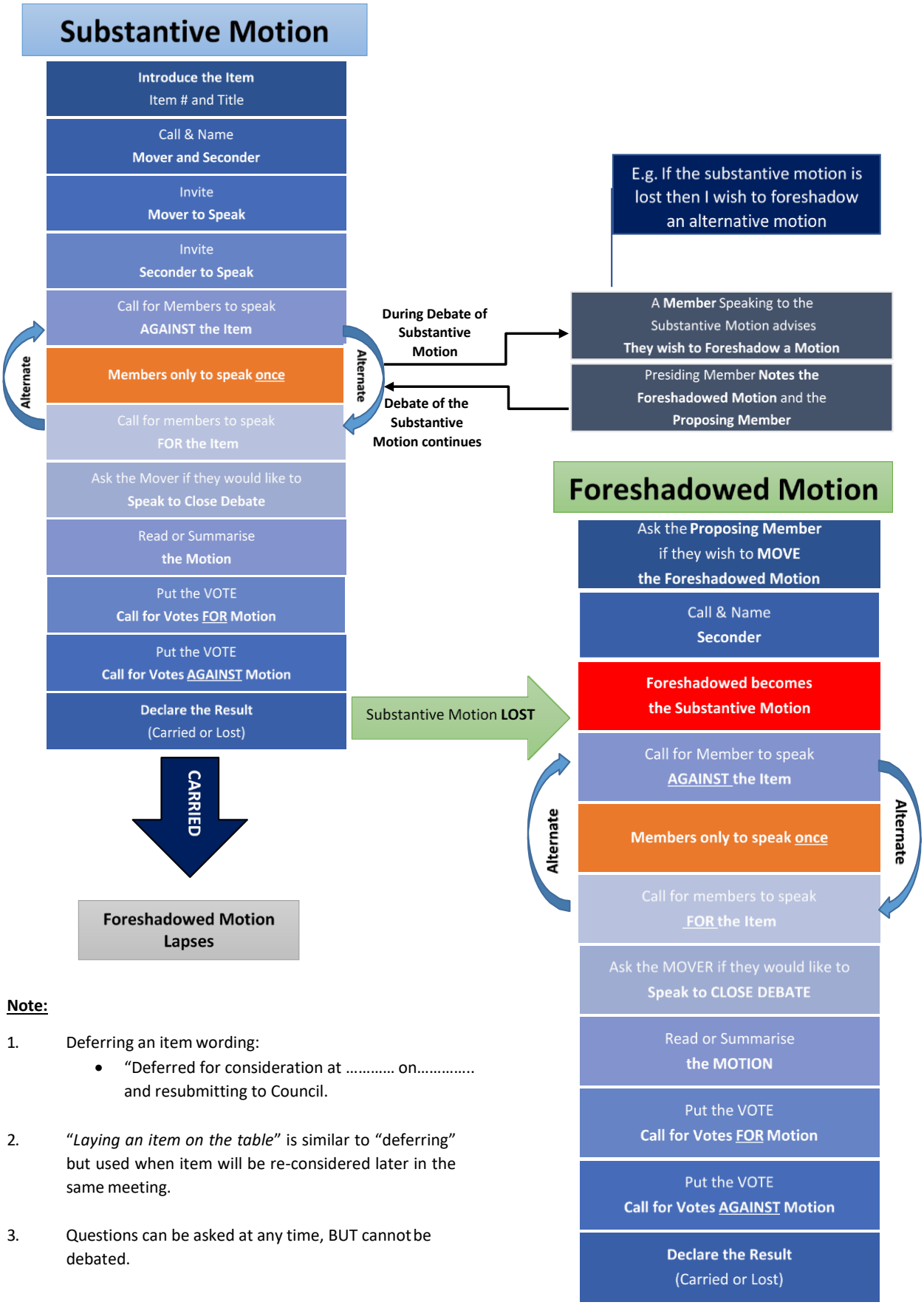
IMPACT OF AN IMPARTIALITY DISCLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

Process of Motions



Slight clarification of wording of motion: A minor amendment of the motion can be done at any time through the President with the approval of the Mover and the Seconder. The Minor amendment must be minuted.



Note:

1. Deferring an item wording:
   - "Deferred for consideration at ……. on…….. and resubmitting to Council.

2. "*Laying an item on the table*" is similar to "deferring" but used when item will be re-considered later in the same meeting.

3. Questions can be asked at any time, BUT cannot be debated.

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OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Kate O'Keeffe welcomed Councillors, staff and visitors present in Chambers and confirmed with Councillors attending via *Microsoft Teams/conference* call as allowed for pursuant to regulation 14C, CA & D of the Local Government (Administration) Regulations 1996, that they could clearly hear and that they could be heard by those present in Chambers and opened the meeting at 3:31 pm.

2.ACKNOWLEDGEMENT OF COUNTRY

The Shire of Gnowangerup acknowledged the Goreng people who are the Traditional Custodians of this land. The Shire of Gnowangerup also paid respect to the Elders both past and present of the Noongar Nation and extend that respect to other Aboriginals present.

3.ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

Cr Kate O'Keeffe JP	Shire President
Cr Rebecca O'Meehan	Deputy Shire President by Teams
Cr Lex Martin	
Cr Robert Miniter OAM	
Cr Peter Callaghan	
Cr Shelley Hmeljak	
David Nicholson	Chief Executive Officer
Chiara Galbraith	Deputy Chief Executive Officer
Anita Finn	Senior Governance and Risk Management Officer
Stuart Drummond	Community and Economic Development Manager
Melanie Wilson	Executive Assistant

3.2 APOLOGIES

Cr Michael Creagh
Cr Rebecca Kiddle
Rick Miller

3.3 APPROVED LEAVE OF ABSENCE

Nil

4. APPLICATION FOR LEAVE OF ABSENCE

Cr Rebecca Kiddle from 6 August to 4 September 2025

COUNCIL RESOLUTION

MOVED: Cr P Callaghan **SECONDED: Cr R Miniter**

0725.01 That Cr R Kiddle be granted leave of absence for the Ordinary Council Meeting on 27 August 2025

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr S Hmeljak

AGAINST: NIL

Cr Lex Martin Leave 23 August 2025

COUNCIL RESOLUTION

MOVED: Cr K O'Keeffe **SECONDED: Cr P Callaghan**

0725.02 That Cr L Martin be granted leave of absence for the Ordinary Council Meeting on 27 August 2025

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr S Hmeljak

AGAINST: NIL

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

CEO David Nicholson	Item 11.10	CEO Review Committee report relates to my performance

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS
8.2 DEPUTATIONS
8.3 PRESENTATIONS

9. CONFIRMATION OF PREVIOUS MEETING MINUTES 18 JUNE 2025

9.1 ORDINARY MEETING OF COUNCIL MINUTES

COUNCIL RESOULTION

MOVED: Cr P Callaghan **SECONDED: Cr L Martin**

0725.03 That the minutes of the Ordinary Council Meeting held on 18 June 2025 be confirmed as a true record of proceedings.

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr S Hmeljak

AGAINST: NIL

10 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1
ELECTED MEMBERS ACTIVITY REPORT FROM 19JUNE 2025
Date of Report: 23 July 2025
Councillors: Various

Cr K O'Keeffe

23 June - 27 June	ALGA 2025 National General Assembly in Canberra
4 July	Alliance catch-up and debrief
7 July	Heritage and Reinvigoration Grants - Heritage Strategies Discussion
8 July	Meeting with Cassy Beeck and Rick Wilson - GNP360 Heritage Strategy
8 July	NAIDOC Dinner
9 July	Presentation by Cassy Beeck - Heritage
9 July	Budget Review
9 July	CEO Performance Review
9 July	Agenda Briefing
9 July	Councillor and Executive Workshop
11 July	NAIDOC week dinner
16 July	Meeting with DPLH on Renewable Energy Planning Framework
17 July	Meeting with Hon Stephen Dawson Minister for Regional Development

Cr R O'Meehan:

23 June - 27 June	ALGA 2025 National General Assembly in Canberra
9 July	Presentation by Cassy Beeck - Heritage
9 July	Budget Review
9 July	CEO Performance Review
9 July	Agenda Briefing
9 July	Councillor and Executive Workshop

Cr R Miniter:

23 June - 27 June	ALGA 2025 National General Assembly in Canberra
3 July	NAIDOC week school assembly
7 July	NAIDOC week flag raising ceremony at the Noongar Centre
14 July	Borden CBH - Noongar reserve access meeting
17 July	Meeting with Hon Stephen Dawson Minister for Regional Development

Cr L Martin:

9 July	Presentation by Cassy Beeck - Heritage
9 July	Budget Review
9 July	CEO Performance Review
9 July	Agenda Briefing
9 July	Councillor and Executive Workshop

Cr M Creagh:

9 July	Presentation by Cassy Beeck - Heritage
9 July	Budget Review
9 July	CEO Performance Review
9 July	Agenda Briefing
9 July	Councillor and Executive Workshop

Cr R Kiddle:

9 July	Presentation by Cassy Beeck - Heritage
9 July	Budget Review
9 July	CEO Performance Review
9 July	Agenda Briefing
9 July	Councillor and Executive Workshop

Cr P Callaghan:

23 June - 27 June	ALGA 2025 National General Assembly in Canberra
1 July	Review and Required Actions - NGA Canberra Trip
9 July	Presentation by Cassy Beeck - Heritage
9 July	Budget Review
9 July	CEO Performance Review
9 July	Agenda Briefing
9 July	Councillor and Executive Workshop

Cr S Hmeljak

3 July	NAIDOC school assembly
9 July	Presentation by Cassy Beeck - Heritage
9 July	Budget Review
9 July	CEO Performance Review
9 July	Agenda Briefing
9 July	Councillor and Executive Workshop

11.1	**DEVELOPMENT APPLICATION (TELECOMMUNICATIONS INFRASTRUCTURE)**
Location:	Shire Works Depot Site - R 38764 -71 Cecil Street, Gnowangerup
Proponent:	NBN Co Limited C/- Service Stream Limited
Date of Report:	23 July 2025
Business Unit:	Planning
Responsible Officer:	David Nicholson - Chief Executive Officer
Author:	Adrian Nicoll – Project Planner
Disclosure of Interest:	Nil

ATTACHMENTS

1. Development Application

PURPOSE OF THE REPORT

To seek Council's endorsement for the development of Telecommunications Infrastructure, at the Shire of Gnowangerup Works Depot Site - R 38764 -71 Cecil Street Gnowangerup. The proposed development is expected to provide residents in the region with improved mobile coverage.

The following figure illustrates the location of the proposed development:



BACKGROUND

The NBN Co Limited has been in discussion with the Shire of Gnowangerup and the Western Australian Planning Commission regarding subdividing a portion of the works depot site (Reserve 38764) for the development of Telecommunications Infrastructure.

The Shire is of the understanding that the NBN propose to make a request to lease a portion of the subject site for use in delivering telecommunications.

Prior to considering subdivision and a lease agreement, Service Stream Limited (Development Applicant) was engaged by the NBN Co Limited to submit a development application for the following:

- A 60.5m lattice tower
- A triangular headframe on the lattice tower
- A 1200mm parabolic dish antenna and nine panel antennas
- A 2.7m high chain-link security compound fence (compound area 10m x 12m), with 3m wide access gate;
- Three outdoor equipment cabinets at ground level, adjacent to the proposed tower
- Associated feeder cables running underground from the equipment cabinets, and then internally within the tower to the antennas
- Underground power mains approximately 130m long
- Ancillary equipment associated with operation of the proposed facility.

On receipt of the development application (see attachment), the Shire of Gnowangerup advertised the proposed development (28 day advertising period) to the general public, neighbouring landholders, the Department of Planning, Lands and Heritage and the Wagyl Kaip Southern Noongar Aboriginal Corporation.

At the close of the advertising process, there were no submissions received on the proposed development.

COMMENTS

The designated purpose of the subject site (Reserve 38764) is for 'Depot Site'. The site is owned by the Crown and vested with the Shire of Gnowangerup for use as a 'Depot Site'. The Shire of Gnowangerup currently use the subject land for the storage of machinery and resource material (e.g. gravel), associated with the management of local roads and reserves in the Shire of Gnowangerup.

A 10m X 12m area of Telecommunications Infrastructure is proposed to be developed within the confines of the reserve site. The area designated for development is at the rear of the subject reserve, away from existing buildings and access and storage areas. The proposed Telecommunications Infrastructure is not expected to affect the use of the site by the Shire. Should the NBN tower be approved, the NBN Co Limited propose to make an application to the Western Australian Planning Commission to subdivide off the area proposed for development. The NBN will also need to negotiate a lease agreement with the Shire.

In accordance with the Shire's Scheme, Telecommunications Infrastructure means: *land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network.*

The subject site was chosen for the following reasons:

- The site is capable of providing acceptable coverage levels to the area
- The site provides line of sight to other facilities
- The site has minimal topographic constraints (level site)
- The site has no environmental constraints
- Low costs associated with connecting to services in the locality
- The site is over 3.5km from the Gnowangerup Airport, which is a certified CASA aerodrome

Construction of the proposed infrastructure is expected to take approximately 10 weeks. Once operational, the facility will function on a continuously unstaffed basis and will typically only require maintenance work three times a year.

The proposed telecommunication infrastructure has been designed and sited to minimise visual impact, as far is possible without detracting from the objective of delivering a telecommunications network to the community. This has been done by clustering the proposed lattice towers with other existing communication towers and locating the site on an industrial lot on the outskirts of town, separated from dwellings.

Noise and vibration emissions associated with the proposed facility will be limited to the initial construction phase. There will be some low-level noise from the ongoing operation of air conditioning equipment associated with an equipment shelter. Noise emanating from the air conditioning equipment is at a comparable level to a domestic air conditioning installation and will generally accord with the background noise levels prescribed by Australian Standard AS1055.

The facility is to be operated in compliance with the mandatory standard for human exposure to electromagnetic energy (EME). An EME Report associated with the site was submitted to show that the maximum predicted EME is well within the maximum exposure limit.

The proposed national broadband facility is expected to have significant benefit for residents, businesses and educational establishments in Gnowangerup. It will assist by providing improved internet services within the area.

Given the benefit of the proposal to the community and the limited impact to residents, it is recommended Council support the planning application. The proposal is expected to provide an important service to the local community, to businesses operating in the Gnowangerup townsite and to the farming community. It is recommended that a decision to approve the proposed tower is with conditions.

CONSULTATION
The proposed development was advertised for a 28-day period.

The general public, neighbouring landholders, the Department of Planning, Lands and Heritage and the Wagyl Kaip Southern Noongar Aboriginal Corporation were invited to make comment. No comments were received.

LEGAL AND STATUTORY REQUIREMENTS
The subject site is classified as a Crown Reserve (R38764) for the purpose of 'Depot Site'.

In accordance with the Shire's *Local Planning Scheme No. 2*, a person must not use a Local Reserve or commence or carry out development on a Local Reserve, without first having obtained planning approval from the Shire.

In accordance with the Shire's *Local Planning Scheme No. 2*, the subject site is zoned 'Industry'. In accordance with the 'Zoning Table' of the Shire's Scheme, 'Telecommunication Infrastructure' is classified with a 'D'. 'D' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

POLICY IMPLICATIONS
There are no policy implications relating to the proposal. The application facilitates the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs.

FINANCIAL IMPLICATIONS
There are no financial implications directly relating to this item.

STRATEGIC IMPLICATIONS
There are no strategic implications directly relating to this item.

RISK MANAGEMENT
There are no expected risks associated with the proposed development.

IMPACT ON CAPACITY
Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS
Council can agree to approve the application subject to modified conditions.

Council can agree to refuse the development application where it believes that the proposal varies from a Scheme standard or requirement and is not justified in accordance with the Scheme. A refusal would need to provide reason(s).

CONCLUSION
The proposed telecommunications facility at the Shire Works Depot Site (R 38764), 71 Cecil Street Gnowangerup, provides an important community benefit by providing access to

critical mobile telecommunications infrastructure, and therefore improved mobile coverage in the area.

The proposed development, which includes a 60.5m lattice tower and 1200mm parabolic dish antenna is considered appropriate in light of the relevant legislative and public safety requirements.

The infrastructure is proposed to be located in an industrial area with separation to residential landholdings.

It is recommended that the Council agree to conditionally support the proposed telecommunications infrastructure.

VOTING REQUIREMENTS
Simple majority

COUNCIL RESOULTION

MOVED: Cr L Martin **SECONDED: Cr R Miniter**

0725.04 That Council

Resolves to approve the Development Application for Telecommunications Infrastructure at 71 Cecil Street Gnowangerup (Reserve 38764), subject to the following conditions and advice notes:

Conditions:

1. **Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Gnowangerup, all development shall occur in accordance with the stamped, approved plans.**

2. **The telecommunication infrastructure being designed and certified by qualified professionals in accordance with all relevant Australian Standards.**

3. **Lighting devices are positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standards.**

4. **If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**

Advice:

1. **Prior to development, a certified building permit needs to be obtained. A private building surveyor firm would need to be engaged to develop a design certificate, which would need to be lodged with the local government.**

2. **If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.**

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL

13/05/2025

Shire of Gnowangerup
28 Yougenup Road Gnowangerup WA 6335

Sent via email: gnpshire@gnowangerup.wa.gov.au

Attention: Planning Department

Dear Sir/Madam

Re: Planning application for use and works of the land for Telecommunications Infrastructure (fixed wireless facility) at 71 Cecil Street, Gnowangerup WA 633 (described as Lot 403 on DP18603371)

Service Stream Limited ('Applicant Contact') has been engaged by **nbn**™ ('Applicant') to prepare and submit a town planning permit application for use and works of the land for Telecommunications Infrastructure (fixed wireless facility) at 71 Cecil Street, Gnowangerup WA 633 (described as Lot 403 on DP18603371)

nbn™ has applied the Precautionary Approach in the Selection and Design of the proposed site in accordance with Sections 4.1 and 4.2 of the *Industry Code C564:2025 Mobile Phone Base Station Deployment.*

The facility will comprise:

- A 60m lattice tower (total height of 60.5m);
- A triangular headframe on the lattice tower;
- A 1200mm parabolic dish antenna and nine (x9) **nbn**™ RF panel antennas;
- A 2.7m high chain-link security compound fence (compound area 10m x 12m), with 3m wide access gate;
- Three (x3) outdoor equipment cabinets at ground level, adjacent to the proposed tower;
- Associated feeder cables that will run underground from the equipment cabinets, and then internally within the tower to the antennas;
- Underground nbn™ power mains approximately 130m long; and
- Ancillary equipment associated with operation of the proposed facility.

The proposal has undergone a rigorous site selection process regarding town planning and environmental constraints, telecommunication coverage objectives and landowner interest.

If you or your office would like more information in relation to the proposal, please contact the undersigned on 0455 214 172 or via scott.sibly@servicestream.com.au.

Yours sincerely,

ServiceStream



Scott Sibly
Senior Town Planning Consultant
Service Stream Limited
P: 0455 214 172
E: scott.sibly@servicestream.com.au

***Attachment/s**:*

Planning Report

a. *Proposal drawings*
b. *EME Report*
c. *Application form and owners consent*

Application for development approval

Owner details

Name: Shire of Gnowangerup

ABN (if applicable):

Address: ...28 Yougenup Road, Gnowangerup
WA ..... Postcode: 6335

Phone: 08 9827 1007 Work: ..... Home: ..... Mobile:	Fax:	Email: gnpshire@gnowangerup.wa.gov.au

Contact person for correspondence: David Nicholson

Signature:	Date: 12/5/2025
Signature:	Date:

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

Applicant details (if different from owner)

Name: NBN Co Limited C/- Service Stream Limited

Address: 5/655 Collins Street Docklands VIC
..... Postcode: 3004

Phone: Work: ..... Home: ..... Mobile: 0455 214 172	Fax:	Email: scott.sibly@servicestream.com.au

Contact person for correspondence: Scott Sibly

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. ☑ Yes ☐ No

Signature:	Date: 11/04/2025

Property details

Lot No: 403	House/Street No: 71	Location No:

Certificate of Title DP186033	Diagram or Plan No:	Vol. No: LR3148	Folio: 633

Title encumbrances (e.g. easements, restrictive covenants):

.....

Street name: Cecil Street	Suburb: Gnowangerup

Nearest street intersection: house street

Proposed development
Nature of development: ❑ Works ❑ Use ☑ Works and use
Is an exemption from development claimed for part of the development? ❑ Yes ☑ No If yes, is the exemption for: ❑ Works ❑ Use
Description of proposed works and/or land use: telecommunications infrstructure
Description of exemption claimed (if relevant): .....
Nature of any existing buildings and/or land use: council depot
Approximate cost of proposed development: $250,000
Estimated time of completion: 10 weeks

OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:
Local government reference No:	

DATE OF ISSUE		07.05.25
DRAWING PACKAGE VERSION		01

GENERAL

6KAZ-6KAT-5105-T1	COVER SHEET	01
6KAZ-6KAT-5105-C1	SITE SPECIFIC NOTES	01
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ELECTRICAL

RF AND TX CONFIGURATIONS

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6KAZ-6KAT-5105-A2	NBN ANTENNA SETOUT PLAN	01

DESIGN DOCUMENTS

NBN STANDARD DOCUMENTS

NBN-STD-0001	STANDARD CONSTRUCTION NOTES	E
NBN-STD-0012	STANDARD COMPOUND FENCING DETAILS	F
NBN-STD-0016-SHT4	ENCLOSURE E6150 ODC BASE FRAME DETAILS	B
NBN-STD-0016-SHT5	B158 ODC BASE FRAME DETAILS	B
NBN-STD-0019	STANDARD SITE EARTHING LATTICE TOWER	E
NBN-STD-0021-SHT1	STANDARD EARTH BAR DETAILS	D
NBN-STD-0021-SHT2	SEB ALLOCATION TABLE - SHEET 1	C
NBN-STD-0021-SHT3	SEB ALLOCATION TABLE - SHEET 2	A
NBN-STD-0022	STANDARD METERBOX H-FRAME DETAILS	F
NBN-STD-0025-SHT1	STANDARD SIGNAGE DETAILS SHEET 1	D
NBN-STD-0025-SHT2	STANDARD SIGNAGE DETAILS SHEET 2	B
NBN-STD-0027-SHT14	STANDARD PDB / METERING SCHEMATIC - E6150	A
NBN-STD-0034-SHT4	STANDARD ODC SLAB - 3.6m x 1.0m	A
NBN-STD-0036	GPS ANTENNA MOUNT DETAILS	A

DISTRIBUTION

NBN	SHAIL GOPANI	1
SERVICESTREAM	ISABELLA ZHAO	1

SITE CODE: 6KAZ-6KAT-5105

GNOWANGERUP

71 CECIL STREET
GNOWANGERUP
WA 6335

RFNSA No: XXXXX

Australia's broadband network

PROJECT SUMMARY

NBN GREENFIELD - NBN-6KAZ-6KAT-5105
NBN 60m HIGH STEEL LATTICE TOWER WITH TRIANGULAR HEADFRAME
NBN OUTDOOR CABINETS (3-OFF) ON CONCRETE SLAB
RF SCOPE - NBN RF ANTENNAS (9-OFF)
TX SCOPE - NBN TRANSMISSION ANTENNA (1-OFF)

Client:

Client:

Client:

Project:
NATIONAL BROADBAND NETWORK
SITE No: 6KAZ-6KAT-5105
GNOWANGERUP
71 CECIL STREET
GNOWANGERUP
WA 6335

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Drawing Title:
COVER SHEET

Drawing No.	Revision
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SITE INFORMATION:

1. SITE ADDRESS
LOT 403 ON DP 186033, 71 CECIL STREET, GNOWANGERUP, WA 6335.

2. GENERAL
THE CONTRACTOR SHALL COMPLY WITH ALL RELEVANT NBN CONSTRUCTION STANDARDS, CURRENT AUSTRALIAN STANDARDS AND SPECIFICATIONS.

3. SITE ACCESS
ENTER GNOWANGERUP VIA BROOMEGHILL-GNOWANGERUP RD AND TURN RIGHT INTO QUINN STREET. TRAVEL 640m TOWARDS SOUTH WEST TO EXISTING GNOWANGERUP SHIRE COUNCIL DEPOT. TURN RIGHT INTO HOUSE STREET AND TRAVEL 40m TOWARDS NORTH WEST. DEPOT ACCESS GATES ARE LOCATED ON THE LEFT HAND SIDE. ENTER DEPOT AND TRAVEL 50m TOWARDS THE PROPOSED CANDIDATE LOCATION BY THE EXISTING GNOWANGERUP SHIRE COUNCIL DEPOT'S FENCE.
ACCESS CONTACT: DAVID NICHOLSON - SHIRE OF GNOWANGERUP (COUNCIL) 0436 108 676 OR david.nicholson@gnowangerup.wa.gov.au

4. EQUIPMENT
NBN OUTDOOR CABINETS E6150 (1-OFF) AND B158 (2-OFF) ON CONCRETE SLAB.

5. STRUCTURE
NBN 60m HIGH STEEL LATTICE TOWER WITH TRIANGULAR HEADFRAME.

6. ANTENNA ACCESS
ANTENNA ACCESS VIA TOWER MOUNTED ACCESS LADDER WITH FALL ARREST OR EWP BY QUALIFIED PERSONNEL ONLY.

7. EXISTING SERVICES
THE CONTRACTOR SHALL IDENTIFY AND CONFIRM THE LOCATION OF ALL RELEVANT EXISTING SERVICES AS REQUIRED PRIOR TO THE COMMENCEMENT OF WORKS.

8. EXISTING SITE HAZARDS
THE FOLLOWING HAZARDS ARE PRESENT ON SITE:
- ELECTRICAL CABLING AND/OR TRIP HAZARDS
- EXCAVATION WORKS
- CRANE LIFTING WORKS
- MANUAL HANDLING
- WORKING AT HEIGHT
- EME EXCLUSION ZONES OF ANTENNAS ON FACILITY

9. ELECTRICAL SUPPLY
REFER TO DRGS. C2 AND C3 FOR ELECTRICAL DETAILS.

10. TRANSMISSION LINK & RF CONFIGURATION
REFER TO DRAWINGS 6KAZ-6KAT-5105-A1 AND A2 FOR DETAILS.

11. SITE SPECIFIC INFORMATION
TBC.

12. LATTICE TOWER WIND LOAD PARAMETERS

SITE TOPOGRAPHICAL DATA		
REGION	TERRAIN CATEGORY	TOPOGRAPHIC MULTIPLIER (Mt)
X	XX	XX

13. SITE SIGNAGE REQUIREMENTS
NBN CONTRACTOR NEED TO INSTALL SIGNAGE AS REQUIRED TO COMPLY WITH NBN STANDARD DRAWINGS NBN-STD-0025-SHTS 1 & 2.

14. SCOPE OF WORK:
RF SCOPE
- NBN RF ANTENNAS (9-OFF) ON NEW MOUNTS. REFER TO DRGS. A1 AND A2 FOR DETAILS
- NBN TRIANGULAR HEADFRAME (1-OFF)
- NBN HYBRID FEEDER CABLES 6x12 (1-OFF), 9x18 (1-OFF)
- NBN CANISTERS (2-OFF)

TX SCOPE
BROOMEHILL EAST LINK (DISH A):
- NBN Ø1200 PARABOLIC ANTENNA (1-OFF) WITH NBN RAU'S (4-OFF), TX SPLITTERS (2-OFF) ON TRIANGULAR HEADFRAME
- NBN FEEDER CABLES LDF1-50 (4-OFF)

GROUND WORKS:
- NBN OUTDOOR CABINETS E6150 (1-OFF) AND B158 (2-OFF) ON CONCRETE SLAB
- NBN OUTDOOR CABINET STEEL SUPPORT FRAMES (3-OFF)
- NBN 300mm WIDE CABLE LADDER BETWEEN CABINETS
- NBN GPS ANTENNA (1-OFF) ON CABLE TRAY
- SITE GROUP METER PANEL TO ACCOMMODATE COUNCIL AND NBN METER
- NBN SUBMAINS CABLE FROM SITE GROUP METER PANEL TO NBN SWITCHBOARD

Client:

Client:

Client:

Project:
NATIONAL BROADBAND NETWORK
SITE No: 6KAZ-6KAT-5105
GNOWANGERUP
71 CECIL STREET
GNOWANGERUP
WA 6335

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CHECKED:	PM
APPROVED:	IZ

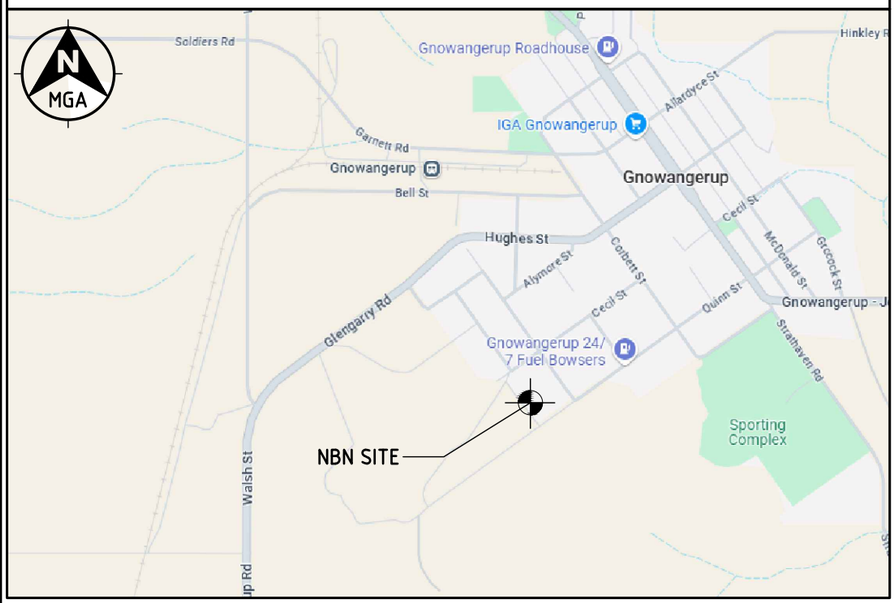
Drawing Title:
SITE SPECIFIC NOTES

Drawing No.: 6KAZ-6KAT-5105-C1
Revision: 01

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20 10 0 10 20 30 40 50mm
A3

SITE LOCATION



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SITE CO-ORDINATES

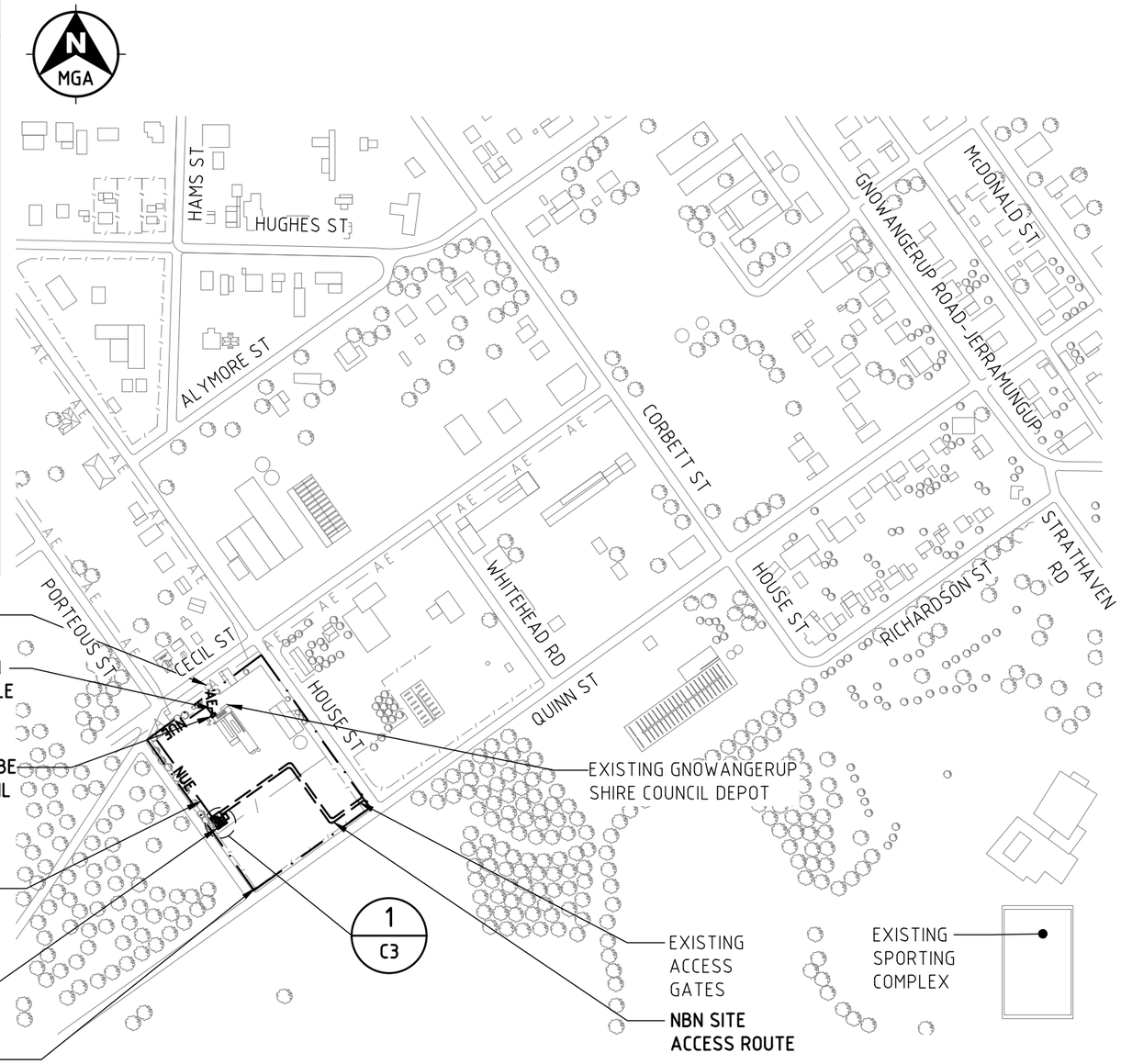
LATTICE TOWER LOCATION	
DATUM: MGA(GDA 94)	ZONE: 50H
EASTING	592684.29
NORTHING	6243649.18
LATITUDE	-33.943558°
LONGITUDE	118.002961°

LEGEND

— AE — AE — AERIAL ELECTRICAL ROUTE

— NUE — NUE — NBN UNDERGROUND ELECTRICAL

DBYD JOB NO. 50024270
ENQUIRE DATE: 23/04/2025
CONTRACTOR TO REVALIDATE AT TIME OF CONSTRUCTION



OVERALL SITE PLAN

SCALE 1:5000

Client:

Client:

Client:

Project:

NATIONAL BROADBAND NETWORK
SITE No: 6KAZ-6KAT-5105
GNOWANGERUP
71 CECIL STREET
GNOWANGERUP
WA 6335

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Rev	Date	Revision Details	
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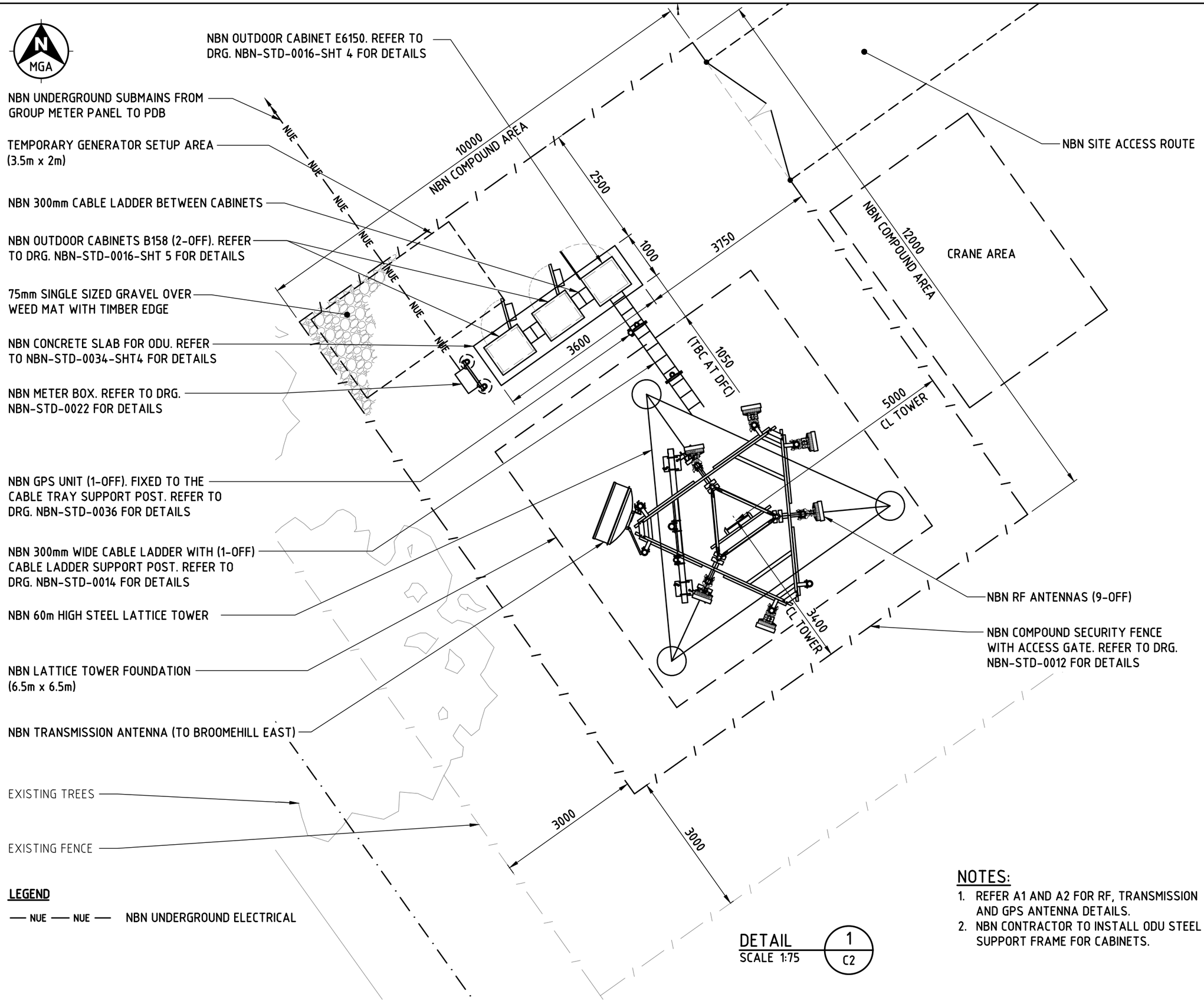
DESIGNER:	SP
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Drawing Title:
OVERALL SITE PLAN

Drawing No.	Revision
6KAZ-6KAT-5105-C2	01

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LEGEND

— NUE — NUE — NBN UNDERGROUND ELECTRICAL

DETAIL 1 / C2
SCALE 1:75

NOTES:

1. REFER A1 AND A2 FOR RF, TRANSMISSION AND GPS ANTENNA DETAILS.
2. NBN CONTRACTOR TO INSTALL ODU STEEL SUPPORT FRAME FOR CABINETS.

Client:

Client:

Client:

Project:

NATIONAL BROADBAND NETWORK
SITE No: 6KAZ-6KAT-5105
GNOWANGERUP
71 CECIL STREET
GNOWANGERUP
WA 6335

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DESIGNER:	SP
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Drawing Title:
SITE SETOUT PLAN

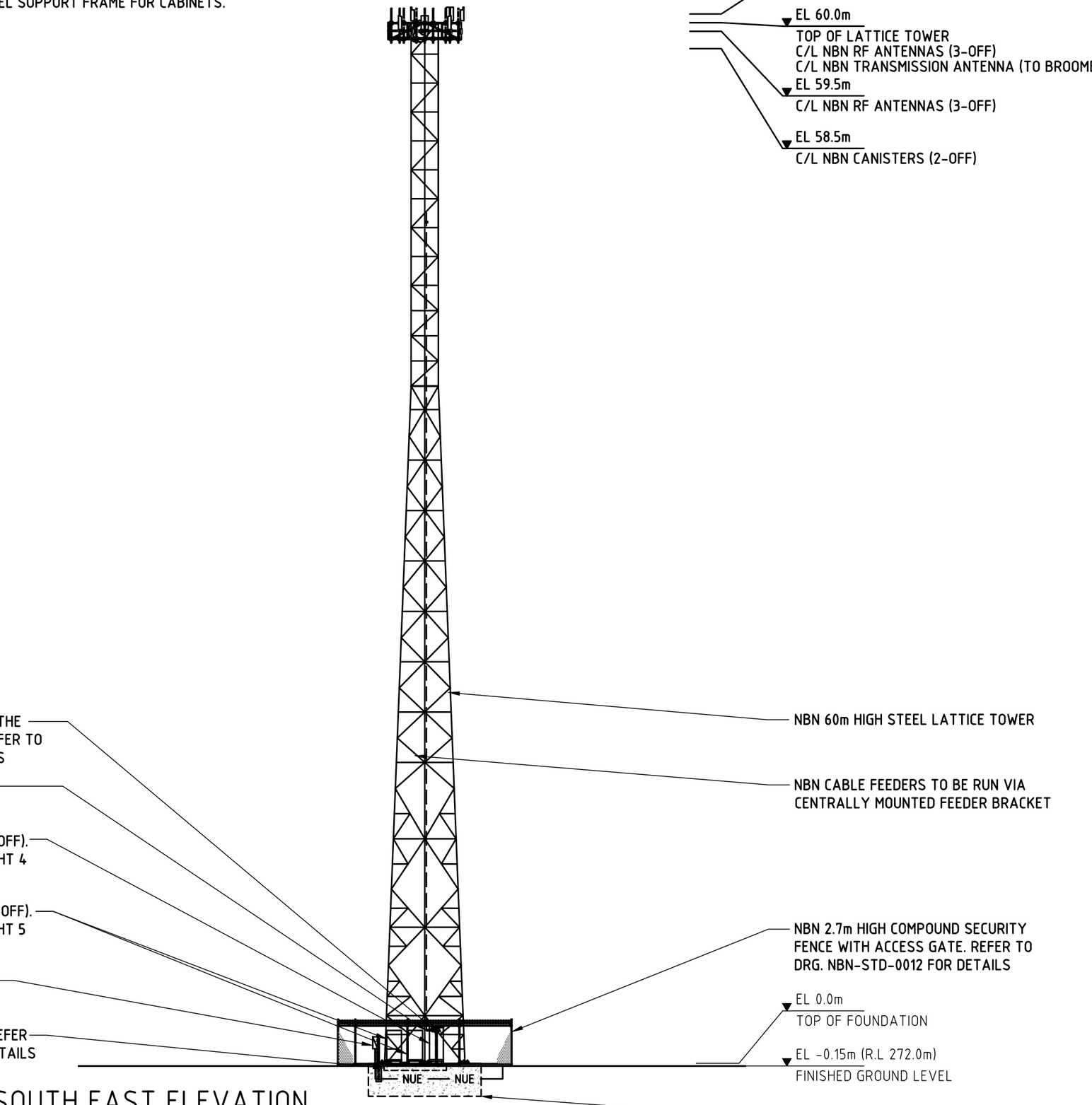
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6KAZ-6KAT-5105-C3	01

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NOTES:

1. REFER A1 AND A2 FOR RF, TRANSMISSION AND GPS ANTENNA DETAILS.
2. NBN CONTRACTOR TO INSTALL ODU STEEL SUPPORT FRAME FOR CABINETS.



SOUTH EAST ELEVATION

SCALE 1:250

Client:

Client:

Client:

Project:

NATIONAL BROADBAND NETWORK
SITE No: 6KAZ-6KAT-5105
GNOWANGERUP
71 CECIL STREET
GNOWANGERUP
WA 6335

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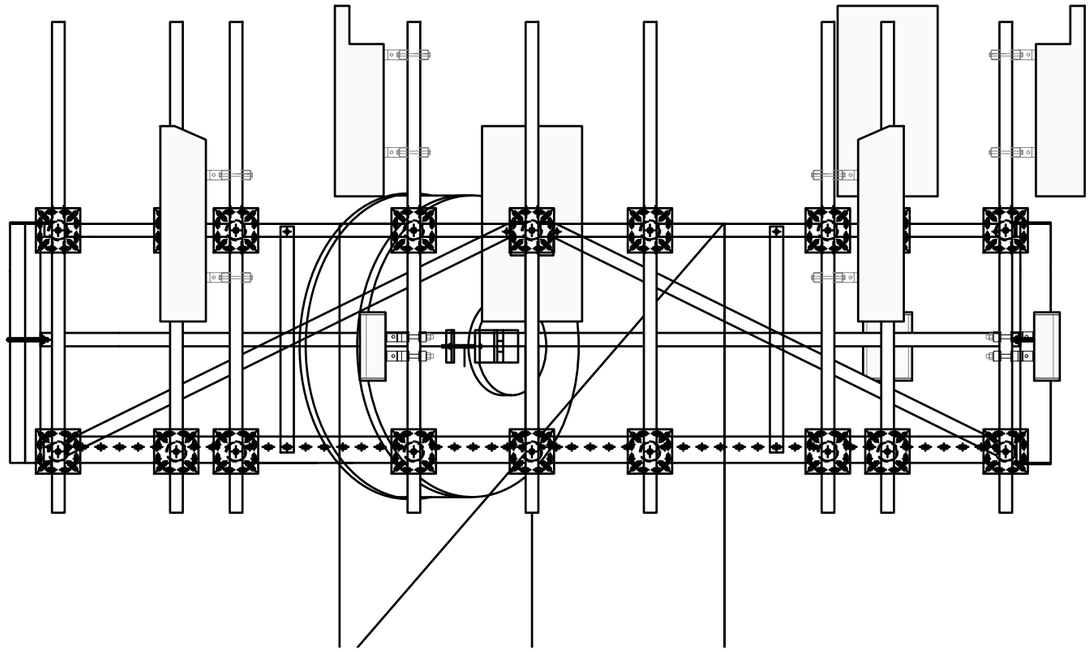
Drawing Title:
SITE ELEVATION AND DETAILS

Drawing No.: 6KAZ-6KAT-5105-C4

Revision: 01

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EL 60.5m
C/L NBN RF ANTENNAS (3-OFF)

EL 60.0m
C/L NBN RF ANTENNAS (3-OFF)
C/L NBN TRANSMISSION ANTENNA (TO BROOMEHILL EAST)
C/L NBN RAU'S (4-OFF), TX SPLITTERS (2-OFF)

EL 59.5m
C/L NBN RF ANTENNAS (3-OFF)

EL 58.5m
C/L NBN CANISTERS (2-OFF)

SOUTH EAST ELEVATION

SCALE 1:25

Client:

Client:

Client:

Project:

NATIONAL BROADBAND NETWORK
SITE No: 6KAZ-6KAT-5105
GNOWANGERUP
71 CECIL STREET
GNOWANGERUP
WA 6335

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STRUCTURAL EQUIPMENT DETAIL EXPANDED VIEW

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NBN RF ANTENNA CONFIGURATION – 2300MHz & 3400MHz

SECTOR	RF ANTENNA DETAIL								MAIN FEEDER DETAIL					RRU DETAIL					RF TAIL		RET CABLE
	TYPE	DIMENSION HxWxD	C/L HEIGHT	AZIMUTH (TN)	E-TILT		MECH TILT	ANTENNA ACTION REQUIRED	TYPE	OVERALL LENGTH	CANISTER HEIGHT	CANISTER TO RRU LENGTH	FEEDER ACTION REQUIRED	TYPE	LOCATION	C/L HEIGHT	ANTENNA PORT	RRU ACTION REQUIRED	TYPE	LENGTH	LENGTH
S1	ERICSSON AIR6419	929x506x208	60m	350°	P1&P2	2°	0°	INSTALL	H&S HYBRID MKII 9x18 F1	70m	58.5m	4m	INSTALL								
B1	ERICSSON AIR3219	776x408x199	60.5m	350°	P1&P2	2°	0°	INSTALL				4m	INSTALL								
S2	ERICSSON AIR6419	929x506x208	60m	80°	P1&P2	2°	0°	INSTALL				4m	INSTALL								
B2	ERICSSON AIR3219	776x408x199	60.5m	80°	P1&P2	2°	0°	INSTALL				4m	INSTALL								
S3	ERICSSON AIR6419	929x506x208	60m	200°	P1&P2	2°	0°	INSTALL	H&S HYBRID MKII 6x12 F2	70m	58.5m	4m	INSTALL								
B3	ERICSSON AIR3219	776x408x199	60.5m	200°	P1&P2	2°	0°	INSTALL				4m	INSTALL								

NBN RF ANTENNA CONFIGURATION – 2600MHz

SECTOR	RF ANTENNA DETAIL								MAIN FEEDER DETAIL					RRU DETAIL					RF TAIL		RET CABLE
	TYPE	DIMENSION HxWxD	C/L HEIGHT	AZIMUTH (TN)	E-TILT		MECH TILT	ANTENNA ACTION REQUIRED	TYPE	OVERALL LENGTH	CANISTER HEIGHT	CANISTER TO RRU LENGTH	FEEDER ACTION REQUIRED	TYPE	LOCATION	C/L HEIGHT	ANTENNA PORT	RRU ACTION REQUIRED	TYPE	LENGTH	LENGTH
K1	ERICSSON AIR5322 N257	290x200x136	59.5m	350°	P1&P2	0°	5.5°	INSTALL	H&S HYBRID MKII 9x18 F1	70m	58.5m	4m	INSTALL								
K2	ERICSSON AIR5322 N257	290x200x136	59.5m	80°	P1&P2	0°	5.5°	INSTALL	H&S HYBRID MKII 6x12 F2	70m	58.5m	4m	INSTALL								
K3	ERICSSON AIR5322 N257	290x200x136	59.5m	200°	P1&P2	0°	5.5°	INSTALL				4m	INSTALL								

NBN TRANSMISSION AND GPS ANTENNA CONFIGURATION

SECTOR	ANTENNA DETAIL						RAU DETAIL			MAIN FEEDER DETAIL			TX SPLITTERS DETAILS	
	TYPE	DIMENSION	C/L HEIGHT	AZIMUTH (TN)	DESTINATION	ANTENNA ACTION REQUIRED	COUNT	TYPE	ACTION	TYPE	OVERALL LENGTH	ACTION	COUNT	ACTION
A	PARABOLIC ANT3 A 1.2 7/8 HPX	ϕ1200	60m	291°	BROOMEHILL EAST	INSTALL	4	ML6365	INSTALL	LDF1-50	4 x 70m	INSTALL	2	INSTALL
GPS	KRE 101 2395/2	ϕ77 x 72	2.5m	N/A	N/A	INSTALL	N/A	N/A	N/A	LDF1-50	8m	INSTALL	N/A	N/A

Client:

Client:

Client:

Project:

NATIONAL BROADBAND NETWORK
SITE No: 6KAZ-6KAT-5105
GNOWANGERUP
71 CECIL STREET
GNOWANGERUP
WA 6335

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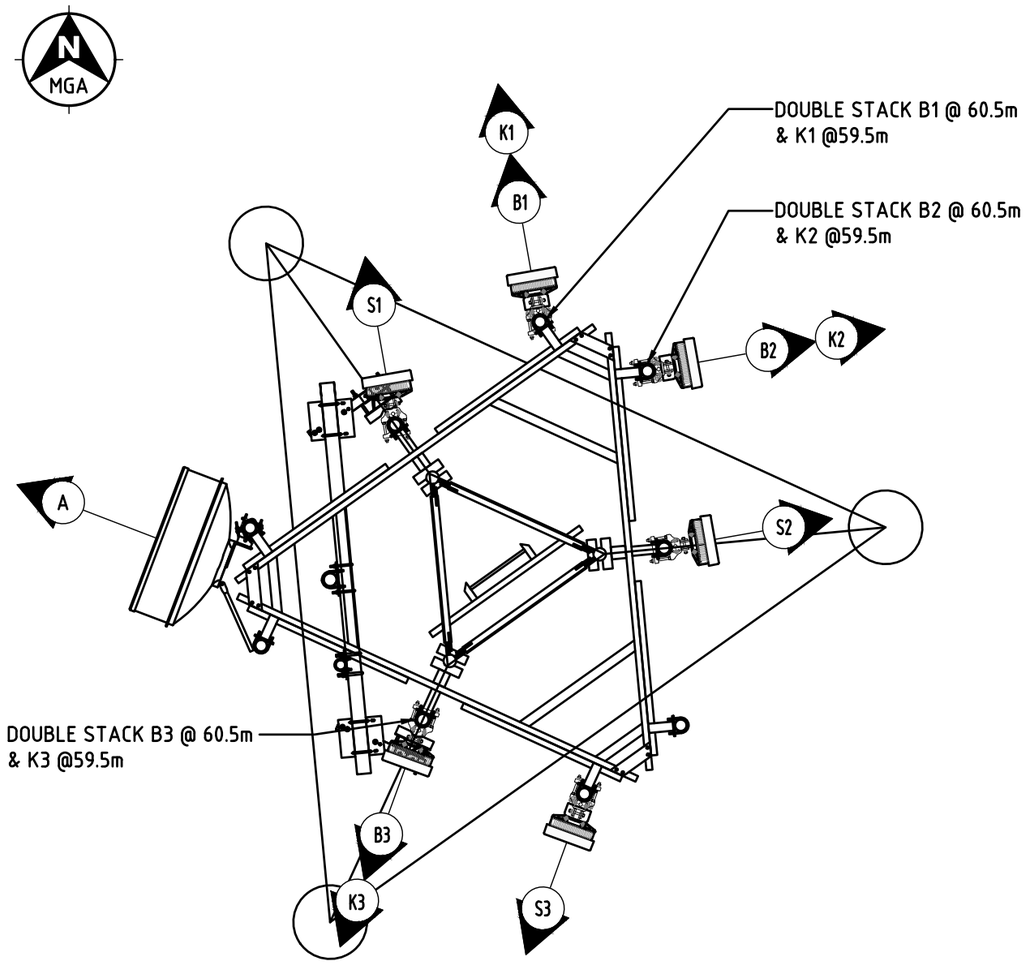
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NBN ANTENNA CONFIGURATION

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A3



NBN ANTENNA SETOUT PLAN

SCALE 1:50

Client:

Client:

Client:

Project:

NATIONAL BROADBAND NETWORK
SITE No: 6KAZ-6KAT-5105
GNOWANGERUP
71 CECIL STREET
GNOWANGERUP
WA 6335

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NBN ANTENNA SETOUT PLAN

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A3

Planning Report

Development Application for Telecommunications Infrastructure

71 Cecil Street, Gnowangerup WA 6335 (Lot 403 on DP186033)

NBN Site Reference: NBN-6KAZ-6KAT-5105

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Review	JL
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Revision number	
Classification	

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Date	Revision	Details

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EXECUTIVE SUMMARY

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<tr><td>Proposal</td><td colspan="2">nbn™ propose to install a new fixed wireless facility at 71 Cecil Street, Gnowangerup WA 6335 comprised of the installation of the following:
A 60m lattice tower (total height of 60.5m);
A triangular headframe on the lattice tower;
A 1200mm parabolic dish antenna and nine (x9) nbn™ RF panel antennas;
A 2.7m high chain-link security compound fence (compound area 10m x 12m), with 3m wide access gate;
Three (x3) outdoor equipment cabinets at ground level, adjacent to the proposed tower;
Associated feeder cables that will run underground from the equipment cabinets, and then internally within the tower to the antennas;
Underground nbn™ power mains approximately 130m long; and
Ancillary equipment associated with operation of the proposed facility.</td></tr>
<tr><td>Purposes</td><td colspan="2">The proposed facility is necessary to provide nbn™ fixed wireless coverage to Gnowangerup.</td></tr>
<tr><td>Property Details</td><td colspan="2">Property description: Lot 403 on DP18603371
Street Address: 71 Cecil Street, Gnowangerup WA 6335</td></tr>
<tr><td>Town Planning Scheme</td><td colspan="2">Council: Shire of Gnowangerup
Zone: Industry</td></tr>
<tr><td rowspan="5">Applicable Planning Policies</td><td>Relevant State & Local Planning Policies</td><td>Complies</td></tr>
<tr><td>Planning and Environment Act 2005</td><td>Yes</td></tr>
<tr><td>Planning and Development (Local Planning Schemes) Regulations 2015</td><td>Yes</td></tr>
<tr><td>SPP 5.2 Telecommunications Infrastructure</td><td>Yes</td></tr>
<tr><td>Shire of Gnowangerup Local Planning Scheme No.2</td><td>Yes</td></tr>
<tr><td>Application</td><td colspan="2">Use and works of the land for the purposes of telecommunications infrastructure</td></tr>
<tr><td>Applicant</td><td colspan="2">Service Stream Limited on behalf of nbn™
Our Ref: NBN – NBN-6KAZ-6KAT-5105</td></tr>
</table>

1 INTRODUCTION

The **nbn**™ rollout is an upgrade to Australia's existing telecommunications network. It is designed to provide Australians with access to fast, affordable and reliable internet.

nbn™ plans to upgrade the existing telecommunications network in the most cost-efficient way using best-fit technology and taking into consideration existing infrastructure.

nbn™ has engaged Service Stream Limited to act on its behalf to design and deliver new fixed wireless equipment and infrastructure within the broader network which is already in operation.

To support the fixed wireless component of this network, **nbn**™ requires a fixed wireless site to provide internet coverage to the locality of Gnowangerup. The proposed facility will be located at 71 Cecil Street, Gnowangerup WA 6335 (Lot 403 on DP186033).

The site is a Gnowangerup Shire Council Depot (owned by Crown Land WA and Primary Interest Holder Shire of Gnowangerup), with good existing access and power available. The proposed facility is located on the southwestern side of the site well away from existing council assets.

Prior to confirming this site as the preferred location for a fixed wireless facility, an in-depth site selection process was undertaken. This process matched potential candidates against five key factors, namely:

- The ability of the site to provide acceptable coverage levels to the area;
- The ability of the site to provide line of sight (LoS) to other facilities;
- Town planning considerations (such as zoning, surrounding land uses, environmental significance and visual impact);
- Construction feasibility and cost; and
- The ability of **nbn**™ to secure a lease agreement with the landowner.

This planning report will provide assessment in respect of the relevant planning legislation and guidelines, and demonstrates site selection on the basis of the following:

- The proposal is designed to comply with state planning legislation and policy;
- The site is designed to achieve the required coverage objectives for the area;
- The site is designed to be appropriately located and sited to minimise visual impact on the immediate and surrounding area;
- The proposal is designed to operate within the regulatory framework of Commonwealth, State and Local Government;
- The proposal has been designed to ensure only minimal environmental impact will result from the proposal
- The facility is designed to operate within all current and relevant standards and is regulated by the Australian Communications and Media Authority.

1.1 Consultation with Council

The property team at the Shire of Gnowangerup has been consulted on the proposal and were supportive.

1.2 Owner's Consent

Owner's consent has been received for 71 Cecil Street, Gnowangerup WA 6335 (Lot 403 on DP186033) which has been submitted as part of this Development Application.

2 BACKGROUND

2.1 nbn™ and the National Broadband Network

nbn™ is the organisation responsible for overseeing the upgrade of Australia's existing telecommunications network and for providing wholesale services to retail service providers. The **nbn**™ is designed to provide Australians with access to fast, affordable and reliable internet and landline phone services.

nbn™ plans to upgrade the existing telecommunications network in the most cost-efficient way using best-fit technology and taking into consideration existing infrastructure.

The **nbn™**'s fixed wireless network uses cellular technology to transmit signals to and from a small antenna fixed on the outside of a home or business, which are able to achieve Line of Sight (LoS) towards the fixed wireless facility.

nbn™'s fixed wireless network is designed to offer service providers with wholesale access speeds of up to 50Mbps for downloads and 20Mbps for uploads[1].

2.2 What is Fixed Wireless and how is it different to Mobile Broadband?

The **nbn**'s fixed wireless network, which uses advanced technology commonly referred to as LTE or 4G, is engineered to deliver services to a fixed number of premises within each coverage area.

This means that the bandwidth per household is designed to be more consistent than mobile wireless, even in peak times of use.

Unlike a mobile wireless service where speeds can be affected by the number of people moving into and out of the area, the speed available in a fixed wireless network is designed to remain relatively steady.

2.3 The Fixed Wireless Network – Interdependencies

Although fixed wireless facilities are submitted to Council as standalone developments, for planning purposes, they are highly interdependent. Each fixed wireless facility is connected to another to form a chain of facilities that link back to the fibre network. This is called the 'transmission network'.

The transmission network requires LoS from facility to facility until it reaches the fibre network via a hub site. The fixed wireless network will remain unconnected without the transmission network and a break in this chain can have flow on effects to multiple communities.

A typical fixed wireless facility will include a number of antennas mounted above a structure on a headframe. Each antenna is designed to cover a set area to maximise signal strength. In turn, these network antennas communicate to a small antenna installed on the roof of each customer's home or business.

The nature of the Fixed Wireless network is visually demonstrated through **Figure 1** below.

[1] **nbn**™ is designing the **nbn** to provide these speeds to our wholesale customers, telephone and internet service providers. End user experience including the speeds actually achieved over the **nbn** depends on some factors outside **nbn**™'s control like equipment quality, software, broadband plans and how the end user's service provider designs its network.

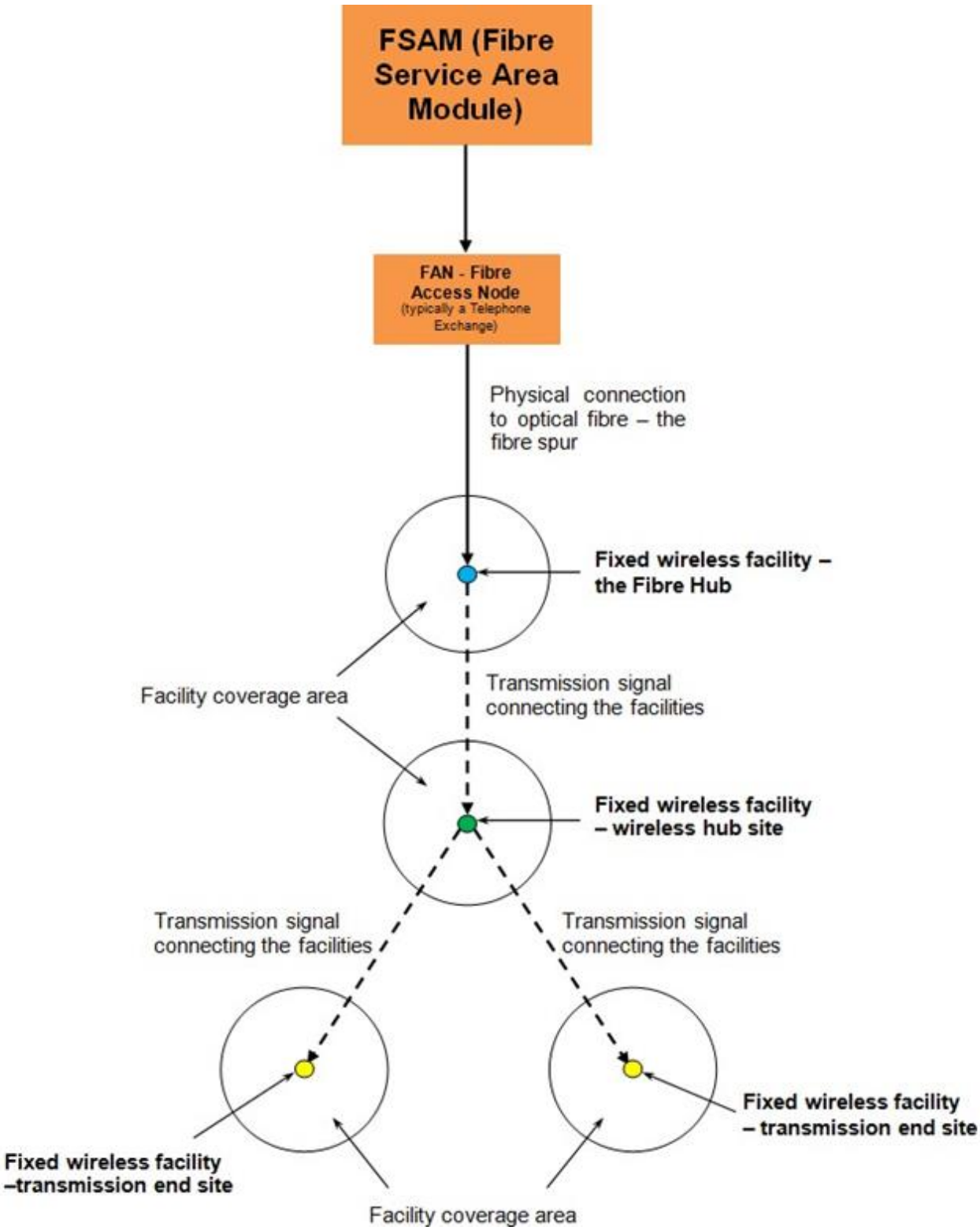


Figure 1 The Fixed Wireless Network

3 SITE SELECTION

Planning for a new fixed wireless broadband facility is a complex process. **nbn**™ conducts a rigorous multi-stage scoping process, as outlined in this section of the planning report.

3.1 Identification of areas requiring Fixed Wireless coverage

nbn™ Fixed Wireless locations are determined by many factors including the availability of both the **nbn**™ Fibre transit network and the availability of Point of Interconnect (POI) facilities to allow for the installation of nbn fibre equipment.

nbn™uses a number of methods to identify those parts of Australia that require fixed wireless coverage. When an area is identified as requiring fixed wireless coverage, investigations are undertaken to determine the measures required to provide this coverage.

nbn™ has identified a requirement to provide a fixed wireless facility at Gnowangerup. The facility is designed to provide fixed wireless internet services to premises in Gnowangerup and surrounding areas. Furthermore, the site is designed to achieve LoS to a Fibre Hub Facility known as Broomehill East Link.

3.2 Site Selection Parameters

nbn™ generally identifies an area where the requirement for a Fixed Wireless facility would be highest known as a 'search area.' A preliminary investigation of the area is then undertaken, in conjunction with radio frequency engineers, planning and property consultants and designers to identify possible locations to establish a facility.

Generally speaking, new sites must be located within, or immediately adjacent to, the identified search area. Search areas are produced by radio frequency engineers who work on the network and are areas where a facility is technically feasible and can meet nbn coverage objectives.

While the operational and geographical aspects of deploying new facilities are primary factors, there are also many other issues that influence network design, which should be considered.

Some of the issues that are considered throughout selection include:

- the availability and suitability of land;
- the ability to find a willing landowner to host the proposal;
- topographical constraints affecting network LoS and network time protocol;
- construction constraints;
- occupational health and safety; and
- cost constraints.

These compounding factors often severely restrict the available search area within which a facility can be established to provide fixed wireless broadband services to a local community.

3.3 Candidate Sites

3.3.1 Opportunities to Co-locate

The existing RFNSA Site No: 6335002 at 53 Yougenup Road Gnowangerup WA 6335 was investigated for possible colocation. This site contains a 30m Steel Lattice Tower owned by Amplitel Pty Ltd with Telstra being the only carrier on the tower.

It is confirmed that both the location & structure height does not meet objectives for NBN Radio Frequency (RF) or transmission (TX) assessments.

3.3.2 Existing Structures

There are existing council lattice towers on the site, however these heights will also not meet objectives for NBN RF or transmission TX assessments.

3.3.3 New Site Candidates

Following desktop and field investigations of a large number of potential candidates, a total of three candidates as shown in Figure 2 below were selected to be explored in-depth following site design visits and assessment of ground conditions. The green outline signifies the primary search area, and the purple outline signifies the secondary search area.

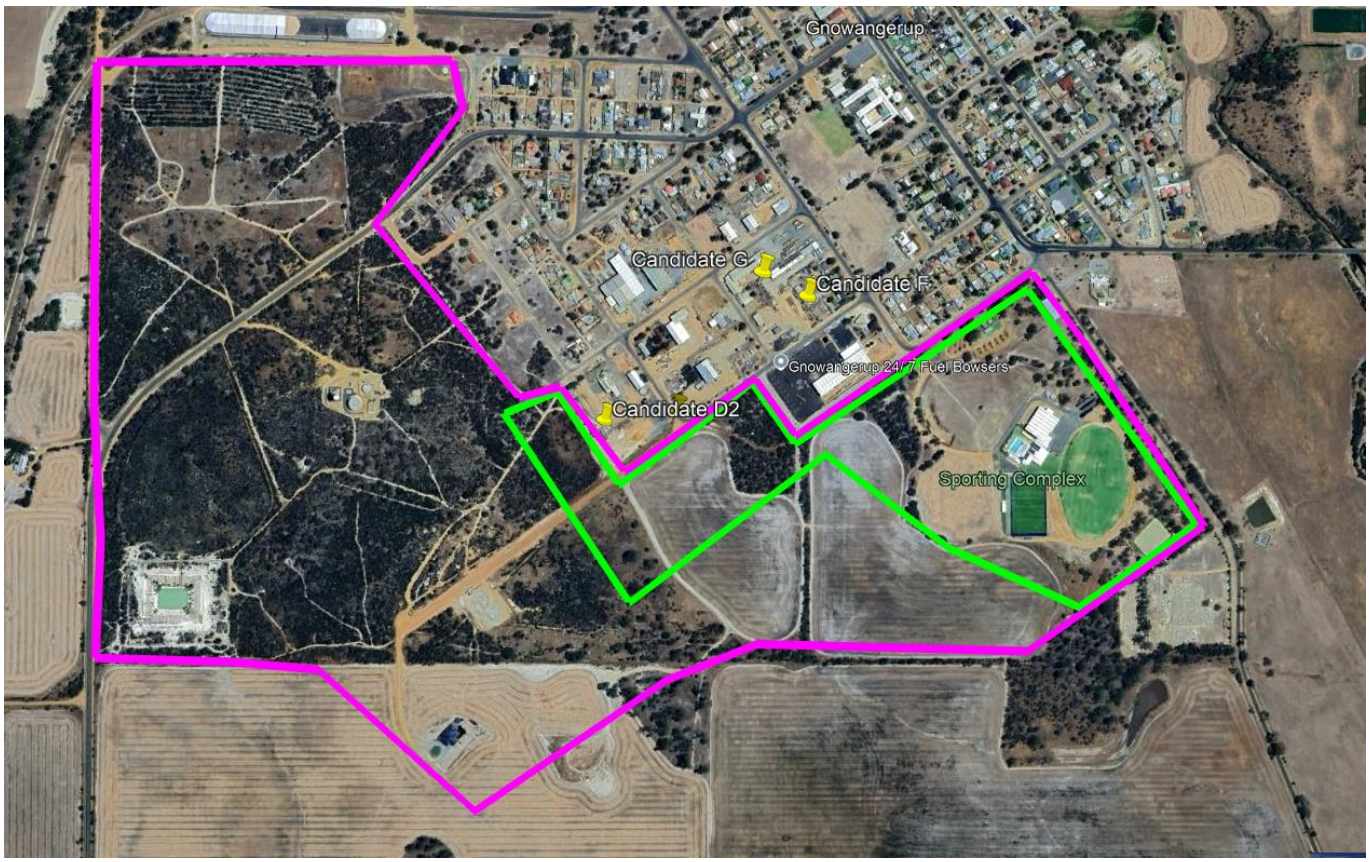


Figure 2 Candidate Locations

A summary of the candidate sites that were considered in detailed is outlined below in Table 1, including a description of the opportunities and constraints that each site presented.

Candidate	Address and Lot Number	Facility Type	Description
D2	71 Cecil Street, Gnowangerup WA 6335 (Lot 403 on DP186033)	60m Lattice Tower	This site is owned by Crown Land WA and Primary Interest Holder Shire of Gnowangerup. The site is located on flat, mostly cleared land

Candidate	Address and Lot Number	Facility Type	Description
			within the Industry Zone and is currently used as a Council depot. The site has good vehicle access and power is available on site. The site is in close proximity to a residential area, with closest dwelling approx. 140m to the north. While the proposed 60m tower will be visible from the nearby residential area, the presence of existing towers on the subject site will minimise the visual impact. Clustering with the existing towers in an Industrial Zone is a favourable planning outcome, rather than constructing a new tower on another site where they will be more prominent. This site also scored high for RF and TX assessments. **For these reasons Candidate D2 was selected to accommodate the proposed facility.**
F	42 Quinn Street, Gnowangerup WA 6335	60m Lattice Tower	No existing power supply/tenant in this property lot. Nearest power poles are around 120m away from the proposed candidate location at the intersection of Quinn Street and Corbett Street and the other pole at intersection of Quinn Street and Formby Street. This was also the least preferred location for TX when linking to Broomehill East. With the proposed structure likely needing to to be 5m - 10m higher for LoS. This site would also be a new addition to the area, (not clustered with other existing towers like Candidate D2). For these reasons, as Candidate F was not selected.
G	15 Corbett Street, Gnowangerup WA 6335	60m Lattice Tower	This was not a preferred location for TX when linking to Broomehill East. With the proposed

Candidate	Address and Lot Number	Facility Type	Description
			structure likely needing to be 5m -10m higher for LoS. This site would also be a new addition to the area, (not clustered with other existing towers like Candidate D2. For these reasons, as Candidate G was not selected.

4 SUBJECT SITE & SURROUNDS

The telecommunications facility is proposed to be located at 71 Cecil Street, Gnowangerup WA 6335 (Lot 403 on DP186033).

This is a Council depot site on the edge of town, with good existing vehicle access (no upgrades required) and power connections available (upgrade required). The site on the southwest side of the lot was selected to be well away from Council assets and buildings.



Figure 3 Locality Map

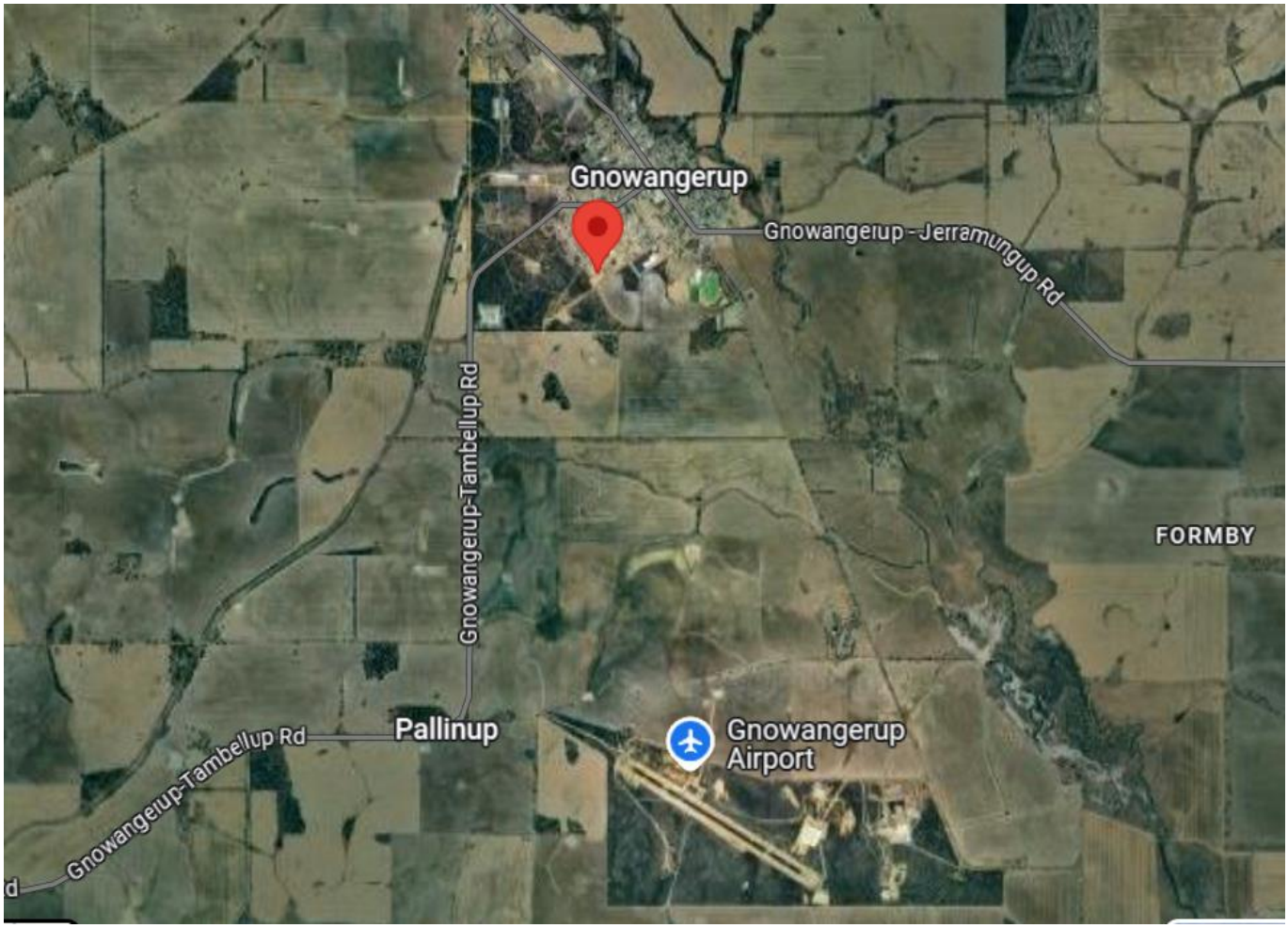


Figure 4 Site Map

The lot is of standard rectangular shape and contains Council depot buildings and lattice communication towers (x2).

The lot is flat and generally cleared of vegetation.

The lot is within the Industrial Zone and generally well separated to dwellings (closest dwelling 140 metres away).

The site is over 3.5km from the Gnowangerup Airport, which is a certified CASA aerodrome. No Obstacle Limitation Surface (OLS) mapping can be found for this airport. It is noted that only structures greater than 100m require referral to CASA as per Section 139 of the Civil Aviation Safety Regulations 1998.

A tall structure report will still be provided to CASA given the structure height.

5 THE DEVELOPMENT APPLICATION

5.1 The nbn™ Fixed Wireless Facility and Equipment Details

The development application seeks approval for the use and works of a telecommunications facility, comprising a 60-metre lattice tower, antennas, transmission equipment and ground equipment within a secure compound which measures approximately 120m².

The specific components of the proposed installation are described below:

- A 60m lattice tower (total height of 60.5m);
- A triangular headframe on the lattice tower;
- A 1200mm parabolic dish antenna and nine (x9) NBN RF panel antennas;
- A 2.7m high chain-link security compound fence (compound area 10m x 12m), with 3m wide access gate;
- Three (x3) outdoor equipment cabinets at ground level, adjacent to the proposed tower.
- Associated feeder cables that will run underground from the equipment cabinets, and then internally within the tower to the antennas;
- The installation of underground **nbn**™ power mains approximately 130m long; and
- Ancillary equipment associated with operation of the proposed facility.

This **nbn**™ Fixed Wireless facility is a wireless hub site within the network, providing **nbn**™ broadband coverage to Gnowangerup.

Figure 5 below identifies the location of the structure (Candidate D2).



Figure 5 Site Location

Please refer to the proposed drawings in **Appendix A** for details of the facility and site compound.

5.2 Construction Schedule

During the construction phase, trucks will be used to deliver the equipment to the site and a crane will be utilised to lift the equipment into place. Any traffic impacts associated with construction will be of a short-term duration and are not anticipated to adversely impact on the surrounding road network. In the unlikely event that road closure will be required, **nbn**™ will apply to the relevant authorities for permission.

A total construction period of approximately ten weeks (including civil works and network integration and equipment commissioning) is anticipated.

Construction activities will involve four basic stages:

- Stage 1 (Week 1) – Site preparation works, including field testing, excavation and construction of foundations;
- Stage 2 (Weeks 2, 3 and 4) – Construction of the lattice tower;
- Stage 3 (Weeks 5 and 6) – Construction of the equipment shelter and fences;
- Stage 4 (Weeks 7 – 10) – Installation of antennas and radio equipment, as well as equipment testing.

Once operational, the facility will function on a continuously unstaffed basis and will typically only require maintenance works three times a year.

6 RELEVANT PLANNING LEGISLATION AND CONTROLS

6.1 Commonwealth Legislation

As a licensed telecommunications carrier, **nbn**™ must operate under the provisions of the *Telecommunications Act 1997* and the following supporting legislation:

- *Telecommunications Code of Practice 2021* (as amended);
- *Telecommunications (Low-impact Facilities) Determination 2018* (as amended); and
- *Environment Protection and Biodiversity Conservation (EPBC) Act 1999*.

6.1.1 Telecommunications Act 1997

This legislation establishes the criteria for 'low impact' telecommunication facilities. If a proposed facility satisfies the requirements of a 'low impact' facility, the development is exempt from the planning approval process.

Further clarification of the term 'low impact' is provided in the Telecommunications Act 1997 and the *Telecommunications (Low Impact Facilities) Determination 2018*, which was gazetted subsequent to the Act. The *Telecommunications (Low Impact Facilities) Determination 2018* establishes certain facilities, which cannot be considered 'low impact' facilities.

The proposed facility is not considered to be low impact under the definitions contained in the Commonwealth legislation as it involves the construction of a new lattice tower.

6.1.2 Telecommunications Code of Practice 2021

The Federal Government established the Telecommunications Code of Practice 2021, setting out the conditions under which a carrier must operate when undertaking a prescribed activity. However, it is noted that construction of a new lattice tower under a planning permit application would not fall under a prescribed activity. The code of practice sets out design, planning and installation requirements for carriers to install facilities in accordance with industry 'best practice', and to:

"… minimise the potential degradation of the environment and the visual amenity associated with the facilities." [Section 1A.4(3), Telecommunications Code of Practice 2021].

