



ATTACHMENTS MINUTES

**Local Emergency Management
Committee Meeting**

Wednesday, 8 March 2023

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LEMC STATUS REPORT
Local Emergency Management Committee

Supporting Officers
 CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
08/03/2023	LEMC Agenda	<p>Email sent to DEMA after the meeting with a sample agenda and response was that it was much more streamlined and clearer. There is no need to change the "look" of the documents for me (or the SEMC), every local government has their own branding and style. The simplicity and practicality of the content, so that the meeting flows well was my only concern, and I think you achieved that.</p> <p>I agree that the main issue is removing the lengthy content i.e. reports etc, from the body of the document and sending them as attachments instead. This will make the agenda a great deal easier to read.</p>	08/03/2023	Executive Services Assistant	08/03/2023	Noted in the minutes of meeting.
08/03/2023	Local Emergency Welfare Plan Sept 2022 – from the DESO	<p>All Committee Members need to read the plan and provide any commentary to the Emergency Management Officer via email to : e.francis@toodyay.wa.gov.au</p>	Deadline by 6 April 2023	All Members	t.b.a.	Everyone needs to read the LEWP and if they wish to be part of the consultation process they need to take action..
08/03/2023	Tabled Attachment - LEMC Handbook – Correspondence from DEMA	<p>Tabled Attachment - LEMC Handbook – Action will be: EMO and CESM do an informative report for the next LEMC Meeting.</p>	Deadline by 6 April 2023	CESM/ EMO	t.b.a.	Everyone will be sent the information as part of the minutes and will be required to read and make follow up if they wish to be part of the consultation process.

LEMC STATUS REPORT
 Local Emergency Management Committee

Supporting Officers
 CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
09/11/22	Update on fire-danger warning signs.	CESM/EMO to keep messaging the public through social media and put something into the Shire of Toodyay Herald; in larger print to grab the attention of readers of the herald.	ASAP	EMO / CESM	Completed	Something was put into the newspaper and Facebook Posts were made in this regard. This can now be removed as it is completed.
09/11/22	Incident/Bush Fire Response	Proposed that CESM or EMO ask the Manager Corporate and Community Services, whether the words "contact details are needed in emergencies" be added to the back of the rates notice.	ASAP	EMO / CESM	Completed	CESM: part of updating contact details for residents. An approach has not been made in terms of resourcing. Still in progress.



Committee Member Reporting form

Committee Member Details

Name(s): _____

Organisation representing
(if applicable): _____

Contact Details: Phone: _____ Email: _____

Request Details

I request for the item noted below to be discussed at the next:

- | | | |
|---------------|---|--|
| Committee | <input type="checkbox"/> Audit & Risk Committee | <input type="checkbox"/> Bushfire Advisory Committee |
| Meeting: | <input type="checkbox"/> Environmental Advisory Committee | <input type="checkbox"/> Museum Advisory Committee |
| (please tick) | <input type="checkbox"/> Local Emergency Management Committee | |

Date of Committee Meeting: _____

Item Name: _____
(e.g. Subject, title or purpose).

Are you tabling attachments at the meeting? Yes No Copy attached

Background Information *(if not enough room please use reverse side of this page)*

Proposed recommendation required? Yes No *write some wording below*



Administration Centre
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

T (08) 9574 9300
F (08) 9574 2158
E records@toodyay.wa.gov.au
W www.toodyay.wa.gov.au

LOCAL EMERGENCY MANAGEMENT COMMITTEE – HEALTH CHECK

Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.

	Key achievements	2022-2023	2023-2024	2024-2025
Planning to ensure preparedness				
1.	Does your Local Government (LEMC) have a current set of SEMC endorsed Local Emergency Management Arrangements (LEMA)?	Complete		
2.	Are contact list and resource details kept current? (Contact details to be updated quarterly, resources at least annually)	In progress		
3.	Does the LEMA contain a local recovery plan?	Not started		
4.	Are the LEMC and relevant local government (LG) staff aware of who the local recovery coordinator is?	In progress		
5.	Has a group of internal LG staff been identified to assist the local recovery coordinator?	Complete		
6.	Has the local recovery coordinator and/or support staff as identified received recovery training?	Complete – Tabitha and Hugo and Jan		
7.	Have any specific pre-event evacuation plans been considered for any communities at risk, i.e., those with limited access/egress or in high-risk areas?	Not started		
8.	Are efforts made to inform LEMC members and the community of where the possible evacuation centres and/or muster points are?	Not started		

HEALTH CHECK *CONTINUED*

Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.

	Key achievements	2022-2023	2023-2024	2024-2025
Planning to ensure preparedness				
9.	Have vulnerable groups within the community been identified in case they require extra care or specific messaging etc. before during and after an emergency?	In progress		
10.	Has animal welfare been considered during welfare planning? Has consideration been given to a specific animal welfare plan?	In progress		
11.	Do MOUs or agreements for mutual aid exist across LG boundaries and/or with different agencies, community organisations or business partners for resource sharing?	Not started		
12.	Has any communication planning been carried out? (With special consideration for power outages and any identified contingencies).	In progress		

HEALTH CHECK *CONTINUED*

Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.

	Key achievements	2021-2022	2022-2023	2023-2024
The LEMC is focussed on building resilience				
1.	Do your LEMC members fully understand their role? <ul style="list-style-type: none"> Do you have a “Terms of Reference” and/or an induction package to assist with understanding? 	In progress		
2.	Does your LEMC have appropriate membership? <ul style="list-style-type: none"> It should be representatives of the local community, the risk profile, and demographics Consider the following inclusions: emergency services, state agencies, community leaders, representatives of vulnerable groups, mental as well as physical health services, youth representatives and industry/business groups. 	In progress but representation still to be worked on. Include the community a little bit more. Who might be an effective member.		
3.	Does your LEMC exercise annually? <ul style="list-style-type: none"> Outcomes of these exercises should be reported back to the LEMC for review and actioning 	Complete. Yes, it does.		
4.	Does your LEMC meet regularly? <ul style="list-style-type: none"> Schedules set in place early Times and venues suitable for members. 	Operational meetings occur in high periods with operational		

HEALTH CHECK *CONTINUED*

Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.

	Key achievements	2021-2022	2022-2023	2023-2024
The LEMC is focussed on building resilience				
		matters. Incidents effect membership turnout.		
5.	Is it administered professionally with a full agenda? <ul style="list-style-type: none"> • Reflective of current issues, outcomes form seasonal or incident reviews and exercises. • Inclusive of issues pertaining to resilience building, i.e. ensuring the community is prepared for and can recovery from an emergency, not just respond to one. 	Still struggle with Agenda Items. In progress.		
6.	Is your LEMC aware of current funding opportunities? <ul style="list-style-type: none"> • Consider working with neighbours or other partners to develop joint funding applications that may benefit your region. 	Yes. Complete.		
7.	Has your LEMC undertaken or begun the risk management process? <ul style="list-style-type: none"> • Consider raising community awareness of these risks. • The LEMC could discuss and document their current capabilities against these risks. 	Not started – initial risk assessment started but nothing actioned to date. Further progress required		

HEALTH CHECK *CONTINUED*

Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.

	Key achievements	2021-2022	2022-2023	2023-2024
The LEMC is focussed on building resilience				
8.	Does your LEMC engage with neighbours to share knowledge and resources?	LRC's and Deputies meeting with other LG's and their events. This is kind of in progress		

HEALTH CHECK *CONTINUED*

Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.

	Key achievements	2021-2022	2022-2023	2023-2024
Operational awareness and coordination				
1.	Do your LEMC members understand the roles and responsibilities of a Local Emergency Coordinator (LEC) during a major event?	Need formal training around this one – in progress.		
2.	Do both the LG and LEMC understand their roles and responsibilities in an Incident Support Group (ISG)?	Bit of training required. In progress.		
3.	Is the LG aware of the importance of maintaining situational awareness from the beginning of the event by attending the IMT as an observer and/or the ISG? <ul style="list-style-type: none"> Consider nomination of a LG/agency liaison officer 	In progress for this.		
4.	Are the LG and LEMC aware of the contents of the Local Welfare Plan and understand any roles and responsibilities they may have? <ul style="list-style-type: none"> Local Welfare Liaison Officer 	In progress for this. Need to make sure they are trained, provided with a copy of it.		

HEALTH CHECK *CONTINUED*

Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.

	Key achievements	2021-2022	2022-2023	2023-2024
Recovery – Impact Statement, Transition, and preparedness.				
1.	Are the LG and LEMC members aware of the requirements of the Impact Statement and how the transition from response to recovery occurs?	Part way there. This needs to be part of a training schedule.		
2.	Are the LG and LEMC members familiar with the recovery plan and aware of their roles in the Local Recovery Coordination Group (LRCG)?	Partial understanding. In theory but not practice. No action taken yet. The LRCG Membership needs to be clear – depending on the size and nature of the event.		
3.	Are the above requirements in Planning, Operations and Recovery exercised?	Not as much as they could be. Informal training		

HEALTH CHECK *CONTINUED*

Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.

	Key achievements	2021-2022	2022-2023	2023-2024
Recovery – Impact Statement, Transition, and preparedness.				
		required to fill gaps. 20 minutes exercise round the table. Attracting more membership as well.		



Wheatbelt District Advisor Report February March 2023

LEMA Review

The work on compiling your feedback and developing the new LEMA improvement plan is continuing. The LEMA improvement plan is expected to be finalised by June 2023.

Just a reminder, this in no way affects the legislated requirement for you to review your plan every 5 years, so meanwhile, please ensure your plan is current. If you have any questions please don't hesitate to give me a call.

SEMC Website

A reminder that the SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website at this link:

<https://www.wa.gov.au/organisation/state-emergency-management-committee>

Western Australian EM Capability Framework (revised) and Local Government EM Capability summary reports.

DFES State Capability Team has undertaken a comprehensive review of the SEMC's Emergency Management Capability Framework. The purpose of the review is to ensure that the framework is consistent with evolving EM best practice and stakeholder needs.

The revised framework is currently out for consultation, closing on Friday 3 March 2023.

You can download the draft framework and submit any feedback at this link;

<https://dfes.mysocialpinpoint.com.au/capabilityframework>

LG Capability Summary reports

The summary report of your EM capabilities as reported last year in the Capability Survey was recently sent to all Local Governments. It may be useful to the LEMC in the following ways;

- Informing EM exercising (choosing a capability to exercise)
- Informing LEMA
- Informing LEMC business plans or agendas.
- Informing potential risk treatment options
- Supporting business cases and/or funding applications
- Highlighting areas of success.

New LEMC Handbook and useful tools

The DEMAs across the state have just finished developing a contemporary LEMC handbook to assist local governments in the management of their LEMCs and to assist them as they work to meet their legislative requirements. The guide has a few templates at the back which may also be useful, agenda templates and a Terms of Reference template.



The Handbook is currently out for consultation, you can download the draft document and submit your feedback here;

<https://dfes.mysocialpinpoint.com.au/localemergencymanagementcommitteehandbook>

Keeping LEMC agendas fresh and effective with a focus on resilience, capability, and risk reduction.

A LEMC Health checklist has been developed to assist LGs and LEMC members assess how their LEMC is progressing. *(Please refer to the LEMC Health check list as attached).* The intention is to work on this over a number of years, using a traffic light system to track your progress. Any of the gaps identified would make great discussion or action items for your LEMCs and will assist to build meaningful LEMC agendas.

Some key things you could consider immediately, discuss or even workshop at your LEMC are listed below;

- Have you taken the time to seriously consider your membership? Is it reflective of your community? (Suggestions include emergency services, state agencies, community groups/leaders, representatives of vulnerable groups, welfare/social service groups/non-government organisations, industry and business, essential service providers.)
- To build further resilience to prepare, respond and recovery from emergency events, have you considered developing partnerships for mutual aid or assistance with stakeholders in your area? Examples include neighbouring LGs, agencies, community organisations or industry and business.
- Consider assessing your capability summary report and identifying capability gaps. Discuss with your LEMC and encourage their input to determine if there are any areas of critical vulnerabilities. Encourage their input to advise of any emerging risks that they may know of.
- Do your LEMC members understand your risk profile? Besides bushfires what other hazards and possible impacts should LEMC members be aware of? Review your risk register or list of emergencies likely to occur.

Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
	NDRR	AWARE	NDRR	AWARE
Round Open	24 April 2023	16 August 2023	25 April 2024	16 August 2024
Round Close	29 May 2023	20 September 2023	29 May 2024	20 September 2024
Assessment	3 July 2023	24 October 2023	3 July 2024	25 October 2024
Anticipated announcement	September 2023	January 2024	September 2024	January 2025



National Disaster Risk Reduction Package.

This is a Commonwealth funding package that has been made available through the National Emergency Management Agency (NEMA). The funding is for nationally significant initiatives that reduce systemic disaster risk at the national level. To be eligible it must have significant national and cross jurisdictional effect, impact and influence. So it is unlikely to suit your needs, but just to keep you informed in case you come across it.

If you have any queries in regard to any of our grant programmes please send through an email to our grants team on semc.grants@dfes.wa.gov.au or call Glen Daniel on 0477 344 822

Calendar of Events – next 6 months

Date	Event	Location	Comment
15 March 2023	NEWROC EM day & Exercise “Our capability and resilience in a Changing climate.”	Venue tbc.	Not confirmed
28 March 2023	WEROC EM day & Exercise “Our capability and resilience in a changing climate”	Kellerberrin Recreation Centre	Confirmed #Note includes Narembeen.
29 March 2023	Wheatbelt DEMC	DFES office Northam	
May/June	North-western Wheatbelt LGs EM day & exercise “Our capability and resilience in a changing climate”	Tba	Proposed , not yet organised. #Note: Incudes the Shires of Dandaragan, Moora, Dalwallinu, Wongan/Ballidu, Victoria Plains, Gingin and Chittering
21 June 2023	Wheatbelt DEMC	DFES office Northam	

Note: It is intended that the EM days be flexible enough to allow for other LGs outside that area to join if that date/location suits them better.

Yvette Grigg
District Emergency Management Advisor
Wheatbelt/Goldfields Esperance

30th January 2023



Government of Western Australia
Department of Communities



Local Emergency Welfare Plan

NORTHAM DISTRICT

Shires of Beverley, Cunderdin, Dowerin, Goomalling, Northam,
Quairading, Tammin, Toodyay and York

(Version Update September 2022)

Prepared by

Department of Communities - Emergency Services

Tabled at the

LOCAL EMERGENCY MANAGEMENT COMMITTEES on (Refer next page)



**This Plan can be activated for hazards defined under the WA State
Emergency Management Arrangements eg State Hazard Plan - Heatwave,
State Hazard Plan – Fire, State Hazard Plan – Crash Emergency, State
Hazard Plan - HAZMAT.**

To activate this Plan call the Department of Communities

All Hours

EMERGENCY RELIEF AND SUPPORT ON CALL OFFICER on

0418 943 835

Local Emergency Welfare Plan - Northam District

Contact details

To make comment on this plan please contact –

Jo Spadaccini –
Wheatbelt District Emergency Services Officer
Department of Communities
joanne.spadaccini@communities.wa.gov.au

0429 102 614

Amendment List

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	Dec 2019	Complete Review and Reissue.	Jo Spadaccini
1	August 2020	Update	Gabrielle Trenbath
2	February 2021	COVID Update	Jo Spadaccini
3	August 2021	Update	Jo Spadaccini
4	July 2022	Revise and Update	
5	September 2022	Updates	Jo Reimers
6			

Amendments completed for the Shires of:

- Beverley on 19th January 2023
- Cunderdin on 19th January 2023
- Dowerin on 19th January 2023
- Goomalling on 19th January 2023
- Northam on 19th January 2023
- Quairading on 19th January 2023
- Tammin on 19th January 2023
- Toodyay on 19th January 2023
- York on 19th January 2023

Tabled at the LOCAL EMERGENCY MANAGEMENT COMMITTEES in the Shires of:

- Beverley on
- Cunderdin on
- Dowerin on
- Goomalling on
- Northam on
- Quairading on
- Tammin on
- Toodyay on
- York on

Local Emergency Welfare Plan - Northam District

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1. Introduction

1.1 Outline

The Local Emergency Welfare Plan is to be read in conjunction with the State Emergency Welfare Plan, both prepared by the Department of Communities (Communities).

The State and Local Emergency Welfare Plans are support plans which document the strategic management and coordination of welfare services in emergencies, as part of the Western Australian State Emergency Management (EM) Arrangements.

The scope of this local plan includes:

- Communities responsibilities for the planning, response and recovery stages for the management and coordination of welfare services, including resources, within the identified geographical boundaries;
- agreed responsibilities of emergency management partnering agencies, coordinated by Communities to provide welfare services during emergencies.

1.2 Exercise and review period

This plan is to be exercised at least annually, and will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

1.3 Welfare services definition

The provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency. To assist in coordinating the provision of welfare services, six (6) functional areas have been identified:

- **emergency accommodation including welfare centres** – see Appendix 5
- **emergency catering** – see Appendix 7
- **emergency clothing and personal requisites** – see Appendix 8
- **personal support services** – see Appendix 9
- **registration and reunification** – see Appendix 6
- **financial assistance** - in Western Australia there are a number of financial assistance programs that may be put in place following a major emergency.

Communities has the provision of some financial assistance being available for assessed immediate needs. This is determined at the time of the emergency using the principle of needs on a case-by-case basis for affected persons, as approved by Communities State Welfare Coordinator/ Communities Emergency Services Coordinator.

2. Preparedness and Operation of this Plan

2.1 Organisational responsibilities

The development and maintenance of this plan is allocated to the Communities District Emergency Services Officer, in consultation with members of the Emergency Welfare Coordination Group (EWCG), if there is one, and the Local Emergency Management Committee (LEMC). A contact list of the organisations that constitute the EWCG is provided in Appendix 3 and their agreed organisational responsibilities are provided in Appendix 4.

2.2 Special considerations

Local Governments (LGs) plan for special considerations as per the State EM Policy 4.6.1 –

EM planning must consider where special arrangements will be required. For example any groups within the community whose circumstances may create barriers to obtaining information, understanding instructions, or reacting to an emergency. This includes but is not limited to:

- children and youth;
- older people;
- people with disability;
- those who are medically reliant;
- Aboriginal and Torres Strait Islanders;
- individuals from culturally and linguistically diverse (CaLD) backgrounds;
- isolated individuals and communities; and
- transient individuals and communities.

In addition, EM planning must consider special arrangements for animals as per the State Emergency Welfare Plan 2.3.6 -

Animals in welfare centres

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in Local Emergency Management Arrangements. Also see Appendix 5 Emergency Accommodation, point 5.4 Children, organisations, educational and care facilities.

Communities prioritises its response in line with its operational capacity, and relies on those agencies or organisations which provide support to these groups having suitable plans and response capabilities in place, prior to an emergency to cater for these groups' needs.

2.3 Resources – Preparedness and Operational

Communities has primary responsibility for managing and coordinating welfare services resources. This plan is based on the utilisation of resources existing within a community and to supplement those resources when required at the State level. In some emergencies interstate/national resources may be required. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator/Emergency Services Coordinator. Communities is responsible for appointing Welfare Coordinators as follows:

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
<p>Communities State Welfare Coordinator (SWC)</p>	<p>The title "State Welfare Coordinator" used throughout this plan is the Communities representative appointed by the Communities Director General (DG). This role is delegated to the Director Emergency Services. Responsibilities include:</p> <ul style="list-style-type: none"> (a) Coordination of all emergency welfare support services at the State level; (b) Represent the DG on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required; (c) Act as the DG's representative on the following: <ul style="list-style-type: none"> • SEMC Response and Capability Subcommittee; • SEMC Recovery Subcommittee; • SEMC Community Engagement Subcommittee; • Other State and national level committees as appropriate. (d) Chairing the State Welfare Emergency Committee (SWEC); (e) Coordination of all partnering agencies within the State Welfare Coordination Centre.
<p>Communities Emergency Services Coordinator (ESC)</p>	<p>This role may be delegated by Communities Emergency Services (ES) Director to the rostered Communities ES On Call Officer during activation and operations to carry out Communities emergency management functions. The ESC is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency. The ESC is authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements. Responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish the State Welfare Coordination Centre and manage centre functions during operation; (b) Activate responses to emergency situations, authorise emergency expenditure and utilise resources to meet those responses; (c) Assist the State Welfare Coordinator with their functions as required; (d) Manage emergency welfare services functions as required; (e) Provide support to country staff/offices involved in emergencies; (f) Represent Communities on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required.

