



SHIRE OF WILLIAMS

Local Emergency Management Arrangements

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS
SHIRE OF WILLIAMS

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DISTRIBUTION LIST

Organisation	No. Copies
Shire of Williams Administration, CEO, Williams LEMC Executive Officer	3
Shire of Williams, Shire President	1
Williams Police	1
Great Southern DEMC Executive Officer & Administration	2
DFES Great Southern Narrogin & Albany	2
Williams St John Ambulance Sub-Centre	1
Williams Primary School	1
Williams Medical Centre	1
Williams Volunteer Fire & Rescue Service	1
DPIRD – Agriculture & Food – Central Office Narrogin	1
Department for Child Protection & Family Support – District Emergency Services Officer	1

AMENDMENT RECORD

No.	Date.	Amendment Details	By
1	Oct 2015-April 2016	Complete Revision	Heidi Cowcher
2	October 2016	Update Contacts	Heidi Cowcher
3	November 2017	Update Contacts	Heidi Cowcher
4	November 2018	Update Contacts	Heidi Cowcher
5	June 2021	Complete Revision	Britt Logie



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

.....

.....

Chairperson

Date

Shire of Williams LEMC

.....

.....

Endorsed by

Chief Executive Officer

Date

Shire of Williams



Introduction

Local Emergency Management Arrangements (LEMA) set out the Local Government's policies, strategies and priorities for emergency management (EM). They describe emergencies that are likely to occur, define roles and responsibilities, resources and facilities within the community, and detail recovery arrangements.

GLOSSARY OF TERMS

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

COMBAT AGENCY – A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act]. A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

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

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

CONTROLLING AGENCY – an agency nominated to control the response activities to a specified type of emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also **CONTROL** and **COMMAND**.

DISTRICT – means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

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

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

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 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 MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

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

HAZARD

cyclone, earthquake, flood, storm, tsunami or other natural event;
fire;

road, rail or air crash;

plague or an epidemic;

terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth;

any other 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 prescribed by *Emergency Management Regulations 2006*.

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

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

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

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

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



LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – means a committee established under section 38 of the *Emergency Management Act 2005*

MUNICIPALITY – Means the district of the Shire of Williams.

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

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

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

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

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

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

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

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

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

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

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

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

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

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

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

1 INTRODUCTION

1.1 Authority

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

1.2 Community Consultation

These Arrangements have been developed in consultation with the Shire of Williams LEMC as a representative committee of the Williams community. The Williams LEMC has representation from the following organisations:

Shire of Williams
Williams Police
Williams Volunteer Fire & Rescue Service
Department of Fire & Emergency Services
Williams St John Ambulance Sub-Centre
Williams Medical Centre
Williams Primary School
Department of Primary Industries and Regional Development (Agriculture & Food)

1.3 Document Availability

Copies of these Arrangements shall be distributed to the following and shall be made available free of charge during office hours:

Shire of Williams Administration Office – 9 Brooking Street WILLIAMS

Shire of Williams Public Library – Williams Community Resource Centre – Brooking Street Williams (public access copy – hardcopy – contact details & emergency evacuation centres details removed)

Shire of Williams Website in PDF format – www.williams.wa.gov.au (with contact details & emergency evacuation centres details removed)

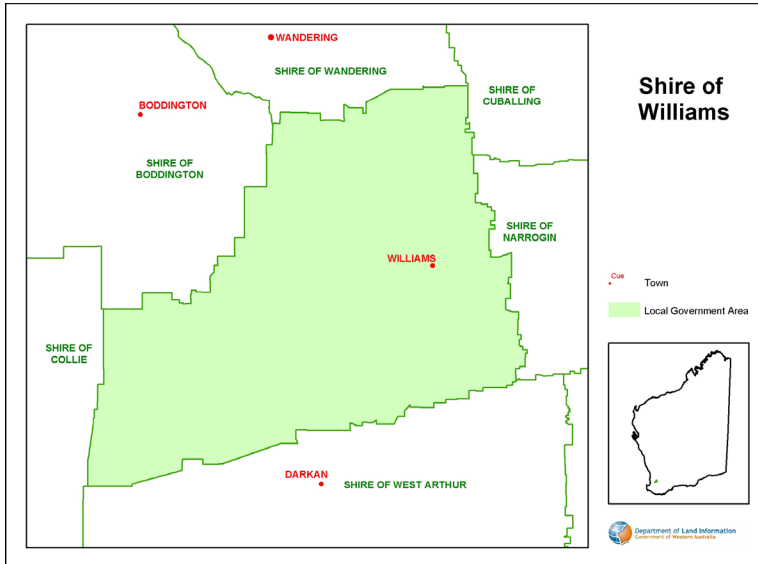
DFES Regional Offices (Narrogin & Albany)

DFES District Emergency Management Committee (Albany)

State Emergency Management Committee (Secretary) – electronic format

1.4 Area Covered (Context)

The Shire of Williams is located in the south-west interior of Western Australia within the Wheatbelt Region. The Shire is situated in pleasant and undulating broad acre farming country and is particularly picturesque. Adjoining local government authorities include the Shires of Narrogin, Cuballing, Wandering, Boddington, Collie and West Arthur. The Shire is located 160km from Perth on the Albany Highway but is interestingly rated as “outer regional Australia” under the Australian Census classification of remoteness. The Shire has a population of 948 (ABS Statistics 2016).



The economy is largely driven by the agricultural industry, tourism and agri-business related developments. Recent years has seen a greater diversification of the economy into increasing tourism related businesses and service industries, as well as the more traditional agri-support businesses that support the agricultural endeavours of the region that includes cropping, livestock hay processing and grain pellet production. Other industries in the area include holiday farm stays, engineering, retailing and servicing of machinery. Tourism is a strong economic driver for a number of busy retail outlets that service travellers on the Albany Highway and the other major roads that intersect in Williams.

The Shire covers an area of 2295 km² and includes the localities of Boraning, Congelin, Culbin, Dardadine, Narrakine, Quindanning, Tarwonga and Williams.

1.5 Aim/Scope

The aim of the Williams Local Emergency Management Arrangements is to detail the local emergency management arrangements within the Shire.

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

Furthermore:

This document applies to the local government district of the Shire of Williams

This document covers areas where the Shire of Williams (LG) provides support to HMA's in the event of an incident.

This document details the Shire of Williams' (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity.

The Shire of Williams' (LG) responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from District, State or Federal level.

1.6 Purpose

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

The local government's policies for emergency management;

The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;

Provisions about the coordination of emergency operations and activities relating to emergency management performed by the relevant HMAs;

A description of emergencies that are likely to occur in the local government district;

Strategies and priorities for emergency management in the local government district;

Other matters about emergency management in the local government district prescribed by the regulations; and

Other matters about emergency management in the local government district the local government considers appropriate. (s. 41 (2) of the Act).

1.7 Related Documents & Arrangements

1.7.1 Local Emergency Management Policies

The Shire of Williams has established a LEMC to advise and assist the local government in the development and maintenance of its emergency management arrangements.

1.7.2 Existing Plans & Arrangements

Table 1.1 – Local Plans

Document	Owner	Location	Date
Risk Register	Williams LEMC	Shire of Williams	Completed 2012
Risk Treatment Schedule	Williams LEMC	Shire of Williams	Completed 2012
Recovery Plan	Williams LEMC	Shire of Williams	Revised and updated 2017
Local Emergency Evacuation Plan	WAPOL	WAPOL Williams & Shire of Williams	August 2014
Local Emergency Management Plan for the Provision of Welfare Support (CPFS Local Welfare Plan)	CPFS	CPFS Northam & Shire of Williams	April 2016 (being updated November 2017)
Williams Primary School Emergency Management Plan	Williams Primary School	WPS & Shire of Williams & Northam District Office server	2013
Williams Primary School Bushfire Plan	Williams Primary School		2014

Table 1.2 - Relevant State Emergency Management Plans (Westplans)

Document	Owner	Location
Westplan Air Crash	WAPOL	https://www.oem.wa.gov.au/
Westplan Animal and Plant Biosecurity	DAFWA	https://www.oem.wa.gov.au/
Westplan Brookfield Rail Crash Emergencies	Brookfield Rail	https://www.oem.wa.gov.au/
Westplan Collapse	DFES	https://www.oem.wa.gov.au/
Westplan Cyclone	DFES	https://www.oem.wa.gov.au/
Westplan Dambreak	Water Corporation	https://www.oem.wa.gov.au/
Westplan Earthquake	DFES	https://www.oem.wa.gov.au/
Westplan Electricity Supply Distribution	WA State Government – Department of Finance (Public Utilities Office)	https://www.oem.wa.gov.au/
Westplan Fire	DFES	https://www.oem.wa.gov.au/
Westplan Flood	DFES	https://www.oem.wa.gov.au/
Westplan Gas Supply Distribution	WA State Government – Department of Finance (Public Utilities Office)	https://www.oem.wa.gov.au/
Westplan Hazmat	DFES	https://www.oem.wa.gov.au/
Westplan Heatwave	WA State Government – Department of Health	https://www.oem.wa.gov.au/
Westplan Human Epidemic	WA State Government – Department of Health	https://www.oem.wa.gov.au/
Westplan Land Search	WAPOL	https://www.oem.wa.gov.au/
Westplan Liquid Fuel Supply Disruption	WA State Government – Department of Finance (Public Utilities Office)	https://www.oem.wa.gov.au/
Westplan Marine Oil Pollution (MOP)	WA State Government – Department of Transport	https://www.oem.wa.gov.au/
Westplan Marine Search and Rescue (MARSAR)	WAPOL	https://www.oem.wa.gov.au/
Westplan Nuclear Powered Warships (NPW)	WAPOL	https://www.oem.wa.gov.au/
Westplan PTA Rail Crash	Public Transport Authority	https://www.oem.wa.gov.au/
Westplan Road Crash	WAPOL	https://www.oem.wa.gov.au/

Westplan Space Re-Entry Debris (SPRED)	WAPOL	https://www.oem.wa.gov.au/
Westplan Storm	DFES	https://www.oem.wa.gov.au/
Westplan Tsunami	DFES	https://www.oem.wa.gov.au/

Relevant State Emergency Management Support Plans (Westplans)

Westplan Reception	CPFS	https://www.oem.wa.gov.au/
Westplan Recovery	Local Government	https://www.oem.wa.gov.au/
Westplan Welfare	CPFS	https://www.oem.wa.gov.au/

1.8 Agreements, Understandings & Commitments

Table 1.3

Parties to the Agreement	Summary of the Agreement	Special Considerations
nil		

1.9 Special Considerations

The Shire of Williams experience seasonal variations which may affect its volunteers' ability to respond to some emergencies. These times are:

Seeding – April – June

Hay/Harvest – September – January

Bushfire season – November – April

Special events – Williams Gateway Expo (April, annually)

1.10 Resources

Refer to Appendix 3 for comprehensive list of Resources available in an emergency.

