

Local Emergency Management Committee Meeting Minutes | 17th May 2023

LEMC MEETING held in Council Chambers, 10 Jennaberring Road, Quairading, WA on Wednesday 17th May 2023

UNCONFIDENTIAL



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SHIRE OF QUAIRADING

Local Emergency Management Committee

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the meeting and declared the meeting open at 1636 pm. “Before we start our meeting, I would like to acknowledge that we are meeting on Noongar/Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this meeting”.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr Peter Smith	Shire President/Chairperson
Cr Trevor Stacey	Deputy Shire President
Nicole Gibbs	Chief Executive Officer
Sarah Caporn	Executive Manager, Works & Services, Shire of Quairading
Britt Hadlow	Executive Officer
Ben Davies	Community Emergency Services Manager
Yvette Grigg	DFES – District Emergency Management Advisor
Sgt Annette Herod	OIC Quairading Police
Jo Spadaccini	Department of Communities
Saskia Korzonek	Quairading Volunteer Fire & Rescue Services
Pauline Wray	Quairading District High School Principal
Trevor Sandercock	St John Ambulance – Quairading
Pauline Wray	Quairading District High School Principal

2.2 Observers

Nil

2.3 Apologies

Justin Corrigan	Department of Fire & Emergency Services
Sharon Cutts	Quairading CO-OP Manager
Diana Ellison	HSM Quairading Hospital
Nigel Gelmi	Chief Bush Fire Control Officer
Brett Ingles	Quairading Police

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 8th September 2022

Recommendation

MOVED Cr Trevor Stacey	SECONDED Saskia Korzonek	Carried
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That the minutes of the Local Emergency Management Committee meeting held on 08 September 2022 be confirmed as a true and correct record of that meeting.

4.2 Business Arising

Cr Trevor Stacey raised the issue of Cross boundary problems from the previous minutes.

Justin Corrigan (Area Officer Lower Wheatbelt) was not in attendance to answer any questions, however, Yvette Grigg (District Emergency Management Advisor) states she didn't think Quairading had as any issues, as majority of the issues/complaints were driven from the Great Southern Region.

Yvette Grigg (District Emergency Management Advisor) states she believes there will be a cross border incident workshop run on the 12th of September – To be confirmed.

Yvette Grigg (District Emergency Management Advisor) and Ben Davies (Community Emergency Services Manager) to speak to Justin Corrigan (Area Officer Lower Wheatbelt) regarding a possible meeting or discussion between LG and DFES.

ITEM 5 CORRESPONDENCE

5.1 Inward

No inward correspondence has been received.

5.2 Outward

There has been no outgoing correspondence.

ITEM 6 STANDING ITEMS

6.1 Setting of 2023 LEMC Meeting Dates

Under the Emergency Management Act 2005 Section 38, that it is only a recommendation that the LEMCs meet four times a year and Yvette Grigg (District Emergency Management Advisor) confirmed that holding three LEMCs a year would still be covering our requirements, with this being said, It was proposed that the LEMCs will be held three times a year in the following schedule:

- Yearly Exercise (12th July 2023)
- Pre-Season (20th September 2023)
- Post-Season (17th April 2024)

6.2 Community Emergency Services Manager

Ben Davies (Community Emergency Services Manager)

Post Season

This season was fairly busy, with the Bushfire Brigade attending the following incidents between October and April:

- 4x Tree Grass Scrub Fires
- 1x Rubbish Fire

Two of the Tree Grass Scrub Fires were of Large Nature and required a lot of assistance and ongoing resource commitments, the bushfire Brigade have done a great job keeping the community safe.

Pre Planning

Bushfire Brigade Training

This season I will be pushing Firefighting Skills training out to our Bushfire brigade members, as the new policies and procedure document I'm working on will outline the minimum training requirements, this will be in line with DFES and WALGA recommendations. This will assist with ensuring everyone is operating safely and competently when protecting the community.

The change in minimum training standards come with the updates to the Work Health and Safety Laws.

Bushfire Brigade Expansion

I am currently writing a business case to look at creating a new bushfire brigade at Yoting/Pantipan. It has been highlighted that there is a large gap between Shackleton and Quairading, with 45km or 29 minutes of road/farming not covered. This means when there is a fire, Quairading Central are dispatched, this puts pressure on the town brigade as many of the members are dual registered meaning they are apart of the FRS and BFB, this means the town response is weakened. By positioning a fire appliance at Yoting, this takes stress off of the town brigade and keeps trucks in town. I have looked into this and we would have enough members to support this.

This is something that will have to pass BFAC as well as Council and I thought I would let you know.

Keys

Padlocks/locks to be keyed similar for the Evac Centres so that one master key can open them, these master keys to be held by executive managers and CESM. Other key areas in the Shire Area like Tip, Top Yard, Depot, Airfield etc will all be keyed alike with the same master key opening them, this will ensure continuity when dealing with an emergency or issue.

Standpipe

We are looking at digital standpipes in the main areas, like town. This will ensure there is a stand by tank to make sure water is always available in the event of a fire. There is also an option to operate these stand pipes remotely to ensure all stand pipes are open when theses a fire instead of each stand pipe being padlocked. This will be put in a proposal and take to council for approval.