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Communities District Welfare Representatives	<ul style="list-style-type: none"> (a) Represent Communities on District Emergency Management Committees (DEMCs) to address emergency welfare support matters (Communities District Director or proxy); (b) Ensure the arrangements of this plan are clearly understood at the district level; (c) Clarify Communities policy on emergency welfare matters where required; (d) Refer matters of a contentious nature to Communities Emergency Services for resolution; (e) Ensure development, testing and maintenance of Local Emergency Welfare Plans for the district in which the Local Government (LG) areas fall; (f) Appointing Local Welfare Coordinators for each Local Emergency Management Committee (LEMC); (g) Represent Communities on Operational Area Support Groups (OASGs) as required.
District Emergency Services Officer (DESO)	<ul style="list-style-type: none"> a) As a local emergency management resource, develop local arrangements, procedures and resources e.g. EM Kits; b) Develop, test and maintain the Local Emergency Welfare Plans for the district in which the LG areas fall; c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions and exercises annually; d) Liaise and establish networks and partnerships with agencies; e) Assist with activations if available; f) Assist and support the District Welfare representatives and Local Welfare Coordinators to carry out their roles.
Communities Local Welfare Coordinators (LWC)	<p>Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within an LG area/s.</p> <p>A Communities LWC responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish and manage the activities of the local Emergency Welfare Coordination Groups (EWCG), where determined appropriate by the District Director; (b) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees; (c) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services; (d) Represent Communities on the Incident Support Group (ISG) when required.
Communities Welfare Centre Coordinator (WCC)	<p>In some circumstances Welfare Centre Coordinators (WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate welfare services to the evacuees in the welfare centre. (b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC; (c) Remaining at the centre to manage the centre operations.

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
<p>Local Government Welfare Support</p>	<p>a) When an emergency event takes place within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial welfare response to evacuating community members. This is primarily due to their close proximity to the emergency event and their ability to quickly identify and open a pre-determined welfare centre. If the activation request is from the HMA the LG should contact Communities to inform and consult with them of the activation to open a welfare centre. The role of the LG in these early stages would be to ensure that evacuees have a safe location to relocate to, and that they can be provided with basic needs and services until such time as Communities can arrive to take on the coordination role of the welfare centre. Basic needs and services may include refreshments, registration, basic information, and personal support. On arrival of Communities, the LG would then provide a handover to the designated Communities Welfare Coordinator, and take on the LG Welfare Liaison Officer role as a support to Communities.</p> <p>b) In some circumstances the emergency event may not escalate to a significant level, and the LG may determine that they are able to continue to operate the welfare centre without the need for deployment of Communities staff. If this situation arises the LG must seek approval from Communities to retain the coordination role and have this decision documented formally.</p> <p>c) In some circumstances it may not be possible for Communities to attend the welfare centre due to geographical distances, road conditions, conflicting events, or other unforeseen circumstances. In these cases the LG may be asked to continue to provide the coordination role for the welfare centre, with support and advice being available from Communities via telephone or other means. In these situations Communities would approve in advance any required expenditures in relation to operating the welfare centre, and would meet these costs if required.</p> <p>If LGs elect to undertake their own welfare arrangements without Communities consultation, LGs are responsible for their own costs.</p>

2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Welfare Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to provide appropriate welfare services under this plan, and in accordance with their roles and responsibilities.

2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

- (1) As per State Emergency Management Policy 5.3.4 'A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA, and may also support Combat Agencies and other Support Organisations upon request'.
- (2) The State Welfare Coordinator/Emergency Services Coordinator based on information provided internally and/or externally, may identify the need to activate this support plan.

Regardless of who first identifies the need, the HMA/Controlling Agency and Communities State Welfare Coordinator (SWC), Emergency Services Coordinator (ESC) or Local Welfare Coordinator shall confer and agree that this plan should be activated; discuss the safe location of welfare centres and welfare services required. If activated at the local level the Local Welfare Coordinator will advise Communities SWC/ESC.

Once this decision is made the State or Local Welfare Coordinator shall assess the immediate welfare services required and activate Communities and partnering agencies if required and available. See Appendix 1 Communities Standard Operating Procedures for activation procedures.

Communities, representing partnering agencies, should be included as a member of the ISG and OASG, if formed, and will appoint an appropriate Communities representative accordingly.

2.6 Plan Activation Stages

The plan will normally be activated in stages. In an impact event for which there is no warning period, these stages may be condensed with stages being activated concurrently.

Activation number	Stage	Activation Stage name and actions
Stage 1		<p>Alert: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided from within Communities.</p> <ul style="list-style-type: none"> (a) Partnering agencies are alerted by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies alert their own personnel; (c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided; (d) Key personnel are briefed on action to be taken; (e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.
Stage 2		<p>Activation: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided internally and/or externally.</p> <ul style="list-style-type: none"> (a) On behalf of the HMA/Controlling agency, and in consultation with the welfare centre owners, the Local Welfare Coordinator organises for the designated welfare centre to be opened if required. The safest and most appropriate centre needs to be agreed on by the HMA, LG and Communities; (b) Required partnering agencies are activated by the SWC/ESC or Local Welfare Coordinator and proceed to the welfare centre; (c) Welfare services are provided under the coordination of the Local Welfare Coordinator with partnering agencies assisting as required; (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Local Welfare Coordinator and partnering agencies; (e) Welfare services requirements are continuously monitored and reviewed by the Local Welfare Coordinator and adjusted accordingly. (f) If required, requests for additional resource support at the local level should be made by the Local Welfare Coordinator to the SWC/ESC.
Stage 3		<p>Stand Down: HMA/Controlling Agency to officially notify Communities to Stand Down; or SWC/ESC or Local Welfare Coordinator to request of HMA/Controller Agency to Stand Down if they assess welfare services no longer required.</p> <ul style="list-style-type: none"> (a) Partnering agencies are informed of the Stand Down by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies stand down in accordance with relevant procedures for their agency; (c) Partnering agencies are to advise the SWC/ESC or Local Welfare Coordinator when stand down has been completed; (d) Communities to officially hand back the welfare centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as a welfare centre; (e) The SWC/ESC or Local Welfare Coordinator advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible; (f) Post operation reports to be written by Communities – see 2.9.

2.7 Public Information Management

The HMA/Controlling Agency is responsible for the provision and management of media and public information during emergencies, and all non-welfare matters will be referred to them. Communities and partnering agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility, and with approval from the Communities SWC/ESC.

If the **Register.Find.Reunite. system** is activated, Communities SWC/ESC will give approval for Australian Red Cross to provide R.F.R. information to the HMA/Controlling Agency, or the State Emergency Public Information Coordinator (SEPIC).

2.8 Exchange of Information

During a state of emergency or emergency situation, emergency management agencies can share personal information relating to persons affected by the emergency, State EM Plan 5.2.5. Communities Local Welfare Coordinator is to contact Communities SWC/ESC to seek approval before there is any exchange of information.

2.9 Debriefs and Post Operation Reports

The Local Welfare Coordinator conducts a debrief of participating staff and agencies as soon as practical after all agencies are stood down. This is to identify lessons learnt through the activation for continuous improvement of any future activations. Following this, the Local Welfare Coordinator, or appointed Communities officer, writes the Post Operation Report.

3 Recovery

3.1 Recovery Definition

The Emergency Management Act 2005 (s. 3) defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

As per the State Emergency Management Plan and the State Emergency Welfare Plan, it is the responsibility during recovery for the Department of Communities to coordinate the welfare components of recovery in line with the services outlined in this Plan for people affected by an emergency.

3.2 Emergency relief and assistance in recovery

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion, State EM Policy 6.9.

Communities, as a support organisation, is not responsible for the coordination or collection of monetary donations or donated goods or services; restocking perishables or transporting people to/from homes and communities.

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

Through the **Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA)**, the State Government provides a range of relief measures to assist communities recover from an eligible natural event

Department of Communities may provide some financial assistance in recovery for individuals and families if DRFA-WA is activated. This assistance is to alleviate the personal hardship or distress arising as a direct result of an eligible natural disaster, and is assessed on a case by case basis by Communities SWC/ESC. Some categories are subject to income and/or assets testing.

Other financial assistance that may be available after an emergency are:-

- **Services Australia – Centrelink, Medicare and Child Support** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group.

If activated by the Australian Government, Centrelink can administer –

- **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
- **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster.
- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

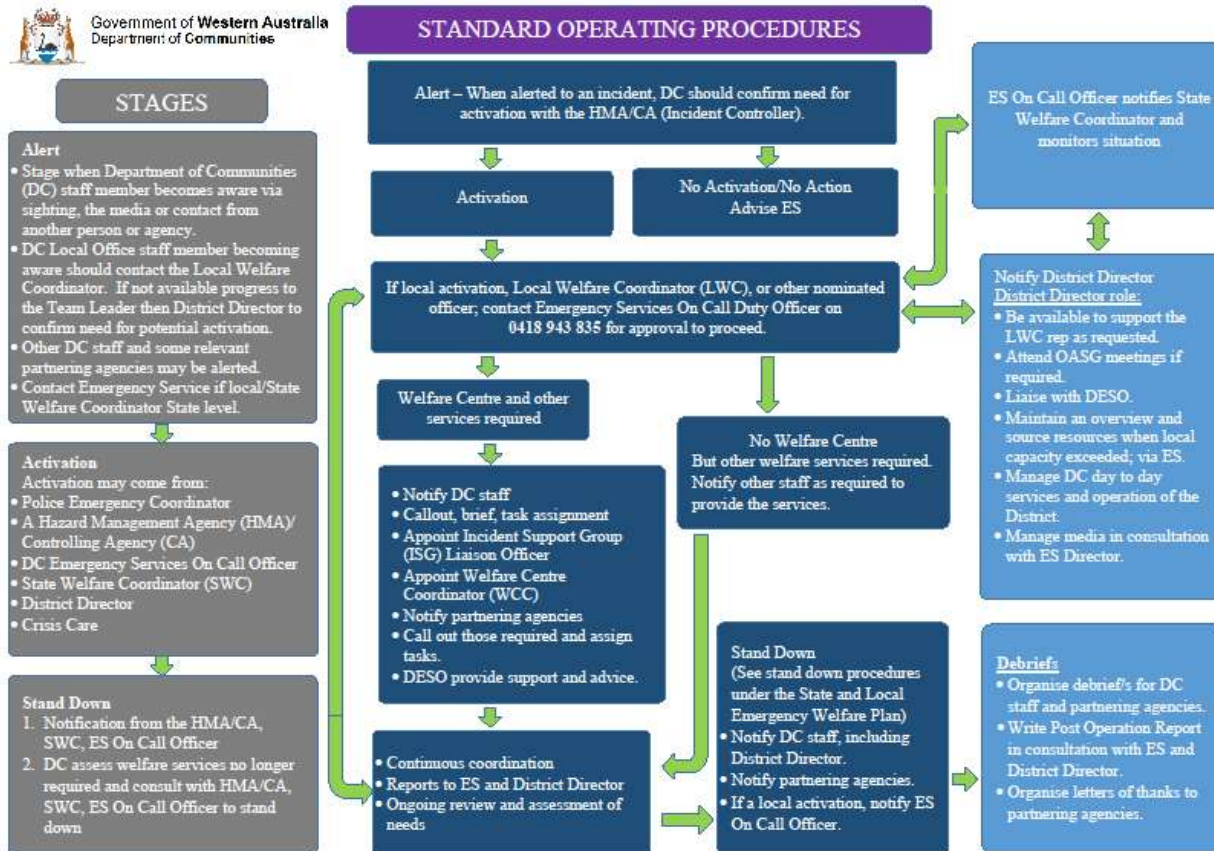
3.4 Cessation of recovery

Communities cessation of welfare services in recovery will be dependent on community needs, access to existing community services, and individuals’ and communities’ resilience. Accordingly Communities cessation may vary from other recovery services.

3.5 Review of recovery activities

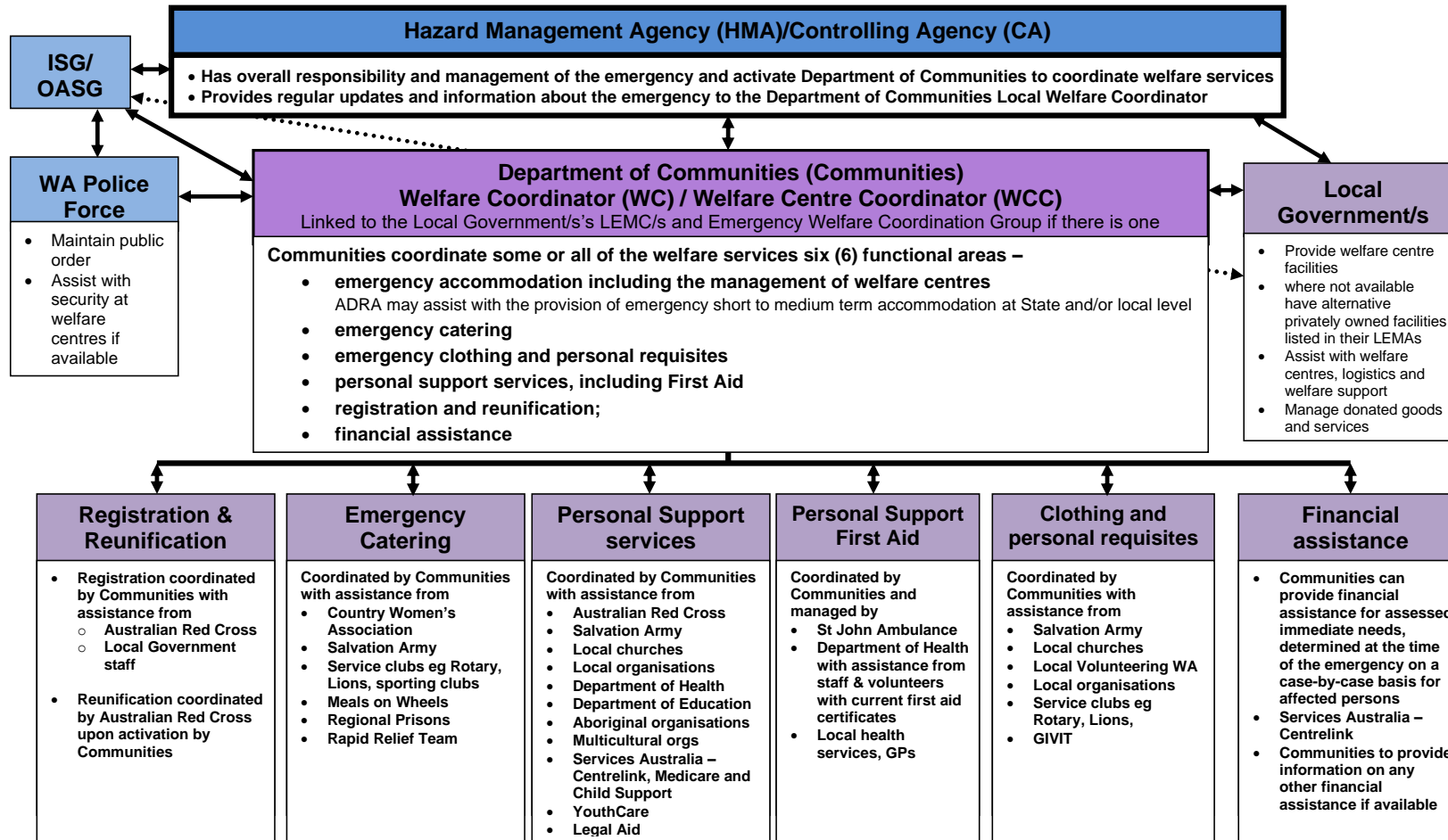
Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

Appendix 1 – Department of Communities Standard Operating Procedures



Appendix 2 – Local Emergency Welfare Coordination

Please see Appendix 4 – Organisational Responsibilities for details of each partnering agency’s responsibilities.



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Appendix 3 –Emergency Welfare Coordination Group/Partnering Agencies

- In some locations where there are enough local partnering agencies, Communities will establish an Emergency Welfare Coordination Group.
- This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare services. Their agreed organisational responsibilities are provided in Appendix 4.
- All partnering agencies staff and volunteers assisting Communities in accordance with this plan are required to comply with Communities policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.
- In multi-agency responses Team Leaders for each functional area may be appointed, i.e. Registration Team Leader, Emergency Catering Team Leader.

Department of Communities (Communities) Functions include: Overall Coordination * Accommodation * Financial Assistance * Counseling Personal Support * Personal Requisites * Registration		
FOR EMERGENCY ACTIVATION 24/7 Operations Duty On Call Officer 0418 943 835		
Name/Position	Work Contact	After Hours Contact
1st Contact Jo Spadaccini	Joanne.spadaccini@communities.wa.gov.au 0429 102 614	0418 943 835
2nd Contact Julie McKenzie Wheatbelt District Director RED – Wheatbelt Jamie Strickland Child Protection Team Leader On-Call Roster	6277 4141 (mobile available to DC staff) Julie.Mckenzie@communities.wa.gov.au Mobile: 0438 923 605 See Crisis Care Roster – GS/WB DESO and ESU oncall will have	ERS On Call Officer 0418 943 835
3rd Contact ERS On Call Officer	emergencyservices@communities.wa.gov.au	0418 943 835
Shire of Beverley Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Stephen Gollan - CEO	(08) 9646 1200 ceo@beverley.wa.gov.au	0429 461 200
2nd Contact Simon Marshall - DCEO	(08) 96461200 dceo@beverley.wa.gov.au	0415 953 251
3rd Contact Troy Granville Community Emergency Service Manager (CESM)	(08) 9646 1200 troygranville@dfes.wa.gov.au	0427 057 719
Shire of Cunderdin Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Stewart Hobley	(08) 9635 2700 ceo@cunderdin.wa.gov.au	0458 351 008
2nd Contact Hayley Byrnes	(08) 9635 2700 dceo@cunderdin.wa.gov.au	0448 049 584

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3rd Contact Ben Davies Community Emergency Service Manager (CESM)	(08) 9635 2700 benjamin.davies@dfes.wa.gov.au	0448 008 653
Shire of Dowerin Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Rebecca McCall – CEO	(08) 9631 1202 ceo@dowerin.wa.gov.au rmccall@dowerin.wa.gov.au	0429 311 202
2nd Contact Aaron Wooldridge	(08) 9631 1202 awooldridge@dowerin.wa.gov.au	0499 659 168
Shire of Goomalling Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Peter Bentley - CEO	(08) 9629 1101 ceo@goomalling.wa.gov.au	0439 496 559
2nd Contact Natalie Bird – Deputy CEO	(08) 9629 1101 dceo@goomalling.wa.gov.au	0428 881 350
3rd Contact Tahnee Bird – Community Development Officer	(08) 9629 1101 cdo@goomalling.wa.gov.au	0400 495 173
Shire of Northam Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Alex Espy - Community Emergency Service Manager	9622 6137 cesm@northam.wa.gov.au	0458 080 818
2nd Contact Chadd Hunt – Executive Manager Development Services	9622 6135 emds@northam.wa.gov.au	0437 609 120
3rd Contact Jason Whiteaker - CEO	9622 6100 ceo@northam.wa.gov.au	0419 927 123
Shire of Quairading Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Nicole Gibbs - CEO	(08) 9645 1001 shire@quairading.wa.gov.au 0429 451 001	96451001 (24/7) After hours put through to CEO
2nd Contact Ben Davies Community Emergency Service Manager (CESM)	(08) 9645 1001 benjamin.davies@dfes.wa.gov.au	0448 008 653
3rd Contact Peter Smith – Shire President	crsmith@quairading.wa.gov.au	0427 817 707
4th Contact Trevor Stacey – Deputy Shire President	crstacey@quairading.wa.gov.au	0429 969 420
Shire of Tammin Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres		

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Financial Assistance/Appeals * Assistance with Pets		
1st Contact Sam Pimlott – Community Development Officer	(08) 9637 0300 cdo@tammin.wa.gov.au	0409 869 254
2nd Contact Joanne Soderland – CEO	(08) 9637 0300 ceo@tammin.wa.gov.au	0499 300 655
Shire of Toodyay Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Suzie Haslehurst - CEO	(08) 9574 2258 ceo@toodyay.wa.gov.au	0438 972 735
2nd Contact Daniel Hobley Recovery Coordinator (Inc. LG Welfare Liaison)	d.hobley@toodyay.wa.gov.au	P: 9574 9392 M: 0438 759 086
3rd Contact Tobie Prater Deputy Rec Coord (Inc. LG Welfare Liaison)	t.prater@toodyay.wa.gov.au	P: 9574 9342 M: 0418 918 689
Shire of York Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Chris Linnell – CEO	(08) 9641 2233 ceo@york.wa.gov.au	0447 884 150
2nd Contact Sinead McGuire – EM Infrastructure & Development Services	Sinead.mcguire@york.wa.gov.au	0438 424 102
3rd Contact Alina Behan	(08) 9641 2233 emccs@york.wa.gov.au	0438 972 735
Department of Communities – Housing Functions Include: Personal Support Services * Provide strategic advice for emergency accommodation		
A/Regional Manager – Damian Cunnane	9690 1901 damian.cunnane@communities.wa.gov.au	0432 831 230
Manager Housing Services – Reg Stevens	9690 1904 Reg.stevens@housing.wa.gov.au	0427 080 302
Team Leader – Christine Frank	9690 1900 christine.frank@housing.wa.gov.au	
Ken Parker – Administration Manager	08 9690 1905 Ken.parker@communities.wa.gov.au	0407 771 328
Department of Fire and Emergency Services Functions include:		
DFES Regional Office Goldfields Midlands	79 Newcastle St, Northam	9690 2300 Office Hours
DFES Regional Office Goldfields Midlands RDC	79 Newcastle St, Northam	1800 966 077 24/7
DFES Community Liaison Unit - CLU	Team Leader CLU@dfes.wa.gov.au	0408 296 320
DFES Public Information Line	13 DFES (13 3337) www.dfes.wa.gov.au/Pages/default.aspx	
Department of Health Function Include Medical Services * Personal Support		