1.11 Roles & Responsibilities

1.11.1 Local Emergency Coordinator

The Local Emergency Coordinator (LEC) is appointed by the State Emergency Coordinator. The Local Emergency Coordinator for the Shire of Williams is the Officer-in-Charge of Williams Police Station. The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

To provide advice and support to the LEMC for the district in the 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; and

To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

1.11.2 Chairperson Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. The Shire of Williams has nominated the Shire President as the Chair of the LEMC. The Alternate Chair is the Chief Executive Officer and the Deputy Chair is the OIC of Williams Police.

1.12 Local Government

It is a function of a local government —

Subject to this Act (*Emergency Management Act 2005*), to ensure that effective local emergency management arrangements are prepared and maintained for its district;

To manage recovery following an emergency affecting the community in its district; and

To perform other functions given to the local government under this Act (*Emergency Management Act 2005*).

These functions include (but not limited to):

Administering the LEMC in accordance with SEMP 2.5

Completing the Local Government Preparedness and Annual Reporting in accordance with SEMP 2; and

Establishing and maintaining the local emergency management arrangements, which includes a local recovery plan.

1.13 LEMC Executive Officers

Executive Officers will provide executive support to the LEMC by:

Ensuring the provision of secretariat support including:

Preparing the meeting agenda;

Preparing and distributing Minutes and action lists;

Correspondence;

Maintain committee membership contact register;

Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;

Local Government Preparedness and Annual Reporting

Maintenance of Local Emergency Management Arrangements;

Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and

Participate as a member of sub committees and working groups as required;

1.14 Local Emergency Management Committee



The Williams Local Emergency Management Committee (LEMC) under section 38(1) of the *Emergency Management Act 2005* has a responsibility to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

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

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

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

To advise and assist the local government in establishing local emergency arrangements for the district;

To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and

To carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Other Functions of the LEMC

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (SEMP) place responsibilities on LEMC's.

1.15 Controlling Agency

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to:

Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness;

Control all aspects of the response to an incident;

Ensure effective transition to Recovery by Local Government.

1.16 Hazard Management Agency

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

The HMA's are prescribed in the *Emergency Management Regulations 2006*. Their function is to:

Undertake responsibilities where prescribed for these aspects [EM Regulations];

Appointment of Hazard Management Officers [s55 Act];

Declare / Revoke Emergency Situation [s 50 & 53 Act];

Coordinate the development of the Westplan for that hazard [SEMP 2.2];

Ensure effective transition to recovery by Local Government.

1.17 Combat Agencies

A combat agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency. (*EMWA Glossary Version: 2011*)

1.18 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. (*EMWA Glossary Version: 2011*)

1.19 Public Authorities

A Public Authority is established under section 3 of the Act. Under s35 the SEMC may specify (s35(6) both an area of the State and a public authority to exercise the functions of local government detailed under section 36 of the Act. To date, the Rottnest Island Authority is the only agency that has been classed as a 'public authority'.

2 PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

2.1 LEMC Membership

The following is a list (by position) of the members of the Williams LEMC:

Shire President - Chairperson

OIC Williams Police Station – Local Emergency Coordinator/Deputy Chairperson

Economic Development Officer, Shire of Williams – LEMC Executive Officer

CEO, Shire of Williams - Alternate Deputy Chairperson

Captain – Williams Volunteer Fire & Rescue Brigade (or delegate)

Shire of Williams Chief Bushfire Control Officer

Shire of Williams Deputy Chief Bushfire Control Officer

Chairperson – Williams St John Ambulance Sub-Centre (or delegate)

Principal – Williams Primary School (or delegate)

Director of Nursing – Williams Medical Centre (or delegate)

Representative, Department of Child Protection and Family Support (or delegate)

OEM - DEMO (co-opted member)

DFES – Area Manager – Narrogin (co-opted member) (or delegate)

SJA Community Paramedic (co-opted member)

Department of Biodiversity, Conservation & Attractions (Narrogin) – Regional Manager

Department of Primary Industries & Regional Development – Agriculture & Food – Central Region (Narrogin) – Manager (or delegate)

Main Roads WA (Narrogin)

Water Corporation (Narrogin)

A comprehensive list of LEMC Membership and respective contact details can be found at Appendix 1.

2.2 Meeting Schedule

The Shire of Williams LEMC meets approximately twice a year, or more if required. Meetings will be conducted pre- and post-bushfire season around April and October annually. The LEMC will regularly review, update and monitor EM arrangements and contact details to ensure that these remain current throughout the year. LEMC members may conduct an annual exercise to test the arrangements and their coordinated responses. Joint meetings

with adjoining LEMCs may be considered if warranted. There is some merit in this, as many organisations and volunteers work across shire boundaries.

2.3 LEMC Meeting Procedures

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

- Confirmation of local emergency management arrangements contact details;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements;
- Review of and endorsement of Local Government Preparedness and Annual Reporting (as required); and
- Other matters determined by the local government.

The LEMC shall determine other procedures as it considers necessary. (SEMP 2.5).

2.4 Local Government Preparedness and Annual Reporting

The Annual Report of the LEMC is to be completed and submitted to the DEMC 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 Policy 2.5 'Annual Reporting' provides each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan. (SEMP 2.6 s25 (b) (vii) & s25(d)). From time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

2.5 Emergency Risk Management

The Shire of Williams completed a comprehensive Risk Review in 2011-2012. The objective of the project was to complete the emergency risk assessment for the Shire of Williams by communicating and consulting with key stakeholders to identify, analyse, evaluate and treat the risks which the community faces. The plan aimed to reduce the impact of risks within the Shire of Williams by identifying the risks that affect the community, assess the vulnerability of those at risk and by providing options for the treatment of the risks.

Risk Identification Process

Purpose

To develop an understanding of potential hazards relevant our community

To develop an understanding of the vulnerability of the community

To find out what risks the community is facing

What to do

Identify and describe hazards

Identify and describe elements of the community and environment (i.e.: what we value)

Identify and analyse vulnerability

Establish the risks

A risk appears only where there is an interaction between a hazard and vulnerable elements of our community. A flood is a hazard, but does not present a risk unless it interacts with people, roads, bridges etc. This is why there is a need to understand the hazards, community and vulnerability in order to identify the risks which the community faces.

Vulnerability

Vulnerability is the susceptibility and resilience of the community and environment to hazards. The process of identifying risk will involve a consideration of vulnerability. We are not all equally vulnerable or resilient.

Risk identification is extremely important and it is worthwhile taking time to ensure that everyone involved understands the concept. Risk identification should be done as thoroughly as possible because a risk missed at this stage may not be picked up later. All-important risks should be broken down to a level where treatment options requirements can be determined.

Results

A description of hazards, the community and environment

A description of community vulnerability

A list of community risks

Sources of Risk

The following list presents the risks which the community within the Shire of Williams is most likely to be faced with. The list has been determined from the hazards identified in the WA Emergency Risk Management Policy documentation

Air crash	Terrorism Act (Civil disturbance)
Earthquake	Hazardous Materials
Plant & Animal Disease or Pest	Human Epidemic
Bushfire	Land Search
Flood	Road Crash

Fuel shortage	Structure Collapse
Storm	Chemical, biological, radiological

Sources of Risk Description

Following on from the identification of the Risks, a description of each source of risk was made and group notes retained for the purpose of the exercise.

The description is a broad statement which includes 'Descriptor of Risk'

Intensity (how big, fast, powerful the source of risk may be)

Extent (the area that a source of risk may impact)

Likelihood of occurrence (frequency of the event, not impact)

Timeframe (warning time, duration, time of day/week/year)

Manageability (what can be done about it)

The outcomes of the process, and the Risk Register and Risk Treatment Schedule & Options is attached at Appendix 2.