Best practice also involves the carrier complying with any relevant industry code or standard that is registered by the Australian Communications and Media Authority (ACMA) under Part 6 of the Act.

6.1.3 Telecommunications (Low-impact Facilities) Determination 2018

The *Telecommunications (Low-impact Facilities) Determination 2018* identifies both the type of facilities that can be "Low-impact", and the areas in which these facilities can be installed. Importantly, this current facility is not defined as a "low impact facility" and is therefore subject to State and Territory Planning Laws and Regulation.

6.1.4 Environment Protection and Biodiversity Conservation Act 1999

The *Environment Protection and Biodiversity Conservation (EPBC) Act 1999* obliges telecommunications carriers to consider 'matters of national environmental significance'. Under this legislation, an action will require approval from the Minister of Environment if the action has or is likely to have an impact on a matter of 'national environmental significance'. According to the *EPBC Act 1999*, there are seven matters of national significance which must be considered.

All relevant EPBC matters have been considered. It is not anticipated that the proposal will have a significant impact on any matters of national environmental significance. Accordingly, approval from the Minister of Environment is not required in this instance.

6.2 Planning and Development Act 2005

The principal legislation regulating land use and development in WA is the *Planning and Development Act 2005* (*P & D Act*).

The project is consistent with the relevant provisions of the *P & D Act* as it promotes the sustainable use and development of land.

6.2.1 Planning and Development (Local Planning Schemes) Regulations 2015

The *Planning and Development (Local Planning Schemes) Regulations 2015* outline the requirements for development approval.

The project meets required development provisions to enable approval including consistency with the local planning scheme.

6.3 State Environmental Planning Schemes and Policy

6.3.1 Metropolitan Region Scheme

Pursuant to the Clause 22 of the Metropolitan Region Scheme, the site has local government zoning and therefore is subject to local authority approval only.

It is also noted that the site is not subject to any metropolitan region scheme zoning.

6.3.2 SPP 5.2 Telecommunications Infrastructure

The project has been assessed against the SPP5.2 Telecommunications Infrastructure and is consistent with this policy.

Table 5. Response to policy measures of State Planning Policy 5.2: Telecommunications Infrastructure

5 Policy Measures	
5.1 Visual Impacts For telecommunications infrastructure to be effective, structures are generally located prominently, at high points in the landscape or on top of buildings, where they are more likely to be visible to the public. The planning authority may exercise discretion in addressing the visual impacts of telecommunications infrastructure. Visual impacts of an infrastructure development proposal should be assessed by applying the following set of policy measures to guide the location, siting and design of the structure.	
5.1.1 The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area.	
Measure	**Comments**
i) Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case-by-case basis;	Noted

ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:	**COMPLIES** State Planning Policy 5.2 (Telecommunications Infrastructure) does not state that proposed telecommunication infrastructure can have no impact on visual amenity. Rather the State Administrative Tribunal has continuously ruled that it will be unavoidable that telecommunications facilities will have a visual impact. The proposed telecommunication infrastructure has been designed and sited to minimise visual impact, as far is possible without detracting from the objective of delivering a telecommunications network to the community. This has been done by clustering the proposed lattice towers with other existing communication towers on site and locating the site on an industrial lot on the outskirts of town, well separated to dwellings.
a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;	**COMPLIES** The proposed lattice tower will not be prominently visible from any significant viewing locations. As there are no such locations in the nearby vicinity.
b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;	**COMPLIES** There are no existing views of heritage items, significant landmarks, or panoramas on, or nearby, the site.
c) not be located on sites where environmental, cultural heritage, social and visual landscape values may be compromised and	**COMPLIES** The proposal is on gently sloping cleared reserve land with no environmental, social, visual or cultural significance. Whilst the site is within Aboriginal Cultural Heritage (ACH) Register, the site is highly disturbed and developed with no specific heritage places on site.
d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;	**COMPLIES** External finishes and materials will be sympathetic to the surrounding landscape with factory grey finish and non-reflective.
iii) In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications	*Noted – no such exemptions are provided in the Gnowangerup planning scheme.*

infrastructure from the requirement for development approval where: a) The infrastructure has a maximum height of 30 metres from finished ground level; b) The proposal complies with the policy measures outlined in this policy; and c) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);	
iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and	**COMPLIES** The proposal meets the RF and TX objectives of **nbn™** networks, providing the required coverage to the Gnowangerup area.
v) Telecommunications infrastructure should be colocated and whenever possible:	**COMPLIES** Colocation opportunities were explored and did not meet required RF or TX objectives.
a) Cables and lines should be located within an existing underground conduit or duct; and	**COMPLIES** Existing conduits will be utilised where possible.
B) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings	**COMPLIES** No overhead lines are proposed.

6.3.3 State Panning Policy

The site is impacted by SPP 3.7 Bush Fire Prone Area.

State Planning Policy 3.7 Planning in Bushfire Prone Areas identified bushfire prone areas across the State. Section 6.7 of this policy states *'there is a presumption against introduction or intensification of development or land use in an area that has or will, on completion, have an extreme BHL and/or where BAL-40 or BAL-FZ applies unless it meets the definition of unavoidable development'.*

S5.7 of the 2021 Guidelines for Planning in Bushfire prone Areas State Planning '*Unavoidable development may include critical State infrastructure such as railway lines, telecommunication facilities, ...Applications for unavoidable development will only be supported where they meet the policy requirements of SPP3.7'.*

S5.4 of the Guidelines also exempt unavoidable development from bushfire criteria (i.e. Maximum BAL ratings).

Therefore, no further consideration of bushfire risk is required.

6.4 Local Government Regulatory Framework

Shire of Gnowangerup Local Planning Scheme No.2

This application is seeking to obtain a planning permit for the use and works of telecommunication infrastructure which is defined under the Planning Scheme as:

> *means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network;*

6.4.1 Zoning

The subject lot is zoned Industrial under the Shire of Gnowangerup Local Planning Scheme No.2. Within Table 1 – Zoning Table of the planning scheme, telecommunication infrastructure in the industrial zone is listed as `D' meaning that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

The Industrial Zone aims to;

- *To provide for manufacturing industry, the storage and distribution of goods and associated uses, which by the nature of their operations should be separated from residential areas.*

The proposal is consistent with the objective of the zone by not impacting the operation of an existing uses on site, or the potential future industrial use of the lot. This is done be selecting a small compound area of 120m² on the edge of the lot on the southwest side.

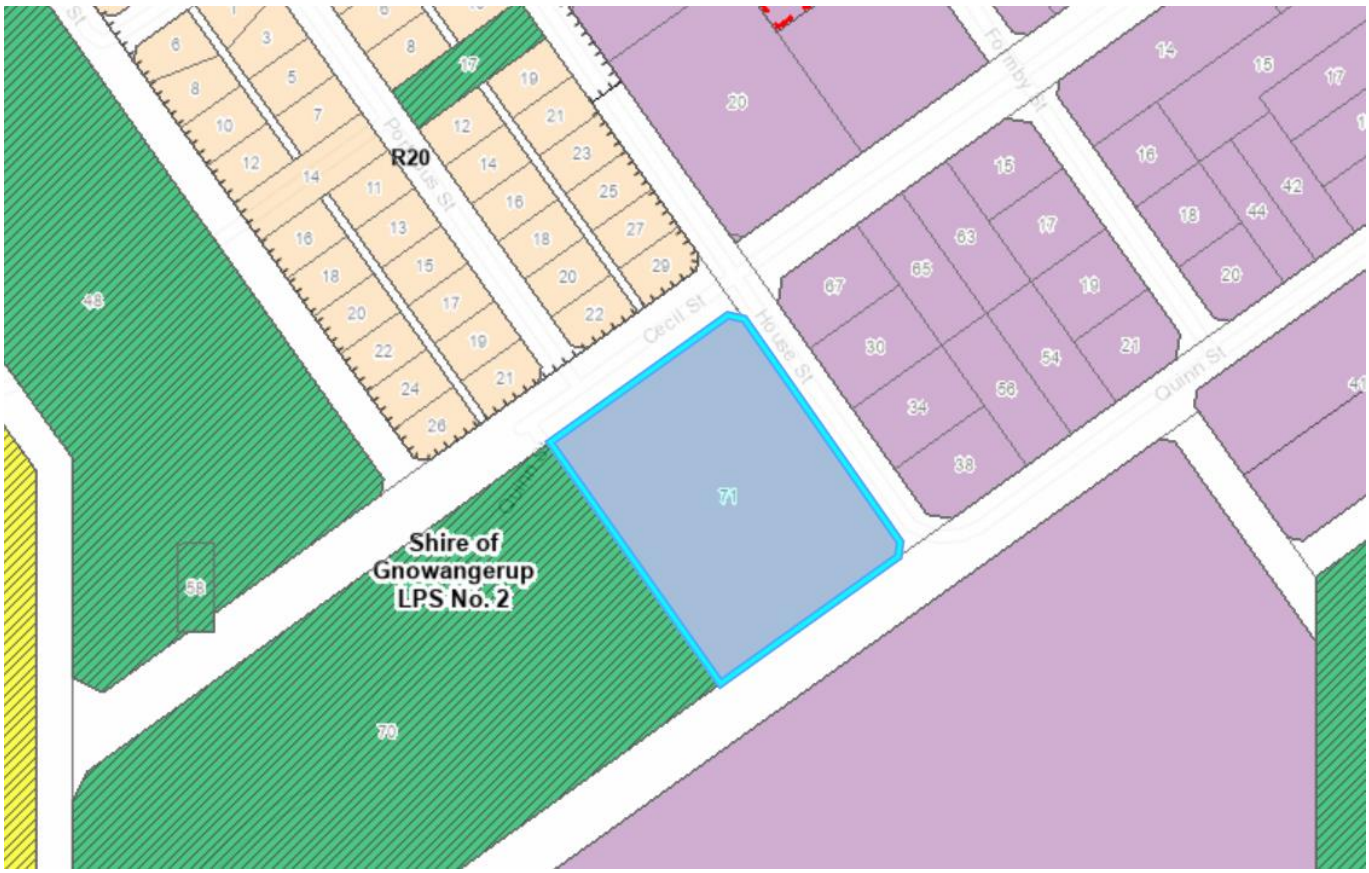


Figure 6 Zoning Map and Location of the Site

6.4.2 Development within the Industry Zone

Provision *5.12 Development within the Industry Zone* requires development to:

5.12.1 The impact of development within the Industry Zone is to be contained within the extent of that zone in terms of odour, electrical interference, fumes, service, vapour, steam or other potentially negative outputs.

5.12.2 Subdivision within Industry Zone is to be in accordance with a guide plan adopted by the local government which provides for remnant vegetation protection and waterway protection and where considered appropriate by the local government, visual amenity as viewed from Residential Zones and public roads to the local government's satisfaction.

As outlined above, the proposal is for a non-industrial use that will not proposal is consistent with the objective of the zone by not impacting the operation of an existing uses on site, or the potential future industrial use of the lot. No subdivision is proposed.

7 LIKELY IMPACTS OF THE DEVELOPMENT

7.1 Visual Impact

While the proposed 60m tower will still be visible from the residential area in the township, the presence of existing communication towers on the subject site will minimise the visual impact. Clustering with the existing towers in an Industrial Zone is a favourable planning outcome, rather than constructing a new tower on another site where they will be more prominent.

The site is also located on the edge of town and away from main roads which will further reduce its prominence. External finishes and materials will be sympathetic to the surrounding landscape with factory grey finish and non-reflective.

7.2 Flora and Fauna

The site is largely cleared of vegetation and altered, therefore no further assessment on flora and fauna is required.

7.3 Aboriginal and Non-Aboriginal Heritage

Whilst the site is within Aboriginal Cultural Heritage (ACH) Register, the site is highly disturbed and developed with no specific heritage places on site. No further assessment aboriginal cultural heritage is therefore required.

7.4 Bushfire Risk

Whilst the site is within a Bush Fire Prone Area, no further assessment for telecommunications infrastructure is required.

7.5 Electrical Interference

The **nbn**™ fixed wireless network is licensed by the Australian Communications and Media Authority (ACMA) for the exclusive use of the OFDMA9800 frequency band. As **nbn™** is the exclusive licensee of this sub-band, emissions from **nbn**™ equipment within the frequency band should not cause interference.

Filters will also help to ensure that each facility meets the ACMA specifications for emission of spurious signals outside the **nbn**™ frequency allocations. **nbn**™ intends to promptly investigate any interference issues that are reported.

7.6 Erosion, Sedimentation Control and Waste Management

All erosion and sediment control mitigation measures will comply with the Building Code of Australia, The Blue Book, and local Council standards where applicable. In addition, contractors must comply with the '**nbn**™ Construction Specification' that requires contractors to undertake the necessary erosion and sediment control measures to protect the surrounding environment.

7.7 Traffic Generation

After the construction period, the only traffic generated by the base station will be that associated with maintenance vehicles. In this respect, it is estimated that maintenance of the facility will generate only three to four visits per year and will remain unattended at all other times. The traffic generation will therefore be minimal and not sufficient to create any adverse impacts.

7.8 Utility Services

All services required for the ongoing operation of the base station are capable of being provided to the facility without impacting on the supply or reliability of these services to any existing consumers in the locality.

7.9 Noise

Noise and vibration emissions associated with the proposed facility will be limited to the initial construction phase. There will be some low-level noise from the ongoing operation of air conditioning equipment associated with the equipment shelter, once installed. Noise emanating from the air conditioning equipment is at a comparable level to a domestic air conditioning installation and will generally accord with the background noise levels prescribed by Australian Standard AS1055.

7.10 Social and Economic Impacts

Access to fast internet is an essential service in modern society. Initially, small to medium business customers accounted for a significant part of the demand for broadband technology, but internet services have now been embraced by the general public. Usage of internet services continues to widen as new technologies become progressively more affordable and accessible to the wider community.

The new **nbn**™ network is designed to provide the community with access to fast and reliable internet services. A reliable internet service is important to help promote the economic growth of communities, and the facility is anticipated to have significant social and economic benefits for the local community.

7.11 Public Safety – Radiofrequency Emissions

In relation to public safety and specifically Electromagnetic Emissions (EME) and public health, **nbn**™ network operates within the operational standards set by the Australian Communication and Media Authority (ACMA) and Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). ARPANSA is a Federal Government agency incorporated under the Health and Ageing portfolio and is charged with the responsibility for protecting the

health and safety of both people and the environment from the harmful effects of radiation (ionising and non-ionising).

All **nbn**™ network installations are designed and certified by qualified professionals in accordance with all relevant Australian Standards. This helps to ensure that the **nbn**™ facility does not result in any increase in the level of risk to the public.

This facility is to be operated in compliance with the mandatory standard for human exposure to EME. The EME Report associated with this site is attached in Appendix B. The report shows that the maximum predicted EME will well within the maximum exposure limit.

Moreover, all **nbn**™ network equipment has the following features, all of which help to minimise the amounts of energy used and emitted:

- Dynamic/Adaptive Power Control is a network feature that automatically adjusts the power and hence minimises EME from the facility.
- Varying the facility's transmit power to the minimal required level, minimising EME from the network, and
- Discontinuous transmission, a feature that reduces EME emissions by automatically switching the transmitter off when no data is being sent.

7.12 The Public Interest

The public benefits of access to high quality broadband have been widely acknowledged for many years. Broadband access is now more than ever considered an integral component of daily life, so much so that its absence is considered a social and economic disadvantage.

Across the Gnowangerup LGA, the Fixed Wireless network is designed to service rural and rural residential communities that have traditionally been significantly disadvantaged both in terms of basic access to broadband and in terms of the quality and reliability of broadband that these communities receive.

The Government's National Map illustrates the substantial disparity and inequity in service between larger townships and smaller communities, and often even within individual rural communities.

The proposed **nbn**™ facility is expected to have significant benefit for residents, businesses and educational establishments in Gnowangerup. It will assist by providing improved internet services within the area. Furthermore, the proposal has been designed to minimise environmental impact.

8 Conclusion

The **nbn**™ facility proposed has been sited in a manner which allows **nbn**™ to provide broadband services to Gnowangerup effectively and efficiently. The facility has been strategically sited and designed to ensure that the target coverage area is able to be provided with **nbn**™ broadband services and that line of sight will be able to be achieved to an adjoining facility.

The selected site is clustered with existing communication towers, is largely free of environmental constraints, will not impact the objectives of the zone and is separated from dwellings within the township.

The proposed **nbn**™ facility is expected to have significant benefit for residents, businesses and educational establishments in the Gnowangerup area. It will assist by providing improved internet services and contribute socially and economically within the area. Furthermore, the proposal has been designed to minimise environmental impact.

Given the considerable merit of this application, we respectfully request that Council considers the limited impacts and expected public benefits of the proposed facility in assessing this Development Application.

Appendix A – Proposal Drawings

Appendix B – EME

Appendix C– Application form and owner's consent

Electromagnetic energy report

Location	GNOWANGERUP, 71 Cecil Street, GNOWANGERUP WA 6335		
Date	01/04/2025	**RFNSA No.**	6335008

This report contains **calculated** electromagnetic energy (EME) exposure levels from the wireless technology base station listed above.

EME levels for this site have been **calculated** as a percentage of the limit given by the Australian Safety Standard. This report is produced according to a technical methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

EME levels below 100% comply with the Australian Safety Standard and are safe for the public.

Service operators and technology at the site

NBN				
4G, 5G				

For more information on the infrastructure at this site, such as specific wireless technologies, visit http://www.rfnsa.com.au/6335008.

Calculated EME levels

Areas of interest	Maximum EME level (% of limit)	Safe level (<100%)
Environmental EME Level (*1.5m above ground out to 500m from site*)	4.05%	YES
No locations identified		

About electromagnetic energy

Many things in our everyday lives produce electromagnetic energy including natural sources like the sun, and artificial sources like broadcast media, electric power, microwave ovens, and wireless technology like Wi-Fi and mobile phones.

The EME that you are exposed to from mobile phone towers is low, and similar to your exposure from broadcast transmissions such as radio and TV.

It is the assessment of ARPANSA that there is no credible health risk from exposure to the low-level EME associated with telecommunications and wireless technology below the limits set in the Australian Safety Standard.

Further information

ARPANSA (The Australian Radiation Protection and Nuclear Safety Agency) www.arpansa.gov.au

ACMA (The Australian Communications and Media Authority) www.acma.gov.au/eme-5g-and-you#eme

11.2	**Australian Local Government Association National General Assembly**
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	23 July 2025
Business Unit:	Chief Executive Officer
Responsible Officer:	David Nicholson – CEO
Author:	David Nicholson – CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Australian Local Government Association (ALGA) National General Assembly (NGA) Communique.
- Report from Councillor Miniter
- Report from Deputy President R O'Meehan
- Report from Councillor Callaghan

PURPOSE OF THE REPORT

To note the communique released from ALGA following meeting of the NGA 24 to 27 June 2025.

BACKGROUND

ALGA NGA was held in Canberra Tuesday 24 June to Friday 27 June. Commencing with the Regional Forum on the Tuesday, the following days were focused on the National General Assembly. Deputy President O'Meehan and Councillors Miniter and Callaghan attended this event, with the Shire President and CEO also attending but in their capacity as representatives of the Local Government Rural Health Funding Alliance (LGRHFA).

The purpose of attending was to gain a broader understanding of industry issues, influence conversation, and to support the motion put to the NGA by the LGRHFA.

COMMENTS

The event was well attended by Local Government Mayors, Presidents, Councillors and CEOs. Presentations by politicians from the three major parties provided insight into government policy and pressure points.

The NGA Motions covered the themes of:

- Intergovernmental Relations
- Financial Sustainability
- Roads and Infrastructure
- Emergency Management
- Housing and Homelessness
- Jobs and Skills
- Community Services

- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation
- Data, Digital Technology and Cyber Security
- Climate Change and Renewable Energy
- Environment
- Circular Economy
- Other Issues

The Local Government Rural Health Funding Alliance motion was:

"This National General Assembly calls on the Australian Government to increase the Financial Assistance Grants to local governments and recalculate distributions to those local governments in remote and rural locations that are providing financial incentives to assist in funds associated with attracting and retaining general practitioners, therefore redirecting ratepayer funds to local government responsibilities"

The motion was passed without debate.

CONSULTATION
This report was presented to Council at Agenda Briefing held 9 July 2025.

LEGAL AND STATUTORY REQUIREMENTS
Nil.

FINANCIAL IMPLICATIONS
Nil.

STRATEGIC IMPLICATIONS
As per Integrated Strategic Plan

Theme	Our Community
Community Priority	Facilitate and advocate for the provision of quality health services, health facilities and programmes.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS
This item has been evaluated against the current Council approved Risk Management Register.

Risk description	Expenses exceeding community ability to pay
Primary Strategic Risk Category	Financial sustainability
Primary Strategic Risk Category **Description**	Inability to maintain service and infrastructure levels for the Shire
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major

Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Unlikely

IMPACT ON CAPACITY
Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS
Not applicable.

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOULTION

MOVED: Cr R O'Meehan **SECONDED: Cr L Martin**

0725.05 That Council

Notes the ALGA NGA Communique from the ALGA NGA forum held 24 to 27 June 2025.

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL



COMMUNIQUE

More than 1,300 local government leaders from across Australia gathered in Canberra from 24-27 June for the 31st National General Assembly of Local Government (NGA).

We were welcomed to country for the National General Assembly by Ngunnawal woman and Co-Chair of ACT Reconciliation Council, Selina Walker. The Assembly recognised the Ngunnawal and Ngambri peoples as traditional custodians of the ACT and recognised any other people or families with connection to the lands of the ACT and region. The Assembly paid its respects to their elders past, present and emerging, and acknowledged the vital and ongoing contributions First Nations peoples continue to make to our nation.

Her Excellency the Honourable Ms Sam Mostyn AC, Governor-General of Australia, formally opened the Assembly and spoke about the role of community leadership and local engagement in building national resilience and unity, including the importance of teaching our younger generation the importance of civic governance.

We heard from a range of Federal Ministers across the Assembly including: The Honourable Kristy McBain MP, Senator the Hon Katy Gallagher, The Honourable Julian Hill MP, The Honourable Josh Wilson MP, The Honourable Darren Chester MP, Dr Anne Webster MP and the Honourable Kevin Hogan MP.

There was broad acknowledgement from Ministers that councils play a critical role in supporting their communities and that the role has expanded significantly, as has the financial pressure councils face. That is why local government is calling for urgent action to ensure the financial sustainability of councils.

Delegates heard from Mark Bouris AM and Dr Merriden Varrall who unpacked global economic forces shaping Australia's local economies, including trends in trade, security, and investment.

Jason Clarke, world leading consultant on issues of leadership and innovation, closed Day 1 of the NGA with an energising and practical presentation on how councils can take bold ideas and translate them into tangible, community-focused change.

Day 2 of the NGA featured the launch of ALGA's exciting new research "Adapting Together: Local Government Leadership in a Changing Climate". The report finds that Australia's councils are expected to spend more than $2 billion over the next five years to future-proof their communities from the changing climate, resulting in up to $4.7 billion in avoided costs to communities.



ALGA President Mayor Matt Burnett noted "Climate-resilient infrastructure is expensive and takes time to build, so we need sustainable funding from the Federal Government to implement long-term planning and adaptation now and into the future". That is why "We are asking the Government for a new $400 million climate adaptation fund, distributed to all Australia's councils each year, to deliver ongoing and sustainable place-based climate solutions" Mayor Burnett said.

Councils considered the way AI is shaping the future with presentations from Stephen Scheeler, founder of The Digital CEO and co-founder and CEO of Omniscient, and Tim Golsby-Smith, co-founder and CEO of myLot.

The 2025 NGA saw the return of concurrent listening sessions providing an interactive platform for delegates to engage directly with federal agencies and sector experts on key policy issues. The listening sessions included:

- Housing and community infrastructure – where the discussion covered a range of challenges from housing affordability, the prohibitive cost of housing infrastructure, ideas around housing and homelessness.
- Emergency management capacity and capability – where attendees shared examples of what has worked in their communities and highlighted remaining challenges. This included the need for long-term funding certainty and better integration of local knowledge in disaster preparedness and recovery frameworks.
- Local government jobs and skills – where attendees highlighted key issues attracting workers to the regions, promoting council careers to young values-led workers, better access to local training, cost-shifting concerns, migrant workforce support, and housing shortages as a major staffing barrier.
- Safer roads - discussed infrastructure funding and general maintenance, speed management, driver behaviour, and the broader questions of regional vs urban specific problems.

Motions and Assembly Outcomes

- Almost 190 motions were debated across a range of policy areas including financial sustainability, roads, disaster resilience, health, housing, and climate. Motions passed by the NGA will be referred to relevant Ministers for response and also used by the ALGA Board to inform national policy positions.

The 2025 National General Assembly (NGA) was attended by 1300 local government leaders from across the country and gathered in Canberra from the 24th June to 27th June.

We were welcomed to country by Ngunnawal woman and co-chair of ACT Reconciliation Council, Selina Walka. The assembly recognized the Ngunnawal and Ngambri people as the traditional custodians of the ACT and recognized other aboriginal families or people connected to the Ngunnawal/Ngambri people.

Her Excellency the Honorable Ms Sam Mostan AC, Governor General of Australia, formally opened the assembly and spoke about the important role of community leadership and the important part that local governments play in engaging and building national resilience and the importance of teaching the younger generation the importance of civil governance.

We had the opportunity to listen to a range of federal ministers including the Honorable Kristy McBain MP, Senator the Honorable Katy Gallagher who was interested in building better lives for women. We also heard from several of the Ministers who all acknowledged the important and critical roles that Council play in supporting local communities.

Ministers also acknowledge the financial pressure that the council face. Throughout the day one local government called for urgent action to ensure the financial sustainability of councils.

Interesting conversations developed further with Mark Bouris AM and Dr Merrid Varrall who focused more on global economics and security and investment

Day 2 focused on adapting together through local government leadership and climate change. Good conversations continued through climate resilience.

AI- Artificial intelligence continues to be a way forward to bring interest to local councils connecting a platform to policy & change.

Housing and community infrastructure – Discussions and heavy conversations covered a range of challenges from affordability to cost of living and homelessness.

I attended a meeting on behalf of our Shire team as we all attended our selected interest.

Emergency Management Capacity & Capability, where attendees shared examples of what works in their local communities as most highlighted the challenges. This included the need for long term funding, local knowledge in disaster preparedness recovery framework.

Almost 190 motions were interestingly debated addressing financial sustainability, roads, disaster resilience, health, climate change. It was great to see our local proposal/motion passed and carried in block without debate.

Final comments – The 2025 NGA national priorities need local solutions gave great opportunities for capacity development along with networking across the country.

CR Robert Miniter OAM.

Australian Local Government Association
National General Assembly. National Convention Centre, Canberra
Tuesday 24 June: Regional Forum
Wednesday 25 June - Friday 27 June: NGA

Cr Rebecca O'Meehan
Key learning outcomes and information

HOUSING
Federal housing and enabling infrastructure funding (of interest to the Shire of Gnowangerup)

Housing Support Program
$1.5 billion program supports the delivery of 1.2 million new homes over five years, with **$500 million allocated to state, territory, and local governments.**

- ***It focuses on enabling infrastructure, amenities, and building planning capability to accelerate housing development.***
- ***Local governments can apply for funding for projects that address these areas.***

Not sure if 25/26 funding in this program has been announced? It was however mentioned several times during the convention, including at the Housing and Community Infrastructure Forum on Day 2 attended by CEO and myself. And the program is referred to by the Federal Government in the 25/26 Budget.

The program supports:

- Infrastructure projects that support new housing, such as connecting essential services like water, power, sewage, and roads; and
- Infrastructure projects that provide amenities to support new housing, including shared facilities like community centres and parks.
- Building planning capability, including resources to support increased delivery of new housing and master planning to support increasing housing in well-located areas.

Three streams of funding available within the Housing Support Program:

1. **Stream 1**: aims to provide funding to state, territory and local governments for projects which will improve **planning capability**. This includes resources to support increased delivery of new housing and master planning to support increasing housing in well-located areas.

Can fund:

- Recreation and open spaces strategies
  (could this be applicable to the recreation precinct development)
- Structure and Master plans for new housing developments
  (applicable to Quinn St? or Virginia Estate planning?)

LGA's funded through Stream 1 announced in July 24:
Shire of Dandaragan: $98,204
Engagement of Dandaragan Planning Officer Support for additional resources to increase capacity to assess development applications and undertake strategic planning initiatives.
Shire of Plantagenet Engagement of Plantagenet Planning Officer: $175,000
Engagement of an additional planning officer, focused on housing supply within the Shire of Plantagenet
Shire of Victoria Plains: $877,065

Planning and servicing work to unlock vacant land and support the future delivery of affordable housing in the Wheatbelt. Deliver planning and servicing works to increase the number of shovel-ready, vacant lots in six Wheatbelt Shires.

2. **Community Enabling Infrastructure:** The Community Enabling Infrastructure Stream provides funding to local, state and territory **governments for enabling infrastructure and community amenity projects.**
   The Community Enabling Infrastructure Stream is **designed to remove barriers to housing construction by ensuring enabling infrastructure and community amenities are in place**

Can fund:

- Essential infrastructure such as water, power, sewage, roads and paths to enable new housing development (*could we use this to fund upgrade of Ongerup sewage ponds or for provision of kerbing to St in Borden alongside the new Dev WA housing blocks or to provide these services for future Virginia Estate housing development?)*

LGA's funded through Community Enabling Infrastructure fund announced in July 24:
City of Albany : $14,217,570
McAlpine Rise, Provision of essential infrastructure such as water, power, sewage, roads and paths for a new development in Lockyer.

3. Priority Funding: only available to State Govt's

ROADS

Several speakers addressed roads, mostly with an emphasis on lowering road speeds to meet Australia's pathway to Vision Zero.

Emphasis placed on council's having up to date 'Road Use Hierarchy' information for their local roads. And where possible undertaking Network Safety Plans.

Federal Government Roads to Recovery (RTR) Program which supports the construction and maintenance of the nation's local road infrastructure assets is currently in the second year of the latest five-year funding cycle, which commenced 1 July, 2024.

Funding under the RTR Program is available to all local government areas in Australia, for projects delivered through councils, with funding recipients able to decide on the roads projects that deliver on local priorities throughout the funding period.

In 2027-28 RTR Program funding will reach $1 billion per year and remain at that level under this ongoing program.

Aside from the reiteration from various Federal Ministers that the RTR funding will reach $1 billion per year in general there was not enough discussion around funding opportunities or ways to upgrade and fix local roads.

EMERGENCY MANAGEMENT

Information from listening to NGA speakers:
Federal Government National Emergency Management Agency is responsible for administering the $1 billion Disaster Ready Fund over five years from 1 July 2023 ($200 million available each year). Designed to increase disaster resilience and risk reduction.
The funding supports projects that address the physical and social impacts on our communities of disasters caused by climate change and other natural hazards.
Round three funding closed in April 2025. Round 4?
(Do we have any projects that would fit this funding in Round 4? Generator costs for our recreation centres to be used for evacuation centres? It looks like many LG's in WA have applied and received funding to upgrade power supplies to emergency evacuation centres.
other funding has been awarded for bushfire mitigation… possibility?)

Round One & Two LG WA recipients included:
Shire of Cunderdin: $82,750 (50% funding, matched by LG)
Upgrade to Cunderdin Evacuation Centres into a standalone emergency centre with its own power and water supply.
Shire of Cranbrook: $70 000 (50% funding, matched by LG)
Stormwater drainage design for the township of Cranbrook.
Shire of Dumbleyung: $15,000 (50% funding, matched by LG)
Evacuation centre power upgrade.

ABORIGINAL ENGAGEMENT

While Indigenous Affairs were not directly addressed in the NGA program, Robbie gave me the opportunity to attend a side-line meeting organised by him with Julia McArthy, Indigenous Land and Water Strategy, Environmental Branch Lead within the National Indigenous Aboriginal Agency.

This provided an opportunity for discussion about the GAC led Ranger program and other initiatives and funding resources that might be available to further these programs. Plus, funding opportunities for Aboriginal engagement within our Shire.

Other useful areas of interest addressed during the conference that may be applicable to the Shire of Gnowangerup:

Community Energy Upgrade Fund – available for facility upgrades, solar etc
The Community Energy Upgrade Fund will deliver $100 million over 2 funding rounds and will run over 3 years from 2024-25. The program will co-fund energy efficiency and electrification upgrades for local governments to deliver reduced energy bills and emissions from local government owned and/or operated facilities.

Local Government Sustainability - Federal Government (Minister Kristy McBain) confirmed its commitment to complete the review into Local Government Sustainability and release the findings in good time.

Overwhelming support for the ALGA-led call for an increase in the Federal Government Financial Assistance Grants to all local governments. Many motions moved and approved around increasing federal funding to LG's.

Highlight of the long-winded debate on the 192 motions presented and voted on at the convention, across two afternoons, was the overwhelming support for Motion 46: Lake Grace moved. Gnowangerup seconded. Resounding support for the work done by the Regional Health Alliance led by our Shire President and CEO and their colleagues within the alliance, particularly Shire of Lake Grace.

Some of the most important, relevant and thought-provoking conversations happened on the sidelines of the convention while speaking with colleagues from within Local Government and Federal departments etc.

One of these was a discussion I had around increasing UV rates and annexing the increase in funds created through that for specific council spending relevant to those ratepayers. In this case to be spent on the repair and maintenance of the local gravel road infrastructure. I believe this has great relevance to our Shire and could be a plan worthy of discussion and adoption by our Shire.

I also had an interesting discussion with leading Australian demographer and author Bernard Salt around his claims during his address that to service our increasing world population Australia needs to grow its agribusiness sector by 40% and grow our towns and regions that service agriculture.... !! I explained to him that while this was music to the ears of representatives from an agriculturally dependent Shire like ours, he needed to shout his claims from the rooftops and become an advocate for us, for greater government funding within that space and less unnecessary government regulation currently endangering this from happening. I am interested in contacting him to explore a Shire collaboration with him during the lead up to the next Australian Census.

The other follow-up I am going to pursue is with renowned political journalist David Speers, the host of the ABC's Insider program. While speaking with him (and fan-girling) at the conclusion of a Ministers panel he hosted I urged him to come West and do a series of stories on our Shire or even host an Insiders program at the foot of the Stirling Ranges....he asked for a business card and was interested to learn more. Maybe we could pitch an opportunity for him to do Insiders here during Wild Gravel 2026!?

Disappointingly the Shire of Gnowangerup was left off the invite list when a number of our surrounding Shires in attendance at NGA met with someone from the Minister for Agriculture's office to discuss the transition package for the end of the Live Sheep by Sea trade.

Thank you for the opportunity to attend, for the collegiality the experience gave and for the professional learning and development opportunities.

I would not rush to attend this Convention again unless we had a pressing Shire issue (such as the GP issue) that could be investigated heavily through sideline meetings with Ministers and their advisors. In 2025 our Shire CEO and President successfully did this within the medical alliance space and did it with the utmost professionalism, energy and focus. And in doing so put our Shire firmly on the national map, which is vital in an east coast, metro centric world.

Over and above my general interest in a national level conference of local governments I travelled to Canberra with two particular areas of interest that I felt had relevance to our Shire – roads and renewable energy.

Roads

Kenn Beer, Principal Engineer with Safe System Solutions. (www.safesystemsolutions.com.au)

Kenn spoke to the main Conference audience as prime speaker on the topic Vision Zero – *Network Safety Plans*. In this bold and challenging presentation Kenn outlined a path to achieve the Federal Governments Austroads Project (SAG6365) *Eliminating serious road trauma by 2050.* As a social or community target, that is indeed a challenging aspiration. In making his argument Kenn offered us a two-change approach that can be developed over time. Surprisingly, neither of those were related to driver education, the area had anticipated he would target first. With data drawn from national road statistics Kenn maintained that the "…statistically safest drivers on Australian roads are P plate drivers in their first 12 weeks of independent driving." He was highly complementary of the long term, graduated driving/log book recording regimes such as the one we use in Western Australia for the way they provide extended and high variety driving experiences to learners.

The two changes promoted within the Vision Zero project are essentially vehicle separation and speed reduction.

Vehicle separation, achieved with physical barriers, is something we see commonly on city level freeways and to a lesser extent on major highways and arterial roads in dense urban areas. In regional areas this can be achieved with the directional lanes being separated by wide vegetation corridors of 20 metres or more. Large sections of the Forrest Highway utilise this method. Other structural adjustments to roadways can be steel posts and cable fencing between oncoming lanes. Kenn acknowledged that while these mechanical adjustments were very successful, they added significantly to the cost per kilometre of road construct. At a lower level of intervention, the Vision Zero project promotes practices such as the increased use of white line markings on existing pavements, centre and both sides; the addition of audible 'rumble' strips to centre and side markings; sealed shoulders and wide constructed run-offs.

Speed reduction as a principle is never well received by drivers, especially regional and remote ones, however the science of vehicle related injury and deaths, along with mechanical laboratory crash and impact testing makes the cause and effect' argument very clear. As an example, Kenn explained that the impact on a human body at 80 kilometres per hour is the equivalent to falling from a 6th floor balcony and while not *always* fatal, will be seriously damaging and often leave life changing injuries. The somewhat 'aspirational' goal of the Vision Zero project is to see the majority of current 110K limits reduced to 80K. Although Kenn tried very hard to suggest that this was achievable there was not widespread support from the audience of over 1000 guests! However, the bigger argument has definite merit – that there are many vehicle and pedestrian intense locations where serious speed reductions can be made and often with little to no valid impact on journey time. In this he is indicating residential and low traffic count commercial streets.

From this thought provoking and at times uncomfortable presentation I have developed a deeper appreciate of the statistical frequency of fatality and life changing events related directly to road design and driver speed; a better appreciation of the practical methods and changes that our Shire could review and implement along with a remarkable new respect for our young learner drivers!

On Thursday of the Conference there was a session where four different topics were to be presented and to maximise our learning opportunities Cr's O'Meehan, Miniter and I had decided to divide and conquer. My special interest group was Safer Roads. This was a Q&A style session with a group of seven people representing local government [management and elected]; road engineers and designers; hospital trauma and vehicle manufacturers. Naturally one of the experts was Kenn Beer,

other names are not relevant to this report. This well curated panel was led by a very capable MC who after a general introduction to the topic drew valuable responses from each of the guests. This was followed by a 'spirited' series of questions from the floor, many of which were very insightful and helped to move the conversation along. One of the key points presented relates to the steady improvement in vehicle safety as derived from autonomous and semi-autonomous technology interventions. Lane avoidance and distance separation LIDAR are the two most significant additions to new vehicles. The counter to this was that these advances are only to be found in the newest cars, not on motorbikes and rarely in trucks above what we might call 'medium' size. Whilst very helpful, we cannot discount the arguments presented the day before by Kenn Beer [and these were Kenn's closing remarks!]. Despite hearing quite a few dissenting voices in this smaller group, possibly only 150, the nearest the room came to consensus was that residential and town centre streets – regardless of population size, should have no more than 40 kph limits and that ALL sealed roads should have centre line and edge white line markings as a minimum.

Renewable Energy

As our Council matures, we are actively seeking and developing partnerships and working relationships with our neighbours and with LGA's that share similar interests and issues. The current Regional Primary Healthcare Alliance is a strong example of this.

Renewable energy is the second of the two main aspects of the trip to Canberra I was focussed on. In this space and prior to travelling, I was fortunate to be able to arrange a meeting with executive and elected representatives from the Narrogin Town Council and the Shire of Victoria Plains. Both of these LGA's are, or soon to be, directly involved in development applications for, or actual construction of, wind and solar projects. To make this meeting even more valuable collectively, we had been able to invite the director of RE-ALLIANCE, Andrew Bray to attend. Re-Alliance is a not-for-profit organisation operating predominantly on the eastern seaboard but looking more to the west as our renewable energy developments increase. The primary operations of this organisation are in the community engagement and social license space giving system level advice and counsel to small communities and LG's who are attempting to navigate the maze of legal and industrial complexities that the multinational development companies bring. The Gnowangerup Shire is a positive supporter of renewable energy and of the major proponent operating within our boundaries at present. However, we are also well aware that we need as much information and exposure to the work of others in this space as possible.

The meeting could not be described as momentous but it has established a series of direct and personal contacts within other WA local governments for me to be able to speak with and share with our Shire's executive team. It has also strengthened the relationship with the Re-Alliance and it's Director, as well as beginning the conversation about a visit to WA and the Great Southern region by Andrew. Our Council has wisely acknowledged the need to and value in developing further working relationships with other LG's that are in this space and are ahead of Gnowangerup on the development time-line.

(Andrew Bray. www.re-allince.org.au)

Conclusion

The overall Conference was eye opening, illuminating and educational. The value for me as a Councillor came from creating new relationships and being exposed to significantly high-level presentations and information sharing in the two specific areas of my interest. I am grateful to the Shire of Gnowangerup for affording me this significant professional development opportunity.

11.3	**REGIONAL LEADERS SUMMIT – NEWCASTLE CITY HALL, NSW FROM 5 AUGUST 2025 TO 6 AUGUST 2025**
Location:	N/A
Proponent:	N/A
Date of Report:	**1 JULY 2025**
Business Unit:	Governance
Responsible Officer:	David Nicholson, Chief Executive Officer
Author:	Melanie Wilson, Executive Assistant
Disclosure of Interest:	NIL

ATTACHMENTS

- Regional Leaders Summit 2025 – Program Overview
- Event Description
- Councillors Entitlement Policy
- Proposed Costs & Itinerary

PURPOSE OF THE REPORT

Requesting approval for travel arrangements and related expenses for 2 Shire representatives to attend the Regional Leaders Summit to be held at the Newcastle City Hall, Newcastle, NSW from 5 August 2025 to 6 August 2025.

BACKGROUND

The upcoming summit in Newcastle, NSW invites 70 rural and regional leaders from across Australia to collaborate on navigating the transition to renewable energy. Over two days, participants from local government, regional development, and community sectors will share insights, lessons, and strategies to maximize benefits and reduce risks for their communities. This in-person event builds on the success of the Renewable Energy Alliance's (RE-Alliance) Regional Leaders Network—an ongoing online forum running for over 18 months. The network has proven valuable for peer learning and sharing best practices, with leaders using the insights to drive positive change locally.
The summit aims to deepen these connections and accelerate effective community-led approaches to renewable energy development.

COMMENTS

"The points below outline the key reasons for attending the summit."

1. Strategic Leadership Opportunity
The summit provides direct access to national trends, challenges, and innovative approaches in renewable energy transition—crucial knowledge for steering the organisation's strategic direction in a rapidly evolving sector.
2. Influence and Representation
As senior leaders, the Shire President and CEO's presence signals a strong commitment to regional leadership and community outcomes. It ensures the organisation is represented in high-level discussions shaping the future of rural and regional energy development.
3. Networking with Key Stakeholders
With 70 leaders from across local government, community, and development sectors, the event offers a rare opportunity to build partnerships, share experiences, and explore collaboration opportunities that can advance both community and organisational goals.
4. Community Impact and Risk Management
The summit is focused on maximising community benefits and limiting risks in the renewable energy transition. Insights gained will help the Shire President and CEO guide their organisation in supporting equitable and sustainable outcomes for the communities they serve.
5. Access to Peer Learning
Participation allows the Shire President and the CEO to engage with proven, real-world case studies from across Australia. These learnings can inform policy, program development, and stakeholder engagement strategies back home.

CONSULTATION

This report was discussed at the Council Agenda Briefing 9 July 2025.

LEGAL AND STATUTORY REQUIREMENTS

Section 6.8 of the Local Government Act prescribes approval to incurring expenditure before budget approval.

POLICY IMPLICATIONS

This report is to comply with the *Councillors Entitlement Policy* which states that where accommodation and flights are involved Council approval is required

5.2 Where Accommodation and/or Airfares are required
Requests for registration at events requiring the provision of accommodation and/or airfares must be submitted to Council for consideration

FINANCIAL IMPLICATIONS

Payment required for flights, accommodation and conference registration, attachment shows the breakdown of the costings totalling $5237.00

Section 6.8 of the Local Government Act 1995 states in section 6.8 (1) that a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure (a) is incurred in a financial year before the adoption of the annual budget by the local government.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic priorities

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

N/A

CONCLUSION

Participation in the 2025 Regional Leaders Summit provides a valuable platform for networking with peers, federal decision-makers, and industry experts. It offers the Shire an opportunity to build strategic partnerships, share the unique strengths and challenges of our region, and bring back innovative ideas and insights that can support local initiatives and inform future planning.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOULTION

MOVED: Cr P Callaghan **SECONDED: Cr R Miniter**

0725.06 That Council

Approves the attendance of two Council representatives to the Regional Leaders Summit 2025 in Newcastle, NSW scheduled from 5 August 2025 to 6 August 2025 and related expenditure.

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL

Regional Leaders Summit 2025

Event description

This is your invitation to gather with your peers from across Australia and workshop solutions to better navigate, negotiate and land the best outcomes for your community in the shift to renewable energy.

Over two days, 70 rural and regional leaders working in or alongside local government, regional development and communities will gather in Newcastle NSW. They'll share stories, lessons and experiences that help create and maximise opportunities and limit risks.

The Summit is an extension of the successful Regional Leaders Network that the Renewable Energy Alliance (RE-Alliance) has been hosting for over 18 months now - an online monthly deep dive into learning and sharing experiences. Leaders in this network tell us they find huge value in hearing what's happening across the country, connecting with their peers and gaining learnings they can take back to their regions and implement to improve community outcomes, industry behaviour and more.

If you're a regional leader who wants to help your community get the most out of the renewable energy shift, you don't want to miss this!

Event Details & FAQ

Is the event a good fit for me and my organisation/Council?
The Summit is a workshop-orientated event for rural and regional leaders wanting to learn more about leading communities through significant large-scale renewable energy planning and development. You might be involved in:

- Local Government, including elected representatives, executive leadership team or staff from economic development, strategy, planning, community development.
- Associated local government organisation such as a joint organisation of councils or a regional development organisation.

- Community-based group active in the shift to large-scale renewables and involved in local decision-making or leadership around renewable energy development.

We're aiming for a diverse mix of 70 rural and regional leaders from a range of locations and organisations.
In addition, we're inviting a small and strategically selected group of trusted "observers" from government, industry bodies and active not-for-profits. Having observers hear firsthand from rural and regional leaders on issues, barriers, creative workarounds and practical solutions will increase awareness, understanding and open the door for changes in engagement, policy and behaviour.
If you're interested in being an observer, get in touch by emailing thomasen@re-alliance.org.au.

Program overview
In addition to a daily plenary session, there will be a series of concurrent sessions offered that you can choose from.
These sessions will be a mix of practical workshops, case studies and open discussions led by people like you, rural and regional leaders who are willing to share their stories of experimentation, success, lessons from failures, and everything in between. There will also be a number of expert presentations weaved into the program.
Presentation, workshop and discussion topics are likely to include:

- Understanding renewable energy project development processes
- Identifying local government levers of influence
- Anticipating and managing impacts of development
- Housing and workforce accommodation
- Benefit sharing, options and frameworks
- Training and workforce opportunities
- First Nations agreements, engagement and benefit sharing
- Renewables and biodiversity
- Engaging your community

What do tickets include?
Tickets include all Summit activities and fully catered meals:

- Tuesday 5 August 2025, 9am-5pm
- Tuesday 5 August 2025, evening canapes and drinks 5-8pm
- Wednesday 6 August 2025, 9am-5pm

Choosing the right ticket
To keep the event as affordable as possible, we have created a tiered ticket pricing structure. Ticket categories should be selected based on:

- The balance of your organisation's ability to purchase tickets,
- Local government area size and population, and
- The number of full time equivalent staff at your organisation.

Tiers are exhaustible so we appreciate your honesty with regards to appropriate ticket selection. The terms and conditions outlined below explain our policies around monitoring ticket selection and purchases.
Where possible, we recommend bringing 2 people from your organisation to the event to build your organisation's capacity. This is also the maximum number (2) from each organisation we can accommodate.

Why do we need this event?
The lack of recognition and support for rural and regional leaders is a material issue and in some places, hindering the delivery and local value created in the shift to renewables.
It's not uncommon for rural and regional leaders to express feelings of overwhelm and isolation. The sheer volume of information to digest and work to implement, on top of business as usual, is massive.
We have designed the Summit in collaboration with a network of rural and regional leaders in the energy shift, alongside an advisory committee of experts in the shift and regional development. Our hope is the Summit will build confidence, networks, skills and understanding among this essential cohort of practical, solutions focused individuals.
This in turn will lead to regions that are stronger, more networked and better equipped to support their communities through the challenges and opportunities brought about by the energy shift.

What will we do with the Summit insights?
We will synthesize and share general Summit themes to demonstrate the need for a better approach moving forward that centers regional leadership in local energy shifts. No individual Council will be identified, without prior consent, in discussions with media and other external parties, post event. The synthesis produced will be shared widely, including with attendees.

Host organisation
The Renewable Energy Alliance (RE-Alliance) is hosting the Summit, supported by an Advisory Committee made up of members from leading organisations in regional development, local government and energy shift including the Community Power

Agency, Foundation for Rural & Regional Renewal, Projects JSA, Regional Australia Institute and The Next Economy.

Venue
Newcastle City Hall is an iconic and accessible venue located in the heart of Newcastle NSW. For more information, visit the following websites:

- Transport and accommodation information
- Accessibility information

Financial support
We don't want cost to be a barrier to attending the Summit, so we are offering financial support packages to a select number of rural and regional leaders. Please get in touch if you'll need financial support for travel and accommodation expenses to attend the event by emailing thomasen@re-alliance.org.au.

Terms and conditions
To ensure the Summit's purpose is fulfilled, RE-Alliance reserves the right to:

- Monitor and query ticket purchases.
- Refuse participation and refund tickets where we choose to do so. This could be for a number of reasons including ensuring a balanced geographic representation of participants or allowing more space for an underrepresented stakeholder.

We know many stakeholders are interested in the event's outcomes and insights. We will synthesize and share these freely and broadly post event.

Powered by

COUNCILLORS' ENTITLEMENT POLICY

Objective

- **To provide guidelines on the support and allowances available to Councillors within the provisions of the *Local Government Act 1995*, including cover for any 'out of pocket' expenses that are incurred in carrying out their function as an elected member.**
- **To provide guidelines relating to the participation of Councillors at conferences and training seminars.**

1.0 Fees and Allowances

Meeting fees and allowances for Councillors are determined by the Salaries and Allowances Tribunal (SAT). All local governments in Western Australia fall into one of four "bands", which then provides a range within which a Council can set fees and allowances.

1.1 President and Deputy President Allowances, Annual Meeting Attendance Fees and Communications Allowances

Presidential and Deputy Presidential Allowances, Annual Meeting Attendance Fees and Communications Allowances will be paid within the range set by the Salaries and Allowances Tribunal from time to time, with the specific amount to be determined by Council in its annual adopted Budget.

1.2 Payment of Meeting Fees and Allowances

All meeting fees and allowances are paid in June and December.

1.3 Committee Member who is not an elected member

A committee member who is not an elected member or employee of the local government, who attends a committee meeting or at the request of the local government, a meeting type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government within the range determined by SAT.

2.0 Reimbursement of Expenses

2.1 Motor Vehicle Travel Expenses (S 5.98(2))

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996,* Councillors will be reimbursed for travel expenses incurred with respect to the actual cost of travelling from their place of residence to attend:

(a) An Annual or Special meeting of Electors;

(b) An Ordinary or Special meeting of Council;

(b) A meeting of a Committee of which they are a member (or a deputy member attending in place of a member); A Committee is defined as a Committee of Council;

(c) Visits by Ministers of the Crown;

(d) Council Inspection Tours;

(e) Any meeting of a body to which the Councillor has been appointed by Council, unless the Councillor is eligible to claim reimbursement of travel costs direct from that body;

(f) A Shire of Gnowangerup civic function* to which Councillors have been invited;

(g) A meeting with the Chief Executive Officer or an Executive Manager at the officers request;

(h) A training seminar that is relevant to their role as a councillor and has been approved by the Council; or

(i) Any other meeting, function or event which they have been asked to attend in their role as Councillor by Council, the Shire President or the Chief Executive Officer.

The rate of reimbursement will be in accordance with that specified by the *Local Government Officers' (Western Australia) Interim Award 2011*.

Reimbursement will be undertaken in June and December following the submission of one or more signed Members' Quarterly Travel and Out of Pocket Expenses reimbursement claim form.

**For the purposes of this Policy, "Civic Function" means an official function arranged by the Shire of Gnowangerup.*

2.2 Parking Expenses (S 5.98(2))

Parking expenses associated with any of the attendance referenced in Clause 2.1 will be reimbursed in June and December, provided that relevant parking receipts are attached to the signed Members' Quarterly Travel and Out of Pocket Expenses reimbursement claim forms.

2.3 Childcare Expenses (S 5.98(2))

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, Councillors will be reimbursed for childcare costs incurred as a result of any of the attendance referenced in clause 2.1.

Childcare costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Councillor.

The Shire of Gnowangerup will reimburse childcare costs either at the actual cost per hour or $35 per hour, whichever is the lesser amount. Formal receipts must be kept and attached to the claim for reimbursement.

Reimbursement will be undertaken in June and December, following the submission of one or more signed Members' Quarterly Travel and Out of Pocket Expenses reimbursement claim form.

2.4 Other Expenses

Other reasonable expenses (including accommodation, laundry costs, meals, refreshments (excluding alcohol), parking and taxi charges, telephone calls and other appropriate out of pocket expenses) incurred by Councillors in connection with an attendance as specified in either clause 2.1, clause 4 or clause 5 may be reimbursed, provided that authorisation has been received from the Chief Executive Officer prior to the expenditure taking place.

3.0 Items to be provided to Councillors

3.1 Tablet/iPad

Councillors will be issued with a tablet/iPad at the commencement of each four-year term.

(a) The maximum value of the tablet will be capped at $1,000;

(b) The Shire's IT subcontractors will provide support for Shire-supplied IT equipment. All requests for assistance are to be directed to the Deputy CEO in the first instance.

(d) Councillors are entitled to utilise their Shire-provided tablet for both Shire and private purposes (including electoral campaigning).

(e) All tablets will be "changed-over" four years after their date of purchase.

3.2 Corporate Apparel and Business Cards

Councillors will be issued with a name badge at the commencement of their first four-year term, such items to be replaced as required at the Councillors request.

Councillors can request Business Cards to assist them to fulfill their community engagement duties.

4.0 Training Registration

Provided that expenditure is within the constraints of the Shire's adopted annual Budget, the Chief Executive Officer is authorised to arrange, at the Shire's cost and at the request of a Councillor, the registration of that Councillor at any:

(a) Training session conducted by WALGA; or

(b) Any other training considered by the Shire President to be directly relevant to the Shire's affairs.

5.0 Conferences and Seminars Registration

5.1 Where Accommodation and/or Airfares are not required

Provided that expenditure is within the constraints of the Shire's adopted annual Budget, the Chief Executive Officer is authorised to arrange, at the Shire's cost and at the request Councillor, registration at professional conferences which:

(a) are considered by the Shire President to be directly relevant to the Shire's affairs; or

(b) are convened by WALGA; and

(c) do not necessitate arrangements for accommodation or airfares.

Registrations of this type will include registration for any applicable conference dinner, should the Councillor wish to attend same

5.2 Where Accommodation and/or Airfares are required

Requests for registration at events requiring the provision of accommodation and/or airfares must be submitted to Council for consideration.

5.3 Booking Arrangements Relevant to Clauses 4 and 5

(a) In the event that three or more requests are received to attend the same opportunity or conference, or the annual Budget allocation is exceeded, then the matter must be submitted to Council for consideration.

(b) Attendees will provide a report on their attendance at the next Council meeting following the training or conference.

(c) Any request for attendance at a training opportunity or conference that falls within the last three months of a Councillors term of office will be referred to Council for approval. For the purposes of clarity, the date from which clause takes effect will be the date on which the training opportunity or conference commences.

(d) The Shire will not pay for partners and spouses to accompany Councillors on Council business, other than for attendance at an official conference dinner. Partners and spouses may accompany Councillors at other times at their own expense.

6.0 Upon Retirement (S 5.100A)

6.1 Councillors who retire or are not returned to Council after serving at least one full four year term will be entitled to a gift of up to approximately $100 per year of service in recognition of their commitment to Council and the Community. The maximum value of the gift shall not exceed $1,000.

6.2 All Councillors who retire or are not returned to Council will receive the following-

(a) A Certificate bearing the Council seal;

(b) A Certificate of Service including dates of service; and

(c) A Certificate of Shire Presidential Service will be issued to Councillors who have served as the Shire President, including dates of service.

6.3 All Councillors who retire or are not returned to Council will be entitled to a formal function or an informal cocktail/sundowner/lunch function. The details of the function to be determined by the Shire President.

COMPLIANCE REQUIREMENTS

Legislation / Documents	• Local Government Act 1995; Sections 7A & 7B ; Local Government (Administration) Regulations

DOCUMENT CONTROL

STRATEGY & GOVERNANCE

Policy Number	**2.1**
Responsible Officer	Chief Executive Officer
Initial Council Adoption	22 June 1998
Review Dates	• 31 May 2019 • 31 August 2023 (approved by Council 27 September 2023) • 28 August 2024 (approved by Council 28 August 2024)
Next Review Due	31 August 2025 This policy will be reviewed annually or more often where circumstances require.

SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

Regional Leaders Summit 2025
Newcastle, NSW - 5 August 2025 to 6 August 2025

Attendee Details

2 x Shire Representatives

Costs:

Flights – $1648
Accommodation – $1644
Regional Leaders Summit tickets – $605
Hire car - $340
Miscellaneous costs - $1000 (approximate)

The total cost for both attendees will be approximately $5237

11.4	**ADOPTION OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) 2025-2030 INCLUDING APPENDICES AND LOCAL RECOVERY PLAN 2025-2030**
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	8 July 2025
Business Unit:	Corporate and Community Services
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anrie van Zyl – HR & Emergency Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Shire of Gnowangerup Local Emergency Management Arrangements (LEMA) and Appendices 2025-2030
- Shire of Gnowangerup Local Recovery Plan (LRP) and Appendices 2025-2030

PURPOSE OF THE REPORT

To seek Council's adoption of the reviewed and updated Shire of Gnowangerup Local Emergency Management Arrangements (LEMA) and Local Recovery Plan (LRP) for the period 2025–2030, including all associated appendices, in accordance with the requirements of the *Emergency Management Act 2005*. Following adoption, these documents will be submitted to the State Emergency Management Committee (SEMC) for noting.

BACKGROUND

Local Emergency Management Arrangements (LEMA) encompass all emergency management strategies, plans, agreements, and supporting documentation relevant to the local government district. Under the *Emergency Management Act 2005*, local governments are required to develop, maintain, and test their LEMA in line with State Emergency Management Committee (SEMC) guidance.

The current LEMA was last reviewed in 2019 and was due for a major five-year review by June 2024 in accordance with State Emergency Management Preparedness Procedure 8. The Shire was granted an extension and successfully obtained funding through the All West Australians Reducing Emergencies (AWARE) grant program to engage a consultant to assist with this review and redrafting.

The updated LEMA and supporting LRP outline how the Shire coordinates resources and operations during emergency response and recovery. These arrangements are designed to mitigate the adverse impacts of emergencies and enable the timely restoration of normal community function.

The Shire's Local Emergency Management Committee (LEMC), in collaboration with consultant Lewis Winter, has reviewed and endorsed the updated LEMA and LRP to guide agencies in emergency situations.

COMMENTS

With funding support through the AWARE Grant 2024–2025, the Shire engaged a consultant to assist with:

- Revision and rewriting of the Arrangements and Local Recovery Plan,
- Creation of an Animal Welfare in Emergencies Plan,
- Creation of a Higher Risk Persons and Groups Emergency Plan,
- A workshop to test the arrangements through training awareness with the Shire's Local Emergency Management Committee,
- A mock-emergency desktop exercise with the Shire's Local Emergency Management Committee

The workshop and exercise, held on 20 March 2025, were well attended by LEMC members and hazard management agencies.

The draft LEMA and LRP were reviewed for compliance by the DFES District Emergency Management Advisor (DEMA) (Great Southern) and then circulated to LEMC members for out-of-session endorsement.

The resulting documents are practical, accessible, and aligned with the all-hazards approach outlined in the *Emergency Management Act 2005*.

CONSULTATION

The Shire engaged Lewis Winter Fire & Emergency Management to lead the review. All LEMC stakeholders—including DFES, WA Police, Department of Communities, St John Ambulance, Gnowangerup Hospital, Department of Biodiversity, Conservation and Attractions, and others—were consulted.

Draft documents were circulated to stakeholders and hazard management agencies for feedback, including a compliance review by DFES DEMA (Great Southern). Agency feedback has been incorporated where appropriate.

This consultation satisfies the requirements of *section 39(b) of the Emergency Management Act 2005*.

LEGAL AND STATUTORY REQUIREMENTS

Emergency Management Act 2005

Section 41 – Emergency management arrangements in local government districts

*(1) A local government is to ensure that arrangements (***local emergency management arrangements***) for emergency management in the local government's district are prepared.*

Section 42 - Reviewing and renewing local emergency management arrangements

(1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.

(2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
The cost of emergency response is addressed in State EM Policy 5.12 and State EM Plan 5.4. While recognising these provisions, the Shire commits to expending funds within its budget to safeguard residents and visitors.

STRATEGIC IMPLICATIONS
Shire of Gnowangerup Strategic Community Plan 2021 – 2031
Theme: Our Community
Community Priority 1.5: Support emergency services planning risk mitigation, response and recovery.
Action 1.5.1: Work with the LEMC to continually improve emergency response planning and delivery

RISK MANAGEMENT CONSIDERATIONS:
Effective LEMA and LRP strengthen community preparedness, resilience, and recovery, leveraging local government knowledge of community and environmental conditions.

IMPACT ON CAPACITY
Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS
Nil

CONCLUSION
Adoption of the LEMA and LRP 2025–2030 is a legislative requirement and critical to ensuring the Shire's preparedness for, and resilience to, emergencies. Adoption by Council is a prerequisite for submission to SEMC for formal noting.

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOULTION

MOVED: Cr R O'Meehan **SECONDED: Cr R Miniter**

0725.07 That Council

1. **Adopts the Shire of Gnowangerup Local Emergency Management Arrangements 2025–2030 and Local Recovery Plan 2025–2030, including all appendices, in accordance with the requirements of the *Emergency Management Act 2005* and State Emergency Management Preparedness Procedure 8.**

2. **Advise the District Emergency Management Advisor (DEMA) – Great Southern of the adoption of the Shire of Gnowangerup Local Emergency Management Arrangements 2025–2030 and Local Recovery Plan 2025–2030, including all appendices, for submission to the State Emergency Management Committee (SEMC) for noting.**

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL

LEMA

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP



GENERAL PLAN

2025

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4. Contacts & Resources	**8. Animal Welfare in Emergencies Plan**	**12. MoU Draft Example**

1. ADMINISTRATION

1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Gnowangerup and have been tabled with the Local Emergency Management Committee. The Arrangements have been tabled for noting with the Great Southern District Emergency Management Committee (DEMC).

These arrangements have been developed by personnel within the Shire of Gnowangerup and by the Local Emergency Management Committee. Consultation has been sought from the wider community by facilitating community workshops and an invitation to attend an emergency management exercise to test the Arrangements.

_____ Date: _____

Chair Local Emergency Management Committee.
Shire of Gnowangerup President

_____ Date: _____

Local Emergency Coordinator
Gnowangerup Police Officer in Charge

_____ Date: _____

Chief Executive Officer
Shire of Gnowangerup- CEO

_____ Date: _____

Endorsed by Council
<insert resolution No.>

Disclaimer: These arrangements have been produced by the Shire of Gnowangerup in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed, and the Shire of Gnowangerup expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

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1.2 Distribution

Full Unrestricted Version

LEMC member organisations
Chief Executive Officer – Shire of Gnowangerup
Shire President
Council Chambers
Deputy CEO
Chief Bush Fire Control Officer
Executive Manager of Infrastructure and Assets
HR & Emergency Management Officer
WA Police
SEMC - Business Unit (Perth)
DFES - Regional Office Great Southern

Public Access Restricted Version

Shire of Gnowangerup Administration Offices – Front Counter/Reception
Shire of Gnowangerup Libraries
Shire of Gnowangerup Website: www.gnowangerup.wa.gov.au



1.3 Document Availability

Restricted copies of these arrangements are available free of charge and can be found at:

Hardcopy: Shire of Gnowangerup
28 Yougenup Road, Gnowangerup
(During normal business hours)

Online: Shire of Gnowangerup website: www.gnowangerup.wa.gov.au

1.4 Amendment Record

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

- What you do and don't like about the arrangements
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335
Ph: (08) 9827 1007
Email: gnpshire@gnowangerup.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Register below:

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
No	Date		
1	March 2000	Development of Plan	LEMC
2	July 2001	Review	LEMC
3	October 2010	Review	LEMC
4	December 2012	Review	LEMC
5	May 2014	Review	LEMC
6	June 2017	Review	LEMC
7	May 2019	Review	LEMC
8	November 2024	Complete re-write and re-development	LR Winter

1.5 Glossary of Terms and Acronyms

Refer ***Appendix 1.***

1.6 Related Documents & Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Gnowangerup, these arrangements, support plans and other related documents should be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant State Emergency Management Plans including State Hazard Plans are available on the WA Government Website, including:

- State EM Plans
- State Hazard Plans
- State Support Plans
    - State Health Response Plan
    - Emergency Relief and Support Plan
    - Emergency Public Information
    - Animal Welfare in Emergencies
- National EM Plans.

1.6.2 Local Emergency Management Plans

The following emergency management plans support the Shire of Gnowangerup Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with each other, these include:

- Local Recovery Plan (LRP) – 2024 ***(Stand alone- Shire of Gnowangerup Local Recovery Plan)***
- Emergency Risk Management – Hazard Risk Assessment – 2018 ***(Appendix 3)***
- Higher Risk Persons and Groups Planning 2024 ***(see appendix 6)***
- Emergency Animal Welfare Plan 2024 ***(see appendix 8)***

1.7 Local Emergency Management Policies

Policies for emergency management refer to any policies, which are unique to the Shire of Gnowangerup being bylaws or operational policies. The Shire of Gnowangerup policies relating to emergency management is currently under review and aiming to be adopted in September 2025. An example of a proposed Emergency Management Policy is provided for in ***Appendix 5.***



1.8 Agreements, Understandings and Commitments

1.8.1 Mutual Aid Agreement

The Shire of Gnowangerup along with 10 other local governments of the Great Southern Zone may agree on the provision of mutual aid during emergencies and post incident recovery. An example of such an agreement has been provide in ***Appendix 12***

The purpose of such an agreement is to:

- Facilitate the provision of mutual aid between neighbouring Local Governments during emergencies and post incident recovery.
- Enhance the capacity of communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

The local governments that could be party to the agreement include:

City of Albany	Shire of Kent
Shire of Broomehill-Tambellup	Shire of Kojonup
Shire of Cranbrook	Shire of Jerramungup
Shire of Denmark	Shire of Plantagenet
Shire of Katanning	Shire of Gnowangerup
Shire of Ravensthorpe	

1.9 Special Considerations

The Shire of Gnowangerup has a number of special considerations, which may contribute to the likelihood or severity of an emergency.

Consideration	Season
Bush Fire Season	October – May
Storm Season	May - October
Flooding Event	Riverine Flooding Downpour Flash Flooding Restricted access
Stirling Ranges ○ Tourist Attraction ○ Sport Enthusiasts (Bushwalking, Abseiling) ○ Bluff Knoll (Eastern Lookout) ○ Baby Barnett Hill (Western Lookout) ○ Ridge Walk (2–3-day hiking trail) ○ DBCA Park Alerts and Information	All Year
Public Events ○ Wildflower Season – Bloom Festival ○ Wild Gravel Race	 September – October October
Farming Seasons ○ Seeding ○ Harvesting	 April – June October - December
Culturally and Linguistically Diverse Groups (CaLD) ○ Local Filipino Community ○ Newly arrived immigrants	All year
Special Needs Groups ○ Elderly/disabled ○ Aboriginal/Torres Strait Islander people ○ Residents living in remote areas i.e. farms	All year

2. OVERVIEW

2.1 Area Covered

This Plan covers the Shire of Gnowangerup (the Shire), located in the Great Southern Region of Western Australia, under the Local Government Act (1995). The Shire spans 4,268 square kilometres and is situated 354 km southeast of Perth. The three towns within the Shire are Borden, Ongerup and Gnowangerup.

Bordering Local Governments include the Shires of Albany, Broomehill-Tambellup, Cranbrook, Katanning, Kent, Jerramungup and Plantagenet.

Town maps can be found in ***Appendix 10.***

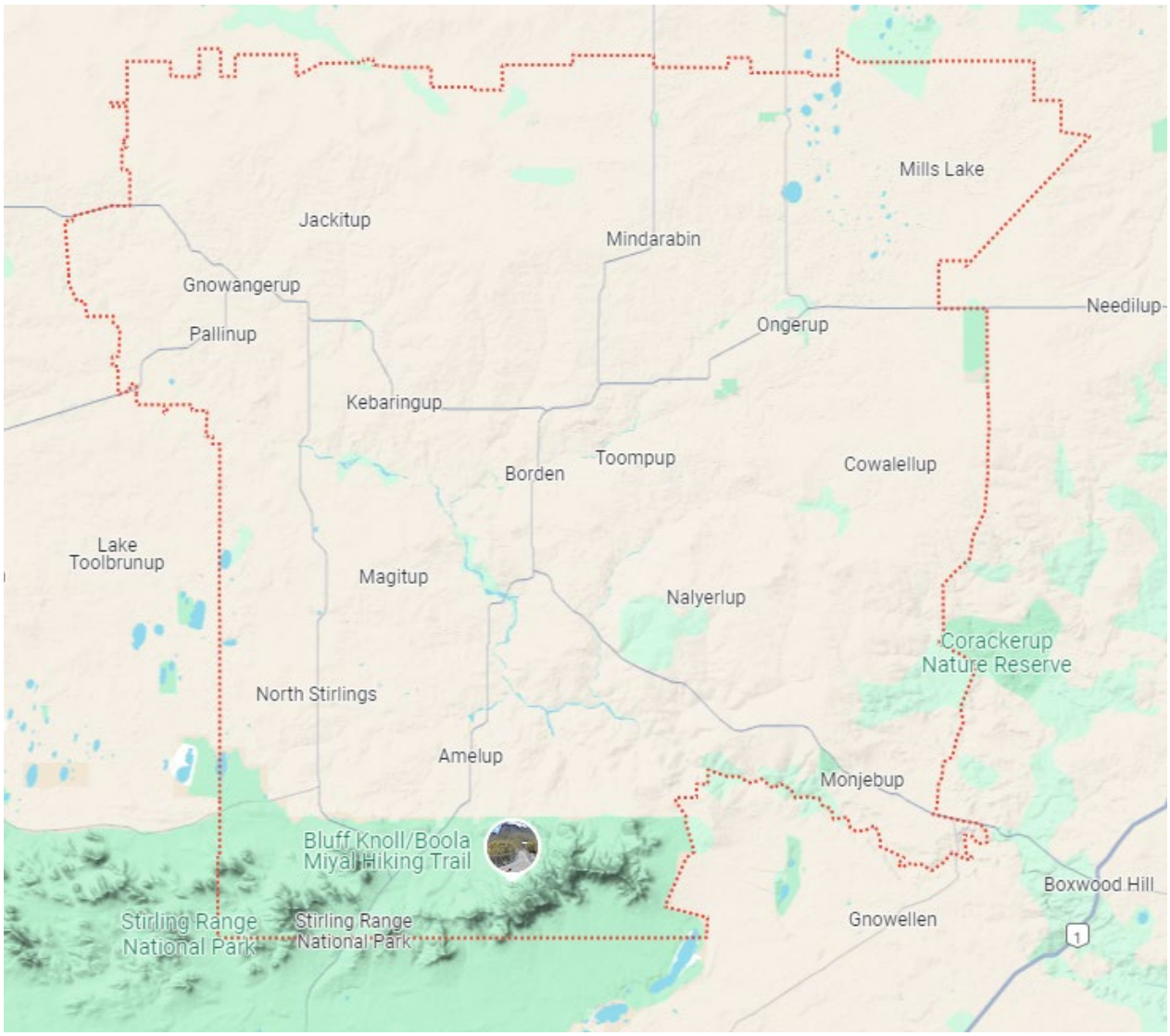


Figure 1: Shire of Gnowangerup Boundaries

2.2 History and Culture

The Shire of Gnowangerup is part of the traditional lands of the Noongar people, specifically the Goreng subgroup. The Stirling Ranges (known as Koi Kyenunu-ruff to the Noongar people) are a site of profound cultural and spiritual significance with spiritual beings said to reside in the peaks and valleys.

European settlers arrived in the 19th century, drawn by fertile soils, and established sheep grazing, wool production, and cereal cropping as key industries. The growth of the town was further supported by the Gnowangerup to Tambellup railway, which connected it to broader markets, solidifying its role as a vital rural hub. The townsite of Gnowangerup was gazetted in 1908.

Today, the Shire of Gnowangerup combines cultural, historical, agriculture and natural attractions, providing a diverse tourism experience for visitors interested in Aboriginal heritage, outdoor activities, and rural life.

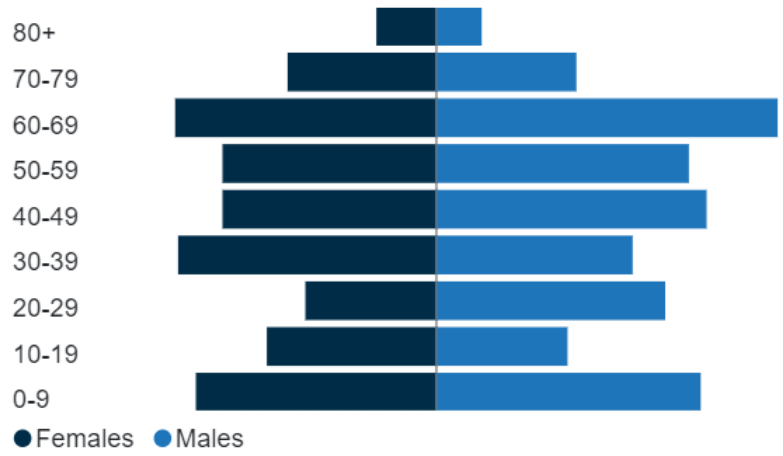
2.3 Population and Demographics

The Shire of Gnowangerup's population and demographics information is summarised below. More Census 2021 data for the Shire can be found here.

1,200 Population	-0.1% Annual Growth	12 Natural Increase	8 Net Overseas Migration	-21 Net Internal Migration

Age structure by sex for the year ending 30 June 2019

Chart | Table



52.4% of the population of Gnowangerup was male in June 2019.

For males, the largest age group was 60-69, with 115 people.

For females, the largest age group was 60-69, with 88 people.

Source: https://population.gov.au/data-and-forecasts/dashboards/population-local-government-areas

2.4 Climate

The Shire of Gnowangerup has a Mediterranean climate with warm dry summers and cool, wet winters. Average summer temperatures range from 15°C - 27°C, while winter temperatures average between 7°C - 16°C. The annual rainfall is around 450-500 mm. The majority of the rainfall occurs during the cooler months, with winter (June to August) being the wettest season, contributing to around 60-110 mm per month. Summer months typically see much lower rainfall, averaging around 20 mm per month.

2.5 Topography

The topography of the Shire of Gnowangerup is characterized by the rugged Stirling Ranges, rolling hills, and fertile plains used for agriculture. The landscape includes flat floodplains, seasonal wetlands, and watercourses like the Blackwood River, supporting the region's agricultural activities. The varied terrain, from fertile loamy soils to sandy plains, contributes to the Shire's agricultural productivity and natural beauty.

Location	Distance (m)
Bluff Knoll	1096m
Toolbrunup	1052m
Ellen Peak	1012m
Mount Trio	856m
Mount Magog	847m
Mount Hassell	847m
Talyuberlup Peak	783m

The Stirling Range stretches approximately 65 km in an east-west direction, with an average width of 10-15 km. The highest peak is Bluff Knoll (1095m), which is one of WA's highest peaks and the only location in WA where it snows. Other notable peaks include Toolbrunup Peak, Mt Trio, Mt Hassell, and Talyuberlup Peak, which exhibit steep inclines and jagged summits.

Bluff Knoll is classified as a Class 4 trail (challenging), and sudden weather changes, including cold temperatures, rain, and fog, can create hazards for climbers. Annually, the Stirling Ranges receives around 190,000 visitors.

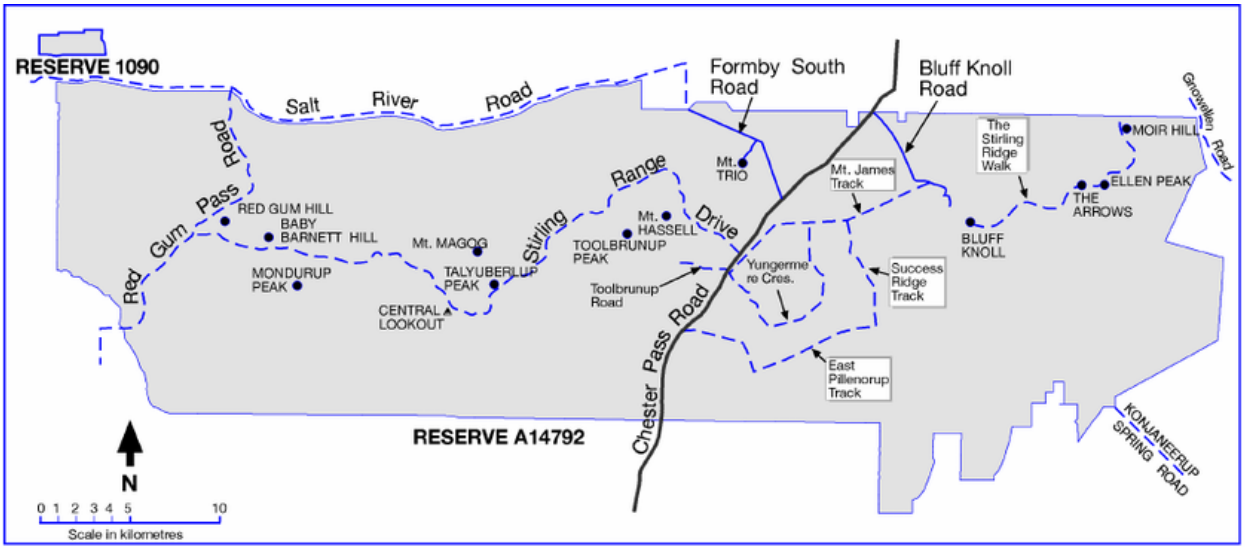


Figure 2: Stirling Ranges Walk Trail and Lookout Locations

2.6 Economic Profile

The Shire of Gnowangerup's economy is primarily driven by agriculture, with sheep grazing, wool production, and cereal cropping forming the backbone of the region's industries. The area benefits from fertile soils and a Mediterranean climate, supporting broadacre farming and livestock enterprises. Small businesses and local services cater to the needs of the agricultural sector and the community. Tourism, centred around the Stirling Range National Park and Noongar cultural heritage, also contributes to the economy, attracting 175,000 visitors annually for nature-based activities and cultural experiences.

2.7 Critical Infrastructure

Critical infrastructure includes physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended time, would significantly affect the social or economic wellbeing of the Shire of Gnowangerup community.

2.7.1 Electrical Supply

Power to all developments within the Shire is supplied by Western Power. Current supplies are considered adequate however any major increase in demands may impact supply.

2.7.2 Gas Supply

Gas is supplied to households and businesses in cylinders by a local distributor.

2.7.3 Sewerage System

Properties located in the townsite of Ongerup are connected to the Ongerup Effluent Reuse Scheme, residents in the townsite of Borden are connected to standard on-site septic tank systems and the properties in the Gnowangerup townsite are connected to deep sewerage which is managed by Water Corporation.

2.7.4 Water Supply

Residents of the Shire of Gnowangerup receive water primarily through the state-operated Water Corporation network, which supplies treated potable water sourced from groundwater and surface systems. Farms and rural properties rely on rainwater tanks, bores, and dams for agricultural and household needs, with water availability influenced by seasonal rainfall patterns.

2.7.5 Medical Services

Gnowangerup Hospital	3493 Broomehill-Gnowangerup Road, Gnowangerup	9827 2222
Livingston Medical Gnowangerup	32 McDonald St, Gnowangerup	9827 1116

2.7.6 Transport & Airport Facilities

ROAD: The Shire of Gnowangerup is serviced by a number of main arterial roads, these being Broomehill-Gnowangerup Road, Jerramungup-Gnowangerup Road, Formby South Road, Chester Pass Road and the Borden-Bremer Bay Road. To see updates on current road conditions visit Main Roads Travel Map - Map

AIRPORT: The airport is located 4.6km from the township of Gnowangerup and consists of a 1500m x 30m sealed runway (RWY 12/30) with a code B taxiway to the apron. The PCN rating for the runway is 12 and the runway is fully fenced.

2.7.7 Communications

For maps of Telstra mobile coverage click here.

