



The Country Women's Association of Victoria Inc.
Extreme Weather Policy and Procedures

Version: 1

Approved by the Board 28/01/2026

Responsible Person: State President

Scheduled Review Date: November 2026 (to be reviewed annually)

Policy: Extreme Weather Cancellation

or Postponement of Group/Branch AGMs or CWA Events due to Extreme or Catastrophic Weather

1. Purpose

This policy establishes a consistent process for cancelling, postponing, or modifying Group/Branch Annual General Meetings (AGM) and any CVA-Vic Events, when extreme, catastrophic, or dangerous weather conditions create unacceptable risks to members, staff, guests and external attendees' safety.

This policy applies to:

- All Group & Branch-level AGMs CWA events and related gatherings.
- All members, volunteers, staff, guests, and external attendees.

2. Definitions as per the Australian Fire danger Rating System (AFDRS)

(See appendices A,B,C & D)

Fire danger ratings are issued on days when there is a fire risk,

These are published 4 days in advance. By both the BOM and Vic Emergency apps.& Web

Moderate: Plan and Prepare

High: Be ready to act

Extreme :Take action now to protect your life and property

Catastrophic For your survival leave bushfire risk areas These are the most dangerous conditions for a fire.

Conditions in which fires are likely to be uncontrollable and evacuation is the only safe option.

Extreme Weather Event

Weather or emergency conditions/situations that may pose significant risk to safety or travel, including but not limited to:

- Extreme or Catastrophic Fire Danger Ratings (FDR)
- Total Fire Ban Days (TFB)
- Severe thunderstorms or destructive winds
- Flood warnings or flash-flooding risk
- Extreme heat
- Widespread power outages
- Active emergency incidents

Emergency Declaration

Any issued warning, watch-and-act, evacuation order, or incident requiring response resources or affecting travel.

3. Policy Statement

The Group /Branch or Event coordinator must cancel or postpone AGMs when catastrophic or extreme weather conditions create unsafe travel conditions or risks for attendees.

Safety and operational readiness are the priority.

4. Triggers for AGM/Event Cancellation or Postponement

- Immediate Cancellation Triggers

.a- Total Fire Ban Day combined with Extreme Fire Danger Rating.(FDR)

.b- Extreme bushfire activity with active warnings.

.c- Catastrophic FDR forecast.

.e- Severe Weather Warnings for destructive winds, heavy rainfall, or power outages.

.f- Declared emergencies restricting travel or requiring deployment.

Discretionary Triggers

- Severe heat.

- Local flood warnings.

- Hazardous air quality.

- Any situation where travel is unsafe.

- BOM warnings

6. Timing

- Initial assessment: 48 hours before the AGM.

- Final assessment / decision: No later than 6am on the meeting day.

7. Decision-Making Authority

- Group/Branch President or Group/Branch Vice-President; Event Coordinator

7.1 Emergency Override

The AGM may be cancelled at any time if conditions escalate.

8. Communication Protocol

8,1- Required Information

- Cancellation/postponement notice

8.1 Notification Method

- Group/Branch/Event email list
- SMS/WhatsApp alerts
- Social media notices
- Phone tree for those without email, SMS, WhatsApp

CWA Extreme Weather Policy & Procedure

Appendix A

Australian Fire Danger Rating System (AFDRS)

MODERATE: Plan and Prepare

HIGH: Be ready to act

EXTREME Take action now to protect your life and property

CATASTROPHIC: for your survival leave bushfire risk areas

Fire danger ratings will be issued on days when there is a fire risk

For more detailed information go to cfa.vic.gov.au

Total Fire Bans are declared by the CFA Chief Officer on days of heightened fire danger.

Detailed information can be found on the web sites of the following

Emergency Services in Victoria

CFA

SES

Vic. Police

Ambulance Vic

Local Government

CWA EXTREME WEATHER POLICY & PROCEDURE

Appendix B – Severe Weather Warning Triggers

This appendix defines non-fire weather conditions that may pose unacceptable risk to members, staff and external visitors attending the AGM.

1. Heat-Related Triggers

The AGM will be postponed where the Bureau of Meteorology (BoM) forecasts:

- Maximum temperature $\geq 40^{\circ}\text{C}$ for the AGM location, OR
- An official **Extreme Heatwave Warning** for the district, OR
- Overnight minimum $\geq 25^{\circ}\text{C}$ combined with forecast extreme daytime heat (elevated health risk).

Rationale:

Extreme heat presents serious health and travel risks, particularly for elderly members and those with medical vulnerabilities.

2. Storm & Wind Triggers

Postponement will occur where BoM issues:

- Severe Thunderstorm Warning for:
 - Damaging winds
 - Large hail
 - Flash flooding
 - Damaging Wind Warning (≥ 90 km/h gusts forecast).
 - Vic Emergency Service warnings indicating risk to infrastructure or safe travel.
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3. Flood & Rainfall Triggers

Postponement required if:

- Flash Flood Warning for the AGM district.
 - Major Flood Warning affecting travel corridors to the venue.
 - Venue accessibility is compromised due to weather.
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4. Transport Disruption Triggers

AGM must be postponed where:

- VicEmergency or SES advises against non-essential travel.
 - Road closures significantly restrict safe access for members.
 - Public transport shutdowns occur due to severe weather.
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Appendix C – Communication Template for AGM Postponement

Subject Line: Important Notice – Postponement of AGM

Message Template:

Dear Members,

Due to official emergency weather warnings issued for our region, the Board has determined that it is unsafe to proceed with the Annual General Meeting

The decision has been made in accordance with the Extreme Weather Policy y, triggered by:

AFDRS Extreme Fire Danger Rating / Total Fire Ban / Severe Weather Warning

The safety of our members, visitors and staff is our highest priority.

The AGM/ or CWA event will be rescheduled and formal notice of the new date will be provided as soon as practicable.

We appreciate your understanding and cooperation.

Kind regards,

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Appendix D – Emergency Monitoring and Decision Timeline

Timeframe Action

7 days prior Begin daily monitoring of BoM forecasts, CFA fire ratings and Vic Emergency alerts.

Timeframe	Action
72 hours prior	Formal risk review by AGM Group President, Branch President or CWA Event organiser. Confirm preliminary risk status.
48 hours prior	Decision deadline where Extreme, Catastrophic or Severe Warnings are forecast. Issue postponement if triggered.
24 hours prior	Final verification of conditions. Emergency postponement may still occur if warnings escalate.
Day of AGM	Event cancelled immediately if an Extreme/Catastrophic rating, TFB or emergency warning is declared.