3 PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur

Table 3.1

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Air Crash	WAPOL	Commissioner of Police	DFES	Dept. Health Williams SJA CPFS Shire of Williams Main Roads Essential services	Air Crash	August 2014
Dam Break	Water Corporation	Water Corporation	Shire of Williams DFES VFRS	Williams SJA Main Roads Essential Services CPFS	Dam Break	Sept 2004
Bushfire	Shire of Williams and DFES	FES Commissioner	DFES VFRS BFB	DBCA DPIRD WAPOL SJA CPFS Shire of Williams	Fire	Aug 2013
Road Crash	WAPOL	Commissioner of Police	DFES VFRS	Williams SJA Main Roads Essential Services CPFS Dept. Health	Road Crash	August 2014

				Shire of Williams		
Biosecurity Threats	DAFWA	Director General, DAFWA	DAFWA	WAPOL DFES Main Roads Water Corporation DBCA Shire of Williams Dept. Health CPFS	Animal and Plant Biosecurity	March 2015
Human Epidemic	Dept. Health	State Human Epidemic Controller (SHEC)	Dept. Health	WAPOL Williams SJA Shire of Williams DPIRD CPFS Dept. Education	Human Epidemic	June 2014
Storm	Shire of Williams and DFES	FES Commissioner	DFES VFRS	WAPOL Williams SJA Shire of Williams CPFS Main Roads Essential Services Dept. Health BoM	Storm	Dec 2014
Flood	DFES	FES Commissioner	DFES VFRS	WAPOL Williams SJA Main Roads Essential Services	Flood	Aug 2015

				Shire of Williams BoM Dept. Health DPIRD CPFS		
Earthquake	DFES	FES Commissioner	DFES VFRS	WAPOL Williams SJA Main Roads Essential Services Shire of Williams Dept. Health DPIRD CPFS	Earthquake	June 2011
Civil Disturbance	WAPOL	Commissioner of Police	As advised	As advised	Terrorist Act	August 2014
HAZMAT	DFES	FES Commissioner	DFES VFRS	WAPOL Williams SJA Main Roads Essential Services Shire of Williams Dept. of Health CPFS	HAZMAT	Dec 2010
Land Search	WAPOL	Commissioner of Police	DFES DPAW	BoM Dept. Heath Shire of Williams	Land Search	August 2014
Structure Collapse	DFES	FES Commissioner	DFES WAPOL	Williams SJA	Collapse	Dec 2013

				Dept. Health		
				Main Roads		
				Shire of Williams		
				Essential Services		

These arrangements are based on the premise that the Controlling Agency responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard. It is recognized that the HMA's and Combat agencies may require Shire of Williams resources and assistance in emergency management. The Shire of Williams is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Role

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

Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Policy 4.1 'Operational Management'. These are:

Where an incident is designated as "Level 2" or higher;

Requirement for possible or actual evacuation;

Multiple agencies need to be coordinated and collaborative decision making is required.

Membership of an ISG

The Incident Support Group is made up of agencies / representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

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

Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

Location of ISG Meetings

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

Location One Shire of Williams Administration Centre

Address 9 Brooking Street WILLIAMS

	Name	Landline Phone	Mobile Phone
1 st Contact	Geoff MCKEOWN Chief Executive Officer	08 9885 1005 (B/H)	0429 900 005
2 nd Contact	Britt LOGIE LEMC Executive Officer	08 9885 1005 (B/H)	0428 851 357

Location Two Williams Community Resource Centre

Address 5 Brooking Street WILLIAMS

	Name	Phone	Phone
1 st Contact	Hazel Harris Coordinator	08 9885 1378 (B/H) 08 9885 6122 (Hm)	0448 055 488
2 nd Contact	Kerry Carne Chairperson	08 9885 1023 (Hm)	0403 000 841

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. **The provision of this information is the responsibility of the HMA.** This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIMS Structure.

Public Warning Systems

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

Local Systems

The Shire of Williams manages an SMS system primarily for its bushfire network, and for the provision of information relating to fires, harvest bans and total vehicle movement bans. This could also be a useful tool that could be utilized in getting information to the community in a timely manner. Access is by contacting:

Chief Executive Officer	BFB Base Station Operators
Geoff McKeown	Ross & Natalie Major
08 9885 1005	08 9885 1021
0429 900 005 0428 851 021 (Ross) OR	
0429 851 021 (Natalie)	

DFES Public Information Line

Incidents occurring in the District that are DFES HMA responsibilities and local government managed bushfires may utilize DFES Media & Public Affairs, including the hotline to inform people of a current incident. Contact may be made through the DFES Regional Duty Officer (**9845 5000**) or DFES Communication Centre **1800 198 140**. The Hotline number for people to ring for information is **1300 657 209**.

Radio

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

ABC Statewide Perth –	Ph 13 99 94 ;	Fax 08 9220 2911
ABC Great Southern & South Coast Albany –	Ph 98 424 011;	Fax 08 9842 4099

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

RadioWest Narrogin –	Ph 9881 4000;	Fax 08 9881 3166;
Email: narrogin@radiowest.com.au		

RadioWest Bunbury –	Ph 9791 2359;	Fax 08 9792 2799;
Email: bunbury@radiowest.com.au		

Radio Great Southern broadcasts on 1422AM and 1611AM

Ph 9861 2500;	Mob 0439 956 175;
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Television

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

Emergency Alert

Emergency Alert is the national telephone warning system used during an emergency to send messages to landlines and mobile phones within a defined area where lives and homes are deemed to be under direct and imminent threat.

Emergency Alert is not used for every incident DFES responds to. A DFES Incident Controller assesses the level of danger to the community and if lives and homes are under direct and imminent threat, he or she will request an Emergency Alert be issued within that specific geographical area.

Residents do not need to register to receive a telephone warning. All landline and mobile telephone numbers (including silent numbers) are automatically registered based on their service address.

In an emergency, telecommunications providers send voice messages to landlines and text messages to mobiles that have a registered service address within the affected warning area.

Text messages can also be sent to mobile telephones based on the last known location of the handset. This is designed to reach visitors and travellers in the area under threat.

For more information on Emergency Alert: www.emergencyalert.gov.au.

3.4 Critical Infrastructure

Following is a list of identified infrastructure within the Shire of Williams that if affected by a hazard would have a negative and prolonged impact on the community.

Table 3.2

Item	Location	Description	Owner	Contact Details	Community Impact Description
Radio Repeater Communication Tower	Bates Road WILLIAMS	DFES, WAPOL, SJA and BFB all have infrastructure on the tower	Shire of Williams	08 9885 1005	Emergency Service Communications
Mobile Phone Tower	Wanerie Katta Property Lefroy Road WILLIAMS	Mobile phone tower – Optus and Telstra	Telstra	13 22 03	Loss of mobile phone communication
Bridge (major)	Albany Highway WILLIAMS	Main Bridge over Williams River at Lions Park	Main Roads	138 138	Main transport route; would severely impact on traffic flow Perth-Albany. Diversion would be significant.
Bridge (minor)	Albany Highway WILLIAMS	Minor bridge over Coalling Creek at north entrance to town	Main Roads	138 138	Main transport route; would severely impact on traffic flow Perth-Albany. Diversion would be significant.
Power infrastructure	Throughout Shire	WP network of power lines	Western Power	13 13 51	Power infrastructure if impacted significantly would have negative

					effect on community.
Water pipeline/infrastructure	Throughout Shire	Main water pipeline runs along Narrogin Road and Quindanning-Williams Rd	Water Corporation	13 13 75	Loss of access to scheme water would significantly impact on the community.
Plant & Animal Disease Outbreak	Throughout Shire	Agriculture is a major economic driver in this community and any impact could have detrimental, long term effects.	DPIRD Exotic Plant Pest Disease Hotline Exotic Animal Disease Watch Hotline	1800 084 881 1800 675 888	Any impact on the agricultural pursuits in the sector would significantly impact the community.

3.5 Evacuation

'A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control, or restrict movement should also be considered where appropriate.' (SEMP 4.7)

Local Emergency Management Arrangements are to include information which will assist the Controlling Agency in the operational planning process. This includes specific arrangements in place for special needs groups such as schools, nursing homes, hospitals, caravan and holiday parks, persons with disabilities and culturally and linguistically diverse communities.

Relevant emergency management agencies (i.e. controlling agencies, welfare agencies etc.) in conjunction with Local Emergency Management Committees are to identify and advise of refuge sites and welfare centres suitable to the hazard. These sites should be documented in the Local Emergency Management Arrangements.

The WA Police have prepared an Evacuation Plan for the Shire of Williams, and this is included as a Supporting Document to this Plan.

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

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

3.5.1 Evacuation Planning Principles

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

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

Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the ‘combat agency’ for carrying out the evacuation.

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

3.5.2 Special Needs Groups

This section lists ‘at risk’ groups within the community. The purpose behind this is so that a Controlling Agency planning evacuation will be able to identify locations that require special attention or resources. Each section of the section of the community mentioned above should have their own evacuation arrangements, however you may need to confirm this with them.

Table 3.3

Name	Address	Contacts	No. People	Description	Have they got an Evacuation Plan?
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					Who manages it?	Has copy been provided to LEMC?
Williams Primary School	Rosselloty Street WILLIAMS	Principal 9885 1121	122 students 17 staff	Primary School	Yes. Williams PS.	Yes.
Willi Wag Tails Childcare Centre	Growse Street WILLIAMS	Sharon Palumbo 9885 1673 (work) Geoff McKeown CEO Shire of Williams 0429 900 005 (all hours)	Up to 21 children Up to 5-6 staff	Long day care centre Monday-Friday 8:00am-5:30pm (not operational public holidays)	Yes. Shire of Williams/Willi Wag Tails Childcare Centre. Policy retained by Shire and available on request.	

Evacuation may need to be supported by the use of buses. The local school bus contractors are:

Table 3.4

Bus name	Driver	Contact ph	Owner/Contractor	Contact ph
Williams-Culbin/Tarwonga	Sianne Haddrick	0407 717 029	John & Jennifer Cherry	08 9734 3863 0427 389 677
Williams-Congelin	Jane Cocks	0412 219 033	Michael & Beverley McMillan	08 9881 3081 0418 836 583
Williams-Narrakine	Leon Bertuola	0439 000 059	Leon Bertuola	0439 000 059
Williams-Boraning	Tracey McGowan	0411 497 938	Michael & Beverley McMillan	08 9881 3081 0418 836 583

3.5.3 Routes & Maps

Refer to Appendix 5 for a map of the Shire of Williams. More detailed maps are located in the Shire of Williams Administration offices and the Radio Base Station Operator has a shire map.