2.7.8 Public Facilities

The Shire of Gnowangerup has basic social infrastructure facilities that can assist with the response and recovery process, including:

Facility	Location	Description	Contacts
Gnowangerup Administration Offices	28 Yougenup Road, Gnowangerup	Meeting rooms, chambers, internet, offices	(08) 9827 1007 gnpshire@gnowangerup.wa.gov.au
Gnowangerup CRC	47 Yougenup Road, Gnowangerup	Function room, offices, internet	(08) 9827 1635 manager@gnowangerupcrc.com.au
Yongergnow-Ongerup CRC	Lot 260 Jaekel Street, Ongerup	Function room, offices, internet, commercial kitchen	(08) 9828 2325 manager@ongerupcrc.net.au
Gnowangerup Sporting Complex	Strathaven Road, Gnowangerup	Function room, kitchen, courts, ovals, pool	(08) 9827 1007 (Shire) 0427 072 393 (Manager) gnpshire@gnowangerup.wa.gov.au
Borden Pavilion	6338 Stone Street, Borden	Function room, meeting room, kitchen, bar, courtyard, ovals	(08) 9827 1007 (Shire) (08) 9828 1160 admin@bordenpavilion.com.au
Ongerup Sporting Complex	Jaekel Street, Ongerup	Function room, kitchen, bar, oval	(08) 9827 1007 (Shire) 0448 233 985 (manager) ongerupsportingcomplex@gmail.com

Contacts and other relevant information for listed facilities can be found in Shire of Gnowangerup Contacts and Resources Directory – see ***Appendix 4a***

Additionally the Shire's Online Community Directory provides key local contacts.

2.7.9 Emergency Services

The following emergency services are available and resourced to assist the Shire of Gnowangerup when responding to emergency incidents.

Emergency Responders

Agency	Location	Contact
All Emergencies 000		
WA Police - Gnowangerup	3 Corbett Street, Gnowangerup	9727 2800 gnowangerup.police.station@police.wa.gov.au
Department of Communities	Albany	emergencyservices@communities.wa.gov.au 24 Hour On Call 0418 943 835
St. John Ambulance	20 Corbett Street, Gnowangerup	0427 716 895 gnowangerupsjachair@gmail.com
Gnowangerup Hospital	3493 Broomehill-Gnowangerup Road, Gnowangerup	9827 2222 gnowangerup.admin@health.wa.gov.au
Livingston Medical Gnowangerup	32 McDonald Street, Gnowangerup	9827 1116 gnowangerup@livingstonmedical.com.au
DFES Regional Office – Albany	5 Hercules Crescent, Albany	9845 5000 albany.reception@dfes.wa.gov.au
State Emergency Services (SES)	15 Bell Street, Gnowangerup	9827 1130
Community Emergency Services Manager CESM	DFES/ Shire of Gnowangerup, Cranbrook, Kojonup	0499 899 189 Shane.harris@dfes.wa.gov.au
BFB Chief Fire Control Officer (Darren Baum)	Shire of Gnowangerup	0427 471 015 gnpshire@gnowangerup.wa.gov.au
Borden Volunteer Bushfire Brigade	C/O Post Office BORDEN WA 6338	0427 603 113 (FCO/ Captain)
Gnowangerup Volunteer Bushfire Brigade	PO Box 124 GNOWANGEUP WA 6335	0427 387 690(FCO/ Captain)
Ongerup Volunteer Bushfire Brigade	PO Box 74 ONGERUP WA 6336	0427 282 195 (FCO/ Captain)
Gnowangerup – WA Ranger Service	Shire of Gnowangerup	0459 678 154 (24/7) 9827 1007 (Shire) ranger@gnowangerup.wa.gov.au
Department of Biodiversity, Conservation and Attractions (DBCA)	Albany	9842 4527 alison.benson@dbca.wa.gov.au

Critical Infrastructure Contacts

Agency	Location	Contact
Shire of Gnowangerup Airport	Airport Road, Gnowangerup	0439 791 925 (Executive Manager of Infrastructure & Assets) gnpshire@gnowangerup.wa.gov.au

3

3. EMERGENCY MANAGEMENT PLANNING

3.1 Aim and Purpose

Aim of this LEMA is to ***minimise*** the effects of, ensure a coordinated response to and provide an effective recovery from an emergency affecting the Shire of Gnowangerup.

Purpose of this LEMA is to ***maximise*** safety and ensure sound recovery of the Shire of Gnowangerup's community, preserving lives, livelihoods and environment in the event of an emergency.

3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management
Describe the provisions for coordinating emergency operations and activities relating to emergency management performed by persons/agencies within these LEMAs
Describe the emergencies likely to occur within or around the Shire of Gnowangerup
Describe strategies and priorities for emergency management within the Shire of Gnowangerup
Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within (s.41(2)) of the Emergency Management Act (2005)
Promote a consistent multi-agency approach with community engagement, relating to emergencies within the Shire of Gnowangerup

3.3 Scope

This document does not detail procedures for Hazard Management Agencies (HMAs) when dealing with an emergency. These should be detailed in the HMAs' individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

These LEMAs only:

Apply to the area of the Shire of Gnowangerup
Cover areas where the Shire of Gnowangerup provides support to HMAs at an emergency incident
Detail the Shire's capacity to provide resources to support an emergency, while still maintaining business continuity and responsibilities relating to recovery management

3.4 Roles and Responsibilities

See ***Appendix 2*** for details of specific roles and responsibilities for officers.

3.5 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.

Refer ***Appendix 4*** for the Shire of Gnowangerup's Contacts and Resources Directory information (confidential) for specific details of resources available.

3.6 Local Mutual Aid

Authority to release resources to assist other agencies will rest with the CEO (or delegate). *(See Agreements* ***- Appendix 12***).

3.7 Financial Arrangements

The emergency funding principle is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for paying all related expenses associated with its operation during emergencies unless other arrangements are established.

State EM Policy Section 5.12, State EM Plan Sections 5.4, 6.10 and State EM Recovery Procedures 1-2 outline the responsibilities for funding during multi-agency emergencies. The Shire of Gnowangerup recognises the above and is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

3.7.1 Authority to Incur Expense

The CEO, or delegated authority (e.g. Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the Shire of Gnowangerup, to ensure the desired level of support is achieved. (E.g. Local Recovery Coordinator- Local Liaison Officer- CESM.)

3.7.2 Response

All Shire of Gnowangerup resources are registered and identified in the Shire's asset register located in the Contacts and Resource Directory (see ***Appendix 4***).

Staff and resources are available for response to emergencies in accordance with Sections 38 and 42 of the Emergency Management Act 2005. Where possible, a single person shall be appointed to the position of Finance Officer during an emergency.

3.7.3 DRFAWA

The Disaster Recovery Funding Arrangements (DRFA) is an arrangement, not an agreement, between the Commonwealth and states and territories. These arrangements identify the relief and recovery assistance that the Commonwealth will contribute financially. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth.
See ***Appendix 12*** for the Local Recovery Plan 5.2 for further details.

ACTION

- **SHIRE OF GNOWANGERUP TO APPOINT A SINGLE PERSON TO THE POSITION OF FINANCE OFFICER TO ENSURE IN-HOUSE ACCOUNTING AND DOCUMENTATION PROCESSES ARE IN-LINE WITH DRFAWA'S REPORTING AND CLAIM REQUIREMENTS.**
- **SHIRE OF GNOWANGERUP TO ALLOCATE AN ACCOUNT NUMBER IMMEDIATELY AS AN OPERATION IS MOUNTED TO PROVIDE AND RECORD THE NECESSARY FUNDING REQUIRED.**
- **IN A DECLARED STATE OF EMERGENCY WHEN THE INCIDENT MEETS DRFAWA ELIGIBILITY REQUIREMENTS THE SHIRE OF GNOWANGERUP IS TO SEEK RECOVERY FUNDING – SEE LOCAL RECOVERY PLAN APPENDIX 1.**

4. LOCAL EMERGENCY MANAGEMENT COMMITTEE

4.1 Introduction

The Shire of Gnowangerup has established a LEMC under Section 38(1) of the Emergency Management Act (2005) to oversee, plan and test the LEMAs.

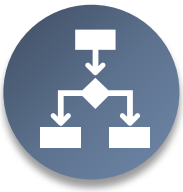
The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and LEMAs for the area. The LEMC will assist in developing LEMAs and coordinate its emergency management partners/stakeholders within its region.

The LEMC Handbook developed by the SEMC, provides local governments with a summary of the actions and best practice principles to assist Local Government in meeting their legislative responsibilities.

4.2 LEMC Role

The LEMC performs a vital role when assisting the Shire of Gnowangerup and its community to be prepared for major emergencies by:

Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues
Providing advice to HMAs/CAs to develop localised hazard plans
Providing a multi-agency forum to analyse and treat local risk
Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement
Investigate community engagement initiatives towards emergency awareness and emergency management information



4.3 LEMC Procedures

The LEMC shall meet as determined by the Executive Officer on the first Thursday of every March, June, September and December. The LEMC shall meet quarterly or more frequently as required by Emergency management procedures 3.7.

Each LEMC meeting should consider, but not be restricted to, the following matters:

Confirming local emergency management contact details of key stakeholders
Reviewing any post-incident reports and post exercise reports generated since last meeting
Progressing emergency risk management processes
Progressing treatment strategies arising from emergency risk management process
Progressing development or review of local emergency management arrangements
Progressing and investigation of a range of community engagement initiatives
Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary. Also considered will be initiatives to enhance community awareness and resilience in emergency management matters.



4.4 LEMC Membership

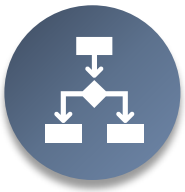
LEMC membership includes the Shire of Gnowangerup representatives and the Local Emergency Coordinator OIC WAPOL Gnowangerup. Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

The Shire of Gnowangerup, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities. (See ***Appendix 2*****).**

4.4.1 LEMC Members

Agency	Position	Voting
Shire of Gnowangerup	Chair (CEO)	✓
	Shire President	✓
	Deputy Chair	✓
	Local Recovery Coordinator	✓
	Local Government Liaison Officer	✓
	Executive Officer	✓
	Corporate Services Officer	✓
	Chief Bush Fire Liaison Officer	✓
	Executive Manager of Infrastructure and Assets	✓
WA Police - Gnowangerup	Local Emergency Coordinator	✓
Communities	Regional Coordinator Emergency Relief and Support	✓
Dept, of Fire & Emergency Services (DFES) – Great Southern	District Emergency Management Advisor	✓
Dept, of Fire & Emergency Services (DFES) – Great Southern	District Officer Emergency Management	✓
Gnowangerup Hospital	Representative	✓
WACHS – Great Southern	Representative	✓
Dept. of Biodiversity, Conservation and Attractions (DBCA)	Representative	✓
State Emergency Services (SES)	Representative	✓
St. John Ambulance	Representative	✓
Gnowangerup District High School	Representative	✓
Borden Primary School	Representative	✓
Ongerup Primary School	Representative	✓
Community Members	Representative	
Department of Primary Industries and Regional Development	Representative	
Western Power	Representative	
Main Roads	Representative	
Water Corporation	Representative	

The list above is not limited, with members co-opted as and when required.



4.5 LEMC Reporting

4.5.1 Annual Reporting

The annual report of the LEMC is to be completed and submitted within 2 weeks of the end of the financial year. For which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC (State Emergency Management Preparedness Procedure 3.17).

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled on Parliament.

The SEMC Business Unit will issue the annual report template.

4.5.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey (sent out mid-April to be completed by June) is submitted to the Minister for Emergency Services by 31 October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events. State EM Procedure 3.18.



4.6 LEMC Special/ Emergency Meetings

A special meeting for LEMC members may be called by the LEMC Chair in consultation with the Local Emergency Coordinator (OIC Police) and Shire CEO, for situations of impending emergency or special circumstances requiring all LEMC members to be present and updated.

A LEMC Extraordinary Meeting Agenda can be viewed at ***Appendix 11 (a).***

5. MANAGING RISK

5.1 Emergency Risk Management

Emergency Risk Management is defined as 'a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised'.

The Shire of Gnowangerup and its LEMC recognise that risk management is a critical component of the emergency management process. This risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community. The Shire's Emergency Risk Management Assessments meet the requirements as per State Emergency Management Prevention and Mitigation Procedure 2.1 – see ***Appendix 2.***

5.2 Hazards Identified

The Shire of Gnowangerup has undertaken a risk analysis within its district using the National Emergency Risk Assessment Guidelines, the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines. There are 28 State Hazards in Western Australia under state emergency legislation, that are detailed in State Risk Profile Fact Sheets. As a participant of the State Risk Project and the following hazards were identified as the Shire's top six risks.



Bushfire



Severe Storm



Flood



Road Crash



Hazmat (Chemical)



Animal & Plant Biosecurity

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	State Hazard Plan	Local Plan
Bushfire	DFES Shire DBCA	DFES Commissioner	DFES DBCA Shire	Shire BFB's Water Corp Western Power	State Hazard Plan - Fire	Bushfire Local Law &

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	State Hazard Plan	Local Plan
				DFES - SES		Firebreak Order
Severe Storm	DFES	DFES	DFES - SES	Shire Western Power DFES - SES Shire VBFBs	State Hazard Plan – Severe Weather	
Flood	DFES	DFES Commissioner	DFES - SES	DWER Shire Water Corp	State Hazard Plan - Severe Weather	Local Town Planning Schemes
Road Crash	WAPoL	WAPol Commissioner	DFES (VFRS/SES)	DFES St John Ambulance Main Roads Shire	State Hazard Plan - Crash Emergency	
Hazardous Materials (Chemical)	DFES	DFES	DFES - FRS	Shire MRWA DWER Water Corp	State Hazard Plan - HAZMAT	
Animal & Plant Biosecurity	DPIRD	DPIRD	DPIRD Great Southern	DPIRD Albany Shire EHO	State Hazard Plan - Animal and Plant Biosecurity	

The HMAs are responsible for the above hazards and develop, test, and review appropriate emergency planning for these designated risks – See State Plans.

Responsible agencies may require local resources and assistance to manage an emergency. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.

5.3 Emergency Management Strategies and Priorities/Risk Management Planning

The Shire of Gnowangerup faces a range of natural and human-induced hazards that pose risks to the safety, wellbeing, and livelihoods of the community. Informed by local knowledge, risk assessments, and state agency input, the Shire has identified bushfire, severe storms, floods, road crashes, and animal and plant biosecurity threats as key emergency risks. This section outlines the Shire's priorities for managing these risks and details the control strategies intended to prevent, prepare for, respond to, and recover

from emergency events. The table below provides a summary of these priorities and strategies, forming the foundation of the Shire's all-hazards emergency management approach.

Emergency Risk	Priority	Control Strategies
Bushfire	Minimise the impact of bushfires on life, property, environment, and infrastructure.	• Annual Firebreak Notice enforcement and inspections. • Fuel load management programs (prescribed burns, slashing). • Community education on bushfire preparedness. • Land use planning controls to reduce exposure. • Support and training for Bush Fire Brigades. • Ensure adequacy of firefighting water supply infrastructure. • Maintain Local Bushfire Risk Management Plan. • Clearly defined evacuation routes and safe refuge locations. • Post-incident assessments and recovery support.
Severe Storm	Reduce risks to life, property, and essential services from wind and hail storms.	• Tree maintenance and power line clearance. • Securement of public assets and infrastructure. • Promote community readiness (emergency kits, securing property) • Maintain storm response equipment (e.g., sandbags, generators). • Damage assessment teams and emergency shelter planning.
Flood	Protect life, property, and agriculture from riverine and flash flooding.	• Floodplain mapping and restrict development in high-risk areas. • Maintain drainage systems and culverts. • Flood warning systems and community response guides. • Road closure and traffic management plans. • Support for flood-affected agricultural producers.

Emergency Risk	Priority	Control Strategies
Road Crash	Reduce the incidence and severity of motor vehicle crashes.	• Collaborate with Main Roads WA for road safety improvements. • Advocate for roadside hazard removal. • Support emergency responder training (e.g., VFRS, SES, St John). • Develop and update local Road Crash Rescue protocols. • Support for families affected by road trauma.
Animal & Plant Biosecurity	Prevent and respond to outbreaks affecting agriculture and native species.	• Promote biosecurity best practices among landholders. • Participate in regional pest and weed control programs. • Develop contacts for state agencies (DPIRD, DWER, DFES). • Facilitate training for early detection and containment. • Support recovery of agricultural production post-incident.

The SEMC is currently in the next phase of assessing state risk, with an intent to leverage emerging tools, technologies and scientific research. This will enable a shift from a long-term static view of risk to a framework that will incorporate systemic risk, as well as dynamic risk assessment.

The Shire of Gnowangerup is committed to developing and implementing Local Emergency Risk Management Strategies according to their priority using the resources of the State Risk Toolbox.

Shire Risk Register see ***Appendix 3.***

For the district risk profile report *see* The Great Southern Emergency District – Risk Assessment Report.

6. RESPONSE & COORDINATION EMERGENCY OPERATIONS

The Emergency Management Act 2005 allows ***Hazard Management Agency/s*** (HMA)'s to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard relevant to that agency. (*See* State Emergency Management Plan - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

HMAs may require resources and assistance to manage emergencies. The Shire of Gnowangerup recognises this and is committed to providing assistance/support if the required resources are available through the ISG when it is formed.

6.1 Activation of Local Arrangements

When an incident is assessed as Level 2 or 3 the ***Hazard Management Agency(HMA)/Controlling Agency (CA) Incident Controller (IC)*** must make an incident declaration to ensure all agencies involved in the response are aware of the conditions and potential for escalation.

The Shire will ensure all requested support is available to the HMA/CA

LRC will advise the CEO of the need to convene the Shire's LRG as necessary

LRC will assess need to activate the LRP after becoming aware of, or on advice from the HMAs IC

If the Shire's LRC decides not to convene and activate the appropriate LRG and LRP, due to statutory and/or other agencies adequately addressing the situation, the LRC will continue to monitor the situation and keep the CEO and Council briefed accordingly.

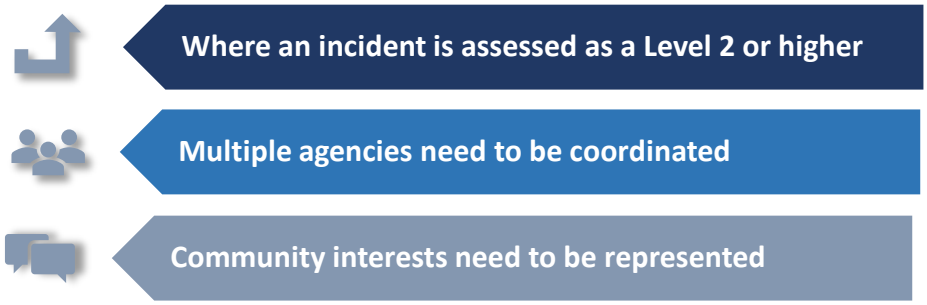
6.2 Incident Support Group

The ISG provides support to the Incident Management Team (IMT) and is made up of people represented by different agencies that may be/are involved in the incident.

The CA appointed IC convenes the ISG to assist with coordinating services and information during a major incident. HMAs and combat agencies may require resources and assistance to manage emergencies and to clearly identify priorities for sharing information and resources. The Shire is committed to providing assistance/support, if required resources are available, through the ISG if, and when, formed.

6.2.1 Triggers for Incident Support Group

The triggers for an ISG are defined in the State EM Policy Statement 5.2.2 and State Emergency Management Plan Section 5.1 being:



6.2.2 Incident Support Group Membership

The ISG is made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire's LRC should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and effective transition handover to recovery.

Representation on the ISG may change regularly depending upon the incident, agencies involved, and consequences caused by an emergency.

Agencies supplying staff for the ISG must ensure the representative(s) has authority to commit resources and/or direct tasks within their organisation/agency.

6.2.3 Incident Support Group Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Clearly identifying priorities and objectives of the agencies sharing information and resources, will ensure good coordination.

The IC is responsible for the location of meetings in consultation with the Shire of Gnowangerup. The following table identifies suitable locations where ISG meetings can be held within the Shire.

Venue	Address	Contact	Facilities
Shire of Gnowangerup Administration Offices	28 Yougenup Road, Gnowangerup	(08) 9827 1007	Meeting room, chambers, offices, kitchen, internet
Yongergnow-Ongerup Community Resource Centre	Eldridge Street, Ongerup	(08) 9828 2325	Function room, offices, kitchen, internet
Borden Pavilion	Stone Street, Borden	(08) 98271007	Function room, offices, kitchen, internet



6.3 Incident Control Centre

Identified Incident Control Centres (ICC) can serve as central command centres during incidents for the Incident Management Team (IMT) to effectively control/coordinate incident operations. For level 2 and 3 incidents, the Incident Control Centre (ICC) for an emergency will be designated by the HMA 'Incident Controller'.

Where the HMA requests an alternate location for the ICC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

PRIMARY

Venue	Address	Contact	Facilities
Lessor Hall/Gnowangerup Community Resource Centre	47 Yougenup Road, Gnowangerup	(08) 9827 1007 (Shire) (08) 9827 1635 (CRC)	Function room, kitchen, internet, ablutions, parking

SECONDARY

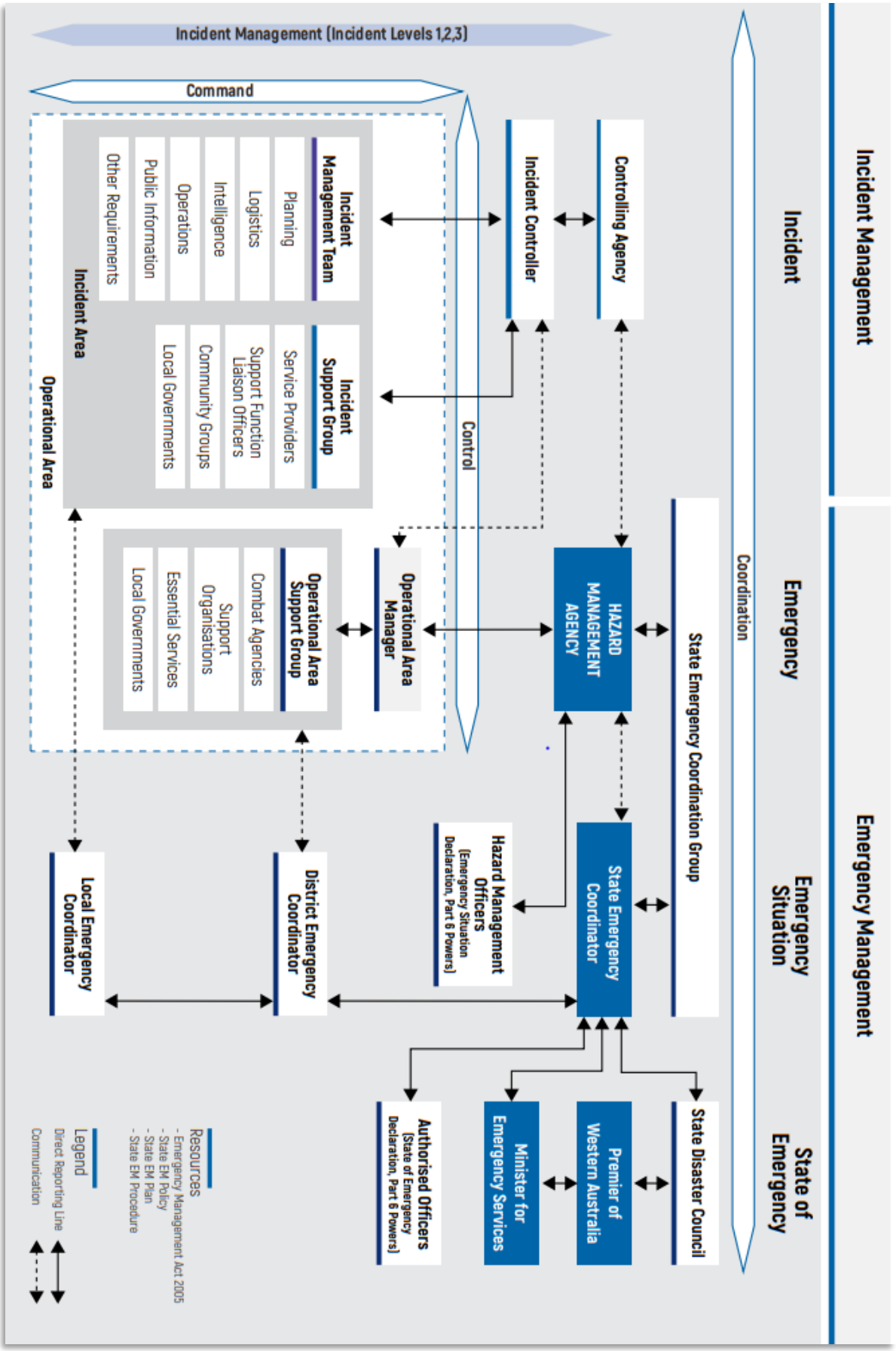
Venue	Address	Contact	Facilities
Borden Pavilion	Stone Street, Borden	0448 233 985 (Coordinator) (08) 9827 1007 (Shire)	Main room, offices, kitchen, internet, ablutions, parking
Gnowangerup SES	15 Bell Street	0429 117 136 (Duty Phone)	Training room, kitchen, internet, ablutions



6.4 State of Emergency

The Minister may declare a state of emergency (Section 56(1) Emergency Management Act 2005), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State of Emergency Coordination Group will be established.

During a state of emergency or emergency situation, the ability of emergency management agencies to share information is crucial. Section 72 of the Emergency Management Act 2005 allows for relevant information to be shared between Hazard Management Officers (HMOs) or Authorised Officers and HMAs for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality.


Incident Management
Incident
Emergency
Emergency Situation
State of Emergency
Emergency Management
Coordination
Incident Management (Incident Levels 1,2,3)
Command
Control
Incident Area
Operational Area
Incident Management Team
Planning
Logistics
Intelligence
Operations
Public Information
Other Requirements
Incident Support Group
Service Providers
Support Function Liaison Officers
Community Groups
Local Governments
Operational Area Support Group
Combat Agencies
Support Organisations
Essential Services
Local Governments
Controlling Agency
Incident Controller
Operational Area Manager
HAZARD MANAGEMENT AGENCY
State Emergency Coordination Group
Hazard Management Officers
(Emergency Situation Declaration, Part 6 Powers)
State Emergency Coordinator
Local Emergency Coordinator
District Emergency Coordinator
Authorised Officers
(State of Emergency Declaration, Part 6 Powers)
Minister for Emergency Services
Premier of Western Australia
State Disaster Council
Resources
- Emergency Management Act 2005
- State EM Policy
- State EM Plan
- State EM Procedure
Legend
Direct Reporting Line
Communication

7. MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities threatened or affected by emergencies have an urgent and vital need for adequate direction and timely information to help them become aware of the emergency and take appropriate actions to safeguard life and property.

HMAs/CAs are responsible for disseminating information in the response phase of an incident.

The IC/Manager authorises and manages media and public information to reflect multi-agency involvement and the following principles will apply:

HMAs will manage all media releases under State Support Plan – Public Information
The IC/Manager will authorise all media releases and public information alerts for the incident after consultation with the Emergency Coordinator and other CAs
All media releases are to reflect multi-agency incident management, detail all agencies' involvement and carry the agencies' identification
Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency
Each agency is provided with copies of multi-agency incident media releases as soon as possible before release
All media releases issued by any agency at State level will reflect multi-agency involvement

7.1 Public Communication Systems

7.1.1 Local Government Local Communication Systems

The Shire of Gnowangerup has the ability to support official emergency messaging through local communication systems including:

Shire website/ Social media	**Local newsletters**
Post Office	**Community notice boards**
SMS notification system	**Community/ local radio stations**

The Shire President and CEO are the only persons to make statements to the press on behalf of the Shire. The Shire CEO, or a delegated representative, will be the Media and Public Information Officer. Any information for release to the media or public must be forwarded and approved by the Shire President or CEO.

7.1.2 Standard Emergency Warning Signal

A Standard Emergency Warning Signal (SEWS) is broadcast immediately prior to major emergency announcements on the radio, television, and other communication systems. A SEWS is only used in emerging situations of extreme danger when people need to be warned to take urgent and immediate action to reduce the potential for loss to life or property.

In Western Australia, DFES authorises SEWS broadcasts or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

- **One** • Possible loss of life or a major threat to many properties or the large-scale environment
- **Two** • Impact is expected within 12 hours or is occurring at the time
- **Three** • A large number of people need to be warned
- **Four** • One or more incidents are classified as destructive

To listen to the SEWS sound click here.

7.1.3 Emergency WA

Emergency WA is Western Australia's trusted source for emergency information. You can find information about alerts and warnings for emergencies across Western Australia, along with other useful information such as Fire Danger Ratings, Total Fire Bans, Prescribed Burns and Burn Offs. Access at https://www.emergency.wa.gov.au

7.1.4 Emergency WA App

The Emergency WA app is Western Australia's trusted, official source for fast and accurate information during emergencies – helping you make informed decisions to stay safe. The app, available in the **App Store** or **Google Play**, delivers instant notifications on a mobile device about warnings, incidents, Total Fire Bans and elevated Fire Danger Ratings in your area.

Information on Emergency WA comes directly from emergency responders. The app provides all the features of the Emergency WA website with the ability to set up customised notifications so you receive the types of alerts that are important to you.

7.1.5 Emergency Alert System

An Emergency Alert automatically delivers warnings direct to an area where lives may be in danger. It does not replace current public information tools or the need for community to remain vigilant and look after its own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

In emergencies, HMAs authorise the broadcast of messages by Emergency Alert.

7.1.6 Australian Warning System

The Australian Warning System is a new national approach to information and warnings during emergencies like bushfire, flood, storm, extreme heat and severe weather. The System uses a nationally consistent set of icons, like those below.



7.1.7 DFES Public Information

DFES provides a range of official information sources to help you stay up to date.

DFES recorded information line	1300 657 209
SES assistance	132 500
Emergency WA Website/ App	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au

Emergency WA is coordinated by the Department of Fire and Emergency Services on behalf of the Government of Western Australia and provides a near-real time feed of incidents reported around the State.

7.1.8 Additional Information Outlets

Local ABC Radio	630AM
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

ACTION

- THE SHIRE ACKNOWLEDGES THAT PUBLIC INFORMATION AND MEDIA MANAGEMENT IS CRITICAL IN TIMES OF EMERGENCY.
- HMAS/CA IC RESPONSIBLE FOR INFORMATION/MEDIA RELEASES IN RESPONSE PHASE OF INCIDENT.
- THE SHIRE MEDIA RELEASES ARE COORDINATED BY THE SHIRE'S DELEGATED OFFICER APPROVED BY CEO.
- THE PRESIDENT/CEO, OR DELEGATED PERSON, ONLY TO GIVE PUBLIC STATEMENTS TO MEDIA.
- PUBLIC WARNING SYSTEMS SHALL BE USED WHEN NECESSARY, UNDER HMAS/CA IC AUTHORITY.
- THE SHIRE WILL SUPPORT OFFICIAL EMERGENCY INFORMATION BY REITERATING THE MESSAGES VIA THE SHIRE'S COMMUNICATION AVENUES (SOCIAL MEDIA, WEBSITE, SMS, ETC.).

8. EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects on a community, prior to the onset of, or during, an emergency. People who are threatened by a hazard will be moved to a safer location and, typically, their eventual safe and timely return.

In accordance with State EM Policy s5.7, evacuation planning is covered in five stages.

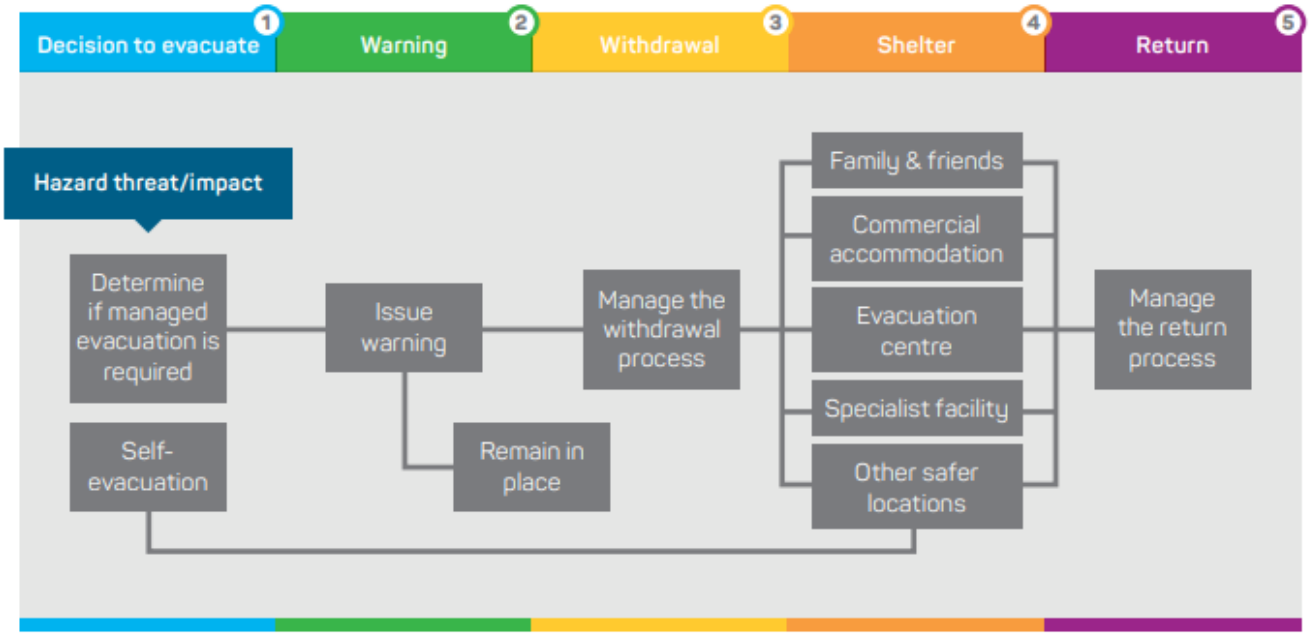


Figure 3: Evacuation 5 Step Process

8.1 Evacuation Management

Evacuating people and/or animals from an area affected by a hazard is one of the strategies that may be used by emergency management agencies to mitigate the potential loss of, or harm to, life.

Evacuating residents is not always the optimum solution to managing the risk. Alternatives such as shelter in place, quarantine and/or controlling or restricting movement, should also be considered where appropriate.

The WA Community Evacuation in Emergencies Guidelines assist emergency management agencies to plan for and conduct community evacuation for all hazards.

8.1.1 Decision

The IC appointed by designated HMAs/CA or an authorised officer, makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.2 Timelines

Alternatives such as, '***shelter in place'*** or, ***'prepare, stay and defend',*** should be considered.

Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation.

8.1.3 Combat Agency for Evacuation

The LWAPOL will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary.

8.1.4 Evacuation Centres

The Shire of Gnowangerup is responsible (in partnership with the HMAs/CA) for ensuring adequate arrangements are in place to support evacuation, including providing evacuation centres (or Welfare Centres) and applicable relief support functions led by Communities – see ***Appendix 9.***

PRIMARY EVACUATION CENTRES

Building Name	Site Address	Max	Sleeping	Contact details
Gnowangerup Sporting Complex	Strathaven Road Gnowangerup	750	500	0427 072 393 (Manager) (08) 9827 1007 (Shire)



8.2 Higher Risk Persons and Groups

The Shire of Gnowangerup depends on agencies responsible for Higher Risk Persons and Groups to ensure suitable planning and response capabilities for supporting people with special needs.

Certain community groups, such as the elderly, tourists, children and individuals with physical disabilities, are considered "Higher Risk Persons." Within the ***LEMA- GENERAL PLAN*** - **APPENDIX 6, 'Higher Risk Persons and Groups Plan'**, outlines the necessary actions for working with these individuals and for evacuation procedures. The Shire of Gnowangerup has a significant senior population, with more than 40% of residents aged 55 or older.

8.3 Evacuation Routes

Evacuation route is principally from evacuation assembly areas to Welfare Evacuation Centre. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPOL will determine strategic course of action at the time, particularly timelines for the evacuation. Townsite maps of Gnowangerup, Borden & Ongerup can be found in ***Appendix 10***.

Extensive mapping information can be obtained from the Shire of Gnowangerup's website and agencies such as Department of Biodiversity Conservation and Attractions. ***Refer Appendix 10 -Maps***

8.4 Isolation and Quarantine

Directions regarding isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of planning to mitigate any risks and ensure evacuations can be carried out safely.

The inability to comply with any isolation or quarantine requirements and/or restrictions should not stop a person from being evacuated. Managing the immediate threat, protecting and preserving life must be paramount when considering State strategic control priorities that identify roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.

8.5 Return

HMAs/CA is responsible for deciding when to return evacuated residents. Their return will be conducted in consultation with affected community with support organisations including: the Department of Communities, Department of Health and relevant Shire of Gnowangerup Officers.

For Department of Communities Local Emergency Relief and Support Plan– see Appendix 7

ACTION

- **HMAs/CA IC MAKES DECISIONS TO EVACUATE.**
- **LEMC AND THE SHIRE ASSIST BY PRE-PLANNING FOR EVACUATION.**
- **ALL ALTERNATIVES TO BE CONSIDERED.**
- **DECISION TO EVACUATE MADE AS SOON AS POSSIBLE.**
- **HIGHER RISK PERSONS AND GROUPS TO BE A SPECIAL CONSIDERATION IN AN EVACUATION.**
- **ROUTES AND MAPS SOURCED VIA SHIRE INTRAMAPS OR GOOGLE MAPS OR PARTNER AGENCIES.**
- **ENSURE EVACUATION CENTRE PROTOCOLS AND PROCEDURES ARE ENACTED – SEE LOCAL EMERGENCY RELIEF AND SUPPORT PLAN APPENDIX 7.**

9. EMERGENCY RELIEF & SUPPORT

The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards, as specified in the emergency management legislation.
This includes the functional areas of:



Dept. of Communities has developed the Shire of Gnowangerup Local Emergency Relief and Support Plan (LERSP). (see ***Appendix 7).***

The purpose of this LERSP is to detail the activities for the activation and coordination of emergency relief and support services before, during and after emergencies within the Local Emergency Management Committee or Local Government boundary.

The objective of this LERSP is to outline:

- the activation, and stand-down protocols of Communities and partner agencies
- Communities' responsibilities for the preparedness, response and recovery coordination of emergency relief and support services and resources, and
- the responsibilities of partner agencies to support emergency relief and support service delivery

9.1 Communities Local Evacuation Centre Coordinator (LECC)

The Department of Communities appoints the Local Evacuation Centre Coordinator (LECC) – see Appendix 2 for description of ***Roles and Responsibilities*** – Emergency Relief and Support



9.2 Local Government Liaison Officer (LGLO) (Emergency Relief and Support)

The local government liaison officer is nominated by the local government to coordinate emergency relief and support during the emergencies and liaise with Local Evacuation Centre Coordinator (Communities).
Local government should appoint a liaison officer. This role will provide assistance to the Local Evacuation Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.
It is important to identify the initial arrangements for emergency relief and support to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

A Shire staff member will be appointed the LGLO – see ***Appendix 2*** for description of Roles and Responsibilities – Emergency Relief and Support. Please refer to Shire Contact list in ***Appendix 4*** for appointed LG Liaison Officer.



9.3 Register Find Reunite

Communities is responsible for the registration and reunification of displaced persons. Registration and reunification enable people within an emergency affected community to be traced and reunited with family and friends. Inquiries about individuals can be coordinated, intrastate, interstate or internationally.

Communities will use an appropriate system to facilitate registration and reunification services. Partner agencies such as the Australian Red Cross may be engaged to assist or be delegated this function under the direction of Communities.

The Australian Red Cross may be requested to activate their *Register.Find.Reunite*. system (RFR) to aid in this service on Communities' behalf.

Communities has reciprocal arrangements with Australian Red Cross to undertake this process.



9.4 Evacuation Centres

The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government (see 8.1.4 and **Appendix 9** for the Shire's nominated Evacuation Centre(s)).

Communities is responsible for coordinating and assessing the provision of temporary accommodation for people displaced by an emergency or evacuating from an emergency. Communities may utilise a range of emergency accommodation options to support people impacted by an emergency.

Local Evacuation Centres have been identified within the *Local Emergency Relief and Support Plans*' Appendix 1. The Department of Communities – Emergency On-call - 0418 943 835 emergencyservices@communities.wa.gov.au

Emergency Kits have been prepared with resources and forms required for the operation of an evacuation centre located at the Shire Administration Office and Recreation Centre.

9.4.1 Animals

No pets or animals are allowed in an evacuation centre due to health and safety considerations, except for assistance animals, like guide and hearing dogs.

Owners or caregivers are responsible for their animals and are encouraged to make arrangements to ensure their welfare throughout all stages of an emergency. The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development has been assigned the role and responsibility for coordinating animal welfare services in emergencies as per State EM Policy s5.9.7 and State Support Plan – Animal Welfare in Emergencies.

The Shire of Gnowangerup will support and assist with animal management wherever possible through the Emergency Animal Welfare Plan ***(Appendix 8).***

The Shire of Gnowangerup Animal Welfare Plan (see ***Appendix 8***) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

ACTION

- **COMMUNITIES IS RESPONSIBLE FOR FOR PROVIDING AND COORDINATING EMERGENCY RELIEF AND SUPPORT SERVICES.**
- **DPIRD IS RESPONSIBLE FOR COORDINATING ANIMAL WELFARE AS PER THE SSP-AWIE**
- **COMMUNITIES IS RESPONSIBLE FOR THE SHIRE'S LOCAL EMERGENCY RELIEF & SUPPORT PLAN**
- **THE SHIRE DEPUTY CHAIR IS THE LGLO**.**
- **COMMUNITIES WILL USE AN APPROPRIATE SYSTEM TO FACILITATE REGISTRATION AND REUNIFICATION SERVICES.**
- **IDENTIFIED EVACUATION CENTRES- REFER EMERGENCY EVACUATION CENTRES – APPENDIX *7*.**

** *Note: The LGLO (Emergency Relief and Support) is a different role to the LGLO for the LEMA. The LGLO for Emergency Relief and Support is appointed based on their knowledge of the local community and the evacuation centre.*

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10. RECOVERY

The recovery process begins during the response phase. It is important to identify community needs as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Plan (LRP) is a separate plan to provide guidance in recovery, and is part of the overall LEMA, which can be viewed and read in conjunction with this Plan.

The Shire of Gnowangerup LRP ***(stand-alone plan)*** guides and establishes sound recovery management, concepts, principles and values for Shire staff, partnering agencies and community following significant impact from any emergency.

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11. EXERCISING & REVIEW

11.1 Exercising

The aim of conducting an exercise is to:

Test effectiveness of local arrangements and provide a pathway for improvement
Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
Help educate community about local arrangements and programs
Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of coordination between them

11.1.1 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures that outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually. The September LEMC meeting will combine the LEMC meeting with an exercise.

Exercise can be in the any of the following formats:

- Desktop/discussions
- Phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an emergency coordination centre

  Locating and activating resources on the emergency resource register

11.1.2 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the District Emergency Management Committee as part of LEMC's annual report.

11.2 Review of LEMA

The LEMA and associated support plans are to be reviewed in accordance with State EM Policy Section 2.5 and amended/replaced whenever the Shire considers appropriate (Section 42 of EM Act).

Timeline to review and amend will be:

Contact lists reviewed and updated quarterly – Contacts and Resource Directory (Appendix 4)

A review is conducted after training that exercises the arrangements or relevant support plans

An entire review of the LEMA and associated support plans will be done every five years, as risks may vary due to climate, environment and population changes

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12. APPENDICES

1	Glossary of Terms and Acronyms
2	Roles and responsibilities
3	Emergency Risk Management
4	Emergency Contacts and Resources Directory
5	(a) EM Policy) (b) LEMC TOR
6	Higher Risk Persons & Groups Plan
7	Dept. of Communities – Emergency Relief and Support Plan
8	Animal Welfare in Emergencies Plan
9	Evacuation Centre Directory
10	Specialty Maps: Major Features Location & Hazardous Locations Map
11	Templates: (a) LEMC Special Agenda, (b) SitRep, (c) Media Guide
12	Agencies and Partnering Agreements (Draft Example)

GLOSSARY OF TERMS & ACRONYMS

Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary.

Term	Meaning
AIIMS	Australasian Interagency Incident Management System is a nationally adopted structure to formalise a coordinated approach to emergency incident management.
Combat	To take steps to eliminate or reduce the effects of a hazard on the community.
Combat Agency	A Combat Agency prescribed under section 6(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 specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Command **(Vertically within an Organisation)**	The direction of members and resources of an organisation in the performance of the organisation's roles 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.
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.
Controlling Agency (CA)	An agency nominated to control the response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either: ○ legislation other than the Emergency Management Act 2005; or ○ by agreement between the relevant Hazard Management Agency and one or more agencies.
Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW 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.
Disaster	see EMERGENCY
District	Means an area of the State that is declared to be a district under Section 2.1 of the *Local Government Act 1995.*
District Emergency Coordinator (Dec)	The person appointed by the State Emergency Coordinator to provide advice and support to their District Emergency Management Committee in the development and maintenance of emergency management arrangements and carry out other emergency management functions under the direction of the State Emergency Coordinator.
District Emergency Management Committee (DEMC)	A District Emergency Management Committee established under section 31(1) of the *Emergency Management Act 2005.*
Emergency	The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response. The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".
Emergency Management (EM)	The management of the adverse effects of an emergency including: ○ prevention - the mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency; ○ preparedness - preparation for response to an emergency; ○ 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 ○ recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.
Emergency Risk Management	A systematic process which contributes to the wellbeing of communities and the environment (Australian Disaster Resilience Glossary).
“Function” Support Coordinator	That person appointed by an organisation or committee to be the coordinator of all activities associated with a particular support function, e.g. Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Emergency Relief and Support Plan.

Hazard	An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006.*
Hazard Management Agency (HMA)	A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a Hazard Management Agency for emergency management, or an aspect of emergency management, of a hazard.
Incident	The occurrence or imminent occurrence of a hazard.
Incident Area	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.
Incident Controller (IC)	The person designated person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation [note: agencies may use different terminology, however, the function remains the same].
Incident Management Team (IMT)	A group of incident management personnel comprising the Incident Controller, and the personnel they appoint to be responsible for the functions of operations, planning and logistics. The team headed by the Incident Controller which is responsible for the overall control of the incident.
Incident Support Group (ISG)	A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.
Lifelines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.
Local Emergency Coordinator	The person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator.
Local Emergency Management Committee (LEMC)	A Local Emergency Management Committee established under section 38 of the *Emergency Management Act 2005.*
Municipality	Means the district of the local government.

Operation	An Incident or multiple Incidents which impact, or is likely to impact, beyond a localised community or geographical area.
Operations Area	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.
Operations Area Manager	The person designated by the relevant HMA, responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.
Operations Area Support Group (OASG)	A group of agency/organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency.
Prevention	The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
Preparedness	Preparation for response to an emergency.
Response	The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.
Recovery	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing.
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 consequence 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; and ○ 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	Coordinated activities of an organisation or a government to direct and control 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.
State Emergency Management Committee (SEMC)	Committee established under section 13 of the *Emergency Management Act 2005.*
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 characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

Acronyms

Acronym	Meaning
ABS	Australian Bureau of Statistics
AWS	Australian Warning System
AIIMS	Australasian Inter-service Incident Management System
BFS	Bush Fire Service
BRMS	Bushfire Risk Management System
CA	Control Agency
CEO	Chief Executive Officer
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
Communities	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMA	District Emergency Management Advisor
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
ED	Executive Director
EM	Emergency Management
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator

LRG	Local Recovery Group
OASG	Operations Area Support Group
OIC	Officer in Charge
PTA	Public Transport Authority
RSPCA	Royal Society for the Protection of Cruelty against Animals
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREPS	Situation Reports
SOP	Standard Operating Procedures
SHPs	State Hazard Plans
SSP-AWiE	Stare Support Plan – Animals Welfare in Emergencies
VBFS	Volunteer Bush Fire Service
VFRS	Volunteer Fire and Rescue Service
WAPOL **LWAPOL**	Western Australian Police Local Western Australian Police

ROLES & RESPONSIBILITIES

Various officers, agencies and organisations undertake activities in relation to emergency management in Western Australia. Below is summary of key roles and responsibilities, for more specific details see State EM Plan – Appendix E. For a full list of Management Agencies and Controlling Agencies for Western Australian Hazards see State EM Plan – Appendix C.

Hazard Management and Controlling Agencies

Type of Hazard	Hazard Management Agency	Controlling Agency
ROAD CRASH	Commissioner of Police	WA Police Force
ANIMAL OR PLANT, PESTS OR DISEASES	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the **COLLAPSE OF A STRUCTURE OR LANDFORM** (collapse)	Fire and Emergency Services Commissioner	DFES
CYCLONE	Fire and Emergency Services Commissioner	DFES
EARTHQUAKE	Fire and Emergency Services Commissioner	DFES
LOSS OF OR INTERRUPTION TO THE SUPPLY OF ELECTRICITY that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (Electricity supply disruption)	Coordinator of Energy	Energy Policy WA
FIRE	Fire and Emergency Services Commissioner	• DFES within gazetted fire districts or where DFES brigade or unit established. • DBCA on land it manages outside gazetted fire districts. • Shire of Gnowangerup in Shire of Gnowangerup districts outside of gazetted fire districts and DBCA land.

FLOOD/SEVERE STORM	Fire and Emergency Services Commissioner	DFES
LOSS OF OR INTERRUPTION TO THE SUPPLY OF NATURAL GAS, that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA
Actual or impending **SPILLAGE, RELEASE OR ESCAPE OF A BIOLOGICAL, SUBSTANCE** that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending **SPILLAGE, RELEASE OR ESCAPE OF A CHEMICAL, RADIOLOGICAL** or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
HEATWAVE	Chief Executive Office, Department of Health	Department of Health
HOSTILE ACT	Commissioner of Police	WA Police Force
HUMAN EPIDEMIC	Chief Executive Office, Department of Health	Department of Health
LAND SEARCH – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
LOSS OF OR INTERRUPTION TO THE SUPPLY OF LIQUID FUEL as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA

Shire of Gnowangerup Roles & Responsibilities

Local role	Description of Responsibilities
Shire of Gnowangerup	• Responsibilities of the Shire of Gnowangerup (the Shire) as a Local Government are defined in Section 36, *EM Act:* • Ensure that effective local emergency management arrangements are prepared and maintained for its district • Manage recovery following an emergency affecting the community in its district • Perform other functions given to the Shire under the Act • The Shire also accepts responsibility for management of its resources • The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies • Development and testing of LEMA

Local Emergency Coordinator (LEC)	• The responsibilities of LEC are defined in Section 36 of the EM Act
	• For 'the Shire' the position of Local Emergency Coordinator is held by the WA Police, and represented by the Shire of Gnowangerup's local Police Station OIC's having the following functions:
	  ○ To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district
	  ○ To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district
	  ○ To carry out other emergency management activities in accordance with directions of State Emergency Coordinator

Local Recovery Coordinator	• To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

Local role	Description of Responsibilities
LG Liaison Officer (Emergency Relief & Support)	• During an evacuation where a Shire facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility. • This role is also important for providing local knowledge and connections to the community in the provision of emergency relief and support. • It is important to identify the initial arrangements for emergency relief and support to occur, particularly in remote areas, where it may take some time for the Department of Communities to arrive.
LG Liaison Officer (to the ISG/IMT)	• During a major emergency, the liaison officer attends ISG meetings to represent Shire of Gnowangerup, provides local knowledge input and provides details contained in the LEMA.
Shire of Gnowangerup – Incident Management	• Where an identified evacuation centre is a building owned and operated by the Shire, provide a liaison officer to support Communities. • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in role • Keep appropriate records of incidents that have occurred to ensure continual improvement of Shire's emergency response capability • Liaise with the incident controller (provide liaison officer) • Participate in ISG and provide local support
Other Shire of Gnowangerup Officers	As determined by the Incident, the following Officers are members of the committee: ○ Shire Chief Executive Officer ○ Shire Local Recovery Coordinator ○ Shire Council Representatives ○ Shire Environmental Health ○ Shire Senior Ranger/ EM Officer ○ Shire Chief Bush Fire Control Officer ○ Local Unit Manager State Emergency Services

Emergency and Support Agencies

Agency	Description Of Responsibilities
Controlling Agency	An agency nominated to control the response activities to a specified type of emergency Function: • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery ensures effective transition to Recovery to LG
Hazard Management Agency	HMA is a public authority or other person which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act] Function: • Undertake responsibilities where prescribed for these aspects [EM Regs] • Appointment of Hazard Management Officers [s. 55 of the Act] • Declare / Revoke Emergency Situation [s. 50 & 53 of the Act] • Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2] • Ensure effective transition to recovery by Shire of Gnowangerup
Combat Agency	A Combat Agency is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency

Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency Functions: • Restoring essential services affected by the emergency • Providing "function" support as part of the tactical plan, e.g. Dept of Communities to provide emergency relief and support services • Managing their resources and those given to them in support of their specific function • Providing progress reports to the designated Incident Manager or Operations Area Manager • Providing progress reports to the higher levels of their organisation • Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA • Attend post incident debriefs • Contributing a post operation report or post incident analysis

Emergency Relief and Support

Agency	Description Of Responsibilities
Department of Communities (Communities Emergency On-call - 0418 943 835)	• Lead Agency for Emergency Relief and Support (ERS): In alignment with the EM Act and the Emergency Management Regulations 2006 (EM Regulations), the Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services for the 28 prescribed hazards • Strategic Management and Coordination: Oversee the strategic management and coordination of ERS services under the Western Australian State Emergency Management arrangements. • Development of Local Emergency Relief and Support Plans (LERSPs): Prepare LERSPs for each local government area, documenting responsibilities for preparedness, response, and recovery phases for the management and coordination of relief and support services within the local geographical boundaries. • Preparedness Activities: Undertake preparedness activities, including planning, training, and exercising, at State and local levels to enable effective and efficient mobilization of ERS services should an emergency occur. • Coordination During Emergencies: Coordinate immediate and long-term support for people in the response and recovery phases of emergencies, which may include emergency accommodation, food, clothing, personal requisites, personal support services, registration and reunification, and financial assistance. • Collaboration with Partner Agencies: Work in partnership with various agencies and stakeholders to plan and prepare for emergencies, ensuring a collaborative approach to the delivery of ERS services.
Shire Local Government Liaison Officer (Emergency Relief and Support)	• Provide liaison between Communities and the Local Government in the provision of Emergency Relief and Support. (Note: the Liaison Officer role applies even if the facility isn't owned by the Local Government for example if the community were evacuated to a neighbouring Local Government facility the Local Govt. of the evacuated community should still provide a Liaison Officer)

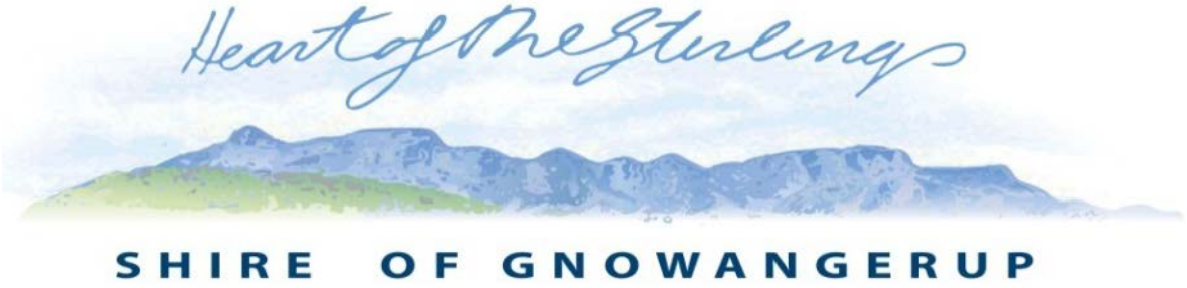
	• Coordinate initial arrangements in lieu of Communities Local Evacuation Coordinator attendance
	• Provide assistance to the Local Evacuation Centre/s including;
	  ○ Maintenance of establishments
	  ○ Security of establishments
	  ○ Opening and closing establishments

Australian Red Cross	• Undertake process recording displaced persons for National Register • In partnership with the Shire and Communities undertake Outreach in affected areas
Shire Rangers	• Assist with Animal Management in effected areas and at Evacuation Centres

LEMC Roles and Responsibility

Local Role	Description Of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Deputy Chair	Provides advice and support to the LEMC by: • acting as Chair in the absence of the LEMC Chair; • providing assistance and advice as requested by the Chair; • chairing any subcommittees or working groups; and • providing support and direction to the Executive Officer as required.

LEMC Executive Officer	Provide executive support to the LEMC by:
	• Provide secretariat support including:
	  ○ Meeting agenda
	  ○ Minutes and action lists
	  ○ Correspondence
	  ○ Committee membership contact register.
	• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:
	  ○ Annual Report
	  ○ Annual Business Plan
	  ○ Local Emergency Management Arrangements.
	• Facilitate the provision of relevant emergency management advice to the Chair and committee as required
	• Participate as a member of sub-committees and working groups as required.



Shire of Gnowangerup

Local Emergency Management Committee

Risk Assessment Results Summary

Background:

Under the Emergency Management Act 2005 and State Emergency Management Policy, each local government is required to undertake an assessment of the hazards likely to occur within its district. The Gnowangerup Local Emergency Management Committee (LEMC) had identified the hazards of Flood, Fire (bushfire) Chemical substance (Hazmat), Roadcrash, Storm and Biosecurity as the most likely to occur within the district.

On the 10th April and the 6th September the committee attended workshops to determine the level of risk from each hazard. The following agencies attended the workshop;

Workshop 1	Workshop 2
• Floods • Storm • Biosecurity	• Roadcrash • Bushfire • Hazmat
Attendees □ Keith House (LEMC Chair) □ Fiona Gaze □ Adam Smith □ Lex Martin □ Neville Blackburn □ Andrew Brooker □ Mark Bruce □ Janette Hindmarsh □ Casandra Hughes □ Robyn Millar □ Yvette Wheatcroft □ Tracey Keown □ Vin Fordham Lamont □ Yvette Wheatcroft □ Anrie van Zyl	Attendees □ Fiona Gaze □ Adam Smith □ Les Nayda □ Carli Rooney □ Paul Tholen □ Mark Bruce □ Andrew Brooker □ Tracey Keown □ Vince Hilder □ Robyn Millar □ Robyn Mortem □ Vin Fordham Lamont □ Yvette Wheatcroft □ Anrie van Zyl

The workshop utilised the WA Risk Register Tool and the tailored Consequence Table for the Shire of Gnowangerup provided on the State Emergency Management Committee website.

Assessment Outcomes & Profile Analysis

A total of 240 risks were examined across the six hazards. Risks were rated as follows;

Risk Rating	Number of Risks
Extreme	14
High	60
Medium	45
Low	85
Very Low	6
Not Applicable	13

Table 1: Risk Rating Snapshot

Number Requiring Treatment	Number to Consider Treating	Monitor & Review
74	45	31

Table 2: Risk Status

Risks in relation to the State Core Objectives are;

Level of Risk	State Core Objectives				
	People	**Economy**	**Public Administration**	**Social Setting**	**Environment**
Extreme	6	7	1	0	0
High	11	23	17	5	0
Medium	1	14	17	10	3
Low	1	10	20	35	11
Very Low		3	2	1	

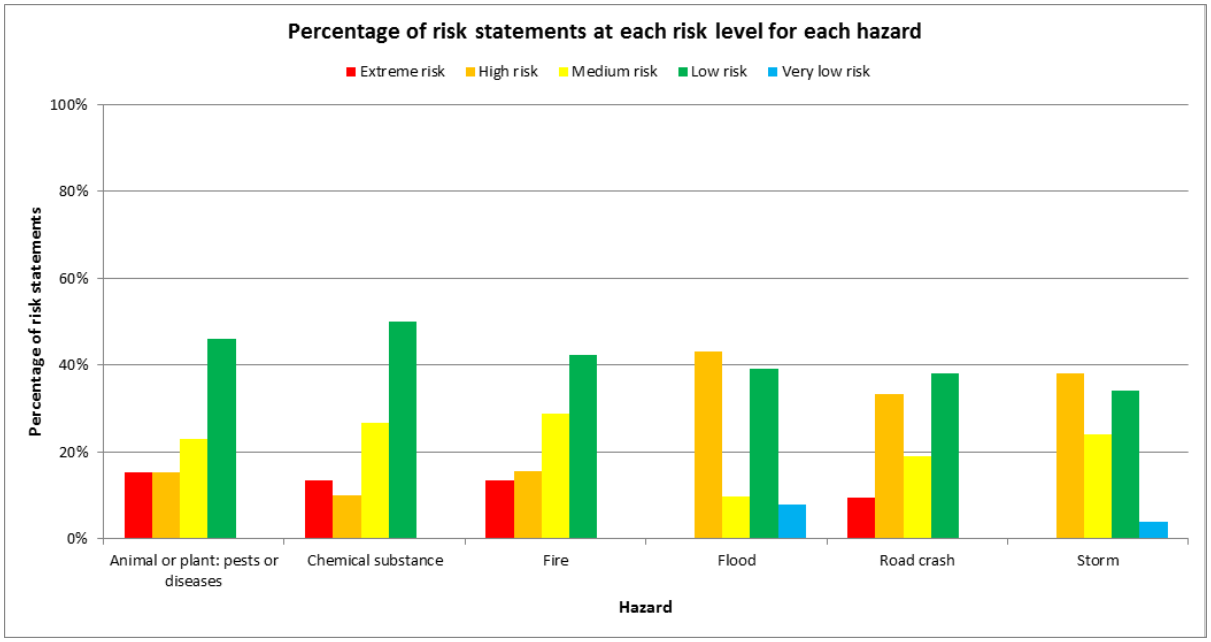
Common Themes

Common themes relating to **extreme** risks include;

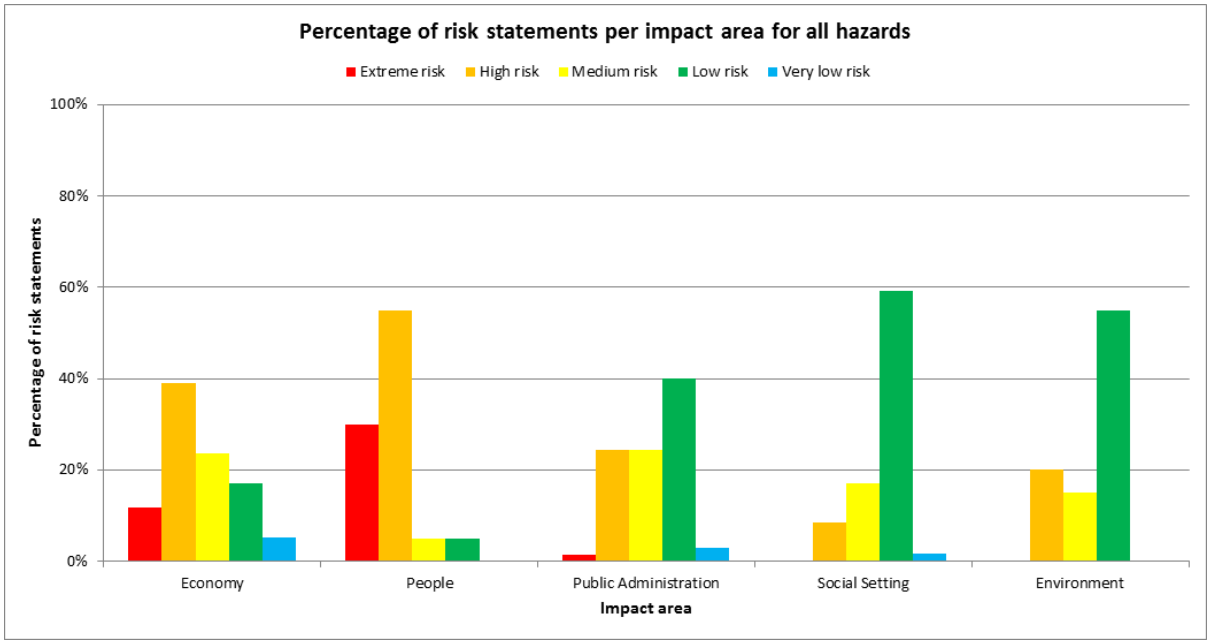
- Risks to the **economy** through assets, infrastructure, crops and livestock as a result of fire.
- Risks **people** through a significant chemical substance (hazmat) incident in town.
- Risk to the economy through the impact of a biosecurity event impacting local businesses and crops.

Id	Risk statement	Hazard	Impact area	AEP	Maximum consequence	Percentage likelihood of risk statement occurring	Confidence level	Auto generated likelihood level	Auto generated risk level		Auto generated priority level		Risk assessment comments	Treatment action	
									Sort risk	Unsort risk	Sort priority	Unsort priority		Sort treatment	Unsort treatment
53	will impact commercial buildings, contents and services, resulting in financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme		2			Treat (Recommended action)	
59	will result in recovery activities, resulting in costs to local government.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme		2			Treat (Recommended action)	
62	will impact agricultural industry infrastructure (e.g. fencing, machinery, grain stores etc.), resulting in recovery costs and/or financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme		2			Treat (Recommended action)	
63	will impact on livestock (e.g. through death/injury/lack of pasture), resulting in financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme		2			Treat (Recommended action)	
64	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Fire	Economy	0.01980	Catastrophic	75%	High	Unlikely	Extreme		2			Treat (Recommended action)	
73	will impact the health of people and cause injury and/or serious illness.	Fire	People	0.01980	Catastrophic	75%	High	Unlikely	Extreme		2			Treat (Recommended action)	
114	will impact emergency service response buildings and facilities, impacting the ability to maintain core services.	Chemical substance	Public Administration	0.01600	Catastrophic	100%	High	Unlikely	Extreme		2		SJA & WaPol cant access buildings	Treat (Recommended action)	
121	will impact the health of people and cause injury and/or serious illness.	Chemical substance	People	0.01600	Catastrophic	75%	High	Unlikely	Extreme		2			Treat (Recommended action)	
122	will cause emergency services (including ambulance and medical transport services such as RFDSWA) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Chemical substance	People	0.01600	Catastrophic	75%	High	Unlikely	Extreme		2			Treat (Recommended action)	
123	will cause health services (e.g. ICU units, hospitals, remote nursing posts, small country hospitals, clinics) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Chemical substance	People	0.01600	Catastrophic	75%	High	Unlikely	Extreme		2			Treat (Recommended action)	
151	will impact the health of people and cause death(s).	Road crash	People	0.03036	Catastrophic	90%	High	Unlikely	Extreme		2			Treat (Recommended action)	
152	will impact the health of people and cause injury and/or serious illness.	Road crash	People	0.03036	Catastrophic	100%	High	Unlikely	Extreme		2			Treat (Recommended action)	
217	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Animal or plant: pests or diseases	Economy	0.01324	Catastrophic	100%	High	Unlikely	Extreme		2			Treat (Recommended action)	
218	will disrupt business activities, resulting in financial losses.	Animal or plant: pests or diseases	Economy	0.01324	Catastrophic	100%	High	Unlikely	Extreme		2			Treat (Recommended action)	

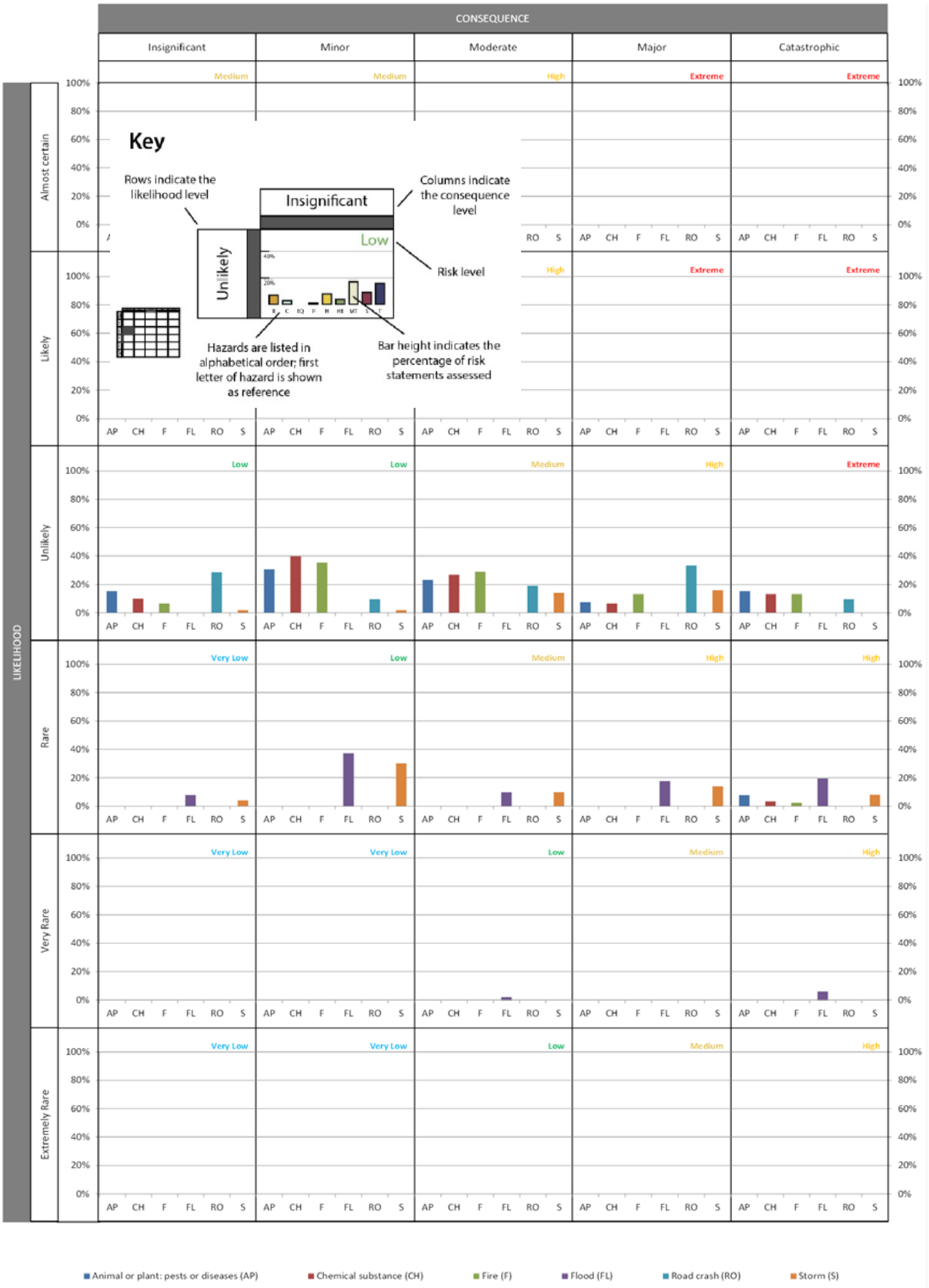
Table 3: Risk Statements for the Shire of Gnowangerup rated Extreme.



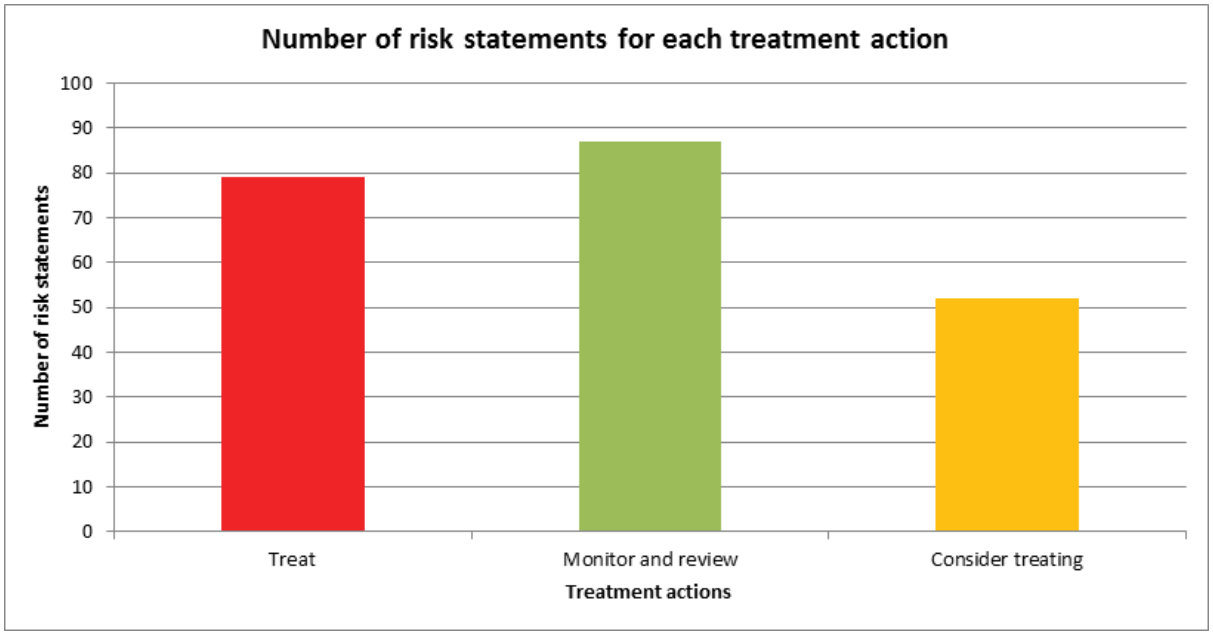
Graph 1: Showing the percentage of risk statements rated for each hazard



Graph 2: Showing the percentage of risk statements per impact area for each hazard



Graph 3: Showing the risk profile for the Shire of Gnowangerup. This graph shows the risks plotted against the risk matrix. Along the top is the consequence level from Insignificant to Catastrophic. Along the left side is the likelihood level from Extremely Rare (less likely) to Almost Certain (more likely). In the top right corner of each box is the Risk Level. The boxes in the lower left are Very Low Risk going to Extreme Risk in the top right corner. The bars show the percentage of risk statements for each hazard for that box's consequence and likelihood level.



Graph 4: Showing the number of risk statements requiring action

Next Steps:
There are now two further stages required to continue the risk management process for the Shire of Gnowangerup:
Step 1: 45 risks have been identifies as 'Consider Treating', this means the LEMC will need to consider each risk at determine if it will either 'Treat' the risk or 'Monitor and Review' the risk.
Step 2: Treat Risks – this will be the process of determining and selecting treatments for the identified risks which require treatment.

Attachment 1: Shire of Gnowangerup Consequence Table

Gnowangerup Consequence Table

	Insignificant	Minor	Moderate	Major	Catastrophic
People*					
Mortality	Not Applicable	At least 1 death	At least 1 death	At least 1 death	At least 1 death
Injuries / Illness	1 serious injury or any minor injuries.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or more than 2 serious injuries
Economy**					
Loss in economic activity and/or asset value	Decline of economic activity and/or loss of asset value less than $4,480	Decline of economic activity and/or loss of asset value between $4,480 and $44,800	Decline of economic activity and/or loss of asset value between $44,800 and $448,000	Decline of economic activity and/or loss of asset value between $448,000 and $4,480,000	Decline of economic activity and/or loss of asset value greater than $4,480,000
Impact on important industry	Inconsequential business sector disruption	Significant industry or business sector is impacted by the emergency event, resulting in short-term (i.e. less than one year) profit reductions	Significant industry or business sector is significantly impacted by the emergency event, resulting in medium-term (i.e. more than one year) profit reductions	Significant structural adjustment required by identified industry to respond and recover from emergency event	Failure of a significant industry or sector
Environment***					
Loss of species and/or landscapes	No damage to ecosystems at any level	• Minor damage to ecosystem/species of state significance • Significant damage to ecosystem/species of district/local significance	• Minor damage to ecosystem/species of national significance • Significant damage to ecosystem/species of state significance • Severe damage to ecosystem/species of district/local significance	• Significant damage to ecosystem/species of national significance • Severe damage to ecosystem/species of state significance • Permanent destruction to ecosystem/species of district/local significance	Permanent destruction to ecosystem/species of national, state and district/local significance
Loss of community environmental value	Inconsequential damage to item of interest	Minor damage to item of interest	Significant damage to item of interest	Severe damage to item of interest	Permanent destruction to item of interest
Public Administration					
Governance Functions	Governing bodies' delivery of core functions is unaffected or within normal parameters	Governing bodies encounter limited reduction in delivery of core functions	• Governing bodies encounter significant reduction in the delivery of core functions • Governing bodies are required to divert some available resources to deliver core functions or seek external assistance to deliver some of their core functions	• Governing bodies encounter severe reduction in the delivery of core functions • Governing bodies are required to divert a significant amount of available resources to deliver core functions or seek external assistance to deliver the majority of their core functions	Governing bodies are unable to deliver their core functions
Social Setting					
Community wellbeing	• Community social fabric is disrupted	• Community social fabric is damaged	• Community social fabric is broken	• Community social fabric is significantly broken	• Community social fabric is irreparably broken
	• Existing resources sufficient to return the community to normal function	• Some external resources required to return the community to normal function	• Significant external resources required to return the community to normal function	• Extraordinary external resources are required to return the community to functioning effectively	• Community ceases to function effectively, breaks down
	• No permanent dispersal	• No permanent dispersal	• Some permanent dispersal	• Significant permanent dispersal	• Community disperses in its entirety
Community Services	Inconsequential / short term impacts	Isolated / temporary reductions	Ongoing reductions	Reduced quality of life	Community unable to support itself
Culturally important objects	Minor damage to objects of cultural significance	Damage to objects of identified cultural significance	Damage or localised widespread damage to objects of identified cultural significance	Widespread damage or localised permanent loss of objects of identified cultural significance	Widespread and permanent loss of objects of identified cultural significance
Culturally important activities	Minor delay to a culturally important community event	Delay to or reduced scope of a culturally important community event	Delay to a major culturally important community event	Temporary cancellation or significant delay to a major culturally important community event	Permanent cancellation of a major culturally important community activity

*Criteria for people have been rounded up to the nearest whole number and is based on a population of 1,284
**The economy category is based on a gross area product of $112,000,000
***Environmental damage descriptors are over the page.
Where there are dot points, only one point needs to be met for that consequence level

Population - Australian Bureau of Statistics, Regional Population Growth, Australia, 2015/16
Economy - National Institute of Economic and Industry Research (NIEIR)©, 2015/16 .

Attachment 2: Credible Worst Case Scenarios

Biosecurity

AEP: 0.01324

Possible Scenario

The Great Southern region is currently experiencing unseasonably higher than normal winter temperatures and lower rainfall. Day temperatures are averaging 15°C and rainfall has been limited to less than 30mm in the past few weeks.

A local Ongerup farmer, seeding approximately 5000ha of wheat and 2000ha of barley, noticed that a majority of his wheat in the early stage of booting and some in the soft dough period had strange curled or rolled leaves. The leaves also showed signs of discoloration with distinct yellow, white and purple streaks. On closer inspection of one of the plants he noticed multiple small aphids at the base and sheaths of the younger leaves and inside the curled leaves of other plants.

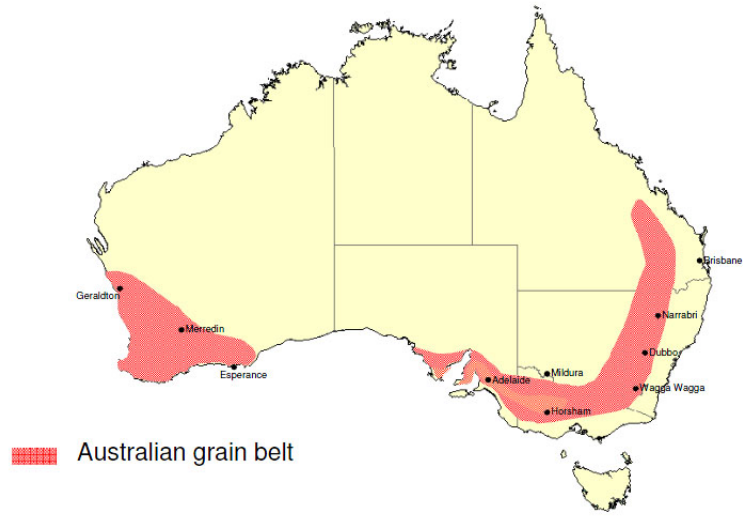
The farmer phones his agronomist to enquire about his observations. After an initial inspection by the agronomist, he informs the farmer that he suspects that the tiny aphids could be Russian Aphids, but due to the fact that they have never been identified in WA, he needs to contact the Department of Primary Industries and Regional Development (former Department of Agriculture and Food WA). He takes samples and multiple photos to be sent to Department. Infestation seems severe with more than 20% of plants infested.

The farmer recently employed 2 backpackers that travelled from South Australia and were previously employed by a broadacre farm in Tarlee, SA.
The Department of Primary Industries and Regional Development confirms the RWA and declares RWA a Declared Pest under section 22(2) of the Biosecurity and Agriculture Management Act 2007.

Impacts & Vulnerabilities

- Lower yields = less income
- Economic impacts on local businesses and suppliers of agricultural products
- Wheat export markets
- Impact on other cereal crops, i.e. barley
- Job losses
- Loss of population in already vulnerable small country towns
- Closure of schools due to lack of numbers
- Higher input costs, due to spraying of infected crops if infestations exceeds the thresholds of 10% of plants through the high risk period of early booting to soft dough.

- Environmental impact: spraying for Russian Aphids could be harmful to other beneficial insects and killing of natural predators of aphids, allowing remaining aphids to multiply rapidly under the correct conditions.
- Possible increased aphid resistance if there is an increase in spraying.