Evacuation Centre Review

The CESM and Department of Communities will be reviewing the Evacuation centres around Quairading, as listed in the LEMA. We have a checklist to go through, this will ensure we can support the needs of the community in the event of the evacuation centres are necessary.

ITEM 7 AGENCY UPDATES

7.1 WA Police

Srg Annette Herrod (OIC Quairading Police) - Currently in the process of updating our emergency management folder. We will keep an updated Phone and contact list, any responding officer may require this. Is the LEMA being updated?

CESM Ben Davies confirmed the LEMA contacts were updated in April.

Could we also have an aerial photo of the airfield?

EMWS Sarah Caporn stated the shire may have a drone photo following a recent fly over.

7.2 St John Ambulance

Trevor Sandercock (St Johns Ambulance Representative) – We are getting back into training for the year, We are struggling for numbers as it's a long process to bring new members up to speed.

We have spoken to works manager regarding road to airfield, it requires grading and clear signage. Due to possible spinal patients and other sub centres using it such as Beverly

EMWS Sarah Caporn confirmed – Signs have been ordered yesterday

7.3 Department of Fire and Emergency Services

Yvette Grigg (District Emergency Management Advisor) - Volunteers Week this week.

Report/survey has been sent out, please review these documents.

Report Attached

7.4 Quairading Volunteer Fire & Rescue Service

Saskia Korzonek (Secretary Quairading VFRS)

Currently waiting for the station upgrade to be complete, It is supposed to be finished by June.

Throughout the Renovations we have maintained functionally.

We will be planning a recruitment drive once the station is complete as membership is low.

7.5 Quairading CO-OP

Sharon Cutts – Nil Received

7.6 Department of Communities

Jo Spodacinni (Department of Communities) -

New Emergency Relief and Report – All of the contact numbers are the same.

I have sent the local welfare plan out to ensure they are up to date – Changes to be made can be submitted to me as this is a live document.

Report Attached

7.7 Department of Education

Pauline Wray (Principal of Quairading District School) – It has been a fairly peaceful start to the year, we currently have 163 kids on the role. We also have a new deputy principal, and two new teachers that have started.

We have also had a Bushfire Risk Assessment done, this mean we are required to have a stand-alone bushfire plan and conduct evacuation exercises three times a year.

We also have Road Safety - Restraint day tomorrow.

We will also be opening the old school site sometime this year.

7.8 Department of Health

Diana Ellison (Quairading Hospital) – Report submitted via Email

Quairading Hospital

Staffing is an issue - Lack of suitable nursing staff continues to be a big impact on the services, since the disruption of the Covid period.

The Health Department is reviewing the processes to assist sites to recruit positions and to obtain suitable temporary staff.

Lack of GP service to hospital is impacting hospital services, this will be reviewed later this year.

Patient ED flow through continues to be constant.

Residential Aged care

At Parker House we currently have 6 resident.

In Cuneata Ward we are overflowing by 1 resident currently numbers are 7 residents.

We have wait lists for both high and low care beds.

7.9 Local Government (inc. Bush Fire Brigades)

Cr Peter Smith - Working to obtain a micro grid, the minister has committed to work with the Shire, Western Power and Synergy to make this happen, this will better prepare the community for power outages.

Western power have come to town to discuss the outline of the works to be undertaken, there is another meeting on the 16th of June, the shire will be presented with a couple more options, these will needs to be approved by the minister.

There are currently timeframes and financial constraints, as funding is to be confirmed.

ITEM 9 GENERAL BUSINESS

CEO Nicole Gibbs – Recruited a new doctor, he is here 3 days a week for 3 months. The shire recruits a doctor, the state is responsible for the hospital, however they have asked him to assist at the hospital, the Dr doesn't has the capacity due to 40-50 patients a day, and he is struggling with patients. As we are trying to establish the clinic, it's up to WACS to improve the Dr/Hospital system as well as telehealth.

Your Ref:

Our Ref: 23/098149
Enquiries: info@semc.wa.gov.au
Telephone: (08) 9395 9888

LOCAL EMERGENCY MANAGEMENT COMMITTEE ANNUAL REPORT SURVEY 2022-23

Each year Local Emergency Management Committees (LEMCs) are required to submit an annual report on activities undertaken by it during the financial year (see Section 40 of the *Emergency Management Act 2005*). In previous years, this reporting requirement was fulfilled by Local Governments' participation in the Annual and Preparedness Report Capability Survey.

This year, with the finalisation of the State Risk Project and the forthcoming revised State Emergency Management Capability Framework, LEMC reporting requirements can be fulfilled by participating in the LEMC Annual Report Survey (attached).

Information gathered in this survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.

Please submit your responses to your District Emergency Management Advisor by 30 June.

I look forward to your Local Government's valuable contribution. If you have any questions or require further information, please contact the SEMC Business Unit at info@semc.wa.gov.au or on (08) 9395 9888.

Yours sincerely,



Rick Curtis
Executive Officer
State Emergency Management Committee

11/05/2023



District Emergency Services Officer – Wheatbelt Update: May 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.