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First contact Disaster Preparedness & Management Unit can organise a doctor at a welfare centre and/or write out prescriptions	08 9328 0553 Duty Officer 24/7	Emergencies 000 / 112 / 106
Community Health Services	9651 1445	
Wheatbelt Aboriginal Health Service	9690 2888	
Wheatbelt Mental Health Service Northam	9621 0999	
Wheatbelt Public Health Unit – Public Health Nurse – Anne Foyer	anne.foyer@health.wa.gov.au	9622 4321 0439 827 313
St John of God Hospital Midland	1 Clayton St, Midland	9462 4000
Adventist Development and Relief Agency Functions include: * Assist with the welfare functional area of Emergency Accommodation (short to medium term)		
State Office	Suzanna Cuplovic	93987222
Country Women's Association Function Include Catering * Personal Support * Emergency Clothing/Personal Requisites		
Beverley Janet Bawden	jsab@westnet.com.au	0429 158 469
Bolgart Stephanie Penn		0447160 470
Tammin – Margaret Wheeldon	9637 1041 margaretwheeldon@bigpond.com	
Toodyay Maxine Walker Val Byron	douglass.clan@bigpond.com sales@42ndstreet.com.au	0419 379 778 0417 913 556
York		
Rapid Relief Team (RRT) Function Include Catering		
RRT WA Team Leader Alex Sharpe	Alex.sharpe@rrtglobal.org	0447 920 644
RRT Cunderdn Jason Hitch Elton Fawkes	Cunderdin.au@rrtglobal.org elton@adagefurniture.com.au	0439 416 436 0439 002 600
RRT Northam Steve Draffin	Northam.au@rrtglobal.org	0458 273 884
RRT Mundaring Roy Fawkes	Mundaring.au@rrtglobal.org	0488 570 303
Red Cross Functions include: Registration of evacuees * Manage Inquiry * Personal support (2 nd and 3 rd contact used for day-to-day business, EWCG meetings etc. - NOT for emergency responses. For emergency responses refer to First Contact		
First contact	0408 930 811 – ring to activate local teams	

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Emergency Control Centre - 24/7 Duty Phone		
2nd Contact State Manager Emergency Services	(08) 9225 8865	0448 991 399 Emergency 24/7 Duty Ph 0408 930 811
Salvation Army Functions Include Catering * Personal Support		
1st Contact Ben Day - Director of EM Services	(08) 9209 1142 On Call 24/7 Ben.Day@aus.salvationarmy.org	0407 611 466
Salvation Army – Avon Valley (Northam and York)	Capt Peter and Katrina Wood	Katrina – 0414 755 Peter – 0458 600 242
Salvation Army Darren Beard and Dan Taylor	dan@dk.net.au	0429 454 221
Salvation Army – Kellerberrin – Ray Edwards (Pres) Kevin Smith (Sec)	0418 912 763 9045 4349	0439 429 351
Services Australia – Centrelink, Centrelink, Medicare and Child Support Function Include Financial Assistance * Personal Support		
1st Contact Service Centre Manager Corrin Chard	9621 9000 cscm.northam.w@servicesaustralia.gov.au	0421 506 247
SERVICE CLUBS (e.g. Lions, Rotary, Zonta) Functions Include Catering * Personal Support * Practical Assistance in setting up welfare centre, managing parking of vehicles		
Lions – Cunderdin David Godfrey		0428 362 017
Lions – Northam Wayne Morgan El Rewell	lionsnortham@westnet.com.au	0427 221 513 0409 576 560
St. John Ambulance Functions Include: First Aid * Personal Support Services		
St. John Ambulance - Call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA		
First contact Communication Centre – Perth	9334 1234 9334 1226	Emergencies 000 / 112 / 106
Department Numbers Email accounts are not monitored 24 hrs. Life Threatening Emergencies State Operations Centre Event Health Services (Welfare & Standby First Aid) eventservices@stjohnambulance.com.au Emergency Management Unit (Planning and Exercises) emergencymanagementunit@stjohnambulance.com.au Media and Communications (Media) mediarelations@stjohnambulance.com.au		000 (24hrs) 9334 1226 (24hrs) 9334 1311 (24hrs) 9373 3820 (BH) 0410 341 329 (24hrs)
Community Paramedic Goomalling (Bolgart), Morangup Toodyay, Wundowie. (Bullsbrook)	Stewart Greenan Stewart.greenan@stjohnwa.com.au	0475 940 659

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Community Paramedic Beverley, Cunderdin, Quairading, York. (Brookton, Pingelly)	Bronwyn Herne Bronwyn.herne@stjohnwa.com.au cp.centralwbt@stjohnwa.com.au	0437 524 088
Community Paramedic Tammin (Kellerberrin, Merredin, Mt Marshall (Bencubbin and Beacon), Mukinbudin, Nungarin, Trayning Westonia, Yilgarn (Marvel Loch))	Scott Rastall scott.rastall@stjohnwa.com.au cp.easternwbt@stjohnwa.com.au	0418 378 948
Community Paramedic Dowerin (Dalwallinu, (Kalannie) Koorda, Wongan-Ballidu, Victoria Plains (New Norcia), Wyalkatchem)	Maxi MacDonald Maxi.macdonald@stjohnwa.com.au cp.northeastwbt@stjohnwa.com.au	0438 059 257
Paramedic Northam Station	Dale Reid Sm.northam@stjohnwa.com.au	0429 107 483
SJA Wheatbelt Regional Office Northam Craig Spencer – Regional Manager Matthew Guile – Assistant Regional Manager	29 Tamplin St, Northam	9621 1613
	craig.spencer@stjohnwa.com.au	0429475704
	Matthew.guile@stjohnwa.com.au	0420 312 049
Regional Sub Centre Coordinator – North Hayley Moore	Rsc.northwheatbelt@stjohnwa.com.au	9621 4117 0408 028 455
Regional Sub Centre Coordinator – South Claire Dadd	Rsc.southwheatbelt@stjohnwa.com.au	0448 278 570
Regional Sub Centre Coordinator – East Matthew Guile	Matthew.guile@stjohnwa.com.au Rsc.eastwheatbelt@stjohnwa.com.au	0448 278 570
Volunteering WA		
Jen Wyness	9482 4315 State Office	0422 941 483
Western Australian Police Force (can ring 131 444 but quicker to ring local Station numbers below) Function Include Maintain public order at Evacuation centres as required		
Wheatbelt District Office	Superintendent – Robert Scantlebury	9622 4240 Business Hours
	Assistant District Officer – Inspector Mark TWAMLEY	
	Assistant District Officer – Inspector	
Northam Police Station CAD desk	9622 4281	24hrs
1st Contact Officer in Charge – Beverley Terry O’dea 57 Hunt Rd, Beverley	9646 3333 Beverley.Police.Station@police.wa.gov.au 0428 936 136	Emergency Call 000/112/ 106
1st Contact Officer in Charge – Cunderdin Dan Byrne (Acting) 390 Lundy Rd, Cunderdin	9649 8111 Cunderdin.Police.Station@police.wa.gov.au	Emergency Call 000/112/ 106
1st Contact Officer in Charge – Dowerin Adrian Bailey	9619 9120 Dowerin.Police.Station@police.wa.gov.au	Emergency Call 000/112/ 106

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5 – 7 Goldfields Rd, Dowerin		
1st Contact Officer in Charge – Goomalling Bernie Hush 14 Quinlan St, Goomalling	9626 6100 Goomaling.Police.Station@police.wa.gov.au	Emergency Call 000/112/ 106
1st Contact Officer In Charge – Northam David Hornsby 7 Gardiner St, Northam	9622 4210 Northam.Police.Station@police.wa.gov.au	Emergency call 000/112/106
1st Contact Officer in Charge – Quairading 25 Avon St, Quairading	9678 2120 Quairading.Police.Station@police.wa.gov.au	Emergency call 000/112/106
1st Contact Officer in Charge – Toodyay Dave Flaherty 118 Stirling Tce, Toodyay	9574 9555 Toodyay.Police.Station@police.wa.gov.au	Emergency call 000/112/106
1st Contact Officer in Charge – Wundowie Sarah Clarke 42 Baronia Ave, Wundowie	9510 3140 Wundowie.Police.Station@police.wa.gov.au	Emergency call 000/112/106
1st Contact Officer in Charge – York Andy Galbraith 4 Ford St, York	9693 1005 York.Police.Station@police.wa.gov.au 0436 852 944	Emergency call 000/112/106

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Appendix 4 – Organisational Responsibilities

- Partnering agencies that may be engaged by Department of Communities (Communities) to assist in fulfilling their welfare obligations as part of the Local Emergency Welfare Plan.
- Communities as an emergency management support organisation coordinates emergency welfare services when activated via this plan – the Local Emergency Welfare Plan.
- To coordinate emergency welfare services requires the support of a number of statutory, private and voluntary organisations, known as partnering agencies. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective agencies at the State level via the State Welfare Emergency Committee and Communities.
- At the local level these responsibilities may be varied to suit the capabilities and availability of welfare organisations. The responsibilities are negotiated between Communities and the agency at the local level and are reflected in this Appendix.
- The allocated responsibilities do not restrict one agency from assisting another, regardless of its primary role.
- Should a partnering agency not be able to manage its primary responsibilities, support with those responsibilities may be requested from the Local Welfare Coordinator. Ultimately, Communities is responsible for these functions where no partnering agency assistance is available.

Agency / Organisation Name	Normal role if engaged
Department of Communities (Communities) – Lead Welfare Agency	(1) Coordinate all functional areas of an emergency welfare response during emergencies; (2) Appoint the Local Welfare Coordinators to support each Local Government (LG) area; (3) If applicable, establish and manage the activities of the Wheatbelt Emergency Welfare Coordination Group including the provision of secretariat support; (4) Provide staff and operate the Welfare Centres if required; (5) Coordinate all welfare resources utilised under this plan; (6) Coordinate the welfare functional areas of: (a) Emergency Accommodation; (b) Emergency Catering; (c) Emergency Clothing and Personal Requisites; (d) Personal Support Services; (e) Registration and Reunification; (f) Financial Assistance; (7) Provide representatives to various emergency management committees and coordination groups as required.
Department of Communities - Housing	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other welfare functional areas where agreed.
ADRA – Adventist Development and Relief Agency	(1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of emergency short to medium term accommodation; (3) Provide regular updates to Communities, including a list of all emergency accommodation organised for evacuees; (4) Assist with other welfare functional areas where agreed.
Australian Red Cross	(1) Provide a Support Agency Officer/s as required; (2) Assist with Registration at Welfare Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
Country Women's Association	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Emergency Catering at Welfare Centres; (3) Assist with the provision of Personal Support Services;

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Agency / Organisation Name	Normal role if engaged
	(4) Assist with the provision of Emergency Clothing and Personal Requisites; (5) Assist with other welfare functional areas where agreed.
Department of Education	(1) Provide a Support Agency Officer/s as required ; (2) Provide access to facilities for Emergency Accommodation where available; (3) Provide access to facilities for Emergency Catering where available; (4) Provide access to staff to assist with Personal Support Services, including School Psychology Service where agreed and available; (5) Assist with other welfare functional areas where agreed.
Department of Fire and Emergency Services (DFES) Community Liaison Unit	(1) Provide a Support Agency Officer/s as required; (2) Engage "face to face" two way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information, and support the facilitation of public meetings and other community based communications.
Department of Health	(1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Welfare Centres; (5) Assist with other welfare functional areas where agreed.
Department of Local Government, Sport & Cultural Industries, including Office of Multicultural Interests Division	<i>Negotiate at the local level how the Department of Local Government, Sport and Cultural Industries could assist;</i> (1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; (3) Assist with other welfare functional areas where agreed.
GIVIT – online donation management system	(1) Provide a Support Agency Officer as required to be a reference source regarding donated goods.
Legal Aid Western Australia	(1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other welfare functional areas where agreed.
Local Churches/ Church Ministers Fellowship	(1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other welfare functional areas where agreed.
Local Government Welfare Support	<i>Negotiate at the local level with individual Local Governments any additional responsibilities e.g. Ranger Services.</i> (1) Provide a Local Government (LG) Welfare Liaison Officer as required; (2) Assist with the welfare functional area of Emergency Accommodation by utilising LG facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (4) Assist with other welfare functional areas where agreed.
Salvation Army	(1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Welfare Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.

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Local Emergency Welfare Plan - Northam District

Agency / Organisation Name	Normal role if engaged
Services Australia – Centrelink, Medicare and Child Support	(1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with Services Australia guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other welfare functional areas where agreed.
St John Ambulance	Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106. (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Welfare Centres, where required and available; (3) Assist with other welfare functional areas where agreed.
Wheatbelt Volunteering WA	(1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment; (3) Assist with other welfare functional areas where agreed.
Western Australian Police Force	(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other welfare functional areas where agreed.
YouthCare	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Welfare Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other welfare functional areas where agreed

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Appendix 5 – Emergency Accommodation

The provision of temporary shelter for persons rendered homeless by an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, is coordinated and assessed by Communities.

Please note - in the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.

Points of clarification:

5.1 Establishment of welfare centres

As per State EM Policy -

- (a) 5.7.3 - The Controlling Agency is responsible for the management of evacuation during an incident, and this continues during an emergency response.
- (b) 5.7.4 - Local governments, HMAs, relevant EMAs (i.e. Support Organisations and Controlling Agencies), in consultation with relevant Local Emergency Management Committees (LEMCs), must identify and advise of refuge site and welfare centres including evacuation centres appropriate for the hazard. The welfare centres should be documented in the LEMA, and are also recorded on the State Welfare Centre Database which HMAs and Controlling Agencies have access to.
- (c) 5.9.5.5 - LEMCs must ensure that LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by EMAs or note where there are no facilities.

Therefore the establishment and management of welfare centres by Communities is on behalf of the HMA or Controlling Agency, in consultation with welfare centre owners. This could be LGs or private facility owners. Welfare centres are established as emergency facilities from which Communities coordinate accommodation, food, clothing, financial assistance, registration, personal support and other welfare services until alternative arrangements can be made.

5.2 Welfare centres definition

In Western Australia welfare centres are a facility that may provide for evacuation, reception, accommodation and relief and recovery (commonly referred to as a 'one-stop-shop') for an impacted community. Welfare centres may continue the extended provision of services into the recovery phase where LGs take responsibility as the lead agency in recovery. For the purposes of this plan all such facilities are classified as Welfare Centres.

5.3 Safety considerations

To ensure the safety of evacuees and welfare centre staff and volunteers, Communities will not establish welfare centres –

- in Bushfire Emergency Warning areas, and will only establish welfare centres in Bushfire Watch and Act areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so;
- if there is not safe access routes to the welfare centres;
- if there are structural concerns about the facility, and/or health concerns e.g. no running water, no drinking water, non-functioning sewage system, gas or chemical leaks in the area.

5.4 Children, organisations, educational and care facilities

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –

Children and vulnerable people in Evacuation Centres

Unaccompanied children, without direct parental or responsible adult supervision, should be evacuated into the care of the Department of Communities at the evacuation centre.

The preferred option for agencies, organisations, or educational and care facilities such as women's refuges, men's hostels, group homes, is for them to have arrangements in place to either evacuate to a similar facility or shelter in place if safe.

If it is necessary to evacuate to a welfare centre, supervisory staff, or members with responsibility for the care, supervision or provision of services to children and their clients must remain at the centre and continue to supervise and provide services until such time as alternative arrangements are made. This may include children being returned to parents or other responsible adult approved by that agency, organisation or educational and care facility.

Agencies, organisations and educational and care facilities at evacuation centres should liaise with the welfare coordinator at these centres for further advice and assistance in relation to unaccompanied children.

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Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in Local Emergency Management Arrangements, State EM Plan 4.6.1 Special Considerations.

5.5 Animals in welfare centres

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs. Some LGs may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

5.6 Responsibility for the welfare centre premises

Communities will take responsibility for the premises utilised as welfare centres from the time of their operations until their closure. Communities shall exercise reasonable care in the conduct of its activities, and agree to replace or reimburse for supplies used in the operation of welfare centres.

As Communities operate welfare centres on behalf of the relevant HMA/Controlling Agency, in the event of any claim for unusual damage incurred as a result of the use of a facility as a welfare centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim. The owner/s of the facilities agrees to utilise their building insurance in the event of damage resulting from the actual disaster event to the structure of the building.

Communities will utilise contract cleaners or pay for the use of the facilities' cleaners to restore the facilities directly utilised as welfare centres back to serviceable condition, if requested.

5.7 School evacuations

If a school needs to evacuate upon receiving advice/instructions from the Incident Controller or HMA, they should try to evacuate to another school as a first option, or self-manage in a Communities designated welfare centre. Schools can evacuate to the community welfare centre with the schools' students under the duty of care and responsibility of the evacuated school.

Schools should use resources within the school such as gym mats, blankets if they have them, any food in school canteens etc. However, if these resources are not available and Communities have spare items, these items will be shared with the school. If schools and Communities do not have these resources available, Communities will share any information on sourcing items as listed in the Local Emergency Welfare Plan.

5.8 State Welfare Centres

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, welfare staff and volunteers. In these circumstances LGs or private facility owners may be asked for use of their facility as a 'State Welfare Centre' to assist affected members of other LG areas. At these times it would be the expectation that the State Welfare Centre would operate in a similar manner with the same procedures as if operating as a Local Welfare Centre as outlined in this plan.

See over for the list of Pre-determined Welfare Centres.

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Appendix 5A - List of Pre-Determined Welfare Centres

Welfare Centres are pre-determined by Communities in partnership with the Local Government/s' LEMCs. The LEMCs are to ensure Local Emergency Management Arrangements (LEMA) identify such facilities and existing infrastructure that are available for use by Emergency Management Agencies (including Communities) within their respective boundaries. In the event of a lack of facilities the LEMC are to note this in the LEMA's and advise the HMA/Controlling Agency to make alternative arrangements.