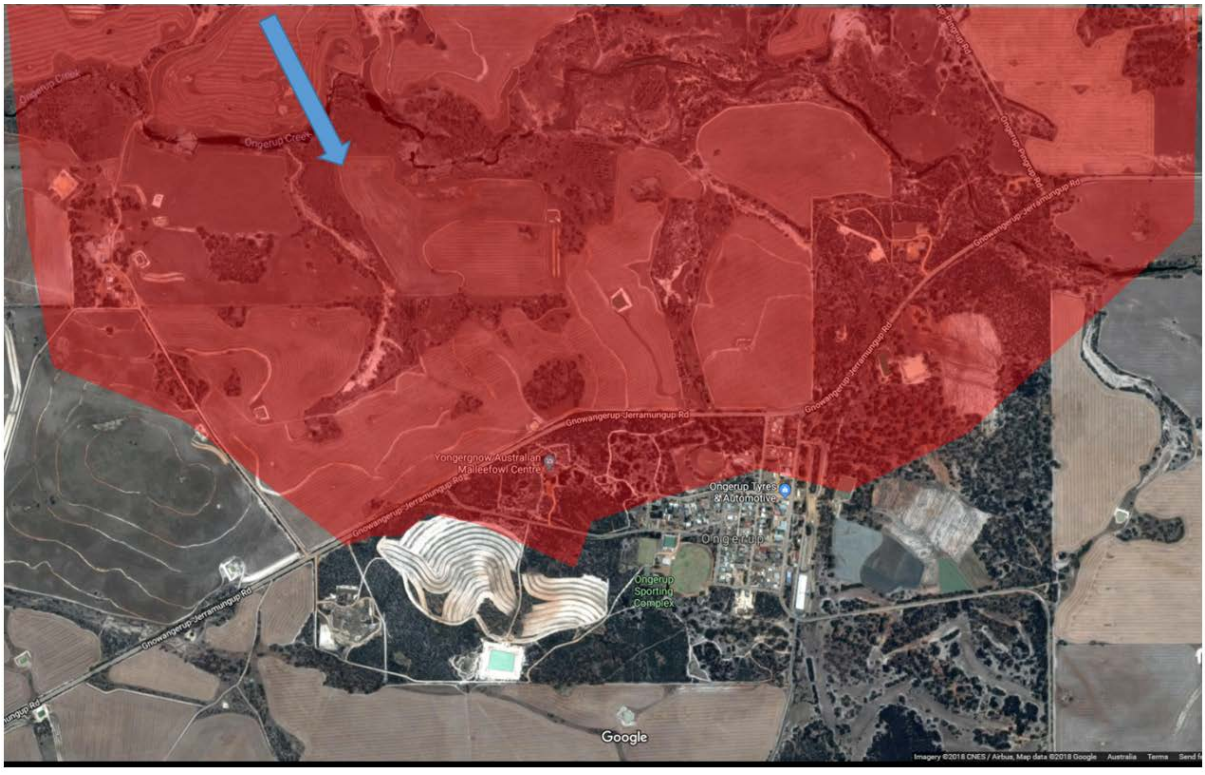
Fire (Bushfire)
AEP: 0.01980

Scenario:

- Mid February morning
- Fire weather warning issued
- FDR - Catastrophic
- Total Fire Bans & Harvest Ban in place
- Dry lightening belt moves through the Shire
- Multiple grass fires north of Ongerup Township
- Minimal response resources available
- Winds strong and viable with trough line movement
- Students from Ongerup Primary evacuated to Ongerup Sporting Complex

Impacts & Vulnerabilities

- Road transport operators using networks
- Tourists with caravans and visitors to the Yongergnow Centre
- All small vehicle road commuters
- Farm owners
- Townsite residences or buildings in close proximity of dense bush
- Wildlife and domestic livestock
- Lack of turn around areas that can accommodate road trains
- Parking bays too small to handle a large number of road trains or heavy vehicles at the same time



Chemical Substance (HazMat)

AEP: 0.01600

Scenario

- A chemical delivery truck hitting an out of control 4-wheel drive on the main street of Gnowangerup, jack-knifed, spilling about 550 litres of liquid herbicide onto the road. The liquid herbicide has been identified as Paraquat.
- The accident occurred opposite the Shire of Gnowangerup's Administration Building and a local agricultural service supplier business.
- Approximately 550 litres of herbicide spilled onto the road and pavement of the local agricultural service supplier business on Yougenup Road. Approximately 10 to 15 shuttles of Paraquat are scattered on the road.
- The two occupants of the 4-wheel drive were not seriously injured, while the truck driver has been flown to Perth due to ingestion of the liquid pesticide while trying to stop the leakage of one of the shuttles. His condition is listed as critical.
- There is a possible threat to the community as liquid Paraquat is highly toxic if ingested.
- Businesses and residents in a 500m radius have been evacuated.
- The accident happened during one of busiest time of year – pre seeding in the district.
- Local Police, DFES, SES and St John Ambulance are assisting with incident**.**

Impacts & Vulnerabilities

- General public and staff of local businesses
- Temporary closure and evacuation of Gnowangerup District High School
- Access to fuel
- Tourists visiting the town
- Residents located in close proximity of the accident scene
- Environment being impacted by the hazardous material
- Emergency personnel involved in handling the incident
- Road network as Yougenup Road is main access route through town to access surrounding towns.
- Increased demand on emergency services, impacting on their availability to maintain core services
- Time for Fire & Rescue Response (Katanning, Albany)
- Time for clean-up (ex-Perth)



Road Crash
AEP: 0.03036

Scenario

- A school bus carrying 22 students and 2 adults driving from Katanning to Gnowangerup collided with a sheep carrier truck approximately 7km out of Gnowangerup, on the Gnowangerup-Broomehill Road, causing the livestock carrier to loose control and overturn. The school bus rolled multiple times before coming to a stand in a paddock.
- The accident happened around 4pm on a very cold Friday afternoon.
- Multiple injuries have been reported, with 7 students and the bus driver listed as critical. Fifteen other students and one adult are being treated for lacerations and broken bones.
- The most critical injured patients are being flown by helicopter and the RFDS to Perth for medical treatment. The driver of the livestock carrier only sustained minor injuries.
- Multiple injuries and deaths of livestock have been reported.
- It is further reported that escaped sheep are being herded to a secure location by a local farmer where they will be examined for any signs of injuries and stress by a veterinarian.

Vulnerabilities & Impacts

- Gnowangerup-Broomehill Road closed and traffic being diverted via gravel road, creating additional risk of accidents due to unfamiliar route, size and current condition of road
- Ambulance services are at capacity and assistance has been requested from neighbouring towns
- Gnowangerup hospital/ health services not equipped to handle amount of casualties involved in accident
- SES and bushfire volunteers on scene to assist with accident, leaving other core services vulnerable
- Difficult terrain with limited space to land emergency helicopter (trees)
- Communication problems due to lack of mobile coverage
- Darkness setting in and appropriate lighting a problem
- Emotional and stressed parents of students trying to reach the scene of the accident.
- Delay in available ranger and veterinarian services due to traveling from another location
- Exposure to the elements – cold
- Specialist services required to clean up scene of accident. Heavy machinery needed to lift truck and trailers off the road

Severe Storm
AEP: 0.01980

Scenario

- Mid Summer – 10:00am Tuesday 25 January 2018
- A low pressure system from the North moves over far SW of state early morning, extending to a line from Bunbury to Esperance later in the morning.
- A rain band extends through parts of the Great Southern and South Coastal districts with steady rainfall continuing through the area. The rainfall is expected to become Heavy again in the warning area overnight tonight and during tomorrow.
- Destructive wind gusts due to cyclones could exceed 150km/h.
- Daily rainfall totals up to 100-150mm are forecast.
- Heavy rainfall may cause localised flash flooding.
- Event likelihood: Likely to Possible, ~ once per 50 years.

Vulnerabilities & Impacts

- Major transport route closures – Borden-Bremer Bay Road, Chester Pass Road from Albany to Ongerup, Broomehill-Tambellup Road, Borden-Jerramungup-Gnowangerup Road and Formby South Road
- Fuel disruptions due to loss of power caused by fallen power lines
- Lack of ability to mobilise machinery needed to repair roads and remove fallen trees
- Lack of resources to undertake repairs
- Localised flooding of Gnowangerup Main Street and properties along the Gnowangerup Creek
- Temporary closure of hospital due to flooding
- Damage to Public Facilities and Services
- Residents isolated and some vehicles stranded in-between sections of roads due to impassable creeks and rivers
- Livestock in areas exposed to the elements without protection or cover
- Emergency response personnel

APPENDIX 4

EMERGENCY CONTACTS & RESOURCE DIRECTORY

STRICTLY CONFIDENTIAL

INTENTIONALLY BLANK

Confidential information

Not for Public Release

SHIRE OF GNOWANGERUP POLICY: EMERGENCY MANAGEMENT

1. Overview

The purpose of the Emergency Management Policy (the policy) is to provide a framework for the mitigation and management of emergency incidents within the Shire of Gnowangerup. Emergencies are those which endanger or threaten to endanger lives, property or the environment, and which require a significant and coordinated response, and cannot be addressed through normal operational procedures.

Effective emergency management arrangements enhance the community's resilience against emergencies through strategies that apply prevention, preparedness, response and recovery (PPRR) activities.

The Shire of Gnowangerup has been designated as a specified area under Part 3 Section 35 of the *Emergency Management Act 2005*. For the purposes of managing emergencies in the Shire of Gnowangerup, this designation places the responsibilities for emergency management upon the Shire.

2. Objectives

The key objectives of the policy are to:

- Minimise impact from emergencies within the Shire of Gnowangerup on community, staff and property
- Coordination of successful disaster recovery for community using the Local Recovery Plan and Shire Business Continuity Plan
- Reduce the consequences of emergencies by providing and supporting the Shire of Gnowangerup Local Emergency Management Committee who utilise sound emergency management and risk management principles

3. Scope

This policy applies to all emergency incidents in the areas encompassed by the Shire of Gnowangerup, as defined in the *Local Government Act (1995).*

These arrangements serve as a guide to emergency management at the local level. An emergency may escalate and require management at a district or state level. 2

4. Definitions

Designated Shire Officer

Shire staff member or contractor designated as a representative of the Shire in regard to performance of duties related to emergency management / response as required.

Emergency

The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Emergency Management

The management of the adverse effects of an emergency including prevention, preparedness, response and recovery (PPRR).

Hazard Management Agency (HMA)

A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Hazard

An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

Incident Controller

The person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

Local Emergency Management Committee (LEMC)

A local emergency management committee established under Section 38 of the *Emergency Management Act 2005.*

Local Emergency Coordinator

The person appointed by the State Emergency Coordinator (WA Commissioner of Police) to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

5. Policy Statement/s

It is the policy of the Shire that:

Effective Local Emergency Management Arrangements (LEMA), inclusive of specific local emergency plans, will be prepared and maintained for the Shire Gnowangerup, consistent with the State Emergency Management Policy, State Emergency Management Plan, and relevant State Hazard Plans, State Support Plans and National Plans.

Advice and support will be provided to the Shire of Gnowangerup LEMC in the development of the Shire LEMA.

Emergency management activities will be undertaken in accordance with the Shire of Gnowangerup LEMA.

Potential risks within the Shire of Gnowangerup will be assessed and strategies developed to eliminate or reduce the likelihood of emergencies occurring in accordance with the ISO 31000:2018 Risk Management – Guidelines.

Designated Shire officers will assist hazard management agencies in the provision of a coordinated response during an emergency incident in Shire of Gnowangerup.

Measures will be maintained wherever possible, ensuring that should an emergency occur, resources and services are capable of coping with the effects of the incident.

Following an emergency, appropriate action will be taken to return the site and / or infrastructure to normal operational conditions, and to develop and implement strategies to identify and manage the ongoing social and psychological needs of those affected by the emergency (i.e. Recovery phase).

Other emergency management activities e.g. evacuation, emergency relief and support provision etc. will be undertaken in accordance with the advice of LEMC partnering agencies.

6. Roles and Responsibilities

The Shire Chief Executive Officer is responsible for developing and implementing the procedures to ensure compliance with this policy.

All Shire staff have a responsibility to comply with the policy and to provide support as requested by the Incident Controller / Local Emergency Coordinator during an emergency incident.

7. Statutory Compliance

The policy reflects the requirements of:

- Emergency Management Act 2005;
- Emergency Management Regulations 2006;
- State Emergency Management Policy (2024) and State Emergency Management Plan (2024).
- Shire of Gnowangerup Local Emergency Management Arrangements (LEMA 2024);
- Shire of Gnowangerup Local Recovery Plan (2024).

8. Effective Date

This policy is effective from **November 2024**

9. Review Date

This policy will be reviewed every two (2) years.

10. Custodian

The Shire Chief Executive Officer is responsible for the development and management of the Emergency Management Policy.

11. Policy Authorisation

This policy details the Shire of Gnowangerup policy for emergency management in the Shire.

Signed: _____ Date: _____

Shire of Gnowangerup
CEO

12. Policy Revision

Rev	Revision Description	Revision by	Issue Date	Page

LEMC TERMS OF REFERENCE

Name

The name of the committee shall be the 'Shire of Gnowangerup Local Emergency Management Committee'.

Aim

To promote a safe, sustainable and a resilient community, through practical planning, hazard mitigation and partnership development, on behalf of the Gnowangerup community and stakeholder groups.

Objectives

a) To develop emergency management arrangements, that has a practical application to all stakeholders, within the community. These arrangements will be posted to the Shire Website, as updated. They will be made available to the Public and member agencies

b) To ensure that the Local Emergency Management Arrangements remain contemporary and relevant to community, reflecting current community risks

c) Monitor committee membership, to ensure that it is representative of community and the identified risks that are presented to community

d) To comply with requirements of the *Emergency Management Act 2005* (specifically State Emergency Management Policy 2.5 –Local Arrangements) for Local Governments and Local Emergency Management Committees, as a minimum

e) To actively participate in formal inter-local government and agency relations, so to further emergency management objectives and cooperation, within the Great Southern District

f) To take an active role in the continuous improvement of local community resilience, through community safety and awareness campaigns and activities

g) Take an active role in disaster recovery planning, through the promotion of an informed and engaged committee

h) To advocate and encourage inter-agency exercises that test and improve the capabilities of responsible HMA's, including inter-operability

i) To exercise the Shire of Gnowangerup LEMA, to test effectiveness in practical applications, actively seeking continuous improvement (in concert with State Emergency Management Policy 4.8.8 - State Emergency Management Framework);

j) To comply with other emergency management activities, as directed by the State and District Emergency Management Committees, as described in the Emergency Management Act 2005 and SEMP 2.5;

k) Prepare and submit to the DEMC on an annual basis the LEMC Business Plan;

l) To prepare and submit to the District Emergency Management Committee, an annual report of LEMC activities each financial year (State Emergency Management Policy 4.2); and,

m) Provide a community emergency management interface to HMA/CA in response to an incident. May mean ensuring public information processes are effective and Risk Evaluation Criteria is communicated to the HMA/CA for their decision-making appreciations.

4. Membership

Membership of the Gnowangerup LEMC is open to Hazard Management Agencies, Controlling Agencies, support agencies and community members who may include but is not limited to:

Agency	Position	Voting
Shire of Gnowangerup	Chair (CEO)	✓
	Shire President	✓
	Deputy Chair	✓
	Local Recovery Coordinator	✓
	Local Government Liaison Officer	✓
	Executive Officer	✓
	Corporate Services Officer	✓
	Chief Bush Fire Liaison Officer	✓
	Manager of Works	✓
	Community Development Coordinator	✓
WA Police - Gnowangerup	Local Emergency Coordinator	✓
Communities	Emergency Relief and Support Officer	✓
Dept, of Fire & Emergency Services (DFES) – Great Southern	District Emergency Management Advisor	
Dept, of Fire & Emergency Services (DFES) – Great Southern	District Officer Emergency Management	✓
Gnowangerup Hospital	Representative	✓
WACHS – Great Southern	Representative	✓
Dept. of Biodiversity, Conservation and Attractions (DBCA)	Representative	✓
State Emergency Services (SES)	Representative	✓
St. John Ambulance	Representative	✓
Gnowangerup District High School	Representative	✓
Borden Primary School	Representative	✓
Ongerup Primary School	Representative	✓
Community Members	Representative	

Agency	Position	Voting
Shire of Gnowangerup	Chair (CEO)	✓
	Deputy Chair	✓
	Local Recovery Coordinator	✓
	Local Government Liaison Officer	✓
	Executive Officer	✓
	Administration Support Officer	✓
	Chief Bush Fire Liaison Officer	✓
	Operations Manager	✓
	Environmental Health Manager	✓
WA Police	Local Emergency Coordinator (Gnowangerup OIC)	✓
Dept. of Communities	Local Evacuation Centre Coordinator	✓
DFES	District Emergency Management Advisor	✓
DFES	District Officer Emergency Management	✓

DFES	Area Officer	✓
Volunteer Fire & Rescue Service	Representative	✓
Dept. of Health – North Midlands Hospital	Representative	✓
Water Authority	Representative	✓
Dept. of Housing	Representative	✓
Dept. of Education (Local Principles)	Representative	✓
Dept. of Primary Industries & Regional Development	Representative	✓
St. John Ambulance	Representative	✓
CBH	Representative	✓
Community Members	Representative	✓

Additional members may be invited as determined by LEMC, to offer specialist advice on a range of matters pertaining to emergency management.

Each voting member is encouraged to have a proxy attend, where they are unavailable.

5. Management

The Committee shall consist of a Shire appointed Chairperson, Executive Officer and administrative support officer. The Local Emergency Coordinator (Police OIC) shall act as Deputy Chairperson.

The LEMC Chairperson shall direct and coordinate all meetings.

The Executive Officer shall research and manage information, for the committee and provide information and advice when required.

The Administrative Officer shall record minutes and all meeting proceedings including the transfer of information between members.

6. Meetings

Meetings will be held quarterly on a day, at a time and at a location as determined by the LEMC from time to time.

7. Minutes

In consultation with the LEMC Chairperson and Police OIC, the Executive Officer shall be responsible for preparing the agenda for all LEMC meetings, including the agenda for any sub-committees and working groups.

The LEMC Administrative Officer shall be responsible for keeping detailed minutes of all business tabled at any LEMC meetings. This officer shall then forward these minutes, to the LEMC Chairperson for approval, prior to distribution to LEMC members.

Minutes shall be recorded in the Council records management system.

8. Governance Arrangements

Meeting procedures – Standard meeting agenda.

Every Meeting	• Confirmation of LEMC contact list currency • Review of any incidents and analysis, since last meeting • Progress on any risk management processes, • Progress on any treatment strategies from the risk management process • Progress on development or review of any LEMA • Other matters, as determined by Shire or the LEMC
1st Quarter September	• Development and approval of next financial year LEMC exercise schedule • Commencement of development of LEMC Annual Business Plan
2nd Quarter December	• Preparation of LEMC Annual Report (to be forwarded to DEMC) • Finalisation and approval of Annual Business Plan
3rd Quarter March	• Identify emergency management projects for possible grant funding
4th Quarter June	• National and State funding nominations

SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

HIGHER RISK PERSONS & GROUPS PLAN



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1. ADMINISTRATION

1.1 Acronyms

CALD	Culturally and Linguistically Diverse
'the Shire'	Shire of Gnowangerup
Gnowangerup	Shire Gnowangerup
DFES	Department of Fire and Emergency Services
HRPG	Higher Risk Persons and Groups
HACC	Home and Community Care
IL	Independent Living
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
MOU	Memorandum of Understanding
IC	Incident Controller
ICC	Incident Control Centre
HMA	Hazard Management Agency
IMT	Incident Management Team
RAC	Residential Aged Care

1.2 Amendment Record

Amendment No	Date	Details	Amended by
1	Nov. 2024	Initial draft developed LEMA Appendix 5	L. Winter
2			
3			
4			

2. DEFINING - HIGHER RISK PERSONS & GROUPS (HRPG)

Higher Risk Persons and Groups (HRPG) within the overall population have a higher risk degree of demographic or socioeconomic vulnerability, rendering them more likely to be adversely affected by disaster. They can be defined by the characteristics of a person or group that affect their capacity to anticipate, cope with, resist, and recover from the impact of a disaster (natural or non-natural).

A definition that could be considered for "Higher Risk" persons and groups is:
***Having concerns with Communication, Medical, Independence, Supervision, and Transportation services and homelessness*.**

2.1 Influencing Factors: HRPG

2.1.1 Socioeconomic Status

Includes employment, income, housing (e.g. homelessness) and education level. People with lower socioeconomic status are more likely to lack resources needed to follow instructions on emergency preparedness. They might be unable to stockpile food, for example, or not have the ability to evacuate.

2.1.2 Age

The old and the young are particularly vulnerable during emergencies. Older adults are more likely to have medical problems that put them at an increased risk during a disaster. They might have limited sight, hearing, cognitive ability and physical strength.

Young children are also more at risk. They have yet to develop the resources, knowledge, or understanding to effectively cope with disaster, and they are more susceptible to injury and disease. Young children are also more vulnerable when they are separated from their parents or guardians, for example, at school or in day-care.

2.1.3 Visitors

Tourists or people visiting the area may be unaware of possible hazards and potentially be unprepared if an emergency occurs. Majority of travellers will be unfamiliar with the local area.

2.1.4 Culturally and Linguistically Diverse (CaLD)

People with limited English proficiency have a limited ability to read, speak, or write in English. These groups might/may have trouble understanding emergency directives if language barriers are not addressed when developing emergency alert messages.
Race and ethnicity contribute to social vulnerabilities and are tied to issues of socioeconomic status. Social and economic marginalisation contributes to the vulnerability of these groups.

2.2 Medical Issues and Disability

Persons with a disability include those with a cognitive, physical, or sensory impairment that limits a major life activity. People with physical impairments might include those with limited sight, hearing, or mobility or those who are dependent on electric power to operate medical equipment. For many people with medical conditions and disabilities, their ability to hear, understand, or respond to a warning is impaired. This category also includes individuals with access and functional needs.

2.3 Shire Gnowangerup Higher Risk Persons & Groups (HRPG):

2.3.1 Childcare Facilities and Schools

- Gnowangerup Family Daycare
- Gnowangerup District High School
- Borden Primary School
- Ongerup Primary School
- Woodthorpe School (Brethren School)

Action	Stakeholders	Frequency/Timing	Expected Outcome
Establish School Liaison Role	Schools, childcare centres, Shire staff	Ongoing	Streamlined communication and engagement planning.
Curriculum-aligned Learning Projects	Schools, educators, students	School terms	Increase awareness of local government, environment, and history.
Co-hosted Events (e.g., NAIDOC, Clean Up Australia Day)	Schools, parents, Shire teams	Annually or per event	Foster civic pride and student involvement.
Art, Environment & Civic Competitions	Students, schools, Shire	Term-based or annually	Celebrate student contributions, engage youth creatively.
Facility Tours and Career Info Sessions	Senior students, educators	Twice yearly	Increase awareness of local career paths, inspire civic participation.

2.3.2 People Living with Disabilities

- Working in partnership with the Gnowangerup Community Resource Centre in establishing a list of residents in the Shire of Gnowangerup living with disabilities.

Action	Stakeholders	Frequency/Timing	Expected Outcome
Access & Inclusion Advisory Group	People with disability, carers, advocacy orgs	Quarterly	Direct feedback on accessibility issues and initiatives.
Accessible Event Planning	Event coordinators, access consultants	Ongoing	Inclusive community events with appropriate supports.
Co-designed Engagement Materials	Disability advocates, support workers	Per initiative	Accessible documents (Easy Read, audio, large print).

Try-a-Trade or Employment Forums	Disability service providers, employers	Annually	Improve visibility of inclusive job opportunities.
Disability Awareness Training	Shire staff, volunteers	Annually or bi-annually	Build awareness and responsiveness in public service deliver

2.3.3 Residential Aged Care (RAC) and Independent Living (IL) facilities

- Gnowangerup Hospital - Malee Springs

Action	Stakeholders	Frequency/Timing	Expected Outcome
Regular On-site Consultations	RAC and IL residents, facility managers	Quarterly	Platform for resident feedback and participation.
Intergenerational Programs	Local schools, childcare centres, youth services	Term-based	Foster social connection and reduce isolation.
Community Event Participation	RAC/IL facilities, local transport providers	Ongoing	Ensure inclusive access to community life.
Joint Wellbeing Activities	Health providers, volunteers	Monthly	Promote physical and emotional well-being.
Digital Literacy Programs	Library staff, tech volunteers	Ongoing	Improve connection to services and family.
Seniors Week Celebrations	Cultural groups, community teams	Annually	Recognise and celebrate older adults' contributions.
Facility Liaison Officer	Shire community staff	Ongoing	Clear point of contact and representation

2.3.4 Culturally and Linguistically Diverse (CALD) groups

- Filipino Community
- Newly arrived immigrants
- Aboriginal & Torres Strait Islander People

Action	Stakeholders	Frequency/Timing	Expected Outcome
Multicultural Community Forums	CALD residents, multicultural organisations	Bi-annually	Safe spaces for expressing needs and ideas.
Interpreter Access for Consultations	Interpreting services, bilingual staff	As needed	Ensure equitable participation in community planning.
Celebrations of Culture Events	Cultural groups, schools, Shire staff	Annually or per event	Build cross-cultural understanding and inclusion.
Multilingual Engagement Materials	CALD groups, translators	Per project	Enhance accessibility of public info and services.
Cross-cultural Awareness Training	Shire staff, volunteers	Annually	Improve service delivery to multicultural community.
Support for Cultural Enterprise	CALD entrepreneurs, business mentors	Ongoing	Encourage economic participation and diversity.

2.3.5 Gnowangerup Hospital

Action	Stakeholders	Frequency/Timing	Expected Outcome
Shared Emergency Preparedness Plans	Hospital, Shire emergency management teams	Annually	Improve readiness and coordinated response to local emergencies.

2.3.6 Visitors

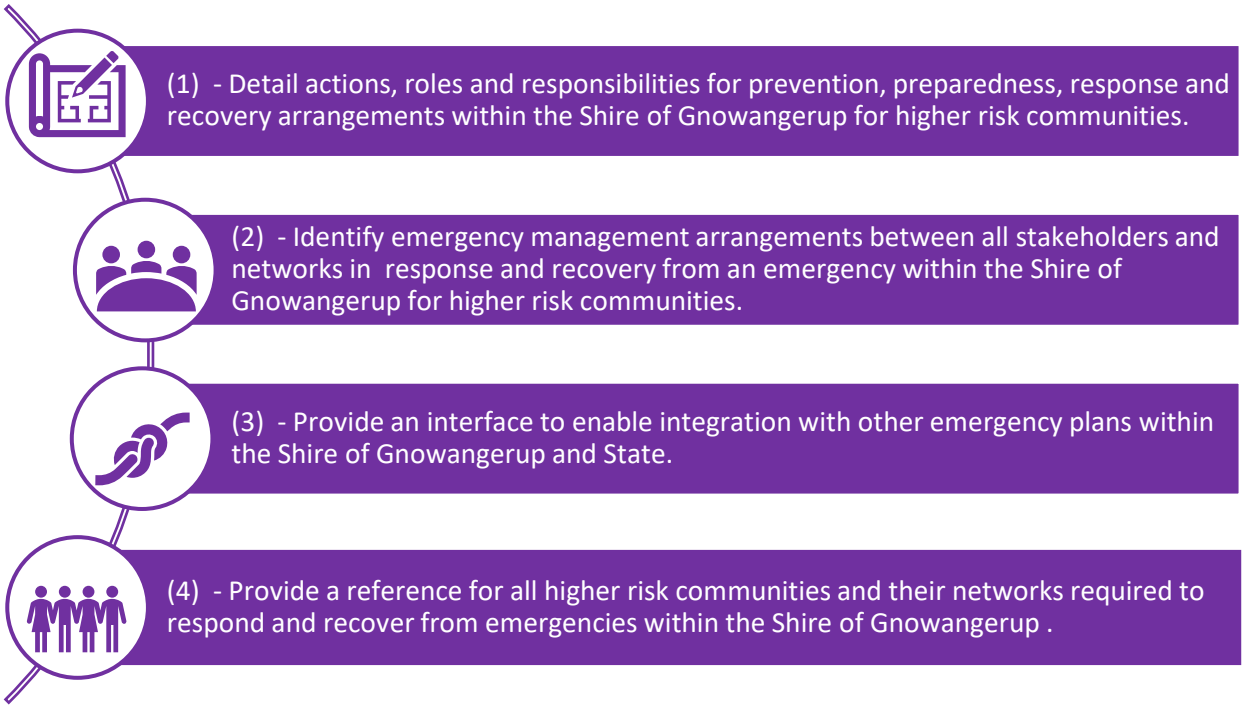
Please see Higher Risk Persons & Groups Directory & Contacts list to include when emergency information is being provided.

3. INTRODUCTION

3.1 Aim

To define emergency management arrangements relating to the evacuation, emergency relief and support and care of Higher Risk Persons and Groups (HRPG) and related support networks, before, during and after emergencies throughout the Shire of Gnowangerup (hereby referred to as 'the Shire).

3.2 Objectives



3.3 Scope

This Plan covers the Shire of Gnowangerup Local Emergency Management Arrangements that apply to responders and Higher Risk Persons and Groups (HRPG) and their networks that may become involved with managing and responding and recovering from emergencies within the Shire of Gnowangerup.

3.4 Related Documents

This Plan forms part of the Gnowangerup Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with these plans and their related support documents. They also interface with other hazard specific, emergency management and recovery plans at local, district and state levels.

3.5 Plan Responsibilities

The Shire is responsible for developing, implementing and revising this Plan in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related Legislation.

4. EMERGENCY MANAGEMENT FOR HIGHER RISK PERSONS & GROUPS (HRPG)

4.1 Planning

In accordance with the Western Australian Community Evacuation in Emergencies Guideline, *Local Emergency Management Plans are to include information which will assist the Controlling Agency in the operational planning process*. *This includes having specific arrangements in place for Higher Risk Persons and Groups,* such as unaccompanied children, schools, aged care facilities, caravan and holiday parks, persons with disabilities, and culturally and linguistically diverse communities (CALD), disadvantaged (e.g. homelessness).

4.2 Higher Risk

Higher Risk (social vulnerability) is defined by the characteristics of a person or group that affect their capacity to anticipate, cope with, resist and recover from the effects of disasters and emergencies.

Commonly accepted categories include:

Socioeconomic status	Race and ethnicity
Age	Medical issues
English language proficiency	Disabilities
The disadvantaged (homeless)	

4.3 Higher Risk Persons & Groups in Emergency Management Cycle

4.3.1 Prevention

✓ Developing specialised HRPG Plan for community members.

4.3.2 Preparedness

✓ Create evacuation contingencies for higher risk community members.

✓ Conduct outreach and engagement.

✓ Determine additional resource requirements.

✓ Consider evacuation facilities, transport and special requirements.

4.3.3 Response

- ✓ Consider resource allocations in emergencies.
- ✓ Provide target data for Incident Management Team use.
- ✓ Prioritise response efforts for higher risk communities.
- ✓ Customise communication efforts.

4.3.4 Recovery

- ✓ Determine resource allocation.
- ✓ Identify higher risk sub populations that are least resilient.
- ✓ Track recovery and any on-going problems.

4.4 Organisational Roles and Responsibilities

Organisations with responsibilities identified under this Plan are listed in the following table. Participating organisations will be required to provide assistance under this Plan in the event of an emergency, which will, or may, affect higher risk persons and groups, directly or indirectly.

Agency / The Shire	Roles / Responsibility
Department of Fire and Emergency Services (DFES)	➢ Hazard Management ➢ Evacuation decisions and coordination ➢ Support Agency
Department of Communities	➢ Evacuation centres ➢ Emergency Relief and Support Plan ➢ Financial assistance to affected persons ➢ Displaced persons
Western Australia Police (WAPOL)	➢ Hazard Management ➢ Traffic Management ➢ Investigation and enforcement ➢ Alerts and evacuation execution
Disability Services	➢ Client contact database ➢ Identification of specialist requirements
Shire of Gnowangerup	➢ Support Agency ➢ Information Technology ➢ Facilities resources

5. COMMUNICATIONS

The communications plan must accommodate the needs of HRPG to provide concise instructions before, during, and after a disaster.

5.1 Considerations and Strategies – Higher Risk Persons & Groups (HRPG)

- ✓ Use short sentences and plain language to allow for easy translation of materials. Consider using a sixth grade reading level or lower.
- ✓ Provide written materials in bilingual or multi-lingual format.
- ✓ Include visual aids such as pictures and maps to reinforce key messages.
- ✓ Repeat key information.
- ✓ Include directions and phone numbers.
- ✓ Use large fonts.
- ✓ Identify preferred communication methods (face-to-face, phone, word-of-mouth), and develop messages accordingly.
- ✓ Identify preferred media through which messages are delivered. Is it the local newspaper, radio station, or local clubs and religious organisations?
- ✓ Consider working with media and communications specialists.

6. RESPONSE

6.1 Responsibility in Response

The Hazard Management Agency/Control Agency Incident Controller is responsible for activating this Plan and to determine the extent of the response and the requirement to evacuate HRPG.

The Shire of Gnowangerup will advise the Incident Controller (IC) of this Plan and suggest appointing a **Higher Risk Persons & Groups Coordinator (HRPGC)** to oversee the plan.

6.2 Notification and Communications

The Incident Management Team (IMT) and the **HRPGC** will determine and activate the notification of the response and an appropriate communications plan.

6.3 Levels of Response

The IMT and **HRPGC** will determine the level of response and implement the response action plan.

7. EVACUATION

7.1 General Considerations

✓ Deciding which HRPG's may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation.

✓ A plan should detail arrangements and establish procedures for moving people to safe and secure facilities away from danger zones during a threat.

✓ If HRPG do not possess their own transport, they should make prior alternative arrangements with neighbours, their organisation and other network organisations.

✓ Identification is important in the case of aged and infirm or children during an evacuation. Carers and those with responsibility must ensure they can list, account for, and identify all persons in their care.

✓ Records should be kept verifying persons and physical status. Methods may involve identification tags, photographs, and documentation.

✓ Establish a procedure to assist any persons requiring specialised medical attention and mobility assistance, i.e., those most at risk, during emergency.

7.2 HRPG: Evacuation Planning Considerations

✓ Availability of safe evacuation routes, considering:

surrounding vegetation	fire fuel loadings	topography
watercourses	possibility of road closures	

✓ Proximity of and anticipated response times by local emergency agencies

✓ Time required to vacate the property, including time to transport

✓ Owners' need for backup power supply should the mains power fail, especially night evacuation

✓ Owners' requirements for effective internal and external emergency communications

✓ Any need for additional assistance for care and attention in an emergency

7.3 Arrangements for Assistance

Arrangements and requests for assistance will be made to the IMT and coordinated through the HRPGC.

7.3.1 Evacuation and Relocation Readiness

Suggestions for readiness actions for HRPG for emergency use:

Torch, radio and spare batteries	First-aid items (discuss with your Org.)
Mobile phone & contact phone numbers	Personal medicine grab and go containers
Mobility aids readiness	Suitable clothing and carry bag
Family/support group/organisation detail	Personal precious items

7.3.2 Assistance to Evacuate

Carers and responsible organisations need to notify emergency agencies early with following details:

✓ Location of HRPG's	✓ Contact details of HRPG's
✓ Understand and relay needs for physical assistance	✓ Alternative contact information

7.4 Incident Management Team Responsibilities

The IMT's roles and responsibilities are to determine the need for evacuation taking into consideration:

✓ The threats, hazards and risks	✓ Assess and determine transport routes
✓ The predicted path of the threat	✓ Determine the evacuation points
✓ Determine what is at risk	✓ Communicate the HRPG Plan and intentions at earliest possible time to persons and groups identified in this Plan
✓ Assess practicality of a large-scale evacuation during a response	✓ Ensure accurate records are kept of persons relocated in an emergency

7.4.1 HRPG Responsibilities

Higher risk persons and their carer organisations are responsible for:

- ✓ Making the decision to stay or evacuate early, before the property is directly affected by the incident
- ✓ Implementing the required aspects of the personal and organisational evacuation plan
- ✓ Ensuring that all higher risk persons are identifiable

7.5 Shire of Gnowangerup Responsibilities

The Shire of Gnowangerup is responsible for preparing, planning for and to determine and document evacuation considerations:

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

7.6 Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Emergency Coordination Centre. Record and document all matters relating to the financial management and arrangements relating to HRPG.

8 RECOVERY

8.1 Responsibility for Recovery

The IC will determine the 'recovery phase' on completion of the 'response phase' and complete the Impact Assessment ready for handover to the Shire CEO and Local Recovery Coordinator (LRC).

The Shire of Gnowangerup LRC and the Gnowangerup Local Recovery Group are responsible for implementing the 'recovery phase' of an incident.

8.2 Transition to Recovery

The IC needs to declare the area safe prior to approving or supporting the movement of affected people back to an incident affected property.

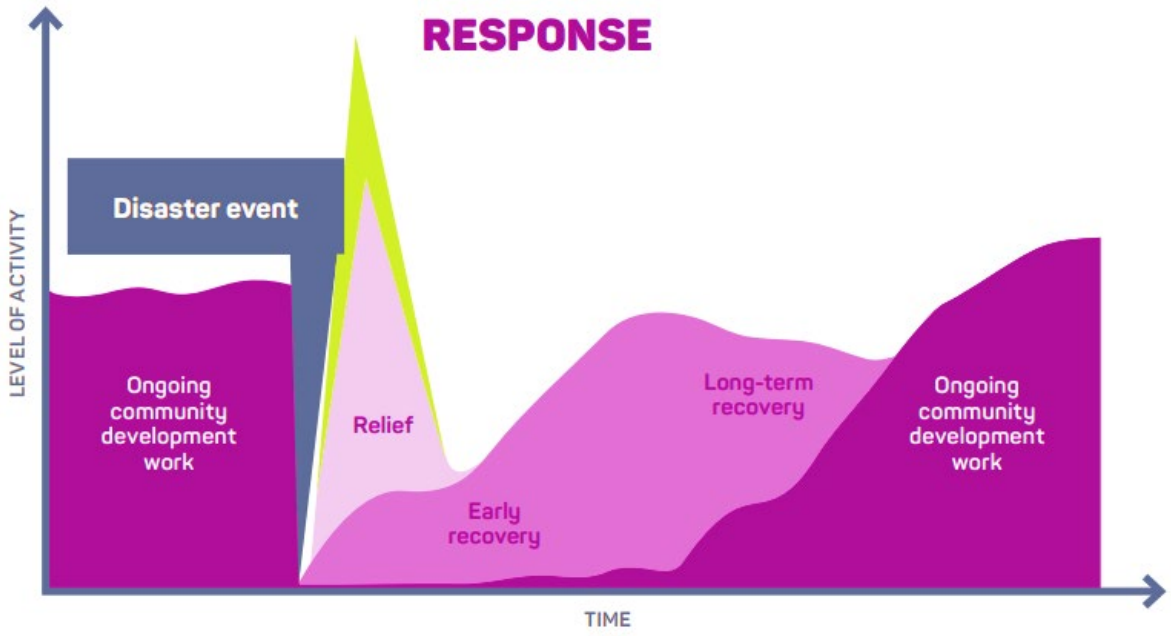


Figure 1:Community Development interface before, during and after a disaster event

9. HIGHER RISK PERSONS & GROUPS DIRECTORY & CONTACTS

Name	Address	Contact	No. Persons	1. Evac Plan Y or N 2.Responsibility
Young Persons				
Gnowangerup District High School	Yougenup Road, Gnowangerup	Principal (08) 9827 3300	150 students 30 Staff	1. Yes 2. Dept of Education
School Woodthorpe	Lot 203 Yougenup Rd, Gnowangerup	Principal (08) 9827 1131	18 students 8 Staff Operate Monday, Tuesday and every alternative Wednesday	1. Yes 2. Dept of Education
Ongerup Primary School	Carpenter Street, Ongerup	Principal (08) 9828 3200	28 Students 8 Staff	1. Yes 2. Dept of Education
Borden Primary School	Stone Street, Borden	Principal (08) 9828 3300	25 Students 9 Staff	1. Yes 2. Dept of Education
Gnowangerup Family Day Care Centre	Aylmore St, Gnowangerup WA 6335	Director (08) 9827 1454		
Elderly/ Medical Conditions				
Gnowangerup Hospital Mallee Springs	Yougenup Rd, Gnowangerup	(08) 9827 2222 A/H 0427 271 003	Approximately 20	1. Yes 2. Dept of Health
Gnowangerup Community Resource Centre	47 Yougenup Road, Gnowangerup	(08) 9827 1635 Manager: 0456 874 004	3 Staff Visitors vary	1. Yes
Visitors				
Gnowangerup Caravan Park	Richardson Street, Gnowangerup	(08) 9827 1007		
Gnowangerup Hotel/Motel	7 Allardyce Street, Gnowangerup	(08) 9827 1013		
Mt Trio Bush Camp & Caravan Park	4850 Salt River Rd, Amelup	John & Margot Byrne 0419 751 801		

Name	Address	Contact	No. Persons	1. Evac Plan Y or N 2.Responsibility
Ongerup Caravan Park	11 Walker Street, Ongerup	0476 379 291		
Borden Guesthouse & Lodge	Cnr John & Stones Street, Borden	0429 179 234 A/H (08) 9827 9234		
Lily Dutch Windmill	Stirling Range (Private Airfield)	(08) 9827 9205 0427 279 206		
Yardup Cottage and Shearers Quarters	10328 Chester Pass Road, Amelup	0427 279 241		
Stirling Range Retreat	8639 Chester Pass Rd, Stirling Range	(08) 9827 9229		
Ongerup Hotel	Jaekel St Ongerup	(08) 9828 2001		
Aboriginal Community				
Gnowangerup Aboriginal Corporation	Lot 109 Alymore Street Gnowangerup	(08) 9827 1488		

Local Emergency Relief and Support Plan

Great Southern Region

Shire of Gnowangerup Local Emergency Management Committee

Prepared by Department of Communities, Emergency Relief and Support

Tabled and accepted at the Local Emergency Management Committee

February 2025

For activation of Emergency Relief and Support services for hazards defined under the WA Emergency Management arrangements call

0418 943 835

Activation summary

Alert – stage one

- The Hazard Management Agency (HMA) or Controlling Agency is responsible for placing the Department of Communities (Communities) and the relevant Local Government/s on alert.
- Communities may engage with the Local Government/s, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

Activation for response – stage two

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the Local Emergency Relief and Support Plan (LERSP) arrangements, to enable emergency relief and support service delivery for the response to the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.
- All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on Media@communities.wa.gov.au.

Stand down – stage three

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.
- The Local Government is responsible for managing the overall recovery efforts affecting their community.
- When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

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Document control

Department of Communities is responsible for the development, maintenance and annual review of this Local Emergency Relief and Support Plan. This is completed in consultation with the Local Government and Local Emergency Management Committee.

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Owner	Executive Director, Emergency Relief and Support
Custodian	Assistant Director, Regional Preparedness and Coordination

Amendments

Version	Date	Author	Description
1	February/2025	Regional Coordinator Great Southern	First version
2	Month/year	[position title – not name]	
3	Month/year	[position title – not name]	

Document contact

Contact	ERSRegions@communities.wa.gov.au

Acknowledgement of Country

The Department of Communities acknowledges the Aboriginal and Torres Strait Islander people as the traditional custodians of all the lands in Western Australia.

We recognise their continuing connection to their lands, waters and sky. We pay our respects to the Aboriginal and Torres Strait Islander people with whom we work, who we serve and protect. We also pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their Elders past and present.

Introduction

The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards, as specified in the emergency management legislation.

The Local Emergency Relief and Support Plan (LERSP) details the operational activities for the management and coordination of emergency relief and support services under the Local Emergency Management Arrangements (LEMA).

This LERSP is to be read in conjunction with the LEMA and the State Support Plan - Emergency Relief and Support. This LERSP refers to a range of existing plans and documents relating to emergency relief and support services, including directions to websites and other sources where further information can be obtained.

Purpose

The purpose of this LERSP is to detail the activities for the activation and coordination of emergency relief and support services before, during and after emergencies within the Local Emergency Management Committee or Local Government boundary.

The objective of this LERSP is to outline:

- the activation, and stand-down protocols of Communities and partner agencies
- Communities' responsibilities for the preparedness, response and recovery coordination of emergency relief and support services and resources, and
- the responsibilities of partner agencies to support emergency relief and support service delivery.

Scope of activated services

Emergency relief and support services provide immediate and ongoing social supports to alleviate, as far as practicable, the effects on people impacted by an emergency. These are provided across six functional domains:

- **Emergency accommodation** - the provision of temporary shelter for impacted people evacuating from or displaced by an emergency.
- **Emergency food** – coordination of basic and essential food support for impacted people without the capacity to self-manage resulting from an emergency.
- **Emergency clothing and personal requisites** – coordination of basic and essential clothing, and personal items for emergency impacted people.
- **Emergency personal support services** – the provision of a variety of assistance for emergency impacted people. This can include early psychosocial support, practical assistance, and referral to advisory services, counselling or psychological services.
- **Registration and reunification** – the process of enabling emergency impacted people in a community to be traced and reunited with family and friends.
- **Financial assistance** – the coordination of financial assistance which, depending on the nature of an emergency, may be available to eligible impacted people affected by the event.

Levels of response

When activated, Communities utilises the Australasian Inter-service Incident Management System (AIIMS) model to support decision making and delivery of emergency relief and support services. This includes establishing a management structure designed to deliver the key functions of control, planning, operations and logistics.

Communities is responsible for determining and implementing the appropriate response operating model based on the scale of the emergency event. This approach involves conducting an assessment on the severity and specific requirements to decide the level of emergency relief and support services required.

Communities may undertake pre-emptive preparedness activities before an Australian Warning System (AWS) Alert is provided.

The potential or actual severity of the emergency events are broadly classified as:

- Level 1 – minor community and infrastructure impact, locally managed, supported by resources from the Local Government.
- Level 2 – medium complexity, locally managed, supported by resources from the region and if required State-wide resources.
- Level 3 – high complexity, centrally manage, supported by State-wide resources.

Via the Communities on-call number 0418 943 835, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP, at any level will concurrently activate the State Support Plan - Emergency Relief and Support.

Depending on the nature of the emergency, and the scale of service demand, emergency relief and support services may be provided through the following approaches:

- remotely, by establishing the Disaster Response Hotline (1800 032 965)
- providing outreach via mobile teams for identified on-ground face-to-face support, or
- static service delivery from a designated physical location such as an evacuation centre or recovery hub.

The appropriate mode of delivery will be agreed in consultation with the HMA or Controlling Agency.

Partner agencies

Communities is responsible for identifying partner agencies at local and regional levels, capable of supporting a sustainable and scalable delivery of emergency relief and support services during the response and recovery stages of an emergency. Partner agencies may include other government, industry, and social sector organisations.

Communities is responsible for the costs associated with the delivery of emergency relief and support services, where a partner agency is engaged. Communities is not responsible for self-activated agency's costs during an emergency event.

Communities and partner agencies negotiate prior to activation for the required operating resources to deliver emergency relief and support.

State-level partner agency responsibilities supporting the delivery of emergency relief and support services can be viewed in the State Support Plan – Emergency Relief and Support, appendix B.

Exchange of information

Communities may establish exchange of information agreements with HMAs, Local Governments and partner agencies. This is completed in preparation for an emergency response and recovery to ensure:

- disclosure and exchange of personal information of impacted people affected by an emergency.
- allows relevant information to be shared between HMA's, authorised officers and agencies for the purposes of emergency management.

Media enquiries and public information

All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on Media@communities.wa.gov.au

The HMA or Controlling Agency is responsible for the public information management function. This includes preparing and distributing timely information and instructions in the relevant language(s) to identified cultural groups living within the Local Government.

Prevention and preparedness

Prevention

Prevention is defined as the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Communities does not have any assigned responsibilities for prevention.

HMAs are assigned responsibility for prevention within emergency management legislation. Other emergency management agencies may also undertake prevention activities.

Preparedness

Preparedness is defined as the 'preparation for response to an emergency'.

- **Communities** is responsible for undertaking emergency relief and support planning and preparedness activities to ensure efficient service delivery should this LERSP be activated. This includes an understanding of partner agency capabilities to support Communities when requested.
- **Partner agencies**, with support from Communities, are responsible for developing plans in readiness for response and recovery mobilisation.
- **Support organisations** providing support to people at higher risk during emergencies are responsible for the planning provisions to cater for their specific needs throughout the emergency, such as an evacuation.

- **Hazard Management Agencies** are responsible for emergency management preparedness activities for their prescribed hazards. Local planning arrangements are provided in the LEMA.

Pre-determined evacuation centres

Communities establishes evacuation centres as an emergency shelter option, from which to coordinate emergency relief and support services. These centres remain operational until alternative arrangements can be made for persons impacted by the emergency.

Communities is responsible for working cooperatively with the HMA, Local Government and LEMC members to identify suitable facilities that can be used as evacuation centres appropriate for hazards that are high risk to the region.

Communities, with support from the Local Government is responsible for conducting an annual risk assessment and audit of each pre-determined evacuation centre. The purpose of the audit is to identify evacuation centres that are appropriate for the hazard-specific risks relevant to the region and to identify opportunities for Local Governments to upgrade facilities to mitigate risks.

Pre-determined evacuation centres can be found in appendix A

Pre-positioning of emergency equipment

Communities is responsible for the placement of equipment and supplies to support an emergency event. Generally, this placement is aligned with an evacuation centre or Communities regional office location.

Communities is responsible for conducting an annual audit on pre-positioned emergency relief and support emergency equipment and supplies. This audit ensures that there is adequate fit for purpose stock, ready to be deployed quickly and efficiently in the event of an emergency.

Pre-positioned emergency equipment can be found in appendix B

Response

The *Emergency Management Act 2005* defines response, as combating the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

When activated, Communities is responsible for supporting the HMA or Controlling Agency through the coordination and delivery of emergency relief and support services to the community.

The HMA or Controlling Agency is responsible for the overall response in an emergency.

If requested by the Local Government, Communities can support with recovery activities.

Stages of response

Communities operates a graduated response model to determine and implement the appropriate scale of emergency relief and support services. This approach involves conducting a needs assessment to determine the specific requirements and level of services required.

As mentioned, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.

Alert – stage one

- The HMA or Controlling Agency is responsible for placing Communities and the Local Government on alert.
- Communities may engage with the Local Government, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

Activation for response – stage two

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the LERSP arrangements, to enable emergency relief and support service delivery for the response for the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm Communities is being activated.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.

Stand down – stage three

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm this direction.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.

At-risk community groups

The HMA or Controlling Agency is responsible for directing organisations that support at-risk community groups to shelter in-place or evacuate.

Aligned with their organisation's own emergency activation plans, as a first option, support organisations are requested to evacuate to a similar facility in a safer location. Where required, Communities may be directed to support evacuated at-risk community groups.

Emergency accommodation

The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.

Communities is responsible for coordinating and assessing the provision of temporary accommodation for people displaced by an emergency or evacuating from an emergency. Communities may utilise a range of emergency accommodation options to support people impacted by an emergency.

Expenses related to the activation of evacuation centres that are not approved by the HMA and/or Controlling Agency, will not be covered by Communities.

To ensure the safety of evacuees, staff and volunteers, Communities will not support the HMA/Controlling Agency to establish evacuation centres:

- in bushfire emergency warning areas, and will only establish evacuation centres in Bushfire Watch and Act areas, with Incident Controller confirmation it is safe
- if there are no safe access routes to the evacuation centres, and
- if there are structural and/or health concerns with the evacuation centre.

In circumstances where an evacuation centre is already established in a bushfire emergency warning area, in consultation with the Incident Controller, Communities will:

- conduct a risk assessment, and
- implement mitigation strategies.

In the event of an unusual damage claim resulting from the use of the facility as an evacuation centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim.

Alternate accomodation sites

In large scale state-level impact emergencies, local facilities may be inadequate to ensure the safety of all evacuees, staff, and volunteers. Communities is responsible for requesting the use of facilities from Local Governments or private owners to support impacted people from other Local Governments.

Animal welfare in emergencies

No pets or animals are allowed in an evacuation centre due to health and safety considerations, except for assistance animals, like guide and hearing dogs.

Owners or caregivers are responsible for their animals and are encouraged to make arrangements to ensure their welfare throughout all stages of an emergency.

The Department of Primary Industries and Regional Development has been assigned the role and responsibility for coordinating animal welfare services in emergencies. This is supported by the Local Government, where possible.

Further details can be found in the State Support Plan – Animal Welfare in Emergencies or the Local Animal Welfare Plan in the LEMA (if applicable).

Emergency food

The HMA or Controlling Agency may coordinate food security during an emergency event, such as where there is limited food access due to geographical isolation.

Communities is responsible for coordinating emergency food provision to people impacted by an emergency where emergency relief and support service delivery is activated. This does not include food provision to staff from other emergency management organisations or partner agencies.

Communities cannot accept food prepared by any person or organisation without a Food Handling Certificate issued by the Local Government.

Emergency personal support services

Communities is responsible for coordinating and connecting people impacted by an emergency to personal support services.

Emergency personal support services aim to assist impacted people to cope with the psychosocial, well-being, personal and practical needs following an emergency. These services can encompass a variety of supports to community and impacted people to build capacity and to complement natural supports.

Communities may engage partner agencies to support the coordination of services personal support to impacted people and communities.

Emergency financial assistance

Communities is responsible for coordinating and connecting eligible people impacted by an emergency to financial assistance and related services.

The below categories of financial assistance may be provided on a case-by case basis to people deemed eligible.

- **Immediate financial assistance** (Category 1) – non-means tested short term assistance provided to impacted people to buy food, clothing, and personal requisites. Category 1 financial assistance is capped at a nominal amount per person, per household and is provided to impacted people based on an assessment of need.

- **Temporary accommodation assistance** (Category 2) – non-means tested assistance provided to impacted people based on an assessment of need.
- **Essential household contents** (Category 3) – means tested assistance provided to impacted people, whose contents within their primary place of residence has been directly impacted by an emergency. This assistance is to maintain a basic standard of living by contributing towards the replacement of essential household items (e.g., cooking utensils, bedding, furniture, and whitegoods). This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.
- **Essential structural repairs** (Category 4) – means tested assistance provided to impacted home owner-occupiers to undertake essential repairs to their principal residences. This assistance enables the impacted person to make their home condition safe to inhabit. This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.

Emergency clothing and personal requisites

Communities is responsible for coordinating and connecting people impacted by an emergency to clothing and personal requisites. These services can encompass a variety of supports to community and impacted people to compliment natural supports.

Communities will coordinate and provide personal requisites when:

- impacted people do not have access to their own provisions, or
- impacted people cannot fund their own provisions due to financial restraints.

Communities is not responsible for the provision of medication or coordination of donated funds, goods and services.

Registration and reunification

The registration of impacted people in an emergency enables reunification with family and friends. Enquiries about impacted people can be coordinated, intrastate, interstate or internationally. To facilitate the reunification of impacted people, Communities may activate an appropriate system to facilitate registration and reunification services.

Communities will support the HMA or Controlling Agency to ensure appropriate public messaging is provided when activated.

Recovery

Recovery is defined in the *Emergency Management Act 2005* as ‘the support of emergency-affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psycho-social and economic wellbeing’. The recovery process begins as soon as the emergency impact occurs. Recovery operates in parallel to the response phase and may continue after the response phase is complete.

Under the *Emergency Management Act 2005,* Local Government is responsible for managing recovery following an emergency affecting their community. Local Governments

are guided by their Local Recovery Plans within their LEMA and may appoint a Local Recovery Coordinator. The Local Government may seek support from Communities during recovery.

When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

Approach to recovery

Communities' recovery activities are underpinned by the National Principles for Disaster Recovery. This is delivered across the social, built, economic and natural environments.

Communities operates within a scalable recovery model to determine and implement the appropriate level of emergency relief and support services required to respond to the needs of impacted people and community.

To support the needs of the community during large scale recovery programs, Communities emergency relief and support services may be funded under the Disaster Recovery Funding Arrangements.

Communities will undertake an evaluation of the effectiveness of recovery activities, including an assessment of preparedness activities for future impacts.

Cessation of recovery

Cessation of emergency relief and support services as part of a recovery program will be determined in consultation with the Local Government and may be dependent on community needs, access to other support services, impacted people and the community's resilience.

Appendices

A) Local evacuation centres

Name of centre	Capacity	Address	Contact	Comments
Shire of Gnowangerup				
Gnowangerup Sports Complex	Standing 750; Sleeping 500; Duration – unlimited	Strathaven Rd Gnowangerup	Shire: 9827 1007 CEO Mobile: 0436 108 676	Adjoining Oval, space for caravans, Male/Female Toilets and Showers, Commercial Kitchen, cool room, disabled access, pet friendly.
Borden Sports Pavilion, Borden	Standing 600; Sleeping 400; Duration – unlimited	Stone St, Borden	Shire Office: 9827 1007 CEO Mobile: 0436 108 676 Pip Moir – Pav. Coordinator M: 0401 915 016 (Lockbox with keys)	Adjoining Oval, space for caravans, Male/Female Toilets and Showers, Commercial Kitchen, cool room, disabled access, pet friendly.
Ongerup Sports Complex	Standing 600; Sleeping 400; Duration – unlimited	Jaekel St, Ongerup	Shire Office: 9827 1007 CEO Mobile: 0436 108 676 President: Brendan O'Neil 0427 282 195 Secretary: Sally Carpenter 0427 561 290 (Lockbox with keys)	

Shire of Broomehill-Tambellup				
Tambellup Community Pavilion	Standing 168 Sleeping 50 Duration – 2 days	10 East Tce Tambellup	Shire 9825 3555, (CEO) 0434 109 425 Manager, Finance & Administration – 0409 762 212	Adjoining oval, adequate parking and pet friendly. Emergency power supply available. Multiple toilets and showers, commercial kitchen. STAND NBN fixed satellite service for internet access during emergency events.
Broomehill Recreation Complex	Standing 124 Sleeping 40 Duration 2 days	77 Tieline Rd Broomehill	Shire 9825 3555, (CEO) 0434 109 425 Manager, Finance & Administration – 0409 762 212	Surrounded by bush (bushfire risk) – adjacent to oval, plenty of parking, pet friendly. Limited showers. Emergency power supply available. STAND NBN fixed satellite service for internet access during emergency events.
Shire of Katanning				
Katanning Leisure Centre	General purpose capacity: 2500 (standing); 500 (sleeping) Duration: up to 5 days	Pemble St Katanning	Katanning Leisure Centre: 9821 4399 Centre Manager 0407 442 149	Large facility with multiple showers and toilets, commercial kitchen and multiple rooms. Low fire or flood risk surrounded by ovals and in high area of town. Pet friendly with stables and stock pens on site, also large grass areas. 500 parking bays plus potential parking on oval.
Shire of Cranbrook				
Cranbrook Sporting Club (Frederick Square Pavillion)	Standing 150-180; Sleeping 100; Duration 2-5 days	King Street Cranbrook	Shire Office P: 9826 1008 CEO M: 0456 600 133 Bernie Climie, Secretary, Sporting Club M: 0407 261 123	Adjacent to Oval (ample parking), tennis courts and play equipment. Commercial kitchen. Male and female toilets (10 in total) and showers (6 in

				total). Adequate tables, chairs. Separate meeting rooms. Pet friendly.

B) Pre-positioned equipment

Storage option	Address	Capacity	Access / comments
ERS Great Southern Trailer - Albany	25 Duke Street, Albany	100	Pin code padlock on trailer
ERS Great Southern Trailer - Katanning	Reidy House, 25 Amherst Street, Katanning WA 6317	80	Secured inside yard (08) 6277 4100)
ERS Esperance Goldfields Trailer – Ravensthorpe	Morgan Street SES Ravensthorpe	80	Secured inside SES yard contact Keith Rowe 0428 381 231
ERS Great Southern Regional Coordinator Vehicle - FORD Ranger 4WD	25 Duke Street, Albany	20	Keys in 11 Duke Street Office Safe or 25 Duke St Office

SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

Animal Welfare in Emergencies



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1. DEFINITIONS

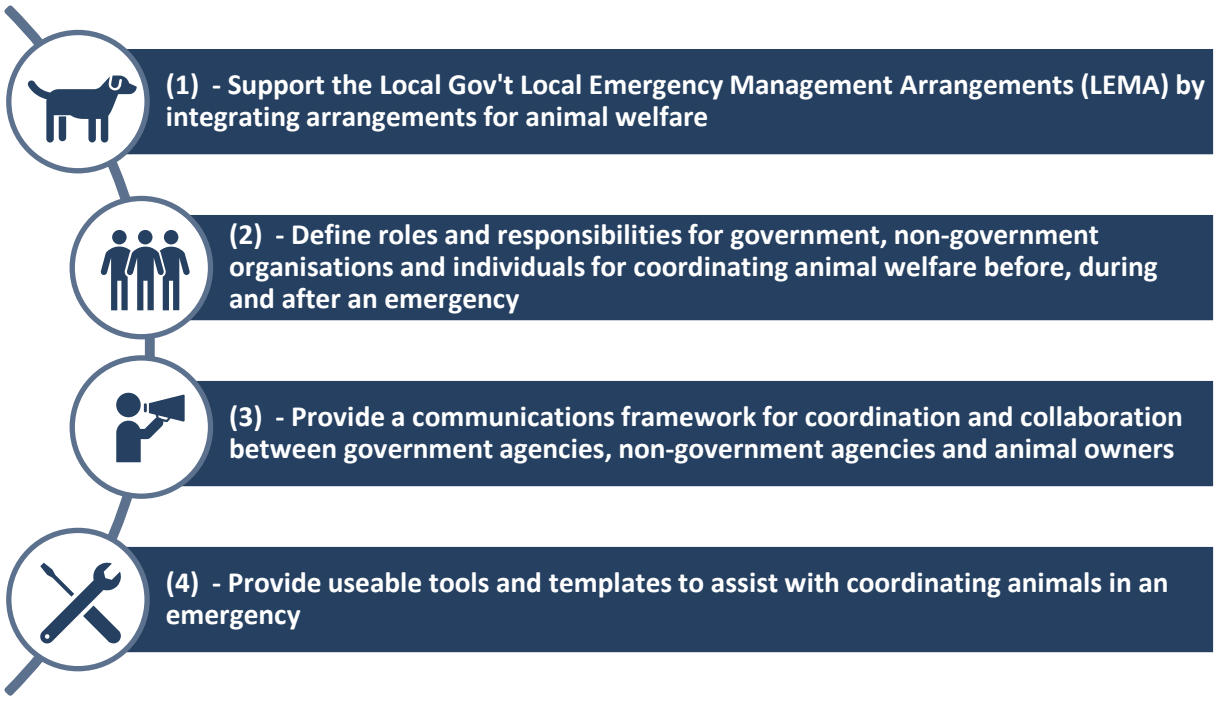
AEC	Animal Evacuation Coordinator
Animal	All animal and bird species
APS	Animal Protection Society
AWC	Animal Welfare Coordinator
AWT	Animal Welfare Team
CA	Control Agency
DPIRD	Dept. of Primary Industries and Regional Development
DFES	Dept. of Fire & Emergency Services
IC	Incident Controller
ICC	Incident Control Centre
HMA	Hazard Management Agency
IMT	Incident Management Team
Intensive Agriculture	A recognised agricultural activity when a substantial number of animals are kept in a limited or confined area
LAS	Livestock Animal Shelter
LGA	Being the Shire of Gnowangerup
LEMC	Local Emergency Management Committee
LEMA	Local Emergency Management Arrangements
Livestock	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. Includes: horses, cattle, sheep, pigs, goats, and poultry
PAS	Pet Animal Shelter
Pets	Small, domesticated animals, portable and normally accompany the family leaving property. Includes: dogs, cats, rabbits, rodents, fish, and tame birds
RSPCA (WA)	Royal Society for the Prevention of Cruelty to Animals
Wildlife	All native species of animals and birds

2. INTRODUCTION

2.1.1. Aim

The aim of Shire of Gnowangerup (the Shire) Animal Welfare in Emergencies (the Plan) is to detail emergency management arrangements relating to the welfare and management of animals including domestic pets, horses, livestock and wildlife before, during and after an emergency.

2.1.2 Objectives



2.1.3 Scope

The scope of this Plan is to provide a coordinated approach to managing animal welfare impacts to domestic pets, livestock, and wildlife, as a direct result of an emergency incident within the municipal boundaries of the Shire of Gnowangerup. For the purposes of this Plan, and to align with the State Support Plan, animals have been classified into the following four categories:

Livestock	Any buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry and sheep.
Horses	Any horse or equine hybrid.
Domestic Pets	Any animal other than horses kept primarily for companionship, hobbies, sport or work.
Wildlife	An animal that is indigenous to Australia's land or waters, living without regular human intervention or support.

Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.

2.1.4 Related Documents

- State Support Plan – Animal Welfare in Emergencies
- Shire of Gnowangerup Local Emergency Management Arrangements
- Shire of Gnowangerup Recovery Plan

2.1.5 Legislation and Codes

- Animal Welfare Act 2002
- Biosecurity Conservation Act 2016
- Emergency Management Act 2005
- RSPCA (WA) Codes of Conduct

2.1.6 National Planning Principles for Animals in Emergencies

1.	Explicitly recognise that integrating animals into emergency management **plans will improve animal welfare** outcomes
2.	Explicitly recognise that integrating animals into emergency management plans will help secure **improved human welfare and safety** during disasters
3.	Aim, for the benefit of emergency managers and animal welfare managers, to **clearly identify roles and responsibilities within command-and-control structures** in sufficient detail to allow for implementing effective animal welfare measures
4.	Recognise the **wide range of parties involved in animal welfare** at each stage of the disaster cycle and ensure these organisations are consulted when disaster plans are written or reviewed
5.	Respect the role of local government, especially with reference to animal welfare and animal management arrangements within the local area, as 'first responders' in disasters and **acknowledge the Shire understands local needs** and available resources
6.	Consider how best to ensure the Plan is effectively integrated and implemented by, for example, extensive consultation during the planning process or **including an animal welfare** element in requirements for **disaster training** exercises
7.	Include **effective communication** about implementing the Plan with those parties who may be involved as well as those who may be affected by disasters
8.	Communicate in **language that is clear and accessible** to all stakeholders including the general public.

3. ORGANISATIONAL ROLES & RESPONSIBILITIES

3.1 Animal Owner/Carer

The owner or carer of an animal is responsible for its welfare and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

Human life will always take precedents over animal welfare.

3.2 State Government

3.2.1 Department of Primary Industries and Regional Development (DPIRD)

DPIRD is responsible for coordinating the provision of animal welfare services through the State Support Plan for Animal welfare in Emergencies (SSP AwiE) to support the Shire in an emergency.

DPIRD is recognised as the Hazard Management Agency (HMA) for animal pest or disease and plant pest or disease that could result in an outbreak that potentially could cause significant damage to the environment and/or harm humans and industry.

3.2.2 Department of Biodiversity, Conservation and Attractions (DBCA)

DBCA is responsible for coordinating the provision of animal welfare services to animals in the Perth Zoo and advising the animal owner of wildlife and wildlife parks. Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.

3.2.3 Department of Communities (Communities)

Communities is responsible for opening Evacuation Centres to provide temporary shelter for persons rendered homeless by an emergency, or due to an evacuation from an emergency. For health and safety reasons no animals, including pets, are permitted in evacuation centres with the exception of assistance dogs.

3.2.4 WA Police

A Police Officer has the powers to move, direct or prohibit the movement of animals within, into, out of or around the emergency area, if an emergency situation or state of emergency is declared.

3.3 Shire of Gnowangerup

The Shire will support and manage animals in an emergency by ensuring an Animal Welfare Plan is in place and ready for activation to assist the Local Emergency Management Arrangements.

The Shire Recovery Coordinator will appoint an Animal Welfare Coordinator and Animal Welfare Assistant(s) (see ***Annexure 3***) to be responsible for implementing this Plan and providing Situational Reports (see ***Annexure 4***) for IMT and/or Incident Support Group (ISG) to meet and liaise with DPIRD.

3.4 Key Stakeholders

Key Stakeholders including non-government organisations and local community groups can assist with animal welfare in emergencies including:

RSPCA – takes the lead role in welfare of domestic pets and is supported by DPIRD.

Veterinarians – local veterinarians can provide a wide range of medical services for sick and injured animals and have arrangements with Shire Rangers for emergency care and shelter.

Community Groups – can be considered for mobilisation to assist professional staff to cope with the scale of a crisis including domestic pets, horses and wildlife.

Full list of Key Stakeholders (see ***Annexure 1***).

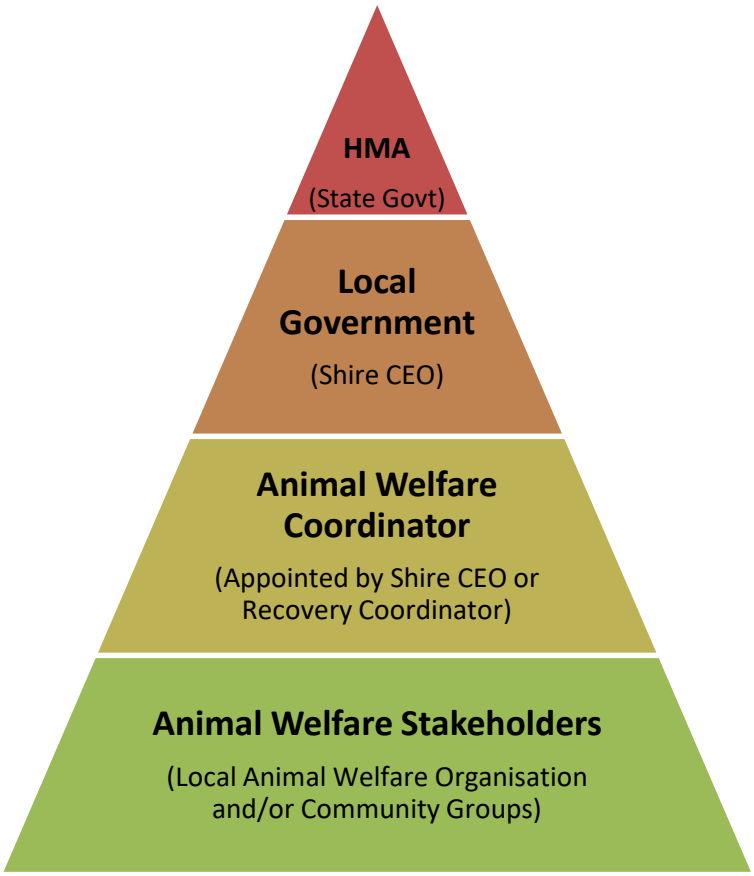


Figure 1: Animal Welfare Support Plan Structure

4. PREPAREDNESS

Preparedness is defined as being ready to respond to an emergency. It includes steps that can be taken before an emergency occurs to reduce the loss of life and livelihoods via simple initiatives such as planning, training and education.

4.1 Preparedness Responsibilities

4.1.1 Animal Owner/Carer

The owner or carer is responsible for ensuring a reasonable level of preparedness for their animals. It is suggested to have a documented plan that includes:

- ✓ Determining if the animal(s) will be evacuated or remain onsite.
- ✓ Visiting DPIRD website for planning templates and DFES website for Factsheets and Publications.
- ✓ Ensuring suitable areas and adequate provisions available for animals left on a property to minimise the risk of harm (area at lowest risk of hazard impact, access to sufficient food and water for prolonged absence).
- ✓ Ensuring transport is adequate and available to relocate the animals early under potential logistical constraints (road closures, window of safe evacuation).
- ✓ Knowing the exact location of Animal Evacuation Centre(s) or safe havens.
- ✓ Making sure animals are identifiable (animal is registered/micro-chipped, National Livestock Identification System).
- ✓ Ensuring provisions for the animal's(s) care are included on evacuation.

4.1.2 Shire of Gnowangerup

The Shire can support emergency preparedness activities with its local communities in the event of an incident. Planning considerations for Shire to ***support owners or carers*** include:

- ✓ Access to information and resources for persons evacuating with animals.
- ✓ Availability of transportation support and advice.
- ✓ Availability of locations to house evacuated animals.
- ✓ Management of displaced or stray animals.
- ✓ Assessment of impacted animals.
- ✓ Treatment of impacted animals.
- ✓ Euthanasia.
- ✓ Disposal of deceased animals.
- ✓ Provision of emergency food, water, shelter.
- ✓ Recovery arrangements.

Planning considerations for Shire to ***support key stakeholders*** include:

- ✓ Timely communication of information that is clear and concise.
- ✓ Activating the plan according to the level of the emergency.
- ✓ Coordinating assistance to welfare centres with people presenting with animals.
- ✓ Coordinating assistance to Animal Evacuation Centres.
- ✓ Situational Reports of animal welfare issues to ISG.
- ✓ An Animal Welfare Sub Committee to manage recovery issues.

4.1.3 Key Stakeholders

Key Stakeholders' core business will direct their precise preparedness activities.

Planning considerations for key stakeholders may include:

- ✓ Developing and testing a plan well before an emergency occurs.
- ✓ Preparing animal emergency kits.
- ✓ Preparing volunteers including training.
- ✓ Preparing network of carers or foster carers.
- ✓ Preparing premises for large influx of animals.
- ✓ Establishing a registration or contact point for information.
- ✓ Preparing vehicles for transportation.
- ✓ Preparing cages, collars, leads, bowls, buckets and other equipment.
- ✓ Preparing treatment areas or sites.
- ✓ Preparing food or feed supplies.

4.2 Community Information and Education

DPIRD develops and maintains publications to assist community education for animal welfare in emergencies which are available on the DPIRD website.

DFES has a wide range of educational material for community engagement activities that can be accessed via the DFES website and for volunteers via the DFES Volunteers Hub.

The Shire of Gnowangerup promotes community emergency preparedness including the importance of animal welfare in emergencies using State agency resources and key messages.

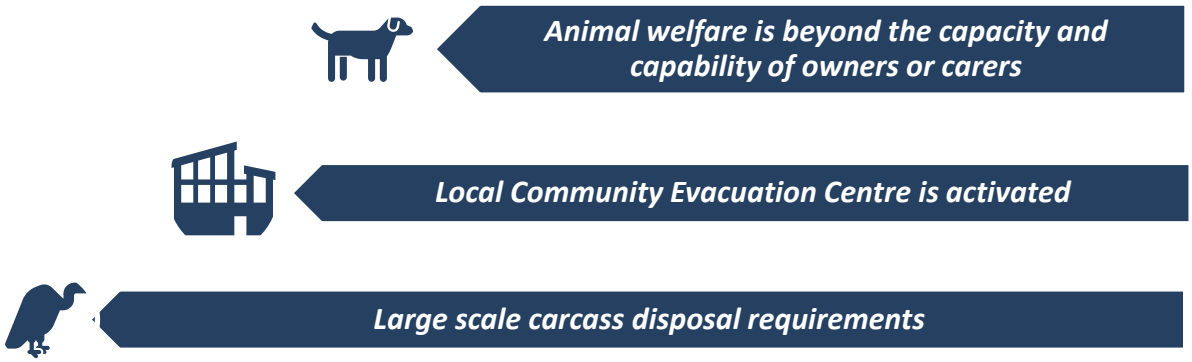
5. RESPONSE

Response is defined as activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations (EM Act).

5.1 Plan Activation

The Shire CEO, on advice from the HMA or Controlling Agency, will determine when to activate this Plan.

Triggers for activating the Plan may include:



DPIRD may support this Plan prior to the State Support Plan – Animal Welfare being activated, by providing advice, communications and connection to animal welfare stakeholders or service providers.

DPIRD will liaise with the HMA or Controlling Agency to coordinate the State animal welfare arrangements when required.

5.2 Levels of Response

The Incident Controller is responsible for assessing the level or severity of the incident as per State EM Response Procedure 4.2.

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3.

5.3 Response Responsibilities

5.3.1 Owner/Carer

- ✓ Manage animals they are responsible for by activating emergency plans for before, during and after the emergency.
- ✓ Stay up-to-date through official emergency advice to make informed decisions.

5.3.2 Shire of Gnowangerup

- ✓ Activate the Shire Animal Welfare Support Plan in consultation with the HMA/CA via IMT and/or ISG meetings.
- ✓ CEO or Recovery Coordinator to appoint 'Animal Welfare Coordinator' (in most incidents this would be the Senior Ranger).
- ✓ Animal Welfare Coordinator to appoint 'Animal Welfare Assistant(s)' as required, this may be a Shire employee or volunteer from animal welfare organisation.
- ✓ Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.
- ✓ Provide a location suitable for evacuation of domestic pets and horses (see Contacts and Resource Directory for suitable sites)
- ✓ For livestock owners that cannot be readily located or contacted consideration should be given to impounding livestock at alternative locations.
- ✓ Provide situational reports (***Annexure 4***) on animal welfare matters to the HMA/CA via IMT and/or ISG meetings.

5.3.3 Key Stakeholders

- ✓ Provide support and/or assistance to the Shire and/or DPIRD as requested.
- ✓ Contact relevant staff/volunteers to be on standby and ready to assist on request.
- ✓ Key stakeholders are advised to actively and continually stay informed of the emerging incident via www.emergency.wa.gov.au and make appropriate preparations to become active depending on the organisation's role.

5.4 Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Emergency Coordination Centre. All financial management and arrangement matters relating to Animal Welfare are to be recorded and documented using the Forms provided at ***Annexure 8*** of this Plan.

The owner or carer is responsible for the costs associated with the welfare of his/her/their animal.

During an emergency, it may not be possible to identify or contact the owner or carer and an authorised officer may be required to undertake activities for the animal's welfare without prior consultation. *Section 56 of the Animal Welfare Act (2002)* provides for a person who has incurred costs under certain sections of the Act to apply for the recovery of costs from the owner or carer.

6. PLANNING FOR EVACUATION

Evacuation is a risk management strategy that involves moving people (and their animals) threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

6.1 Evacuation Responsibilities

6.1.1 Owner/Carer

The owner or carer is responsible for determining, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

Considerations for animal owners or carers include:

- ✓ Availability of safe evacuation routes, considering the type of emergency situation and the possibility of road closures
- ✓ Time required to vacate the property, including time to gather, identify and load animals
- ✓ Handling equipment needed for moving animals and ensuring accessibility in an emergency
- ✓ Limited access to own transport for animals – owners or carers should make prior alternative arrangements with neighbours and local transporters
- ✓ Ensure animals can be identified, which is important in case they become lost or mixed with others during an evacuation.
- ✓ Records should be kept verifying ownership or status as a carer.
- ✓ Any problematic animals deemed difficult to manage or dangerous should be kept contained to ensure the safety of other evacuating animals.

6.1.2 Shire of Gnowangerup

The Shire is responsible for preparing, planning for and determining evacuation considerations, including:

- ✓ Assessing possible threats, hazards and risks
- ✓ Assessing the practicality of a large-scale evacuation during a response by liaising with the HMA/ Incident Controller and DPIRD
- ✓ Assessing and identifying the safest transport routes, consider signage
- ✓ Determining the evacuation locations and facilities suitable for animals (see ***Annexure 9***)
- ✓ Ensuring information is included in public warnings, which can be requested via IMT/ISG meetings.
- ✓ Registering animals presenting at the Animal Evacuation Centre(s) using the Animal Evacuation Registration Form (see ***Annexure 2***)
- ✓ Maintaining a central point for all enquiries and dissemination of information, including a rescue display list (see ***Annexure 7***)
- ✓ Ensuring food and water are available and accessible at the Animal Evacuation Centres

7. RECOVERY

The Shire of Gnowangerup is responsible for managing recovery following an emergency affecting the community in its district as per s36(b) of the EM Act.

7.1 Recovery Responsibilities

7.1.1 Hazard Management Agency/Controlling Agency

- ✓ Ensure animal welfare is included in post emergency debriefs and reviews
- ✓ Refer and use the Summary Sheet: Evacuated Animals Register from the Animal Welfare Coordinator in all report documentation related to animal welfare (see ***Annexure 6***)

7.1.2 Shire of Gnowangerup

- ✓ Include animal welfare considerations in recovery plans, consider establishing an 'Animal Welfare Sub-Committee' to assist with managing ongoing animal welfare issues post emergency
- ✓ If the SSP-AWiE was activated, liaise with DPIRD to transition the ongoing animal welfare activities back to the control of Shire and the owner or carer
- ✓ Review the effectiveness of the Shire Animal Welfare Support Plan with Key Stakeholders

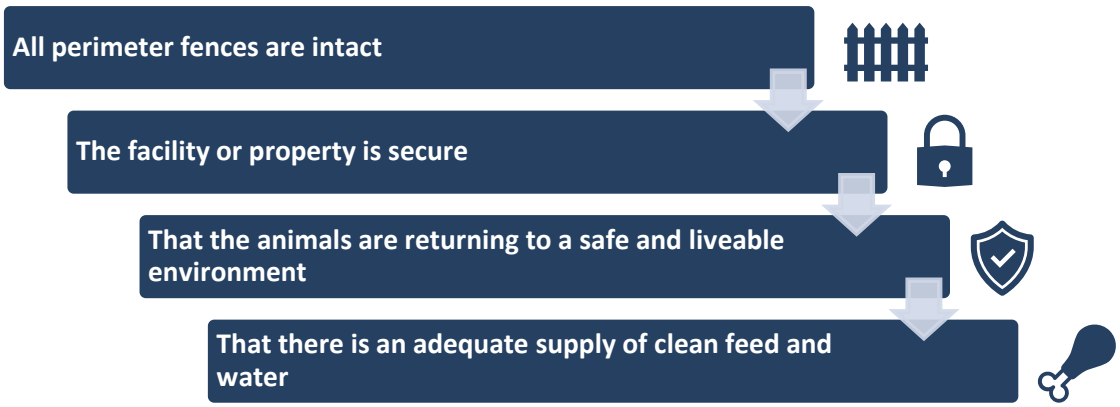
7.1.3 Key Stakeholders

- ✓ Assist the Shire and/or DPIRD in post-incident activities as requested
- ✓ Debrief staff and/or volunteers within organisations or community groups, as it is important not to under-estimate the impacts on personnel involved in emergency response

7.2 Transition to Recovery

The Incident Controller needs to declare the area safe prior to approving or supporting the movement of animals back to an incident affected property.