3.6 Welfare

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS have developed a *Local Emergency Management Plan for the Provision of Welfare Support (April 2016)*. It is tabled as a Supporting Document to this Plan.

3.6.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the CPFS District Director to:

Establish, Chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;

Prepare, disseminate, test and maintain the Local Welfare Plans;

Represent the Department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;

Establish and maintain the Local Welfare Emergency Coordination Centre;

Ensure personnel and organisations are trained and exercised in their welfare responsibilities;

Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and

Represent the Department on the Incident Management Group when required

3.6.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

The Shire of Williams has appointed the Chief Executive Officer (or delegate) to be the Local Liaison Officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Local Liaison Officer will be responsible for the initial opening up and providing staffing of the Welfare Centre whilst waiting on CPFS staff to arrive.

3.6.3 Register, Find, Reunite.

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

3.6.4 Animals (including assistance animals)

There are no animal management facilities available in the Shire of Williams. Limited commercial facilities may be available in Narrogin, however could not be relied upon. While assistance animals are welcomed at a welfare centre, normal domestic animals will need to be managed at the time. The Shire has a very small pound at the Shire Depot and could house a small number of animals, however it would not be able to manage significant numbers of domestic pets.

3.6.5 Welfare Centres

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS have developed a *Local Emergency Management Plan for the Provision of Welfare Support (April 2016)*. The Shire of Williams has a copy of the Plan as prepared by CPFS and is a Supporting Document to this Plan.

Activation

To activate the Welfare Plan:

During Office Hours – contact the District Emergency Services Officer

After Hours – contact Crisis Care – **1800 199 008**

The purpose of the following matrix is to outline the length of time and number of people each identified welfare centre can facilitate.

Table 3.5

No. of People	Duration				
	0-8 Hrs	8 Hrs - 1 Day	1-3 Days	3-7 Days	1 Week +
1-10	All Centres	All Centres	All Centres	All Centres	
10-100	Quindanning Hall (west Williams) Tarwonga Hall (south Williams)	Golf Club (north Williams)			
100-500		Williams Primary School (in town) [Provided school was not operational]	Shire Hall / Recreation Pavilion (in town)	Shire Hall / Recreation Pavilion (in town)	
500+					Convention Centre (south-west Williams, on Darkan Rd)

Please refer to Appendix 4 for a detailed list of Evacuation / Welfare Centre's for the Shire of Williams.

4 PART 4 RECOVERY

Please refer to the Shire of Williams Local Recovery Management Plan that is provided as a Supporting Document to these arrangements.

5 Part 5: EXERCISING AND REVIEWING

5.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is primarily the respective HMA's responsibility however it could be incorporated into a LEMC exercise if considered appropriate.

Exercising the emergency management arrangements will allow the LEMC to:

Test the effectiveness of the local arrangements;

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities;

Help educate the 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 co-ordination between them.

5.2 Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government (s45-47)*, and Policy 3.1 'Exercise Management' (s14) requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

Desktop/Discussion;

A 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 Resources Register.

5.4 Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC annually as requested to do so. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref TP-1 'Annex B'). Once the exercises have been completed they should be reported to the DEMC via the template found at 'Appendix C' of State EM Procedure TP-1 'Exercise Management' (SEMP 3.1 s.23).

5.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

Contact lists are reviewed and updated quarterly;

A review is conducted after training that exercises the arrangements;

An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and

Circumstances may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Williams, in consultation with the parent organisation of members, shall determine the term and composition of LEMC positions (as per SEMP 2.5 s20). Note SEMP 2.5 s15-18 inclusive provides a list of recommended members.

5.7 Review of Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

6 APPENDICES

APPENDIX 1 – Contact list

Name (Inc email address)	Organisation	Address	Phone	Phone a/h
Jarrad Logie Belke82@bigpond.com	Shire of Williams Shire President / Chair LEMC	25 Brooking Street Williams WA 6391	0408 912 358	0408 912 358
Geoff McKeown ceo@williams.wa.gov.au	Shire of Williams CEO & CBFCO Alternate Chair LEMC	PO Box 96 Williams WA 6391	9885 1005	0429 900 005
Andy Brown Andy.brown@police.wa.gov.au	Sergeant Williams Police Local Emergency Coordinator	15 Brooking Street Williams WA 6391	9885 1100	0427 510 032
Britt Logie cdo@williams.wa.gov.au	Shire of Williams LEMC Executive	PO Box 96 Williams WA 6391	9885 1005	0428 851 357
Catherine Gordon Catherine.gordon@education.wa.edu.au	Williams Primary School Principal	Rosseloty Street WILLIAMS WA 6391	08 9885 1121	0414 187 398
Ben Kirk Ben.kirk@education.wa.edu.au	Williams Primary School D/Principal	Rosseloty Street WILLIAMS WA 6391	08 9885 1121 (school hours)	
David Carter dacionno@wn.com.au	Shire of Williams Deputy CBFCO	13286 Albany Hwy WILLIAMS WA 6391	0418 959 620	0418 959 620
Trevor Palframan tpalframan@bigpond.com	Williams Volunteer Fire & Rescue Service Captain	PO Box 222 WILLIAMS WA 6391	0409 816 200	0427 478 473
Lester Fawcett glenfieldgrazing@bigpond.com	Williams Volunteer Fire & Rescue Service Foreman/Treasurer	PO Box 67 WILLIAMS WA 6391	0418 851 327	08 9885 1327
Meg Strickland meg.strickland@education.wa.edu.au	Williams SJA Chairperson	PO Box 106 WILLIAMS WA 6391	08 9885 1121 (school hours)	08 9885 1500 0488 515 761
Neville Steicke nevs@wn.com.au	Williams SJA Vice-Chairperson	PO Box 29 WILLIAMS WA 6391	08 9881 1161 (work) 0428 851 255	0428 851 255
Trish Pottinger Patricia.pottinger@health.wa.gov.au	Williams Medical Centre Clinical Nurse Manager	Adam Street WILLIAMS WA 6391	08 9885 2600 08 9885 2666 (fax)	0427 448 642 (no A/H medical service)
Simon Vogel Simon.vogel@dfes.wa.gov.au	DFES District Officer - Narrogin	PO Box 1138 NARROGIN WA 6312	08 9881 3892	0427 026 967
Paul Blechynden Paul.Blechynden@dfes.wa.gov.au	DFES Area Officer – Narrogin	PO Box 1138 NARROGIN WA 6312	08 9881 1693	0427 580 481
Joanne Spadaccini Joanne.Spadaccini@communities.wa.gov.au	District Emergency Service Officer - Wheatbelt	NORTHAM WA 6401	0429 102 614	0429 102 614

	DCPFS – Emergency Services Unit			1800 199 008 (Crisis Care A/H – Emergency Contact)
Angela Channon Angela.channon@communities.wa.gov.au	Department of Communities Narrogin	NARROGIN WA 6312	08 9881 0123	
Child Protection & Family Services (Narrogin Office)	To open Evacuation Centres – first call to Narrogin office; second call to DESO (Jo Spadaccini) – A/H – Crisis Care			9881 0123 (B/H) 0429 102 614 (A/H) 1800 199 008 (24 hour)
	SJA Community Paramedic (Regional)	PO Box 1125 NARROGIN WA 6312	0417 847 519	0417 847 519
Robin Hoysted Robin.Hoysted@silverchain.org.au	Senior Care Coordinator Narrogin/Brookton	PO Box 488 NARROGIN WA 6312	08 9881 2999 (Narrogin)	
Alison Lacey Alison.lacey@dpird.wa.gov.au	Manager – Narrogin & Lake Grace Central Region; Agriculture & Food; DPIRD	10 Doney Street NARROGIN WA 6312	08 9881 0222 08 9881 0232 (D)	0429 084 421
Greg Durell Greg.durell@dbca.wa.gov.au	Regional Manager Wheatbelt Region – Narrogin	7 Wald Street NARROGIN WA 6312	08 9881 9200	0427 478 953
Cathy Morey Cathy.morey@mainroads.wa.gov.au	MRWA Customer Service Manager Wheatbelt – Narrogin	Mokine Road NARROGIN WA 6312	08 9881 0590	0428 912 799
Joel Rebello joel.rebello@mainroads.wa.gov.au	MRWA Operations Manager Wheatbelt		0459 072 907	
Adam Smith Adam.smith@oem.wa.gov.au	District Emergency Management Adviser Great Southern Region	Hercules Crescent ALBANY WA 6330	08 9845 5007	0429 104 007
Rodney Thornton rthornton@walga.asn.au	Road Safety Adviser Wheatbelt South	Unit 1/57 Johnston St BRUCE ROCK WA 6418	0409 689 313	0409 689 313
Tony Peplow Tony.peplow@watercorporation.com.au	Operations Manager Water Corporation Ngn		08 9842 4325	0488 900 452

APPENDIX 2 RISK REGISTER SCHEDULE & RISK TREATMENT OPTIONS

Risk Register Schedule – Explanatory Key

	Intolerable
	Tolerable subject to ALARP (As low as reasonable possible)
	Broadly Acceptable

The following tolerability matrices should be used depending on the level of confidence for a particular risk issue.