VENUE	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m ² / 4m ²	LONGI- TUDE LATITUDE	NOTES
WELFARE CENTRES IN THE SHIRE OF BEVERLEY						
Beverley Town Hall (Primary)	138 Vincent St (Hunt Rd), Beverley	Shire 9646 1200, CESM 0427 057 719/Stephen Gollan 0429 461 200	220/75	180 / 90	116.926514 -32.106007	Air Con Yes Short term
Beverley Function and Recreation Centre (Beverley Amenities Building) (Secondary)	Forrest St, (John St) Beverley	Stephen Gollan 0429 461 200	90/30	62 / 31	116.926079 -32.104808	Air Con Yes Short term Beverley Amenities Building
Beverley Bowling Club (Secondary)	68 Forrest St, (Smith St) Beverley	Jeff Murray 0428 925 662	120/50	60 /30	116.926557 -32.10607	Air Con No Short term Shire of Beverley(Owned building but subleased)
WELFARE CENTRES IN THE SHIRE OF CUNDERDIN						
Cunderdin Community & Recreation Centre (Primary)	Lundy Ave, Cunderdin	Shire 9635 2700 CESM 0448 008 653 CEO 0458 351 008	292 / 75	181 / 48	117.23971 -31.650593	Air Con Yes Short term Space for caravans on site. Unpowered sites
Cunderdin Town Hall (Secondary)	Main St, (Cubbine St) Cunderdin	Shire 9635 2700 CESM 0448 008 653 CEO 0458 351 008	356	117.24016 -31.65065 Not available till further notice. Under Renovation December 2022 till TBC		Air Con No Short term
WA College of Agriculture – Cunderdin (Secondary)	Baxter Rd, 3kms North of Cunderdin	School 9635 1302/9635 2100/9635 1334 (Residential and Day School)	300 / 150 TBC by School	150 / 75 TBC by School	117.238906 -31.650908	Air Con No Short term Availability to be confirmed if required. May be used by DFES to accommodate Air Crews
Meckering Town Hall (Primary)	Cnr Vanzetti and Snooke Sts, Meckering	Shire 9635 2700 CESM 0448 008 653 CEO 0458 351 008	300 / 100	150 / 50	117.008321 -31.63336	Air Con No Short term
Meckering Sport Club (Secondary)	Dempster St (Clifton St), Meckering	Sports Club 9625 1271 CESM 0448 008 653 CEO 0458 351 008	200 / 66	100 / 33	117.019833 -31.622832	Air Con No Emergency only
WELFARE CENTRES IN THE SHIRE OF DOWERIN						

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VENUE	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m ² / 4m ²	LONGITUDE LATITUDE	NOTES
Dowerin Town and Lesser Hall (Primary)	11 Cottrell St, Dowerin	Shire 9631 1202, CEO 0429 311 202,	299 / 66	100 / 50	117.032225 -31.193943	Air Con in Lesser Hall Short term Disable access
Dowerin Recreation Centre (Secondary)	Cnr Memorial Ave & Maisey St	Shire 9631 1202, CEO 0429 311 202,	300 / 150	100 / 50	117.037396 -31.19086	Air Con No Short term Disable access
WELFARE CENTRES IN THE SHIRE OF GOOMALLING						
Goomalling Recreation Centre (Primary)	47Quinlan Cnr Lockyer Sts	Goomalling Shire 9629 1101/CEO 0439 496 559/ Michelle Jenna Tavern 9623 2273	150/50	75 / 37	116.8252998 -31.3009881	Air Con No Short term Has Electronic scoreboard for messages and movies. Parking for caravans
Goomalling War Memorial Hall (Secondary)	34 Quinlan Cnr Hoddy Sts	Goomalling Shire 9629 1101/ CEO 0439 496 559	300/100		116.8266372 -31.300312	Air Con Yes Short term
WELFARE CENTRES IN THE SHIRE OF NORTHAM						
Northam Recreation Centre (Primary)	44 Peel Tce, Northam	Shire 96226100, David Emery Ctr Mgr 9622 5153, 0447 242 186	1000/300	500 / 250	116.679826 -31.650938	Air Con Yes Long term
Northam Senior High School (Secondary)	Kennedy St, Northam	9621 0000 (Principal Terry Martino)	600/200	300 / 150	116.667295 -31.648011	Air Con Yes Short term
WELFARE CENTRES IN THE SHIRE OF QUAIRADING						
Quairading Community building (Primary)	Lot 190 McLennen St Quairading Greater sports ground area	Shire 96451001 CEO Nicole Gibbs 0429 451 001 Emergency Services Manager – 0448 008 653	200 / 66	100 / 50	117.401576 -32.010055	Air Con Yes Short term (Ability to plug in external Generator) Disability Access Available
Quairading Town Hall & Lesser Hall (Primary)	Jennaberring Rd (next to Shire office)	Shire 96451001 CEO Nicole Gibbs 0429 451 001 Emergency Services Manager – 0448 008 653	420 / 140	210 / 105	117.401538 -32.010118	Air Con Yes Long term Ability to plug in external Generator No Showers. Showers available at the Community Building Disability Access Available
Quairading Community Resource & Cultural Arts	1 Parker St, Quairading	Manager 9645 0096, Environmental	200	100	117.399334 -32.012118	Air Con Yes Short term Disability Access

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VENUE	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m ² / 4m ²	LONGITUDE LATITUDE	NOTES
Centre (Secondary)		Officer 9645 1605, 0427 450 236				Available
Quairading Bowling Club	Greater Sports Ground, Quairading 6383 (off Mclennan St)	Shire 96451001 CEO Nicole Gibbs 0429 451 001	140	70/35		Air Con TBA Short Term Disability Access Available
WELFARE CENTRES IN THE SHIRE OF TAMMIN						
Tammin Town Hall (Primary)	1 Donnan Street, (Gt Eastern Hwy)	Shire of Tammin 08 9637 0300 (W) CEO 0458 351 008	300/93	150 / 75	117.484038 -31.641024	Air Con Yes Long term
Donnan Park Pavilion (Secondary)	70 Tammin-Wyalkatchem Rd, Tammin	Shire of Tammin: 9637 0300, CEO 0458 351 008	70/28	35 / 17	Availability to be confirmed Dec 2022	Air Con Yes Short term

WELFARE CENTRES IN THE SHIRE OF TOODYAY						
Toodyay Memorial Town Hall (Primary)	117 Stirling Tce, Toodyay	Shire of Toodyay: 9574 9300 Ranger services 9574 9370 Emergency Services Manager – (Rob Koch) 0458 042 104, CEO (Suzi Hazelhurst) 0419 958 924	200/60	100 / 50	116.466971 -31.550229	Air Con No Short term
Toodyay Sports Pavilion (Showground Pavilion) (Primary)	No 1 Toodyay St, Toodyay (Cnr Telegraph Rd and Toodyay Sts)	Shire of Toodyay: 9574 9300 Ranger services 9574 9370 Emergency Services Manager – (Rob Koch) 0458 042 104, CEO (Suzi Hazelhurst) 0419 958 924	100/30	50 / 25	116.460346 -31.546283	Air Con No Short term
WELFARE CENTRES IN THE SHIRE OF YORK						
York Recreation Centre (New Building, Primary)	Lot 292 South St, York	Natalie Denning 9641 0600 0406 048 929 ndunning@belgraviaeisure.com.au	375/125	187 / 93	116.763371 -31.893104	Air Con Yes Short term
York Recreation Centre (Old Building, Secondary)		Glenn Paddick 0439 308 811 gpaddick@belgraviaeisure.com.au	300/100	150 / 75	116.763371 -31.893104	Managed by Belgravia. Lease in place. Waiting for copy to put on file 30/12/22
York Town Hall (Secondary)	27 Joaquina St, York	Chris Linnel – 9641 2233 0447 884 150	300/100	150 / 75	116.768178 -31.891186	Air Con No Short term

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See Appendices 15,16 and 17 for:

- Welfare Centre Safety Inspection Report
- Welfare Centre Condition Report
- Welfare Centre Handover Report

Appendix 5B – Alternative Temporary Accommodation Services

In the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.

If a small number of people were required to evacuate, or there is extenuating circumstances for some individuals and families, Communities Emergency Services would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial facilities. **Note: accommodation providers requiring payment need to have ABNs (Australian Business Number) – providers cannot receive payment without one.**

Contact the Emergency Services On Call Duty Officer to seek approval for use of commercial accommodation – 0418 943 835.

In a larger emergency Communities Emergency Services may need assistance in organising accommodation for evacuees and ADRA can assist with this in designated areas. If additional help is required please contact the **Emergency Services On Call Duty Officer – 0418 943 835** and the Officer will activate ADRA if appropriate.

Name	Address	Contact Details	After Hours Contact
SHIRE OF BEVERLEY			
Beverley Bed & Breakfast	131 Forrest St, Beverley	(08) 9646 0073	
Beverley Hotel	137 Vincent St, Beverley	(08) 9646 1190	
Beverley Freemasons Tavern	104 Vincent St, Beverley	(08) 9646 1347	
SHIRE OF CUNDERDIN			
Cunderdin Caravan Park	74 Olympic Ave, Cunderdin	(08) 9635 1258	
Ettamogah Pub	75 Main Street, Cunderdin	(08) 9635 1777 (0800 – 2000)	
SHIRE OF DOWERIN			
Dowerin Hotel	3 Stewart St, Dowerin Steve and Cherie	(08) 9631 1206	0438 383 780
Dowerin Caravan Park and Motel	9 Goldfields Rd Dowerin	(08) 9631 1135 (0500 to 2000)	
Dowerin Short Stay Accommodation	Corner of Fraser and East Streets, Dowerin	(08) 9631 1202	0429 311 202
SHIRE OF GOOMALLING			
Goomalling Tavern	61 Railway Tce, Goomalling	(08) 9629 1100	
Goomalling Caravan Park	Throssell Street (Northam-Pithara Rd) Caravanpark@goomalling.wa.gov.au	(08) 9629 1183	
Mystique Maison	10 Forrest St, Goomalling	(08) 9629 1673	0427 549 732
Jennacubbine Tavern and Caravan Park	24 Collins St, Jennacubbine	9623 2273	

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Name	Address	Contact Details	After Hours Contact
	Brett Trew jennapub@classic.net		
SHIRE OF NORTHAM			
Dukes Inn	197 Duke St, Northam WA Cindy Admin@dukesinn.com.au	(08) 9622 2324 0409 418 664	0418 873 614
Northam Motel	13 John St, Northam	(08) 9622 1755	0700 – 2100 Only
Northam Self Contained Apartments	237 Duke St (Cnr Parker St), Northam resourcesmg@gmail.com	0412 288 285	
Riverside Hotel	322 Fitzgerald St, Northam	(08) 9622 1023	1100 – 2200 Only
Northam Caravan Park	150 Yilgarn Ave, Northam	(08) 9622 1620	(Diverts AH)
Killara Respite Centre (Aged or infirmed only)	2 Burgoyne Street, Northam	(08) 9622 5765	(Diverts AH)
Northam Visitor Centre	tourist@notham.wa.gov.au	9622 2100	BH only
SHIRE OF QUAIRADING			
Quairading Hotel	43 Heal St, Quairading	(08) 9645 1929	0439 815 929 Amanda
Quairading Motel	55 Jennaberring Rd, Quairading	(08) 9645 1054	
Quairading Caravan Park & Railway Barracks	Off Parker St, Quairading Operated by the Shire	(08) 9645 1001	
SHIRE OF TAMMIN			
Tammin Hotel	23 Donnan St, Tammin	(08) 9637 1777	0419 831 603 Rolley
SHIRE OF TOODYAY			
Avalon Homestead	381 Julimar Rd West Toodyay Delveen and Peter info@avalonhomestead.com.au	9574 5050	
Freemasons Hotel	125 Stirling Tce, Toodyay John Pearce fawlytowers@westnet.com.au	(08) 9574 2201 0427 742 248	0427 742 248
Toodyay Holiday Park & Chalets	188 Racecourse Rd, Toodyay Lesley and Kevin Hug enquiries@toodyayholidaypark.com.au	(08) 9574 2534	
Black Wattle Catering	248 Black Wattle Rd, Toodyay blackwattle@cmmails.com	(08) 9574 4086	
Limes Orchard & Farm Stay	57 Clarkson St, West Toodyay	(08) 9574 4810	0400 502 935
SHIRE OF YORK			
The Imperial Hotel	83 Avon Tce, York	(08) 9641 1255	
Settlers Nosh and Nod			
The York Hotel	145 Avon Tce, York	(08) 9641 2188	Check Accommodation
The Olive Branch	Lot 21, 4458 Great Southern Hwy, York	(08) 9641 1320	
York Cottages	2 Morris Edwards Dve, York	(08) 9641 2125	

Appendix 6 – Welfare function of Registration and Reunification

- This functional area enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally.
- To facilitate the accounting of persons affected by such incidents, Communities may use the registration and reunification Register.Find.Reunite. system or other options as appropriate. The Register.Find.Reunite. system has been developed at the State and national level. In Western

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Australia this system is activated by Communities and managed by the Australian Red Cross on behalf of Communities.

- The system provides for the registration and reunification of affected persons using standardised forms. Stocks of these forms are held by Communities offices, the Australian Red Cross State Inquiry Centre and its local teams and some LGs to be readily available for immediate use at welfare centres.
- In addition, impacted individuals may choose to register themselves online using the Register.Find.Reunite. system once it has been activated.

See over for Communities Standard Operating Procedures for the welfare function of Registration and Reunification.

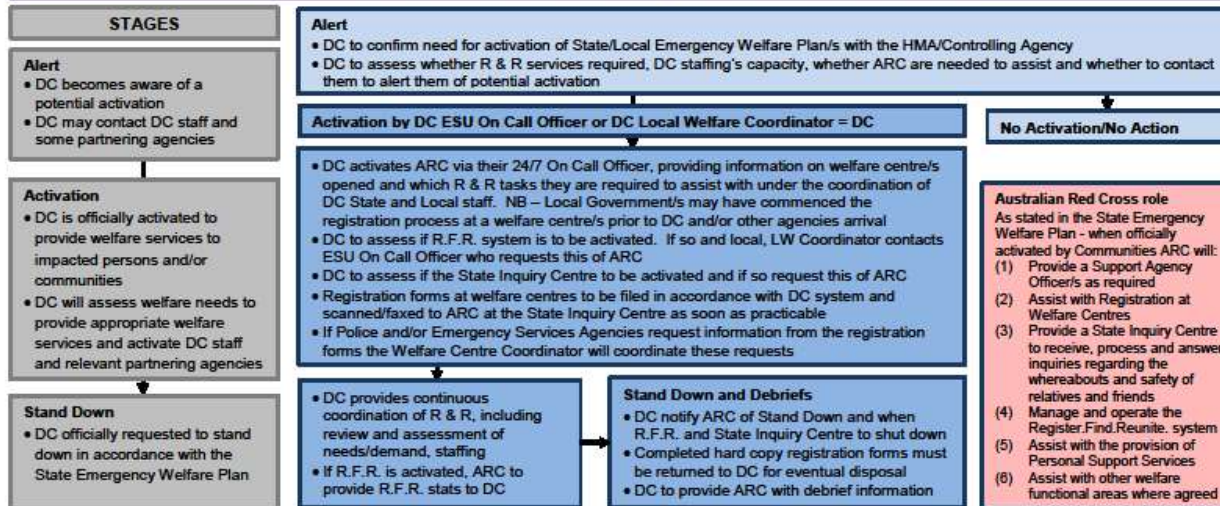
Communities Standard Operating Procedures for the welfare function of Registration and Reunification



Department of Communities Emergency Services - Standard Operating Procedures for the welfare function of Registration and Reunification Dec 2017

Registration and Reunification (R & R) is one of the 6 welfare functional areas Department of Communities (DC) is responsible for under the WA Emergency Management Act 2005 and State Emergency Management Arrangements. Welfare arrangements are detailed in the State Emergency Welfare Plan and Local Emergency Welfare Plans. Registration and reunification enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally. To facilitate the accounting of persons affected by such incidents, DC may use the registration and reunification Register.Find.Reunite. (R.F.R.) system or other options as appropriate. R.F.R. has been developed at the State and national level. In Western Australia this system is activated by DC as the commissioning agency and managed by the Australian Red Cross (ARC) as a partnering agency, on behalf of DC. ARC operates the State Inquiry Centre when authorised by the DC State Welfare Coordinator.

Registration and Reunification Standard Operating Procedures – State and Local Levels



Appendix 7 – Emergency Catering Services

Communities will coordinate the establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged during an event. Dependent on the catering requirements, Communities may engage a variety of service providers to provide this service, such as voluntary groups, fast food outlets or hospital, hotel, motel or public catering services. Communities cannot accept other prepared food e.g. sandwiches, cakes, sausage rolls, unless the person/organisation has a Food Handling Certificate issued by the LG.

Responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the HMA/Controlling Agency.

A resource list of catering agencies and other options is included below, with consideration of catering for large numbers of evacuees and/or protracted emergency events.

Name	Address	Contact Details	After Hours Contact
SHIRE OF BEVERLEY			
Beverley Bakery	123 Vincent Street, Beverley	08 9646 1839	0405983378
Red Vault Restaurant	115 Vincent Street , Beverley	08 9646 0008	08 9646 1240 Debbie Eastwell
Hotel Beverley	137 Vincent St, Beverley	(08) 9646 1190	
Beverley Footy Club		0448 979 234	Justin M
SHIRE OF CUNDERDIN			
BP Roadhouse	Lot 6 Great Eastern Highway, Cunderdin	(08) 9635 1151	
Cunderdin Co-op (IGA)	69/72 Main Street, Cunderdin	(08) 9635 1304	
Rapid Relief	Waiting for reply from RR coordinator 4/7/22		
Ettamogha Pub	75 Main Street, Cunderdin	(08) 9635 1777	
SHIRE OF DOWERIN			
Dowerin Hotel	4 Stewart St, Dowerin	(08) 9631 1206	0438 383 780
Bear Pantry Cafe	Stewart St, Dowerin	(08) 9631 1031	No A/H but they are open from 0400 to 1630 M to F and until 1230 on Sat
Dowerin Roadhouse	12 Goldfields Rd, Dowerin	(08) 9631 1135	No A/H but they are open from 0500 to 1900
SHIRE OF GOOMALLING			
BP Roadhouse	42 Main St, Goomalling	(08) 9629 1245	No A/H but they are open from 0800-1700
Goomalling IGA	Railway Tce, Goomalling	(08) 9629 1140	0800-1700
DJ's Shell Roadhouse	17 Throssel St, Goomalling	(08) 9629 1550	
Goomalling Tavern	61 Railway Tce, Goomalling	(08) 9629 1110	
Goomalling Recreation Ctr	55 Railway Tce 6450	(08) 9629 1889	No A/H but they are open from 0800-1700
Jennacubbine Tavern and Units	24 Collins St, Jennacubbine jennapub@classicit.net	(08) 9623 2273	Brett (0400 932 273)
SHIRE OF NORTHAM			
Lucy's Tearooms	122 Fitzgerald St, Northam	(08) 9622 8628	Jess (0409 082154)

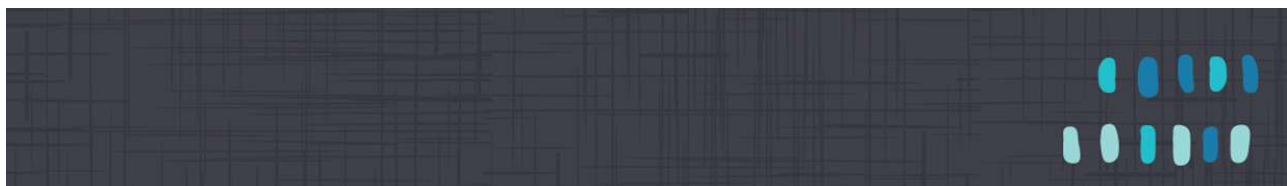
Name	Address	Contact Details	After Hours Contact
Subway	Shop 4 Northam Blvd., Northam	(08) 9622 8200	
DOME	112 Fitzgerald St E, Northam	(08) 6500 3940	0600 - 2100
Chicken Treat	115 Fitzgerald St, Northam	(08) 9881 4144	Travis Armstrong (store owner) 0451 391 064
Dukes Inn	197 Duke St, Northam WA 6401	(08) 9622 2324	
Northam Hotel	13 John St, Northam	(08) 9622 1755	0410 160 354 A/H contact - Sharon
Riverside Hotel	322 Fitzgerald St, Northam	(08) 9622 1023	24/7
Northam Tavern	75 Fitzgerald St, Northam	(08) 9622 1041	
Bridgely Community Centre (food, etc)	91/93 Wellington St, Northam WA	(08) 9622 3981	No A/H but they are open from 0900-1700
Bakers Hill Pie Shop	4629 Great Eastern Hwy, Bakers Hill WA 6562	(08) 9574 1133	Open 0700-1630 but closed Sat arvo & Sun
El Caballo Truck Stop	3349 Great Eastern Hwy, Wooroloo WA 6558	(08) 9573 3777	24/7
Wundowie IGA Express	46/48 Baronia Ave, Wundowie. Des and Lisa Biglin	(08) 9573 6229	Lisa 0407 440 573 Des 0417 933 097
SHIRE OF QUAIRADING			
BP Roadhouse	Lot 6 York Rd, Quairading	(08) 9645 1230	Note: large amounts of food such as wraps, sandwiches, etc. need to be preordered
Quairading Hotel	43 Heal St, Quairading	(08) 9645 1929	0421 958 494
Quairading IGA/Farmers Co-op	29-37 Heal St Quairading	(08) 9645 1205	
Quairading Tennis Club	Jo Hayes - Catering	(08) 9646 6219	Club Sec – Kelli Brown (0429 497 039)
SHIRE OF TAMMIN			
Tammin Hotel	23 Donnan St, Tammin	(08) 9637 1777	0419 831 603 Rolley
Puma Service Station	Lot 2 Great Eastern Hwy, Tammin	(08) 9637 1200	
SHIRE OF TOODYAY			
Toodyay Road House	143 Stirling Tce, Toodyay	(08) 9574 2252	a/h contact - 0400 359 444
IGA Toodyay	Piesse St, Toodyay	(08) 9574 2872	Dean & Sharon Carter (Owners) 0418909742 Taryn (Store Manager) 0428 161 669
Amy's Cafe	110 Stirling Terrace, Toodyay WA 6566	(08) 9574 2246	
Cola Cafe	128 Stirling Tce, Toodyay Michael and Bec Kay 0400 359 444 thecolacafe@bigpond.com	(08) 9574 4407	



Name	Address	Contact Details	After Hours Contact
Freemasons Hotel	John pearce fawlytowers@westnet.com.au	W: 9574 2201 0427 742 248	
Toodyay Bakery	JASON MARION E: jason@toodyaybakery.com.au	W: 9574 2617 0439 911 550	
Toodyay Pizza	Shop 4/4 Piesse St	(08) 9574 2462	Open 1600-2000 and closed Mon
SHIRE OF YORK			
Imperial Hotel	145 Avon Tce, York	(08) 9641 1255	
Castle Hotel	95 - 97 Avon Tce, York	(08) 9641 1007	
Settlers House	125 Avon Tce, York	(08) 9641 1884	
Jules Café	121 Avon Tce, York	(08) 9641 1832	
IGA ?			
York Pizza	135 Avon Tce, York	(08) 9641 1222	

WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water and support for ISG, OASG +, other support or info during operational situations	1300 483 514	1300 483 514
Neverfail Springwater Ltd	Bottled and bulk spring water - Patrick Davis, WA Reg Manager Stefan Thomas, State Mgr. Brian Kennedy, WA Prod Mgr		0411 407 120 0408 285 005 0401 100 282
Hills Water Cartage	Lot 81 West Toodyay Rd, Toodyay	0418 948 973	Number disconnected
AQUARIUS	Toodyay	0427 742 043	
Peter Mclerie		9574 5331	0428 928 086
Bruce Cleasby		9574 2272	



Appendix 8 – Emergency Clothing and Personal Requisites

Communities coordinates the provision of essential clothing and personal requisites, to persons affected by an emergency. This function includes the provision of basic necessities such as toiletry packs, blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.