Before animals are returned to a facility or property ensure:



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

8. ANNEXURES

Annexure 1 – Contact List

Organisation	Details	Contact
Mt Barker Veterinary Hospital	69 Lowood Road, Mt barker	9671 1108 0428 671 022 (A/hrs)
WA Contract Ranger Services	Shire Offices, 28 Yougenup Rd Gnowangerup	98271007 (Shire) 0459 678 154
Animal Health - Emergency Animal Diseases	Department of Agriculture (Diseases)	1800 675 888
DPIRD – Emergency Response		(08) 9368 3132.
Animal Welfare	RSPCA	1300 278 358
Agricultural	DPIRD	1300 374 731
Wildlife	Wildcare helpline	9474 9055
Parks and Wildlife	Parks and Wildlife (Albany)	9842 4500
Public Transport Authority	Rail	9220 9999
Main Roads WA	Road Hazards	1800 013 314
Main Roads WA	Road Permits (Heavy Vehicle)	(Shire) 9827 1007
Electrical Supply	Western Power	131 351
Rail Emergency	Public Transport Authority	9220 9999 (24hours)
Environmental	Environmental Protection Authority	9222 7000
Dept of Environment	Pollution Emergency	1300 784 782
Dept of Health	On call duty officer Disaster Preparedness and Management Unit (24/7)	9328 0553
Elders Borden	50 Wilson Street, Gnowangerup	9828 1255
Nutrien Ag Solutions Gnowangerup	1 Cuneo Close, Gnowangerup	9827 1355

Annexure 2 – Animal Registration Form

RECEPTION INFORMATION				
DATE: **TIME:**	_____ / _____ / _____ _____ : _____ **HRS**	**PEN/HOLDING NUMBER:**		**Photo Taken?** ☐ Yes ☐ No
HOLDING LOCATION:				
PICK UP LOCATION:				
REASON:	☐ Roaming ☐ Evacuated ☐ Relinquished			
TRANSPORTED BY:	☐ Owner ☐ Carer ☐ Agency ☐ Member of Public			
INJURIES OBBSERVED:	☐ Yes ☐ No	**NOTIFIED:**	☐ Shire ☐ DPIRD ☐ HMA	

ANIMAL DESCRIPTION			
LIVESTOCK:	☐ Sheep ☐ Cattle ☐ Goats ☐ Llama ☐ Pigs ☐ Chickens	**DOMESTIC PET:**	☐ Cat ☐ Dog ☐ Horse ☐ Other: _____
ESTIMATED Nº:		**SEX:**	☐ Male ☐ Female ☐ Unknown
BREED:		**STERILISED:**	☐ Yes ☐ No ☐ Unknown
COLOUR:		**MICROCHIP:**	☐ Yes ☐ No ☐Unknown No._____
BRAND/ MARKINGS:		**VACCINATED:**	☐ Yes ☐ No ☐ Unknown
AGE:	☐ > 6 mths ☐ 6 mths - 3yrs ☐ 3 yrs ☐ Elderly	**REGISTERED:**	☐ Yes ☐ No ☐ Unknown Registration Nº: _____

OWNER / CARER / TRANSPORTER CONTACT DETAILS				
NAME:				
ADDRESS:				
CONTACT:	**Home:**		**Mobile:**	
EMAIL:				
STAYING ON GROUNDS:	☐ Yes ☐ No			

RELEASE DETAILS OF ANIMAL			
FEES:	$	☐ Paid ☐ Unpaid ☐ Waivered	
OUTCOME:	☐ Collected	**Name:**	
	☐ Re-Homed	**Where:**	
	☐ Euthanasia	**Reason:**	
OWNER/ CARER SIGNATURE:			

Annexure 3 – Animal Welfare Coordinator & Assistant Roles

Animal Welfare Coordinator

When the Animal Welfare Support Plan is activated the Animal Welfare Coordinator will:

- Establish and maintain liaison with the CEO and/or Recovery Coordinator concerning all animal welfare issues and management decisions.
- Provide Situational Reports to the CEO and/or Recovery Coordinator for IMT or ISG meetings.
- Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support.
- Establish and maintain contact with the Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested.
- Appoint Animal Welfare Assistant(s), if required, to assist with administrating logistics associated within this Plan.
- Ensure Animal Welfare support equipment and consumables are maintained and available at all times.
- Request Veterinarians' support and assistance for animals requiring assessment or treatment as approved by HMA/IC.
- Liaise with Shire Media Officer and the HMA/IC to prepare and release public information concerning animal welfare as required.
- Arrange debriefing sessions during and post incident with Animal Welfare Assistants, Volunteers, Shire Staff and associated agency representatives.
- Assist DPIRD and/or DBCA with animal welfare activities as requested or directed by the Controlling agency or HMA.
- Seek authorisation from the HMA/IC to patrol areas affected by the emergency (in consultation with DPIRD/DBCA) to assist impacted wildlife.

Animal Welfare Assistant

When the Animal Welfare Support Plan is activated the Animal Welfare Assistant(s) will:

- Provide support and assistance to the Animal Welfare Coordinator to manage animal welfare issues as requested.
- Maintain appropriate records for animals evacuated to the Animal Evacuation Centre or temporary animal welfare facility established.
- Manage the welfare and safety of animals received at the Animal Evacuation Centre or any temporary animal welfare facility established.
- Liaise with available Veterinarians for animals requiring assessment or treatment.
- Participate in patrols of the area affected by the emergency to assist affected wildlife once the area is deemed safe to do so by the HMA/IC.

Annexure 4 – Animal Welfare Situational Report

Incident Name:	
Agency/ Organisation:	
Information Current to:	*(Date/ Time)*

CURRENT SITUATION:

Total Number of Animals at Evacuation Centre:	**Horses**	**Livestock**	**Other**

Situation Summary

(Brief overview of the situation at the Animal Evacuation Centre)

Issues / Hazards Arising

(Brief description of issues known or expected to arise e.g. capacity reached, shortage of resources)

Actions Taken

(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)

Actions to be Completed

(Brief report of schedules/planned/proposed actions for the period covered by Sitrep)

Injured Animals
(Are animals presenting injured, type of injuries, is vet present or required)

Environment/Safety
(Are there any significant environmental impacts or potential for impacts or safety issues)

Emerging or Expected Issues
12-24 hours **24-48 hours**

Next Animal Welfare SITREP due: _____ *(Time / Date)*

SITREP Prepared By:	
Time & Date:	

Notes for Completing SITREP:

- Information in a sitrep should be factual and largely without interpretation and conjecture
- Information in a sitrep should cover the period between the last sitrep and the next sitrep
- Sitreps should be brief and not a narrative (read in <3-5 mins). If more information is required, a report should be prepared
- Refer to personnel by their role – do not use their name
- Sitreps should be specific for a given function, and not present information that is outside the specific function
- It is acceptable for a sitrep to be issued that states – no change since last sitrep (see last sitrep issued on [insert date/time] for information)
- A map and other graphic can be part of a sitrep – ensure date/time of the graphic is shown on it, and there is a reference between the graphic and the sitrep.

Annexure 5 – Animal Evacuation Centre Checklist

The Animal Welfare Coordinator assigns this role

ON ACTIVATION		
TASK	**NOTES**	**COMPLETE ✓**
1. Ensure the facility is not at risk or likely to be affected by the hazard Refer to the Emergency WA website www.emergency.wa.gov.au and confirm location is not within a Watch & Act area. Consider the surroundings and remember multiple incidents can occur simultaneously. Continually monitor the situation.		☐
2. Ensure the facility has the capacity to support a large influx of animals and people. If an event is currently underway or scheduled in the next three days, consider redirecting the request to another facility.		☐
3. Ensure the facility is operational • Club rooms, kitchen and amenities to be in good working order • Perimeter fencing secure • Reliable source of power and water • Unrestricted road access and consider route to Department of Communities evacuation centre		☐
4. Contact facility members who are available to volunteer and assist with managing the Animal Welfare Centre. • Report availability of volunteers to the Animal Welfare Coordinator or Shire Rangers • Draft a basic roster		☐
5. Establish a registration point Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services: • Informing users of facility/centre arrangements • Logging the details of all incoming and outgoing animals • Collecting ground fees (if applicable) • Encouraging all persons to register at https://register.redcross.org.au/ • Maintaining a central point for all queries and the dissemination of information		☐

MANAGEMENT DURING EMERGENCY		
TASK	**NOTES**	**COMPLETE ✓**
6. Waiving of fees and rules In extenuating circumstances, the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be: • Made in good faith • Documented • Communicated to the Facility Manager as soon as practicable This is most likely to involve dogs and unattended animals at the grounds.		☐
7. Catering arrangements The facility is under no obligation to cater for the displaced people and they should be told this from the outset. Any donated food should be prepared in accordance with food safety standards. • The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food • Any displaced person still requiring these basic needs should be redirected to the Department of Communities evacuation centre.		☐
8. Donations The centre is not to be used as a collection point for donated goods. The only donations that may be accepted are: • Animal feed • Animal medical supplies and services • Approved catering supplies and services • Facility consumables (i.e. toilet paper)		☐
9. Communication - SITREP The Facility Manager is to maintain communication with the following organisations: • Animal Welfare Coordinator • Shire Ranger Services (to inform IC via ISG) • Department of Communities • Other Public Equestrian Facilities Subsequent SITREPS are to be provided **every 12hrs** at a minimum, or as the situation changes.		☐
10. Animals with unknown owners It is likely that rescued animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed and its details forwarded to the Ranger Services of the relevant Local Government. The Rangers		☐

may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.		
11. Administration and finance Keep accurate records, of all the centre's activities, key decisions and expenditure. This information may be required for the post incident review. Costs may be claimable, however, confirmation of this is often required prior to activation.		☐
12. Delegation of roles Depending on the size and nature of the incident consider appointing following positions: • Front gate attendant • Registration/admin officer • Safety officer.		☐
13. Relief arrangements and shift changes Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles. Advise that the centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator is to be made publicly available at the centre.		☐
STAND DOWN		
TASK	**NOTES**	**COMPLETE✓**
14. Closure of centre The centre is closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and Shire. 24hrs notice must be provided to vacate the grounds.		☐
15. Those requiring long term accommodation Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or Shire for support services.		☐
16. Unclaimed animals Any animals who do not have an identified owner after the closure of the centre are to be reported to the Shire Ranger Services.		☐

17. Clean up The facility is to be left in a clean usable state so it can quickly return to general business. It is expected the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.		☐

POST EMERGENCY		
TASK	**NOTES**	**COMPLETED ✓**
18. Debrief The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as: • Facility Manager • Feedback from users as they leave • Hosting an official debrief session.		☐
19. Request for information It is likely the facility will be contacted for details of those involved to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. The Facility Manager will validate the information to be released.		☐
20. Amendments Any proposed changes to this document must be raised with and endorsed by the Facility Manager and Shire, in consultation with DFES and Department of Communities.		☐

Annexure 6 – Summary Sheet: Evacuated Animal Register

Date	Time	Officer	ID#	Species	Breed	Colour	Rescue Location	Holding Location	Other

Annexure 7 – Animal Rescue Public Display List

Date In	Time	AWT ID#	Species	Breed	Description	Rescue Location	Holding Location	Photo Y/N

Annexure 8 – Animal Emergency Expenditure

Date	Officer	Good/Service	Paid/Unpaid	Cost

Annexure 8 - Animal Evacuation Centre Locations

To be listed – name, address, facilities - with maps as necessary

Facility	Address	Contact
Gnowangerup Recreation Centre	Gnowangerup	9827 1007 (Shire)

EMERGENCY EVACUATION CENTER

GNOWANGERUP



GNOWANGERUP SPORTING COMPLEX		
Physical Address	Strathaven Rd, Gnowangerup -33.9441589038333, 118.01064134990402	
General Description of Complex	Function Room, kitchen, courts, oval, meeting rooms, ablutions, internet, creche	
Shire Office Mobile Alternative	9827 1007 CEO – 0436 108 676 DEPUTY CEO – 0474 491 904	
Email Address	gnpshire@gnowangerup.wa.gov.au	
Access	**Details**	
Keys	Yes	
Alarm	No	
Security	N/A	
CCTV	Yes	
Capacity	**Details**	
Sitting / standing	750 People	
Sleeping	500 People	
Duration	As long as required	
Amenities Areas		
Enclosed Covered Areas	Yes	
Outside children's play area	Yes	
Recreation rooms	Yes	
BBQs	Yes	
Conference rooms	Yes	
Swimming pool	Yes	

Oval	Yes	
External Facilities		
Power outlets	Yes	
Water	Yes	
Parking	Yes	
Area for tents	Yes	
Toilets	Yes	
Caravan / Articulated Vehicles	Yes	
Electric Vehicle Battery recharge point	No	
Other		
Mobile Phone coverage	Yes	
Storage	Yes	
Pet friendly	Yes	
Main Electrical Board location	Yes	On drive way into the Complex
Water Stop Cock location	Yes	Corner Richards and Strathaven Road
Surrounded by bush	No	
Built on a flood plain	No	
Positioned on coast	No	
Site access	Yes	
Male Change Room		
Floor treatment		
Toilets	Yes	
Urinal	Yes	
Hand basins	Yes	
Showers	Yes	
Female Change Room		
Floor treatment		
Toilets	Yes	
Hand basins	Yes	
Showers	Yes	
Baby Change Table	Yes	
Disabled Toilet		
Toilet	Yes	
Hand basin	Yes	
Shower	Yes	

SHIRE OF GNOWANGERUP MAPS

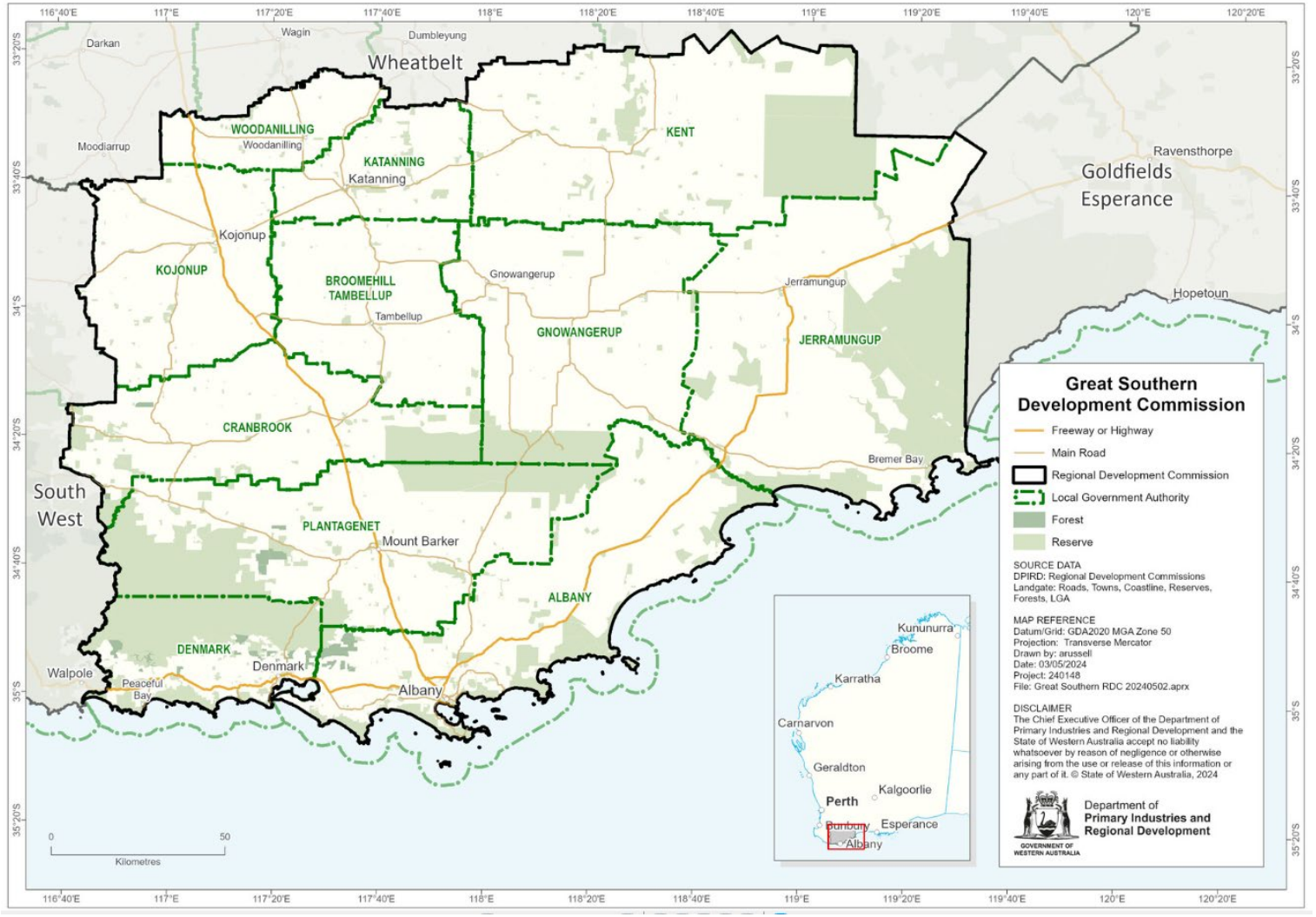


Figure 1: Map of Great Southern Region

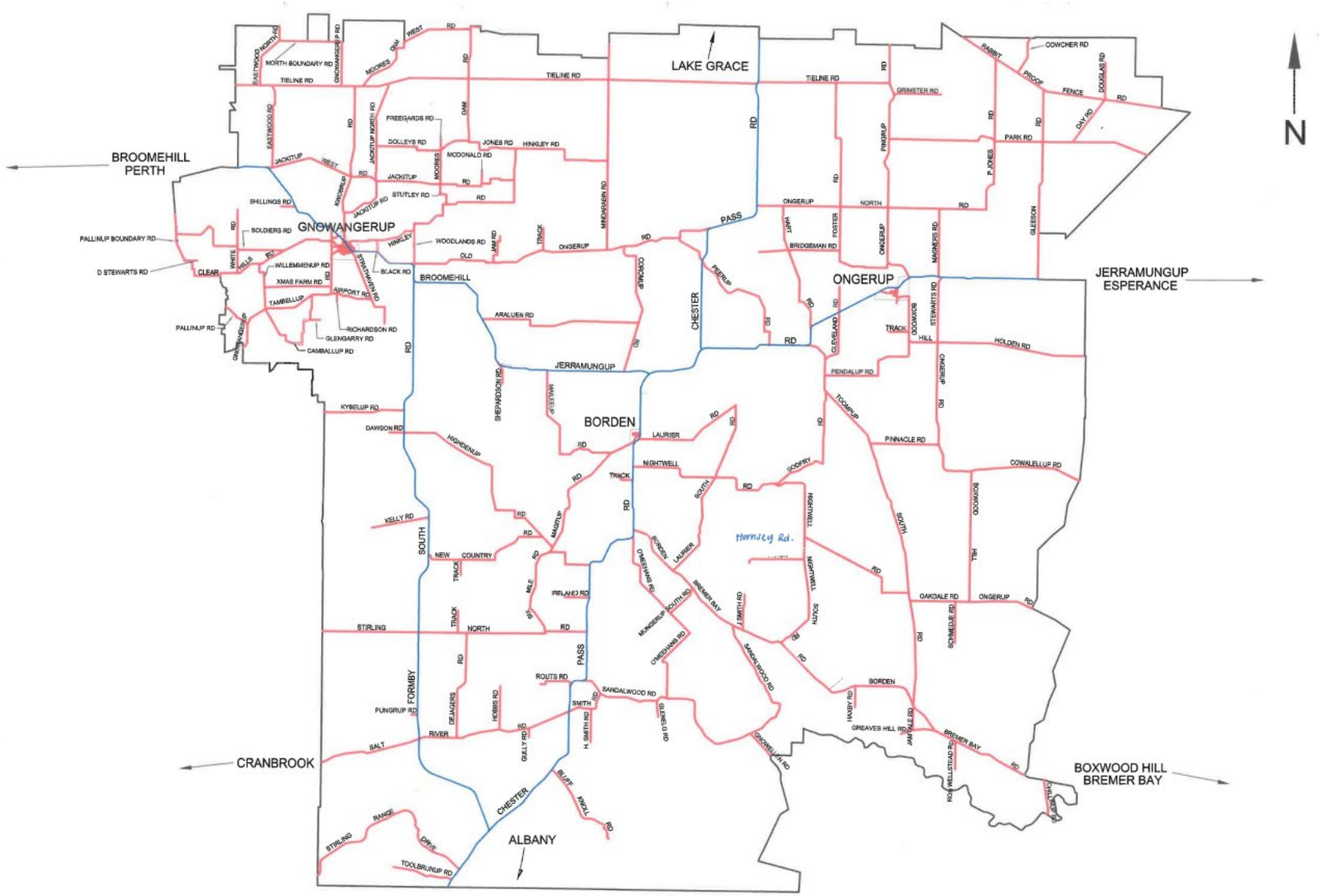


Figure 2: Shire of Gnowangerup

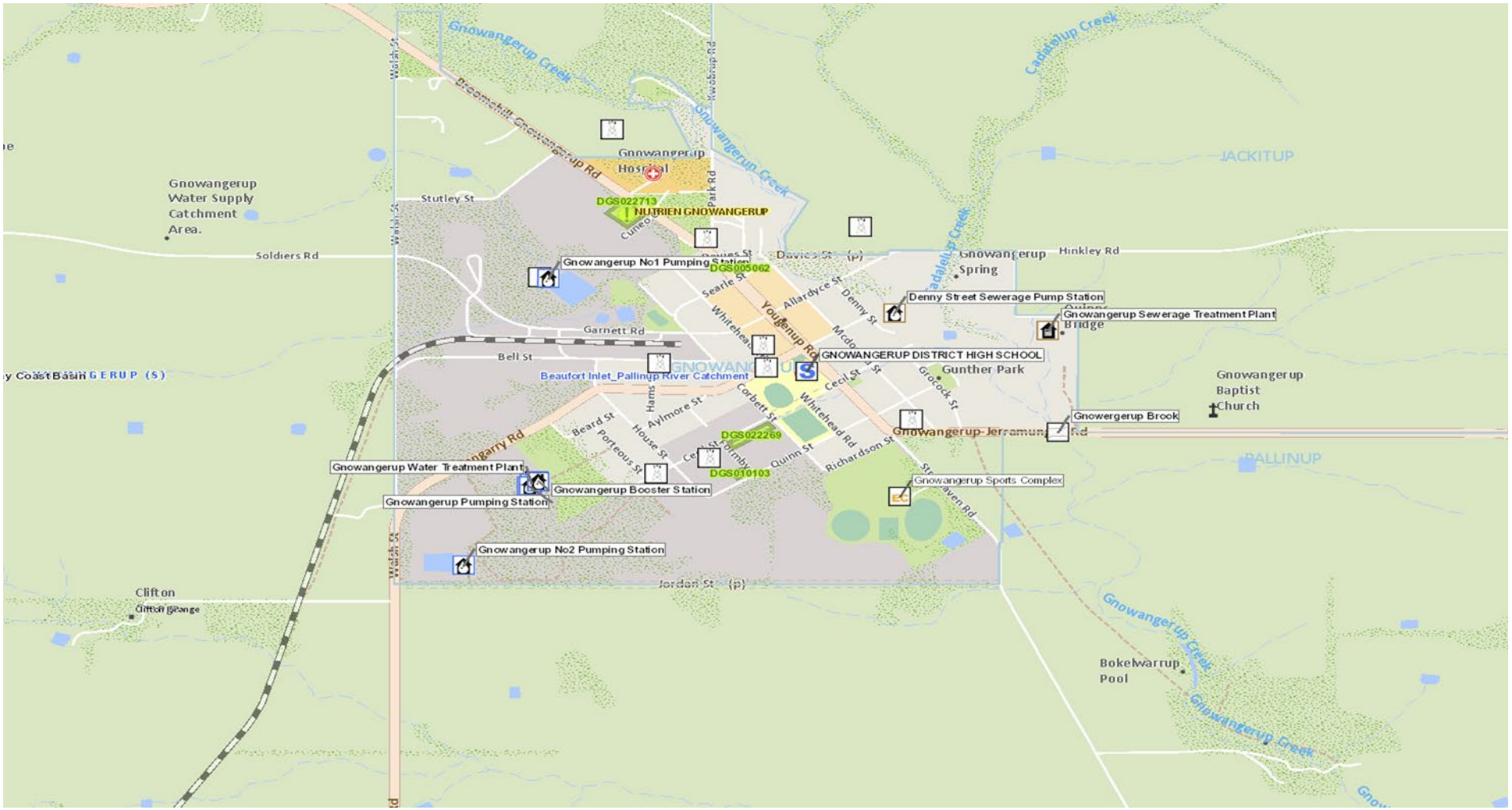


Figure 3:Gnowangerup Townsite



Figure 4: Ongerup Townsite

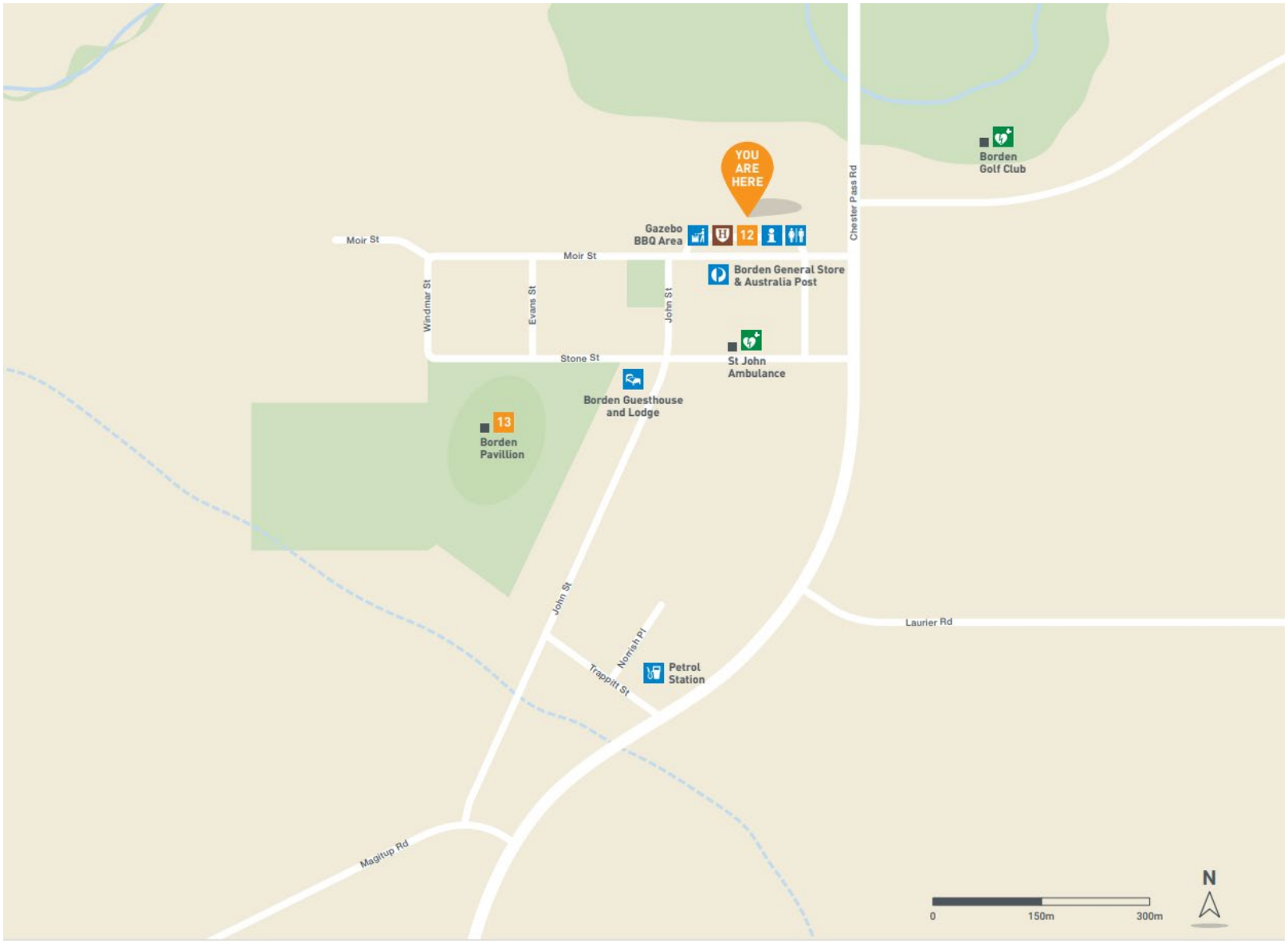


Figure 5: Borden Townsite

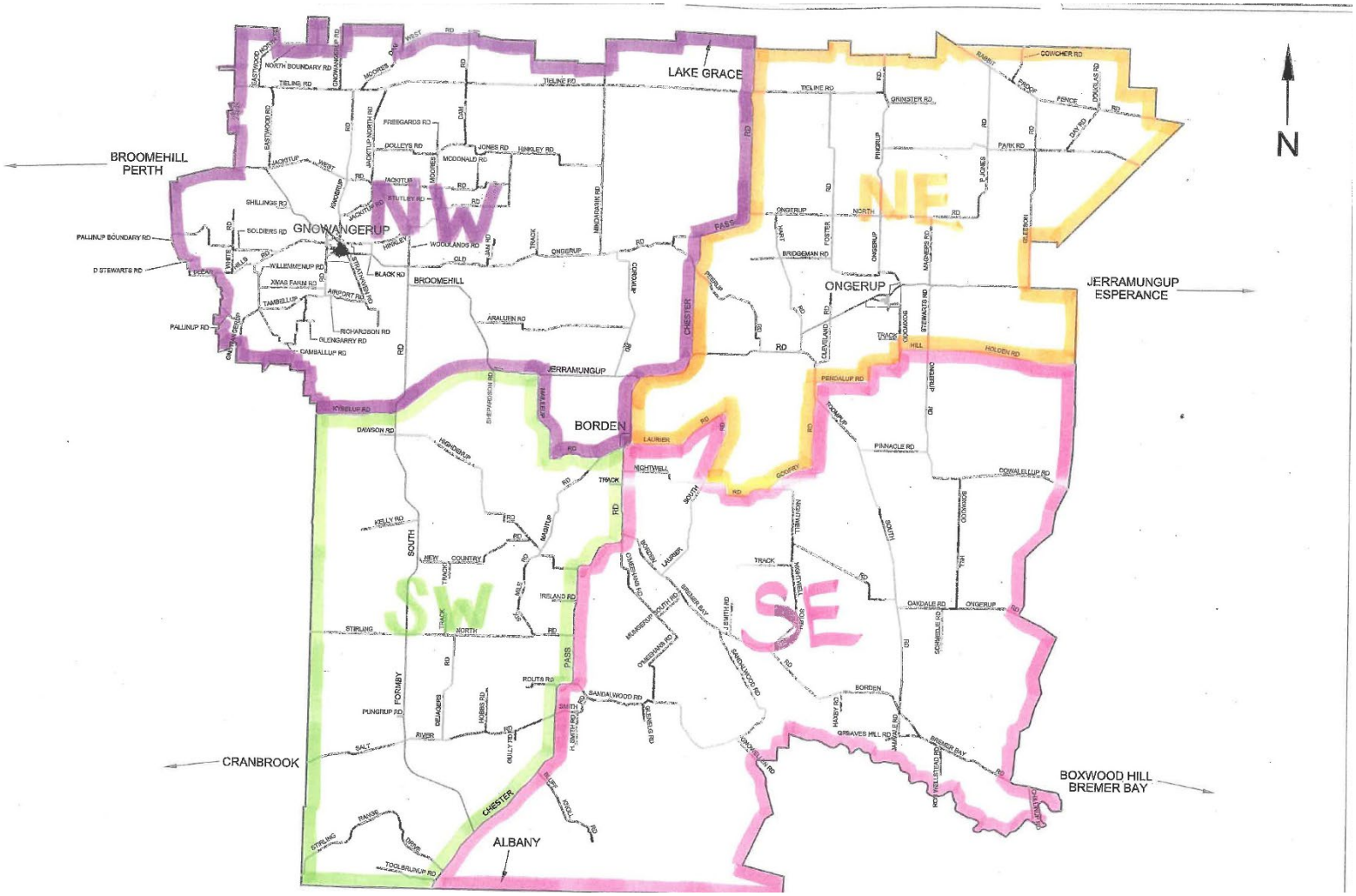


Figure 6: Shire Sector Map

Local Emergency Management Committee

Extraordinary Meeting Agenda

<Insert Event Name>

Date:

Time:

Venue:

Attendance Name and Organisation:

Name	Organisation	Name	Organisation

No.	ITEM	Reporting
	Welcome and apologies	**Chair**
1	**Insert event name- Current Situation**	**From Sitrep or lead agency**
2	**Other Agency Reports**	**Agency leads**
3	**Communications employed**	**HMA lead, others as required**
4	**Priorities, further action**	**Chair**
5	**Other items as required**	
6	**Other items as required**	
9	**Other business.**	**As required**
10	**Next meeting: time and date**	**Chair**

Situation Report

SHIRE OF GNOWANGERUP

INCIDENT SUPPORT GROUP MEETING

EVENT		
SIT REP #	**DATE**	**TIME PERIOD**

DISTRIBUTION

- Council members as required
- CEO & Executive team
- Managers
- Local Emergency Management Committee & Local Recovery Group
- Other organisations as necessary

Note: Shire can determine who receives the SITREPs based on relationships and need.

Situation Summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

Actions Taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

Actions to be Completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep

Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues

Prepared By:	**Signature**	**Date**	**Time**
Approved By:	**Signature**	**Date**	**Time**

Disaster Recovery Communications

Communications Planning Template

Communications Planning Checklist *(Recovery Comms. included)*

Action	Y/N	Responsible Person
Communications Governance		
Lead Spokesperson selected/ advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message board locations established		
Internal Staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promulgated in all messaging		
Spontaneous volunteer management messaging devised and promulgated in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

Community Message Talking Points

Spokesperson _____ ***Position*** _____

Message timing:

To be delivered at: _____ AM ☐ PM ☐

Media channel/s: _____

Target audience: Internal staff ☐

Community group/s _____

_____

_____

Agency/s _____

Introduction: discuss current situation (include 'No physical donations accepted', etc)

1 *What we Know*

2 *What we do not yet know*

3 *What we are doing*

4 *What we want you to do*

Reiterate main and salient points

Next message will be available at: _____

Authorised for Distribution By: _____ *Position:* _____ *Date:* _____

Memorandum of Understanding

Member Councils of the

Great Southern Zone

Western Australian Local Government Assoc.

For

The provision of mutual aid during

Emergencies and Post Incident Recovery

2025

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Memorandum of Understanding Signatories: ..... *Error! Bookmark not defined.*

Memorandum of Understanding

1. Purpose

The purpose of this Memorandum is to:

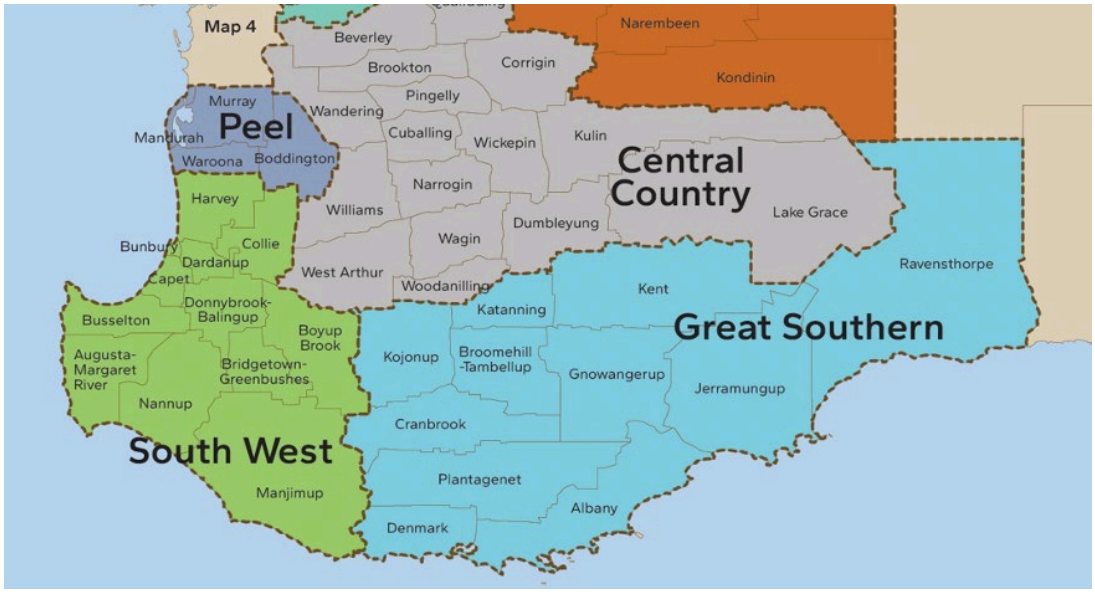
1. Facilitate the provision of mutual aid between member Local Governments (LGs) of the Great Southern Zone of the Western Australian Local Government Association during emergencies and post incident recovery

2. Enhance the capacity of our communities to cope in times of difficulty

3. Demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region

2. Parties to Agreement

City of Albany	Shire of Jerramungup
Shire of Broomehill/Tambellup	Shire of Katanning
Shire of Denmark	Shire of Kent
Shire of Cranbrook	Shire of Kojonup
Shire of Gnowangerup	Shire of Plantagenet
	Shire of Ravensthorpe



3. Definitions

Definitions for terms contained within this Memorandum are as contained in the Emergency Management Act 2005 and Emergency Management Act Regulations 2006

4. Guiding Principle

The guiding principle of this Memorandum is that any support given by a Local Government (LG) in a particular emergency event shall be at the discretion of the LG giving the support, and of a level that will not unduly compromise the operability of the LG giving the support

5. Partnering Objectives

Partners to this Memorandum, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may be available within the means of that LG to respond to the emergency incident if requested.
2. Provide whatever resources may be available within the means of that LG to assist with post incident recovery in the community

6. Allocation of Resources

1. This Memorandum acknowledges that the allocation of a participating LGs staff resources and plant is an operational issue, and as such is the responsibility of the CEO of the LG seeking to offer aid.
2. This Memorandum seeks to demonstrate that the CEO's commitment to supporting other LGs in need is backed by the elected members of a participating LG.

7. Partnering Expectations

1. To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate response and recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
2. To ensure that all requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
3. To ensure all personnel and equipment provided are covered by the providers own insurance
4. Providers of support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.

5. The Requestor for support will be responsible for all incidental costs, associated with the Provider's personnel and equipment such as catering, accommodation, WHS issues, transport, fuel and storage.
6. In the event the emergency is of sufficient scale to qualify for State and Commonwealth Funding assistance, such assistance will be sought in compliance with relevant State and Commonwealth Policies

8. Duration and Amendment

1. This Memorandum will come into effect at the date of signing by all parties.
2. This Memorandum will remain in force for an initial period of 5 years with an option to extend for a further 5 years by agreement of all parties, or until it is terminated.
3. This Memorandum shall not be altered varied or modified in any respect except by agreement of all parties in writing.
4. This Memorandum will be reviewed annually to ensure it is current and appropriate to the needs of the parties. The annual review will determine if the Agreement is to be extended or terminated.

9. Termination

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

10. Withdrawal

Any party may withdraw from this Memorandum by giving three months' notice in writing to the Executive Officer of Great Southern Zone, Western Australian Local Government Association at any time.

11. Notices

Communications in relation to this Memorandum must, unless otherwise notified in writing, be addressed and forwarded as follows:

Executive Officer Great Southern Zone, Western Australian Local Government Association

Signatories

Local Government	Signature	Date
City of Albany - CEO		
Shire of Broomehill/Tambellup -CEO		
Shire of Denmark - CEO		
Shire Cranbrook - CEO		
Shire of Gnowangerup - CEO		
Shire of Jerramungup - CEO		
Shire of Katanning - CEO		
Shire of Kent - CEO		
Shire of Kojonup - CEO		
Shire of Plantagenet - CEO		
Shire of Ravensthorpe - CEO		

LEMA

LOCAL EMERGENCY
MANAGEMENT ARRANGEMENTS

Heart of the Stirlings

SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP



LOCAL RECOVERY PLAN

2025

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4. Recv. Operational sequence	**8. Recv. Health and Welfare**	**12. Conflict Resolution guide**

1. ADMINISTRATION

Amendments to the Plan should be recorded. The following table shows an example of an amendment record.

No	Details of Amendment	Review / Amendment Date	Initials
1	Document Review	March 2000	LEMC
2	Document Review	July 2001	LEMC
3	Document Review	October 2010	LEMC
4	Document Review	December 2012	LEMC
5	Document Review	May 2014	LEMC
6	Document Review	June 2017	LEMC
7	Major Review	May 2019	LEMC
8	Complete re-write and re-development	November 2024	LR Winter

1.2 Endorsement - Gnowangerup Local Recovery Plan

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Gnowangerup (Shire) and have been tabled with the District Emergency Management Committee.

_____ Date: _____

Chair Local Emergency Management Committee
Shire of Gnowangerup - Shire President

_____ Date: _____

Local Emergency Coordinator
Gnowangerup Police - Officer in Charge

_____ Date: _____

Chief Executive Officer
CEO - Shire of Gnowangerup

_____ Date: _____

Endorsed by Council

<insert resolution No.>

Disclaimer: This Plan has been produced by the Shire of Gnowangerup in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and Gnowangerup expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

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1.3 Acronyms

(The) Act	Emergency Management Act 2005 (WA)
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
Communities	Department for Communities
DFES	Department of Fire and Emergency Services
DRFAWA	Disaster Recovery Funding Arrangements - Western Australia
DEMC	District Emergency Management Committee
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
IS	Impact Statement
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LECC	Local Evacuation Centre Coordinator
LEMC	Local Emergency Management Committee
LGLO	Local Government Liaison Officer (Relief and Support)
LEMA	Local Emergency Management Arrangements
LMDRF	Lord Mayors Disaster relief Fund
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
LRP	Local Recovery Plan (this document)
NGO	Non-Government Organisations
OIC	Officer in Charge
ORP	Operational Recovery plan

OSS	**One Stop Shop**
RC	**Recovery Centre**
SEMC	**State Emergency Management Committee**
SEMP	**State Emergency Management Policy**
SES	**State Emergency Services**
SRC	**State Recovery Coordinator**
SRCG	**State Recovery Coordination Group**



1.4 Document Availability

Members of the public can view a copy of the Local Recovery Plan (LRP) on Shire of Gnowangerup's website at https://www.gnowangerup.wa.gov.au/ . Physical copies are available for inspection, during office hours, at Shire of Gnowangerup's Administration Offices.



1.5 Feedback

Feedback on this Plan is invited and can include:

- What you do and don't like about the Plan
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements, and
- Post-incident improvement opportunities.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335
Ph: (08) 9827 1007
Email: gnpshire@gnowangerup.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Record.



1.6 Distribution

Full Unrestricted Version

Full Unrestricted Version
Chief Executive Officer- Shire of Gnowangerup
Deputy Chief Executive Officer- Shire of Gnowangerup
Executive Manager Infrastructure & Assets
HR & Emergency Services Officer
Chief Bush Fire Controller- Shire of Gnowangerup
Volunteer Bushfire Brigades
LEMC Chairperson- Shire President
WA Police- OIC Gnowangerup Station
State Emergency Committee
DFES Great Southern Regional Office - Albany
Department of Communities- Albany
St John Ambulance- Gnowangerup
Gnowangerup District Highschool
Borden Primary School
Ongerup Primary School
Department of Biodiversity, Conservation & Attractions – Stirling Ranges
Gnowangerup Health Services (Hospital)
DFES District Emergency Management Advisor

Restricted version

Public Access
Shire of Gnowangerup Offices – Front Counter/Reception
Shire of Gnowangerup Website: www.gnowangerup.wa.gov.au
Gnowangerup Library: library@gnowangerup.wa.gov.au
Ongerup Library: manager@ongerupcrc.net.au
DEMC- Great Southern District
SEMC- Secretary

1.7 Related Documents, Agreements and Understandings, Special Considerations

1.7.1 Related Documents

The Local Recovery Plan (LRP) is consistent with State Emergency Management Policies and State Emergency Management Plans and should be read in conjunction with Gnowangerup's Local Emergency Management Arrangements (LEMA).

Details are held by Shire of Gnowangerup's Administration Offices at:

Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335
Ph: (08) 9827 1007
Email: gnpshire@gnowangerup.wa.gov.au

For related State Plans, Policy, Legislation, Procedures and Guidelines and Resources - click here.

1.8 Agreements, Understanding and Commitments

1.8.1 Mutual Aid Agreement – (Draft Proposal)

The Shire of Gnowangerup along with other local governments shall investigate an agreement for the provision of mutual aid during emergencies and post incident recovery – See Local Emergency Management Arrangements (LEMA) - General Plan - ***Appendix 12 (Draft Example)***

The purpose of this agreement is to:

- Facilitate the provision of mutual aid between neighbouring Local Governments during emergencies and post incident recovery.
- Enhance the capacity of communities to cope in time of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

The local governments that are parties of this agreement include:

City of Albany	Shire of Kent
Shire of Broomehill-Tambellup	Shire of Kojonup
Shire of Cranbrook	Shire of Jerramungup
Shire of Denmark	Shire of Plantagenet
Shire of Katanning	Shire of Gnowangerup
Shire of Ravensthorpe	

For other Agreements, Understandings and Commitments in place for the Shire of Gnowangerup see Contacts and Resources (**Appendix 4 of the LEMA**)

2. RECOVERY

2.1 Overview

The Emergency Management Act 2005 (WA) (the Act) defines recovery as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing'.

During, and following, an emergency, the Shire of Gnowangerup is the closest form of governance to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with or directly support the Shire of Gnowangerup.

The Shire of Gnowangerup recognises disaster recovery is more than simply replacing what has been destroyed and rehabilitating those affected.

Disaster recovery is a complex, dynamic and potentially protracted process rather than just a remedial process.

For this reason, the Shire of Gnowangerup and its Local Recovery Group (LRG) adopt the National Principles of Disaster Recovery while also aligning these to strong recovery values when engaged in recovery activities.

2.2 Authority

This LRP has been prepared in accordance with the Act and endorsed by the Shire of Gnowangerup's LEMC and Shire of Gnowangerup Council. The Plan is tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

2.3 Purpose

To establish detailed planning, arrangements and processes to restore, as quickly as possible, the quality of life in an affected community so it can continue to function as part of the wider community.

2. 4 Objective

The objective of the plan is to

- Describe the roles and responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Gnowangerup.
- Establish a basis for the coordination of recovery activities of the local level.
- Promote effective liaison between the Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in the recovery.
- Provide a framework for recovery activities.



2.5 Shire Recovery Principles

The Shire Gnowangerup Local Recovery Plan (LRP) and its Local Recovery Group (LRG) will be aligned to all aspects of recovery, incorporating the Australian National Disaster Recovery Principles that are considered central to successful recovery, being:

Understanding the CONTEXT

The Shire of Gnowangerup recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its own history, values and dynamics and will always consider them.

Recognising COMPLEXITY

The Shire of Gnowangerup acknowledges the complex and dynamic nature of both emergencies and the diverse nature of its communities.

Using COMMUNITY-LED approaches

The Shire of Gnowangerup recognises that successful recovery is based on involving the community and commits to being responsive, flexible and engaging to support communities into the future.

COORDINATING all activities

The Shire of Gnowangerup will be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies and industry, based on continuing assessment of impacts and needs.

COMMUNICATING effectively

The Shire of Gnowangerup recognises the imperative of effective communication for successful recovery and will ensure the Recovery Communications Plan (see Appendix 3) is activated to ensure community and partners are always informed and heard.

Building CAPACITY

The Shire of Gnowangerup appreciates that successful recovery recognises, supports and builds on individual community and organisational capacity and resilience and, at every opportunity, will allow programs and processes to do this.

2.6 Recovery Values

The Shire of Gnowangerup will apply sound disaster recovery **Values** to all activities by:

1.	Considering consequences of actions ensuring **NO HARM** to disaster affected communities
2.	Providing **LEADERSHIP** for the Shire of Gnowangerup' communities
3.	Recognising the Shire of Gnowangerup' key role is to foster **COLLABORATION** between partner agencies and community
4.	**EMPOWERING** individuals and groups to effectively carry out recovery activities
5.	**ACTING** as quickly as possible, however, planning for the **LONG-TERM** (see Value 1)
6.	**TRANSITION** to normal services will be part of the Recovery Long-Term Strategy
7.	**CAPTURING** lessons learnt for building capacity and resilience for the Shire of Gnowangerup community

2.7 Shire of Gnowangerup Values TRUST

The Shire of Gnowangerup's vision is to be a socially interactive and inclusive community that embraces our rural character and sense of community.

TEAM - One Shire, one community, one team

RESPECT - Seek respect through our actions

UNDERSTANDING - Care & patience underpin our dealings with colleagues & community

SAFETY - Safety doesn't happen by accident

TRUST - Years to build, seconds to break



2.8 Community Development in Recovery

Community development is a process that empowers individuals and groups within a community to collectively identify and address their needs, challenges, and aspirations. This method is particularly valuable in recovery, highlighting the essential role of Local Government Community Development Officers.

Community Development Officers are skilled professionals in engaging residents, coordinating community initiatives, advocating for vulnerable/higher risk populations, and fostering capacity building. Their expertise and knowledge uniquely position them to support and advise in recovery planning.

Key opportunities for Community Development Officers in recovery include:

Providing opportunities for disaster-affected people to 'have their say' and enable people to have power to influence (when they may feel powerless following the impact of an emergency)
Working 'with' people rather than 'doing things to' or 'for' them
Supporting people to come to terms with their different life circumstances and move forward into a new, changed reality, which may provide new adaptive socioeconomic and disaster preparedness opportunities

Source: Community Recovery – Handbook 2 (Australia Disaster Resilience)

2.9 Threats

As the Shire of Gnowangerup is diverse, several impacts need to be considered that may affect how the Plan is implemented in times of emergency:

Consideration	Season
Bush Fire Season	October – May
Storm Season	May - October
Flooding Event	Riverine Flooding Downpour Flash Flooding Restricted access
Stirling Ranges ○ Tourist Attraction ○ Sport Enthusiasts (Bushwalking, Abseiling, Gliding) ○ Bluff Knoll (Eastern Lookout) ○ Baby Barnett Hill (Western Lookout) ○ Ridge Walk (2–3-day hiking trail) ○ DBCA Park Alerts and Information	All Year
Public Events ○ Wildflower Season – Bloom Festival ○ Wild Gravel Run	 September – October October
Farming Seasons ○ Seeding ○ Harvesting	 April – June October - December

2.10 Scope

This LRP is limited to the boundaries of the Shire of Gnowangerup. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

The LRP is a support plan to the Shire of Gnowangerup's Local Emergency Management Plans and Arrangements. The Plan is a guide to managing recovery at a local level.

2.11 Geographic Location

The Shire of Gnowangerup is situated in the Great Southern area, approximately 354 kilometres from Perth and 140 kilometres from Albany. It covers an area of approximately 4268 square kilometres and includes the Stirling Ranges.

The Gnowangerup includes the townsite and localities of:

Gnowangerup	Borden	Ongerup

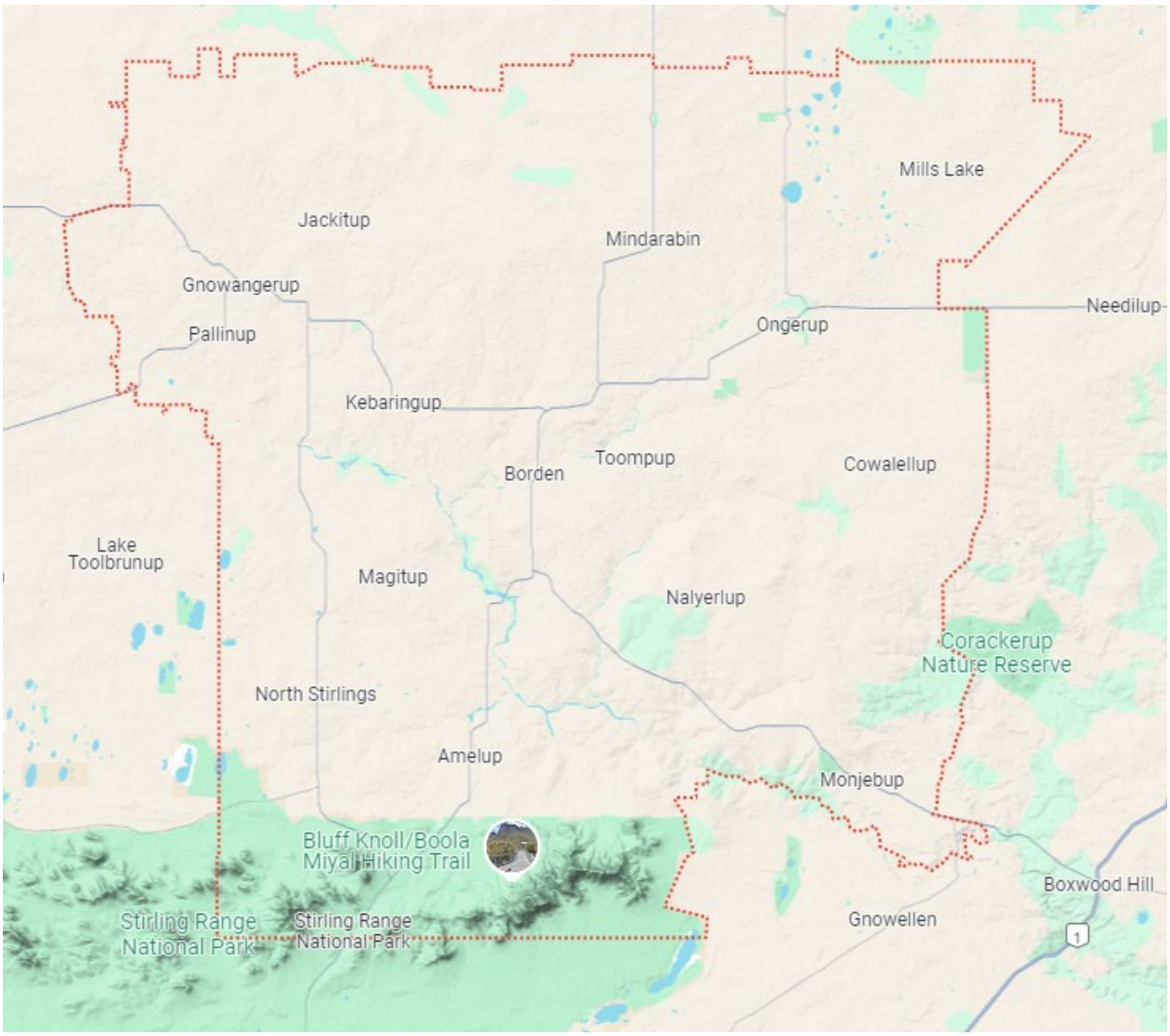
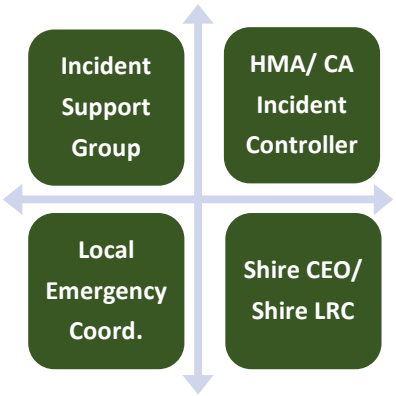


Figure 1:Location of the Shire of Gnowangerup

3. ACTIVATION & ACTIONS

3.1 Activation of Recovery

The Shire of Gnowangerup's (CEO) will activate the LRP on advice from the HMA/CA, and the Local Recovery Coordinator (LRC). Assistance required for recovery will be assessed by:



The LRG Chairman, together with the LRC, is responsible for implementing the recovery processes of the LRP, once it is activated.

3.1.1 Emergency Management Phases

There are four phases of emergency management known as Preparedness, Prevention (or mitigation), Response and Recovery (PPRR). These are not distinct linear segments independent of each other but can overlap and run concurrently. As illustrated in Figure 2, recovery starts at response and is the process of adjusting to the new normal after an emergency.

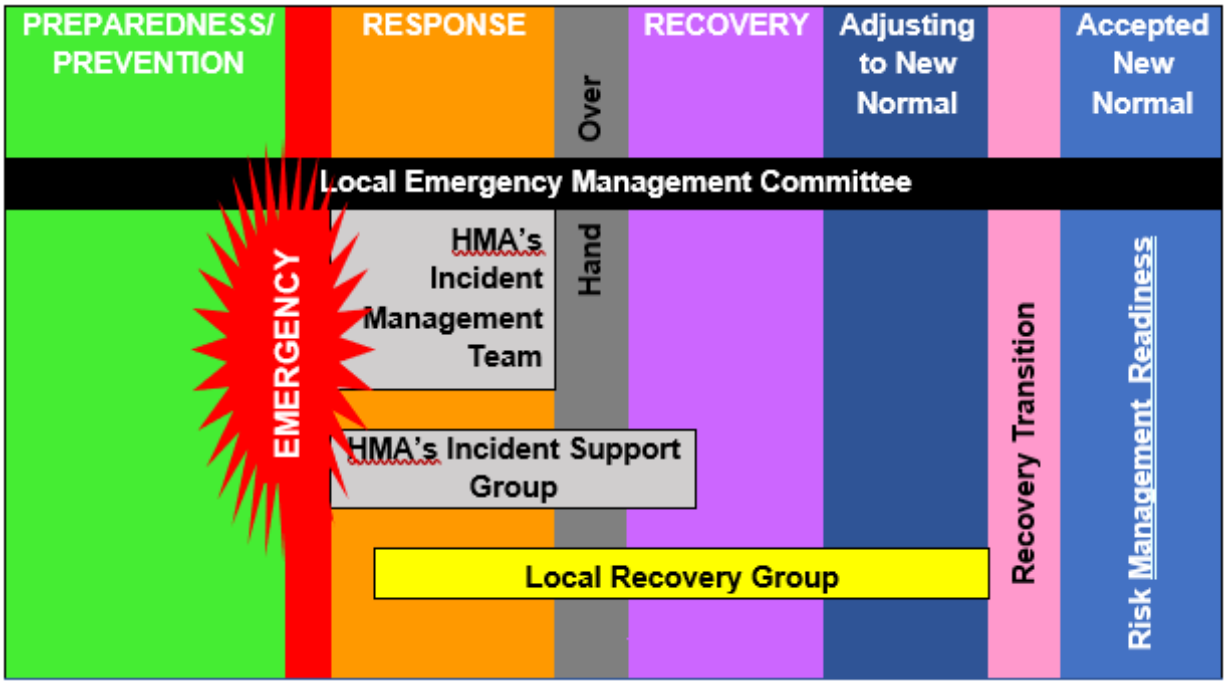


Figure 2: Phases of emergency management (PPRR)

3.1.2 Stages of Recovery

After a disaster event an affected community needs to face a new reality and embark on their journey of recovery. Successful recovery is responsive and flexible, engaging communities and empowering them to move forward. The Shire of Gnowangerup understands accompanying a community through all the phases of disaster recovery requires a long-term commitment.

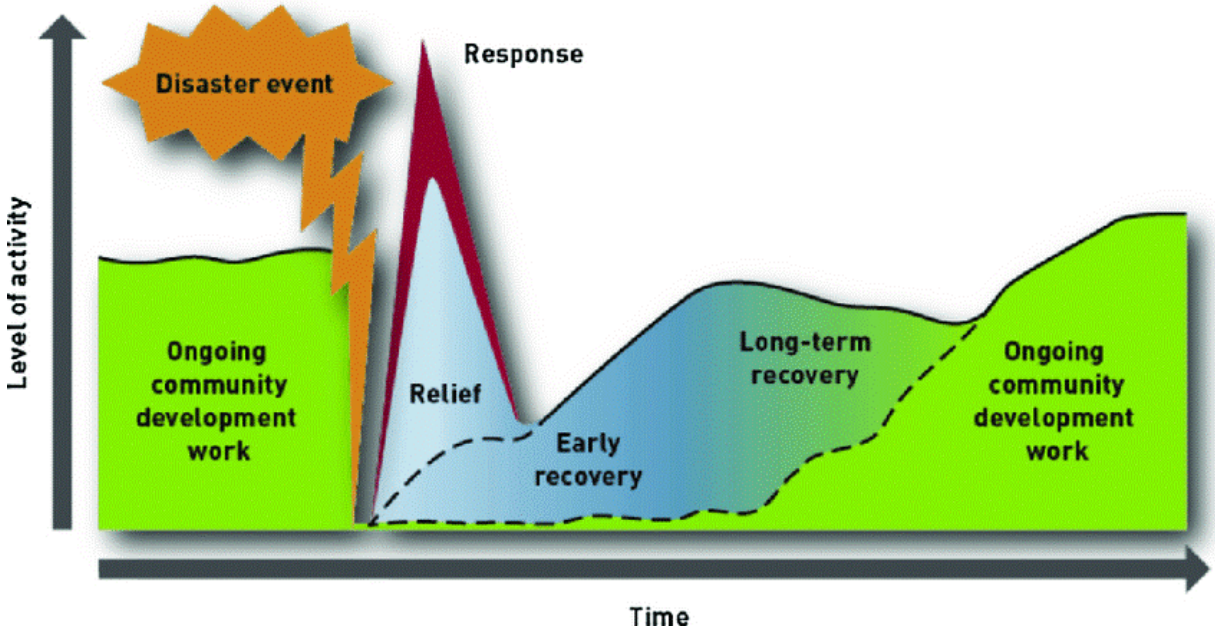


Figure 3: Effect of Disaster on Ongoing Community Development and Interface with Relief and Recovery

Source: Community Recovery – Handbook 2

ACTION

- **HMA/CA, DBCA AND LRC CONSULTS AND ADVISES THE SHIRE CEO OF RECOVERY ACTIVATION.**
- **ASSESSMENT OF ASSISTANCE IS DETERMINED.**
- **LOCAL RECOVERY PLAN IS ACTIVATED.**

3.2 Response to Recovery Responsibilities

The Shire of Gnowangerup will initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery. Regardless of response engagement, as soon as possible the LRG will be assembled so it can be briefed on the emergency incident and to detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts.

THE LOCAL RECOVERY GROUP WILL:

- ***Understand key impacts and tasks***
- ***Connect with key agencies and community***
- ***Include the LRC in ISG meetings from onset***
- ***Identify recovery requirements and priorities as early as possible***

Handover of event management from response to recovery from the HMA/CA to the Shire of Gnowangerup shall be formalised in line with HMA/CA responsibilities and procedures.

An Impact Statement (IS) is a key element of the handover process, and the HMA/CA is responsible for delivering this to the Shire of Gnowangerup' CEO.

The CEO has discretion accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA. Acceptance should not occur unless the CEO and the LRC and LRG are fully aware of the extent of the effects on the community and are willing to take on the responsibilities.

ACTION

- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LRC TO ATTEND ISG MEETINGS AND LIAISE WITH IC.**
- **LRG CONVENED AND BRIEFED ON INCIDENT ENSURING COORDINATED RECOVERY RECOMMENDATIONS.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA ON COMPLETION OF IS PROVIDING AN ACCEPTABLE AND AGREEABLE STANDARD.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA IS COMPLETED.**

3.3 Impact Statement & Needs Assessment

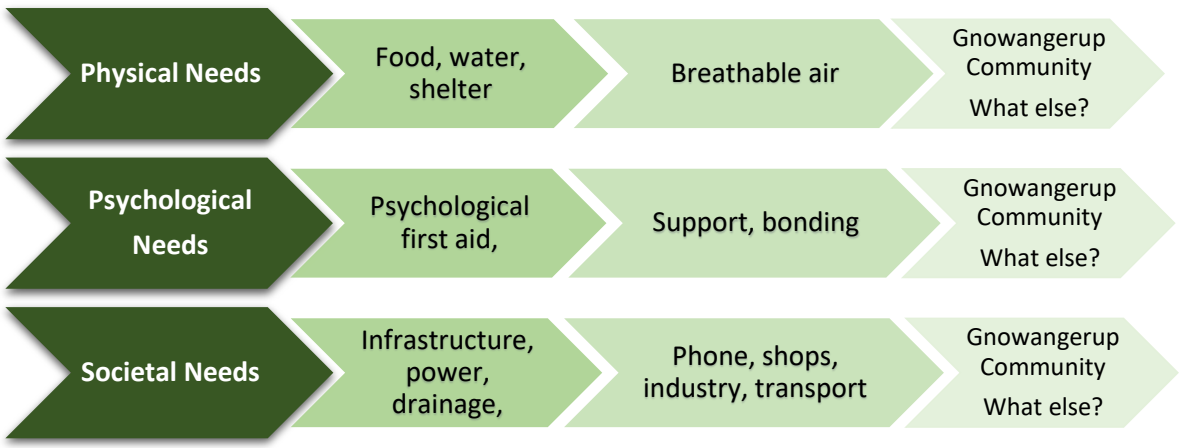
3.3.1 Impact Statement (IS)

The event CA will complete an IS in consultation with the ISG. It will contain a detailed description of the impact on the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure. The Impact Statement will be completed as recommended in the State Emergency Management Procedure 5.4.

The State Recovery Team has developed an Impact Statement Template and Impact Statement Guide to assist Controlling Agencies in Level 2 or 3 incidents where there are impacts requiring recovery activities.

3.3.2 Needs Assessment

A ***Needs Assessment*** of the affected area should be completed as early as possible. Requirements of affected community will change over time and **NEEDS** reassessed periodically.



NEEDS:

Broadly be defined as:

What has been affected?	Require contact for further information?
What information is needed?	Best contact details?
What assistance is required?	Information on assistance for neighbours?

NEEDS OUTREACH:

Involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services. Consider trained volunteers from organisations as Australian Red Cross (ARC) partnering with the Shire and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

Establishes contact ASAP with the affected community

Captures data to assist the LRG prioritise allocation of resources

Provides opportunity to share critical information with affected community

A template form for Outreach Needs Assessment can be found at:
Attachment 3 in the ***Recovery Communications Plan,*** within ***Appendix 3- Local Recovery Plan***

3.3.3 Sources of Information - Impact & Needs Assessment

The IS and Needs Assessment (NA) process must be done as soon as possible after the emergency. Sources that may assist in the collection of this data may include:

- ✓ HMA/CA
- ✓ Insurance assessors
- ✓ Business associations (Chamber of Commerce)
- ✓ Shire Building Surveyors, Engineers and Environmental Health Officers and Rangers
- ✓ Emergency Relief and Support agencies – identifying persons in need of immediate assistance
- ✓ Australian Red Cross (ARC) has systems to register individuals presenting at Evacuation Centres and resources to assist in outreach activities and will be activated by HMA/CA

Outreach Needs Assessment form can be found at:
(**Local Recovery Plan, Appendix 3** - **Recovery Communications Plan, Attachment 3**)

ACTION

- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LRC TO ATTEND ISG MEETINGS AND LIAISE WITH IC.**
- **LRG GATHERED AND BRIEFED ENSURING RECOVERY BEGINS.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA IC PROVIDED.**
- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LRG OUTREACH NEEDS ASSESSMENT WILL ACTIONED ASAP, WHEN SAFE, AFTER EVENT.**
- **RED CROSS CONTACTED ASAP TO ESTABLISH PARTNERSHIP IN RECOVERY ACTIVITIES.**

3.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, the LRC/LRG should prepare an Operational Recovery Plan (ORP).

The ORP shall provide a full description and extent of community damage, both physical and human, and detail plans for restoration and reconstruction including community and development activities. See **Appendix 6** for an ORP template.

ACTION

- **LRG/LRC TO PREPARE ORP WHERE SIGNIFICANT RECONSTRUCTION AND RESTORATION IS REQUIRED.**

3.5 Long-Term Recovery Strategy

The Recovery Process is most successful when it is designed to evolve, change and ultimately assist the community in returning to normal. This transition requires a comprehensive strategy that gradually integrates the recovery services into existing mainstream services. The Long-Term Recovery Strategy should be developed to achieve a holistic and enduring recovery for the community.

To build resilience in future emergencies, the economic environment, infrastructure and natural environment need to be considered. Where appropriate, the Shire of Gnowangerup will develop a collaborative, comprehensive recovery strategy with and for the community with information provided by the ORP and community members. . This will also incorporate how the community's needs have changed over time. A further outreach program may be instigated to check on the community's wellbeing.

ACTION

- **SHIRE OF GNOWANGERUP TO DEVELOP A COLLABORATIVE, COMPREHENSIVE AND INCLUSIVE LONG-TERM COMMUNITY RECOVERY STRATEGY, WHICH MAY INCLUDE ANY CHANGES IN COMMUNITY NEEDS AND FURTHER OUTREACH ACTIVITIES. (UTILISE INFORMATION FORM ORP.**
- **SHIRE OF GNOWANGERUP TO IDENTIFY POTENTIAL PARTNERSHIPS WITH EXISTING COMMUNITY ORGANISATIONS AND SERVICES AND ASCERTAIN THEIR CAPACITY TO SUPPORT RECOVERY PROCESS IN THE MEDIUM AND LONG TERM.**

3.6 Managed Withdrawal

The Shire of Gnowangerup and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service providers and ongoing community development, while working towards maintaining the community's health and wellbeing.

ACTION

- SHIRE OF GNOWANGERUP WILL COMMUNICATE VIA THE LRG SUB-COMMITTEES WHEN RELEVANT SERVICE PROVIDERS AND AGENCIES WILL BE WITHDRAWING SERVICES FROM THE AFFECTED AREA.
- LRG TO IDENTIFY RECOVERY PROGRAMS THAT WILL 'PHASE DOWN', 'PHASE OUT' OR BE 'HANDED OVER' TO THE COMMUNITY TO CONTINUE.

4. OPERATIONAL RECOVERY MANAGEMENT

4.1 Management Structure

Full details of the Management Structure and Sub-Committee functions can be viewed in **Appendix 1.**

4.2 Local Recovery Group (LRG)

The LRG will coordinate and support local management of the recovery processes within the community, subsequent to a major emergency, in accordance with State Emergency Management Policy and Local Recovery Plan (LRP). Local Recovery Group (LRG) membership will expand or contract depending on recovery and community needs and requirements.

4.2.2 Membership

Chairperson	Shire CEO
Local Recovery Coordinator	LRG Representative, as appointed by the CEO
Executive Officer	Shire CEO to nominate a Senior Officer
Shire LEMC members	LEMC – members are required
State Government	Relevant government agencies and other statutory authorities will nominate their representatives to be members depending on incident type. Recommended: ➢ HMA/CA (initially) ➢ Dept. of Fire and Emergency Services (initially) ➢ WA Police (initially) ➢ Dept. Biodiversity Conservation & Attractions ➢ Department of Communities ➢ Lifelines ➢ Main Roads WA ➢ St John Ambulance Service (initially) ➢ Dept. of Health ➢ Dept. of Primary Industries & Regional Development ➢ Insurance Council of Australia
Non-Government Organisations	ARC, local service clubs, aged care, schools, others as required
Identified Community Members	To be identified depending on event and location

4.2.3 Functions

- ✓ **Appoints key positions within the LRG**
- ✓ **Establishes sub-committees as required**
- ✓ **Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies**
- ✓ **Develops an ORP to coordinate a recovery process that considers:**
  - ***Long-term planning and goals for the Shire of Gnowangerup**
  - ***Assessing recovery needs and determining recovery functions still required**
  - ***Developing a timetable, identifying responsibilities for completing major functions**
- ✓ **Needs of youth, aged, disabled, culturally linguistically diverse (CaLD) are considered**
- ✓ **Allowing full community participation and access**
- ✓ **Allowing monitoring and reporting of the recovery process**
- ✓ **Facilitates provision of services, exchange of public information and acquisition of resources**
- ✓ **Negotiates effective use of available resources and support from State and Commonwealth**
- ✓ **Monitors progress of recovery, receives periodic reports from recovery agencies**
- ✓ **Ensures a coordinated multi-agency approach to community recovery**
- ✓ **Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning**



4.3 Community Involvement – Cultural & Diversity Inclusiveness

The Shire of Gnowangerup is a diverse and inclusive region with strong history, culture and identity. During Gnowangerup's recovery, including priorities, strategies and decision-making, the Shire will strive to involve the affected community's values and differences.

Key stakeholders and delegates will be chosen from the community to ensure broad representation. These delegates may be included on relevant LRG sub-committees, depending on the emergency's nature and effect.

When threatened or affected by an emergency, all community members are encouraged to be actively involved in their own and shared recovery. To assist community efforts, formal recovery agencies will provide structured support, communications and coordination.

4.4 Local Recovery Group Sub Committees

Depending on the size of an emergency, sub-committees may be established to assist LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to LRG. For a full list of functions of various sub-committees see **Appendix 1.**

4.5 State Government Involvement

During the recovery process, the State government may provide support and assistance to the Shire of Gnowangerup. The structure of the State Recovery Coordination is shown below.

4.5.1 State Recovery Coordinator/State Recovery Controller

The **State Recovery Coordinator (SRC)** supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee.

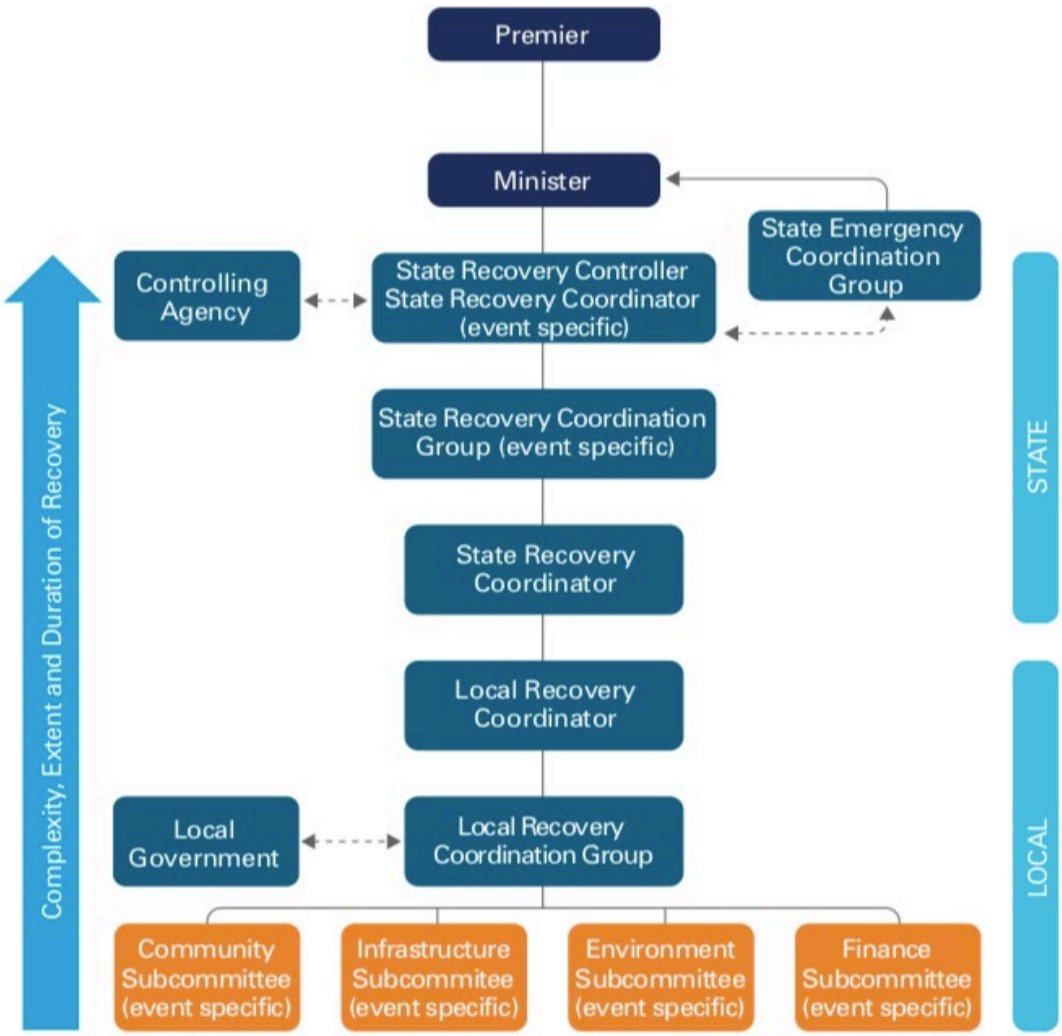


Figure 4: State Government Coordination Structure

The SRC supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The Premier appoints the **SRC,** this is done when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

4.5.2 State Recovery Coordination Group

The SRCG is responsible for coordinating State level recovery in complex or prolonged recovery operations and develops a state level operational recovery plan. Its effectiveness must be evaluated after the State level recovery coordination process has occurred.

ACTION

- THE SHIRE OF GNOWANGERUPGNOWANGERUP WILL ESTABLISH AN LRG MANAGEMENT STRUCTURE RELEVANT TO EVENT SIZE AND COMPLEXITY.
- LRG WILL ESTABLISH MEMBERSHIP FROM SHIRE OF GNOWANGERUP STAFF, SUPPORTING AGENCIES AND COMMUNITY MEMBERS.
- LRG WILL OPERATE WITHIN RECOGNISED FUNCTIONS AND RELEVANT SUB-COMMITTEE STRUCTURE.
- LRG WILL ACTIVELY ENCOURAGE AND INVITE COMMUNITY PARTICIPATION WITHIN THE LRG.
- LRG WILL ACTIVELY ENGAGE WITH STATE GOVERNMENT TO MAXIMISE RECOVERY RESOURCES AND SYNERGIES BETWEEN LOCAL AND STATE RECOVERY ACTIVITIES.

5

5. FINANCIAL MANAGEMENT

5.1 Financial Management

5.1.1 Insurance

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. The Shire of Gnowangerup' assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines.

5.1.2 Financial Records

The Shire of Gnowangerup will assign records/invoices of costs associated with an emergency to specific cost centres. This ensures accurate records associated with the recovery process, are easily identifiable and accessible at any time.

5.1.3 Internal Finance

Responsibilities for expending Shire of Gnowangerup funds

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the activation flowchart **(Appendix 4 (a) and (b))** must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level required to enable funds to be spent.

ACTION

- **ALL INVOICING AND COSTS RELATED WITH THE EMERGENCY IS ALLOCATED AGAINST EMERGENCY COST CENTRES.**
- **CEO AND/OR NOMINATED SENIOR OFFICER HAVE AUTHORITY TO EXPEND FUNDS ON EMERGENCY EVENT.**



5.2 Financial Assistance

The State Emergency Management Policy

State Emergency Management Policy (SEMP) Section 5.12 outlines the responsibility of the HMA/CA to meet costs associated with an emergency.

Financial Assistance in Recovery

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances. Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (SEMC EM Plan **Section 6.10**).

5.2.1 Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)

Disaster Recovery Funding Arrangements-Western Australia (DRFAWA) is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed 'eligible'.

To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required
- State expenditure exceeds the small disaster criterion ($240,000 not including insurance related expenditure), and
- It must be a terrorist event or one of 10 specific natural disasters.

Once the emergency has been determined as a large-scale costly event, the Shire of Gnowangerup shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email:	drfawa@dfes.wa.gov.au
Phone:	9395 9341 or 9395 9973 or 9395 9374
Website:	Disaster Recovery Funding Arrangements-Western Australia

5.2.2 Premiers Natural Disaster Recovery Fund

Premier's Natural Disaster Recovery Fund will help bridge the gap of existing support mechanisms funded through Local, State and Commonwealth Government allocations, by tailoring support to the needs of the specific community and assessing applications and allocating funds in a timely manner.

The new recovery fund, (will vary up to $20,000 depending on the cohort and assessed need), will provide financial support to individuals, households, local businesses and community groups facing ongoing disruption and losses as they recover from natural disasters. The new recovery fund can be activated in addition to the Premier's Relief Payments, which are made available following significant natural disaster events and offer immediate financial assistance to residents to go towards paying for items such as food and clothing.

Funds will be distributed by partners, The Australian Red Cross and the Western Australian Council of Social Services (WACOSS) following an assessment process.

5.2.3 Premiers Relief Payments

The Premier's Relief Payment aims to help Western Australians affected by emergencies by providing financial assistance to cover expenses like food, clothing, personal effects, transport, and emergency accommodation

Full Payment: A one-off payment of $4,000 per household for eligible applicants whose home was destroyed or suffered severe damage and is uninhabitable.
Partial Payment: A one-off payment of $2,000 per household for eligible applicants whose home suffered partial damage

Applications for the Premier's Relief Payment on the Department of Fire and Emergency Services website https://recovery.dfes.wa.gov.au/#premiers-relief-payment

5.2.2 Centrelink

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested payment to eligible adults ($1,000) and eligible children ($400).
For more information, visit https://www.humanservices.gov.au/individuals/help-emergency

ACTION

- **On advice an emergency is an eligible event and significant resources have been expended LRC will direct Shire of Ashburton to contact DRFAWA Officers for advice and guidance.**
- **In an eligible major disaster, LRC will assist affected individuals connect with Centrelink for assistance payments.**
- **For significant emergency events, immediately begin to track costs in case claims can be presented to DRFAWA.**

6. APPEALS, DONATIONS & VOLUNTEERS

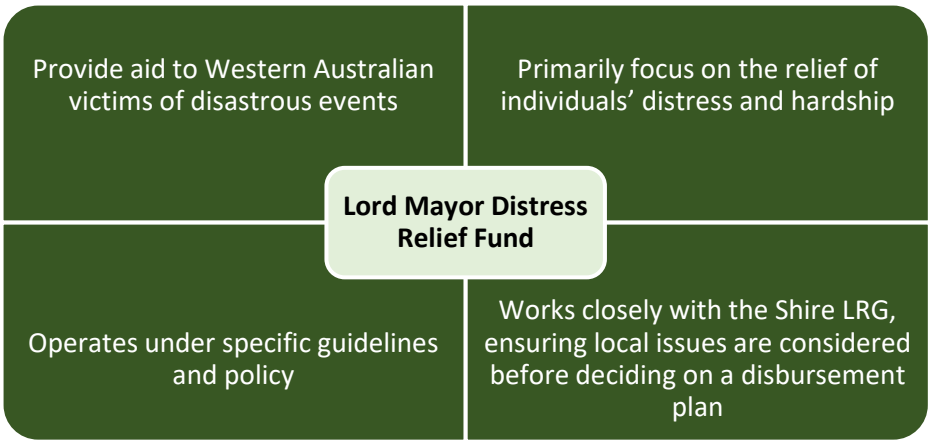
6.1 Appeals and Donations

6.1.1 Lord Mayors Distress Relief Fund

The Shire of Gnowangerup will advise and direct the distribution of monetary donations through the Lord Mayor's Distress Relief Fund (LMDRF).