Table 6 Evaluation Table – High Confidence Level

Likelihood Level	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain (A)					
Likely (B)					
Possible (C)					
Unlikely (D)					
Rare (E)					
Very Rare					
Almost					

Table 7 Evaluation Table – Moderate Confidence Level

Likelihood Level	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain (A)					
Likely (B)					
Possible (C)					
Unlikely (D)					
Rare (E)					
Very Rare					
Almost					

Table 8 Evaluation Table – Low Confidence Level

Likelihood Level	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain (A)					
Likely (B)					
Possible (C)					
Unlikely (D)					
Rare (E)					
Very Rare					
Almost					

Risk Register 2012 - NERAG Aligned

Risk Statement	Likelihood Rating	Consequence Rating	Level of Risk	Confidence Level	Tolerability Level	Accept the Risk?	Treatment Required
AIR CRASH							
There is a risk that an aircraft accident may impact significant infrastructure in the Williams	D	3	Moderate	High	Tolerable subject to ALARP	Yes	No
There is a risk that an aircraft accident may impact the Williams townsite, and/or	D	4	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that an aircraft accident may impact private	E	3	Moderate	High	Broadly Acceptable	Yes	No
There is a risk that an aircraft accident may	C	3	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that an aircraft accident may impact waterways in the	C	3	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that an aircraft accident may impact public	C	2	Moderate	High	Broadly Acceptable	Yes	No
DAM BREAK							
There is a risk that the Water Corp or School dam may experience a dam break that may cause significant flooding of	D	2	Low	Moderate	Broadly Acceptable	Yes	No

BUSHFIRE							
There is a risk that a large fire may damage or destroy private property	B	4	Extreme	High	Tolerable subject to ALARP	Yes	No
There is a risk that a large fire may burn down power poles causing loss of power for	B	3	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that a large fire may cause major economic loss to the communities of Williams	C	3	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that a large fire may cause moderate	B	2	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that a large fire may cause loss of life or threaten the	C	2	Moderate	High	Broadly Acceptable	Yes	No
There is a risk that a large fire may cause major damage to heritage buildings	C	3	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that a large fire may travel along the waterways and therefore	C	4	Extreme	High	Tolerable subject to ALARP	No	Yes
There is a risk that a large fire may adversely impact on primary industry, which in turn may impact	C	2	Low	High	Broadly Acceptable	Yes	No

ROAD CRASH							
There is a risk that a road crash may cause loss of life or threaten the health of	A	4	Extreme	High	Intolerable	No	Yes
There is a risk that a road crash may damage power poles / lines causing loss of	C	3	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that a road crash may damage water infrastructure causing loss of water for more	D	3	Moderate	High	Tolerable subject to ALARP	Yes	No
There is a risk that a road crash may cause the highway to be	D	2	Low	High	Broadly Acceptable	Yes	No
There is a risk that a road crash with trauma may impact adversely on the community	B	3	High	High	Tolerable subject to ALARP	Yes	No
BIOSECURITY THREATS							
There is a risk that an exotic animal / plant disease may affect the industry sector of the Shire causing major economic loss to the	C	4	Extreme	High	Tolerable subject to ALARP	Yes	No
There is a risk that an exotic animal / plant disease may affect or impact on a significant	D	4	High	High	Tolerable subject to ALARP	Yes	No

HUMAN EPIDEMIC							
There is a risk of a human epidemic may cause loss of life and/or economic loss and/or extreme	D	5	Extreme	High	Tolerable subject to ALARP	Yes	No
STORM							
There is a risk that a storm may cause damage to private	B	3	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that a storm may damage the lifelines within the Shire affecting power, water,	C	2	Moderate	High	Broadly Acceptable		No
There is a risk that the cost of clean-up post storm may be significant and	C	2	Moderate	High	Broadly Acceptable		No
There is a risk that a significant storm may result in the cancellation of a	D	2	Low	High	Broadly Acceptable		No
FLOOD							
There is a risk that a flood may impact on residents living in close proximity to the waterways	C	3	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that a flood may result in a spread of	C	2	Moderate	High	Broadly Acceptable	Yes	No
There is a risk that a flood may result in scouring of the waterways and/or cause significant silt	B	3	High	High	Tolerable subject to ALARP	Yes	No

There is a risk that a flood may impact on local businesses if the main transport	D	2	Low	High	Broadly Acceptable	Yes	No
There is a risk that a flood event may damage or destroy significant infrastructure (eg: bridges, roads, communication)	C	4	Extreme	High	Tolerable subject to ALARP	No	Yes
EARTHQUAKE							
There is a risk that an earthquake may cause loss of	D	4	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that an earthquake may damage	D	4	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that an earthquake may damage or destroy private property	D	3	Moderate	High	Tolerable subject to ALARP	Yes	No
There is a risk that an earthquake may impact on local business	D	3	Moderate	High	Tolerable subject to ALARP	Yes	No
There is a risk that an earthquake may cause damage to	D	3	Moderate	High	Tolerable subject to ALARP	Yes	No
CIVIL DISTURBANCE							
There is a risk that a civil disturbance may	D	3	Moderate	High	Tolerable subject to ALARP	Yes	No
There is a risk that a civil disturbance may impact on critical infrastructure (eg:	D	4	High	High	Tolerable subject to ALARP	Yes	No

HAZMAT							
There is a risk that there may be a HAZMAT incident on a major arterial road that may impact on	B	3	High	High	Tolerable subject to ALARP	Yes	No
There is a risk that a HAZMAT incident may result in an adverse impact on the community or	C	2	Moderate	High	Broadly Acceptable		No
There is a risk that a HAZMAT incident may result in an	C	2	Moderate	High	Broadly Acceptable		No
There is a risk that a HAZMAT incident/road crash may threaten the	C	2	Moderate	High	Broadly Acceptable		No
LAND SEARCH							
There is a risk that someone will get lost and we will have to find	C	2	Moderate	High	Broadly Acceptable		No
STRUCTURE COLLAPSE							
There is a risk that a structure collapse will result in a loss of life or	D	3	Moderate	High	Tolerable subject to ALARP	Yes	No
There is a risk that a structure collapse may release hazardous substances into	D	2	Low	High	Broadly Acceptable		No
There is a risk that a structure collapse may impact on significant community infrastructure (eg:	D	3	Moderate	High	Tolerable subject to ALARP	Yes	No

At the Williams LEMC meeting of 16th August 2012, the committee gave consideration to the identified hazards where the identified risks were not acceptable to the stakeholder group, and reviewed with attention to PPRR for each of the hazards, as follows:

Hazard	Prevention	Prepare	Response	Recovery	TREATMENT OPTIONS
AIR CRASH	Maintenance Training - Pilots & VFERS CASA Regulations	Emergency services - training and equipment Pilots - eg: flying conditions, weather reports	Emergency services	Local Recovery Management Plan Clean up SOPs (Standard Operating Procedures) Environmental monitoring	
BUSHFIRE	Hazard reduction control burns Education Regulations (eg: Firebreak orders) Harvest Bans Information signs	Training Equipment Call up's (during fire season) Meetings (pre-season) Bush Fire Brigades BFAC (Bush Fire Advisory Committee's) Hydrant checks Service level agreements (between State govt agencies) Education - eg: community information/ flyers, workshops	Emergency services "Wet stuff on hot stuff" Farmer response DFES/DBCA involvement Agency response	Local Recovery Management Plan	Hazard reduction burns - especially for creeklines Need to engage/gain approval from relevant agencies (eg: DBCA, Water & Rivers Commission). Difficulties around jurisdictional authorities to burn required areas. Concern over potential for negative public reaction.

Hazard	Prevention	Prepare	Response	Recovery	TREATMENT OPTIONS
ROAD CRASH	<p>Education</p> <p>Training</p> <p>Road standards/conditions</p> <p>Vehicle maintenance</p> <p>Fatigue management</p> <p>Police presence</p> <p>Enforcement</p> <p>Black spot funding</p>	<p>Maintenance on shire roads (especially clearing roadsides)</p> <p>Training</p> <p>Equipment</p> <p>Driver reviver</p>	<p>Emergency services (police, fire, ambulance)</p> <p>Support services eg: contractors/shire</p>	<p>Local Recovery Management Plan</p> <p>Emergency Service debriefs</p> <p>Environmental monitoring</p> <p>Site clean ups</p>	<p>Highway diversion around town</p> <p>Emergency services adequately Resourced</p> <p>Rumble strips - centre of highway & signage</p> <p>Review road design & layout (eg: roadside barriers)</p> <p>More turning/slip and overtaking lanes</p> <p>Bituminise all gravel roads in the Shire.</p>
BIOSECURITY	<p>Education</p> <p>Vaccines</p> <p>Plans (eg: DPIRD – Agriculture & Food)</p> <p>Research & development (eg: DPIRD, CSIRO)</p> <p>Stock and crop management (primary producers)</p> <p>Vermin control</p>	<p>Education</p> <p>Plans</p>	<p>Agency response (eg: DPIRD)</p> <p>Farmer response</p>	<p>Local Recovery Management Plan</p>	

Hazard	Prevention	Prepare	Response	Recovery	TREATMENT OPTIONS
HUMAN EPIDEMIC	Education Vaccines Plans Research & Development	Education Plans	Agency response (eg: Health Department)	Local Recovery Management Plan	
STORM	Education	Education Plans Awareness (eg: forecast) Warning systems (eg: BoM/DFES emails)	Agency response Local response Community advice/warnings	Local Recovery Management Plan	
FLOODS	Education	Education Plans Warning Systems Building zones/Town Planning	Agency response Local response Community advice/warnings	Local Recovery Management Plan	Identify alternative routes if bridges are flooded Clear creeklines/rivers (of vegetation and debris) Ensuring the structural integrity of the bridges (ongoing maintenance where required) Re-engineering and design of bridges eg: Coalling Creek