Where possible, new clothing, or financial assistance for the purchase of new clothing, should be provided to eligible persons as soon as practicable. The use of 'recycled' clothing is a last resort.

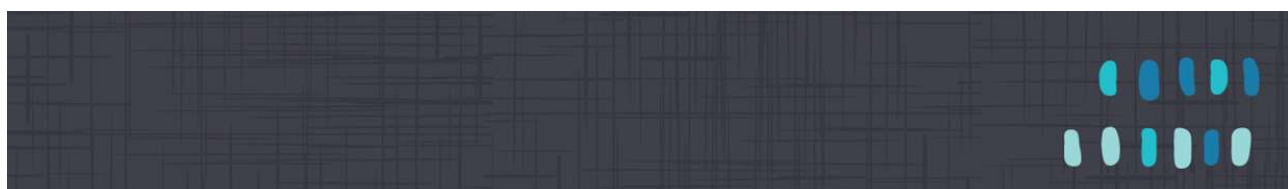
A resource list of emergency clothing and personal requisites suppliers and options is included below. This lists organisations and retail outlets who agree to participate in these arrangements, and ensures that acceptable procedural matters have been established.

SUPERMARKETS/GENERAL STORES

Name	Address	Contact Details	After Hours Contact
SHIRE OF BEVERLEY			
IGA	122 Vincent St, Beverley - Jason Pepper	9646 1005	
SHIRE OF CUNDERDIN			
Cunderdin Co-op (IGA)	69/73 Main St, Cunderdin	9635 1304	
Meckering General Store	Gabbedy Pl, Meckering	9625 1243	
SHIRE OF DOWERIN			
IGA Express	5 Stewart St, Dowerin	9631 1052	
SHIRE OF GOOMALLING			
The Goomalling Grocer (IGA Express)	11-13 Railway Tce, Goomalling	9629 1140	
SHIRE OF NORTHAM			
Aldi	10 Beamish Ave, Northam	13 25 34	
Coles	Cnr Gairdner & Wellington Sts, Northam	9587 5700	
Woolworths	165 Fitzgerald St, Northam	9621 9400	
Wundowie IGA Express	46/48 Baronia Ave, Wundowie. Des and Lisa Biglin	9573 6229	Lisa 0407 440 573 Des 0417 933 097
SHIRE OF QUAIRADING			
Farmers Co-op/IGA	29-37 Heal St, Quairading	9645 1205	
SHIRE OF TOODYAY			
IGA	Shop 1, 4 Piesse St, Toodyay	574 5468	
Toodyay Op Shop	120c Stirling Cres, Toodyay	9574 5928	
SHIRE OF YORK			
IGA	138 Avon Tce, York	9941 1006	

FUEL

SHIRE OF BEVERLEY			
Dome Roadhouse	Cnr Hunt Rd (Great Southern Hwy) & Vincent Street, Beverley 24hr Unmanned	9646 1304 Brian Groves	0427 341 057
Richard Jas Mechanic	Railway Pde, Beverley (Mechanical and Fuel for welfare needs not general public)	9646 1396	
SHIRE OF CUNDERDIN			
BP Roadhouse	Lot 6 Great Eastern Highway, Cunderdin	9635 1151	

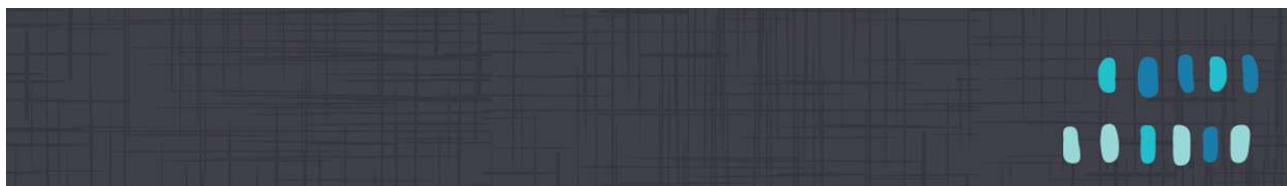


Cunderdin Farmers Co-op 24 Hr Fuel	Lundy Ave, Cunderdin	9635 1304	
Meckering Roadhouse	Lot 57 Great Eastern Highway, Meckering	9625 1339	
SHIRE OF DOWERIN			
Dowerin Roadhouse	12 Goldfields Rd, Dowerin	9631 1135	
SHIRE OF GOOMALLING			
BP Roadhouse	42 Main St, Goomalling	9629 1245	
Shell Roadhouse	17 Throssell St, Goomalling	9629 1550	
SHIRE OF NORTHAM			
BP	16-18 Great Eastern Highway, Northam	9622 1744	
Dunnings	50 Old York Rd, Northam	9622 3039	Head Office
Dunnings Caltex	29 Peel Tc, Northam	9622 8952	
Shell	11 Newcastle Rd, Northam	9622 2768	
Coles Express	Cnr Wellington St & Gairdner St, Northam	9622 8952	
Woolworths Caltex	5/86 Wellington St, Northam	9622 7912	
SHIRE OF QUAIRADING			
BP Roadhouse	Lot 6 York Rd, Quairading	9645 1230	
Quairading Tyre and Battery	5 Jennaberring Rd, Quairading WA 6383	9645 1206	
SHIRE OF TAMMIN			
Puma Service Station	Lot 2 Great Eastern Hwy, Tammin	9637 1200	
SHIRE OF TOODYAY			
Toodyay Road House	143 Stirling Tce, Toodyay	9574 2252	
Toodyay Junction Road House	28 Stirling Tce, Toodyay	9574 2478	
SHIRE OF YORK			
Shell	86 Avon Tce, York	9641 1224	
Gull	63 Avon Tce, York	9641 1026	

MATTRESSES, BEDDING, CLOTHING ETC

Communities Emergency Services	Mattresses from stores in Perth. Allow 4-5 hours	ON CALL PH	0418 943 835
SHIRE OF GOOMALLING			
Ash Fashions	9 Railway Tce, Goomalling	9629 1926	
SHIRE OF NORTHAM			
Australian Red Cross Op Shop	70/72 Fitzgerald St, Northam	9622 7748	
Best and Less	12/14 Gardiner St, Northam	9658 2100	
Cadds Fashions Surf and Sport	184 Fitzgerald St, Northam	9622 2042	
Good Sammy	140 Fitzgerald St, Northam	9622 3047	
Northam Furniture and Bedding	142-144 Fitzgerald St, Northam	9621 2255	

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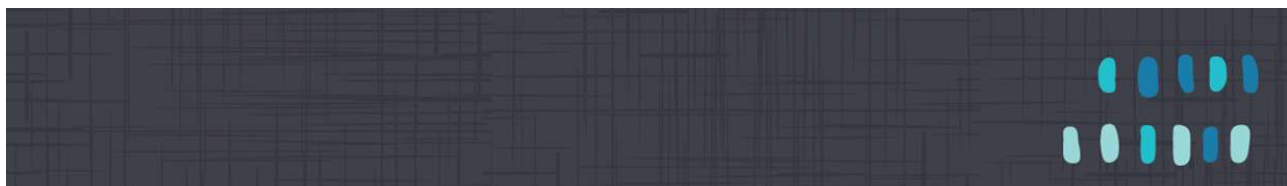
Northam Retravision	67 Fitzgerald St, Northam	9622 3066	
Rockmans	Shop 19, Northam Boulevard Shopping Centre, Fitzgerald St, Northam	9622 7086	
The Salvation Army Thrift Shop	3 Elizabeth Place, Northam	9622 1228	
Target	187 Fitzgerald St, Northam	9621 7200	
Wheat Belt Safety wear	84 Fitzgerald St, Northam	9621 1852	
SHIRE OF TOODYAY			
Toodyay Op Shop	120c Stirling Cres, Toodyay	9574 5928	
SHIRE OF YORK			
Norm Reynolds Retravision and York Cycles	113 Avon Tce, York	9641 1018	

HARDWARE STORES

Beverley		
Avon Trading	103 Vincent St, Beverley	(08) 9646 1006 Peter Jenkins
Beverley Farm Services	57 Forrest St, Beverley	(08) 9646 1420 0429 461 420
Cunderdin		
Makit Hardware – Cunderdin	69/73 Main Streetm Cunderdin	(09) 9635 1304
Dowerin		
JK Williams & Co - Mitre 10	6 Stewart St, Dowerin	(08) 9631 1105
Goomalling		
Ash Fashions	9 Railway Tce, Goomalling	(08) 9629 1926
Quairading		
Quairading Agri Services		(08) 9645 1329
Farmarama		(08) 96450612
Northam		
Northam Feed & Hire *Has small petrol 8KVa generator available	43 Old York Rd, Northam	(08) 9622 3637
Northam Home Hardware	136 Fitzgerald St, Northam	(08) 9622 5087
Northam Furniture and Bedding	142-144 Fitzgerald St, Northam	(08) 9621 2255
Northam Retravision	67 Fitzgerald St, Northam	(08) 9622 3066
Northam Betta Electrical	211 Fitzgerald St, Northam	(08) 9622 1229
Wundowie Produce and Hardware	50 Baronia Ave, Wundowie Peter Broad broadie@wundowiehardware.net.au	(08) 9573 6967 0419 802 047
Toodyay		
Makit Hardware	119 Stirling Tce, Toodyay	(08) 9574 2970
Home Hardware	126 Stirling Terrace	(08) 9574 2232
Wundowie		



Wundowie IGA Express	46/48 Baronia Ave, Wundowie. Des and Lisa Biglin	(08) 9573 6229 AH Lisa 0407 440 573 Des 0417 933 097
York		
Norm Reynolds Retravisoin and York Cycles	113 Avon Tce, York	(08) 9641 1018
York Mitre 10	50 Avon Tce, York	(08) 9641 0100



Appendix 9 – Personal Support Services

Communities will coordinate and provide personal support services, and where necessary, will work with other specialist agencies to ensure affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption. These include specialised counselling and psychological services and other appropriate services.

Personal Support Services can include practical assistance, emotional support, information, referral to other services, advocacy, advice, counselling and psychological services.

Information and advisory services may include other relief measures not necessarily provided by Communities, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.

A list of relevant agencies and services is included below.

Advocacy and Counselling Services

Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
DC Psychology Services	Contact DC Emergency Services Unit	On Call Phone	0418 943 835
Service Centre Manager Corrin Chard	9621 9000 cscm.northam.w@humanservices.gov.au	0421 506 247	
North Metropolitan Alcohol & Drug Team			
Silver Chain Nursing Association		1300 650 803	
Rural Link	Dept of Health Statewide Services	1800 552 002 1800 720 101 – TTY	
School Psychologists Dept of Education	Wheatbelt Regional Education Office – PO Box 394 Northam 6401	9622 0200	
Wheatbelt Mental Health Service	Dept of Health	9621 0999	

Telephone Help Services

Beyondblue Support Service	24 hour telephone service Chat online (3pm - 12am) - https://www.youthbeyondblue.com	1300 22 4636
HealthDirect		1800 022 222
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline - https://www.lifeline.org.au/get-help/online-services/crisis-chat	13 11 14
Rural Link Dept of Health Statewide Services	Availability 4.30pm – 8:30am Monday to Friday and 24 hours Saturday, Sunday and public holidays. During business hours connected to local community mental health clinic	1800 552 002 1800 720 101 - TTY
Samaritans Crisis Line Anonymous Crisis Support	24 hour telephone service	135 247
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved	1300 659 467



	Online chat and video counselling – https://www.suicidecallbackservice.org.au/need-to-talk/	
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YouthCARE – Chaplains

Lance	Matthew	Area Chaplain	Matthew.Lance@youthcare.org.au	0428 802 258
Bradbury	Emma	Northam	emmab@youthcare.org.au	Wooroloo PS
Diver	Michelle	Cunderdin	michelled@youthcare.org.au	0429 482 948
Footer	Chris	Northam	christopherf2@youthcare.org.au	Beverley DHS
Hagboom	Shirley	Dowerin	shirleyh@youthcare.org.au	Dowerin
Lance	Matt	Northam	matthewl@youthcare.org.au	Cunderdin
Manning	Catherine	Northam	catherinem@youthcare.org.au	Goomalling PS
McGhee	Doug	Bindoon	dougmg@youthcare.org.au	Toodyay DHS Bindoon PS
O'Sullivan	Sheryl	Northam	sherylo@youthcare.org.au	West Northam PS

Chaplains – Toodyay Anglican

Bourne	Peter		peter.bourne@westnet.com.au	(08) 9574 2203 0421 704 429
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Chaplains – Anglican

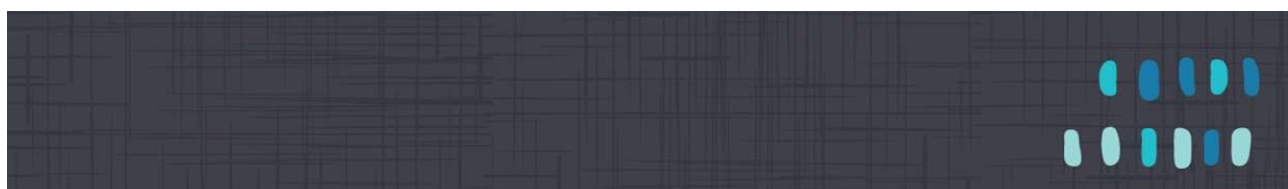
Jeff	Sturman		jandasturman@westnet.com.au	(08) 9574 2507
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MEDICAL TREATMENT

HealthDirect		1800 022 222
Poisons Information Centre	24hr advice on all exposures to poisons, medicines, plants, bites/stings	13 1126
Royal Flying Doctor Service (RFDS)	Medical Emergency Calls (24 hours) Satellite phone calls Admin	1800 625 800 9417 6389 9417 6300
St John Ambulance	Emergency Calls Refer page 21/22 for Community Paramedic contacts	000
Wheatbelt GP Network	25 Holtfreter Ave, (PO Box 781) Northam WA	9621 4400

Hospitals, General Practice and Nursing Posts

Name	Address	Contact Details
Beverley		
Beverley District Hospital	Sewell St, Beverley	(08) 9646 3200



Beverley Medical Practice	106 Forrest St, Beverley	(08) 9646 1241
The Vines Medical Practice	Vincent St, Beverley	(08) 9646 1125
Cunderdin		
Cunderdin District Health Centre	Lundy St, Cunderdin	(08) 9635 2222
Cunderdin Medical Practice	Lundy St, Cunderdin	(08) 96351352
Dowerin		
Dowerin	No Medical Services Available - Nearest Goomalling or Wyalkatchem	
Goomalling		
Goomalling District Hospital	Forrest St, Goomalling	(08) 9629 0100
Goomalling Medical Surgery	13 High St, Goomalling	(08) 9629 1166
Northam		
Northam Regional Hospital	50 Robinson Rd, Northam	(08) 9690 1300 Mgr Health Services Jennifer Lee 0407 631 373
Grey St Surgery, Northam	16 Grey St, Northam	(08) 9622 1599
Northam Family Practice	33 Wellington St, Northam	(08) 9621 1757
Wheatbelt Health Network, Northam	25 Holtfreter Ave, Northam	(08) 9621 4444
Quairading		
Quairading Hospital	Harris St, Quairading	(08) 9645 2222
Quairading Medical Practice	19 Harris St, Quairading	(08) 9645 1210
Toodyay		
Toodyay Dental Clinic	94 Stirling Tce, Toodyay	(08) 9574 2333
Wheatbelt General Practice, Toodyay	81 Stirling Tce, Toodyay	(08) 9574 2300
Silver Chain – Wheatbelt Community Manager	Toodyay Amy Flaherty	1300 650 803 0475 826 587
York		
York Hospital and Health Services	Trews Rd, York	(08) 9641 0200
York General Practice	6 Howick St, York	(08) 9641 0000

Chemists/Pharmacists – Check availability of Wheel chairs include below

Name	Address	Contact Details
Beverley		
Beverley Pharmacy	112 Vincent, Beverley	(08) 9646 1134
Cunderdin		
Cunderdin Pharmacy	59a Main St, Cunderdin	(08) 9635 1497
Goomalling		
Goomalling Pharmacy	37 Railway Tce, Goomalling	(08) 9629 1542
Northam		
Stewarts Pharmacy	124 Fitzgerald St, Northam	(08) 9622 1644
Northam Pharmacy	Shop 17 Northam Blvd., Northam	(08) 9622 1521



Wheatbelt Health Centre Pharmacy Northam	5/25 Holtfreter Ave, Northam	(08) 9622 7905
Quairading		
Pharmacy and Gift Shop	31 Heal St, Quairading No Wheelchairs available	(08) 9645 1061
Toodyay		
Toodyay Pharmacy	110 Stirling Tce, Toodyay	(08) 574 2393
York		
York Pharmacy	105 Avon Tce, York	(08) 9641 1044

Medical Supplies and Equipment including Wheelchairs

Cunderdin District Health Centre	Lundy St, Cunderdin	(08) 9635 2222

Child Care Services

Toodyay Day Care Centre		P: 9574 2922
Fun 2 B Kids	Beverley Marika De Beer	
Sparrow Early Learning	8 Duke St, Northam	9622 5167
Three Little Monkeys Family Day Care	Tracey Hunter	P: 9574 5642 M: 0418 102 429
Little Ducklings Family Day Care	Casandra Duckworth	P: 9574 2850 M: 0400 514 981
Little Bumble Bees Family Day Care		P: 9572 9914 M: 0447 710 493
York Child Care Centre	195 Avon Tce, York	08 9641 1898

Community Resource Centres

Beverley CRC 132 Vincent St, Beverley 9646 1600	Cunderdin CRC 57 Main St, Cunderdin 9635 1784
Dowerin CRC 13 Stewart St, Dowerin 9631 1662	Goomalling CRC 110 Barrack St, Merredin 9041 1041
Quairading CRC 1 Parker St, Quairading 9645 0096	Toodyay CRC 111 Stirling Tce, Toodyay 9574 5357
York CRC 89 Avon Tce, York 9047 2150	

Residential Care Facilities

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Shire Of Northam			
Juniper - Killara	2 Burgoyne St, Northam	9622 3466	Tony.cater@juniper.org .au
Juniper – The Residency	47 -57 Burgoyne St, Northam	1300 313 000	
Juniper - Bethavon	107 Duke St, Northam	1300 313 000	
Shire Of			
Shire Of York			
Baptistcare – Balladong Gardens	20 Redmile Rd, York	1300 660 640	

Translation, Interpretive and Hearing (AUSLAN) Services

<p>Translating and Interpreting Service (TIS National) 24/7 Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information. Costs are a guide only as they may change –</p> <ul style="list-style-type: none"> • Immediate phone interpreting including ATIS phone interpreting: 131 450 - 15mins @ \$34.22 - 4.1.18 • Pre booked Service – 1300 655 081 - 30mins @ \$82.89 – 4.1.18 <p>Text Emergency Calls TTY – Dial 106</p>
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Taxi Services – HMAs/Controlling Agency are responsible for transporting evacuees to and from Welfare Centres

Shire Of Northam			
Avon Valley Taxis	Jennapullin RD, Northam	(08) 9622 2963	Avon Valley & Northam
Avon-a-ride	Fitzgerald St E, Northam	0412 850 643 avonaride@gmail.com	
Avon Valley Transfers	49 Boondine Rd, Clackline	0488 440 700	
Shire Of York			
Avon Minibus Hire ??	4 Maxwell St, York	0428 184 303	York