LORD MAYOR'S DISTRESS RELIEF FUND

The LMDRF primary focus is to:



LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information see: http://www.appealswa.org.au

6.1.2 Donations of goods

At every opportunity, donations of physical goods should be discouraged due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

View the National Guidelines for Managing Donated Goods for best practice management.

6.1.3 Donations of Cash

LRG will encourage the use of the LMDRF for cash donations and if deemed necessary, a separate account will be opened.

State EM Procedures Pg. 176, Management of Public Fundraising and Donations

6.1.4 Non-Government Organisations (NGO) Assistance

NGOs may offer assistance by way of emergency relief funds, shelter or supplies. All offers or requests should be coordinated through the LRG. **See *Section 7* for further details**

6.1.5 Donations of Service and Labour

The Shire or its LRG should coordinate any donations of services/labour to assist with recovery.

ACTION

- **ON ADVICE OF ELIGIBILITY FOLLOWING A DISASTER, LRC WILL DIRECT SHIRE OFFICERS TO CONTACT LMDRF FOR ADVICE AND GUIDANCE.**
- **SPOKESPERSON TO ADVISE THAT GNOWANGERUP WILL NOT ACCEPT DONATIONS OF GOODS.**
- **ALL FINANCIAL DONATIONS WILL BE DIRECT THROUGH THE LMDRF.**
- **OFFERS OF ASSISTANCE WILL BE DIRECTED TO LRG.**

7

7. EMERGENCY RELIEF ORGANISATIONS & SPONTANEOUS VOLUNTEERS

Emergency relief organisations and volunteers play a crucial role in the immediate and long-term recovery efforts following a disaster. These groups, including government agencies, non-profits, community-based organizations, and spontaneous volunteers, provide essential services such as food, shelter, medical aid, and emotional support. While their contributions are invaluable, effective coordination, clear communication, and resource management are critical to ensuring their efforts align with broader recovery goals and do not create duplication or gaps in service delivery.

Emergency relief organisations and volunteers provide the human capacity and resources needed to bridge gaps between government recovery programs and community needs. They ensure recovery efforts are community-focused, compassionate, and responsive to the evolving challenges of disaster recovery.

Spontaneous volunteers will be referred to Emergency Volunteer WA (managed by Volunteering WA) for directions on most effective way to register individual/group support.

Recognised volunteer organisations specialising in Recovery can be view in:

Appendix 11 - Emergency Relief Organisations and Spontaneous Volunteer Links

ACTION

- **LRG WILL REFER SPONTANEOUS VOLUNTEERS TO EMERGENCY VOLUNTEERING AT HTTPS://EMERGENCY.VOLUNTEER.ORG.AU AND LOCAL SERVICE CLUBS AND SUPPORT ORGANISATIONS.**
- **LRC AND LRG WILL GIVE CONSIDERATION TO REQUESTING VOLUNTEER NOT-FOR-PROFIT ORGANISATIONAL ASSISTANCE : SEE APPENDIX 7**

8. FACILITIES & RESOURCES

8.1 Hazard Management Agency Response Resources

The HMA is responsible for certain resources and will determine which are required to combat the hazards.

8.2 Shire Contacts & Resources & Assets Directory

The 'Shire of Gnowangerup Emergency Contacts and Resources Directory' can be found in ***Shire of Gnowangerup Local Emergency Management Arrangements GENERAL PLAN Appendix 4.***

This document is reviewed and updated quarterly at each LEMC meeting and contains:

- Shire Emergency Contact Details
- Contact details of Service Providers
- Contacts details for Resources

8.3 Community Recovery Facilities

8.3.1 Recovery Centre and One-Stop-Shop

The purpose of a **Recovery Centre** (RC) and a **One-Stop-Shop** (OSS) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRC will decide where to establish the RC (which could be ongoing for a significant length of time) and the OSS (usually immediate and shorter length of time), which will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

The following locations have been identified as a suitable RC:

Location	Address	Available Resources
Shire Administration Building	28 Yougenup Rd Gnowangerup	Meeting room, offices, wi-fi, computers, teleconferencing, kitchen

Gnowangerup Community Resource Centre	47 Yougenup Rd Gnowangerup	Conference room, large open area, A/V area, hot offices, kitchen

Depending on the incident's severity, the OSS may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS should be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the OSS. Where this option is not viable, other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

Guidelines for establishing the RC and OSS can be viewed at **Appendix 7.**

ACTION

- **LRC/LRG TO DETERMINE LOCATION FOR RC AND ESTABLISH AS SOON AS POSSIBLE.**
- **OSS TO BE ESTABLISHED IMMEDIATELY FOLLOWING EVENT AND LOCATED APPROPRIATELY.**



8.4 Shire and Recovery Staff

8.4.1 Staff considerations

The Shire of Gnowangerup must continue to fulfil its critical service obligations to the community while considering the demands of recovery operations on staff to ensure continuity of regular business processes.

8.4.2 Staffing levels

Recovery operations can be complex and lengthy and depending on the nature of the event, some recovery services may be required for months or years, which may require additional staff being employed.

Shire must ensure availability of adequate staff and, if necessary, employ additional staff. If appropriate, forward a request for assistance to the LRG for consideration.
(***See Local Emergency Management Arrangements - General Plan - Appendix 12 Draft Example MOU Agreements*).**

8.4.3 Stress and fatigue

Throughout the recovery process, senior staff must consider and monitor fatigue, stress and pressure on staff; make allowances for any staff members who live in the affected community and have been personally touched by the situation. Shire management should consider additional support for staff, depending on the disaster's nature and impact.

Senior staff should access the Shire current Employee Assistance Programs for their team members as necessary.

8.4.4 Staff communication

Regularly brief staff to keep up to date with all activities and recovery progress. Disseminate situation reports throughout the workplace.
As staff interact with community members every day, they can relate the Shires and LRG's current extensive activities and actions.

The Shire will arrange a formal debriefing for all staff as they transition from recovery back to normal duties.

ACTION

- **SHIRE STAFF TO BE REGULARLY BRIEFED ON CURRENT SITUATION AND ACTIVITIES WITHIN RECOVERY.**
- **STRESS AND FATIGUE OF SHIRE STAFF TO BE MONITORED AND ASSISTANCE PROVIDED WHERE APPROPRIATE.**
- **AS SOON AS POSSIBLE, DETERMINE INCREASE IN STAFFING LEVEL TO MEET DEMANDS (REFER 1.8.1)**

9. ROLES & RESPONSIBILITIES

9.1 Local Emergency Management Committee (LEMC)

The Shire of Gnowangerup's LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

To assist the Shire of Gnowangerup manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRG.

9.2 Local Recovery Coordinator (LRC)

The Shire of Gnowangerup's LRC has been appointed in accordance with the Emergency Management Act 2005, Section 41(4).

A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs. *(See* **Appendix 2 - Roles and Responsibilities)**

9.3 Local Recovery Coordination Group (LRCG)

The Shire of Gnowangerup's LRG is the strategic decision-making body that oversees the recovery process. The LRG has a key role in coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community.

The LRCG is formed from LEMC members responsible for specific recovery and restoration tasks, support organisations, non-government organisations and significant community representatives.

9.4 Shire Roles & Responsibilities

A comprehensive list of the LRC's duties, roles and responsibilities for disaster recovery and identified Shire staff can be viewed at **Appendix 2 Roles and Responsibilities.**

9.5 External Agencies Recovery Roles and Responsibilities

The WA State Government along with non-government organisations should provide a range of services and resources to the recovery effort and should be used wherever possible.

9.5.1 Department of Communities

The State Emergency Management Plan, section 5.5.4, states Communities has the primary responsibility for coordinating the provision of Emergency Relief & Support services across six functional domains:



Communities has a major role and primary responsibilities ensuring the State Support Plan for ERS services are enacted.

9.5.2 Higher Risk Persons and Groups, (Vulnerable, Disadvantaged and Disabilities)

The Shire of Gnowangerup has a diverse range of community members at Higher Risk. These could be the vulnerable, disadvantaged and persons with disabilities. The Shire of Gnowangerup will strive to ensure inclusion of this group of community members being well considered in recovery efforts.

All community members at Higher Risk, are encouraged to have a Person-Centred Emergency Prepared Plan in place. More information around P-CEP can be found at:
https://collaborating4inclusion.org/pcep/pcep-tools/

Further information can be found within the Shire of Gnowangerup 'Higher Risk Persons & Groups Plan' including community contacts and supporting agencies, found In: **Local Emergency Management Arrangements- General Plan at Appendix 5.**

A complete list of agencies and their roles and responsibilities can be viewed in the State Emergency Management Plan at Appendix E.

ACTION

- ALL SHIRE STAFF COULD BE ENGAGED IN VARIOUS STAGES OF DISASTER RECOVERY.
- SPECIFIC SHIRE STAFF IDENTIFIED IN THIS PLAN SHOULD BE FAMILIAR WITH THE ROLES AND RESPONSIBILITIES INVOLVED WITH DISASTER RECOVERY.
- DEPT OF COMMUNITIES IS THE LEAD AGENCY IN EMERGENCY RELIEF AND WELFARE.
- EXTERNAL AGENCIES SHOULD BE ENGAGED AND USED WHEREVER POSSIBLE.

10

10. COMMUNICATIONS

Recovery communication is the practice of sending, gathering, managing, evaluating, and disseminating information.

In an emergency and during the response phase, the HMA/CA manages communications.

The CA officially hands responsibility for communication to the local government leading the recovery complete with the IS, as the transfer of event management to recovery is conducted. The local government coordinates the recovery of the affected community, including communications.

Communities threatened by, or experiencing, an emergency have an urgent and vital need for direction and information. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.



10.1 Recovery Communications Plan

A template for the Recovery Communications Plan has been developed to guide recovery communications. It details a vision, mission, and direction for communicating with the affected community and is provided to the LRG.

The Recovery Communications Plan can be found at **Appendix 3.**



10.2 Spokesperson/s

During recovery, the Shire of Gnowangerup's spokesperson will be the Shire President and or CEO. The CEO may delegate authority for specific person/s to act as a spokesperson.

ACTION

- **THE RECOVERY COMMUNICATIONS PLAN WILL BE USED TO PROVIDE GUIDANCE IN PUBLIC INFORMATION AND COMMUNICATIONS.**
- **FOR FURTHER GUIDANCE REFER COMMUNICATION IN RECOVERY GUIDELINES HTTPS://WWW.WA.GOV.AU/GOVERNMENT/DOCUMENT-COLLECTIONS/EMERGENCY-MANAGEMENT-GUIDELINES**

11. STAND DOWN

Recovery doesn't have a definite end date; however, the Shire of Gnowangerup will consult with all interested parties to decide when it will resume normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the effect on the Shire's community.



11.1 Debriefing

The Shire Officer responsible for Human Resources will instigate a formal debriefing session(s) for all staff and through the Employee Assistance Program (EAP) as required, while the Shire transitions from recovery back to it normal duties.



11.2 Evaluation

Under State emergency management guidelines, the one-year anniversary of the emergency marks the time when the local government must provide an evaluation report of its activities in recovery. (State EM Policy 6.10 - Review of Recovery Activities)

The LRC will provide the State Recovery Coordinator with a formal report that reflects on the recovery process undertaken by the Shire of Gnowangerup and its LRG.

See Appendix 10 (a) Local Recovery Group Standard Reporting Update and, Appendix 10(b) Post-Incident Analysis.

ACTION

- A FORMAL POST RECOVERY ANALYSIS WILL BE HELD BY THE LRG FOR EVALUATION AND APPLICATION OF LESSONS LEARNT - SEE APPENDIX 10 (A) & (B).
- A FORMAL DEBRIEF WILL BE HELD FOR SHIRE STAFF FOR EVALUATION AND APPLICATION OF LESSONS LEARNT.
- ASSISTANCE WILL BE MADE AVAILABLE THROUGH EAP FOR ANY STAFF WORKING IN THE RECOVERY PROCESS.
- FORMAL REPORT COMPILED BY LRC FOR COUNCIL AND STATE RECOVERY COORDINATOR.

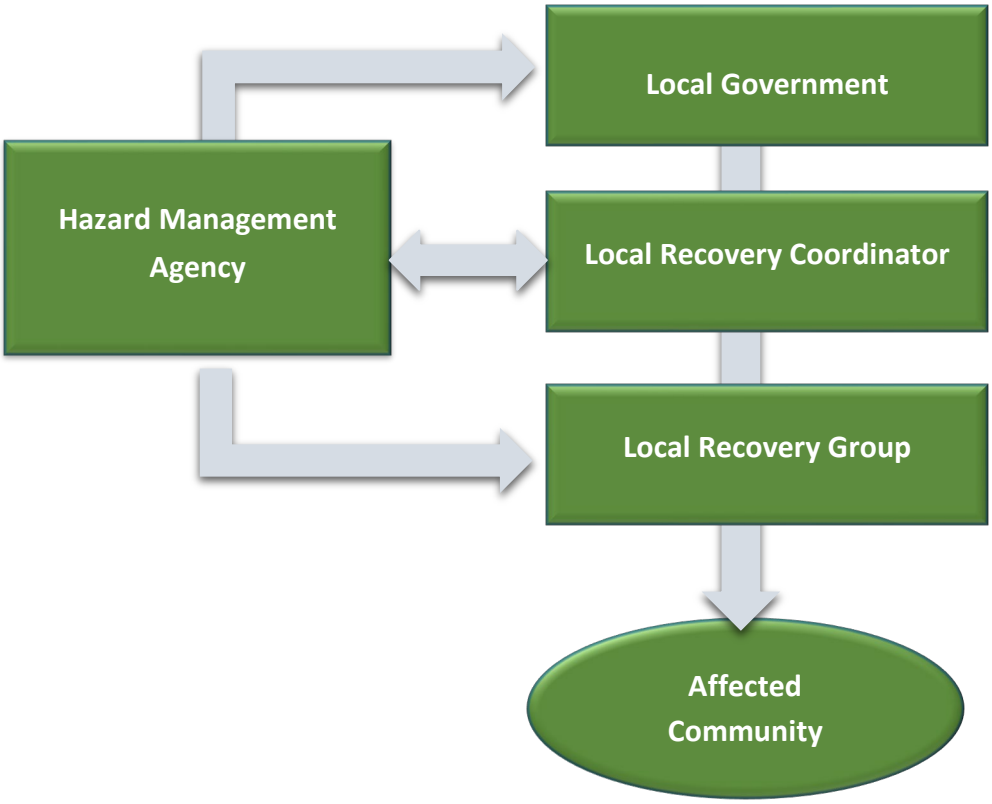
12. APPENDIX

Appendix 1	Local Recovery Group Management Structure and Functions
Appendix 2	Recovery Roles and Responsibilities – Shire of Gnowangerup and Recovery staff
Appendix 3	(Emergency Event) Recovery Communications Plan
Appendix 4	(a)Recovery Operational Sequence Guide + (b)Recovery Action Matrix RACI
Appendix 5	Recovery Actions Checklist
Appendix 6	Operational Recovery Plan
Appendix 7	Recovery Coordination Centre/s & Event Guidelines
Appendix 8	Emergency Relief and Support & Health Guidelines
Appendix 9	Local Recovery Plan Action Items
Appendix 10	(a)LRG Standard Reporting (Template), (b) PIA (Template) – Recovery Debrief
Appendix 11	Emergency Relief Not-For-Profit Organisations & Spontaneous Volunteers
Appendix 12	Principles Conflict Resolution Guide

Appendix 1

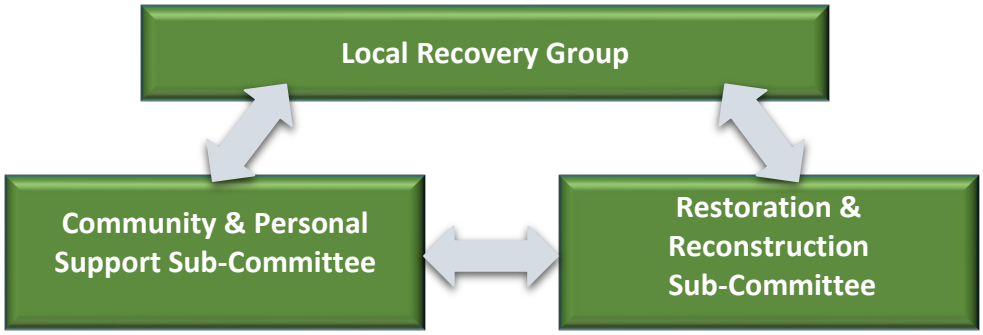
Local (Shire of Gnowangerup) Recovery Group Management Structure and Functions

1.1 Initial Recovery Management Structure during Response phase



1.2 Partial Recovery Management Structure – Initial

(Depending on community impact and complexity of event)



1.3 Full Management Structure (Comprehensive/Complex Event)



1.4 Local Recovery Group Sub-Committee Functions



Community Wellbeing Sub-Committee

Functions:

Provides advice and guidance to assist in restoration and strengthening of community wellbeing post event
Facilitates understanding of needs of affected community in relation to its wellbeing
Ensures the affected community is informed and involved in recovery processes so actions and programs match its needs
Assesses and recommends medium and long-term priority areas to the Shire of Gnowangerup for consideration to assist with restoration and strengthening of community wellbeing
Assesses the requirement for personal support services in the short, medium and long-term
Facilitates resources (financial and human) as required to complement/assist existing local services
Monitors progress of local personal service providers and receives regular progress reports from agencies involved



Built and Infrastructure Sub-Committee

Functions:

Assesses requirements for restoration of services and facilities with assistance from responsible agencies
Assesses restoration process and reconstruction policies, programmes, and facilitates reconstruction plans where required
Reports progress of restoration and reconstruction process to the Shire's Recovery Group
Assesses and recommends priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term

Economic and Financial Sub-Committee

Functions:

Provides advice and guidance to assist in restoration and strengthening of the Shire's economy after the event

Makes recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship, as a result of the event

Develops eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

1. Ensure the principles of equity, fairness, simplicity and transparency apply
2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance
3. Recognise the extent of loss suffered by individuals
4. Complement other forms of relief and assistance provided by government and the private sector
5. Recognise immediate- short- medium- and longer-term needs of affected individuals
6. Ensure the privacy of individuals is protected at all times.

Facilitates disbursement of financial donations from corporate sector to affected individuals, where practical

Natural Environment Sub-Committee

Functions:

Provides advice and guidance to assist with restoration of natural environment post event

Facilitates understanding of needs of affected community in relation to environmental restoration

Assesses and recommends priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife

Assesses and recommends medium and long-term priority areas to the Shire of Gnowangerup for consideration to assist in the restoration of the natural environment in the medium to long-term

Appendix 2

Recovery Roles and Responsibilities Shire of Gnowangerup Staff

LOCAL RECOVERY COORDINATOR

Deputy CEO (HR & Emergency Management Officer in the absence of the DCEO)

- ✓ Forms part of Incident Support Group (ISG) to provide a coordinated response during an emergency
- ✓ Facilitates and coordinates all recovery actions as directed by Local Recovery Group (LRG)
- ✓ Advises and informs the community regarding all aspects of recovery as per communication strategy
- ✓ Assesses community recovery requirements for each emergency in liaison with HMA to:
  1. Provide advice to the CEO on requirements to activate Local Recovery Plan (LRP) and convene the LRG
  2. Provide advice to the LRG
- ✓ Undertakes the functions of the Executive Officer to the LRG
- ✓ Facilitates the acquisition and appropriate application of materials, staff and financial resources
- ✓ Manages resources required for an emergency disaster with assistance from Recovery Centre Coordinator
- ✓ Coordinates local recovery activities, in accordance with plans, strategies and policies determined by the LRG
- ✓ Monitors the progress of recovery and provides periodic reports to the LRG
- ✓ Liaises with the State Recovery Coordinator on issues where State level support is required or where there are problems with local services
- ✓ Ensures regular reports are made to the State Recovery Coordination Group on progress of recovery
- ✓ Arranges a debriefing session for all participating agencies and organisations as soon as possible after stand-down including collating data developed throughout recovery for future reporting
- ✓ Ensures all emergency events and related meetings are minuted and all Emergency Coordination Centre and Recovery Centre records are kept for 7 years for the coronial inquest and legal defence purposes

CHAIR

Local Recovery Group – Shire CEO

- ✓ Provides information to the LEMC Chair on issues that need to be addressed from Authority's and LRG perspective

CHAIR

Local Emergency Management Committee – Shire CEO

- ✓ Identifies any issues that arise from the LRG and communicates to the relevant LEMC member for consideration and action

RECOVERY SUPPORT OFFICER

HR & EM Officer.

- ✓ Provides administrative support as required to members of the LRC and LRG

SHIRE OF GNOWANGERUP LIAISON OFFICER

Chief Executive Officer

- ✓ Liaises with the HMA and Communication Coordinator
- ✓ Ensures a consistent message is released to the community and internal staff

RECOVERY CENTRE COORDINATOR (RCC)

HR & EM Officer

- ✓ Develops Management Arrangements, including the Local Recovery Plan (LRP)
- ✓ Appoints a deputy
- ✓ Prepares, maintains and exercises Recovery Centre (RC)
- ✓ Monitors and reviews information relating to centres (e.g. location, facilities)
- ✓ Builds and activates a team to open and manage RC.
- ✓ Disseminates information on location, functions and hours of operation to public in conjunction with the Communication Coordinator
- ✓ Accesses and authorises the Shire to commit resources to the centre
- ✓ Coordinates the presence of relevant external agencies
- ✓ Ensures all emergency events and related meetings are minuted and all RC records are kept for 7 years for the coronial inquest and legal defence purposes
- ✓ Works in partnership with HMAs and SEMC Secretariat, during non-disaster periods, to increase recovery awareness and promote recovery planning with key stakeholders

RECOVERY COMMUNICATIONS COORDINATOR

Chief Executive Officer

- ✓ Liaises with other relevant Hazard Management Agencies
- ✓ Ensures communication strategy is in place to share information internally and externally
- ✓ Writes and distributes media statements in line with LG policy
- ✓ Writes, produces and distributes promotional material
- ✓ Advises Management Team on media issues
- ✓ Assists with preparing protocols for dealing with the media
- ✓ Reviews & implements Recovery Communication Plan in consultation with the LRC & LRG

SAFETY OFFICER

Risk Coordinator

- ✓ Provides advice to all sections of the LRG on WHS Risk Management during emergencies
- ✓ Liaises with relevant external services or agencies in relation to WHS practices

INFORMATION TECHNOLOGY SUPPORT OFFICER

Deputy CEO/ IT & Governance officer

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Ensures IT equipment and resources available for Service Units requesting support and equipment

COMMUNITY SERVICES COORDINATOR

HR & EM Officer

- ✓ Liaises with Dept. of Communities (Communities) Evacuation Centre Coordinator
- ✓ Assesses requirements for support services in short, medium and long-term
- ✓ Facilitates resources (financial and human) as required to complement/assist existing local services
- ✓ Monitors local service providers and receives regular progress reports from agencies involved
- ✓ Ensures maximum community involvement
- ✓ Ensures immediate and long-term individual and community needs are met
- ✓ Makes recommendations to the LRG

CHILDREN AND FAMILY SERVICES COORDINATOR

Community Development Officer

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Provides advice/progress to the LRG on issues affecting Children/Family services

ENGINEER OPERATIONS AND LOGISTICS

Exec Manager Infrastructure & Assets

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Assesses requirements for restoring services and facilities with the assistance of responsible agencies
- ✓ Assesses the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required
- ✓ Reports the progress of the restoration and reconstruction process to the LRG

FIELD COORDINATOR SUPERVISORS

Supervisor of Operations, Facilities and Maintenance

- ✓ Assists with operational response as requested by Engineering Operations Logistics

FINANCIAL RECOVERY COORDINATOR

Chief Financial Officer

- ✓ Acquires, distributes and accounts for funds
- ✓ Liaises with the LRG to identify financial implications of emergency event
- ✓ Committees established to manage donations, appeals, etc.
- ✓ Keeps records of all costs as a result of the emergency (cost centre to track $)
- ✓ Liaises with Communities to gain access of potential emergency funding
- ✓ Liaises with State Officers after declaration made that activates the DRFAWA fund
- ✓ Acts as representative to ensure appropriate recuperation of funds spent

GNOWANGERUP EMERGENCY RESOURCE OFFICERS

Rangers

- ✓ Assists Local Recovery Coordinator (LRC) as required

ECONOMIC RECOVERY COORDINATOR

Chief Financial Officer

- ✓ Liaises with the Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure affecting business operations)
- ✓ Assists businesses with recovery following an incident
- ✓ Liaises with the business community to ensure immediate/urgent needs are addressed
- ✓ Assists with DRFAWA funding arrangements if required
- ✓ Liaises with insurance companies and provides assistance where required to fast track claims from businesses (for example, provide temporary local office space for insurance assessors)

WASTE SERVICES OFFICER

Coordinator Waste Management

- ✓ Ensures waste services continue as the demand potentially increases from an emergency

HEALTH RISK ADVISOR

Environmental Health Services

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Provides advice/information to the LRG on issues affecting environmental health resulting from the emergency
- ✓ Evaluates/assesses properties affected by the emergency post event
- ✓ Liaises with Dept. of Health as required on behalf of the Authority

SUPERVISOR BUILDING MAINTENANCE

Building Services

- ✓ Evaluates building structures following an emergency
- ✓ Assists with emergency permits
- ✓ Liaises with planning implementation, engineers and building practitioners

BUILDING STRUCTURAL OFFICER

Manager/Senior Officer Development Services/Building

- ✓ Evaluates/assesses building structures following an emergency
- ✓ Provides assistance to residents affected by a disaster with advice and processing of building plans

BUSINESS RISK MANAGEMENT OFFICER

Risk Coordinator

- ✓ Develops a business continuity plan to ensure LG Business continues during and after the emergency/recovery process
- ✓ Advises on Risk Analysis of Recovery Plan and actions

SUPERVISOR PARKS MAINTENANCE

- ✓ Assists with an operational response as requested by LRG and Engineer Operations and Logistics

LOCAL RECOVERY COORDINATOR GROUP

Assessment and Planning

- ✓ Coordinate the assessment of community impacts across all recovery environments.
- ✓ Develop and implement the Local Recovery Plan
- ✓ Set recovery objectives, priorities, and strategies in collaboration with the affected community and stakeholders

Coordination and Liaison

- ✓ Coordinate recovery activities across local government, State agencies, NGOs, and the community.
- ✓ Liaise with the State Recovery Coordinator and relevant functional areas as required
- ✓ Establish and support Recovery Working Groups (e.g., infrastructure, welfare, environmental).

Community Engagement

- ✓ Ensure effective communication and consultation with the affected community
- ✓ Facilitate community participation in the recovery process and decision-making
- ✓ Provide information and referral to support services and resources

Resource Management

- ✓ Identify and mobilise local resources to support
- ✓ Facilitate access to State and Commonwealth disaster relief funding and assistance
- ✓ Support coordination of donations and volunteer efforts (if applicable).

Monitoring and Reporting

- ✓ Monitor the progress of recovery against established objectives and community needs
- ✓ Prepare regular situation reports and a final recovery report for Council and the State Recovery Coordinator
- ✓ Identify lessons learned and contribute to post-incident reviews and continuous improvement

Governance and Administration

- ✓ Ensure all recovery activities are undertaken in accordance with relevant legislation, policies, and guidelines.
- ✓ Maintain appropriate records of decisions, financial expenditure, and community feedback
- ✓ Report to the Local Emergency Management Committee (LEMC) and Council on recovery activities and outcomes.

SHIRE OF GNOWANGERUP

BORDEN GNOWANGERUP ONGERUP

RECOVERY COMMUNICATIONS PLAN



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Issue	**Rev.**	**Date**	**Author**	**Reviewed**
Draft for comment		Jan 2025	LRW	2025

1. VISION

The Shire of Gnowangerup's (the Shire) vision during an emergency and subsequent recovery is to empower and support the community so it feels an active partner in its recovery.

To have a strategy in place to manage and/or avoid any adverse public actions and/or reactions which relate to the recent emergency.

2. MISSION

The Shire's mission is to provide widespread regular high-quality information to disaster affected community members and the greater community.

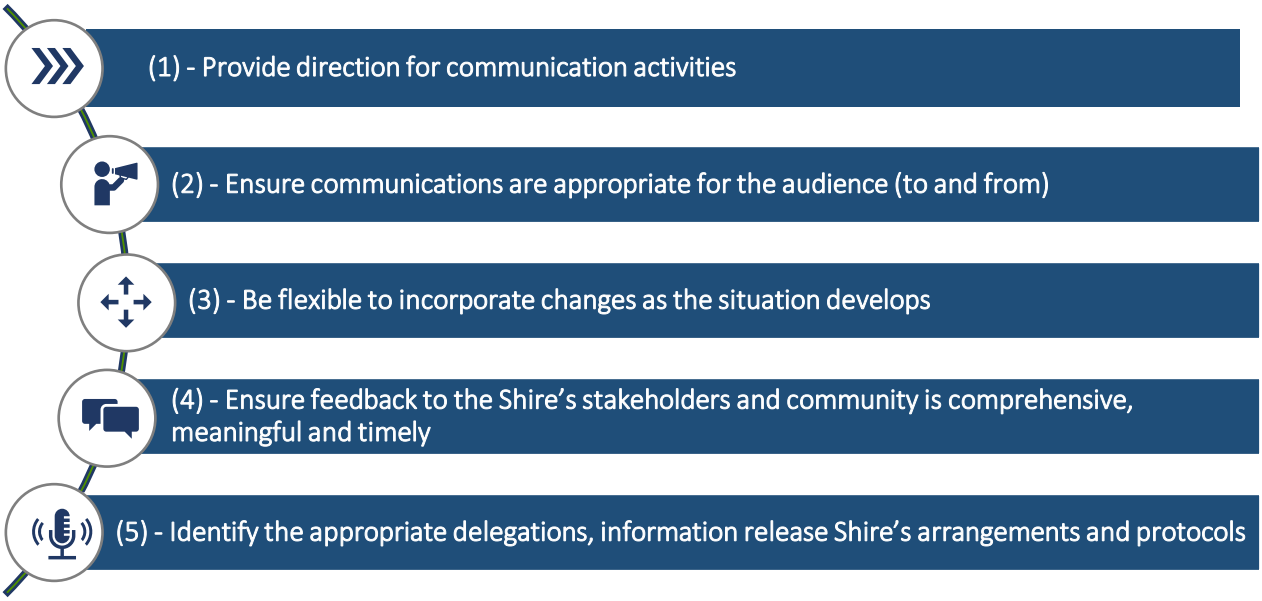
To acknowledge the psychological challenges and complexities of communicating with a community that has been affected by the disaster.

To encourage and promote two-way communication to better understand the community's needs and concerns.

3. BACKGROUND

Brief outline of details of emergency event.

4. COMMUNICATION OBJECTIVES



5. KEY TARGET AUDIENCE

The following have been identified as the primary target audience for communications.

Primary Target Audience	Description	Actions When/Where
Disaster affected community members	Reach those who have been directly affected and may be seeking assistance. Consider outreach and using this database.	Provide recovery contacts and key information to aid decisions via outreach. Shire's website to be kept updated with recovery information.
Displaced persons	Displaced persons need to remain contactable. Use a variety of networks to reach people.	Maintain master database of affected persons. Agencies to share information to build a clear picture of where people are and their contacts.
Community Shire of Gnowangerup	Reach those who like to be kept up-to-date on local news and happenings. Use existing community networks so all requests for support and assistance can be provided.	▪ Shire's Website ▪ Recovery Newsletter ▪ Local Paper ▪ Community Radio ▪ TV Interviews ▪ Community Events ▪ Group Gatekeeper Networks
Recovery agency partners	Ensure a coordinated effort and that all messages provided to the community are consistent.	All messages coordinated through Local Recovery Coordinator's office.
Pastoral and outlying community	Reach any rural community that may not have visited recovery centres or attended community meetings and may not know help is available.	Outreach conducted at interval: ▪ Immediately after impact ▪ 6 monthly follow up ▪ 12 monthly follow up Ensure special issue of Recovery News attached to rates notices. Consider phone outreach.
Affected businesses and their employees	Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff.	Liaise with affected businesses. Engage key support agencies that aid the business community and ensure communication is encouraged.

Primary Target Audience	Description	Actions When/Where
Shire of Gnowangerup Community (philanthropists and benefactors)	Reach those who may want to donate cash, supplies/materials or labour.	Official Shire media releases. Website kept updated with latest recovery information. Engage radio and TV to keep the recovery of community positive and transparent.
State and Federal Government	Keep governments informed of Shire's challenges to enlist appropriate assistance.	Ensure key strategies and actions undertaken are communicated to State/Fed. Gov't agencies to ensure common objectives and goals are met and a united front is projected for recovery.
Shire's staff and elected Councillors	Provide information about the challenges to enlist appropriate solutions and provide actions.	Staff newsletter/Intranet information on what is 'happening' in recovery. Customer service information sheet for incoming enquiries. Recovery information is a regular Council agenda item.
Local Recovery Group and Sub-Committees	Provide information to the following committees: • Finance • Social Wellbeing • Infrastructure • Natural Environment	Maintain spreadsheet database of all sub-committee meetings highlighting actions, time schedules, responsibilities and outcomes, which are available across four sub-committees.

The following audiences have been identified as the secondary targets for communication.

Secondary Target Audience	Description	Actions When/Where
Media commentators	Provide information to: • Authorised State and regional newspapers • State and local radio • State and local television	Weekly newspaper updates. Monthly radio interviews updates. Encourage good news recovery stories for TV/Radio. Community events. Develop and manage an agreed reporting rhythm.

Business community	Keep the business community informed.	Form working groups of affected businesses so they are hubs to distribute information.
WA community	Keep the wider community informed.	Encourage wider syndication of good news stories and media releases.

6. KEY MESSAGES

Messages must be consistent with the overall purpose of the communication and meet the requirements of the Shire, stakeholders and the community.

Key messages to be delivered to both primary and secondary target audiences are:

Message: What do you want your audience to think, feel or do?	Purpose: Does this message meet your communication objective?
✓ All concerns/issues, whether great or small, matter to the Shire and are being addressed.	**Objective 4, 3**
✓ Current situations and information received will be acted upon.	**Objective 2, 4**
✓ The whole community is being informed and kept up to date.	**Objective 4**
✓ The community is an active partner in recovery and is consulted on decisions and activities that are organised.	**Objective 1, 3**
✓ The community is empowered by the information received and is encouraged to be self-sufficient to build capacity.	**Objective 1**

7. ACTIONS

Key Stakeholders	Proposed Consultation/Communication	Medium
Community	Community consultation via a range of mediums to reach appropriate members. Using existing community networks and information conduits to engage and inform. Recovery Community Meetings. Recovery Newsletter. Shire's website.	Face-to-face via Recovery Centre. Community Development team as needed. Weekly first month switching to fortnightly/monthly. Further outreach as needed to maintain contact and get to persons that don't have other forms of communication.
Local Recovery Group members	Implement updates via Shire meetings, email newsletters.	Weekly, via 'FYI' newsletter.
Shire's staff internal and operational	Updates regarding actions and ongoing issues.	Messages disseminated through senior staff via daily/weekly meetings. Agency updates via CEO.
Media	Shire segment updates in local papers. Regular interviews with local radio stations.	Locally read newspaper and possibly West Australian.
Shire of Gnowangerup	Develop and use a protocol to ensure that all information is vetted, factual, suitably endorsed for release.	CEO.

8. RISK MANAGEMENT

Risk	Action/Mitigation
Information overload	✓ Ensure information is fresh, different and interesting, e.g. consider news items found about other affected communities and their recovery. ✓ Ensure all information presented addresses a community need, thus minimising superfluous information.
Material poorly designed and ineffective in communicating key messages	✓ Design material so it is clear, easy to use and written in appropriate language for the chosen audience.
Material and information too late or too infrequent	✓ Have weekly or fortnightly deadlines.
Other agencies sending mixed messages	✓ Make sure all agencies are aligned and messages are consistent.

9. COMMUNICATION AID

Communication Channels	Monitor and Evaluate
Shire's Emergency/Disaster Event Recovery Newsletter	After publication, register any enquiries or comments regarding the content and assess weekly or immediately after publication.
Local Newspaper, Community Bulletins, West Australian Newspaper	After publication, register any enquiries or comments regarding the content and assess weekly.
Shire's website and FAQs	Assess the number of visits to event recovery page. Establish feedback loops through the website to gauge effectiveness of communications.
Radio interviews (spokesperson)	Record interviews for critical analysis.
Staff briefing notes/script	Check regularly to ensure information is up-to-date and updated immediately the situation changes.
Community events and community meetings	Register attendance numbers. Take notes at each event and meeting to gauge interest and relevance of content.
Distributing news through existing community networks	Monitor social media and other community networks.

10. COMMUNICATIONS PLAN REVIEW

The Communication Plan will be reviewed daily/weekly, or as necessary, as determined by Local Recovery Group Chairman and/or CEO Shire of Gnowangerup.

11. COMMUNICATIONS BUDGET

To be determined when actions have been confirmed

12. ATTACHMENTS

Attachment 1: Recovery Communications Planning Guide

Attachment 2: (a) Ask a Question (b) Make a Statement

Attachment 3: Outreach Needs Assessment and Initial Contact Form

Attachment 4: Recovery Community Meetings Guidelines

Attachment 1 - Recovery Communications Planning Guide

Recovery Communications Planning Template

Recovery Communications Planning Checklist

Action	Y/N	Responsible Person
Communications Governance		
Lead spokesperson selected/ advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message Board locations established		
Internal staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promoted in all messaging		
Spontaneous volunteer management messaging devised and promoted in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/ media devised and established		

Community Message Talking Points

Spokesperson _____ ***Position*** _____

_____

Message timing

To be delivered at: _____ AM ☐ PM ☐

Media channel/s: _____

Target audience: Internal staff ☐

Community group/s _____

_____

_____

Agency/s _____

Message Body

Intro: Discuss current situation (include 'No physical donations accepted', etc.)

1 *What we know*

2 *What we do not yet know*

3 *What we are doing*

4 *What we want you to do*

Reiterate main and salient points

Next message will be available at: _____

Attachment 2(a) – Listening - Ask a Question

Printed on GREEN paper

Emergency/Disaster Event RECOVERY

ASK A QUESTION

If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.

Your name:	Your contact details:

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Emergency/Disaster Event RECOVERY

ASK A QUESTION

If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.

Your name:	Your contact details:

Attachment 2(b) – Listening - Make a Statement

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Emergency/Disaster Event RECOVERY

MAKE A STATEMENT

Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.

Your name:	Your contact details if response required:

Printed on YELLOW paper ✂----------



Emergency/Disaster Event RECOVERY

MAKE A STATEMENT

Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.

Your name:	Your contact details if response required:

Attachment 3 – Outreach Impact and Needs Assessment

Date: _____ TEAM No: _____

Hello, my name is _____and I am from Shire/ volunteer/ Aust. Red Cross on behalf of the Shire of Gnowangerup. We are here to (engage/ speak/ check in) with those affected from recent events to see how best we can assist. We're collecting a database of affected people and impact on properties to ensure we deliver up-to-date information and assistance to connect people with appropriate organisations/ agencies/ people depending on assistance you may require.

PROPERTY DETAILS			
Property Location (Lot No, Street Name, Area):			
		Nearest Cross Road:	
Property Owner/Occupant Name:			
How would you like to be contacted?		**Your preferred time?**	
☐	Phone:	☐	**Morning** (7am – 12noon)
☐	Email:	☐	**Afternoon** (12noon – 5pm)
☐	Post:	☐	**Evening** (After 5pm)

PROPERTY NEEDS		Please provide information on detail for any needs identified
☐	House destroyed/uninhabitable	
☐	House damaged	
☐	Outbuildings destroyed Total: _____	
☐	Rebuilding assistance	
☐	Asbestos/Possible asbestos	
☐	Water supply affected	
☐	Vehicle destroyed/damaged	
☐	Animals lost/injured	
☐	Utility services affected	
☐	Fencing destroyed/damaged	
☐	Environmental clean-up required	
☐	Other (Please provide details) _____	

INFORMATION NEEDS		OTHER ASSISTANCE REQUIRED	
☐	Rubbish collection/Disposal information	☐	Council Services TYPE:
☐	Recovery Information/Newsletter	☐	Referral to Agency WHO:
☐	Financial/Grant assistance	☐	Other (provide details):
☐	Counselling/Wellbeing check		

Would you like someone to contact you?

☐ Immediately ☐ Within the week ☐ In the future

Attachment 4 – Community Recovery Meeting Guidelines

SHIRE OF GNOWANGERUP

Community Recovery Meeting

We promise to listen to you and do our best to answer your questions honestly and tell you exactly what we know. There will be many questions that we don't have answers to yet. Please accept this is our reality and we are doing everything we can to get these questions answered by the responsible agencies.

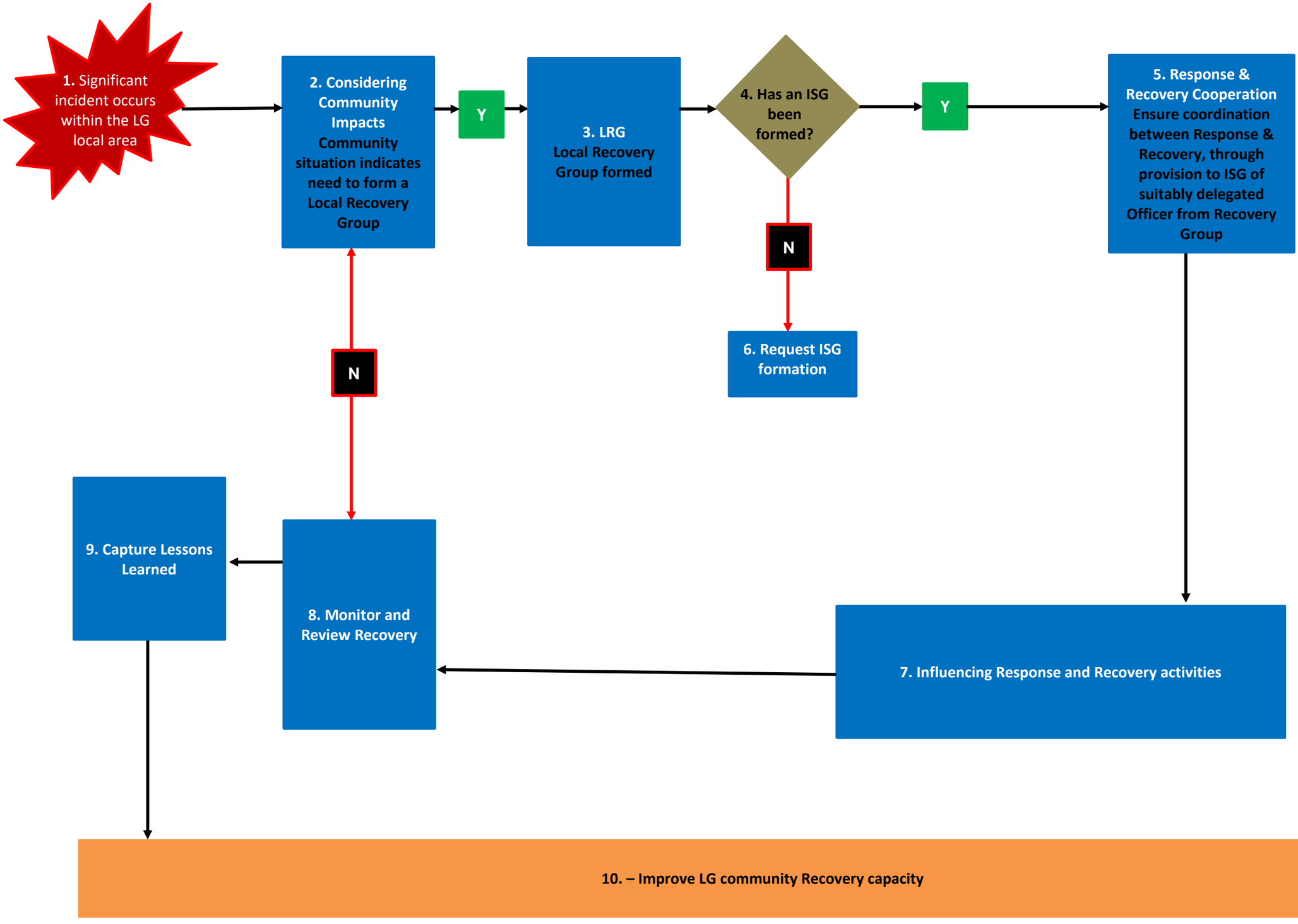
Unity at Community Meetings – Together we stand

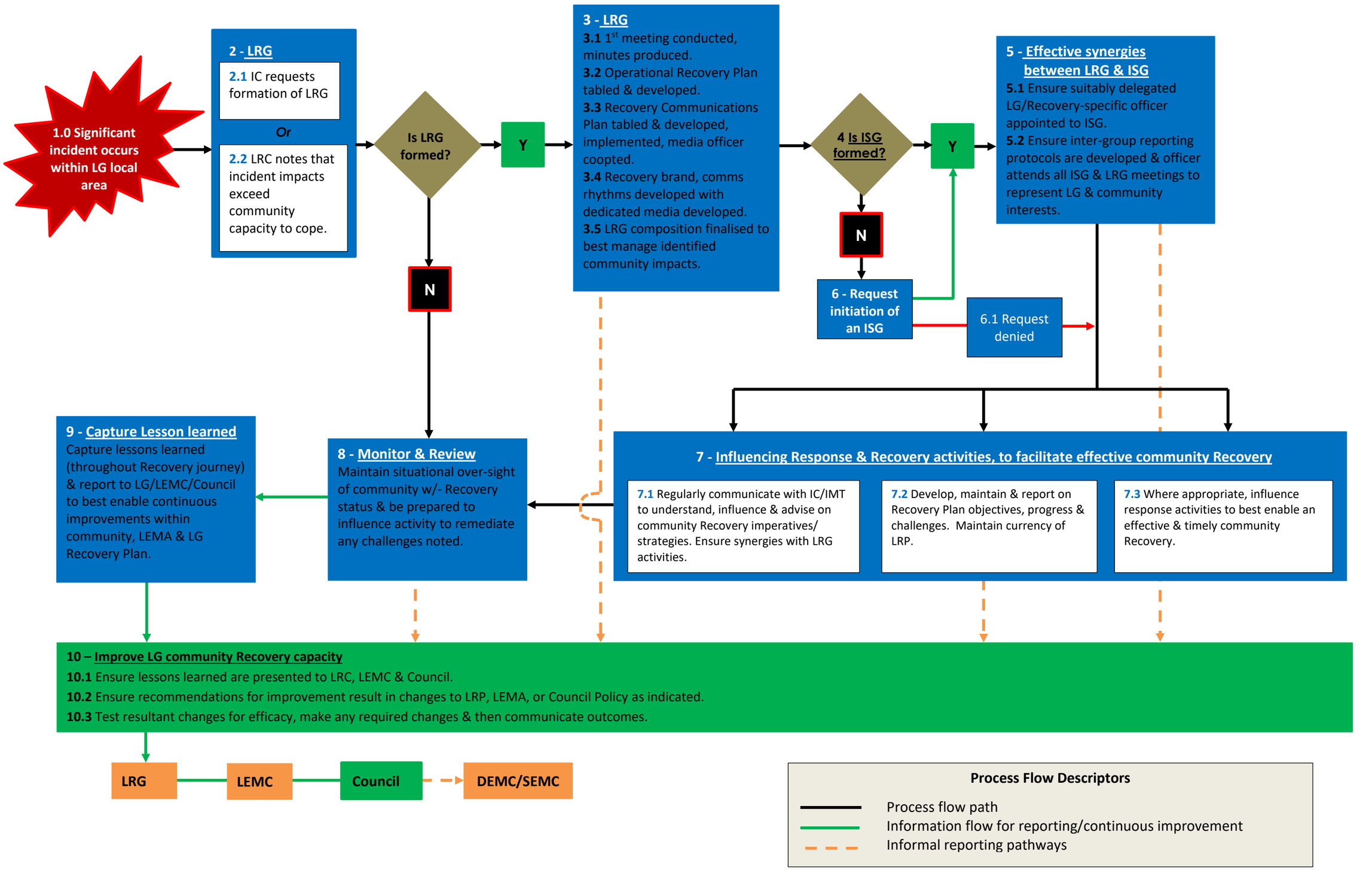
- ✓ Let's keep the right thing at the centre: let's do the very best we can for our recovery as a community
- ✓ Together we are better and stronger: let's keep the spirit of community strong (and your Shire of Gnowangerup workers are part of that community)
- ✓ Treat each other with dignity and respect: everyone's concerns matter and are equally important
- ✓ Keep it as civil as you possibly can: abusive language is not acceptable and is not helpful
- ✓ Listen respectfully to each other and try to understand the other's point of view
- ✓ Only one person to speak at a time… we can only hear one person at a time
- ✓ Say what you need, and ask what you need to know
- ✓ Constructive suggestions are welcomed… everyone can be part of the problem-solving process
- ✓ It is OK to leave the room at any point. We have Councillors here who can help you if you feel overwhelmed

Appendix 4

Recovery Operational Sequence Guide/Checklist

Situation	Organisation/Action
ALERT **(Transition)** Advice of an emergency with potential to require local coordination of recovery activities	**HMA/CONTROLLING AGENCY** ➢ Ensure Local Emergency Coordinator (LEC) and affected Shire of Gnowangerup(s) are advised of extent of potential recovery support requirements. ➢ State EM Policy - *6.2.1 – The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to the four recovery environments (social, built, economic and natural) prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Where required, an Impact Statement must be completed, prior to the transfer of responsibility for management of recovery to the Shire of Gnowangerup(s) affected area.* *6.2.2 – The relevant Controlling Agency with responsibility for the response to an emergency must initiate a range of recovery activities during the response to that emergency, as detailed in the State EM Plan (section 6.4).* ➢ Include Local Recovery Coordinators/ Shire of Gnowangerup's in briefings/Incident Support Group (ISG). **SHIRE OF GNOWANGERUP** ➢ Establish liaison with Local Recovery Coordinator (LRC)/Local Recovery Group chairperson and appropriate core members considering requirement for local level coordination of recovery support. ➢ Advise and liaise with LRG members.
ACTIVATION Requirement for local level coordination of recovery identified/requested	**SHIRE OF GNOWANGERUP** ➢ When requested by, or on the advice of, the HMA or ISG, convene LRG and where required, establish a management structure. **LRC** ➢ Arrange for conduct of on-site assessment, if appropriate. ➢ Maintain links with affected organisations to identify and coordinate the provision of recovery support.
STAND DOWN On completion of local recovery activities.	**SHIRE OF GNOWANGERUP/LRC** ➢ Ensure handover of responsibility for ongoing recovery activities to a managing agency. ➢ Advise LEC (informal) and LRG 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 and Chair SEMC Community Resilience and Recovery Sub-Committee (SEMC). ➢ Manage the implementation of post operations report recommendations and revision of Local Recovery Plan as required.


1. Significant incident occurs within the LG local area
2. Considering Community Impacts Community situation indicates need to form a Local Recovery Group
Y
3. LRG Local Recovery Group formed
4. Has an ISG been formed?
Y
5. Response & Recovery Cooperation Ensure coordination between Response & Recovery, through provision to ISG of suitably delegated Officer from Recovery Group
N
6. Request ISG formation
N
9. Capture Lessons Learned
8. Monitor and Review Recovery
7. Influencing Response and Recovery activities
10. – Improve LG community Recovery capacity


1.0 Significant incident occurs within LG local area
2 - LRG
2.1 IC requests formation of LRG
Or
2.2 LRC notes that incident impacts exceed community capacity to cope.
Is LRG formed?
Y
N
3 - LRG
3.1 1st meeting conducted, minutes produced.
3.2 Operational Recovery Plan tabled & developed.
3.3 Recovery Communications Plan tabled & developed, implemented, media officer coopted.
3.4 Recovery brand, comms rhythms developed with dedicated media developed.
3.5 LRG composition finalised to best manage identified community impacts.
4 Is ISG formed?
Y
N
5 - Effective synergies between LRG & ISG
5.1 Ensure suitably delegated LG/Recovery-specific officer appointed to ISG.
5.2 Ensure inter-group reporting protocols are developed & officer attends all ISG & LRG meetings to represent LG & community interests.
6 - Request initiation of an ISG
6.1 Request denied
7 - Influencing Response & Recovery activities, to facilitate effective community Recovery
7.1 Regularly communicate with IC/IMT to understand, influence & advise on community Recovery imperatives/ strategies. Ensure synergies with LRG activities.
7.2 Develop, maintain & report on Recovery Plan objectives, progress & challenges. Maintain currency of LRP.
7.3 Where appropriate, influence response activities to best enable an effective & timely community Recovery.
8 - Monitor & Review
Maintain situational over-sight of community w/- Recovery status & be prepared to influence activity to remediate any challenges noted.
9 - Capture Lesson learned
Capture lessons learned (throughout Recovery journey) & report to LG/LEMC/Council to best enable continuous improvements within community, LEMA & LG Recovery Plan.
10 – Improve LG community Recovery capacity
10.1 Ensure lessons learned are presented to LRC, LEMC & Council.
10.2 Ensure recommendations for improvement result in changes to LRP, LEMA, or Council Policy as indicated.
10.3 Test resultant changes for efficacy, make any required changes & then communicate outcomes.
LRG
LEMC
Council
DEMC/SEMC
Process Flow Descriptors
Process flow path
Information flow for reporting/continuous improvement
Informal reporting pathways

Community Recovery – RACI Matrix

Serial	Incident	LRC	LRG	Mayor/Pres/CEO	Incident Controller	Local Emergency Coordinator	Community
1	**Significant incident occurs within local government area**						
2	**Local Recovery Group (LRG) triggers reached**	R		A	C	C	I
2.1	IC requests establishment of LRG *or*	C	I	C	A	C	I
2.2	Community impacts noted to exist, likely to affect normal community functioning	A	I	C	C	C	
3	**LRG called together to meet**	R	R	A	I	I	I
3.1	Minutes produced and circulated to all stakeholders within this Matrix	A	C	C	I	I	I
3.2	Operational Recovery Plan (ORP) templates tabled and ORP development commenced	A	C	C	I	I	
3.3	Operational Communications Plan (OCP) templates tabled and development implemented – LG communications officer coopted to manage community comms plan.	R	C	A	I	I	C
3.4	Recovery brand developed, communications rhythms decided and dedicated media published.	R	C	A	C	I	I
3.5	Recovery Committee composition finalized w/- community impacts	R	C	A	C	C	
3.6	Ensure that community impact and needs assessment research begins.	A	R	C	I	I	C
4	**Consider benefit of an Incident Support Group (ISG) to Community Recovery**	AR	C	C	C	C	
5	**ISG formed**	C	I	C	AR	C	
5.1	Ensure delegation of suitably enabled LG/Recovery officer to represent Community Recovery effort	C	C	A	C	C	
5.2	Ensure inter-group reporting protocols are developed & officer attends all ISG & LRG meetings to represent LG & community interests.						
6	**If ISG is desired to improve coordination (but not established), seek ISG formation to provide nexus between Response & Recovery activities.**	A	C	C	C	C	C
6.1	If request to establish an ISG is denied, ensure sufficient representation of community needs exists at IMT, to influence a positive community Recovery.	R	C	A	C	C	C
7	**Influence activities (Response & Recovery) to ensure effective community Recovery.**	R	C	A	R	C	C
7.1	Regularly communicate with IC/IMT to understand, influence and advise on Community Recovery imperatives/strategies.	A	C	C	C	C	C
7.2	Develop, maintain & report on Recovery Plan objectives, progress & challenges. Maintain currency of LRP.	A	C	C	C	C	C
7.3	Where appropriate, influence response activities to best enable an effective & timely community Recovery.	R	C	A	C	C	C
8	**Maintain situational over-sight of community w/- Recovery status & be prepared to influence activity to remediate any challenges noted.**	A	C	C	C	C	C
9	**Capture lessons learned (throughout Recovery journey) & report to LG/LEMC/Council to best enable continuous improvements within community, LEMA & LG Recovery Plan.**	A	C	C			C
10	**Improve LG community Recovery capacity**						
10.1	Ensure lessons learned are presented to LRC, LEMC & Council.	A	C	C			
10.2	Ensure recommendations for improvement result in changes to LRP, LEMA, or Council Policy, as indicated.	A	C	C			I
10.3	Test resultant changes for efficacy, make any required changes & then communicate outcomes.	A	C	C			I

Note - Risks identified:

Code	Definition	
R	Responsible for action/initiation	Executes the task
A	Accountable to ensure outcomes	Owns outcomes – determines criteria for decisions
C	Consulted	Prior to & during execution
I	Informed	Prior to & post event
RA	Responsible & Accountable	

Plan-it Consulting
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Appendix 5

Recovery Action Checklist

Checklist: Recovery actions for Local Recovery Group and Local Recovery Coordinator

Please use the right-hand column to record your progress

Transition from Response	IC shall include the LRC in critical response briefings	✓
	LRC shall ensure the IC is aware of recovery requirements and tasks prior to terminating the state of emergency	✓
	LRG shall ensure that agencies with response and recovery obligations are aware of their continuing role	
	LRG to confirm whether the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia and if so, what assistance measures are available	
	LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
	Ensure HMA completes an Impact Statement, and it is available for handover	
Management Structure	Ensure the appointment of a Deputy LRC has occurred	
	If required advise Local Recovery Centre Coordinator to activate the Local Recovery Centre	
	Facilitate representative sub-committee to coordinate and action recovery tasks and disseminate decision as required	
	Ensure and facilitate the completion of the Needs and Impact assessment	
	Assume public information responsibilities from response agency and provide information to the Authority's Coordinator Corporate Communications to disseminate to the community	
	Facilitate/advise on State/Federal Disaster Relief Funding, (DPIRD, Centrelink) and facilitate/advise on private aid and funding	
	Prepare oral and written financial and non-financial reports and briefs within Operational Recovery Plan	
	Provide adequate administration support to all recovery functions	
	Provide a succinct reporting system to Shire of Gnowangerup, State RC, LRG, community	
	Recruit and work with representatives of the affected community and include in recovery planning	

	Establish strategies for uniting the community behind agreed objectives (events, meetings)	
	Establish One-Stop-Shop and Recovery Centres providing advice, information and assistance to community during the recovery period	
	Enact Recovery Communication Plan for sharing information and enabling listening	
Impact and Needs Assessment	Use intelligence/planning information from the response operation and ensure LRC is liaising with HMA through response	
	Confirm the total area of impact for determination of survey focus	
	Set out the immediate information needs: infrastructure problems and status, damage impact and patterns, 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	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, interpret and analyse data	
	Establish a method/process to determine the type of information needed for this recovery operation: ▪ How and who will gather the information (single 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	
	Coordinate, select and brief staff	
	Maintain confidentiality and privacy of assessment data	

Appendix 6

Operational Recovery Plan Template

Operational Recovery Plan

Emergency Event: *(Type and location)*

_____

_____

_____

Date of Emergency: _____

HMA/CA INCIDENT LEVEL: ____ **DECLARED AS:** _____

Section 1

Introduction:

Background on the nature of the emergency or incident	Compile the type of event and basic outline of sequence of events.
Aim or purpose of the plan	Like all management tools think about why you are engaged in recovery and what you hope to achieve overall.
Authority for plan	As a local authority you are charged with the responsibility of recovery under the *Emergency Management Act 2005.*

Section 2

Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure). Your primary Impact Statement (IS) from HMA will give you an initial overview. This can be added to when subsequent reports are made.
Estimates of costs of damage	You may get indications from IS. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.
Temporary accommodation requirements	Include details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.

Human services (personal and psychological support) requirements	On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term, understanding the impact on community.
Health issues	Medical/Health personnel and Shire EHOs will assess any significant issues (water, food spoilage, medical supplies or medivac).

Section 3

Organisational Aspects:

Details the composition, structure and reporting lines of the groups, sub-committees and working groups 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 Local Recovery Coordinator.

Section 4

Operational Aspects:

Details resources available and required	Give list of resources deployed and confer with the LRG network for future resources.
Redevelopment Plans (includes mitigation proposals for betterment)	This could be inappropriate in the early stages, however, should be part of the Long-Term Recovery Strategy in future reporting.
Reconstruction restoration programme and priorities	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration.
Includes programs and strategies of government agencies to restore essential services	Consider betterment when engaged in rebuilding.
Includes the local government program for community services restoration	Local events, meetings, coffee get togethers, recreation, breakfast BBQs, etc.
Financial arrangements	Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations.
Public information dissemination	From the Communication Plan outline what and how your communication is being staged.

Administrative Arrangements:

Administration of recovery funding	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.
Information management processes	How is the management and recording process being undertaken.
Reporting rhythm	Who, when and how is the reporting being undertaken.

Section 5

Conclusion:

Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.

Signed by: _____

Chairperson Local Recovery Group or Local Recovery Coordinator

Date: _____

Data Management	Allocate responsibility for data management tasks ensuring proper process of relevant data transfer	
	Use templates/spreadsheets for impact assessment and for tracking assistance provided	
State Government Involvement	Establish robust relationships with key regional government agency representatives, and appoint them to appropriate LRG Sub-Committees and RCC, as required	
	Instigate liaison with DPIRD Officers for the recovery claim process	
	Attend ASAP to requests for information from government agencies	
Public Information	Ensure spokesperson available (CEO, delegated) to speak with the media	
	Manage public information in accordance with Recovery Communication Plan	
	Identify priority information needs	
	Monitor social media, and media and counter misinformation	
Rehabilitation and Assistance	Establish a mechanism for receiving expert technical advice from lifeline groups	
	Monitor and assist rehabilitation of critical infrastructure	
	Prioritise recovery assistance in line with community needs	
	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 Communities (Communities)	
	Be aware of need to adjust capital works and maintenance programs	

Implementation of Risk Management Measures	While doing the hazard analysis: ▪ Identify essential services and facilities in high-risk areas ▪ Consider the restoration betterment options for essential services	
	Identify betterment options based on research and consultation	
	Undertake urgent hazard reassessment based on new (event) information and relate to the Shire's Emergency Risk Management Plan	
Financial Management	Review financial strategies including use of Budget line items for tracking all recovery expenses	
	Communicate with financial agencies, including insurance companies	
	Keep financial processes transparent, appeal monies, etc.	
	Liaise with LMDRF for process and protocols for managing appeals system	
	Ensure recording of all expenditure during recovery, (expenditure, receipts, timesheets, contractors) for DRFAWA claims	
Reporting	Provide a succinct reporting system to the Shire of Gnowangerup, State RC, LRG, community	
	Provide adequate administration support to all recovery functions	
Recovery Long-Term Strategy *(including Managed Withdrawal)*	Continually review the Recovery Management process with a view to withdrawing as the community takes over	
	Conduct a Long-Term Recovery Strategy workshop with community representatives and key stakeholder organisations including managed withdrawal strategies	
	Ensure 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	
Recovery Post Analysis Report (Lessons Learnt)	Conduct a debrief and Post Recovery Analysis with key community members and key stakeholder organisations towards preparing a Recovery Lessons Learnt Report	
	Conduct a debrief and Post Recovery Analysis with Shire of Gnowangerup staff and elected members towards preparing a Lessons Learnt Report	

Appendix 7

Local Recovery Centre (RC) Guidelines & Event Guideline

Aim

To assist the impacted community in their medium to long term recovery, by providing coordinated collocation of agencies to attend to psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

Objectives

The objectives of a Recovery Centre are:

- ✓ To connect people with each other and with agencies and organisations which can assist people in their recovery
- ✓ To identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs and what those needs may be.
- ✓ To promote the importance of wellness and provide practical tools for coping with trauma and grief
- ✓ To provide regular, high-quality information on recovery milestones and other important information related to the recovery and be known as the primary location for up-to-date information
- ✓ To promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to their experience
- ✓ To acknowledge the psychological challenges and complexities faced by the impacted community

Location:

Ideally the Recovery Centre will be in a central location to the impacted community and to public transport.

Building Features:

Specific features to consider in a potential building include:

- ✓ The building needs to be accessible for disabled persons
- ✓ A reception area and a comfortable place for people to wait
- ✓ Large rooms that will be suitable for office space

- ✓ An interview room for appointments with individuals and families
- ✓ Public toilets
- ✓ A multipurpose function room that has the capacity for meetings and events
- ✓ Storage such as a shed for storing 'new' donated items
- ✓ Kitchen suitable for catering for small events and acting as a staff room
- ✓ Ensure adequate parking is available

Set-up Considerations

Suggestions to consider for physically setting up a Recovery Centre include:

- ✓ Office furniture including desks, chairs, bookshelves, white boards, waiting room couch, meeting room fold-out tables (light easy to move)
- ✓ Office equipment including computers, printer, photocopier, phones
- ✓ Secure disposal of confidential papers
- ✓ Essential Services such as power, phone and internet will need to be connected
- ✓ Signage for the public and visiting stakeholders to locate with ease
- ✓ Children's corner with colouring in books and pencils and small toys
- ✓ Artwork to lighten and brighten the mood

Steps to Establish Recovery Centre:

Not all Local Governments will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered:

- ✓ Rental of lease agreement for building
- ✓ Building modifications
- ✓ Mobile office building (donga)
- ✓ Arrange hire, lease or purchase of office equipment
- ✓ Second-hand furnishing
- ✓ Cleaning and rubbish collection

Record Keeping:

The Emergency Management Act 2005 allows information to be shared between State Agencies and the Shire of Gnowangerup.

It is recommended that LRC keeps a master database based that records:

- ✓ Property address
- ✓ Is it destroyed or damaged
- ✓ Owner contacts (including email, mobile number)
- ✓ Renters contacts (if rental or Dept of Communities)
- ✓ Insured or uninsured
- ✓ Received Centrelink Immediate Payment
- ✓ Received assistance from Department of Communities
- ✓ Applied for LMDRF
- ✓ Email collection for Newsletter and other important information
- ✓ Received Outreach from Australian Red Cross

Management of Recovery Centre (RC):

The following should be considered in the running of RC:

- ✓ All staff at the RC should be wearing identification such as name badges that show the organisation they are working for
- ✓ Beware of and monitor the health and safety issues, paying particular attention to staff stress and security for the staff and building
- ✓ Establish a process for regular operational staff briefing and debriefing

Recovery Events:

RC Staff will likely attend a wide range of recovery events that are located at the RC or within the impacted area.

Natural community desire will be to have social gatherings for their demographics, for example farmers will want to gather with other farmers.

Recovery activities will need to flex with the community's recovery as people's circumstances change. See the attached 'Recovery timeline- short, medium and long term.'

To assist in the management of recovery events see the attached 'Shire of Gnowangerup Recovery Event Planning Template.'

Closing of the Recovery Centre (RC):

The following should be considered in the running of RC:

- ✓ The RC will become an important point of community focus and solidarity. It is not unusual for the centre to open for months or even years
- ✓ Liaise with key stakeholders to establish the appropriate time for the RC to be closed and report to LRG
- ✓ Communicate well in advance with the community that the centre will be closed and on what date
- ✓ Ensure all people who have used the centre are contacted and notified of how they can access services in the future
- ✓ Consider a public function to thank all involved or have an official closing ceremony
- ✓ Consider an article in the local newspaper about the closing of the centre, what its purpose was, what it accomplished, services provided to the community
- ✓ Sync closure of recovery centre with formal cessation of recovery with community celebration.

ATTACHMENT 1

The Recovery Timeline: Short, Medium and Long- term

Short-term recovery (where we've been)

Short-term recovery is also called relief. The aim of relief is to address and support the immediate needs of individuals, businesses and the community affected by the event. Relief often happens while essential services are still being restored to the level where response agencies are no longer required to maintain them.

Relief agencies will usually undertake some form of impact assessment to get a clear idea of the extent of the impacts. This includes understanding the geographical extent of the impacts (i.e. how big), the human impacts (i.e. who is affected and are there casualties), the property and infrastructure impacts (i.e. what is damaged or destroyed), and the environmental impacts (i.e. are there threats to health and sanitation).

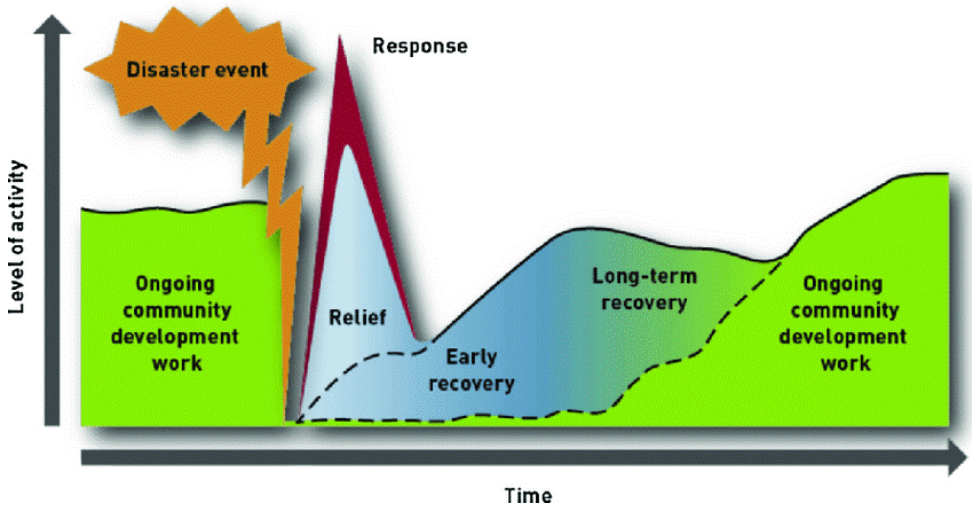
Medium-term recovery (where we are now)

The transition from short-term recovery to medium-term recovery happens when response agencies are 'stood down'. Medium-term recovery continues the coordinated process that was established during relief. Affected communities continue to be supported in terms of emotional, social and physical support. During this phase, critical physical infrastructure will be rebuilt, and the restoration of the economy and of the environment will begin.

Long-term recovery (where we're heading)

Recovery can continue for a very long time after an event: often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why we want to make this long term recovery strategy with you.

One of the key aims of long-term recovery should be to help the community become more resilient and more independent of agency support. This is why community-driven recovery is so important: it enables us to begin as we mean to continue: with community leading the way and with agencies in the supporting role.



ATTACHMENT 2

Shire of Gnowangerup Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS

COMMUNITY SUPPORT:	
WHERE HAS CONCEPT / IDEA COME FROM:	
STAKEHOLDERS: Who owns the action?	
OTHER INVOLVEMENT: Who is needed?	
RESOURCES:	
COSTS:	
SPONSORS / FUNDING BODIES:	

HEALTH & WELLBEING RISK:	☐ High	☐ Medium	☐ Low	**SUPPORT REQUIRED:**	☐ Shire Staff	☐ Wellbeing	☐ Other: _____
ENVIRONMENTAL RISK:	☐ High	☐ Medium	☐ Low	**SUPPORT REQUIRED:**	☐ Shire Staff	☐ Other:_____	

CATEGORY:	☐ Needs Assessment ☐ Communication ☐ Event ☐ Donations ☐ Wellbeing
RECOVERY VALUE:	☐ High ☐ Moderate ☐ Low ☐ Community Interest
PRIORITY / TIMELINE:	☐ High / Urgent ☐ Important ☐ Medium / Medium Term ☐ Lower / Long Term
DIFFICULTY:	☐ Straightforward ☐ Effort Required ☐ Long Term / Complex
OBJECTIVES:	☐ Promote health & wellbeing ☐ Increase / Enhance understanding of community needs ☐ Provide information / enhance communication ☐ Support Community Recovery through long term programs and projects
EVALUATION:	

Appendix 8

Emergency Relief, Support and Health Services

Relief activities meet the immediate food, shelter and security requirements of those affected by the emergency. Whereas recovery activities provide information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

The following link provides related support plans and detailed information: *Emergency Management Support Plans*.

The Shire of Gnowangerup *Local Emergency Relief and Support Plan* provides local contingencies for health, emergency relief and support are to work in conjunction with State Agencies and other Non-Profit Organisations.

Principles:

The recovery principles of health and wellbeing after emergencies are:

Response and recovery actions actively support individuals, families and businesses
Community and Wellbeing Sub-committee encourages community to participate in community recovery decision-making
The overall needs assessment of individuals and families is evaluated as early as possible
Personal support strategies are integral to overall recovery management process
Measures are taken to mitigate the effects of future emergencies on community
Recovery programs be coordinated to support and enhance community

Strategies:

Strategies to implement the principles of community and wellbeing recovery following an emergency are shown in ***conceptual***, ***management*** and ***service delivery*** classifications. They are proposed as examples, rather than as an exclusive listing of strategies that might be invoked in all circumstances.

Conceptual:

Encourage emergency service agencies to implement procedures relating to personal support services (e.g. identify potential welfare needs)
Support and promote individuals, families and businesses of the affected community
Support and promote community improvements
Purchase replacement goods and services locally via local businesses and trades people wherever practical
Maintain the integrity of local community groups and experts and their capabilities
Build on existing organisations and networks through activating available systems within the community
Encourage support of local community groups and experts
Encourage agencies to employ local residents
Source government grants, distribution of appeal funds and charitable payments to assist with supporting needs of individuals and families during the recovery process
Avoid duplication of services and identify gaps

Management:

Identify all aspects of community and wellbeing that may be required
Establish liaison between community and wellbeing groups, community and government agencies in the community
Establish Community and Wellbeing Sub-Committee representatives from Health and Wellbeing groups, the community and government agencies
Provide community with information about recovery process and resources available through the Community and Wellbeing Sub-Committee via Communication Plan processes
Ensure community participation in the Community and Wellbeing Sub-Committee
Conduct inter-agency briefings and feedback sessions on effectiveness and progress of welfare recovery process
Identify gaps in Community and Wellbeing services for consideration in risk management processes
Develop risk management assessments aimed at minimising future Health and Wellbeing requirements

Service Delivery:

Ensure service delivery personnel is aware of the range of services available and appropriate referral processes
Ensure service delivery personnel is aware of the local welfare circumstances pre- and post-emergency
Ensure service delivery personnel has good interpersonal skills and understanding of the local community
Provide community and wellbeing services in a timely, fair, equitable and flexible manner; ensure services and/or information is coordinated and provided by a variety of means
Ensure availability and accessibility to community and wellbeing and recovery information and services

Appendix 9

Local Recovery Plan – Action Items

Activation of Recovery

- Approached by HMA/CA IC to initiate
- LRC advises the Shire's CEO of recovery activation
- Assessment of assistance determined
- LRP is implemented

Response to Recovery transition of event responsibilities

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaison with Incident Controller
- LRG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery handover with HMA/CA with Impact Statement developed and agreed by Combat Agency Incident Controller

Impact Statement and Needs Assessment

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaise with Incident Controller
- LRG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery handover with HMA/CA. Impact Statement is provided
- LRG Outreach Needs Assessment will be carried out ASAP, when safe, after event
- Aust. Red Cross contacted ASAP to establish agreed partnership in recovery activities

Operational Recovery Plan

- LRC to prepare Operational Recovery Plan where significant reconstruction and restoration is required

Strategic Long-Term Recovery Plan

- The Shire to develop a collaborative, comprehensive and inclusive long-term recovery strategy for the community, including objectives and timelines

Managed Withdrawal

- The Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area
- The Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long-term
- LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue

Establishing LRG Management Structure

- The Shire will establish the LRG management structure relevant to event size and complexity
- LRG will establish membership from Shire staff, supporting agencies and community members
- LRG will operate within recognised functions and relevant sub-committee structure
- LRG will actively encourage and invite community participation within the LRG
- LRG will actively engage with State Government to maximise recovery resources

Financial Management

- All invoicing and costs associated with the emergency event to be allocated against the Shire's emergency event cost centre
- On advice emergency is an eligible event and significant resources have been expended, LRC will direct the Shire to contact DRFAWA Officers (DFES) for advice and guidance
- CEO and/or nominated senior officer have authority to expend funds on emergency event
- In an eligible major disaster LRC will assist affected individuals connect with Centrelink for assistance payments

Appeals and Donations

- On advice of eligibility following a disaster, LRC will direct the Shire officers to LMDRF for advice and guidance
- Spokesperson will advise that the Shire ***will not*** accept donations of goods
- All financial donations will be direct through the LMDRF
- Offers of assistance will be directed to LRG

Spontaneous Volunteers

- The Shire's LRG will refer spontaneous volunteers to local service clubs and support agencies to manage
- Consider contacting and utilising the services of ***Disaster Relief Australia***

Recovery Coordination Centre and One-Stop-Shop

- LRC/LRG to determine location for Recovery Centre and establish as soon as possible
- One-Stop-Shop to be established immediately following event and located appropriately

STAFF – Shire of Gnowangerup

- Shire staff to be regularly briefed on current situation and activities within recovery
- Stress and fatigue of Shire staff to be monitored and assisted where appropriate
- As soon as possible determine staffing level increase to meet demands

Shire of Gnowangerup Staff – Recovery Roles and Responsibilities

- All Shire staff could be engaged in various stages of disaster recovery
- Specific Shire staff identified in this Plan should be very familiar with the roles and responsibilities involved with disaster recovery
- External agencies/ organisations are to be engaged and used wherever possible

Disaster Event Recovery Communication Plan

- The Recovery Communication Plan will provide guidance when distributing public information and communications

Debriefing and Evaluation

- The LRG will hold a formal Post Incident Analysis to evaluate the process and apply lessons learnt
- A formal debrief will be held for Shire staff to evaluate the process and apply lessons learnt
- Assistance will be made available through EAP for any staff working in the recovery process
- LRC will compile a formal report for Council and State Recovery Coordinator
- LRP amended (as required) to incorporate lessons learned for continuous improvement

Appendix 10(a)

Local Recovery Group Standard Reporting

LOCAL RECOVERY GROUP – RECOVERY REPORT

<Insert Emergency Situation Here>

Shire of Gnowangerup Recovery Group
Report No: ……

To: Chairperson, SRG/ State Recovery Coordinator

Situation Update:

Should include full damage report (once only) and estimated amount in dollars, 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, LRG intervention with priorities.

Financial Issues:

May include support from LRG for additional funding from Treasury.

Recommendations:

Name & Signature: _____

Position: _____

Date: _____

Appendix 10(b)

Post Incident Analysis – Emergency and Recovery Management

ISSUE	COMMENT	RECOMMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/ Administration structure effective?		
Reporting relationships clear? (Did you know who to report to?)		
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/liaising with other agencies/organisations?		
Emergency Management - Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		

Appendix 11

Emergency Relief Organisations and Spontaneous Volunteers

Australian Red Cross

The Australian Red Cross has over `100 years' experience of dealing with people in crisis.

A wide range of helpful resources can be found on the Australian Red Cross website to help communities prepare for, respond to and recover from disasters.

Disaster Relief Australia

Disaster Relief Australia (DRA) unites the skills and experiences of Australian Defence Force Veterans, Emergency Responders and motivated civilians to deploy Disaster Relief Teams throughout Australia. DRA operates nationally at disaster relief and recovery operations. When deployed, DRA integrates into existing emergency management arrangements.

DRA can operate independently or as part of an integrated task force offering capabilities and services:

✓ Work order management	✓ Home repairs
✓ Spontaneous volunteer management	✓ Route clearance and property access
✓ Incident management	✓ Medical & health support to vulnerable communities
✓ Damage and impact assessments	✓ Aerial damage assessment and mapping
✓ Debris management and restoring access	✓ Resilience and capacity building
✓ Logistics management & humanitarian aid	

For further information on how DRA can support and enhance community recovery activities for local governments, following an emergency, contact Annette Turner Duggan, Disaster Relief Team Manager WA, at Annette.Turner-Duggan@disasterreliefaus.org or 0411 252 388.

Rapid Relief Team

Rapid Relief Team (RRT) delivers hope and relief to people across the globe. Whether it be fire, flood or humanitarian need, RRT expands their support services to meet the need at hand. Their mission is to serve people with care and compassion in their time of need.

Contact details: action.au@rrtglobal.org
Website address: https://www.rrtglobal.org

Emergency Volunteers WA (Spontaneous Volunteers)

Emergency Volunteer WA (managed by Volunteering WA) is the peak body for volunteering in Western Australia. Their role is to connect people to community groups who need help outside of formal frontline emergency services roles.

Volunteering WA is a member of the State Emergency Relief and Support Committee (SERSC).

During times of crisis, Volunteering WA may be activated dependant of the Dept. of Communities needs to support the community, by recruiting volunteers and directing offers of gratuitous support from the community.