Hazard	Prevention	Prepare	Response	Recovery	TREATMENT OPTIONS
EARTHQUAKE/STRUCTURE COLLAPSE	Education Building Standards	Education Plans Warning systems	Agency response Local response Community advice/warnings	Local Recovery Management Plan	Building Standards
HAZMAT	Training Standards - transport, handling and storage Agency responsibilities	Training Standards Agency responsibilities Equipment/resources (PPE - Personal Protective Equipment; Vehicles etc	Emergency service response Agency Response Plans	Local Emergency Management Plan Clean up of site Environmental monitoring/management	
CIVIL DISTURBANCE	Law & order Training Equipment Maintain police presence Education Communication	Agency responsibilities Training Equipment	Emergency services response (agency specific)	Local Recovery Management Plan	

Risk Statements in Action Priority Order	Treatment Options	Treatment Evaluation	Adopt treatments?
BUSHFIRE			
<p>There is a risk that a large fire may travel along the waterways and therefore adversely impact on the townsite</p>	<p>Hazard reduction burns – especially for creeklines</p>	<p>Need to engage/gain approval from relevant agencies (eg: DPAW, Water & Rivers Commission).</p> <p>Difficulties around jurisdictional authorities to burn the required areas.</p> <p>Concern over potential for negative public reaction.</p>	<p>Yes - will contact appropriate agencies and continue to endeavor to get hazard reduction burns</p>
ROAD CRASH			
<p>There is a risk that a road crash may cause loss of life or threaten the health of residents</p>	<p>Highway diversion around town</p> <p>Emergency services adequately resourced (including volunteers and equipment).</p> <p>Rumble strips - centre of highway & signage</p>	<p>Diversion is costly - is to be undertaken by Main Roads (timeline unknown)</p> <p>Shire and LEM committee will continue to support the local emergency services to ensure that they continue to be adequately resourced (volunteers and equipment)</p> <p>Rumble strips - Main Roads initiative - letter of support to be provided</p>	<p>Highway diversion is planned by Main Roads (timeline unknown)</p> <p>Yes - Shire will continue to provide support where possible.</p> <p>Yes - letters of support can be provided where required.</p>

Risk Statements in Action Priority Order	Treatment Options	Treatment Evaluation	Adopt treatments?
	<p>Review road design & layout (eg: roadside barriers)</p> <p>More turning/slip and overtaking lanes</p> <p>Bituminise all gravel roads</p>	<p>Roadside barriers, where appropriate could be supported (Main Roads)</p> <p>Turning lanes/overtaking lanes, where appropriate, are to be supported, where required.</p> <p>Not appropriate - too costly.</p>	<p>Yes - letters of support can be provided where required.</p> <p>Yes - letters of support can be provided where required.</p> <p>Acceptable to bituminise those with high traffic volumes and where funding can be sourced.</p> <p>Otherwise, ongoing maintenance on all gravel roads is encouraged to ensure that road conditions remain at a high standard.</p>
FLOOD			
<p>There is a risk that a flood event may damage or destroy significant infrastructure (eg: bridges, roads, communication tower) which impacts adversely on the community</p>	<p>Identify alternative routes if bridges are flooded</p> <p>Clear creeklines/rivers (of vegetation and debris)</p>	<p>Current alternatives are lengthy (Narrakine Road-Zilko-Munday-Quindanning Roads) or through private property closer to town</p> <p>Clearing creeklines/rivers is feasible - need to engage other stakeholders in the process (private landowners, Shire,</p>	<p>Diversion of highway will address this</p> <p>Yes - is a viable and potential cost effective mitigation tool.</p>

Risk Statements in Action Priority Order	Treatment Options	Treatment Evaluation	Adopt treatments?
	<p>Ensuring the structural integrity of the bridges (ongoing maintenance where required)</p> <p>Re-engineering and design of bridges eg: Coalling Creek</p>	<p>Water and Rivers Commission, DPAW)</p> <p>Main Roads have a current inspection regime to monitor the structural integrity of the two bridges. It is as a direct result of this that Main Roads have identified the need to replace the bridges, and the most cost effective solution is to divert around town.</p> <p>Possible - but may be costly. Would need to discuss with Main Roads and other stakeholders,</p>	<p>Main Roads encouraged to continue to monitor structural integrity of bridges and advise the Shire accordingly.</p> <p>Main Roads to be contacted with suggestion. May be too costly - & therefore cheaper to divert around bridges rather than replace them.</p>



APPENDIX 3 – RESOURCES

Shire of Williams

Location:	Shire of Williams Depot, Williams Road, WILLIAMS 6391	
Contact/s	Geoff McKeown (CEO)	Mob: 0429 900 005
	Tony Kett (Works Supervisor)	Mob: 0419 941 829

Item description	Number of items
Caterpillar GRADER	2
ISUZU Tri-Tip TRUCK	1
Toyota tip TRUCK	1
Pig TRAILER	1
Volvo EXCAVATOR	1
Vibe ROLLER	1
Multi ROLLER	2
Plant TRAILER	2
Volvo PRIME MOVER	1
721G CASE LOADER	1
John Deere BACKHOE & FRONT END LOADER	1
Isuzu TRUCK	1
Isuzu NP 300	1
SFM tri-axle side tipping TRAILER	1
Isuzu 4 x 2 single cab UTES	3
Holden Colorado single cab UTE	1
Isuzu D-Max dual cab UTE	1
Toyota Hilux UTE	1
Honda 4 WHEELER MOTORBIKE	1
Toro ride-on MOWERS	3
Freedom 10,500L WATER TANKS	2
1000L FIRE FIGHTING UNITS (slide on)	2

Custom built food CARAVAN	1
Speed Alert Monitor (programmable) Trailer	1
Set mobile traffic lights	1
Mower trailer	1
Skid steer track loader (positrack)	1
Nissan Patrol Fire Ute (at George Lavender's – Boraning BFB)	1
Trailer mounted 25kVa generator (located at tip)	1
5kVa generator (located at depot)	1
3kVa generator (at depot)	1
HP Water Tanker	1
Mini Excavator	1
VMS Trailer	1

Williams Volunteer Fire & Rescue Service

Location:	Williams Volunteer Fire & Rescue Service, Brooking Street WILLIAMS	
Contact/s	Trevor Palframan	Mob: 0427 478 473
	Lester Fawcett (Foreman)	Mob: 0418 851 327

Item description	Number of items
Toyota 4 x 4 light fire tanker (LT499)	1
Isuzu HSR truck (HSR42)	1
Volunteer officers	10

Williams St John Ambulance Sub-Centre

Location:	Williams SJA Sub-Centre. Brooking Street WILLIAMS	
Contact/s	Meg Strickland (Chairperson)	Mob: 0488 515 761
	Neville Steicke (Vice Chairperson)	Mob: 0428 851 255

Item description	Number of items
Mercedes Mk VI AMBULANCE	1
Mercedes Mk VI AMBULANCE	1
Volunteer ambulance officers	9
Volunteer support staff	1

Williams Bush Fire Brigades UHF Channel 5

Bush Fire Network VHF 33

Location:	Various locations around the Shire		Radio Call Sign
Contact/s	Geoff McKeown	Mob: 0429 900 005	Williams Shire Base
	David Carter (DBFCO)	Mob: 0418 959 620	Glenfield 1

	Natalie & Ross Major (BF Base Station)	Mob: 0429 851 021 (Nat) Mob: 0428 851 021 (Ross)	Williams Bushfire Base
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Fire Control Officer / Captain	Brigade	Telephone	Radio Call Sign
George Lavender	Boraning	0428 857 010	Boraning 2
Phil Martin	Congelin	0488 653 523	Congelin 2
Nick Panizza	Glenfield	0437 517 400	Glenfield 3
Ash Chadwick	Narrakine	0427 443 335	Narrakine 3
Gilbert Medlen	Tarwonga	0428 858 077	Tarwonga 1
Wayne Duffield	West Culbin	0427 361 132	Culbin 4

APPENDIX 4 – EVACUATION/WELFARE CENTRE INFORMATION

4.1 Quindanning Community Hall

	Details
Establishment/Facility:	Quindanning Community Hall
Physical Address	Pinjarra-Williams Road
Telephone No	No phone on-site
Email Address	No email on-site



Contact Name	Position	Work contact	A/hrs contact
Tracey McGowan	Chairperson	0411 497 938	08 9885 7138
Natalie Lombardi	Secretary	0404 986 161	0404 986 161
Ciara Cowcher	Treasurer	0457 988 684	0457 988 684
Anne Kennedy	Committee	0400 201 652	0400 201 652

Access Details

	Details
Keys	A key is to be left at the Quindanning Hotel. A key is also left in the letterbox of Keith & Angela Davies home, which is approximately 200m from the Hall on the Harvey-Quindanning Road.
Alarm	No
Security	No
Universal Access	Two low steps at front of building which may make access with a wheelchair a little difficult without assistance. Rear of building has steep steps (in need of attention), only accessible by able persons.

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Approximately 300
Sleeping	Approximately 150
Duration	As there is only limited toilet facilities and no showers, this would only be short stay (less than 1 day), unless alternative arrangements are made.