Appendix 10 – Key Contact Lists

Organisation	Name	Work contact	After hours contact
Department of Communities - Northam	Local Welfare Coordinator	6277 4141	Department of Communities after hours emergency contact 0418 943 835
District Director	Julie Mckenzie	6277 4141	
District Emergency Services Officer	Jo Spadaccini	0429102614	
Aboriginal Practice Leader	Julie Burgoyne Kurt Garlett	6277 4141 ?	
Communities Emergency Services Unit	Natalia Gemmell	0417 104 770	
	Emergency Services	0418 943 835	



Communities ES On Call Phone – all hours	Crisis Care	9223 1111	1800 199 008
Department of Communities	Media Relations/Corporate Communications	0418 918 299	0418 918 299
Steve Worner Manager			
Local Government/s	Refer Appendix 3		
Local Police Force	Refer Appendix 3	Emergency Calls 000 / 112 / 106	
DFES	Refer Appendix 3	Emergency Calls 000 / 112 / 106	

Lifelines

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
Life threatening emergency	Emergencies 000 / 112 / 106
Emergency WA website for emergency warnings	https://www.emergency.wa.gov.au/
Bureau of Meteorology website	http://www.bom.gov.au/index.php
WA Tropical Cyclone Information	1300 659 210
WA Land Weather and Flood Warnings	1300 659 213
WA Coastal Marine Warnings	1300 659 223
Australian Tsunami Threat Information (1300 TSUNAMI)	1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 www.mainroads.wa.gov.au
Alinta Gas	13 13 58
ATCO Gas Australia	Faults (public no) – 13 13 52 Head Office 6163 5000
National Broadband Network (NBN)	https://www.nbnco.com.au/ https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html
DBP Dampier Bunbury Pipeline	Faults – 1800 019 919 Head Office – 942 3800
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Optus	131 344
Public Transport Authority	Emergency (public no) – 9220 9999 Head Office – 136 213
SES – Public assistance Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	132 500
Telstra	Faults – 13 20 00 Head Office – 13 22 03
Water Corporation Inter-agency Emergency Management Coordinator – Alf Fordham - 9420 3964 / 0472 869 491 Alf.Fordham@watercorporation.com.au 629 Newcastle St, LEEDERVILLE WA 6007 PO Box 100, LEEDERVILLE WA 6902 Out of hours operational issues - 1300 483 514 OC_Statewide_OPS_Mgr@watercorporation.com.au Assist with water, waste water infrastructure, Water Corp assets, access to key personnel, support for ISG, OASG and IMT, info during operational situations	Public assistance – General – 9420 2420 Faults (public no) -13 13 75 if urgent Translation and Interpreter Service - <ul style="list-style-type: none"> • 13 13 85 - account enquiries • 13 13 75 - faults, emergencies and security • 13 13 95 - building services Hearing or speech impaired – 13 36 77



Appendix 11 – Sanitary, Waste Disposal, Hire Services:

Name	Type of Supplies	Contact Details	After Hours Contact
Local Government	Waste disposal, sanitary and disposal management		
Water Corp	Refer table above		
Coates Hire	Hire portable toilets, ablution blocks, generators	13 15 52	
Sita-Medi Collect	All clinical waste, Perth	9356 5737	
SUEZ medical and clinical waste specialist division – Perth	1-7 Felspar Street, Welshpool	13 13 35	

CLEANING SERVICES

Name	Contact Details	After Hours Contact

Appendix 12 – Security Companies:

If security assistance is needed at a welfare centre and the WA Police Force were not available a security company/guard and patrol services could be contacted.

Name	Address	Contact Details Day & After Hours
Northam		
Toodyay		

Appendix 13 – Activation Kits:

Northam Communities Office	
Meeting Room in caged area. Keys in tracker.	
7 Tubs:	
Tub 1	Admin and paperwork
Tub 2	Admin and paperwork
Tub 3	Personal requisites – Small first aid kit, kitchen supplies, toiletries
Tub 4	Personal requisites – Bathroom, soap, towels, toothpaste
Tub 5	Personal requisites – Toiletries, power boards
Tub 6	Baby items
Tub 7	Cords, chargers and radios
No bedding at this stage.	
Additional Items	Bull Horn
	Drink Dispenser
	Urn
	Vests
	Laptop Bag
	Red Cross Tub
	Green Metal Evacuation Centre Sign
	Catering Utensils Box
Trolley	



	Bollards and Stands
	PPE Boxes
Full list available on SharePoint http://dcpworkspace.ad.dcd.wa.gov.au/Workspaces/cbs/esu/Lists/Kit%20and%20trailer%20location/AllItems.aspx	

Appendix 14 – Distribution List:

This plan has been distributed electronically to:

Department of Communities

- Northam Office Team Leader
- Northam Office Evacuation Kit
- Emergency Services SharePoint site
- *Jo Spadaccini* District Emergency Services Officer plus a hard copy stored in DESO vehicle

Local Emergency Management Committee

- Local Government/s (as listed on the front cover) Local Emergency Management Committee (Edited version for any copies the public have access to – Appendices not included as contain personal names and phone numbers. This is for people’s confidentiality and particularly Department of Communities staff)

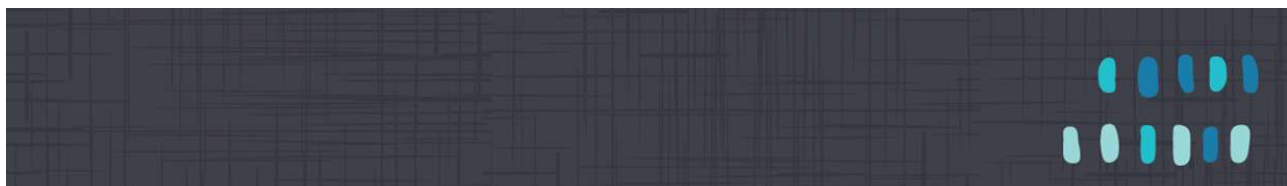
Appendix 15 – Welfare Centre Safety Inspection

Facility Name & Address

Name:		Address:	
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In the event that this facility is required for use as welfare centre, this checklist (often completed in conjunction with the facility condition report) must be completed jointly between Department of Communities (DC or Communities) and the facility site representative directly prior to Communities taking control of the facility and again prior to handing the facility back. Identified hazards should be reported, removed/barricaded or handled/resolved as soon as possible.

Areas to check at a minimum	
<p>1. Facility access</p> <ul style="list-style-type: none"> • How many entrances/exits to the centre are there? • Are any entrances/exits a hazard for children/people with special needs? • Do any entrances/exits need to be blocked off or better sign posted? Are any of them fire exits? • Is the car park able to be accessed? Is suitable access for people with disabilities available e.g. ramps/rails etc. • Stage/side halls – are these safe for children? 	<input type="checkbox"/>
<p>2. Slips, trips and fall from height hazards</p> <ul style="list-style-type: none"> • Floors, stairs and ramps - are these free from obstructions that may cause a person to trip or fall – do any need to be barricaded? • Drains, plumbing and wet areas – are these leaking causing a slip hazard – check under sinks, dishwasher. • Are floor surfaces free from uneven surfaces/potholes/other hazards? • Are stair/steps barricaded from children? • Are heavy/frequently used items stored away from top shelves and/or steps/safety ladders available if needing to reach heights (to be secured away at all other times)? 	<input type="checkbox"/>
<p>3. Drowning hazards - Is there a drowning hazard e.g. swimming pool/spa etc? If so have these been barricaded?</p>	<input type="checkbox"/>
<p>4. Electrical hazards</p> <ul style="list-style-type: none"> • Is the switchboard free of any obstructions and switchboard components are clearly marked? 	<input type="checkbox"/>



<ul style="list-style-type: none">• Are plugs, sockets, extension leads, power boards and/or electrical installations in good condition and protected (e.g. covered from damage and not overloaded)?• Are flexible cords and extension cords being used in a safe manner (e.g. not lying across walkways and no use of multiple extension cords)• Heaters – are these a hazard that needs to be barricaded?• Kitchen – is this barricaded from children?• Urns/Kettles – have these been barricaded from children?• Other electrical equipment / hazards?	
5. Hazardous substances <ul style="list-style-type: none">• Are all potentially dangerous hazardous substances e.g. and chemicals including cleaning products etc locked away?	<input type="checkbox"/>
6. Other <ul style="list-style-type: none">• Please include an outline of other areas checked for hazards/risks.	<input type="checkbox"/>

Please include details of all identified hazards / risks on the following page.



Identified hazard / risk	Resolved/ Barricaded?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Yes <input type="checkbox"/> No <input type="checkbox"/>

** Please use a separate sheet if more hazards are required to be reported.

Safety Inspection completed by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



**Appendix 16 – Welfare Centre Condition Report
Facility Name & Address**

Name:		Address:	
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In the event that this facility is required for use as welfare centre, this report (often in conjunction with the facility safety inspection) must be completed jointly between Department of Communities (DC or Communities) and the facility site representative directly prior to Communities taking control of the facility and again prior to handing the facility back.

Identified damage or excessive wear and tear to the facility or equipment must be recorded. It is highly recommended that photos and/or video of the full facility (or at a minimum the parts of the facility that may be used) are taken so that the facility condition is accurately recorded. Photos/video often assists in confirming at a later date existing facility/equipment damage (that may have been missed in a visual inspection).

Identified damage or wear and tear	Photo/video taken?	Safety Issue?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

** Please use a separate sheet if more damage / wear and tear is required to be reported.

Condition report completed by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE	
	Local Government			
	Department of Communities			



Appendix 17 – Welfare Centre Handover Report

Facility Name & Address

Report Date/Time: _____

Name:		Address:	
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Facility Coordinators

Local Government Welfare Coordinator:	
DC Local Welfare Coordinator:	

Facility Handover Info

In the event that this facility is required for use as welfare centre, this handover / hand back report seeks to collate information useful to the party taking over/back 'control' of the facility. It should be completed jointly between Department of Communities and the facility site representative (or for local emergencies the Local Government representative). The information provided streamlines the process of handing over management of the centre, particularly in regards to knowing the current issues, staffing, agencies and evacuees utilising the centre

Areas to consider as a minimum	
1. Has a Safety Inspection and Condition Report been completed? Are there any concerns	<input type="checkbox"/>
<hr/> <hr/> <hr/>	
2. How many Evacuees have been registered? Where are the Registration Forms? Have they been faxed?	<input type="checkbox"/>
<hr/> <hr/> <hr/>	
3. Has hospitality been provided? Have any Meals been organised for the Evacuees? Have any meals or food has already been served?	<input type="checkbox"/>
<hr/> <hr/> <hr/>	
4. Have you assigned any Liaison Officers to work in the centre? How Long? Have you arranged any rosters for on-going support?	<input type="checkbox"/>
<hr/> <hr/> <hr/>	



5.	Are other community members/groups going to be utilising the centre whilst it is open as a Welfare Evacuation Centre and will disturb its current purpose? Has the community been made aware of this centre being used as a Welfare Evacuation Centre? Have alternative plans been made for activities? <input type="checkbox"/>
<hr/> <hr/> <hr/>	
6.	Are there any other concerns or issues that have arisen since the opening of the centre or any that you foresee being an issue whilst the centre is open as a Welfare Evacuation Centre? <input type="checkbox"/>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
7.	Other Notes? <input type="checkbox"/>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

** Please use another Form to hand the Facility back from the Department of Communities to the Local Government

Handover report completed/acknowledged by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



Government of Western Australia
Department of Communities



District Emergency Services Officer – Wheatbelt Update: February 2023

In the event of an emergency please call the All Hazards - State On-Call Coordinator on 0418 943 853, this number is manned 24/7. emergencyservices@communities.wa.gov.au. (Not for public distribution) Meetings, exercise details or information request can be emailed to joanne.spadaccini@communities.wa.gov.au

Name Change

Our Directorate has been changed from the Emergency Services Unit to Emergency Relief and Support. Our responsibilities and contact details remain the same.

Changes to LG and community contacts in the Local Emergency Welfare Plan

A copy of your relevant district LEWP was sent out over the past few months requesting that you verify the LGA's contact details, the details of your evacuation centres and any other contact information in the shire. Any changes received have been amended in the current Local Emergency Welfare Plan which can be tabled at the next meeting.

On going, if there are any changes to the contact numbers or details from those listed on the LEWP, could you please advise any changes to joanne.spadaccini@communities.wa.gov.au

LG Activation Tubs

Communities will be following up with each LG, to ensure everyone has their activation / good to go tubs ready in the event of an activation as confirming numbers of current LG staff who have completed Evacuation Centre training.

Training

Please advise if you would like training conducted for local government staff, this can be an introduction to opening an evacuation centre, to cover the first couple of hours as Communities staff are on route. Happy to work with Shires to ensure little impacts to normal operations. Please e-mail joanne.spadaccini@communities.wa.gov.au to request training. Happy to discuss at any time.

Emergency Relief and Support – All Hazards Update

- **Kimberley Floods** - The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley floods. As of 1 February 2023:
 - Communities is operating three Flood Help Centres (Broome, Fitzroy Crossing and Derby).
 - 136 people are in Communities' supported emergency accommodation in Broome and Derby.
 - Since opening the Disaster Relief Hotline on the 11 January 2023 until COB 1 February 2023, Communities has responded to a total of 773 calls.
 - 189 people have been repatriated.
 - 288 people have been assisted to relocate to alternative safe locations.
 - 750 properties spanning 17 remote communities and the Fitzroy Crossing town have had electrical safety assessments completed (or currently underway).
 - Communities is providing rent relief to public housing tenants in Fitzroy Crossing and tenants in impacted remote Aboriginal communities following the floods.
 - Communities is planning medium to long term accommodation options for people whose homes are uninhabitable due to the floods.
- **Bushfires** – At the same time Communities have responded to a number of bushfires requiring Evacuation Centres including:
 - Cervantes (Nambung)
 - Armadale
 - Henderson
 - Albany – Bakers Junction

- Thomson Brook
- Donnybrook Complex
- Donnybrook (Glenn Mervyn)
- Toodyay

- **Strategic Opportunities**
 - Medium to Long term Accommodation – The SEMC has asked Communities to lead a cross-agency working group to prepare an issues paper about Government responsibilities for medium and long-term accommodation following an emergency.
 - State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) – Communities has reviewed the State Support Plan and the State Emergency Management Committee Policy Branch has released it for consultation:
<https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/>
 - Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services
 - Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
 - People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies

 - Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.

If you would like any further information, please call my mobile 0429 102 614 or email joanne.spadaccini@communities.wa.gov.au.

Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit

From: SEMC Policy and Legislation **Sent:** Wednesday, 25 January 2023 13:40 PM
To: SEMC Policy and Legislation
Subject: CONSULTATION REQUEST - Local Emergency Management Committee Handbook

Dear Emergency Management colleagues,

The Department of Fire and Emergency Management (DFES) State Emergency Management (EM) Policy branch is conducting this consultation regarding a new resource to assist local government and Local Emergency Management Committee's (LEMCs) to meet their legislative requirements under the *Emergency Management Act 2005 (EM Act)*.

The LEMC Handbook has been developed by the DFES District Emergency Management Advisors to assist the LEMC members, to work towards a standardised approach to the administration and operation of LEMC's across Western Australia (WA). The handbook supports the State EM Procedure section 3.7.

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback. We also ask that you forward this email and consultation request to members of your Subcommittees, Reference Groups, DEMC, LEMC, or your agency's stakeholders.

Note: This consultation request has been sent to Executive Officers of SEMC Subcommittees/Reference Groups, District Emergency Management Advisors, and nominated contacts for agencies with emergency management roles and responsibilities.

Consultation Information

Local Emergency Management Committee Handbook

The DFES State EM Policy Branch is conducting consultation via Social Pinpoint.

On the State Emergency Management Policy Branch [Consultation Homepage](#) you can view all current consultations, including the draft Local Emergency Management Committee Handbook.

<https://dfes.mysocialpinpoint.com.au/localemergencymanagementcommitteehandbook>

On this page you will be able to:

- View information about the consultation process
- Download and view the draft LEMC Handbook
- Submit your feedback

Please submit your feedback by COB Tuesday 18 April 2023.

As we continue to trial Social Pinpoint, we would also appreciate your feedback on this platform. You can share your thoughts and experiences in the 'Feedback on the use of Social Pinpoint' at the bottom of the page.

If you experience any difficulties with accessing Social Pinpoint or have any other questions, please contact us on SEMC.policylegislation@dfes.wa.gov.au.

Thank you for your assistance.

State Emergency Management Policy Branch
Department of Fire & Emergency Services | 20 Stockton Bend, Cockburn Central WA 6164
E SEMC.PolicyLegislation@dfes.wa.gov.au



FOR A SAFER STATE

Local Government
Logo

Local Emergency Management Committee AGENDA

Date
Location
Time
Videoconference link:

- 39. Functions of local emergency management committees**
- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
 - (b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and
 - (c) to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.

1. Opening and Welcome

"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today."

2. Attendance and Apologies

3. Disclosure of Interests

Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible raised with the chairperson prior to the meeting to determine the appropriate way to manage the conflict.

4. Guest Presentations

- 4.1. Presentation 1
- 4.2. Presentation 2

5. Confirmation of the minutes of the XXXXX LEMC meeting held on xxxx

Moved _____
Seconded _____

6. Review of Action list and business arising

Item	Owner	Status

Local Government
Logo

7. Correspondence

- 6.1 Correspondence In
- 6.2 Correspondence Out
- 6.3 Information tabled.

5. Review of LEMC membership and contact list updates

6. Local Emergency Management (standing items)

- 6.1 Post Incident Reports – discussion and note any outcomes to be actioned.
- 6.2 Post Exercise Reports – discussion and note any outcomes to be actioned.
- 6.3 Exercise – discuss objectives, scenario and dates.
- 6.4 Review Local Emergency Management Arrangements – updates as required.
- 6.5 Risk management update – monitor and review, emerging risks, mitigation.
- 6.6 Review LEMC business plan – monitor progress
- 6.7 Review funding opportunities

7. Agenda Items

- 7.1. Item one
- 7.2. Item two

8. Agency/Member Reports

Members to consider:

- *Capability and limitations for the coming season (resources/staffing)*
- *Any known emerging risks*
- *Any scheduled exercises*
- *Outcomes or lessons learnt from any incidents or exercises.*

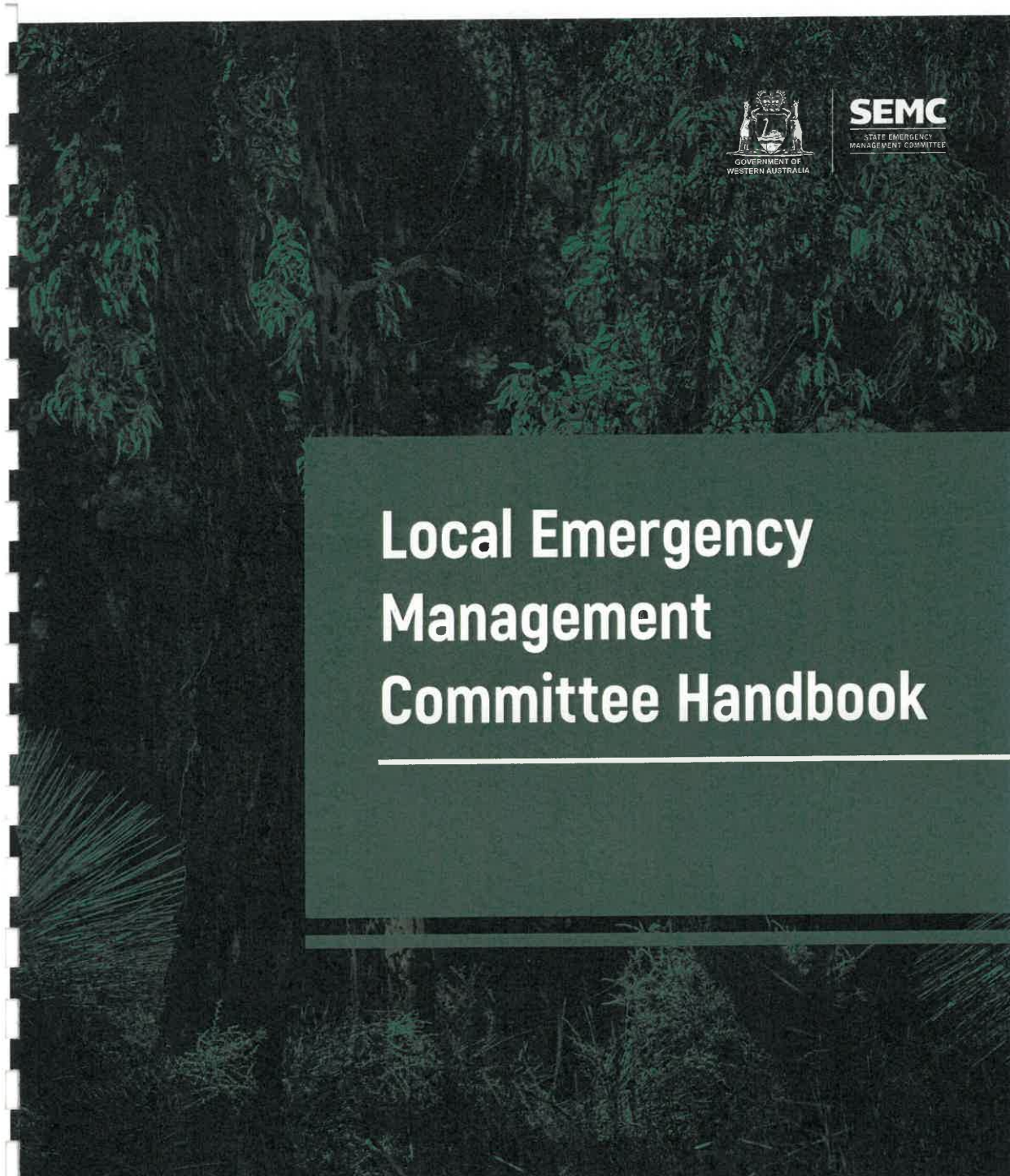
9. General Business

10. Next Meeting

LEMC calendar

Date	Activity	Venue	Comment

11. Meeting Closure



RESPONSIBLE AGENCY

District Emergency Management
Advisors

APPROVED BY

State Emergency
Management Committee

RESOLUTION NUMBER

VERSION NUMBER

XX/XXXX **DATE OF APPROVAL** DD MMM YYYY

X.XX **DATE OF EFFECT** DD MMM YYYY

REVIEW DATE MMM YYYY

Once printed, this is an uncontrolled version of the document. The current version is available on the State Emergency Management Committee website: www.wa.gov.au

Contact Details

To provide comment on this Handbook, contact:
semc.policylegislation@dfes.wa.gov.au

Amendments Table

Date	Details	Amended by
XXXX	Initial Issue of the Handbook	District Emergency Management Advisors

The SEMC acknowledges the Aboriginal peoples throughout the state of Western Australia as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and present.