For more information and registration contact at: emergency.volunteer.org.au

BlazeAid

BlazeAid is a volunteer-based organisation that works with families and individuals in rural Australia after natural disasters such as fires, cyclones, droughts and floods.

BlazeAid works alongside the rural families; our volunteers help to rebuild fences and other structures that have been damaged or destroyed due to a disaster..

For more information and registration visit www.blazeaid.com.au

F.A.W.N.A

FAWNA Inc. (Fostering and Assistance for Wildlife Needing Aid) was founded in 1984 in Busselton, Western Australia, to support wildlife rehabilitators caring for orphaned, injured, or abandoned animals. Over the years, FAWNA's membership has expanded from Mandurah to Albany, covering the Swan Coastal Plain and Great Southern regions—areas known for their rich biodiversity, including a globally recognised biodiversity hotspot and significant RAMSAR wetland.

For more information and registration visit FAWNA Inc. | Western Australia Wildlife Rescue & Rehabilitation

Appendix 12

Principles Of Conflict Resolution

Recovery Principles and Values Alignment

P	Recovery Principles
P1	Context
P2	Complexity
P3	Community-Led
P4	Coordination
P5	Communication
P6	Capacity Building (Resilience)

V	Recovery Values
V1	Do No Harm
V2	Leadership
V3	Collaboration
V4	Empowering
V5	Act quickly, plan for long term (long term recovery strategy)
V6	Transition (Exit)
V7	Capture Lessons (debrief)

1. Think Before Reacting

The tendency in a conflict situation is to react immediately. After all, if we do not react we may lose our opportunity. To resolve conflict successfully it is important to ***think*** before we react– consider the options, weigh the possibilities. The same reaction is not appropriate for every conflict.

Principles and Values – P1, P3, P5, V1, V2, V3

2. Listen Actively

Listening is the most important part of communication. If we do not hear what the other parties are communicating, we cannot resolve a conflict. Active listening means not only listening to what another person is saying with words, but also to what is said by intonation and body language. The active listening process also involves letting the speaker know that they have been heard. For example, "What I heard you say is……", in other words, paraphrase and confirm understandings.

Principles and Values – P1, P4, V1, V2, V4

3. Assure a Fair Process

The process for resolving a conflict is often as critical as the conflict itself. It is important to assure that the resolution methods chosen, as well as the process for affecting that method is ***fair to all parties*** to the conflict. Even the perception of unfairness can destroy the chances of a resolution.
Principles and Values – P2, P3, P4, V2, V3

4. Attack the Problem

Conflict can be very emotional. When emotions are high it is much easier to begin attacking the person on the other side, than it is to solve the problem. The only way conflicts get resolved is when we ***attack the problem and not each other***. What is the problem that lies behind the emotion? Focus on what are the causes of the conflict, not the symptoms?
Principles and Values – P2, P4, P5, V1, V2, V3

5. Accept Responsibility

Every conflict can have many sides and there is enough responsibility for everyone. Attempting to place blame only creates resentment and anger that heightens any existing conflict. In order to resolve a conflict, we must be prepared to ***accept our share of the responsibility*** and eliminate the concept of blame.
Principles and Values – P2, P5, V1, V2, V5

6. Use Direct Communication

Say what we mean and mean what we say. Avoid hiding the ball by talking around a problem. The best way to accomplish this is to use "I-Messages". With an ***"I-Message"*** we *express our own wants, needs or concerns to the listener*. "I-Messages" are clear and non-threatening way of telling others what we want and how we feel. A ***"you-message"*** blames or criticizes the listener. It suggests that the person is at fault.
Principles and Values – P5, V2, V4

7. Look for Interests

Positions are usually easy to understand because we are taught to verbalize what we want. However, if we are going to resolve conflict successfully, we must uncover why we want something and what is really important about the issue in conflict. Remember to look for the ***true interests of the all the parties*** to the conflict.
Principles and Values – P2, P3, V2, V3,

8. Focus on the Future

In order to understand the conflict, it is important to understand the dynamics of the relationship including the history of the relationship. However, in order to resolve the conflict, we must focus on the future. ***What do we want to do differently tomorrow***?
Principles and Values – P2, P6, V5, V6

9. Options for Mutual Gain

Look for ways to assure that we are all better off tomorrow than we are today. Our gain at the expense of someone else only prolongs conflict and prevents resolution.
Principles and Values – P2, P3, P5, V1, V2, V3

10. Timeframes for Consideration

Be prepared to preface any planning discussions with the likely requirement for staged planning. Some things can be resolved in the short term, while some matters may need more careful planning and decision making, into the median and longer terms. Not all matters can or should be decided immediately. Manage that expectation and provide examples of why this may be important (i.e., Marysville Recreation Centre)

Principles and Values – P3, P4, P5, V1, V2, V5

11.5	**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES**
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	9 July 2025
Business Unit:	Corporate and Community Services
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anrie van Zyl – HR & Emergency Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Unconfirmed Minutes for the Ordinary LEMC meeting held on the 5th June 2025.

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the LEMC meeting held on the 5th June 2025.

BACKGROUND

The Shire of Gnowangerup LEMC meets on a quarterly basis and minutes of the meeting are provided to Council for its information.

COMMENTS

Nil

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

It is a requirement under Section 38 of the *Emergency Management Act 2005* that all Local Governments establish a local emergency management committee for the local government's district.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gnowangerup Strategic Community Plan 2021 – 2031
Theme: Our Community
Community Priority 1.5: Support emergency services planning risk mitigation, response and recovery.
Action 1.5.1: Work with the LEMC to continually improve emergency response planning and delivery

RISK MANAGEMENT CONSIDERATIONS:
Nil

IMPACT ON CAPACITY
Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS
Nil

CONCLUSION
LEMC is a committee of Council and Council is required to receive and note the unconfirmed minutes from the meeting held on the 5th June 2025

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOULTION

MOVED: Cr S Hmeljak **SECONDED: Cr P Callaghan**

0725.08 That Council

- **Receives and notes the unconfirmed minutes of the Local Emergency Management Committee (LEMC) meeting held on the 5th June 2025.**

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL

SHIRE OF GNOWANGERUP

BORDEN GNOWANGERUP ONGERUP

SHIRE OF GNOWANGERUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES

THURSDAY 5TH June 2025 COMMENCED AT 4:30PM

SHIRE OF GNOWANGERUP COUNCIL CHAMBERS – YOUGENUP ROAD GNOWANGERUP

1. OPENING

The Chair, David Nicholson, declared the meeting open at 4:35pm.

2. ACKNOWLEDGEMENT OF COUNTRY

"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."

3. ATTENDANCE

David Nicholson	CEO, Shire of Gnowangerup
Chiara Galbraith	LEMC Recovery Coordinator & Deputy CEO, Shire of Gnowangerup
Anrie van Zyl	HR & Emergency Management Officer, Shire of Gnowangerup (LEMC Executive Officer and minute taker)
Shane Harris	A/District Officer, Department of Fire and Emergency Services
Phill Gunn	Acting CESM, Shire of Gnowangerup
Todd D'Souza	OIC, WA Police (Gnowangerup)
Gagan Purba	WA Police (Gnowangerup)
Peter Blows	SES Gnowangerup
Andrew Brooker	Community Paramedic, St John Ambulance
Kelly Trinne	Regional Coordinator, Department of Communities (via TEAMS)

APOLOGIES

Cr Kate O'Keeffe	Shire of Gnowangerup President
Cr Lex Martin	Shire of Gnowangerup Councillor & Deputy Recovery Coordinator
Vivian Gardiner	A/ District Emergency Management Advisor, Great Southern, DFES
Mandy Hanna	SES Unit Manager, Gnowangerup SES
Mel Haymont	Community Preparedness Advisor, Department of Fire and Emergency Services
John Paul Collins	DPIRD Department Primary Industries and Regional Development
Lindsay Baker	District Fire Coordinator Department of Biodiversity, Conservation and Attractions (DBCA)

		Lewis Winter to get a first draft ready by March 2024 and have it ready for tabling and adoption by June 2024. • Final Draft of the LEMA and LRP was sent out to LEMC for comment and amendments. • Plans will go to the July 2025 council meeting for adoption.	Update of LEMA and LRP was awarded to consultant, Lewis Winter, after the successful application of an AWARE Grant **Anrie** **Anrie to write Council Agenda Item**		June 2025 To be adopted at July 2025 Council Meeting
7/12/2023	**Find my Farm" Project**	• "Jim's place" and provide a farm name without a specific address. This makes it very hard to locate the property and direct the brigades to the correct location. • The aim of this project is to build a register/database to connect a farm name with property owner name and rural address with each other. This will simplify the process of locating the address and directing emergency services. • Tom Grieve explained the use of the "Emergency Plus" App. • The app uses a mobile phone's GPS functionality	**David/Community Development team**	**Ongoing**	**30/6/25**

		and what3words, so callers can provide emergency call-takers with their location information as determined by their smart phone. With what3words available within the Emergency+ app, Triple Zero (000) callers can confirm their exact location quickly and accurately. • The Shire could do a promotion of the Emergency Plus App to make people aware of its features.			
5/6/2025	**Stirling Ranges Rescue Response Plan**	• Drafting of a Rescue Response Plan	**OIC, Todd D'Souza**	**Ongoing**	**TBC**

9. REPORTS FROM MEMBERS:

- **David Nicholson – Shire of Gnowangerup Chief Executive Officer**
  - Update on the IGA fire incident: Insurance has been approved, and clean-up operations are expected to commence within the next week or two, with completion aimed for August or September.
  -
  - In response to the incident, David wrote to Western Power to enquire whether power could be disconnected faster than the 30 minutes it took their crew to arrive. The response was disappointing and essentially a "no."
  -
  - David also wrote to DFES regarding the possibility of establishing a "paid" fire brigade closer than Katanning. This enquiry has initiated discussions on potential solutions.

- **Chiara Galbraith – Shire of Gnowangerup Dept Chief Executive Officer**
  - Nil

- **Anrie VanZyl – HR & Emergency Management Officer**
  - Provided an update on the progress of the revised Local Emergency Management Arrangements (LEMA) and Local Recovery Plan (LRP).
  - Final structural drawings for the Ongerup Fire Shed are being completed, now that the addition of the St John Ambulance shed has been confirmed.

- Remaining DFES operational funding is being used to fit out the new shed with shelving, lockers, a fridge, etc.
- A significant expense under DFES funding was the replacement of tyres on the Ongerup and Gnowangerup fire trucks. The tyres had passed their use-by dates and required replacement.
- The Borden fire truck's tyres are a special order and will be replaced before the upcoming fire season.

- **Kelly Trinne - District Emergency Services Officer, Great Southern - Department of Communities**
  - Attached
- **Phill Gunn – CESM Shire of Gnowangerup**
  - Attached
- **Peter Blows – Acting SES Unit Manager**
  - 13 call outs to emergencies at Bluff Knoll so far this year
  - Three of these occurred over the Easter weekend
  - Last week had an emergency at the “Arrows”, just east of Bluff Knoll which resulted in a successful extraction of patient by helicopter.
  - The SES unit continues to face low volunteer numbers for road crash rescues despite recruitment efforts by Unit Manager Mandy Hanna
  - Volunteers are fatigued and have decided to take themselves offline on 20 June 2025 for a well-deserved evening of rest.
  - Shane Harris reported that DFES is investigating options for a possible combined Volunteer Fire and Rescue Unit, with discussions underway
  - Can only be done of all parties agree – Shire, DFES & Volunteers.
  - Such a unit will require more training and not sure that whether volunteers would commit to extended training regimes.

- **Andrew Brooker - Community Paramedic, St John Ambulance**
  - Business as usual for St John
  - Operations are expected to stabilise now that seeding has been completed
  - Some jobs had to be deferred to other sub-centres due to recent crew availability issues
  - Andrew will be on eight weeks of leave, and a relief paramedic will be appointed in his absence

- **Todd D’Souza - OIC, Gnowangerup Police**
  - Aware of multiple incidents at Bluff Knoll in the past month
  - A meeting was held on Tuesday, 3 June, with various stakeholders to discuss recent events at Bluff Knoll and their operational handling
  - As a result, Todd was requested by Police Superintendent Munday to draft an Emergency Response Plan for Bluff Knoll and surrounding areas. This will be known as the Stirling Ranges Rescue Support Plan
  - The plan is currently around two-thirds complete in terms of structure and baselines
  - The plan will also engage support agencies not typically involved in rescues (e.g., DBCA) and outline how they could contribute
  - Firearms Licensing: Concerns were raised regarding the implementation and effectiveness of the new licensing mandate

- It was noted that previously up to 20 people/contractors might have been involved in culling vermin animals, whereas new regulations could reduce this to as few as five
- Predictions indicate that, without effective culling, vermin numbers could become catastrophic in five years, posing biohazards to local fauna, flora, and waterways
- A parliamentary review is underway to assess the fairness and effectiveness of the new laws. During the review, existing legislation remains in force and will continue to be enforced
- The review aims to balance public safety with the rights of lawful firearm owners

- **Shane Harris - District Officer, Department of Fire and Emergency Services**
  - Attached

10. GENERAL BUSINESS

Nil

11. CLOSING

LEMC members in attendance were invited to stay for refreshments. The meeting was declared closed by the Chair at 5:30 pm.

12. DATE OF NEXT MEETING

Next meeting will take place on Thursday the 4th September 2025 at 4:30pm.

Government of Western Australia
Department of Communities

Emergency Relief and Support

LEMC REPORT FOR DISTRIBUTION
4TH Quarter 2024 – 2025

Regional Emergency Relief and Support contact	
Activation of Emergency Relief and Support (ERS) services is via Communities Emergency Operations Coordinator (EOC) **M: 0418 943 835** and Email: emergencyservices@communities.wa.gov.au	
Regional Officer:	Jo Spadaccini
Regional Coordinator:	Kelly Trinne
Regional Manager:	Mark Schorer

Regional Specific Update

- Vivienne Gardiner is going on secondment to the DFES Great Southern DEMA role for 12 months and is being replaced by Kelly Trinne: kelly.trinne@communities.wa.gov.au
- The Great Southern Storms and Associated Flooding - Disaster Recovery Funding Arrangements or City of Albany and Shire Plantagenet. Communities' coordinates Category A – Assistance for Individuals and Families
- Evacuation Centre Training – Communities' is available to deliver training to Local Government staff and LEMC members. The training can be delivered in the local evacuation centre.
- Local ERS staff will be conducting annual audits of all nominated evacuation centres over the next few months, facility staff will be contacted prior to arrange visit. The audits capture building capacity, access, facilities, communications i.e. catering facilities, amenities, etc.

ERS Preparedness

- As we transition between the high and lower threat season, ERS continues to monitor and prepare for event activation.
- In addition, ERS will utilises this period to improve preparedness including:
    - Collating and analysing the lessons learnt from recent activations and developing procedures to streamline our practises.
    - Identifying opportunities for locations of pre-positioning of ERS equipment trailers to support an efficient and timely deployment and response capability.
    - Continued mapping across the state for local support services and partners that can support the provision of the ERS functional domains

- Provide ERS Evacuation Centre training with local government and Communities staff, across the regions.
- Finalise the endorsement of the refined Local Emergency Relief and Support Plan (LERSP) in each of the LEMCs. The LERSP details the operational management and coordination of ERS under the Western Australian (WA) Local Emergency Management Arrangements (LEMAs).
- Developing Exercising to test the LERSP across local government areas
- Supporting local government LEMA exercising and providing feedback to LEMA reviews.
- Continuing annual evacuation centre audits for each of the 380 evacuation centres in the state.

Response

Activations January 2025 – April 10, 2025

- Carter Road Bushfire - Northam | January
- Green Range Bushfire - Albany | January
- Donnybrook Bushfire - Capel | January
- Myrup Bushfire - Esperance | January
- Karrakup Bushfire Complex - Serpentine Jarrahdale | January
- Marble Bar Storm | January
- Northam Bushfire - Northam and Bruce Rock | January
- Arthur River Bushfire Complex | January
- Dalyup Bushfire – Esperance | February
- Tropical Cyclone Zelia – Pilbara | February
- Dunsborough Bushfire – Busselton | February
- Bindoon Bushfire – Chittering | February
- Perth Hills Storm | February
- Chesapeake Bushfire – Manjimup | March
- Ledge Point Bushfire – Lancelin | March
- Nilgen Bushfire – Lancelin | March

In addition, ERS enacted alert phase preparedness and planning to support pre-positioning of staff and resources for:

- Tropical Cyclone Sean – Pilbara | January
- Shothole Canyon Bushfire – Exmouth | March
- TL 28U Kimberley | March
- Jurien Bay Bushfire | April

Recovery

Social Recovery Reference Group

Recovery

- The Emergency Relief and Support Directorate is a key member of the National Social Recovery Reference Group. This group has been established to guide and support the review process of the National Principles for Disaster Recovery to ensure they remain relevant, effective, and responsive to contemporary challenges, emerging trends, and diverse community needs in disaster recovery contexts.
- These principles are designed to serve as a guide to best practices in recovery efforts across the nation, ensuring a consistent and scalable approach to disaster recovery.

Marble Bar Recovery Program

- Communities' remains focused on supporting impacted persons of both the Marble Bar Storm and Cyclone Zelia with financial assistance to replace lost household goods and personal wellbeing support.

Kimberley Floods Recovery Program

ERS continues to engage with stakeholders, impacted community members and local Aboriginal organisations and community leaders to address recovery concerns and provide support regarding the return to home journey process.

- ERS continue to support impacted community members with practical supports to move home:
  - Supporting with replacement of essential household items under financial assistance measures, with over $740k provided to date.
  - Referrals to wrap around personal, practical, psychosocial and wellbeing services.
  - Engaging across staff from Recovery Program agencies and Local Government to ensure consistent messaging for impacted community members and referral pathways for support services.
  - Communicating with impacted residents and chairpersons of communities.

Since the Return to Home Journey began in September 2024, ERS have facilitated and supported moving 37 families into their long-term homes and/or other residences, with a total of 26 Temporary Accommodation Units (TAUs) vacated to date.

Bunbury Storms Recovery Program

- The DFRAWA Recovery Support program for the 2024 Bunbury Storms will officially close on 30 June 2025. During this time, Communities' will continue to deliver financial assistance to support impacted persons with the replacement of essential household items damaged during the storms and with financial assistance for essential building repairs to impacted residential properties.
- Communities' will also continue to support ongoing referrals for personal and wellbeing support services including psychological support and Financial Counselling.
- To acknowledge one year since the Bunbury storms, a Bunbury Community Recovery and Resilience Connection Day was held on Saturday 5th April 2025 run by the Lions

Recovery
Club and supported by Communities, DFES, Salvation Army, Red Cross, Anglicare Financial Counselling Bunbury and various local and support groups.

LEMC Report, Acting Community Emergency Services Manager, Phill Gunn

- I have been filling in for Shane Harris for 4 weeks so far, with a contracted 2 weeks remaining.
- I have been working with Anrie VanZyl to expend the LGGS operational budget before the end of the financial year, primarily focusing on Personal Protective Clothing and Equipment.

- Met Dan Biddulph on Tuesday the 27th of May and participated in the mitigation burn in Ongerup. The burn started slowly and safely, and progressed well, having finished at 1730 hrs. The burn progressed will with the help of multiple farmer response vehicles, 2 private heavy vehicles and the Ongerup BFB appliance. The Ongerup BFB appliance did receive some cosmetic damage, having blistered some stickers and melted the front indicator lense and passenger mirror.

- Finally, I was mobilized to the Shire of Kojonup on Sunday the 1st of June to help manage their Hazmat response. I learnt that the Shire was unprepared for such an event, and it was posited to me that we could possibly prepare for such an event by having a shared resource to minimize the exposure of harmful hydrocarbons to the environment through the waterways. I will form a proposal for the 3 shires whom I act as CESM for, to share a resource to help mitigate the run off of such chemicals to be held at a central location.

Phill Gunn

Acting Community Emergency Services Manager

Gnowangerup – LEMC June 2025

DFES Report

1. **Regional Update**
    - Apart from ‘normal’ number of local government jobs region has been relatively quiet.
    - Even know the region has seen some rain fall the region remains dry in some areas and we are still see escaped burns.
    - Number of local governments brought back their restricted period with some local governments looking to alter their restricted period times

2. **UCL/UMR/MAF**
    - Pardelup prison will be available to assist with UCL/UMR mitigation work with our LGs, at this stage their ability will by chainsaw, brush cutting, weed spray, parkland clear and in the near future have the ability to assist with burning. In the next 12 months I believe this will also be available in MAF.
    - The region was successfully in obtaining a 3.4 tanker and Light tanker to assist with mitigation works, this is available for LGs as well to assist with MAF works.
3. **ROAC**
    - Fleet looking to reduce the options available for Heavy tankers due the cost for design of 4 different options when the most common appliances being selected are the ISUZU and Tatra cab chassis
    - Light tankers are also a point of interest as discussions were had around them being fit for purpose, the consensus is they are suitable for Urban defence but not so much for rural due to there lack of water now being only 500lts. I would encourage LGs to look at the new IVECO 1.4 option which has 1000lts

4. **Emergency WA App**
    - Familiarity seems to be spreading.

Shane Harris

Acting District Officer – Rural (Great Southern)

23 May 2025

From:	POWIS Charlotte
To:	Matthew.gillfellon@albany.wa.gov.au; Heather.Bell@albany.wa.gov.au; james.wickens@boddington.wa.gov.au; Sandie.spencer@brookton.wa.gov.au; projects; Jarrad Filinski; HARRIS Shane; Stan Scott CEO Cuballing ; GUERIN Mark; Renne Wiggins Shire of Denmark; SUTHERLAND Ryan; Anrie VanZyl; CHESHIRE Janna; Charmaine Soloman (dceo@jerramungup.wa.gov.au); Cindy Pearce – CESM; Estelle Lottering; John Read (ceo@kondinin.wa.gov.au); KULIN CEO; Shire of Kulin; Shire of Narrogin; NARROGIN EMDRS; Sheryl Squiers; Andrew.dover@pingelly.wa.gov.au; BARNES Michael; Shire of Ravensthorpe ES Manager Natalie Bell; Shire of Wagin LEMC Executive Officer; Ian Fitzgerald; CEO West Arthur ; Shire of West Arthur LEMC Executive officer; Mark Hook (ceo@wickepin.wa.gov.au); Geoff McKeown (ceo@williams.wa.gov.au); Shire of Williams LEMC Executive Officer; Shire of Woodanilling
Subject:	CONTACT - TELSTRA Representatives at LEMC
Date:	Wednesday, 16 April 2025 3:18:46 PM
Attachments:	image001.jpg

Good Afternoon,

I hope you are all well.

Several LEMC have recently raised issues with the Great Southern DEMC regarding telecommunications during emergencies. As part of the DEMCs efforts to highlight this ongoing concern across the Great Southern Emergency Management District I have followed up with **TELSTRA** about their attendance at LEMC meetings and requested contact information for relevant representatives to all LEMCs within the Great Southern Emergency Management District.

I have been advised for LEMC Executive Officers to contact Eslo.wa@team.telstra.com as part of your LEMC invites. This inbox is managed by a team who oversee who can/will attend LEMC meetings. Unfortunately, as there are not representatives based within the district, attendance will predominately be via TEAMS.

Telstra also do have a national number that will reach the on duty ESLO- 03 9239 9200 opt 4.

The above method is the preferred contact option, this ensures if anything changes with people you can still get through so, please use the above email address as the first point of contact please. Below are the direct contact details should you require.

Brian Young ESLO- 0419044605- Brian.J.young@team.telstra.com

Calvin Mathais- ESLO- 0477703167- Calvin.Mathais@eam.telstra.com

Andy Boutell- Incident specialist- 0419912229- Andrew.boutell@team.telstra.com

If you have a local contact who regularly attends your meetings, please feel free to continue to invite them directly.

Kind regards
Charlotte

Charlotte Powis

District Emergency Management Advisor
Great Southern Region | Operations
Department of Fire and Emergency Services l 5 Hercules Crescent, Albany WA 6330
P: 08 9845 5007 l **M:** 0429 104 007 l **F:** 08 9841 6719 l **E:** charlotte.powis@dfes.wa.gov.au



From: Vivienne Gardiner
To: David Nicholson; Chiara Galbraith; HARRIS Shane; Anrie VanZyl
Subject: Department of Communities - Staff Update [SEC=OFFICIAL]
Date: Monday, 12 May 2025 1:27:21 PM
Attachments: image001.jpg

OFFICIAL

Good afternoon all,

I would like to advise that I am taking a secondment for 12 months to the Department of Fire and Emergency Services for a period of 12 months while Charlotte Powis is on leave from the District Emergency Management Advisor role.

My position is being backfilled by Kelly Trinne, who comes to the Great Southern from the Bunbury Storms Recovery. Kelly has extensive experience in emergency management and has already commenced in the Great Southern, her email is kelly.trinne@communities.wa.gov.au Kelly will be available on my Communities mobile: 0403 906 639.

I hope the IGA Recovery is progressing as well as can be expected.

Kind regards,

Vivienne Gardiner
Regional Coordinator | Great Southern
Regional Preparedness and Coordination | Emergency Relief and Support
Department of Communities

M 0403 906 639
E Vivienne.Gardiner@communities.wa.gov.au
W communities.wa.gov.au

The Department of Communities proudly acknowledges Traditional Custodians throughout Western Australia and recognises their continuing connection to the land and waters, families and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

The Department of Communities brings together vital services and functions that enable individual, family and community wellbeing. This message may contain privileged and confidential information and is intended for the exclusive use of the addressee(s). You must not disclose this communication to anyone without the prior consent of the Department of Communities. If you have received this email in error, please notify us by return mail, delete it from your system and destroy all copies. The Department of Communities has exercised care to avoid errors in the information contained in this email but does not warrant that it is error or omission free.

From: GARDINER Viv
To: admin@wagin.wa.gov.au; Anrie VanZyl; BARNES Michael; Boddington LEMC Chair Lee Lewis; Brookton Shire ; Brookton Shire President; Broomehill Tambellup Chair Michael White; CARRALL Jason; cdo@williams.wa.gov.au; ceo@brookton.wa.gov.au; ceo@corrigin.wa.gov.au; ceo@cranbrook.wa.gov.au; ceo@cuballing.wa.gov.au; ceo@dumbleyung.wa.gov.au; ceo@jerramungup.wa.gov.au; ceo@katanning.wa.gov.au; ceo@kent.wa.gov.au; ceo@kojonup.wa.gov.au; ceo@kondinin.wa.gov.au; ceo@lakegrace.wa.gov.au; ceo@narrogin.wa.gov.au; ceo@pingelly.wa.gov.au; ceo@ravensthorpe.wa.gov.au; ceo@shirebt.wa.gov.au; ceo; ceo@wagin.wa.gov.au ; ceo@wandering.wa.gov.au; ceo@westarthur.wa.gov.au; ceo@wickepin.wa.gov.au; ceo@williams.wa.gov.au; ceo@woodanilling.wa.gov.au; ceosec@katanning.wa.gov.au; cesm@katanning.wa.gov.au; cesm@kent.wa.gov.au; cesm@lakegrace.wa.gov.au; cesm@sop.wa.gov.au; ceso@jerramungup.wa.gov.au; ceso@ravensthorpe.wa.gov.au; Chris Paget; Corrigin LEMC Chair Des Hickey; council@kojonup.wa.gov.au; Cuballing Shire; David Nicholson; dceo@jerramungup.wa.gov.au; dceo@kulin.wa.gov.au; dceo@wagin.wa.gov.au; dceo@woodanilling.wa.gov.au; Denise Gobbart; Anthony Mort; eso@kondinin.wa.gov.au; eso@kulin.wa.gov.au; eso@narrogin.wa.gov.au; eso@wickepin.wa.gov.au; Estte Lottering; FLYNN Kohdy; Fred Steer; GORDON Brendan; HARRIS Shane; heatherb@albany.wa.gov.au; Jackie McBurney (UGS LG Rep Shire of Pingelly); James Wickens; Joe Duina; Julie Burton; Kirsten Biglin; Kristina Papprill; KULIN CEO; Kylie Caley; Leigh Ballard; Shire of Broomehill- Tambellup; Mark Guerin; Matthew Gilfellon COA LRC; mcc@brookton.wa.gov.au; mws@sop.wa.gov.au; NARROGIN EMDRS; nathan.manning; PALMER Russell; Cindy Pearce – CESM; projects; renee.wiggins@denmark.wa.gov.au; Robert Jehu; Roy Greive; sandie.spencer@brookton.wa.gov.au; scottr@albany.wa.gov.au; Shana Smith; Shire of Boddington ; Shire of Denmark LEMC Chair Kingsley Gibson; Shire of Dumbleyung - LEMC Chair Amy Knight; Councillor Kate O"Keeffe; Shire of Jerramungup LEMC Chair; Shire of Kananning LEMC Chair; Shire of Lake Grace LEMC Chair; Shire of Plantageny LEMC Chair; Shire of Ravensthorpe LEMC chair; Shire of Wagin LEMC Chair; Shire of West Arthur LEMC Chair; Tom Brough; works@wandering.wa.gov.au
Cc: KINSELLA Diarmuid
Subject: Acting DEMA Great Southern next 12 months
Date: Thursday, 15 May 2025 10:56:43 AM
Attachments: image001.jpg

> Some people who received this message don't often get email from viv.gardiner@dfes.wa.gov.au. Learn why this is important

Good morning,

I would like to take this opportunity to introduce myself as I am acting District Emergency Management Advisor – Great Southern while Charlotte Powis is on leave until April 2026.

Please don't hesitate to contact me, my details are below and are the same as Charlotte's, except for my email **viv.gardiner@dfes.wa.gov.au**. I look forward to working with you over the next 12 months.

Kind regards,

Vivienne Gardiner
District Emergency Management Advisor
Great Southern Region | Operations
Department of Fire and Emergency Services l 5 Hercules Crescent, Albany WA 6330
P: 08 9845 5007 l **M:** 0429 104 007 l **F:** 08 9841 6719 l **E:** viv.gardiner@dfes.wa.gov.au

11.6	**STRATEGIC RATING AND REVENUE POLICY**
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	23 July 2025
Business Unit:	Corporate
Responsible Officer:	David Nicholson – CEO
Author:	David Nicholson – CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Strategic Rating and Revenue Policy ***(Draft)***

PURPOSE OF THE REPORT

The attached Strategic Rating and Revenue Policy (draft) has been developed to ensure compliance with Section 5.56AA of the Local Government Act 1995 amended.

BACKGROUND

As part of the State Government reform of the Local Government Act 1995, Local Government Amendment Act 2024 requires local governments to have a Rates and Revenue Policy (Section 5.56AA of the Local Government Act 1995 amended).

A rates and revenue policy must set out information about a local government's projected revenue from rates and other sources of projected revenue. The rates and revenue policy must be adopted every calendar year before 1 March and must be published on the local government's web site.

COMMENTS

The State government is still to confirm the effective date for the requirement to have a rates and revenue policy though as part of good governance and transparency, it is prudent to have this in place in advance of deadline.

Importantly, the policy notes the following key points:

- The policy is underpinned by sound principles which are well understood, communicated to ratepayers and compliant with legislation.
- Council will adopt a balanced budget each year with the amount received from rates equalling the budget deficiency.
- Council will balance the levels of service in accordance with the needs and expectations of its community
- When forming is annual budget Council gives primary regard to its strategic plans.
- When the community desire greater levels of service rate increase higher than forecast inflation will be required over the long term to sustain long term asset services and avoid future sudden rate increases.

CONSULTATION

- Moore Australia.
- This policy was presented to Council at their Agenda Briefing 9 July 2025.

LEGAL AND STATUTORY REQUIREMENTS

A local government is required as part of the State Government reform of the Local Government Act 1995, to have a Rates and Revenue Policy (Section 5.56AA of the Local Government Act 1995 amended).

FINANCIAL IMPLICATIONS

This policy will determine the rates and revenues the Shire levies as part of developing its annual budget.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic priorities.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

This item has been evaluated against the current Council approved Risk Management Register.

Risk description	Not to adopt the Strategic Rating and Revenue Policy
Primary Strategic Risk Category	Compliance
Primary Strategic Risk Category **Description**	Failure to identify, interpret, assess, respond and communicate laws and regulations.
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Moderate
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Rare

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may reject adoption of this policy given the State government has not announced an effective date. However, this policy is part of good governance and its adoption should not be dependent on the law.

VOTING REQUIREMENTS
Absolute Majority

COUNCIL RESOULTION

MOVED: Cr L Martin **SECONDED: Cr R O'Meehan**

0725.09 That Council

1. **Adopts the Shire of Gnowangerup Strategic Rating and Revenue Policy.**

2. **Directs the CEO to publish this Policy on the Shire's web site.**

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL

STRATEGIC RATING AND REVENUE POLICY

Objective

To outline the Shire of Gnowangerup Council's principles and methodology when exercising the Council's discretionary powers to determine the level of revenue and structure of rates and other charges levied under the *Local Government Act 1995*. The policy aims to give ratepayers a better understanding of the local government's financial management and assurance of the planning for rates and charges over future years.

1.0 Background

The Shire provides a number of services to the community within the district. To be able to provide these services the Shire must collect revenue to cover the cost of these services both in the short and long term. The level of services provided is guided by the Shire's community based strategic plans as well as regulatory requirements.

This Policy has been developed within the context of the Shire of Gnowangerup Strategic Plans. In setting rates and other charges, the Council considers the long term vision for the Shire, strategic plans and the likely impacts on the community.

Shire revenue may be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

1.1 Revenue Sources

Section 6.15 of the *Local Government Act 1995* provides for local government to receive revenue from the following sources:

- rates; or
- service charges; or
- fees and charges; or
- borrowings; or
- investments; or
- any other source,

authorised by or under *this Act* or another written law; or from:

- dealings in property; or
- grants or gifts.

2.0 Definitions

Fees and Charges is an amount imposed under Section 6.16 of the *Local Government Act 1995* for any goods or service the local government provides or proposes to provide, other than a service for which a service charge is imposed.

Gross Rental Value is one basis of rate and is defined in the *Valuation of Land Act 1978*.

Land means lands, tenements and hereditaments, and any improvements to land, and includes any interest in land.

Merged Improvements means any works in the nature of draining, filling, excavation, grading or levelling of the land, retaining walls or other structures or works for that purpose, the removal of rocks, stone or soil, and the clearing of timber, scrub or other vegetation.

Service Charges are amounts imposed under Section 6.38 of the *Local Government Act 1995* to meet the cost to the local government in the provision of a prescribed work, service or facility in relation to the land.

Unimproved Value is one basis of rate and is defined in the *Valuation of Land Act 1978*.

Vacant Land means land on which there are no improvements other than merged improvements.

3.0 Rating and Revenue Policy Statement

The Council believes the rating policy must be underpinned by sound principles, which are well understood, communicated to ratepayers and compliant with current legislation and departmental guidelines.

Council wishes to adopt a balanced budget each year with the amount raised from rates being equal to the budgeted deficiency. Council determines its budgeted deficiency arising from meeting its short and long term financial, strategic, operational and statutory responsibilities for the coming financial year. Rates are to be raised to meet the forecast budgeted deficiency.

The Council aspires to balance service levels in accordance with the needs and expectations of its community and sets rating levels to adequately resource its roles and responsibilities and achieve its strategic objectives. When forming its annual budget, the Council gives primary regard to its strategic plans.

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Where the community desire greater levels of service rate increases higher than forecast inflation will be required over the long term to sustain long term asset services and avoid future sudden rate increases.

As far as possible the budget deficiency should be estimated for at least four years to enable rates increases required to meet the budget deficiency to be predictable and consistent. This will avoid the need to excessively increase rates in future years to cover unavoidable costs, particularly costs associated with provision of asset related services to the community.

The Council will consider the rating principles when developing, maintaining and applying its rating and revenue strategy each year:

The rating principles outlined in the explanatory notes are to apply to all rateable land within the Shire of Gnowangerup.

3.1 Service Charges

Currently regulation 54 of the *Local Government (Financial Management) Regulations 1996* allows for services charges to be raised for the following:

- property surveillance and security;
- television and radio rebroadcasting;
- underground electricity;
- water.

Where any of these services are provided to ratepayers the Shire will seek to recover costs in full by raising service charges on ratepayers directly benefiting from these services.

3.2 Specified Area Rates

Section 6.37 of the *Local Government Act 1995* may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —

- have benefited or will benefit from; or
- have access to or will have access to; or
- have contributed or will contribute to the need for, that work, service or facility.

The Shire may consider raising specified area rates where the work, service or facility is considered to primarily benefit the ratepayer on who the specified area rate is raised and of little to no benefit to the broader community.

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3.3 Fees and Charges

Fees and charges are amounts charged by the Shire in accordance with Section 6.16 of the *Local Government Act 1995* for any of the following:

- providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- supplying a service or carrying out work at the request of a person;
- subject to section 5.94, providing information from local government records;
- receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- supplying goods;
- such other service as may be prescribed.

The provision of infrastructure and other services is central to the Shire's role in supporting the local community. In providing services and assets for community use, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must balance the affordability and accessibility of infrastructure and services with its financial capacity and desire to provide services and assets over the long term.

Where higher or lower than overall budget parameter changes are proposed, benchmarking of other local government or competitor fees for the same service maybe undertaken for consideration by council members as part of the annual budget process.

Sound financial management of community service delivery requires fees and charges to reflect the cost of providing a service of a particular quality, moderated by considerations of affordability, accessibility and equity, as well as community expectations and values.

3.4 Concessions and Waivers

Circumstances may arise where Council resolves by absolute majority to grant a waiver or concession in relation to rates. Waivers or concessions have the effect of altering the rating principles and safeguards under *the Act*. They should not be used to avoid the regulatory requirements. Where a waiver or concession is granted in any year a review of the rating structure shall be undertaken during the year to avoid the need to continue to grant a concession in subsequent years.

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Concessions and waivers of fees and charges should only be provided to community organisations, or where considered appropriate under any Shire financial hardship policy.

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EXPLANATORY NOTES:

Rates

Rates are based on property values and are a form of property tax. Under the *Valuation of Land Act 1978*, the Valuer-General must maintain valuation rolls of rateable and taxable land throughout Western Australia. These rolls are periodically provided to the Shire for rating purposes. On behalf of the Valuer-General, Property and Valuations Services, Landgate (the Western Australian Land Information Authority), conducts general valuations (revaluations) and makes interim valuations as required.

Valuations are not the sole factor in determining the rates income of the Shire, and as a result, valuation increases or decreases do not necessarily cause a rate rise or reduction. Council has large discretionary powers when determining the level of rates to be imposed each year.

All land within the Shire is rateable except for land specifically exempt under s6.26 of the *Local Government Act 1995*.

Rating Legislation

The legislative framework set out in Division 6 of the *Local Government Act 1995* defines the powers and responsibilities Council has when setting rates. Part 5 of the *Local Government (Financial Management) Regulations 1996* provides regulatory restrictions in relation to rates and service charges.

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Rating Principles

The following fundamental principles are to be considered when the Shire is making any rating related decisions.

Principle	Explanation
Objectivity	As far as possible, the predominant use of land should be reviewed and determined based on an objective assessment of relevant criteria. External parties should be able to understand how and why a determination was made.
Fairness and Equity	Rating principles should be applied fairly and equitably. Each property should make a fair contribution to rates based on a method of valuation appropriately reflecting predominant use.
Consistency	Rating principles should be applied, and determinations should be made, in a consistent manner. Like properties should be treated in a like manner.
Transparency	Systems and procedures for determining the method of valuation of land should be clearly documented and available for the public to inspect. This is fundamental to the "good government" principle upon which the Local Government Act 1995 is based. The right to govern accompanies the obligation to do so openly and fairly.
Administrative Efficiency	Rating principles and procedures should be applied and implemented in an efficient and cost-effective manner.

Basis of Rate

The Minister is required to determine the method of valuation of land to be used by the Shire as the basis for a rate. The following methods of valuation are able to be used:

- Unimproved Value (UV), or
- Gross Rental Value (GRV).

The unimproved value and gross rental value are defined within the *Valuation of Land Act 1978* and have been outlined in the definitions section of this Policy. The

In order for the Minister to ensure the rating principles under the *Local Government Act 1995* (the Act) are applied to any separately identifiable rateable portion of land within the district, the Shire is to maintain systems and procedures to:

- identify and record any changes in land use;
- review the predominant use of land affected by significant land use changes;
- consult with affected parties;

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- obtain Council approval to apply to the Minister for a change in method of valuation; and
- ensure timely application to the Minister.

When determining land use for the purpose of determining the basis of rate the purpose for which the land is zoned shall form the initial guide to the predominant use of any land within the district.

An initial guide to the predominant use of land within the district based on the zoning under the Shire of Gnowangerup Local Planning Scheme is detailed in these explanatory notes. Where the current predominant use of the land is different to the initial guide the basis for this determination should be clearly documented.

Initial guide to predominant use of land

Method of Valuation	Zones
Gross Rental Value (GRV) (Non-Rural Land Use)	Residential
	Industry
	Light and Service Industry
	Rural Residential
Unimproved value (UV) (Rural Land Use)	General Agriculture
	Mining
	Exploration
Assessed based on land use	Special Use Zone

Determining the predominant land use

Zones listed as assessed based on land use are to be the subject of detailed examination and consideration as they may require either method of valuation, dependent on the actual land use.

Where the predominant current land use as defined under Shire of Gnowangerup Local Planning Scheme does not align to the zoning land use indicated by the initial guide above, a determination of whether a different basis of rate is more appropriate is required.

Determination of the appropriate basis of rate requires examination of the extent to which the separately identifiable portion of land is being used for an alternative land use. This should be documented and considered using the principles detailed in this policy before commencing the process to make application to the Minister for a change in method of valuation.

Uniform / Differential Rating

A uniform general rate in the dollar may be applied for all GRV and UV valued properties within the district. Council may deem a differential general rate to best meet the five rating principles. Imposition of differential general rate represents a conscious decision by Council to redistribute the rate burden in the district by imposing a higher contribution on some ratepayers and a lower contribution on others to best meet the rating principles.

In accordance with regulatory restrictions Council may choose to impose differential general rates according to any, or a combination, of the following characteristics:

- the purpose for which the land is zoned, under the Shire of Gnowangerup local planning scheme; or
- a purpose for which the land is held or used as determined by the local government; or
- whether or not the land is vacant land.

When imposing a differential general rate, the characteristics of the land to which the differential rate is to be applied along with the objects and reasons for the differential rate must be clearly defined.

The purpose for which the land is zoned is considered the most appropriate basis for determining the characteristics of the land to which the differential general rate applies and most efficient way of defining differential rating categories. In certain instances, a combination of zoning and land use as defined within the Shire of Gnowangerup Local Planning Scheme may be the best way of achieving the rating principles. Where the rating principles are still considered by Council to not be met using the previous methods, the purpose for which the land is held or used and/or whether the land is vacant land shall be used as the basis for determining the differential general rate category. Where land use defines differential rate characteristics the land uses defined within the local planning scheme shall be applied.

Fees and charges

When setting fees and charges factors Council may consider include the user's capacity to pay, equity in the subsidisation of services, community service obligations, statutory or service agreement limitations and results of benchmarking of similar services at nearby local governments.

Fees and charges within two broad categories:

- Limited by legislation
- At the discretion of Council

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Regardless of the category, Council is responsible for setting and imposing fees and charges.

Statutory fees are fees and charges limited by legislation and raised under the direction of legislation or other government directives. Statutory fees are generally set by the relevant state government department responsible for the corresponding services or legislation, and generally the Shire will have limited discretion in applying these fees.

Examples of statutory fees include:

- Planning and subdivision fees
- Building and inspection fees
- Infringements and fines
- Land information certificate fees

When setting fees and charges which are at the discretion of Council, the extent of cost recovery for particular services should be consistent with the level of both individual and collective benefit the services provide and in line with the community's expectations for the level users of cost recovery to be met by users.

Fees and charges for discretionary services are set based on one of the following pricing methods:

- Market price
- Full cost recovery price
- Subsidised price

Market pricing is where Council sets prices based on the benchmarked competitive prices of alternate suppliers. In general market price represents full cost recovery plus a return on investment in the provision of the goods or services. Where other providers of the goods or services exist within the district (even at a different location) market prices or recommended retail prices will be used.

Where the market price is lower than the full cost price, then the market price would represent the Shire subsidising the goods or service. In these circumstances Council will consider the community benefit and desire for the Shire continuing to provide the goods or services.

Full cost recovery price is where Council sets fees and charges aimed at recovering all direct and indirect costs incurred by Council. This pricing is required by legislation in the instances defined in Section 6.17 (3) of the Local Government Act 1995. It should also be used in particular where a service provided by Council benefits individual customers specifically, with little to no benefit to the community as a whole and where the Shire is the sole possible supplier in the district.

Draft

In principle, fees and charges should be set at a level to at least recover the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation of the goods or service.

Subsidised pricing is where Council subsidises a service by setting fees or charges at a level which is lower than the full cost of that service onto the customer. Subsidies may range from full subsidies where the goods or services are provided free of charge (such as provision of road infrastructure services) to partial subsidies, where Council provides the service to the user with a cost lower than the cost of providing the goods or services.

Subsidised pricing may exist where the community benefit does not directly relate to users of the service or even directly to current ratepayers, such as the provision of sports facilities to attract residents to the district. The level of subsidy should be aligned to community demand for the Shire to provide the service at a subsidised fee or charge.

Subsidisation of the goods or services should not occur where there are other current or potential future market participants in the district.

COMPLIANCE REQUIREMENTS

Legislation	• *Local Government Act 1995* • *Valuation of Land Act 1978* • *Local Government (Financial Management) Regulations 1996*

DOCUMENT CONTROL

STRATEGY & GOVERNANCE / FINANCE	
Policy Number	2.22 / 4.14
Responsible Officer	Chief Executive Officer
Initial Council Adoption	
Review Dates	
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

Draft

11.7	**Shire of Gnowangerup IT Strategy 2025-2035**
Location:	N/A
Proponent:	N/A
Date of Report:	11th July 2025
Business Unit:	Corporate and Community
Responsible Officer:	Deputy CEO – Chiara Galbraith
Author:	Deputy CEO – Chiara Galbraith
Disclosure of Interest:	nil

ATTACHMENTS

- Draft IT Strategy 2025–2035

PURPOSE OF THE REPORT

For Council to consider and adopt the Shire of Gnowangerup's Information Technology (IT) Strategy 2025–2035.

BACKGROUND

The Shire of Gnowangerup's operations, service delivery and compliance obligations increasingly rely on effective and secure information technology systems. As a Class 4 local government with limited internal IT resources, the Shire must plan strategically to ensure systems remain resilient, cost-effective, and aligned with community and legislative expectations.

This IT Strategy provides a clear roadmap for digital improvement and governance over the next 5 to 10 years. It supports infrastructure modernisation, cybersecurity enhancement, improved community access to online services, and effective vendor and risk management.

The strategy has been developed with reference to the WA Office of the Auditor General's findings, the State Records Act 2000, Privacy Act 1988 (Cth), Local Government Act 1995, and industry best practice (including ISO 27001 and the Australian Cyber Security Centre's Essential Eight).

COMMENTS

The IT Strategy 2025–2035 sets out:
- A vision for secure, smart, and sustainable digital services;
- Guiding principles to ensure fit-for-scale, secure and community-focused systems;
- Strategic objectives to improve IT capability, governance, and service delivery;
- Key focus areas including infrastructure, cybersecurity, staff enablement, and community-facing digital tools;
- An implementation roadmap identifying staged improvements aligned to resourcing;

- Measures for success and a clear review cycle.

Adopting this strategy will enable the Shire to prioritise IT initiatives, support digital transformation, and ensure good governance of information systems.

CONSULTATION

Internal consultation has occurred with the Executive Management Team and relevant officers as well as our current information technology and systems contractor. The strategy has also been informed by past audit findings and regulatory requirements.

LEGAL AND STATUTORY REQUIREMENTS

- Local Government Act 1995
- State Records Act 2000
- Privacy Act 1988 (Cth)

POLICY IMPLICATIONS

Implementation of the IT Strategy will result in the review and development of IT-related policies, including:
- Acceptable Use Policy
- Cybersecurity and Incident Response Procedures
- Password and Access Management
- Remote Access Policy

FINANCIAL IMPLICATIONS

Implementation of the strategy will be subject to annual budget allocations and grant funding opportunities where available. Costs will be prioritised in accordance with the strategy's staged roadmap and risk profile.

STRATEGIC IMPLICATIONS

This item aligns with the Shire of Gnowangerup's Strategic Community Plan:

Theme	5. Our Organisation
Community Priority	Objective 4.1: Provide accountable and transparent leadership Objective 4.2: Strengthen the Shire's organisational capability and governance

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

Adoption of the strategy reduces strategic, operational, and compliance risks associated with:
- IT system failure or obsolescence
- Cybersecurity threats

- Vendor management gaps
- Lack of data governance and policy oversight

This item has been evaluated against the current Council approved Risk Management Register.

Risk description	**Not to endorse the officer's recommendation**
Primary Strategic Risk Category	Organisation Performance
Primary Strategic Risk Category **Description**	Failure to plan, implement, and maintain appropriate digital infrastructure, governance, and systems may lead to inefficiencies, service disruption, cybersecurity breaches, or non-compliance with legislation.
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

Overall Risk Rating: High
Failure to adopt the strategy may result in fragmented decision-making, increased cybersecurity vulnerabilities, and limited ability to deliver digital services or meet compliance obligations.

IMPACT ON CAPACITY

Implementation of the IT Strategy will require coordinated input from the Executive Management Team and relevant officers, with ongoing support from the Shire's outsourced IT provider. While the strategy is designed to align with the Shire's resourcing constraints, its success will depend on:
- Officer capacity to manage change and oversee implementation of priority projects;
- Vendor performance to deliver infrastructure upgrades, support, and cybersecurity measures;
- Governance capacity to maintain oversight, review policies, and manage risk.

The strategy acknowledges these limitations and proposes a staged implementation over 10 years to ensure realistic, sustainable delivery. Capacity considerations will be reviewed annually through the budget process and workforce planning reviews.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose not to adopt the IT Strategy at this time or request further amendments. The implications of not adopting the strategy include:

-Continued reliance on outdated systems and inconsistent digital practices.

-Increased exposure to cybersecurity risks and compliance breaches.
-Missed opportunities to improve community services and internal efficiencies.
-Limited ability to plan and budget effectively for future IT investments.

Deferring the strategy may result in reactive decision-making and greater long-term costs. Adopting the strategy now provides a clear and proactive direction for managing digital transformation in line with best practice and the Shire's long-term goals.

CONCLUSION

The adoption of the Shire of Gnowangerup's IT Strategy 2025–2035 will provide a clear, strategic framework to guide the Shire's digital transformation over the next decade. It ensures that technology decisions are aligned with community needs, legislative obligations, and organisational priorities, while addressing emerging risks and opportunities. Endorsing this strategy demonstrates Council's commitment to good governance, service improvement, and long-term sustainability.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOULTION

MOVED: Cr P Callaghan **SECONDED: Cr L Martin**

0725.10 That Council

1. **Adopts the Shire of Gnowangerup IT Strategy 2025–2035 as presented in attachment**

2. **Notes that implementation of the strategy will be staged in alignment with available resources and reported annually through the budget process; and**

3. **Directs that the Chief Executive Officer incorporate relevant policy development and risk reporting as part of the strategy's implementation.**

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL

Shire of Gnowangerup

1. Executive Summary

This Information Technology (IT) Strategy outlines the Shire of Gnowangerup's long-term plan to strengthen its digital foundations, improve community service delivery, and future-proof operations through secure, efficient, and resilient technology systems. It is designed to support the Shire's objectives while recognising regional challenges such as workforce limitations, geographic remoteness, and reliance on outsourced IT services.

2. Vision

To deliver secure, smart, and sustainable digital services that connect our community, support our workforce, and enable resilient local government operations.

3. Guiding Principles

- **Community-Centric**: Digital services will prioritise accessibility, usability, and transparency for residents and businesses.
- **Secure by Design**: Cybersecurity and data privacy will be embedded into all systems and processes.
- **Fit-for-Scale**: IT systems will be designed for simplicity and adaptability to the Shire's resourcing and staffing context.
- **Accountable Governance**: Clear decision-making frameworks, policies, and risk management processes will guide all IT initiatives.
- **Future-Ready**: The Shire will embrace digital transformation where it adds value, while remaining risk-aware and fiscally responsible.

4. Strategic Objectives (2025–2035)

Objective	Outcome
1. Strengthen Digital Foundations	Reliable infrastructure, fit-for-purpose systems, and modern collaboration tools.
2. Embed Robust Cybersecurity	Systems and data are protected against growing cyber threats.
3. Enhance Service Delivery through Digital Tools	Staff and residents can easily access and use key services online.

DRAFT

Objective	Outcome
4. Build Digital Capability and Culture	Staff have the skills and support to use systems confidently and securely.
5. Establish Accountable IT Governance	Decisions are transparent, compliant, and aligned with legislation and best practice.
6. Enable Strategic Partnerships	Strong relationships with IT vendors and government partners to improve service delivery.

5. Key Strategic Initiatives

- **Modern Infrastructure:** Transition from legacy to cloud-based systems that improve reliability, security, and access.
- **Cybersecurity and Compliance:** Strengthen protection of data and systems using industry standards and regular reviews.
- **Digital Community Services:** Continue developing accessible, user-friendly online services for residents and businesses.
- **Staff Support and Enablement:** Build capability through practical training and streamlined IT tools.
- **Governance and Risk:** Maintain clear policies, risk oversight, and compliance with local government obligations.

6. Implementation Roadmap (High-Level)

Year	Focus Areas
2025	Cybersecurity uplift, policy refresh, W: Drive to SharePoint migration
2026	Online services enhancement, staff training, website upgrades
2027	Core system review, vendor performance review
2028–29	Mobility enablement, cloud strategy refinement
2030+	Strategic review, innovation planning, future technologies

DRAFT

7. Success Measures

Area	KPI
Security	100% MFA coverage, no critical breaches
Governance	Annual policy reviews completed, active risk register maintained
Staff Capability	100% staff participation in IT training
Resident Engagement	Increased use of online forms and services
System Resilience	<5% unscheduled downtime annually

8. Review and Continuous Improvement

- The strategy will be formally reviewed every 3 years.
- Provide annual progress updates to Council and Executive.
- Capture feedback from staff and community to inform future updates.
- The strategy aligns with OAG WA guidance, State legislation, and digital best practice.

DRAFT

11.8	**SHIRE OF GNOWANGERUP DOGS LOCAL LAW 2024 - DRAFTING ERRORS**
Date of Report:	10 July 2025
Business Unit:	Strategy and Governance
Responsible Officer:	David Nicholson – Chief Executive Officer
Author:	Anita Finn – Senior Governance and Risk Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

Nil

PURPOSE OF THE REPORT

For Council to resolve to undertake to correct the drawing errors in the Shire of Gnowangerup Dogs Local Law 2024 as requested by the Joint Standing Committee on Delegated Legislation (JSCDL).

BACKGROUND

As part of the Local Law-making process, a copy of the Shire of Gnowangerup Dogs Local Law 2024 and the associated explanatory material was submitted to the Joint Standing Committee on Delegated Legislation (JSCDL) on 17 April 2025.

Following the review by the JSCDL the following drafting errors were identified:

Drafting error 1

Clause 1.5 defines 'dangerous dog' as having:

> *the meaning given to it by section 3(7) of the Act [Dog Act 7976] and includes a kennel establishment*;

Clause 1.5 defines 'kennel establishment' to mean:

> *any premises where more than the number of dogs under clause 3.2(2) over the age of three months are kept, boarded, trained or bred temporarily, usually for profit and where the occupier of the premises is not the ordinary keeper of the dogs;*

In the Committee's opinion, the phrase 'and includes a kennel establishment' was included in the definition of 'dangerous dog' in error. This phrase should be deleted.

Drafting error 2

Clause 2.1(c) provides that:

2.1 Fees and charges

The following are to be imposed and determined by the local government under sections 6. 76 to 6. 79 of the Local Government Act 7995-

(c) application for additional costs of the destruction and the disposal of a dog referred to in section 29(7 5) of the Act.

The words 'application for additional' appear superfluous and should be deleted.

COMMENTS

The JSCDL requests the following undertakings:

The Council will:

1. when the local law is next reviewed, amend the local law as follows:
    a) in clause 1.5, in the definition of 'dangerous dog', delete the phrase 'and includes a kennel establishment'
    b) in clause 2.1(c), replace the words 'application for additional' with 'the'
    c) make all consequential amendments arising from the above amendments.
2. not enforce the local law to the contrary before it is amended in accordance with undertaking 1
3. ensure that a copy of these undertakings accompanies the local law wherever it is made publicly available by the Shire, whether in hard copy or electronic fo rm.

The undertakings should be given in the form of a letter signed by the Shire President.

CONSULTATION

The findings were addressed at the Councillor Workshop on 11 June 2025.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 (s3.12 and s3.5)
Local Government (Functions & General) Regulations 1996 (Reg.3)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic objectives

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

This item has been evaluated against the current Council approved Risk Management Register.

Risk description	**Not to resolve to undertake as per the request by JSCDL**
Primary Strategic Risk Category	Adverse Regulatory change
Primary Strategic Risk Category **Description**	• Investigation of Council for non compliance • Reputational damage.
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil. The requested corrections and recommendation will provide for improved legislative compliance.

CONCLUSION

Staff have reviewed the request from JSCDL and support the recommendation.

VOTING REQUIREMENTS
Absolute Majority

COUNCIL RESOULTION

MOVED: Cr S Hmeljak **SECONDED: Cr R O'Meehan**

0725.11 That Council:

Resolves to undertake to the Joint Standing Committee on Delegated Legislation that the Council will:

1. **when the local law is next reviewed, amend the local law as follows:**
   a) **in clause 1.5, in the definition of 'dangerous dog', delete the phrase 'and includes a kennel establishment'**
   b) **in clause 2.1(c), replace the words 'application for additional' with 'the'**
   c) **make all consequential amendments arising from the above amendments.**
2. **not enforce the local law to the contrary before it is amended in accordance with undertaking 1**
3. **ensure that a copy of these undertakings accompanies the local law wherever it is made publicly available by the Shire, whether in hard copy or electronic form.**

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr S Hmeljak

AGAINST: NIL

11.9	**Council Plan 2025-2035**
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	23 July 2025
Business Unit:	Chief Executive Officer
Responsible Officer:	David Nicholson – CEO
Author:	David Nicholson – CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Council Plan 2025-2035 incorporating the Strategic Community Plan and Corporate Business Plan ***(Draft).***

PURPOSE OF THE REPORT

To adopt the Shire of Gnowangerup Council Plan comprising the Strategic Community Plan and Corporate Business Plan 2025-2035

BACKGROUND

The Local Government Act 1995 requires a Local Government to have a plan for the future and to have regards to this plan when preparing the annual budget. This Plan comprises the Strategic Community Plan and Corporate Business Plan.

A Council Plan provides Council and the CEO clear strategic direction for a period of ten (10) years. The Shire's Council Plan is used to translate the Shire's Strategic direction into priorities.

COMMENTS

The current Strategic Community Plan 2021-2031 was due for a four (4) year major review in 2025. The Shire sought quotations from suitably qualified consultants to assist with developing and implementing an extensive community consultation process aimed at informing the Plan's development.

CONSULTATION

Development of the Plan comprised four separate community meetings (one in each town) as well as a separate meeting with the Gnowangerup Aboriginal Corporation. In addition, an on-line survey was conducted. In total there were 147 separate responses / submissions, with the largest number coming from the on-line survey (80).

The consultation process revealed four main themes:

1. Our Community
2. Our Environment
3. Local Economy
4. Leadership and Governance

The final draft Council Plan 2025-2035 was presented to Council at Agenda Briefing held 9 July 2025.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

s.5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations

Division 3 — Planning for the future

FINANCIAL IMPLICATIONS

The Local Government Act 1995 Section 6.2(2) and Local Government Administration Regulations 1996 (19BA) requires a local government to have regards to its Council Plan when setting a budget. The Plan must be reviewed at least every two years (minor review) with a major review every four years.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic priorities.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

This item has been evaluated against the current Council approved Risk Management Register.

Risk description	Compliance
Primary Strategic Risk Category	Breach of the Local Government Act 1995 and Local Government Administration Regulations 1996
Primary Strategic Risk Category **Description**	Compliance risk (statutory, regulatory)
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Moderate
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Rare

IMPACT ON CAPACITY

The Shire is constrained by the quantum of rates it can raise and the receipt of grants. At times this may result in community disappointment and frustration. This risk is addressed by transparent operations and regular community dialogue.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose not to endorse the Council Plan and to seek further community input. As the Plan is due for a major view this year (2025) delay in approval may result in a breach of the Local Government Act 1995.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOULTION

MOVED: Cr P Callaghan **SECONDED: Cr R Miniter**

0725.12 That Council

1. Adopt the Shire of Gnowangerup Council Plan incorporating the Strategic Community Plan and Corporate Business Plan 2025-2035.

2. Directs the CEO to publish the Council Plan as per the Regulations

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL

Heart of the Sterlings

SHIRE OF GNOWANGERUP

BORDEN GNOWANGERUP ONGERUP

COUNCIL PLAN

2025 - 2035



Our Integrated
Strategic Community Plan
Corporate Business Plan

Heart of the Sterlings

SHIRE OF GNOWANGERUP

BORDEN GNOWANGERUP ONGERUP

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Cover Page Image Credit Daniel Smith
DJ Smith Photography

Strategic Community Plan
Corporate Business Plan



We are pleased to present the Shire of Gnowangerup Council Plan 2025-2035, incorporating the Strategic Community Plan and Corporate Business Plan.

This Plan is part of our continued commitment and focus on a positive and bright future for our Shire. Sharing our vision and strategic objectives aligned to the feedback received from our community, this Plan outlines how we will work towards achieving our vision over the next decade.

This Plan has been developed after consideration of the valued input of the local community, and we want to express our appreciation for the response and input received.

Our community and Council recognise we care for an extensive road network and community infrastructure, essential to our community connectivity and economy along with the large number of visitors to our region, and maintaining these assets remains a key focus for Council.

The community engagement results highlight a strong sense of community, appreciation for the natural beauty of the area and local residents are highly invested in seeing our Shire grow, thrive and connect.

With a small resident population and ratepayer base, Council is mindful of resource limitations and seeks whenever possible to advocate for and leverage external funding opportunities for the benefit of our district.

As a local government we will continue to work in partnership with the community, and other key stakeholders, to deliver these outcomes.

During the development of this Plan, we reflected on our progress since the development of our Strategic Community Plan 2021-2031 and identified the need to ensure the Shire has the resources and capacity to provide appropriate levels of services to the community and to maintain our infrastructure.

As a Council we look forward to continue progressing and supporting our community to stay, grow and thrive.

Kate O'Keeffe
Shire President

INTRODUCTION



SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

Our Vision

A community where people
stay, grow and thrive

Stay
A safe, welcoming place where people feel connected and proud to belong.

Grow
A community that develops through new opportunities, investment and learning.

Thrive
A place where people enjoy a high quality of life and reach their full potential.

COUNCIL PLAN 2025 - 2035

SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

Our Purpose

The Shire's purpose is

Connecting Community

by fostering engagement and a sense of belonging

We bring people together to build relationships, share experiences, and strengthen our sense of belonging.

Through connection and collaboration, we create a stronger, more unified community.

Our Values

Safety, Tenacity, Integrity and Collaboration

COUNCIL PLAN 2025 - 2035

OUR STRATEGIC OBJECTIVES

Our priority areas for the next ten years, guiding our decisions and planning

1. Our Community

Vibrant, connected community, promoting well-being and inclusion

2. Our Environment

Healthy natural environment and well maintained infrastructure for current and future generations' enjoyment

3. Local Economy

An innovative and diverse local economy with a strong agricultural industry

4. Leadership and Governance

Providing strategic leadership and effective advocacy for the advancement of our district

COUNCIL PLAN 2025 - 2035









1. Our Community

Vibrant, connected community, promoting well-being and inclusion

Strategy 1.1 Support an active, healthy and inclusive community culture

Activities	Term	Role
1.1.1 Deliver and support community events and activities	2025-2029	Partner / Deliver
1.1.2 Engage with community, seek opportunities to celebrate our diverse culture, aboriginal heritage and promote inclusion and connection across the district	2025-2029	Partner / Deliver
1.1.3 Advocate for and support appropriate health and medical services, community support services, facilities and programs locally	2025-2029	Advocate / Partner
1.1.4 Seek appropriate compensation for health and medical services locally	2025-2029	Advocate
1.1.5 Work collaboratively to ensure our emergency services and disaster recovery arrangements are appropriate, support and encourage volunteering across the district	2025-2029	Partner / Deliver

Strategy 1.2 Accessibilty to all community spaces and facilities

Activities	Term	Role
1.2.1 Plan for access and inclusive services and facilities across the district	2025-2027	Deliver
1.2.2 Undertake appropriate planning to support the health and well-being of our community	2026-2028	Partner / Deliver

Giving direction to further activities including:

- Seeking grants for activities and events like Wild Gravel
- Providing community grants program
- Support for resident doctor
- Facilitate local emergency management arrangements
- Engaging with our aboriginal community, working collaboratively to preserve and celebrate heritage and culture
- Review, update and implement Disability Access and Inclusion Plan
- Advocate for local provision of health and well-being activities and services
- Support for initiatives like Active Farmers program
- Review, update and implement local public health plan









2. Our Environment

Healthy natural environment and well maintained infrastructure for current and future generations' enjoyment

Strategy 2.1 Valuing our natural environment and working collaboratively to protect and enhance our natural assets

Activities	Term	Role
2.1.1 Collaborate for the conservation, management and maintenance of our natural environment	2025-2029	Partner
2.1.2 Maintain our public streetscapes, showcasing our beautiful towns	2025-2029	Partner / Deliver
2.1.3 Provide waste management services and facilities, meeting the needs of our community and promoting waste reduction and recycling	2025-2029	Deliver
2.1.4 Plan for water security, drought resilience and climate change risks	2026-2029	Deliver

Strategy 2.2 Infrastructure is well planned and maintained to support our community

Activities	Term	Role
2.2.1 Plan, maintain and manage community assets through effective asset management	2025-2029	Deliver
2.2.2 Provide appropriate road and transport network and associated infrastructure	2025-2029	Deliver
2.2.2 Maintain Local Planning Scheme to ensure growth is appropriately planned and enabled	2026-2027	Deliver
2.2.3 Protect and preserve our heritage assets	2025-2029	Partner

Giving direction to further activities including:

- Road and other infrastructure maintenance
- Undertake annual works program
- Review and update local planning scheme
- Maintain heritage assets register









3. Local Economy

An innovative and diverse local economy with a strong agricultural industry

Strategy 3.1 Attract diverse investment in the district, strengthening local businesses to build a resilient economy

Activities	Term	Role
3.1.1 Promote our region, attracting new business, industry and residents	2025-2029	Partner / Deliver

Strategy 3.2 Develop and advocate for essential infrastructure and services to enable and promote growth

Activities	Term	Role
3.2.1 Advocate for residential and industrial land release, supporting development opportunities	2025-2027	Advocate
3.2.2 Advocate for the provision of appropriate essential services and infrastructure	2025-2027	Advocate
3.2.3 Establish a tourism and heritage precinct in Gnowangerup	2025-2027	Partner / Deliver

Giving direction to further activities including:

- Collaborate with tourism bodies, neighbouring LG's to promote our region
- Facilitate events like Fields and Fortunes
- Economic Development Prospectus
- Shop Local policy and promotion
- Work with State Government to release land as required
- Lobby for improvement to telecommunications black spots
- Lobby for road infrastructure funding









4. Leadership and Governance

Providing strategic leadership and effective advocacy for the advancement of our district

Strategy 4.1 Effectively represent, promote and advocate for the benefit of our community and district

Activities	Term	Role
4.1.1 Provide strategic leadership and advocate on behalf of the community	Ongoing	Deliver / Advocate
4.1.2 Foster strong community connections through inclusive engagement and meaningful communication	Ongoing	Deliver

Strategy 4.2 An efficient and effective organisation, providing appropriate services to our community

Activities	Term	Role
4.2.1 Provide services aligned with our community requirements	Ongoing	Deliver
4.2.2 Ensure strong financial management through effective planning	Ongoing	Deliver
4.2.3 Provide a safe and positive workplace, supporting development and growth	Ongoing	Deliver

Giving direction to further activities including:

- Maintain presence and advocacy role on committees and boards
- Actively promote region and advocate on behalf of community
- Provide regular communications, updating community on Council activities
- Develop community engagement charter
- Maintain strategic and operational planning
- Seek operational efficiencies and alternative revenue opportunities



COUNCIL PLAN STRUCTURE

Background

The following pages provide background and further detail on the community engagement and feedback received during this review.

The structure of this plan, additional context and legislative requirements are also provided for the readers information.

Council Plan Structure



Vision and Purpose

Our Vision reflects the community feedback received during consultation undertaken in 2025.

Our vision, along with the Shire's purpose articulate our intent for the districts future.

Strategic Objectives

The community feedback received informed the development of strategic objectives for the Shire.

Strategies

Strategies to progress these objectives have been developed and the Shire will use these to guide decision making and planning into the future.

Service Delivery

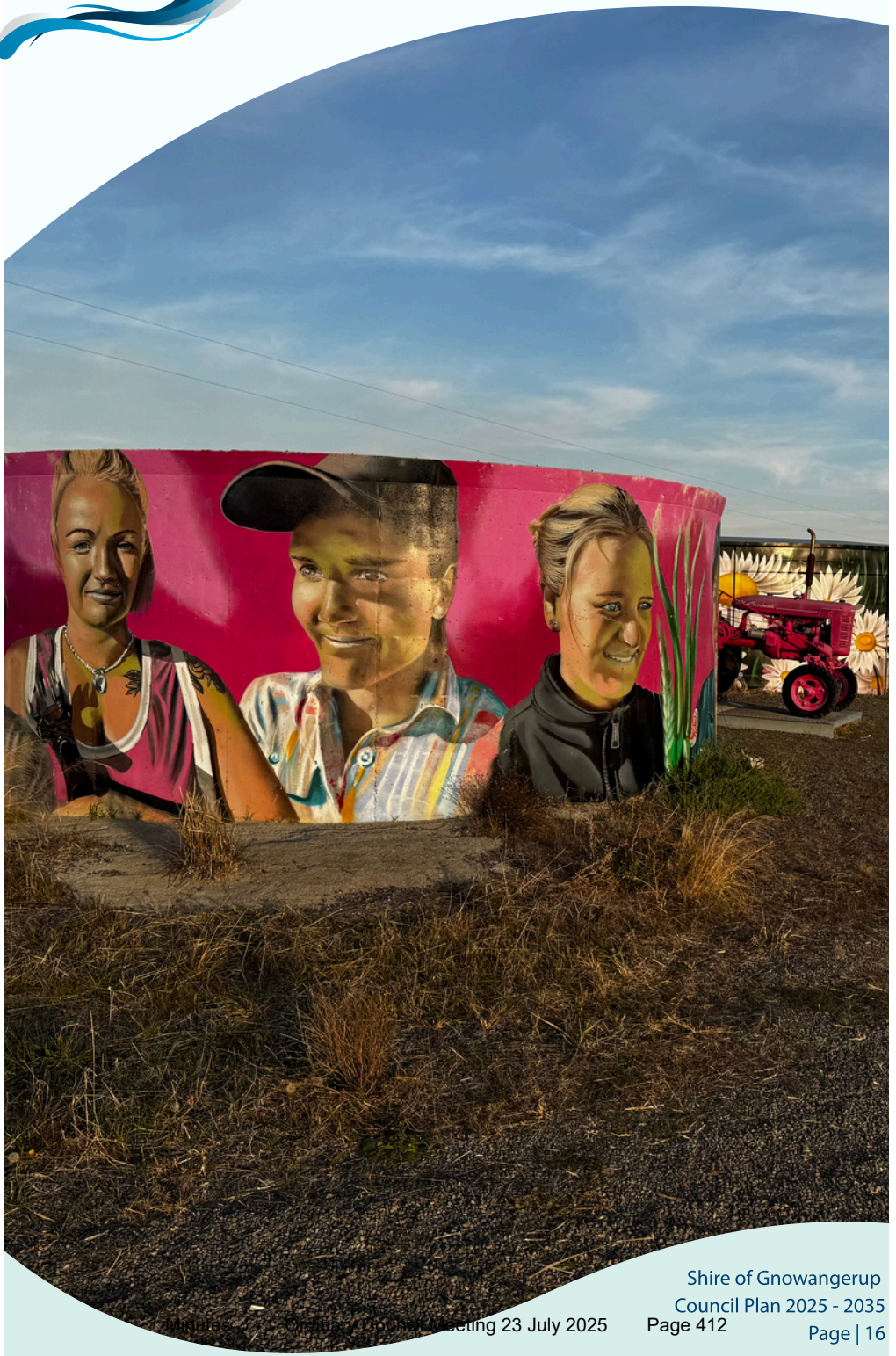
The corporate business planning activities included in this Council Plan have been developed to progress our key objectives and vision.

Measuring our Progress

The following indicators have been identified in line with our strategic objectives. The Shire will monitor and report our progress using these measures:

- Community satisfaction with Council services, infrastructure and facilities
- Development status and implementation of Council's Plans and Strategies
- Level of legislative compliance

Our progress will be reported in the Annual Report each year.



OUR SHIRE Borden Gnowangerup Ongerup

4,265 sq km
Area

8
Council Members

226 km Sealed
838 km Unsealed
Road Length

36
Employees

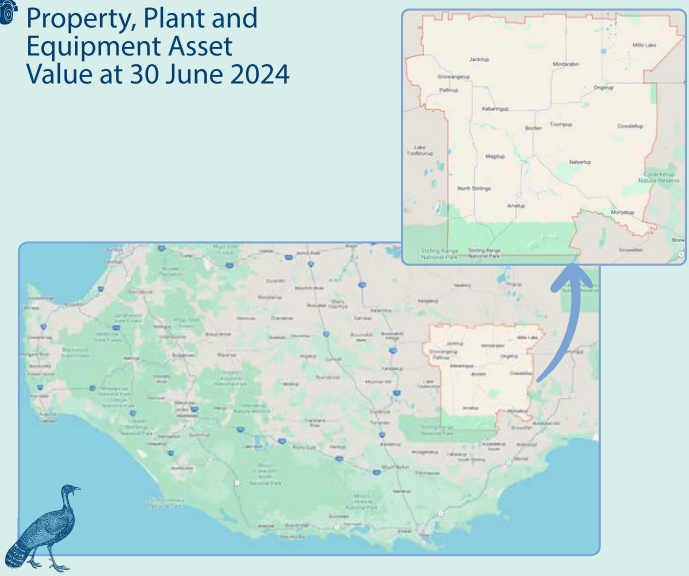
1,211
Shire Population

647
Dwellings

$4.9m
2024/25 Rates Raised

$138.9m
Infrastructure Asset Value at 30 June 2024

$32.9m
Property, Plant and Equipment Asset Value at 30 June 2024



The Shire of Gnowangerup is situated in the Great Southern area, approximately 354 km from Perth and 140 km from Albany and is home to three towns: Borden, Gnowangerup and Ongerup.

Covering an area of 4,265 sq km, including 100,000 hectares of farmland, supporting a strong livestock industry and cropping enterprises in wheat, lupins, barley, canola, clover seed, peas, oats and faba beans.

The three towns in the Shire of Gnowangerup service the local community and a growing number of visitors and tourism node at the edge of the Koi Kyeunu-ruff (Stirling Range) National Park.

Borden

Against the striking backdrop of the Koi Kyeunu-ruff (Stirling Range), Borden is a thriving agricultural community, an hour and half drive north from Albany, passing through Stirling Range National Park.

Close to breathtaking mountain walks and awe-inspiring spring wildflower displays, featuring many rare and delicate orchids. Borden is known for its rich abundance of native fauna with more than 180 species of birds.

Home to a huge modern grain storage facility, the contents of which are shipped all over the world.

Gnowangerup

The name Gnowangerup originated from the Indigenous Nyoongar word "gnow", meaning mallee fowl - a native ground-dwelling bird.

Based on a strong agricultural industry, Gnowangerup is also home to thriving commercial enterprises and a diverse community.

The Gnowangerup Aboriginal Museum and Keeping Place shows the history of the indigenous people associated with the local Mission and Koi Kyeunu-ruff (Stirling Range), who used the plains as hunting grounds for thousands of years.

Ongerup

Ongerup sitting 400km south east of Perth, is a small farming based community. Whilst small in number, Ongerup is a large-hearted community, with passionate locals who make things happen.

The name Ongerup means “Place of the Male Kangaroo” in the Noongar language, “Yonger” meaning kangaroo and “up” meaning “place of”.

Ongerup is also home to the Yongergnow Malleefowl Centre which is devoted to the conservation of the endangered malleefowl.

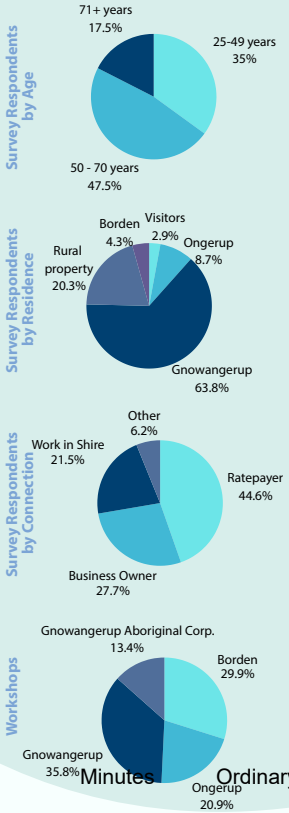
COMMUNITY ENGAGEMENT

As part of the ongoing development and review of the Shire's high level strategic planning activities, community consultation and engagement was again sought in 2025.

The feedback received has been taken into consideration during the major review in early 2025 and subsequent development of the Shire of Gnowangerup's Council Plan 2025-2035.

Community Voices

80 Surveys
67 at 4 Workshops



This process included a focus on seeking the community's aspirations, vision and objectives for the future and feedback in relation to service and facilities provided by the Shire of Gnowangerup.

The following is a brief snapshot of some of the community input received.

Love about the district

- friendly safe community
- the beauty of the natural landscape and the small communities which stick together
- the space and relaxed pace of country life

Greatest wish for the future of the district

- continue to grow and attract more people to our communities
- keep moving forward and the three towns continue to thrive
- steady expansion and development, opening up of more residential, commercial and industrial land



Community Feedback on Aspirations and Values

Our community identified the following aspirations and values.

The Shire of Gnowangerup is located in a beautiful part of south Western Australia, with many opportunities to enjoy our precious environment.

Across our three towns and rural residents, the strong sense of community with a friendly and peaceful feel along with the relaxed lifestyle is seen as essential to retain and support.

Promoting connectivity across the district and ensuring the ongoing provision of services is key to the continued well-being of our community.

As a predominately agricultural based local economy, maintaining the road network is vital and supports our community connectivity and growing visitor numbers.

Growing our region, attracting families and increasing the local resident population is desired, with the release and availability of land for residential, commercial and industrial development required to support these aspirations.

Protecting and retaining the natural environment for future generations is priority for the community and Council.

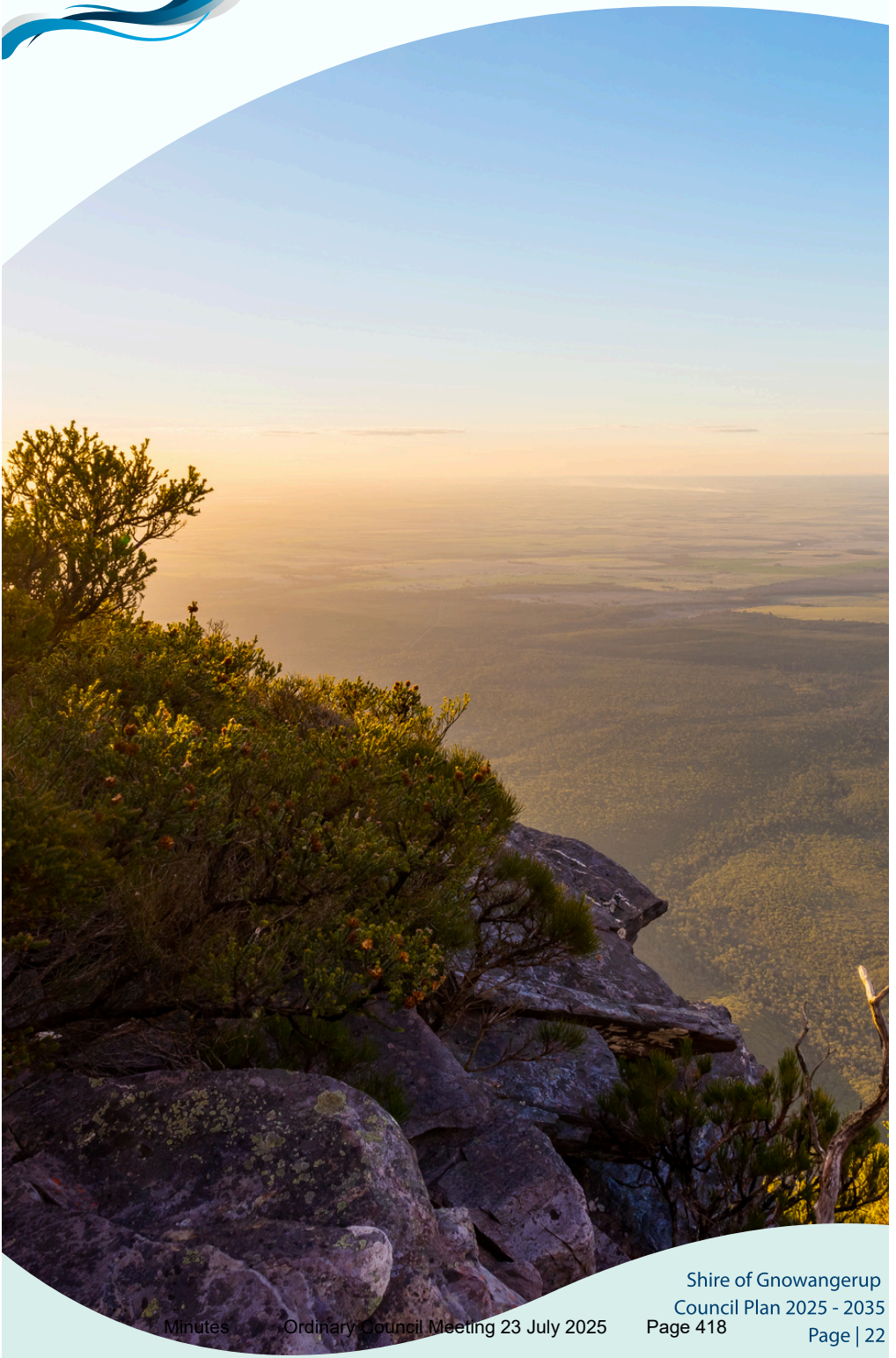
There is great opportunity and keenness to maintain and enhance our attractive and welcoming district in a collaborative approach.