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	One toilet / No showers
Toilets/Showers – Female	Yes	Two toilets / No showers
Toilets/Showers – Universal Access	No	Not wheelchair accessible
Toilets/Showers –Unisex	No	No showers
Laundry Facilities	No	
Baby Changing Facilities	No	

<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	1 electric (oven does not work).
Refrigeration	Yes	2 large commercial glass fronted fridges
Microwave	No	
Urn / Boiling Water Unit	No	
<u>Dining Facilities:</u>		
Tables	Yes	12 fold out trestle tables; 2 very long trestle tables; 2 small card sized tables
Chairs	Yes	Approx. 50
Cutlery and Crockery	Yes	Lots
<u>General Facilities:</u>		
Rooms		One large room; Small store room; small stage & kitchen
RCD Protected	Yes	
Power Points	Yes	In kitchen & several around hall. Need repairs
Generator Port	No	
Fire Equipment	Yes	1 Fire extinguisher
Air Conditioning (type)	No	
Heating	Yes	Tile fire in main hall (no guard)
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Hot Water System (type)	No	
Bins	Yes	1 general waste (green); 1 recycling (yellow lid)
Deep Sewer/Septic	Yes	Septic
<u>Amenities Areas:</u>		
Enclosed Covered Areas	No	
Outside Children's Play Area	Yes	Playground / Sandpit
Recreation Rooms	Yes	Main hall

BBQs	Yes	1 fixed (outside) and 1 portable (in storeroom)
Conference Rooms	Yes	Main hall
Meeting Rooms	Yes	Main hall
Swimming Pool	No	
Oval	No	Quindanning race track/oval is nearby
<u>External Facilities:</u>		
Power Outlets	No	
Water	Yes	Scheme water
Parking	Yes	
Area for Tents	Yes	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	

Other:

Identify possible hazards:

Surrounded by bush – Yes

Built on flood plain – No

Positioned on coast – No

Access – universal access is limited due to steps into hall. Outside amenities accessible.

Include any other relevant information, such as:

Mobile phone coverage – limited – but not impossible (coverage possible under large white gum tree at rear of the Hall)

Storage – small storeroom off the kitchen

Pet friendly – outside only, within reason

Main powerboard location – in kitchen. Also on power pole near toilets

Water stop cock location – at front of hall, marked with a pile of rocks

What time frame before septic tank will require pumping - unsure

4.2 Tarwonga Hall

	Details
Establishment/Facility:	Tarwonga Hall
Physical Address	15185 Albany Highway, Williams
Telephone No	No phone on-site – but has quite reliable mobile phone coverage.
Fax No	No fax on-site
Email Address	No email on site

Contact Names	Position	Work contact	A/hrs contact
Gilbert Medlen	President	0428 858 077	9885 8077
Cliff Hall	Secretary/Treasurer	0427 107 457	9885 8013

Access Details

	Details
Keys	As above (Cliff & Gilbert) & various nearby residents
Alarm	No
Security	No
Universal Access	Limited

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Approximately 200
Sleeping	Approximately 100
Duration	As there is only limited toilet facilities and no showers, this would only be short stay (less than 1 day), unless alternative arrangements are made.

Amenities

Item	Yes/No	Notes
Toilet/Washing Facilities:		
Toilets/Showers – Male	Yes	2 toilets
Toilets/Showers – Female	Yes	2 toilets
Toilets/Showers – Universal Access	No	
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	No	
Kitchen Facilities:		
Stoves (types)	Yes	Electric
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining Facilities:		
Tables	Yes	4 tables
Chairs	Yes	200 chairs
Cutlery and Crockery	Yes	Limited
General Facilities:		
Rooms		Main hall
RCD Protected	No	
Power Points	Yes	Various around the hall/kitchen
Generator Port	No	
Fire Equipment	No	
Air Conditioning (type)	No	
Heating	No	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	But quite reliable mobile phone coverage
Internet Access	No	Mobile phone coverage

Hot Water System (type)	No	
Bins	Yes	
Deep Sewer/Septic	Yes	Septic
Amenities Areas:		
Enclosed Covered Areas	No	
Outside Children's Play Area	Yes	Small playground
Recreation Rooms	Yes	Main hall
BBQs	Yes	Wood fired – limited use during fire season
Conference Rooms	Yes	Main hall
Meeting Rooms	Yes	Main hall
Swimming Pool	No	
Oval	No	
External Facilities:		
Power Outlets	Yes	
Water	No	
Parking	Yes	
Area for Tents	Yes	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	Limited

Other:

Identify possible hazards:

Surrounded by bush – Yes

Built on flood plain - No

Positioned on coast - No

Access – short gravel road in from Albany Highway. Look for roadside number to indicate driveway entrance.

Include any other relevant information, such as:

Mobile phone coverage – Quite reliable coverage

Storage - yes

Pet friendly – yes, within reason

Main powerboard location – kitchen of main hall

Water stop cock location – there is none

What time frame before septic tank will require pumping - unknown

4.3 Williams Primary School

	Details
Establishment/Facility:	Williams Primary School
Physical Address	16 Rosselloty Street, Williams
Telephone No	9885 1121 (school hours)
Fax No	9885 1224
Email Address	Catherine.Gordon@education.wa.edu.au



Contacts

Name	Position	Work contact	A/hrs contact
Catherine Gordon	Principal	9885 1121 (school hours)	0414 187 398
Ben Kirk	D/Principal	9885 1121 (school hours)	
Natalie Major	Teacher	9885 1121 (school hours)	9885 1021 / 0429 851 021

Access Details

	Details
Keys	Catherine Gordon, Ben Kirk have universal keys.
Alarm	No
Security	No
Universal Access	School has reasonable even ground access to most of school buildings. Old Library is only room not accessible without assistance. School has no disabled toilets/showers.

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Facilities include: undercover area, old library, new library, various classrooms, early childhood centre and kindy building.
Sleeping	In various classrooms would be possible, dependent on whether school was operating or not.
Duration	1-3 days – dependent on whether school was operating or not

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	2 showers only (1 with hot water). Child sized toilets
Toilets/Showers – Female	Yes	2 showers only (1 with hot water). Child sized toilets
Toilets/Showers – Universal Access	Yes	Early childhood Centre (1)
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	Yes	In kindy toilets

<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	Gas/commercial (in canteen); In Early Childhood Centre & Kindy.
Refrigeration	Yes	Domestic fridge in both canteen and staff room, Early Childhood Centre and Kindy. Chest freezer in canteen
Microwave	Yes	1 in canteen and 1 in staff room; Kindy & ECC.
Urn / Boiling Water Unit	Yes	1 hard-wired auto urn in staff room. 2 small electric urns (early childhood centre and canteen)
<u>Dining Facilities:</u>		
Tables	Yes	School sized desks and chairs for 100. Adult tables and chairs for 40.
Chairs	Yes	As above
Cutlery and Crockery	Yes	Limited – canteen and staff room
<u>General Facilities:</u>		
Rooms	Yes	10 classrooms; 1 library; Early Childhood Centre, Kindy and staffroom
RCD Protected	Yes	
Power Points	Yes	In all rooms
Generator Port	No	
Fire Equipment	No	
Air Conditioning (type)	Yes	Reverse cycle in all classrooms. Air conditioning in canteen and libraries
Heating	Yes	Reverse cycle. New library has gas heating
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	
Internet Access	Yes	Need registered user to log on (education dept staff member)
Hot Water System (type)	Yes	Electric – in staff room, library & toilets
Bins	Yes	General waste & recycling
Deep Sewer/Septic	Yes	Deep sewer

<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	Large undercover area (would fit up to 300 persons). Not completely enclosed.
Outside Children's Play Area	Yes	Various
Recreation Rooms	Yes	Undercover area
BBQs	Yes	Portable in canteen
Conference Rooms	Yes	Libraries / staff room / Early child hood Centre
Meeting Rooms	Yes	Libraries / staff room / early child hood Centre
Swimming Pool	No	
Oval	Yes	Two – one small one on south side of school and one larger one on north side of school.
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	Taps & drinking fountains. Water tanks
Parking	Yes	Limited on site (20-30 cars). 4 roads surrounding school (verge parking)
Area for Tents	Yes	Ovals
Toilets	Yes	External access
Caravan/Articulated Vehicles	Yes	Limited
Tennis Court	Yes	Well fenced with water point close by – may be useful for securing animals (pets)

Identify possible hazards:

Surrounded by bush – No (within townsite)

Built on flood plain – No (but ovals do get water laden/soggy in winter)

Positioned on coast - No

Access – good vehicle access to entire site. Vehicles can access quadrangle area if required

Include any other relevant information, such as:

Mobile phone coverage - Good

Storage - various

Pet friendly – yes, within reason

Main powerboard location – office, verandah, near canteen

Water stop cock location – southern boundary – roughly central



4.4 Williams Golf Club

	Details
Establishment/Facility:	Williams Golf Club
Physical Address	12587 Albany Highway, Williams
Telephone No	9885 1162
Fax No	No fax on-site
Email Address	No email on-site



Contacts

Name	Position	Work contact	A/hrs contact
Tony Kett	President	0419 941 829	08 9885 1128
Ali Fordt	President – Women	0428 290 237	0428 290 237
Ryan Duff	Member	0447 723 612	0447 723 612

Access Details

	Details
Keys	Held by Tony Kett & Ali Ford
Alarm	No
Security	No
Universal Access	Limited

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Approximately 200
Sleeping	Approximately 100
Duration	As there is only limited toilet facilities and no showers, this would only be short stay (less than 1 day), unless alternative arrangements are made.

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	
Toilets/Showers – Female	Yes	
Toilets/Showers – Universal Access	No	
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	No	

<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms	Yes	Main hall, kitchen, small outside patio area (undercover)
RCD Protected	No	
Power Points	Yes	Various
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating		
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	
Internet Access	No	
Hot Water System (type)	Yes	
Bins	Yes	
Deep Sewer/Septic		Septic
<u>Amenities Areas:</u>		
Enclosed Covered Areas		Small outside undercover patio
Outside Children's Play Area		
Recreation Rooms	Yes	
BBQs	Yes	Portable gas bbq
Conference Rooms	Yes	Main hall

Meeting Rooms	Yes	Main hall
Swimming Pool	No	
Oval	No	But grassed green fairways!
External Facilities:		
Power Outlets		
Water		
Parking	Yes	Ample in gravel carpark – good access from Albany Highway
Area for Tents	Yes	Fairways
Toilets	Yes	Limited
Caravan/Articulated Vehicles	Yes	Limited

Other:

Identify possible hazards:

Surrounded by bush - Yes

Built on flood plain - No

Positioned on coast - No

Access – good, easy access from Albany Highway.