This document was designed to be viewed electronically and aims to meet the West Australian Government's accessibility and inclusivity standard, including meeting the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.1 (WCAG 2.1) at level AA. If anything in this document is inaccessible to you, or you are experiencing problems accessing content for any reason, please contact the State Emergency Management Committee Business Unit at semc.policylegislation@dfes.wa.gov.au.

All of the State emergency management legislation and documents can be accessed via the [State Emergency Management Framework page](#) of the State Emergency Management Committee website: www.wa.gov.au.

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Part One:

Introduction

Our Aim – A prepared, and resilient Community.

1.1 Foreword

Western Australia's (WA) emergency management arrangements bring together the government organisations, non-government organisations (NGOs), volunteer agencies, businesses, and communities to deliver coordinated emergency management across all hazards. WA emergency management arrangements have a tiered approach based on three distinct levels, at the state, district, and local level. This Handbook is designed to assist emergency management stakeholders at the local level.

The Local Emergency Management Committee (LEMC) plays a vital role making our communities more disaster resilient through comprehensive emergency management planning and practices. The role of Executive Officer is pivotal in ensuring the committee's effectiveness and provides a key link between the local community, Council, State Government, and the WA emergency management arrangements.

This document provides local governments with a summary of the actions and best practice principles as required under section 38 of the *Emergency Management Act 2005 (EM Act)*, State Emergency Management Policy procedures and guidelines.

1.2 Scope of the Handbook

The purpose of this handbook is to provide a resource to assist local government and LEMCs to meet their legislative requirements.

This handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and LEMC administration best practice advice. It has principally been developed for the LEMC Executive Officer with a standardized approach to the administration of LEMCs across WA. This handbook recognises that:

- local governments have legislated and non-legislated roles and functions within their community, both related and unrelated to emergency management (EM)
- a range of agencies and organisations are members of the LEMCs, and it is the partnership arrangements that support and develop community resilience
- the activities of the LEMC are important to develop community resilience.

1.3 Interpretation of Statements in this Document

The interpretation of role and responsibility statements in this document are in line with State EM Policy section 1.1.1 and have the following meanings:

Statements containing the words or terms, "**must**", "**directs**", "**is directed to**" and "**are/is responsible for**" are directions by the SEMC to be undertaken by the nominated public authority/authorities. Any directional statement used within this document is previously assigned within the EM Act, *Emergency Management Regulations 2006*, State Emergency Management Policy, State emergency management plans and State Emergency Management Procedures.

Statements containing the word "**may**" are directions by the SEMC to be undertaken by the nominated public authority/authorities after taking into account the circumstances.

Statements containing the word "**should**" are recommendations by the SEMC to be undertaken by the public authority as best practice.



Part Two:

Local Emergency Management Committee

A functional and proactive LEMC provides a community focused coordinated approach that builds capabilities to enable communities to prepare, respond and recover from emergencies more effectively.

2.1 Authority

In accordance with the EM Act (section 38(1)) local governments are required to establish a LEMC for their district.

Under State Emergency Management (EM) Preparedness Procedure 3.7, each local government is required to establish, administer, and maintain a LEMC. In order to meet this requirement, a local government may:

- have a single committee (covers that entire Local Government's district)
- have more than one committee (covers different areas within the local government district with different EM needs)¹
- combine with other local governments and establish a LEMC for their district. (May cover two or more local government districts with similar EM needs).

2.2 Function

The LEMCs core function is to advise and assist local government in the development, review and testing of the Local Emergency Management Arrangements (LEMA). LEMA set out the local government's policies, strategies, and priorities for emergency management.

Section 39 of the EM Act outlines the functions of a LEMC in relation to the district or area for which it is established to:

- advise and assist local government in ensuring LEMA are established for its district
- liaise with public authorities and others in the development, review, and testing (through exercise or activation) of LEMA.

In accordance with State EM Policy, LEMCs must also:

- prepare and submit an annual report on its activities undertaken during the financial year to the District Emergency Management Committee (DEMC) for the district
- liaise with local government(s) within the LEMC in relation to exercising
- assist local governments, Hazard Management Agencies (HMA)s and relevant emergency management agencies to identify and document in the LEMA, evacuation centres appropriate for the hazards as having high risk to the area
- ensure LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by emergency management agencies or not where there are no facilities.

In accordance with State EM Procedure, LEMCs are also responsible for:

- meeting regularly (should be quarterly or more frequently if required)
- updating contacts (at least quarterly)
- updating resources
- reviewing membership, subcommittees and working groups

Notes

¹ If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions [section 38(2)] EM Act.

- reviewing the status of the LEMA.
- advising of activations or incidents.
- reviewing post-incident or post-exercise reports.
- considering funding opportunities to enhance EM in the district.
- considering training opportunities to enhance EM in the district.
- undertaking emergency risk management processes.
- providing all LEMC documents (including minutes and exercise reports) to the DEMC Executive Officer.

2.3 Purpose

The LEMC plays a vital role in helping our communities be more resilient through comprehensive emergency management planning and practices. This can be achieved by:

- improving levels of awareness in the community of the risks and possible impacts that might be faced
- working with the local government to ensure the LEMA are prepared to a high standard. This includes ensuring strategies and plans encompass all stages of emergency management, before, during and after an emergency event
- working together during preparedness to provide a coordinated, interagency approach that enables understanding of organisation's capabilities, limitations, and processes.

2.4 LEMC Membership

LEMC membership is intended to reflect the local government district it represents, considering identified risks and emergencies likely to occur within the district, the likely impact to community across the built and natural environment, demographics, economics, and key social considerations.

LEMC membership may alter from one district to another. However, the following, along with State EM Preparedness Procedure 3.74, provides guidance on suitable LEMC composition.

It is recommended that all members nominate a proxy to assist with meeting the minimum numbers required for a quorum. Having a nominated proxy also assists by distributing EM awareness to a wider audience within the respective organisation. Proxy members represent their organisation in the same way as the member and have full voting rights.

Position	
Chair	Should be an elected member of Local Government Council. While this is recommended, the Chair could also be another local government member such as Chief Executive Officer or a senior staff member.
Deputy Chair	Should be the Local Emergency Coordinator.
Executive Officer	Should be an officer of the relevant local government or another person identified by the Chair.
Local Recovery Coordinator	Person nominated as the Local Recovery Coordinator in the Local Recovery Plan.
Local Emergency Coordinator	If not the Deputy Chair.

Position	
Administration support officer	May be appointed to support the Executive Officer.
District Emergency Management Advisors	Provide support to the LEMC.
Local government officers	Consideration should be given to appointing local government officers engaged in key roles and functions affecting EM (e.g., community services, engineering)
Representatives from emergency management agencies.	<p>Membership should be reflective of the community it represents and should include representatives from EM Agencies in the local government district, essential service providers, industry, and business representatives as well as community representation.</p> <p>Examples of external members such as those from Hazard Management Agencies, combat agencies, support organisations and emergency support services which may include:</p> <ul style="list-style-type: none"> • WA Police Force • Department of Fire and Emergency Services • St John Ambulance • Department of Health • Department of Education • Department of Communities • Department of Biodiversity, Conservation and Attraction • Department of Primary Industry and Regional Development • Department of Transport • Arc Infrastructure Pty Ltd • Energy Policy WA • Australian Defence Force • Welfare/social service groups/non-government organisations • Industry and business representation • Community groups and/or community champions • Telecommunications, water, power, gas, transport providers
Community members	<p>Representatives of local Aboriginal community organisations should be included (where possible) to provide advice and guidance to the LEMC.</p> <p>Consideration should also be given to representatives who can advise on the interests of sectors of the community with particular needs (eg Culturally and Linguistically Diverse (CaLD) members, aged care, mental health, homeless people and youth).</p>

2.5 Roles and Responsibilities

LEMC members may be required to undertake key LEMC positions. The following sections (2.5.1 to 2.5.8) outline the EM roles and responsibilities.

2.5.1 LEMC Chair

The LEMC Chair provides leadership and support to the LEMC by:

- ensuring the appointment of an Executive Officer
- chairing the LEMC meetings and ensuring that the terms of reference and meeting procedures of the LEMC are adhered to
- ensuring that the local councils are kept fully informed of EM within the local government district and significant outcomes from LEMC meetings
- providing leadership in emergency management within the local government district.

2.5.2 LEMC Deputy Chair

The Local Emergency Coordinator (LEC) should be appointed as the Deputy Chair. Where there is more than one LEC, the role may be shared in discussion with the Chair. The Deputy Chair provide advice and support to the LEMC by:

- acting as Chair in the absence of the LEMC Chair
- providing assistance and advice as requested by the LEMC Chair
- chairing any subcommittees or working groups
- providing support and direction to the Executive Officer as required.

2.5.3 LEMC Executive Officer

The LEMC Executive Officer provides support to the LEMC by:

- coordinating the development and submission of committee documents in accordance with legislative and policy requirements including the:
 - Annual report
 - Annual Business Plan
 - LEMA, including maintaining the EM contacts register.
- ensuring the provision of professional and timely secretariat support including:
 - development and distribution of the meeting agenda, minutes and action lists
 - maintaining a register of correspondence
 - maintenance of the LEMC membership contact list.
- facilitating the provision of relevant EM advice to the Chair and committee as required
- participating as a member of sub committees and working groups as required
- facilitating two-way communication between the LEMC and Executive Officer of the relevant DEMC to undertake day-to-day EM business as required from both a local and district level.

2.0 | LOCAL EMERGENCY MANAGEMENT COMMITTEE

2.5.4 Local Emergency Coordinator

In addition to the role as Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) EM Act):

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

2.5.5 Local Recovery Coordinator

The Local Recovery Coordinator provides support to the LEMC by:

- ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA
- providing advice and general awareness of recovery
- advising the LEMC of Local Recovery Coordination Group (LRCG) activities, and subsequent evaluation if formed.

2.5.6 LEMC Administration Support Officer

The LEMC Administration Support Officer, where provided, will provide administrative support to the Chair, Deputy Chair and Executive Officer as required, to ensure the timely preparation of all documentation.

2.5.7 LEMC Members

LEMC members can provide support to the LEMC by:

- attending and actively participating in meetings
- advising the Executive Officer of non-attendance and arranging for a proxy
- contributing to the agenda and being familiar with all meeting papers prior to the meeting
- bringing copies of relevant documents
- reading and being familiar with the Terms of Reference
- representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation
- participating in EM activities.

2.5.8 District Emergency Management Advisors

District Emergency Management Advisors (DEMAs) are currently based in the metropolitan and regional areas. DEMAs support the work of the SEMC by providing services to the EM sector throughout WA.

DEMAs design and implement strategies that increase EM awareness, capacity building and skills development within key stakeholder groups. They provide an integrated, community centred approach to EM at the local and district level while ensuring that state-wide relationships, coordination, and priorities are developed. They also provide executive officer support to the DEMCs.

DEMAs promote the understanding of local and regional EM issues through their role as EM specialists. They are an important conduit between local government and other organisations involved in EM and assist in building local and regional networks.

The DEMA can provide support to the LEMC by:

- providing advice and interpretation of legislation, policy, plans, procedures, and guidelines
- providing support and advice on exercise management
- providing support and advice on risk management
- working with local government EM personnel to assist with the following:
 - development and maintenance of an effective LEMC
 - development and review of LEMA that is compliant, contemporary and useful for the local district
 - development of Local Recovery Plans that nominate the local recovery coordinator/s.
 - encourage local recovery coordinators and other staff likely to work in recovery to undertake recovery training
 - provision of presentations and informal EM training as required to local governments and LEMCs
 - using their multi agency networks to act as a conduit between organisations, and between local, district and state levels to encourage collaboration, before during and after emergency events.

In addition to the LEMC support above, during the response phase of an emergency, the DEMA can ensure that local government is represented at the Incident Support Group (ISG), and sometimes the Incident Management Team as appropriate.

During the recovery phase of an emergency, the DEMA can provide mentoring and advice to local government personnel, including local recovery coordinators and membership of the LRCG and any additional recovery committees, and sub committees.

2.6 LEMC Meetings

2.6.1 Meeting frequency

LEMCs should meet quarterly or more frequently as required. In WA, local governments vary widely, and the frequency of meetings should be reflective of their risk environment, demographics, resilience, and vulnerabilities. The suitability of your LEMC schedule, can be discussed with your DEMA.

With such a diverse group of organisations making up the membership it can be an advantage to set the meeting dates 12 months in advance to ensure members can schedule accordingly.

Give careful consideration to the time of your meetings. Contemporary EM is now considered part of core business, and your members will find it easier to attend if meetings are convened during normal work hours.

2.6.2 LEMC Terms of Reference

It is recommended that a Terms of Reference is established for each LEMC. Developing a Terms of Reference for each LEMC provides members with a common understanding of how the meetings will be administered.

A sample LEMC Terms of Reference template and the items that may be included is attached at **Appendix A**. An editable template is available to download on the SEMC website. The LEMC may wish to refine the Terms of Reference to suit their own needs.

2.0 | LOCAL EMERGENCY MANAGEMENT COMMITTEE

2.6.3 Meeting types

The following meeting types may be held:

- **Ordinary meeting** – as scheduled
- **Extraordinary Meeting** – to deal with a specific or urgent issue
- **Out of session** – unscheduled meetings that are held without a requirement for a physical presence. Out of session meetings are typically held for urgent items at the discretion of the LEMC Chair and Executive Officer (i.e., an endorsement by members of a proposal via email).
- **Working Groups or sub committees** – can be created to work on a specific task or project.

Meetings can include other more interactive EM activities such as workshops, exercises, or presentations. Consider inviting your neighbouring LEMCs or a wider audience to these activities to raise awareness of EM considerations and build cross border relationships.

All meetings can be held:

- face to face
- electronically (videoconferencing, teleconferencing ie Microsoft Teams, Zoom or similar) or
- a mix of face-to-face and tele/videoconferencing for those unable to attend in person.

2.6.4 Quorums

A quorum for the committee should be at least 50% of its voting membership. If a quorum is not met the Chair can:

- proceed with the meeting, however no resolutions can be endorsed. (These could however be endorsed later out of session via email or similar)
- progress all the agenda items out of session
- reschedule the meeting
- cancel the meeting if no urgent agenda items exist.

2.6.5 Meeting documents

A functional LEMC meeting is underpinned by efficient administration ensuring quality meeting documents that are distributed to members in a timely manner. It recommended that this is communicated in the Terms of Reference.

Meeting Agenda

Every LEMC meeting should include standing agenda items as described in State EM Preparedness Procedure 3.7. The quarterly meeting agenda may vary relative to the season, risk profile and any topical EM themes within the district. These are outlined in the table below.

Examples of LEMC meeting agenda templates are provided at **Appendix B** and these may be tailored to suit the needs of each LEMC.

Standing meeting items, as well as those that may be considered based on a seasonal basis are outlined in the table below.

	Items that should be provided (in accordance with State EM Procedure 3.7)	Additional items to assist with maintaining effective LEMC
Standing meeting items	<ul style="list-style-type: none"> Update contact details and maintain contact list. (LEMC members and emergency and other relevant services contacts) Update committee membership and resources Table Post Incident reports, season reviews - discuss/action outcomes Table Post exercise reports, discuss/action outcomes Emergency risk management/treatment strategies progress 	<ul style="list-style-type: none"> Table correspondence. Review action list Review business plan strategies and record progress Plan and schedule exercises
Items for consideration relative to the season, risk provide etc	<ul style="list-style-type: none"> Discuss funding opportunities and if these can be used to treat limitations or gaps identified Request member input to consider any emerging risks or issues to be shared with the committee Examine sections in the LEMA and update accordingly 	<ul style="list-style-type: none"> Any topical EM relevant information/presentations Review of capability areas that need improvement for discussion and/or work-shopping Discuss/action preparedness ideas for the upcoming season

Minutes

Meeting minutes should be taken for each meeting, distributed to members, and be made publicly available.

2.7 Reporting

2.7.1 Annual Reporting

At the end of the financial year, the LEMC is required to prepare and submit an annual report on activities undertaken by it to the DEMC. The annual report is prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

Annual reporting may be collected via the SEMC Annual and Preparedness Report and Capability Survey. Further details for the content of the Annual Report are detailed in State EM Preparedness Procedure 3.17.

Information from LEMC Annual Reports is used in the SEMC Annual Report which is tabled in Parliament by the Minister for Emergency Services.

2.7.2 Reporting to DEMC

To ensure good communication between the LEMC, DEMC and SEMC, it is good practice to send a copy of all LEMC minutes and any other key documents to the DEMC Executive Officer for noting. This enables the DEMC Executive Officer to analyse district wide information/issues for any commonalities and themes which may be occurring across multiple yet separate areas. These can then be raised and addressed at the DEMC or forwarded to the SEMC for further action if required.

2.0 | LOCAL EMERGENCY MANAGEMENT COMMITTEE

Issues beyond a LEMCs capacity or of significance can be raised to the DEMC. There are three ways this can happen:

- a LEMC member representing their individual LEMC that sits on a DEMC can table the issue directly, or
- the LEMC member representing several local governments can raise the issue, or
- the LEMC Executive Officer can liaise directly with the DEMC Executive Officer to have issues tabled.

2.7.3 LEMC Business Plan

Planning is a key component to the success of LEMCs, and a LEMC Business Plan can greatly assist by providing a clear practical direction for the LEMC.