Opportunities exist to improve the built environment to support our community and large visitor population, including the road network, playgrounds and community facilities.

A wide range of community events, activities and opportunities for involvement and building connectivity are desired.

The feedback received during this engagement process, generally continues to align with the engagement responses received during previous iterations of the Strategic Community Plan.

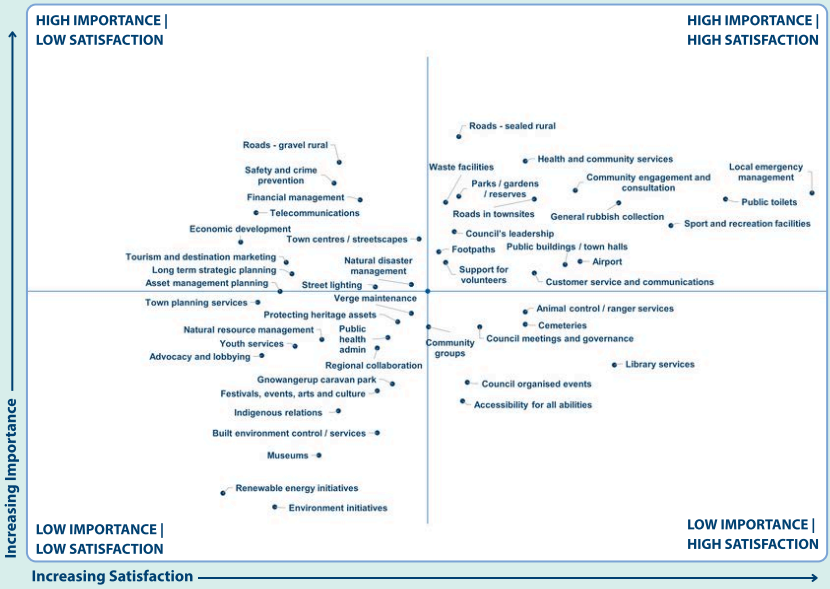
Quotes from the community feedback are included in blue speech bubbles.



Service Provision - Comparison Analysis

Based on the survey results, the relative importance and satisfaction of various services, community facilities and infrastructure were determined, relative to each other.

Note, some services are not services within the Shire's responsibility, however as they are important to our community, the Shire may play a vital advocacy role.



Other levels of government and their individual strategies, plans and projects have an impact on how local governments operate.

These independent strategies, plans and projects need to be considered when planning for the future of our Shire.

In addition to foreshadowed local government legislative reforms, the following are considered highly relevant due to their potential impact on the Shire's service delivery.

State Planning Strategy 2050

A guide from which public and local authorities can express or frame their legislative responsibilities in land-use planning, land development, transport planning and related matters.

In the context of the Shire, this is relevant to achieving growth, ensuring economic advancement, social equity and ecological protection and enhancement.

State Infrastructure Strategy

Identifies the whole-of-government consideration to deliver future infrastructure needs and priorities to support Western Australia's growing population.

Local Health Plans

The WA State Government introduced the *Public Health Act 2016* for Western Australia which requires local governments to develop local public health plans.

Development of the Shire's Local Health Plan itself is unlikely to have any significant impact on the Shire's resources, however the actions and projects contained within the plan could.

WA Housing Strategy

A call to action for all sectors to work together to improve housing choices and access to suitable and affordable homes - particularly for the most vulnerable.

Western Australian Climate Change Policy

Sets out the State Government's plan for a climate-resilient community and a prosperous low-carbon future. The policy highlights their commitment to adapting to climate change and working with all sectors of the economy to achieve net zero greenhouse gas emissions by 2050.

WIDER CONTEXT

LEGISLATIVE REQUIREMENTS

All Western Australian local governments are required by current legislation to prepare a Plan for the Future for their district, under Section 5.56 of the *Local Government Act 1995*.

The Plan for the Future is defined in the *Local Government (Admin) Regulations 1996* (19BA) as the combination of a Strategic Community Plan and a Corporate Business Plan.

With the Local Government Act reform process currently underway and the *Local Government Amendment Bill 2023* being passed in May 2023, consideration was given during the development of this plan to the pending change to Section 5.56 of the *Local Government Act 1995*.

When the amendments to the *Local Government Act 1995* come into effect, Section 5.56(2) will define a council plan as a plan for (a) the future services and facilities for the district that are to be provided by the local government; and (b) any prescribed matters. At this time, regulation amendments are being drafted regarding the Council Plan and will provide further detail for the requirements of the Council Plan when released.

Currently the *Local Government (Admin) Regulations 1996* (19C) detail what should be included in a Strategic Community Plan and the *Local Government (Admin) Regulations 1996* (19DA) detail what should be included in a Corporate Business Plan.

The Council Plan 2025 - 2035 is an integrated approach for meeting the requirements for strategic community planning and corporate business planning, reflecting strategic alignment and integration.

The Council Plan provides the overall strategic direction for the community, Council and others who deliver services and play a part in the community.

Shire of Gnowangerup Council Plan
2025-2035
Plan for the Future
Local Government Act 1995
Section 5.56

Combined Strategic Community Plan & Corporate Business Plan
Local Government (Admin) Regulations 1996 **Regulation 19BA**

Strategic Community Plan
Local Government (Admin) Regulations 1996
Regulation 19C

Corporate Business Plan
Local Government (Admin) Regulations 1996
Regulation 19DA

Strategic Community Planning

Strategic community planning is underpinned by community engagement to provide the community's vision and aspirations.

An essential element of the development process is to enable community members and stakeholders to participate in shaping the Shire of Gnowangerup's future, identifying issues and solutions.

The Shire of Gnowangerup intends to use the Council Plan in several ways, including:

- Guide Council's priority setting and decision making;
- Be a mechanism for the ongoing integration of local planning initiatives;
- Inform the decision making of other agencies and organisations, including community and State Government;
- Provide a rationale to pursue grants and other resources by demonstrating how specific projects align with the aspirations of our community, within the strategic direction of the Shire;
- Inform potential investors of our community's key priorities, and the way we intend to grow and develop;
- Engage local businesses, community groups and residents in various ways to contribute to the Shire's future; and
- Provide a framework for monitoring progress against our vision.

Importantly, plans are only effective if adequate resources are dedicated to ensuring objectives can be delivered. The informing plans detailed on the following page provide this more detailed level of service and resource planning.

The Shire recognise the need to work collaboratively with other levels of government, neighbouring local governments and stakeholders to provide our region with a positive future.



STRATEGIC PLANNING

Corporate Business Planning

Detailing service delivery activities, aligned to the strategic direction identified during the strategic community planning and accompanied by financial projections is a core component of this planning. Financial projections are undertaken through the long term financial planning process.

These activities vary over the:

- short term | 1 - 4 years
- medium term | 5 - 8 years
- long term | 8+ years
- ongoing

These activities will be reviewed and developed annually, aimed towards ensuring alignment of the annual budget process and high level strategic direction of the Shire.

The strategic activities may refer to other adopted plans and strategies of Council and will be implemented in accordance with further detailed planning, and will be subject to the annual budget process and resource availability.

As a Shire, we will undertake a variety of roles in progressing these strategies, including:

- Deliver / Facilitate
- Advocate / Lobby
- Partner / Collaborate

Strategic Resource Planning

A combined approach to asset management, long term financial and workforce planning. A key objective is to highlight and define long term strategies to maintain financial and asset services to the community over the long term.

Asset Management Planning

Developed for major asset classes, forming a component of an overall asset management strategy, addressing the steps required to continuously improve the management of Shire controlled assets. Capital renewal requirements are detailed and planned for to the extent the financial and workforce resources are available to enable the renewals to occur.

Long Term Financial Planning

Planning for a positive future, seeking to maintain, and where possible, improve service levels while maintaining a healthy financial position. During the development of this Council Plan, the Long Term Financial Plan was considered to ensure integration, resulting in an update to the capital works program.

Workforce Planning

Provides the workforce resource strategies necessary to deliver the objectives, outcomes and strategies of this Council Plan.

STRATEGIC PLANNING

STRATEGIC RISK MANAGEMENT

Risk Management

The Shire provides a diverse range of services and facilities to the general public and seeks to manage risks to achieve its strategic outcomes.

The Shire engages experienced and qualified personnel in areas of high risk and provides them with appropriate ongoing training and equipment to ensure they are able to undertake their roles and manage risks to the community and Shire.

It is important to consider the external and internal context in which the Shire of Gnowangerup operates as it seeks to achieve its strategic objectives. The following factors have been recognised in connection to managing risks in delivering the strategic outcomes of this Council Plan.

Internal Factors

- The objectives and strategies contained in the Council's current Council Plan
- The timing and actions contained in the current Council Plan
- Organisational size, structure, activities and location
- Human resourcing levels and staff retention
- The financial capacity of the Shire
- Allocation of resources to achieve strategic outcomes
- Maintenance of corporate records

External Factors

- Increasing community expectations in relation to service levels and service delivery
- Rapid changes in information technology changing the service delivery environment
- Increased compliance requirements due to government policy and legislation
- Cost shifting by federal and state governments
- Reducing external funding for infrastructure and operations
- Climate change and subsequent response
- Global economic uncertainty



REFERENCES AND THANK YOU

Acknowledgement and our appreciation are expressed to the ratepayers and residents of the Shire of Gnowangerup, for their time and effort in being a part of the community engagement process and invaluable input into the development of this Council Plan.

The Shire of Gnowangerup Council Plan 2025-2035 has been developed by engaging the community and other stakeholders. Council members, management and staff also provided input to the development of the Plan. Much of the information contained in this Plan has been derived from documents in the public domain and liaison with stakeholders and the community.

Reference to the following documents or sources were made during the preparation:

- Shire of Gnowangerup Integrated Strategic Plan 2021 - 2031;
- Council website: www.gnowangerup.wa.gov.au;
- Australian Bureau of Statistics Gnowangerup (S) (LGA53640), 2021 Census of Population and Housing General Community Profile, viewed 11 March 2024;
- Shire of Gnowangerup Annual Financial Report 2023-24;
- Shire of Gnowangerup Adopted Annual Budget 2024-25;
- Local Government Act 1995, Section 5.56(1);
- Local Government Act Amendment Bill 2023;
- Local Government (Administration) Regulations 1996, Paragraph 19BA;
- Department of Local Government, Sport and Cultural Industries, Integrated Planning and Reporting: Framework and Guidelines, September 2016;
- Tourism WA website; westernaustralia.com;
- Credit Daniel Smith, DJ Smith Photography, cover page image;
- Credit Anrie van Zyl photography - images on pages 2,4,6,18;
- Great Southern Development commission website: gsdc.wa.gov.au/our-region/gnowangerup; and
- Aussie Towns website: aussietowns.com.au

Document Management
Council Plan 2025 - 2035
Major review of Integrated Strategic Plan 2021-2031 (Incorporating Strategic Community Plan and Corporate Business Plan)

Version: 2025-2035
Status: Draft
Date of Adoption:

Prepared with the assistance of:
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Disclaimer
This Plan has been prepared for the exclusive use by the Shire of Gnowangerup.

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11.10	**CEO REVIEW COMMITTEE MEETING MINUTES 9 JULY 2025 CEO'S PERFORMANCE CRITERIA 2024**
Location:	N/A
Proponent:	N/A
Date of Report:	11 July 2025
Business Unit:	Strategy and Governance
Responsible Officer:	David Nicholson – Chief Executive Officer
Author:	Anita Finn – Senior Governance Officer
Disclosure of Interest:	**The CEO to declare a financial interest**

ATTACHMENTS

- Unconfirmed Minutes of the CEO Review Committee Meeting held on 9 July 2025 which includes the Shire of Gnowangerup's CEO Performance Criteria 2024

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the CEO Review Committee Meeting held on 9 July 2025 and to endorse CEO Review Committee's recommendations.

BACKGROUND

A CEO Review Committee Meeting was held on 9 July 2025. At this meeting the committee resolved as follows:

Moved: Cr L Martin **Seconded: Cr S Hmeljak**

CRC0725.03 **That the CEO Review Committee recommends that Council:**

1. **Notes the results achieved by the CEO against the Performance Criteria for the period April 2024 to May 2025.**

CARRIED BY ABSOLUTE MAJORITY: 7/0

For: **Cr K O'Keeffe, Cr R O'Meehan, Cr S Hmeljak, Cr P Callaghan, Cr R Kiddle, Cr L Martin, Cr M Creagh**

Against: **Nil**

COMMENTS

Included in the attached unconfirmed Minutes of the CEO Review Committee meeting are the results achieved by the CEO against the Performance Criteria for the period April 2024 to May 2025. They have been prepared by the CEO and endorsed by the CEO Review Committee meeting at its meeting on the 9 July 2025.

These performance criteria are additional to the Functions of the CEO as documented in Section 5.41 of the Local Government Act 1995.

CONSULTATION
Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

5.38. Annual review of employees' performance
(1)A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic priorities

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

This item has been evaluated against the current Council approved Risk Management Register.

Risk description	**Not to note the unconfirmed Minutes and the CEO's achievements**
Primary Strategic Risk Category	**Leadership**
Primary Strategic Risk Category **Description**	Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO. • Loss of strategic direction

Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Major
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY
Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS
Council can decline recommendations of the CEO Review Committee.

CONCLUSION
CEO Review Committee is a committee of Council. Council is required to receive and note the minutes as well as to decide on the recommendations given by the committee.

VOTING REQUIREMENTS
Simple Majority

CEO REVIEW COMMITTEE RESOULTION

MOVED: Cr L Martin **SECONDED: Cr P Callaghan**

0725.13 That Council

1. **Notes the unconfirmed Minutes of the CEO Review Committee Meeting held on 9 July 2025; and**

2. **Notes the results achieved by the CEO against the Performance Criteria for the period April 2024 to May 2025.**

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL

SHIRE OF GNOWANGERUP

MINUTES

CEO REVIEW COMMITTEE MEETING

9 July 2025
Commencing at 4:30pm

Shire of Gnowangerup Council Chambers 28 Yougenup Rd, Gnowangerup WA 6335

NOTICE OF COMMITTEE MEETING OF COUNCIL

Dear Committee Member

A meeting of the CEO REVIEW COMMITTEE of the Shire of Gnowangerup will be held on 9 July 2025 at the Shire of Gnowangerup Council Chambers, 28 Yougenup Road, Gnowangerup, commencing at 4.30pm.



Signed:_____

Cr K O'Keeffe JP
SHIRE PRESIDENT

SHIRE OF GNOWANGERUP

CEO REVIEW COMMITTEE

TERMS OF REFERENCE

Purpose

The CEO Review Committee (Committee) is responsible for making recommendations to Council on Chief Executive Officer (CEO) appointments, contract reviews/renewals, performance and remuneration reviews and assessments.
The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have a delegated power from Council. The Committee does not have any management functions and cannot involve itself in management processes or procedures.
The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

Objectives

The primary objectives of the Committee are to make recommendations to Council on CEO appointments, contract reviews/renewals, performance and remuneration reviews and assessments.
Reports from the Committee will assist Council in discharging its legislative responsibilities of governing the Shire's affairs.

Duties and Responsibilities

The duties and responsibilities of the Committee members will be to:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration.
3. Make recommendations to Council on CEO remuneration reviews and assessments.
4. Make recommendations to Council on CEO appointments.
5. Make recommendations to Council on CEO contract reviews and/or renewals.

Membership

The Committee will consist of all elected members of Council. All members shall have full voting rights.
The CEO and employees are not members of the committee.
The CEO and senior staff, with the approval of the Presiding Member and CEO, may be called to attend meetings to provide advice and guidance to the Committee.
The Executive Assistant will provide administrative support to the Committee by preparing agendas and minutes, and organising meetings.
The Presiding Member and Deputy Presiding Member must be elected in accordance with section 5.12 and Schedule 2.3 of the Act.

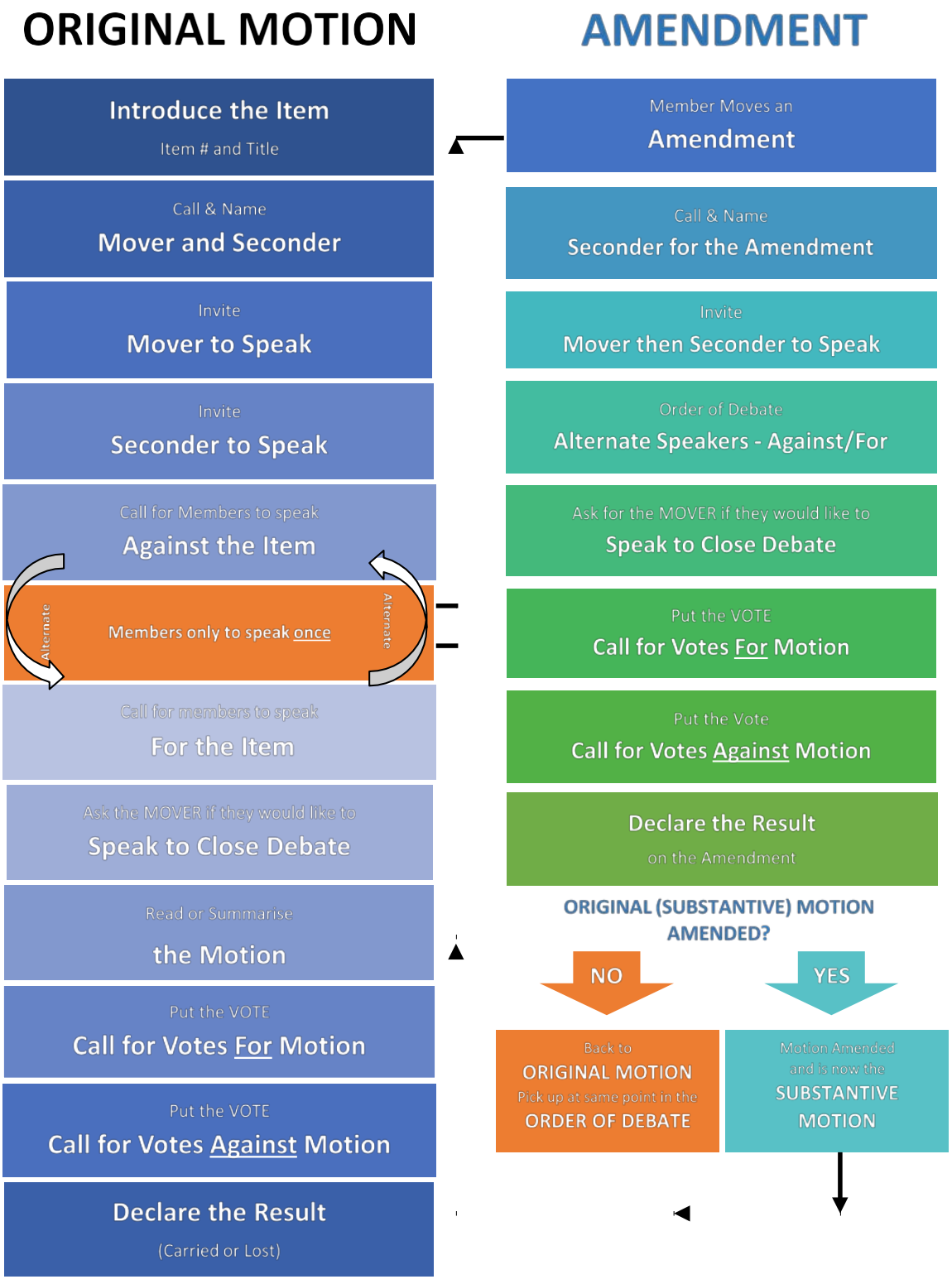
Meetings

The Committee shall have flexibility in relation to when it needs to meet, but as a minimum, will need to meet at least once a year. It is the responsibility of the Presiding Member to call the meetings of the Committee.

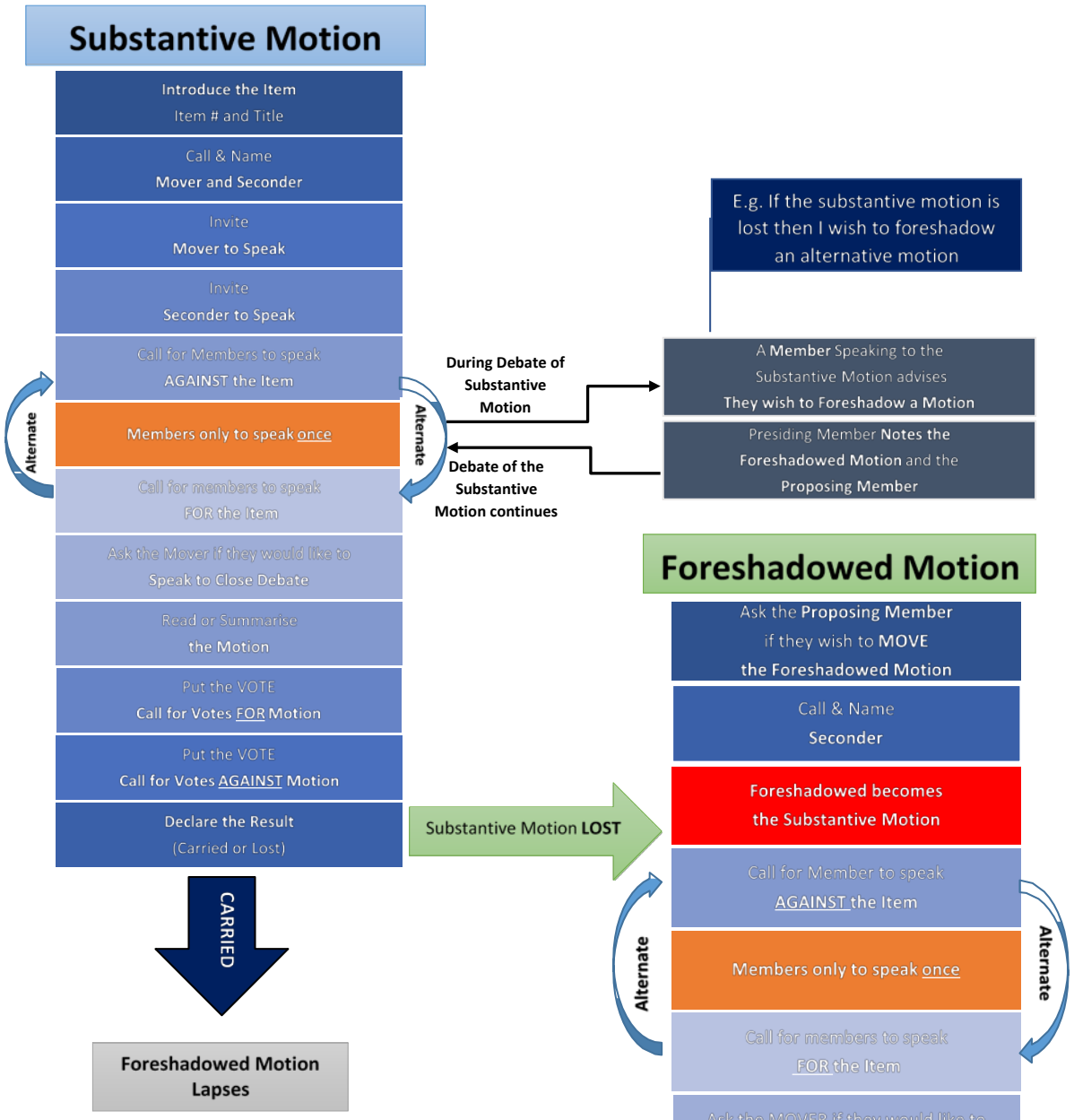
Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council and must be moved by the Presiding Member, or in their absence the Deputy Presiding Member, or in both their absences, any other member of the Committee.

Process of Motions



Slight clarification of wording of motion: A minor amendment of the motion can be done at any time through the President with the approval of the Mover and the Seconder. The Minor amendment must be minuted.



Note:

1. Deferring an item wording:
   - "Deferred for consideration at ..... on..... and resubmitting to Council.

2. "*Laying an item on the table*" is similar to "deferring" but used when item will be re-considered later in the same meeting.

3. Questions can be asked at any time, BUT cannot be debated.

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1. OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member Cr K O'Keeffe welcomed Committee members and Staff and opened the meeting at 4.31pm.

2. ACKNOWLEDGEMENT OF COUNTRY

The Shire of Gnowangerup would like to acknowledge the Goreng people who are the Traditional Custodians of this land. The Shire of Gnowangerup would also like to pay respect to the Elders both past and present of the Noongar Nation and extend that respect to other Aboriginals present.

3. ATTENDANCE /APOLOGIES

3.1. ATTENDANCE

Cr Kate O'Keeffe JP	Shire President
Cr Rebecca O'Meehan	Deputy Shire President
Cr Lex Martin	
Cr Peter Callaghan	
Cr Mick Creagh	
Cr Rebecca Kiddle	
Cr Shelley Hmeljak	
David Nicholson	Chief Executive Officer

3.2. APOLOGIES

Cr Robert Miniter OAM

4. CONFIRMATION OF PREVIOUS MEETING MINUTES

CEO REVIEW COMMITTEE MEETING 29 January 2025

COMMITTEE RESOLUTION

Moved: Cr R Kiddle **Seconded: Cr R O'Meehan**

CRC0725.01 **That the minutes from the CEO Review Committee Meeting held on 29 January 2025 be confirmed as true and correct.**

UNANIMOUSLY CARRIED: 7/0

For: **Cr K O'Keeffe, Cr R O'Meehan, Cr S Hmeljak, Cr P Callaghan, Cr R Kiddle, Cr L Martin, Cr M Creagh**

Against: **Nil**

5. GENERAL BUSINESS

PROCEDURAL MOTION

Moved: Cr P Callaghan **Seconded: Cr M Creagh**

CRC0725.02 **That the CEO Review Committee:**
Closes the meeting to members of the public and staff in order to discuss item 5.1 which is considered confidential pursuant to Section 5.23(a) of the Local Government Act 1995 due to the matter affecting an employee.

UNANIMOUSLY CARRIED: 7/0

For: **Cr K O'Keeffe, Cr R O'Meehan, Cr S Hmeljak, Cr P Callaghan, Cr R Kiddle, Cr L Martin, Cr M Creagh**

Against: **Nil**

CEO David Nicholson declared an interest in Item 5.1 as the report is related to his performance.

5.1	**PROGRESS AGAINST THE CEO'S PERFORMANCE CRITERIA**
Location:	**N/A**
Proponent:	**N/A**
Date of Report:	**20 June 2025**
Business Unit:	**Strategy and Governance**
Officer:	**David Nicholson – Chief Executive Officer**
Disclosure of Interest:	**The CEO has a declared interest in this performance criteria**

ATTACHMENTS

- Shire of Gnowangerup – CEO Performance Criteria 2024 (Council endorsed March 2024)

PURPOSE OF THE REPORT

Schedule 2 of the Local Government (Administration) Regulations 1996 Clause 16, requires the local government and the CEO to agree on:

(a) the process by which the CEO's performance will be reviewed, and
(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

In addition, Section 3 subclause 4 of the CEO's Employment Contract requires the performance criteria to be reviewed annually and amended from time to time by agreement between the Shire and the CEO.

This purpose of this report is to note the full year results against the CEO's 2024/25 Performance Criteria.

BACKGROUND

Section 5.39B of the Local Government Act 1995, requires local governments to adopt the model standards for CEO recruitment, review of performance and termination of employment.

The Shire of Gnowangerup have adopted these standards which are published on the Shire's web page: *Standards for CEO Recruitment, Performance and Termination*. Division 3 of these standards document the process for the review of the performance of the CEO noting:

Clause16

(1) The local government and the CEO must agree on –
    a. The process by which the CEO's performance will be reviewed (currently through CEO Review Committee Terms of Reference – Appendix 1); and
    b. Any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

COMMENTS

Attached to this report are the Performance Criteria for the period March 2024 to May 2025 endorsed by Council 24 April 2024. These criteria are additional to the Functions of the CEO as documented in Section 5.41 of the Local Government Act 1995.

The CEO's functions are to —

(a) advise the council in relation to the functions of a local government under this Act and other written laws; and
(b) ensure that advice and information is available to the council so that informed decisions can be made; and
(c) cause council decisions to be implemented; and
(d) manage the day-to-day operations of the local government; and
(e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
(f) speak on behalf of the local government if the mayor or president agrees; and
(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

The Performance Criteria adopts the same themes as the Shire's Community Strategic Plan of:
Our Community
Our Economy
Our Infrastructure
Our Natural Environment
Our Organisation

Under each theme, Actions, Due Date and the Manager Responsible are documented. Noting the Manager Responsible is important as this will ensure managers have line of sight and the same focus as the CEO, which ultimately is Council's focus. Against each item progress has been noted.

The KPI's only reflect a portion of work undertaken by the CEO. Like any leadership role a great deal of time is spent resolving the day-to-day issues and operational challenges.

Since KPIs were agreed time has also been spent actioning the following:

- Engage a new doctor.
- Develop a local planning policy on wind farms and wind turbines.
- Determining the strategic direction and priorities of VROC.
- Updated the Shire's Values, Purpose and Vision.
- The Medical Alliance to lobby for an increase in Financial Assistance Grants.
- State Government legislative reform submissions
- Salaries and Allowances Tribunal submission.

The attached provides details the CEO's KPIs with comments on progress though greater detail is provided below.

Our Community

Investigate reopening the Gnowangerup Star

The Star was opened as part of the Town Hall Centenary celebrations and Bloom Festival. Jerramungup electrical have been contacted several times to assess and undertake repairs but have not scheduled the work. Bringing the presses back to working order is not a simple exercise and while the Star is a valued community asset, even if the presses were in working order it is not expected this facility will see a significant increase in visitors to the Shire. It is suggested the Star is simply preserved as is and opened for special occasions or events.

Project manage the Gravel Cycle event

The inaugural Wild Gravel was held on the 5 October 2024. Initially pitched as a gravel cycling event this was expanded to include running. For 2024 the event attracted 354 participants and a similar number of supporters, spectators and volunteers. The event received $55,000 in grants, $8,181 from sponsors, and $28,036 in entry fees.

Planning for the 2025 event is well advanced including the potential to sanction the two long distance rides (100kms and 150kms).

A meeting was held with the Shire of Nannup and Australia's Southwest to discuss capitalising on the World Cycling Championships being held in Nannup October 2026, and with the City of Albany to capitalise on their 2026 bicentenary events.

A trail course has also been developed. This is a self-guided 440km long distance multi-day gravel ride through a 440km loop. The trail begins in Gnowangerup and takes riders through Ongerup, Bluff Knoll, Stirling Ranges, Mount Barker, Kendenup, Cranbrook, Tambellup, Broomehill and Katanning before returning to Gnowangerup.

Progress Salt River Hall sale

The Department of Planning, Land and Heritage (DPLH) valued the site at an amount disputed by the Shire. This feedback was provided to DPLH in December 2024 and followed up in June 2025. Still awaiting their response.

Develop a Reconciliation Action Plan (RAP)

Submissions received from three consulting firms to assist in this task in parallel with the development of the 2025 Strategic Community Plan (SCP). Submissions revealed that additional thought and planning is required. The Shire recently engaged a Community and Economic Development Manager, and this project will be on their list.

Establish the foundations of a youth council

Youth advisory group has met, and engagement has been undertaken in developing the Gnowangerup Community Recreation Precinct. The plan is to use this group to develop the youth council. The Shire recently engaged a Community and Economic Development Manager, and this project will be on their list.

Create a yarning circle

Grant submitted with the WA police as part of their closing the gap and supporting culturally diverse communities initiative. Await outcome.

Work with local police to establish a blue light disco

Roller skate disco held 11 April at the Gnowangerup sporting complex. Grant application for $100k covering a three-year period submitted to Department of Local Government, Sport and Cultural Industries (DLGSC) in March 2025 to provide a range of youth appropriate

activities such as basketball, pickleball, gymnastics, golf, martial arts, dancing, rollerblading, skating and BMX riding.
Meeting held with local Officer in Charge (OIC) to discuss youth engagement initiatives and creating a youth programme. The Community development team have reached out to the Gnowangerup Aboriginal Corporation (GAC) and the Community Resource Centre (CRC) to progress. A youth engagement group has been established which comprises the OIC, CRC manager, GAC, Youth Group rep, Sporting Complex rep, and a Shire community development rep. A WhatsApp group has been created to maintain communication.

Our Community - Projects beyond the current plan
Undertake Strategic Community Plan (SCP) refresh
Moore Australia engaged, and community consultation undertaken in March. Draft SCP presented to Council in May. The plan will be formally presented to Council in July 2025.
Investigate the creation of lifestyle blocks
Creating Virginia Estate into lifestyle blocks was discussed at Council Information Briefing 27 November 2024. Consultant engaged in May 2025 to assess market demand. If this proves positive subdivision concepts will be prepared which will include preliminary cost estimates and comparative options. The final stage will be preparation of a business case including financial modelling. Should this project prove successful it will create a one-off cash flow from sales, and an ongoing cash flow from rates.
Community Park (skate park) at 40 Yougenup Road
A project manager has been engaged. Community Recreation Park consultant (Convic) has prepared a design in consultation with stakeholders. Results from this engagement presented to Council in April. Process of closing a section of Aylmore Street well advanced which will allow precinct expansion. Grant options have been identified. Full costing being determined with the view of submitting grant applications to Lotterywest, Streets Alive, CSRFF and rPPP.

Our Economy
Our Economy - Projects beyond the current plan
Housing – develop Lot 183 Whitehead Road (3x2 staff house). Develop project mandate, source funding and build
Project mandate developed and funding through the Department of Communities (CFS-LG) program investigated. Raised with the Minister of Local Government in person and in writing.
Housing – lots 272 and 273 Quinn Street
Architect engaged (Hillam). Project options and ideas produced which were presented to Council in April. Full quantity surveyor (QS) costings obtained. Funding ideas being explored which has included a community equity model. A meeting with lenders (WATC, Bendigo Bank) to discuss borrowing terms and conditions to be arranged.

Our Infrastructure
Deliver the budgeted capital works programme
It is expected 85% of the capital works programme will be completed by 30 June 2025. This is particularly pleasing given delay in budget completion (August 2024) and staff shortage.
Committed / completed projects / capex acquisitions comprise:

- Bitumen re-seal and gravel re-sheeting

- SES shed extension in Gnowangerup
- Grader purchased
- Vibrating roller
- Loader
- Swimming pool heat pump
- VMS trailer sign
- Administration building front door

Outstanding projects / capex acquisitions comprise:

- Sub soil pump Ongerup wastewater ponds
- Park Road footbridge – bridge being manufactured, expect installation November 2025.
- Trailer skid steer – ordered awaiting delivery
- Electricity system storage shed

Implement designated recycling areas at each landfill
It was identified as part of the 2025/26 budget process that the Shire is not charging enough to cover costs let alone improve service or provide for site rehabilitation. Managing waste going forward will require detailed analysis and community consultation which will be undertaken in 2026.
Refresh, improve and upgrade street signage in Gnowangerup 2023/24
Minimal progress given staff shortages. List of signs compiled but this needs rework.
Upgrade Gnowangerup footpaths
Work commenced 9 June 2025 comprising disability ramp upgrades and repairs to brick paving in Yougenup Road.
Upgrade disability parking in Gnowangerup
Bay upgraded next to Gnowangerup post office. Other areas to be costed and developed in 2025/26.
Investigate sourcing / accessing gravel sources
Staff shortage has impeded this project. New pit established on Tieline Road and sufficient gravel sourced for current work. Recent increase in staff numbers have allowed reengagement with landowners and reviewing aerial data to identify gravel locations. A comprehensive gravel resource plan is to be developed in 2025/26 by the Executive Manager Infrastructure and Assets (EMIA).

Our Infrastructure - Projects beyond the current plan
Refresh, improve and upgrade street signage in Borden 2024/25
Not commenced.
Refresh, improve and upgrade street signage in Ongerup 2025/26
Not commenced.
Develop assets register and assets maintenance plan, systems and processes to support
Moore Australia engaged to undertake as part of a suite of deliverables. Progress has been impeded by shortage of staff.
Develop a waste strategic plan covering waste disposal and sustainable resource recovery opportunities

Not commenced. It was identified as part of the 2025/26 budget process that the Shire is not charging enough to cover costs let alone improve service or provide for site rehabilitation. Managing waste going forward will require detailed analysis and community consultation which will be undertaken in 2026.

Our Natural Environment

Investigate installation of electric vehicle charging stations

Not commenced. Only preliminary information gathered. This initiative will be included as part of the Gnowangerup Recreation Precinct project.

Our Organisation

Employ Corporate Services Manager

Position replaced by Chief Finance Officer who was employed in November 2024.

Rollout new Vision, Mission and Values

Council endorsed May 2025.

Rework the LTFP

Moore Australia have provided a first draft. This will be refined as part of developing the 2025/26 budget.

Develop whole of organisation IT Road Map

This requirement was also identified as part of the recent Regulation 5 review. The DCEO has committed to complete by July 2026.

Develop cascaded KPIs for all positions

Cascaded KPIs have been developed for the executive and only some managers. The HR function has been under resourced with a manager only being engaged in May. Cascading KPI's will be one of their projects.

Develop all-staff training matrix

Limited progress. The HR function has been under resourced and delay in actioning this KPI reflects this. The mid-year budget review included the creation of HR Managers position. The incumbent commenced in June.

Cyber security: review data held and existing controls

This requirement was also identified as part of the recent Regulation 5 review. The DCEO has committed to complete by September 2025.

Resolve EHO position

Completed.

Diversify income: investigate airport landing fees and purchase of pharmacy building

Airport traffic movements have been monitored, and a business case is now being prepared for the introduction of landing fees. Development application to build a hangar at the airport has been approved. Creation of lifestyle blocks at Virginia Estate are being investigated. The introduction of fees to better manage waste are being considered as part of the 2025/26 budget as are differential rates for properties designated as Industry.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS
Not applicable

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Leadership
Description	Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO.
Residual Risk: (Low, Moderate, High, Extreme)	High
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY
Establishing tangible and realistic goals and priorities in the form of Performance Criteria are important as they ensure clarity for Council and the CEO, and when cascaded to staff will help align the organisation. This will ensure the whole organisation is working towards the same goals and this will optimise the use of resources.

Next year's KPIs which will cover the period July 2025 to June 2026 will be presented to Council once the SCP is finalised (July 2025). The intention is to have fewer KPIs for 2025/26 and the emphasis of these being on continuing to build bench strength, and on core business in the areas of roads, assets, waste and compliance.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS
Nil

CONCLUSION
The Performance Criteria have been developed to support the community priorities identified in the Shire's Strategic Community Plan as well the priorities identified by the Shire's Executive Leadership Team.

VOTING REQUIREMENTS
Absolute Majority

COMMITTEE RESOLUTION

Moved: Cr L Martin **Seconded: Cr S Hmeljak**

CRC0725.03 That the CEO Review Committee recommends that Council:

1. **Notes the results achieved by the CEO against the Performance Criteria for the period April 2024 to May 2025.**

CARRIED BY ABSOLUTE MAJORITY: 7/0

For: Cr K O'Keeffe, Cr R O'Meehan, Cr S Hmeljak, Cr P Callaghan, Cr R Kiddle, Cr L Martin, Cr M Creagh

Against: Nil

Shire of Gnowangerup - CEO Performance Criteria - 2024 (Council endorsed March 2024)

	Strategic Priority	Due date	Responsible Manager	2024/25							
				Q1 Result (Apr to June)	Comment	Q2 Result (July to Sept)	Comment	Q3 Result (Oct to Dec)	Comment	Q4 Result (Jan to Mar)	Comment
Our Community											
Investigate reopening the Gnowangerup Star	4	31-Oct-24	EMIA	In progress 50%	Star was opened as part of Town Hall Centenary. Have discussed with Jerramungup Electrical and awaiting their input. Star to be opened as part of Bloom Festival.	In progress 50%		In progress 50%	Star opened as part of Bloom festival. Have been endeavouring to coordinate repairs with Jerramungup Electical.	Completed	No further progress. Approach will be to continue to open the Star when there are complmentary events in Gnowangerup. This building should be preserved and only opened when the opportunity presents.
Project manage the Gravel Cycle event	4	31-Oct-24	CDM	In progress 25%	Progressing in accordance with plan. As at 4 September >175 registered participants.	In progress 50%	Progressing in accordance with plan.	Completed	Event successfully held. Over 300 participants. Planning has commenced for the 2025 event.	Completed	Planning for the 2025 event well advanced. Planning has also commenced for the 2026 event.
Progress Salt River Hall sale		28-Feb-25	CEO	In progress 25%	Valuation of $110k received from DPLH which is being challenged.	In progress 25%		In progress 50%	Meeting held in Perth 10 Oct with DPLH. Independent valuation of $10k obtained and submitted to DPLH.	In progress 50%	DPLH contacted June for update.
Develop a Reconciliation Action Plan (RAP)		28-Feb-25	DCEO	In progress 25%	Discussed with RAP Australia and quotes received from consultants.	In progress 25%		In progress 25%	Submissions received from three consulting firms to assist in this task with the view of undertaking in conjunction with producing 2024-2034 ISP. On hold as the project requires further planning.	In progress 25%	No further progress though relationship has been formed with Reconciliation WA. This project has been delayed due to under resourcing. Community and Economic Development Manager has been appointed and this will be their project.
Establish the foundations for a youth council		28-Feb-25	CEO	Not commenced	In discussion with the CDM.	Not commenced		In progress 25%	Youth advisory group has had an initial meeting (Shire, local police and CRC). Opportunity may present as part of the community recreation precinct engagement.	In progress 25%	No further progress. This project has been delayed due to under resourcing. Community and Economic Development Manager has been appointed and this will be their project.
Create a yarning circle		28-Feb-25	CEO	Not commenced	In discussion with the CDM.	Not commenced		In progress <25%	EOI grant application with WA Police completed. Grant supports projects and initiatives for closing the gap, and supporting culturally diverse communities. Await outcome.	In progress <25%	Yarning circle being considered as part of the Gnowangerup Recreation Precinct.
Work with local police to establish a blue light disco		28-Feb-25	CEO	Not commenced	Discussed with the OIC.	Not commenced		In progress 50%	Meeting with OIC and CDM 29 October to discuss youth engagement initiatives and creating a youth program. Community development have reached out to various community groups (GAC and CRC) to progress. Blue Light Disco planned as part of Youth Week 2025.	Completed	Roller skate disco held 11 April. Focus is now on a Community Youth Engagement Programme through sport, arts and group activities. A grant has been submitted to DLGSC to engage a youth engagement coordinator.
Undertake an SCP refresh (SCP completed 7/2021). Refresh to include consultation with residents, business community and youth groups.		31-May-25	CEO	In progress <25%	Project Mandatre discussed at July Council Workshop. Four submissions received from consultants.	In progress <25%	Submissions received from three suppliers.	In progress <25%	Moore Australia engaged to undertake. Community consultation occuring in February.	In progress 75%	Community consultation completed. Draft results presented to Council May. Final report being drafted.
Investigate the creation of lifestyle blocks (50 hectare blocks)	6	31-Aug-25	CEO	In progress <25%	Project allocated to new Town Planner.	In progress <25%		In progress <25%	Ideas taken to Council IBS 27 November. Business Case to be developed.	In progress 25%	Consultant engaged May. Deliverables have been staged commencing with determining market demand.
Community park (skate park) at 40 Yougenup Road. Deliverables and deadlines in accordance with Project Mandate.		31-Aug-27	CDM	In progress <25%	PM appointed Feb 2024. Conflicting priorities required new PM to be appointed. This occurred July 2024.	In progress <25%		In progress <25%	Convic engeged to manage the design process. Stakeholder meeting held in December. Currently compiling results for design features. Report to Feb Council meeting to start the process of closing a section of Alymore Street. Convic report will be used to approach Lotteries West.	In progress <25%	Request to close Alymore Strret submitted to Minister. Convic report to be further developed and quantity surveyor to be engaged to cost. Project Manager appointed.
Our Economy											
Housing - develop Lot 183 Whitehead Road (3x2 staff house). Develop Project Mandate, source funding and build.	1	30-Jun-26	CEO	In progress 25%	Business Case updated awaiting potential grant opportunities. State Govt released potential grants 2 September. Being investigated.	In progress 25%	Funding through the Dept Communities (CFS-LG) program investigated.	In progress 25%		In progress 25%	
Housing - lots 272 and Lot 273 Quinn Street. Deliverables and deadlines in accordance with Project Mandate.	1	30-Jun-28	EMIA	In progress <25%	Project Mandate prepared, Project Team assembled, PM appointed, Design Brief and RFT prepared, procurement strategy developed, RFT released to market	In progress <25%	Quotes sought from Architectual firms. Only one received. Hillam Architects appointed 1 November 2024. Funding through the Dept Communities (CFS-LG) program investigated.	In progress <25%	On site meeting held with Hillam 15 November and concept sketches discussed. Architectural sketches to be presented to Council in March.	In progress 25%	Architectural drawings completed and presented to Council. Quantity Survey costs received. Drawings discussed with GROH and WACHs seeking feedback. Some amendments may be required. Investigating sources of funds including Community Equity.
Our Infrastructure											
Deliver the budgeted capital works programme		28-Feb-25	EMIA	In progress 25%	Staff shortage has required rethinking business model. Projects to be outsourced until staff can be recruited and reskilled. Project plan being prepared for each capitla project which will be presented to councillors 1/4ly.	In progress 25%	Project traker introduced and presented to Council each quarter. Given shortage of staff projects are being outsourced.	In progress 50%	Tenders called for the provision of resheet program, and Kwobrup Road reconstruction and awarded in December.	In progress 75%	Expect to achieve 85% completion by 30 June 2025. Kwobrup Rd reconstruction and Gravel Resheet of 10 roads commenced late May 2025. Kwobrup Rd is 25% complete with Stage 1 - vegetation removal drainage works complete. The project is paused to avoid winter rain and stage 2 of pavement reconstruction, sealing will be completed in October 2025. Gravel Resheet of 10 roads – is currently underway with works 80% completed by 30 June 2025 and 100% by 9 July 2025.
Implement designated recycling areas at each landfill.		28-Feb-25	APM	In progress <25%	PM appointed. Discussions have occurred about e-waste and recycling industrial waste. DWER have indicated e-waste may not need to be separated.			In progress <25%	Plans being developed detailing drop-off areas.	In progress <25%	No further progress. Waste management discussed with Council as part of 2025/26 budget preparation with it being acknowedged additional resources are required to be able to advance waste related projects.
Refresh, improve and upgrade street signage: Gnowangerup 2023/24		28-Feb-25	AWMC	Not commenced	Allowance included in 2024/25 budget.	Not commenced	Allowance included in 2024/25 budget.	In progress <25%	Commenced compiling signage list.	In progress <25%	No further progress. This project has been delayed given staff turnover. Signage styles to be finalised and upgrade plan and implementation to commence 2025/26.
Upgrade footpaths in Gnowangerup		28-Feb-25	AWMC	Not commenced	Allowance included in 2024/25 budget.	Not commenced	Allowance included in 2024/25 budget.	In progress <25%	Street measurements undertaken. Preparing traffic management plan, and tender for brick paving and NBN trip hazards. Aiming to have ramps and kerbing replaced by April.	In progress 75%	Work commenced 9 June and will be completed by 30 June. EMIA to develop a 10 year Asset Renewal and Improvement plan for all townsites in 2025/26.
Upgrade disability parking in Gnowangerup		28-Feb-25	AWMC	Not commenced	Allowance included in 2024/25 budget.	In progress <25%	Parking and ramp upgraded next to Gnowangerup post office.	In progress <25%		In progress <25%	Bay created next to Gnowangerup post office. Other locations and treatments to be costed and developed 2025/26.
Investigate sourcing / accessing gravel resources	5	28-Feb-25	EMIA	In progress 50%	New sources of gravel have been identified and are being stockpiled. This is a strategic issue though and requires more thought. A discussion item with VROC. Issue discussed with local business operator (linkup group) who will be submitting a proposal.	In progress 50%		In progress 25%	New pit established on Tieline Road. Gravel is a major inhibitor to future roadworks and requires a strategic approach. This will be a high priority project for the incoming EMIA.	In progress 50%	Timing of project has been affected by staff turnover. Sufficient gravel has been sourced for current gravel resheet works. With new staff onboard (Apil/May) we have been making progress to re-engage with landowners on gravel sources/supply and reviewing aerial data to identify obvious gravel locations in the Shire for current and future works. A comprehensive Strategic Gravel Resource plan will be developed in 2025/26
Refresh, improve and upgrade street signage: Borden 2024/25		28-Feb-26	AWMC	Not commenced	Allowance included in 2024/25 budget.		Allowance included in 2024/25 budget.	Not commenced		Not commenced	

Shire of Gnowangerup - CEO Performance Criteria - 2024 (Council endorsed March 2024)

	Strategic Priority	Due date	Responsible Manager	2024/25							
				Q1 Result (Apr to June)	Comment	Q2 Result (July to Sept)	Comment	Q3 Result (Oct to Dec)	Comment	Q4 Result (Jan to Mar)	Comment
Refresh, improve and upgrade street signage: Ongerup 2025/26		28-Feb-26	AWMC	Not commenced				Not commenced		Not commenced	
Develop assets register and assets maintenance plan, systems and processes to support.	2	28-Feb-26	APM	In progress <25%	Allowance included in 2024/25 budget. Meeting held with Moore Australia 26 August. Awaiting quote.	In progress <25%	In discussions with Moore Australia as part of an integrated packaged on projects.	In progress <25%	Moore Australia engaged 11 November to undertake as part of a suite of deliverables that includes the LTFP, asset management plan, workforce plan, and rating and revenue policies.	In progress <25%	
Develop a waste strategic plan covering waste disposal and sustainable resource recovery opportunities.	5	28-Feb-30	APM	In progress <25%	PM appointed. Discussions have occurred about e-waste and recycling industrial waste.			Not commenced		Not commenced	Waste management discussed with Council as part of 2025/26 budget preparation with it being acknowedged additional resources are required to be able to advance waste related projects.
Our Natural Environment											
Investigate installation of electric vehicle charging stations	5	31-May-24	AWMC	Not commenced		Not commenced		Not commenced	Preliminary information gathered.	Not commenced	An EV charging station to be incorporated into the Gnowangerup Recreation Precinct.
Our Organisation											
Employ Corporate Services Manager	1	31-Jul-24	DCEO	Not commenced	Included in 2024/25 budget.	In progress <25%	Role rejigged to employing CFO.	Completed	CFO employed November. This position is an upgrade to the SFO position and will replace the Corporate Services Manager position.	Completed	
Rollout new Vision, Mission and Values	1	30-Nov-24	CEO	In progress 50%	Presentation given to Council in April. Further work required.			In progress 50%	On the Council Strategic Planing day agenda 29 Jan 2025.	Completed	
Rework the LTFP	2	28-Feb-25	DCEO	In progress <25%	Discussed with Council as part of preparing the 2024/25 budget. Allowance made in 2024/25 budget. This will be undertaken in conjunction with an asset maintenance plan. Quote received from Moore Australia July but awaiting for this to be updated.	In progress <25%		In progress 25%	Moore Australia engaged 11 November to undertake as part of a suite of deliverables that includes the LTFP, asset managemnet plan, workforce plan, and rating and revenue policies.	In progress 75%	Moore Australia have developed as part of preparing the 2025/26 budget.
Develop whole of organisation IT Road Map	2	28-Feb-25	DCEO	Not commenced		Not commenced		Not commenced	This was identified during the Reg 5 Review. DCEO has committed to develop by July 2026.	Not commenced	
Develop cascaded KPIs for all positions	1	28-Feb-25	DCEO	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	KPIs exist for the executive team and some managers. More work required.	In progress <25%	The position of HR and Contracts Manager has been created and an encumbent appointed. Cascading of KPIs will be undertaken as part of the annual staff reviews.
Develop all-staff training matrix	1	28-Feb-25	DCEO	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	Incorporated into the 2024 staff performance appraisals. More work required.	In progress <25%	Limited progress. This outstanding task is a reflection of an underresourced HR function. This is being addressed as part of the 2024/25 mid-year review.	In progress <25%	The position of HR and Contracts Manager has been created and an encumbent appointed. Developing a training matrix will be one of their priorities.
Cybersecurity: review data held and existing controls.	2	28-Feb-25	DCEO	Not commenced	Included in 2024/25 budget.	Not commenced		Not commenced	This was identified during the Reg 5 Review. DCEO has committed to develop by Sept 2025.	Not commenced	
Resolve EHO position	1	28-Feb-25	CEO	In progress 50%	Desktop review of legislation undertaken. Discussed at VROC. Three prospective EHOs interviewed.	Completed	Additional part time / casual EHO hired (Tony Turner).	Completed		Completed	
Diversify income - investigate airport landing fees - investigate pharmacy building purchase	3	28-Feb-25	CEO	In progress <25%	1. Airport landing fees: Discussions undertaken with Avdata. To be trialled over the next three months. Airport hangars: early discussions have commneced with a potential leaseholder. 2. Pharmacy building sold to Chemist.			In progress 50%	1. DA received to build hangar at airport. Progressing. 2. Subdiving and developing Virginia estate being investigated. 3. Trialing data collection equipment / services to collate airport movement. This is required to determine viability of charging landing fees.	In progress 50%	1. Approval to build airport hangar well advanced. Awaiting ministerial signoff. 2. Subdividing Virginia Estate market demand analysis has commenced. 3. Airport fees to be introduced as part of developing the 2025/26 budget. 4. As part of developing the 2025/26 budget consideration is being given to Increasing waste fees; introduction of a separate rate for Industry; ceasing the Amelup tourist precinct rate discount.

PROCEDURAL MOTION

Moved: Cr R O'Meehan **Seconded: Cr S Hmeljak**

CRC0725.04 That the CEO Review Committee:
Reopens the meeting to members of the public and staff.

UNANIMOUSLY CARRIED: 7/0

For: **Cr K O'Keeffe, Cr R O'Meehan, Cr S Hmeljak, Cr P Callaghan, Cr R Kiddle, Cr L Martin, Cr M Creagh**

Against: **Nil**

6. DATE OF NEXT MEETING

That the next CEO Review Committee meeting be held 10 September 2025.

7. CLOSURE

There being no further business, the Presiding Member Cr K O'Keeffe thanked Committee members and staff for their time and closed the meeting at 4.37pm.

11.11	**LIST OF PAYMENTS MADE FROM THE MUNICIPAL FUND AND TRANSACTION CARD ACCOUNTS FOR THE PERIOD 1 TO 30 JUNE 2025**
Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	11 July 2025
Business Unit:	Corporate and Community Services
Responsible Officer:	Chiara Galbraith – Deputy Chief Executive Officer
Author:	Anrie van Zyl – Human Resource & Emergency Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- List of Payments for June 2025

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of June 2025.

BACKGROUND

Nil

COMMENTS

The List of Payments for June 2025 covering the period 01/06/2025 to 30/06/2025 is as follows:

FUND	AMOUNT
Municipal Fund	$1,526,794.65
Credit Card	$ 9,272.99
TOTAL	**$1,536,067.64**

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

POLICY IMPLICATIONS

Purchasing Policy 4.1
Corporate Credit Card Policy 4.4

FINANCIAL IMPLICATIONS

All payments are in line with the Adopted Budget or have been approved by Council as a Budget Amendment.

STRATEGIC IMPLICATIONS

As per Integrated Strategic Plan

Theme	Our Organisation
Community Priority	Forward planning and implementation of plans to achieve strategic priorities.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

This item has been evaluated against the current Council approved Risk Management Register.

Risk description	Not to endorse the officer's recommendation
Primary Strategic Risk Category	Financial Sustainability
Primary Strategic Risk Category **Description**	Inability to maintain service and infrastructure levels for the Shire
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Unlikely

IMPACT ON CAPACITY
Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS
Nil

CONCLUSION
That Council notes the June 2025 List of Payments as per the Officer's Recommendation

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOULTION

MOVED: Cr R O'Meehan **SECONDED: Cr S Hmeljak**

0725.14 That Council:

Notes the payment of accounts for June 2025 consisting of:

EFT22501– EFT22650 totalling $1,360,744.27;

Superannuation and Direct Deposits totalling $166,050.38; and

Corporate Credit Card totalling $9,272.99

UNANIMOUSLY CARRIED BY: 6/0

FOR: Cr K O'Keeffe, Cr R O'Meehan, Cr L Martin, Cr R Miniter, Cr P Callaghan, Cr Hmeljak

AGAINST: NIL

SHIRE OF GNOWANGERUP
LIST OF PAYMENTS - JUNE 2025

Chq/EFT	Name	Date	Amount
14	BF - ACCOUNT KEEPING FEES	30/06/2025	5.25
14	BF - ACCOUNT KEEPING FEES	26/06/2025	7.80
14	BF - ACCOUNT KEEPING FEES	24/06/2025	0.15
14	BF - ACCOUNT KEEPING FEES	19/06/2025	6.90
14	BF - ACCOUNT KEEPING FEES	19/06/2025	4.00
14	BF - ACCOUNT KEEPING FEES	17/06/2025	4.00
14	BF - ACCOUNT KEEPING FEES	13/06/2025	4.00
14	BF - ACCOUNT KEEPING FEES	12/06/2025	7.65
14	BF - ACCOUNT KEEPING FEES	11/06/2025	4.00
14	BF - ACCOUNT KEEPING FEES	10/06/2025	4.00
14	BF - ACCOUNT KEEPING FEES	6/06/2025	4.00
14	BF - ACCOUNT KEEPING FEES	5/06/2025	6.75
14	BF - ACCOUNT KEEPING FEES	5/06/2025	4.00
14	BF - ACCOUNT KEEPING FEES	5/06/2025	0.15
14	BF - ACCOUNT KEEPING FEES	4/06/2025	4.00
14	BF - ACCOUNT KEEPING FEES	3/06/2025	0.45
14	BF - ACCOUNT KEEPING FEES	2/06/2025	3.09
14	DOT - DEPT TRANSPORT DIRECT DEBIT	30/06/2025	486.80
14	DOT - DEPT TRANSPORT DIRECT DEBIT	27/06/2025	905.60
14	DOT - DEPT TRANSPORT DIRECT DEBIT	26/06/2025	6,608.45
14	DOT - DEPT TRANSPORT DIRECT DEBIT	25/06/2025	2,370.30
14	DOT - DEPT TRANSPORT DIRECT DEBIT	24/06/2025	5,237.95
14	DOT - DEPT TRANSPORT DIRECT DEBIT	23/06/2025	3,342.02

Chq/EFT	Name	Date	Amount
14	DOT - DEPT TRANSPORT DIRECT DEBIT	23/06/2025	0.03
14	DOT - DEPT TRANSPORT DIRECT DEBIT	20/06/2025	1,169.75
14	DOT - DEPT TRANSPORT DIRECT DEBIT	19/06/2025	3,338.40
14	DOT - DEPT TRANSPORT DIRECT DEBIT	18/06/2025	37,751.05
14	DOT - DEPT TRANSPORT DIRECT DEBIT	16/06/2025	2,634.25
14	DOT - DEPT TRANSPORT DIRECT DEBIT	13/06/2025	366.70
14	DOT - DEPT TRANSPORT DIRECT DEBIT	12/06/2025	8,884.05
14	DOT - DEPT TRANSPORT DIRECT DEBIT	11/06/2025	323.70
14	DOT - DEPT TRANSPORT DIRECT DEBIT	10/06/2025	2,551.35
14	DOT - DEPT TRANSPORT DIRECT DEBIT	9/06/2025	3,008.30
14	DOT - DEPT TRANSPORT DIRECT DEBIT	6/06/2025	1,121.65
14	DOT - DEPT TRANSPORT DIRECT DEBIT	5/06/2025	1,718.15
14	DOT - DEPT TRANSPORT DIRECT DEBIT	4/06/2025	2,029.35
DD7464.1	BENDIGO COMMUNITY BANK	2/06/2025	1,406.00
DD7467.1	AWARE SUPER	4/06/2025	8,549.46
DD7467.10	CARE SUPER	4/06/2025	913.50
DD7467.11	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	4/06/2025	1,961.14
DD7467.12	FORMULAE 1 PTY LTD ATF THE ISAIAH4110 SUPERANNUATION FUND	4/06/2025	338.63
DD7467.13	ANZ SMART CHOICE SUPER	4/06/2025	599.56
DD7467.14	REST SUPERANNUATION	4/06/2025	75.79
DD7467.15	AUSTRALIAN RETIREMENT TRUST	4/06/2025	296.31
DD7467.16	ACCLAIM WEALTH	4/06/2025	152.95
DD7467.2	UNISUPER	4/06/2025	112.88
DD7467.3	HUB 24 SUPER FUND	4/06/2025	336.36

Chq/EFT	Name	Date	Amount
DD7467.4	HOST PLUS SUPERANNUATION FUND	4/06/2025	300.40
DD7467.5	PANORAMA SUPERANNUATION FUND	4/06/2025	751.73
DD7467.6	MERCER SUPER FUND	4/06/2025	362.25
DD7467.7	CBUS	4/06/2025	285.84
DD7467.8	WALGS PLAN	4/06/2025	46.26
DD7467.9	AUSTRALIAN SUPER	4/06/2025	2,169.75
DD7474.1	SYNERGY	6/06/2025	378.12
DD7474.2	HOUSING AUTHORITY	6/06/2025	210.00
DD7474.3	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	6/06/2025	1,600.00
DD7477.1	SYNERGY	10/06/2025	659.38
DD7479.1	SYNERGY	9/06/2025	993.18
DD7479.2	WATER CORPORATION	9/06/2025	2,415.95
DD7480.1	SYNERGY	11/06/2025	251.79
DD7480.2	TELSTRA	11/06/2025	252.49
DD7483.1	ST JOHN AMBULANCE GNOWANGERUP SUBCENTRE	12/06/2025	567.84
DD7483.2	AIR LIQUIDE	12/06/2025	131.76
DD7487.1	BENDIGO COMMUNITY BANK	1/06/2025	37.95
DD7490.1	WATER CORPORATION	11/06/2025	1,234.48
DD7490.2	SYNERGY	11/06/2025	769.28
DD7498.1	WATER CORPORATION	13/06/2025	3,200.00
DD7498.2	HOUSING AUTHORITY	13/06/2025	610.00
DD7499.1	WATER CORPORATION	16/06/2025	5,482.21
DD7499.2	SYNERGY	16/06/2025	4,664.63
DD7501.1	AWARE SUPER	18/06/2025	7,976.43

Chq/EFT	Name	Date	Amount
DD7501.10	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	18/06/2025	1,958.01
DD7501.11	FORMULAE 1 PTY LTD ATF THE ISAIAH4110 SUPERANNUATION FUND	18/06/2025	306.04
DD7501.12	ANZ SMART CHOICE SUPER	18/06/2025	523.20
DD7501.13	REST SUPERANNUATION	18/06/2025	83.37
DD7501.14	AUSTRALIAN RETIREMENT TRUST	18/06/2025	244.70
DD7501.15	ACCLAIM WEALTH	18/06/2025	162.51
DD7501.2	HUB 24 SUPER FUND	18/06/2025	494.66
DD7501.3	HOST PLUS SUPERANNUATION FUND	18/06/2025	299.54
DD7501.4	PANORAMA SUPERANNUATION FUND	18/06/2025	531.63
DD7501.5	MERCER SUPER FUND	18/06/2025	448.50
DD7501.6	CBUS	18/06/2025	174.81
DD7501.7	WALGS PLAN	18/06/2025	30.84
DD7501.8	AUSTRALIAN SUPER	18/06/2025	2,777.78
DD7501.9	CARE SUPER	18/06/2025	995.18
DD7505.1	3E Advantage	18/06/2025	418.00
DD7506.1	BENDIGO COMMUNITY BANK	14/06/2025	4,528.03
DD7511.1	WA TREASURY CORPORATION	4/06/2025	12,104.70
DD7514.1	HOUSING AUTHORITY	20/06/2025	210.00
DD7518.1	TELSTRA	26/06/2025	1,136.00
DD7521.1	SYNERGY	24/06/2025	3,763.05
DD7527.1	HOUSING AUTHORITY	27/06/2025	610.00
DD7529.1	TELSTRA	30/06/2025	237.49
EFT22501	CASSANDRA BEECK	3/06/2025	3,330.00
EFT22502	DELTA AGRIBUSINESS WA PTY LTD	3/06/2025	1,600.00

Chq/EFT	Name	Date	Amount
EFT22503	GNOWANGERUP COMMUNITY RESOURCE CENTRE	3/06/2025	269.28
EFT22504	ADMIN SOCIAL CLUB	5/06/2025	100.00
EFT22505	BLACK AND GOLD SOCIAL CLUB	5/06/2025	80.00
EFT22506	LGRCEU	5/06/2025	132.00
EFT22507	GREAT SOUTHERN TOYOTA	5/06/2025	86,102.51
EFT22508	ACORN TREES AND STUMPS	12/06/2025	13,120.80
EFT22509	ADAM TAYLOR ELECTRICAL	12/06/2025	883.67
EFT22510	AFGRI EQUIPMENT AUSTRALIA PTY LTD	12/06/2025	847.01
EFT22511	ALBANY RADIO COMMUNICATIONS	12/06/2025	7,050.78
EFT22512	AUSTRALIA POST	12/06/2025	295.11
EFT22513	BEST OFFICE SYSTEMS	12/06/2025	49.50
EFT22514	BGL SOLUTIONS	12/06/2025	12,981.81
EFT22515	BLIGHTS AUTO ELECTRICS	12/06/2025	114.00
EFT22516	BOOKEASY AUSTRALIA PTY LTD	12/06/2025	405.23
EFT22517	CHIARA GALBRAITH	12/06/2025	726.10
EFT22518	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	12/06/2025	88.00
EFT22519	GHD PTY LTD	12/06/2025	8,226.08
EFT22520***	GNOWANGERUP FUEL SUPPLIES	12/06/2025	621.98
EFT22521	GNP HARDWARE	12/06/2025	694.50
EFT22522	HERSEYS SAFETY PTY LTD	12/06/2025	613.25
EFT22523	JANINE MAREE THORNTON - THE SOUL VAN	12/06/2025	600.00
EFT22524	JERRAMUNGUP ELECTRICAL SERVICE	12/06/2025	9,680.00
EFT22525	LANDGATE	12/06/2025	32.25
EFT22526	LG CONSULTING SOLUTIONS	12/06/2025	4,493.37

Chq/EFT	Name	Date	Amount
EFT22527	LO-GO APPOINTMENTS	12/06/2025	7,638.84
EFT22528	MCINTOSH & SON - PERTH	12/06/2025	953.24
EFT22529	MCLEODS LAWYERS PTY LTD	12/06/2025	2,329.88
EFT22530	MESSAGEMEDIA	12/06/2025	146.72
EFT22531	MINTER ELLISON	12/06/2025	943.58
EFT22532	MONDOLUCE (AUST) PTY LTD	12/06/2025	13,212.68
EFT22533	MOORE AUSTRLIA (WA) PTY LTD	12/06/2025	20,970.28
EFT22534	OFFICEWORKS	12/06/2025	1,170.27
EFT22535	ONGERUP FARM SUPPLIES	12/06/2025	118.20
EFT22536	SHIRE OF BROOMEHILL-TAMBELLUP	12/06/2025	1,239.33
EFT22537	SOLUTIONS IT	12/06/2025	6,091.19
EFT22538	SOUTHERN TOOL AND FASTENER CO	12/06/2025	508.96
EFT22539	STAR SALES & SERVICE	12/06/2025	579.00
EFT22540	TEAM GLOBAL EXPRESS PTY LTD	12/06/2025	57.11
EFT22541	THE WEST AUSTRALIAN	12/06/2025	1,110.55
EFT22542	TOPAZ GLOBAL	12/06/2025	343.20
EFT22543	WA CONTRACT RANGER SERVICES	12/06/2025	2,367.75
EFT22544	WARREN BLACKWOOD WASTE	12/06/2025	10,139.55
EFT22545	AFGRI EQUIPMENT AUSTRALIA PTY LTD	12/06/2025	2,588.10
EFT22546	AIDINVILLE FARMS PTY LTD AS TRUSTEE OF AIDINVILLE NO.2 TRUST	12/06/2025	5,412.00
EFT22547	B P HARRIS & SON	12/06/2025	7,023.50
EFT22548	BGL SOLUTIONS	12/06/2025	7,972.10
EFT22549	DAVID ELLIS T/A BLUE HEELER SAFETY	12/06/2025	2,700.00
EFT22550	GNP HARDWARE	12/06/2025	4,214.08

Chq/EFT	Name	Date	Amount
EFT22551	Global Airspace Solutions Pty Ltd	12/06/2025	3,388.00
EFT22552	INDIJI FLORA	12/06/2025	3,080.00
EFT22553	LANDGATE	12/06/2025	94.36
EFT22554	LIVINGSTON MEDICAL	12/06/2025	22,916.66
EFT22555	PREMIER SMASH REPAIRS	12/06/2025	1,274.34
EFT22556	QHSE INTEGREATED SOLUTIONS PTY LTD	12/06/2025	603.90
EFT22557	SHIRE OF JERRAMUNGUP	12/06/2025	250.00
EFT22558	SOAPS ON STONE	12/06/2025	288.00
EFT22559	CIARA MARY NALTY	17/06/2025	1,200.00
EFT22560***	GNOWANGERUP FUEL SUPPLIES	17/06/2025	599.95
EFT22561	LINKUP PTY LTD	17/06/2025	57,123.00
EFT22562	THE FABRIC PRINTER	17/06/2025	1,966.42
EFT22563	THE PUB BORDEN	17/06/2025	234.00
EFT22564	ADMIN SOCIAL CLUB	19/06/2025	100.00
EFT22565	BLACK AND GOLD SOCIAL CLUB	19/06/2025	80.00
EFT22566	LGRCEU	19/06/2025	132.00
EFT22567	WHITE CLIFF MINERALS LIMITED	19/06/2025	286.33
EFT22568	TRABS CONSTRUCTION PTY LTD T/A RANBUILD GREAT SOUTHERN	24/06/2025	16,072.00
EFT22569	DELTA AGRIBUSINESS WA PTY LTD	26/06/2025	1,200.00
EFT22570	222 CREATIVE	26/06/2025	420.00
EFT22571	A D CONTRACTORS PTY LTD	26/06/2025	12,139.60
EFT22572	AERODROME DESIGN SERVICES PTY LTD	26/06/2025	7,387.71
EFT22573	ALBANY IRRIGATION & DRILLING	26/06/2025	6,988.70
EFT22574	AUSTRALIAN AIRPORTS ASSOCIATION LIMITED	26/06/2025	2,035.00

Chq/EFT	Name	Date	Amount
EFT22575	BARRY GIBBS	26/06/2025	166.90
EFT22576	BEST OFFICE SYSTEMS	26/06/2025	1,938.31
EFT22577	BIP PAVING SERVICES	26/06/2025	36,960.00
EFT22578	BUNNINGS ALBANY	26/06/2025	1,023.24
EFT22579	CAST-TECH GROUP	26/06/2025	31,506.19
EFT22580	COMMODITY AG	26/06/2025	990.00
EFT22581	CORMAT PTY LTD T/A OFFICE NATIONAL ALBANY	26/06/2025	1,306.00
EFT22582	D.J. SMITH PHOTOGRAPHY	26/06/2025	300.00
EFT22583	DAVID ELLIS T/A BLUE HEELER SAFETY	26/06/2025	1,725.00
EFT22584	DAVID GRAY & CO PTY LTD	26/06/2025	840.48
EFT22585	DIRT 2 DUST MECHANICAL	26/06/2025	774.40
EFT22586	DJ LEMIN PAINTING SERVICES	26/06/2025	1,554.00
EFT22587	DURAQUIP	26/06/2025	127.70
EFT22588	FULCHER CONTRACTORS	26/06/2025	469,429.40
EFT22589	GNOWANGERUP COMMUNITY RESOURCE CENTRE	26/06/2025	2,109.14
EFT22590	GNOWANGERUP DISTRICT HIGH SCHOOL	26/06/2025	226.33
EFT22591***	GNOWANGERUP FUEL SUPPLIES	26/06/2025	2,550.00
EFT22592	GNP HARDWARE	26/06/2025	4,277.71
EFT22593	GREAT SOUTHERN GEOTECHNICS	26/06/2025	1,364.00
EFT22594	HANSON CONSTRUCTION MATERIALS	26/06/2025	2,548.80
EFT22595	HILAM ARCHITECTS PTY LTD	26/06/2025	2,200.00
EFT22596	INDIJI FLORA	26/06/2025	19,602.00
EFT22597	JANINE MAREE THORNTON - THE SOUL VAN	26/06/2025	670.00
EFT22598	JERRAMUNGUP ELECTRICAL SERVICE	26/06/2025	15,559.86

Chq/EFT	Name	Date	Amount
EFT22599	KATANNING TYREPOWER	26/06/2025	6,265.00
EFT22600	LO-GO APPOINTMENTS	26/06/2025	7,638.84
EFT22601	OFFICEWORKS	26/06/2025	1,651.47
EFT22602	ONGERUP HOTEL	26/06/2025	400.00
EFT22603	ONGERUP TYRES & AUTOMOTIVE	26/06/2025	304.75
EFT22604	OVERWATCH TRAFFIC SERVICES PTY LTD	26/06/2025	22,743.64
EFT22605	SCAVENGER SUPPLIES PTY LTD	26/06/2025	8,166.13
EFT22606	SETTLEMENT SERVICES INTERNATIONAL LTD	26/06/2025	32,997.80
EFT22607	SHIRE OF JERRAMUNGUP	26/06/2025	500.00
EFT22608	SOAPS ON STONE	26/06/2025	288.00
EFT22609	SOLUTIONS IT	26/06/2025	3,831.30
EFT22610	STEWART AND HEATON CLOTHING PTY LTD	26/06/2025	2,873.38
EFT22611	SUE BIBBY	26/06/2025	469.17
EFT22612	TEAM GLOBAL EXPRESS PTY LTD	26/06/2025	157.27
EFT22613	WA CONTRACT RANGER SERVICES	26/06/2025	2,079.00
EFT22614	WA SAFETY TAPE & MESH	26/06/2025	76.50
EFT22615	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	26/06/2025	13,860.00
EFT22616	ALEXANDER EDGAR MARTIN	30/06/2025	5,603.00
EFT22617	KATE EMMA O'KEEFFE	30/06/2025	19,745.50
EFT22618	MICHAEL CREAGH	30/06/2025	5,603.00
EFT22619	PETER GERARD CALLAGHAN	30/06/2025	5,979.64
EFT22620	REBECCA ANNE O'MEEHAN	30/06/2025	7,925.50
EFT22621	REBECCA KIDDLE	30/06/2025	5,603.00
EFT22622	ROBERT CHARLES MINITER	30/06/2025	5,603.00

Chq/EFT	Name	Date	Amount
EFT22623	S HMELJAK	30/06/2025	5,603.00
EFT22624	TACHBROOK PTY LTD	30/06/2025	204.13
EFT22625	ADVANCE PRESS PTY LTD	30/06/2025	1,881.00
EFT22626	AFGRI EQUIPMENT AUSTRALIA PTY LTD	30/06/2025	187.61
EFT22627	ALBANY STATIONERS	30/06/2025	62.80
EFT22628	ALLSTATE KERBING & CONCRETE PTY LTD	30/06/2025	14,535.18
EFT22629	BEST OFFICE SYSTEMS	30/06/2025	49.50
EFT22630	BGL SOLUTIONS	30/06/2025	13,569.21
EFT22631	CREATIVE CHAMELEON	30/06/2025	770.00
EFT22632	DA & KJ MURRAY	30/06/2025	3,000.00
EFT22633	FULCHER CONTRACTORS	30/06/2025	929.50
EFT22634	GNOWANGERUP IGA	30/06/2025	338.88
EFT22635	GNOWANGERUP TYRE SERVICE	30/06/2025	198.00
EFT22636	HACER PTY LTD T/A SMITH CONSTRUCTIONS WA	30/06/2025	51,371.74
EFT22637	INSTANT RACKING	30/06/2025	4,028.00
EFT22638	IT VISION SOFTWARE PTY LTD T/A READY TECH	30/06/2025	59,101.71
EFT22639	LITTLE GROVES CAFE & WARES	30/06/2025	523.00
EFT22640	LIVINGSTON MEDICAL	30/06/2025	150.00
EFT22641	OFFICEWORKS	30/06/2025	533.90
EFT22642	REDTAIL EXPRESS	30/06/2025	1,090.54
EFT22643	RICKY JON MILLER	30/06/2025	8,871.01
EFT22644	ROYANS MELBOURNE PTY LTD T/A ROYANS KEWDALE	30/06/2025	660.00
EFT22645	SAFE ROADS WA	30/06/2025	26,763.00
EFT22646	SHANE WALLWORK	30/06/2025	1,980.00

Chq/EFT	Name	Date	Amount
EFT22647	SOLUTIONS IT	30/06/2025	3,326.40
EFT22648	WA CONTRACT RANGER SERVICES	30/06/2025	2,194.50
EFT22649	YOUTH FOCUS LIMITED	30/06/2025	5,000.00
EFT22650	inSTYLE HOMEWARES	30/06/2025	880.00
			$1,526,794.65

BREAKDOWN OF CREDIT CARD EXPENDITURE

DNH*GODADDY, SYDNEY	1-Jun	263.40
AU*SEEK AU, MELBOURNE	7-Jun	484.00
SHELL KATANING	8-Jun	14.56
STARLINK INTERNET	11-Jun	139.00
WILSON PARKING, PERTH	12-Jun	30.41
AMPOL NEDLANDS	13-Jun	54.33
SPOTLIGHT	13-Jun	1,383.20
SPOTTO WA	13-Jun	21.00
GM TAXIPAY, MASCOT	14-Jun	18.90
AMPOL FORRESTDALE	18-Jun	107.10
OPENAI*CHATGPT	19-Jun	30.77
INTERNATIONAL TRANSACTION FEE	19-Jun	0.92
GNOWANGERUP HARDWARE	21-Jun	33.95
MYO*MT BARKER EXPRESS, KENDENUP	21-Jun	1,008.07
KATANNING IGA	21-Jun	16.71
QT CANBERRA LM	24-Jun	1,051.54
ACT CABS	24-Jun	35.18
LIVE PAYMENTS, BARANGAROO	25-Jun	53.55

STARLINK INTERNET	25-Jun	139.00
QT CANBERRA OPI	25-Jun	1,863.54
QT CANBERRA OPI	26-Jun	1,863.54
ACT CABS	25-Jun	11.66
ACT CABS	25-Jun	9.56
DELAWARE NORTH RETAQ, REDCLIFFE	26-Jun	17.00
SQ*SPACE KITCHEN	26-Jun	29.60
ACT CABS	26-Jun	38.64
ACT CABS	26-Jun	13.86
LS MOCAN AND GREEN, CANBERRA	27-Jun	29.30
PEPPERS GALLERY HTL, CANBERRA	27-Jun	207.00
LS MOCAN AND GREEN, CANBERRA	28-Jun	17.18
ACT CABS	28-Jun	29.51
LIVE PAYMENTS, BARANGAROO	29-Jun	61.74
QT CANBERRA OPI	29-Jun	187.27
CARD FEE	29-Jun	8.00
		$9,272.99

EFT22560***	**GNOWANGERUP FUEL SUPPLIES: BREAKDOWN OF CARD USAGE**		
Card 118 – GN.00	CHIEF EXECUTIVE OFFICER		315.73
Card 119 – GN.001	DEPUTY CHIEF EXECUTIVE OFFICER		-
Card 120 – GN.002	POOL VEHICLE		128.06
Card 120 - GN.006	DR VEHICLE		-
Card 121 – BFB1	BUSHFIRE BRIGADE		-
Card 122 – BFB2	BUSHFIRE BRIGADE		-

Card 123 – P6000	DEPOT - SMALL PLANT		178.19
Card 124 – A6000	ADMIN OFFICE ADDITIONAL CARD		-
Card 410 - Depot	DEPOT ADDITIONAL CARD		-
EFT22520***			
Card 67 - GNOSES	TRUCK		
Card 68 - GNOSES	UTE		423.78
Card 69 - GNOSES	ULP		176.17
		TOTAL	**$1,221.93**

EFT22591***	Purchase of 3 x drums of kerosene to be used in Bushfire Mitigation operations

OTHER BUSINESS AND CLOSING PROCEDURES

13. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

14. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

15. DATE OF NEXT MEETING

The next Ordinary Council Meeting will be held on the 27 August 2025.

16. CLOSURE

The Shire President thanked Council, visitors and staff for their time and declared the meeting closed at 3:56pm.