Include any other relevant information, such as:

Mobile phone coverage - good

Storage – yes

Pet friendly – yes, within reason

Main powerboard location – inside front door on left hand side

Water stop cock location – not available

What time frame before septic tank will require pumping? Unsure

4.5 Convention Centre (Earnshaw's)

	Details
Establishment/Facility:	Convention Centre (Earnshaw's)
Physical Address	853 Williams-Darkan Road, Williams WA 6391
Telephone No	9885 8071 (Phil & Gwen Earnshaw, on whose property the venue is located)
Email Address	



Contacts

Name	Position	Work contact	A/hrs contact
Phil Earnshaw	Landowner	0408 932 118	9885 8071

Access Details

	Details
Keys	Keys are held with Phil & Gwen Earnshaw
Alarm	Nil
Security	Nil
Universal Access	Site is well accessible for disabled persons.

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Room for at least 600 persons
Sleeping	Tents, camp stretchers & mattresses for 600
Duration	Weeks/months – as required

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	16 toilet & 8 shower block
Toilets/Showers – Female	Yes	16 toilet & 8 shower block
Toilets/Showers – Universal Access	Yes	2 toilets
Laundry Facilities	Yes	6 washing machines
Baby Changing Facilities	Yes	
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	Large commercial & domestic in kitchen
Refrigeration	Yes	Large commercial & domestic in kitchen
Microwave	Yes	

Urn / Boiling Water Unit	Yes	Commercial tea room
<u>Dining Facilities:</u>		
Tables	Yes	22 tables (18 places at each)
Chairs	Yes	Approx. 400
Cutlery and Crockery	Yes	Approx. 400 sets
<u>General Facilities:</u>		
Rooms	Yes	Various
RCD Protected	Yes	
Power Points	Yes	
Generator Port	Yes	
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	No	
Ceiling Fans	No	
Lighting (internal)	Yes	Dining shed & ablution blocks
Lighting (external)	Yes	Some outside lamps
Telephone Lines	Yes	
Internet Access	No	
Hot Water System (type)	Yes	Gas
Bins	Yes	
Deep Sewer/Septic	Yes	Septic
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	Dining shed
Outside Children's Play Area	Yes	
Recreation Rooms	No	
BBQs	No	
Conference Rooms	Yes	
Meeting Rooms	Yes	

Swimming Pool	No	
Oval	Yes	Lawn areas & open paddock area
External Facilities:		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	

Identify possible hazards:

Surrounded by bush – No

Built on flood plain - No

Positioned on coast - No

Access – easy access from Williams-Darkan Road. Site is easily identifiable as it can be seen from road.

Include any other relevant information, such as:

Mobile phone coverage – Average / Good

Storage - Some

Pet friendly - No

Main powerboard location – Main board (Farm homestead); Sub-board (Dining Shed)

Water stop cock location – location would be advised as required

What time frame before septic tank will require pumping – Approx. 3 months

Additional Information

Site has fully equipped medical room/treatment room with Oxygen, heartstart and basic 1st aid materials

4.6 Williams Main & RSL Halls

	Details
Establishment/Facility:	Williams Main Hall & RSL Hall
Physical Address	9 Brooking Street, Williams WA 6391
Telephone No	9885 1005 (Shire Administration)
Email Address	shire@williams.wa.gov.au (Shire Administration)



Contacts

Name	Position	Work contact	A/hrs contact
Geoff McKeown	Chief Executive Officer	9885 1005	0429 900 005
Britt Logie	Executive Officer LEMC	9885 1005	0428 851 3573
Starr Gillett	Cleaner	0429 811 925	9885 1595

Access Details

	Details
Keys	Contact Shire administration during office hours. After hours above contacts should be used
Alarm	No
Security	No
Universal Access	Yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Seated – 270 – however capacity would be greater if people were seated on the floor
Sleeping	Approximately 200
Duration	1-3 days, however ablutions are limited (and no showers)

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	Toilets in Main hall & Rep Club rooms (at rear of building). 1 shower
Toilets/Showers – Female	Yes	Toilets in Main hall & Rep Club rooms (at rear of building). 1 shower
Toilets/Showers – Universal Access	Yes	1 unisex disabled toilet (outside access)
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	No	

<u>Kitchen Facilities:</u>		
Stoves (types)	2	Commercial
Refrigeration	2	Commercial glass front fridges – one in kitchen & 1 in bar
Microwave	1	Commercial
Urn / Boiling Water Unit	2	Large commercial sized urns (10L), + 5L urns and kettle
<u>Dining Facilities:</u>		
Tables	25	Trestle tables
Chairs	200	
Cutlery and Crockery	200	
<u>General Facilities:</u>		
Rooms		Main hall, RSL hall, Rep club rooms
RCD Protected		
Power Points	Yes	Many
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	Yes	Gas heaters in Main hall & RSL hall
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Hot Water System (type)	Yes	Gas
Bins	Yes	Several general waste & recycling bins
Deep Sewer/Septic		Deep sewer

<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	Verandahs
Outside Children's Play Area	Yes	Playground & skatepark. Grassed areas
Recreation Rooms	Yes	Main hall, RSL hall
BBQs	No	
Conference Rooms	Yes	RSL Hall, Rep Club rooms
Meeting Rooms	Yes	RSL Hall, Rep Club rooms
Swimming Pool	No	
Oval	Yes	Cullen Park adjacent to hall is a small grassed oval; Old Caravan Park site is diagonally opposite and is an open grassed area
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	Scheme water
Parking	Yes	Ample street parking and carpark opposite RSL hall
Area for Tents	Yes	Cullen Park, Old Caravan Park site
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	Old Caravan Park site, RSL carpark, street

Identify possible hazards:

Surrounded by bush - no

Built on flood plain - no

Positioned on coast - no

Access - good

Include any other relevant information, such as:

Mobile phone coverage – good/excellent

Storage - ample

Pet friendly – limited (within reason)

Main powerboard location – inside main hall in storeroom to left of main entrance (need key to access room)

Water stop cock location – in playground

What time frame before septic tank will require pumping – not applicable



4.7 Williams Recreation Ground Pavilion

	Details
Establishment/Facility:	Williams Recreation Ground Pavilion
Physical Address	Pinjarra-Williams Road
Telephone No	Phone in TAB room
Fax No	Fax in TAB room
Email Address	No email at site



Contacts

Name	Position	Work contact	A/hrs contact
Geoff McKeown	Chief Executive Officer	9885 1005	0429 900 005
Britt Logie	Executive Officer, LEMC	9885 1005	0428 851 357
Starr Gillett	Cleaner	0429 811 925	9885 1595

Access Details

	Details
Keys	Contact Shire administration during office hours. After hours above contacts should be used
Alarm	Nil
Security	Nil
Universal Access	Very accessible

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Pavilion – seating for 200 persons. Standing could accommodate more. Recreation ground also has undercover ram shed which would accommodate around 500 people seated/standing
Sleeping	Pavilion – sleeping around 100 persons. Ram shed could accommodate people in swags – around 200-300.
Duration	Days/weeks (although ablutions would be limited – may have to consider hiring portable ablutions to accommodate for an extended period)

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	Main ablutions – 3 toilets & 1 urinal; Change rooms – 2 x 1 toilet; 1 urinal plus 4 showers. Pool – toilets & showers
Toilets/Showers – Female	Yes	Main ablutions – 4 toilets; Change rooms – 4 showers & 2 toilets. Pool – toilets & showers
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	No	

<u>Kitchen Facilities:</u>		
Stoves (types)	2	Commercial (gas)
Refrigeration	Yes	Commercial cool room in pavilion, commercial fridge in outside bar, fridges in pool kiosk
Microwave	Yes	In Pavilion kitchen
Urn / Boiling Water Unit	Yes	In Pavilion kitchen
<u>Dining Facilities:</u>		
Tables	Yes	Trestle tables
Chairs	Yes	Approx. 200
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms		Pavilion, various smaller meeting rooms (TAB, Trots office)
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split system, reverse cycle heating/cooling
Heating	Yes	Central gas heater in Pavilion
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	TAB room
Internet Access	No	
Hot Water System (type)	Yes	Gas/Electric
Bins	Yes	Numerous general waste & recycling bins
Deep Sewer/Septic	Yes	Deep sewer

<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	Ram Shed
Outside Children's Play Area	Yes	Playground, oval, grassed expanses
Recreation Rooms	Yes	Pavilion
BBQs	Yes	Electric – outside kitchen
Conference Rooms	Yes	TAB room, Trots office
Meeting Rooms	Yes	TAB room, Trots office
Swimming Pool	Yes	At recreation ground
Oval	Yes	At recreation ground
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	Scheme water
Parking	Yes	Ample parking – overflow could use trotting track and/or oval, Campdraft grounds
Area for Tents	Yes	Oval
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	Oval, Campdraft grounds, anywhere in rec grounds

Identify possible hazards:

Surrounded by bush - no

Built on flood plain - no

Positioned on coast - no

Access – very easily accessible from Albany Highway (north & south) as well as Pinjarra-Williams Road and Narrogin Road

Include any other relevant information, such as:

Mobile phone coverage – good/excellent

Storage - ample

Pet friendly – yes, within reason

Main power board location - in store room off change rooms

Water stop cock location; and

What time frame before septic tank will require pumping – not applicable



4.8 Additional Evacuation Points

Williams Motel & Shady Acre Caravan Park –



APPENDIX 5: MAP OF THE DISTRICT