The LEMC business plan can:

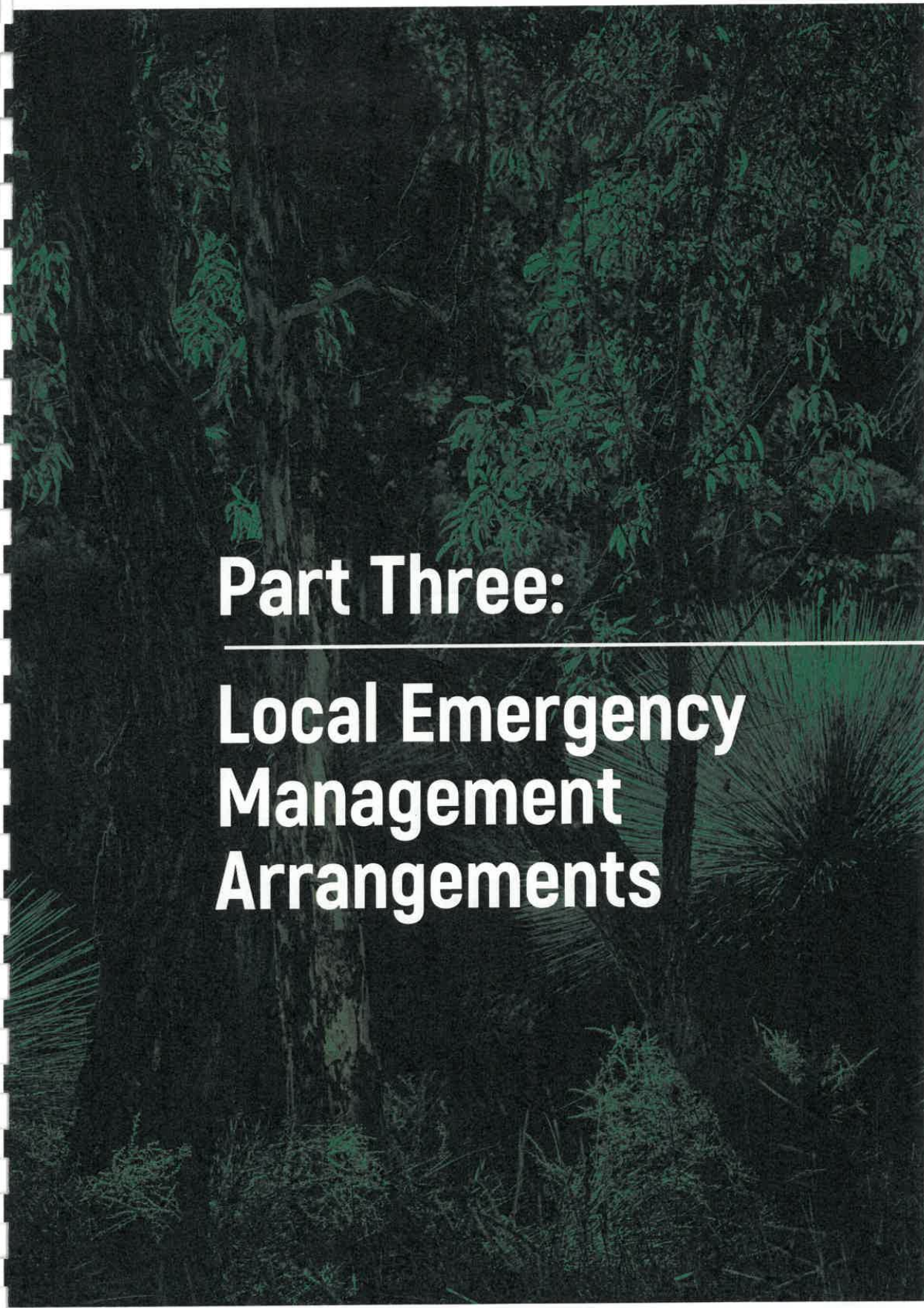
- ensure local objectives are aligned to the DEMC and SEMC strategic plan, capturing key district priorities
- clearly outline the LEMCs priorities for the nominated time period
- assist to monitor progress and document achievements.

Your DEMA can provide guidance about developing a LEMC business plan.

2.8 Tool box

Several tools have been developed to assist local governments and their LEMCs. These are available as Appendices to this handbook.

- Sample LEMC Terms of Reference template - **Appendix A**
- Sample agenda templates - **Appendix B.**



Part Three:

**Local Emergency
Management
Arrangements**

3.0 | LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The term LEMA refers to the collection of all emergency management documentation, plans, systems, processes, agreements, and memorandums of understanding which affect the local government district. The LEMA are the overarching document and associated sub-plans which the local government is responsible for developing, maintaining, and testing.

3.1 Legislative Requirements

Under section 36 of the EM Act, it is a function of a local government to ensure that effective LEMA are prepared and maintained for its district. The LEMA must be consistent with the State EM Policy, State EM Plan, State Hazard Plans, State Support Plans (s. 41(3) EM Act) and set out specific matters identified in section 41(2) of the EM Act.

Development, distribution or communication, review and testing of LEMA should be in accordance with State EM Preparedness Procedure 3.8.

Local Governments are to ensure that LEMAs are reviewed as below:

- after an event or incident requiring the activation of an Incident Support Group, or after an incident requiring significant recovery coordination
- every five years
- whenever the local government considers it appropriate.

The contacts and resources list should be reviewed and updated as needed but at a minimum quarterly.

Please note, the local government can undertake a small review, or statement of fact changes with only minor amendments at any time without going through the consultation and approval process. This should be noted at the relevant LEMC meeting.

3.2 LEMA Guideline

The LEMA Guideline and model has been developed to assist with the development of LEMA.

Your DEMA will also be able to provide advice and assist throughout the LEMA development process and will ensure that the core topics have been covered to ensure compliance with the EM Act, and to keep your LEMA useful in all applications.

While models and examples vary between local governments, they all cover the required basic EM topics that should be considered. These are contained within the LEMA guideline, to ensure effective planning for emergency events. A list of these EM requirements and examples of additional content are outlined in the table below.

Basic EM requirements	Examples of content
1. Introduction	<ul style="list-style-type: none"> · Aim, purpose, scope · Roles and Responsibilities · LEMC Membership · Agreements and understandings. · Exercising, reviewing and annual reporting · Emergency management policies · Existing local plans and arrangements · Community consultation
2. Coordination of Emergencies	<ul style="list-style-type: none"> · AllMs overview, IMT, ISG considerations · Financial arrangements
3. Risk	<ul style="list-style-type: none"> · Risk management · Special considerations · Critical infrastructure · Emergencies likely to occur · Risk register – (treatment strategies if developed)
4. Evacuation	<ul style="list-style-type: none"> · Identification of evacuation centres · Key roads/maps, specific evacuation plans for key areas. · Evacuation to other local government areas · At-risk groups
5. Welfare	<ul style="list-style-type: none"> · Refer to Department of Communities Local EM Plan for provision of welfare support · Local Welfare Coordinator and liaison officer roles · Opening and coordination of welfare evacuation centres · Animal Welfare plan
6. Recovery plan	<ul style="list-style-type: none"> · Roles and Responsibilities of the <ul style="list-style-type: none"> · Local recovery Coordinator · Local Recovery Coordination Group · Controlling agency/Hazard Management Agency · State recovery coordinator · Commencement of recovery · Resources · National principles of recovery · Example actions and strategies · Example subcommittee structure and terms of reference · Financial strategies · Identification of recovery resources, MOUs, or agreements for mutual aid · Identification of recovery centres · Operational recovery plan - template.

3.0 | LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Basic EM requirements	Examples of content
7. Communications Plan	<ul style="list-style-type: none"> • Local public warning systems • Communication Principles (including communications with at-risk groups) • Communications in the preparedness, response and recovery stages. • Referral to a communications plan or provision of a communication plan template.
8. Contacts and Resources Register	<ul style="list-style-type: none"> • LEMC members contacts • Emergency Services and support organisations • Utilities and services • Specific Arrangements/ MOUs • At-risk groups

3.3 Consultation Process for LEMA

LEMC members play an important role within the development or review process. Ensuring LEMC members and other identified key stakeholders have input into the process greatly enhances the quality and usefulness of the LEMA.

Local governments and LEMCs preparing LEMAs may be expected to convene forums or provide papers, displays or other materials to ensure effective consultation. Consultation should commence early, allowing sufficient time and flexibility for the emergence of new ideas and proposals.

During the process, the DEMA responsible for the region may be consulted to provide advice. DEMAs can provide examples of contemporary best practice LEMAs and assist through each stage of the development or review.

Upon completion of the draft LEMA, the document should be distributed for comment to:

- The DEMA responsible for the district (who will validate the document for compliance against the legislative requirements)
- The LEMC members
- The local government's DEMC who may make recommendations to the LEMC if it identifies matters that would enhance the operational effectiveness of the LEMA
- The public for comment (where appropriate – with confidential and contact details removed).

3.4 Approval and Noting Process

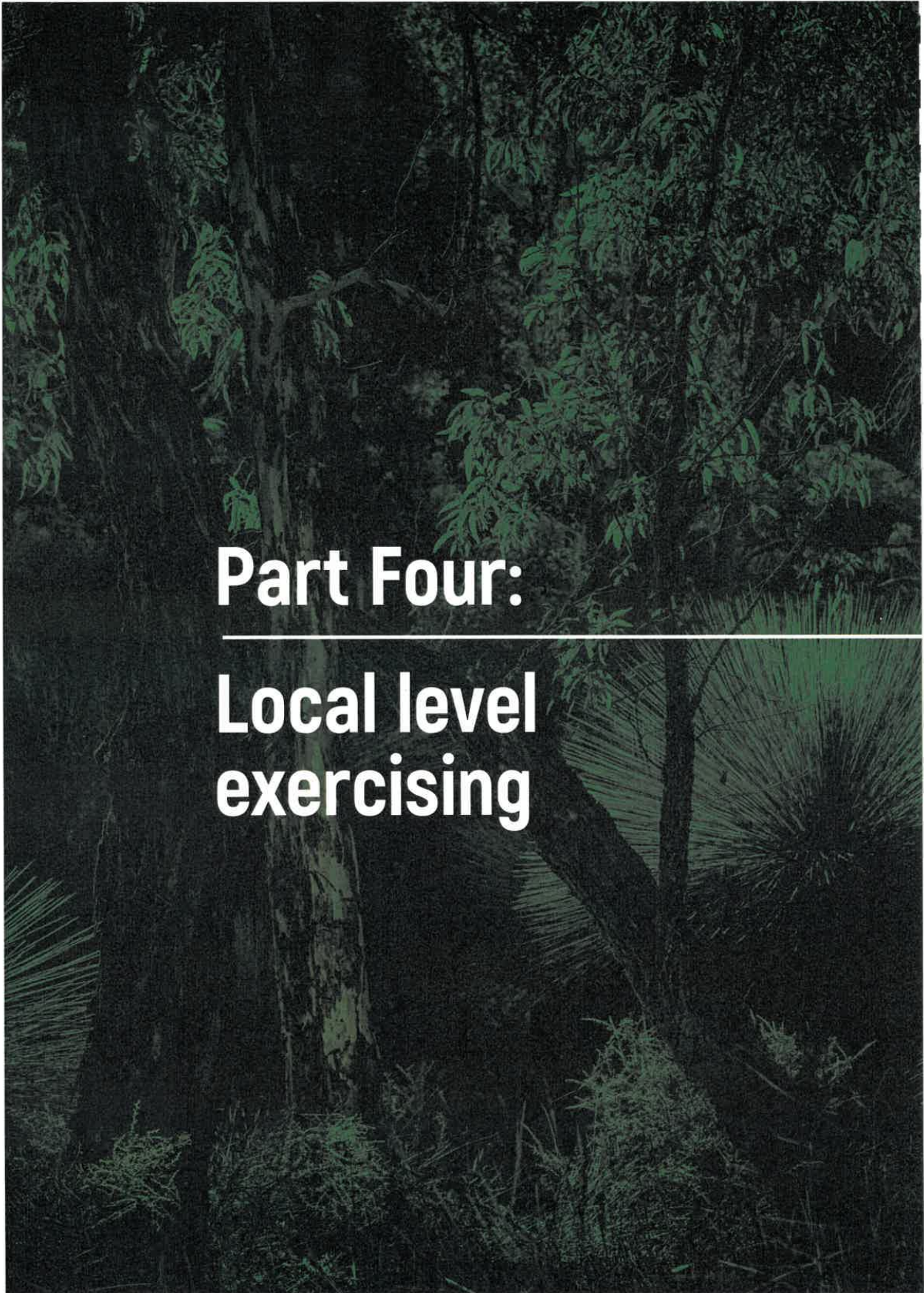
On completion of the consultation process the local government should table the LEMA at a local government council meeting for approval, as soon as reasonably practicable.

Once approved by Council the LEMA are to be distributed:

- to the DEMC for noting
- from the DEMC to the SEMC for noting and inclusion at the next SEMC meeting
- to other agencies, industries and persons as considered appropriate by the local government including neighbouring local governments, local libraries, and related committees

3.5 Testing

LEMA must be exercised following a comprehensive or targeted review to ensure details remain up to date and accurate as per State EM Policy section 1.510.



In the EM Act (section 39 (b)) one of the key functions of the LEMC is the review and testing of local EM arrangements.

Exercises are a way to review the LEMA and are an essential component of preparedness

4.1 Aim

Exercises should be used to enhance capability and contribute to continuous improvement. A well-designed exercise provides a safe environment to test capabilities, familiarise personnel with roles and responsibilities and foster meaningful interaction and communication across organisations.

4.2 Objectives

Key objectives of a LEMC exercise are to:

- test the effectiveness of local emergency management arrangements
- train personnel and clarify roles and responsibilities
- raise awareness of likely emergencies
- allow participating agencies an opportunity to test their specific processes
- build stronger inter-agency networks
- test understanding of the multi-agency support processes to response and recovery and encourage cross agency understanding of capabilities and limitations
- to identify any capability gaps or areas for improvement and implement solutions.

LEMC exercising concentrates on the issues that may occur during a significant emergency event and may include exercising capabilities around topics such as multi-agency coordination, evacuation, welfare, communications, and recovery.

LEMC exercising is not designed to test the proficiency of local emergency responders to respond to everyday incidents. Training and exercising local emergency services is the responsibility of the EM agency that those services belong to. Sometimes, however, local response scenarios can be included effectively into the overarching LEMC exercise.

4.3 Capability Based Exercising

The Western Australia Managing Exercises Guideline (exercise guideline) outlines the need to ensure all exercising is risk and capability based. It is recognised that capabilities that enable agencies to effectively prepare, respond and recover from emergencies are often common across all the 28 prescribed emergency hazards.

Under the exercise guideline, local governments and their LEMCs will use the SEMC EM Capability framework as a baseline to determine their exercise needs and requirements to close self-assessed capability gaps and report on their activity.

Each Local Government is asked to utilise capability analysis tools and data to identify which capabilities they need to practice, or those that pose the greatest risk to their capacity. In the first instance, it is recommended that local governments use existing sources of data to contribute to this process.

4.0 | LOCAL LEVEL EXERCISING

These could include:

- previous Annual and Preparedness Report Capability Survey responses
- lessons identified from previous exercises
- knowledge from past incidents and after-action reports
- any issues raised at the LEMC, DEMC or subcommittee meetings, DEMA input and discussion.

4.4 Types of Exercises

Exercising can take place in many forms and be either small or large, simple, or complex. The most commonly used exercise types in EM are listed below:

Discussion exercises: are designed to stimulate discussion of issues or to assess plans, arrangements, policies, and procedures. Discussion exercises include seminars, agency presentations and hypotheticals. They should explore the broader issues identified through a capability gap analysis and result in an agreement of resolution between the participants.

Functional exercises: are a repetitive, methodical activity undertaken to reinforce specific skills, procedures, or arrangements. These exercises are designed to familiarise, educate, and inform individuals and groups of their roles and responsibilities, explore capabilities, understand multiple functions and interagency relationships and interdependencies. Functional exercises take place in an operational environment and require participants to perform the functions of their roles. Functional exercises should familiarise and guide participants through their emergency management roles or functions.

Field Exercises: a generally a large scale, complex activity conducted in "real time" under simulated conditions involving the deployment of personnel and other resources. Field exercises are designed to achieve maximum realism and test organisational performance and interagency cooperation.

Local governments, in conjunction with LEMCs can choose any style of exercise that suits their aims and objectives. The discussion exercise remains the most popular choice as it suits the exploration of the broader issues of a major emergency which would be difficult to reproduce with any realism in a functional or field exercise.

4.5 Frequency

The State EM Policy section 4.8.8.3 states that local governments must exercise at least annually in consultation with their LEMC.

4.6 Post Exercise Reporting Requirements

The State EM Preparedness Procedure 4.11.3 states that local governments must submit post-exercise reports to their DEMC, as soon as practicable after the exercise.

4.7 Exercise Tools

Several tools exist to assist with local level emergency management exercises.

- Western Australian Managing Exercises Guideline

Please contact your DEMA for additional exercise planning tools and templates.



Appendices

Appendix A: Sample LEMC Terms of Reference template

ADOPTED	<i>Insert Date</i>
LAST REVIEWED	<i>Insert Date</i>
REVIEW DATE	Every 5 years (or as required)
ASSOCIATED LEGISLATION	<i>Emergency Management Act 2005</i>
ASSOCIATED DOCUMENTS	State Emergency Management Policy and Procedure
REVIEW RESPONSIBILITY	<NAME OF> Local Emergency Management Committee

1.0 Name

[INSERT NAME OF] Local Emergency Management Committee

2.0 Aim

The aim of the Local Emergency Management Committee is to collaborate with local support organisations, hazard management agencies and industry representatives to collectively build a resilient community that is prepared to respond and recovery from an emergency.

3.0 Objectives

- Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
- Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the Emergency Management District.
- Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders, and hazard management agencies.
- Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

4.0 Duties and Responsibilities

- Advise and assist the << name of LG>> in ensuring that local emergency management arrangements are established for its district.
- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management

Committee or prescribed by the regulations.

- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- After the end of each financial year each Local Emergency Management Committee is to prepare and submit to the District Emergency Management Committee for the district, an annual report on activities undertaken by it during the financial year.

5.0 Membership

Membership Notes

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

6.0 Meeting Management

6.1 Chairperson

- The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Deputy Chairperson.

6.2 Deputy Chair

- The Local Emergency Coordinator should be appointed as Deputy Chair.

6.3 Executive Officer

- The LEMC Executive Officer is the << position within the local government>>

6.4 Quorum

- A quorum for the committee will be at least 50% of its voting membership.

6.5 Minutes/Agendas

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting. An Administration Officer may be appointed to assist as required to prepare all meeting documentation.

Appendix B: Sample LEMC Agenda Templates

SAMPLE TEMPLATE 1

Meeting Date	
Location	
Time	
Videoconference link	

EM Act Section 39: Functions of local emergency management committees

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- (b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.

1. Opening and Welcome

Acknowledgement of Country

2. Attendance and Apologies

3. Disclosure of Interests

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.

4. Guest Presentations

4.1 Presentation 1

4.2 Presentation 2

5. Confirmation of the minutes of the previous XXX LEMC Meeting held XX XX XXXX.

Moved _____

Seconded _____

6. Review of Action List and Business Arising

ITEM	OWNER	STATUS

7. Correspondence

7.1 Correspondence In

7.2 Correspondence Out

7.3 Information tabled

APPENDIX B | AGENDA TEMPLATES

8. Review of LEMC membership and contact list updates

9. Local Emergency Management (standing items)

- 10.1 Post Incident Reports – discussion and note any outcomes to be actioned.
- 10.2 Post Exercise Reports – discussion and note any outcomes to be actioned.
- 10.3 Exercise – discuss objectives, scenario, and dates.
- 10.4 Review Local Emergency Management Arrangements – updates as required.
- 10.5 Risk management update – monitor and review, emerging risks, mitigation.
- 10.6 Review LEMC business plan – monitor progress
- 10.7 Review funding opportunities

10. Agenda Items

- 11.1 Item One
- 11.2 Item Two

11. Agency/Member Reports

- Members to consider:*
- Capability and limitations for the coming season (resources/staffing)*
- Any known emerging risks-*
- Any scheduled exercises-*
- Outcomes or lessons learnt from any incidents or exercises.*

12. General Business

13. Next Meeting

DATE	ACTIVITY	VENUE	COMMENT

14. Meeting Closure

SAMPLE TEMPLATE 2

[INSERT NAME] Local Emergency Management Committee Meeting Date

[INSERT DATE]

1. Administration

- 1.1 Open Meeting
- 1.2 Acknowledgement of Country
- 1.3 Attendance and apologies
- 1.4 Confirmation of previous minutes
- 1.5 Correspondence in and out
- 1.6 Action items from previous meeting
- 1.7 Emergency contacts update
- 1.8 Guest presentation/s

2. Standard Reporting

- 2.1 Post incident reports
- 2.2 Post exercise reports
- 2.3 Exercise schedule
- 2.4 Local Emergency Management Arrangements update
- 2.5 Emergency Risk Management update
- 2.6 Agency/member reports
- 2.7 Agenda items
- 2.8 General business

3. Quarterly Reporting

Quarter 1 (July-Aug-Sept)	<ul style="list-style-type: none"> · LEMC Business Plan tabled · Develop annual meeting schedule · Exercise date for financial year
Quarter 2 (Oct-Nov-Dec)	<ul style="list-style-type: none"> · Seasonal review · State Preparedness Report Review
Quarter 3 (Jan-Feb-Mar)	<ul style="list-style-type: none"> · LEMC Business Plan developed
Quarter 4 (Apr-May-June)	<ul style="list-style-type: none"> · Complete Annual Preparedness Survey and Annual Report · Exercise schedule developed

4. Next Meeting and Close