Ongoing updates of LG and community contacts in the Local Emergency Welfare Plan

Any changes to the contact numbers or details from those listed in the LEWP, can be advised 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 – Operations Update – April 2023

• TC Ilsa

On 12 April 2023, Communities was activated as the support organisation providing emergency relief and support for Severe Tropical Cyclone Ilsa.

- Severe Tropical Cyclone Ilsa crossed the coast as a Category 5 system, around midnight on Thursday 13 April 2023, with an estimated intensity of 213 kmph.
- On Thursday 13 April, Communities opened four evacuation centres, which were closed on the 14 April 2023.
- In total, Communities accommodated 68 people in evacuation centres, and
- Supported 10 people to return to country.
- Communities will continue to respond to requests for assistance as required. This will be managed through Communities staff on the ground and the Disaster Response Hotline.

• Kimberley Floods

The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley Floods from January 2023.

As of 26 April 2023:

- 17 people are in Communities' supported commercial accommodation in Broome and Derby.
- 88 people are in Phase 1 Temporary Accommodation utilising Humanihuts in Fitzroy Crossing and Bungardi community, and in the Derby Hostel.
- Since the Disaster Response Hotline (DRH) opened on the 11 January 2023 until COB 24 April 2023, Communities has responded to a total of 1,792 calls.
- Communities has assisted 171 residents to apply for the Premier's Grant via the DRH and hubs in Broome, Derby and Fitzroy Crossing.

- **Strategic Opportunities**

- Review of the State Support Plan – Consultation feedback for the State Support Plan – Emergency Welfare has closed. Communities is currently reviewing feedback.
- Capability Audit – Communities has procured Nous Group to conduct an audit of Western Australia’s emergency relief and support capability.
- 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

Local Emergency Management Committee Annual Reporting

2022-23 Annual LEMC Report Survey

In accordance with Sections 33 and 40 of the *Emergency Management Act 2005* (EM Act), Local Emergency Management Committees (LEMCs) are required to submit an annual report on activities undertaken by it during the financial year. In previous years, this reporting requirement was fulfilled by Local Governments' participation in the Annual and Preparedness Report Capability Survey.

This year, with the finalisation of the State Risk Project and the forthcoming revised State Emergency Management Capability Framework, LEMC reporting requirements can be fulfilled by completing the LEMC Annual Report Survey.

Information gathered in this survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.

Please return this survey to your District Emergency Management Advisor by **COB 30 June**.

Q1. When was your **most recent** emergency that required a significant and coordinated response for each of these hazards:

	Month (e.g. 12)	Year (e.g. 2022)	How many months was the recovery response in operation (e.g. 9)
Air Crash			
Animal or plant, pests or diseases			
Biological Substance			
Chemical Substance (HAZMAT)			
Collapse (structure or landform)			
Cyclone			
Earthquake			
Electricity Supply Disruption			
Fire			
Flood			
Heatwave			
Hostile Act			
Human Epidemic			
Land Search			
Liquid Fuel Supply Disruption			
Marine Oil Pollution			
Marine Search			
Marine Transport Emergency			
Natural Gas Supply Disruption			
Nuclear Powered Warship			
Other Substance (HAZMAT)			
Radiological Substance (HAZMAT)			
Rail Crash			
Road Crash			
Space Re-entry Debris			
Storm			
Terrorist Act			
Tsunami			
Other (please describe)			

Q1a. Describe

Q2. Please list any emergencies that required the activation of an Incident Support Group during the **2022-2023 financial year**:

Q3. What is the name of your LEMC?

Q4. How many meetings of the LEMC have been held, or will be held, in the 2022-2023 financial year?

Q5. Please provide your LEMC schedule for the 2023-2024 financial year:

	Day (e.g. 30)	Month (e.g. 11)	Year (e.g. 2022)
Meeting 1			
Meeting 2			
Meeting 3			
Meeting 4			
Meeting 5			
Meeting 6			

Q6. Is your LEMA available on your website? (if you have multiple LEMA are all available?)

Yes

No

**Note: As required in Section 41(4) of the Emergency Management Act 2005*

Q6a. If your LEMA is under review, please indicate due date and any comments

Q7. Has a Local Recovery Coordinator been nominated?

Yes

No

Unsure

**Note: As required in Section 41(4) of the Emergency Management Act 2005*

Q7a. Comment/Describe

Q8_ How many exercises does your organisation plan to hold during the **2022-2023 financial year?**

Q9_ Please provide details of the exercises that your organisation has held or is planning to hold during the 2022-2023 financial year:

	Day (e.g. 30)	Month (e.g. 11)	Year (e.g. 2022)	Hazard exercised	Exercise type (i.e. discussion, functional, field)	Exercise Name
Exercise 1						
Exercise 2						
Exercise 3						
Exercise 4						
Exercise 5						
Exercise 6						
Exercise 7						
Exercise 8						

Q9a. If you have further comments about your organisation's planned exercises, please include here:

Q10. Key achievements: list key achievements of the LEMC or Local Government with regards to emergency management prevention, preparedness, response or recovery over the last 12 months.



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 21st February 2023
Cunderdin on
Dowerin on 27th February 2023
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.

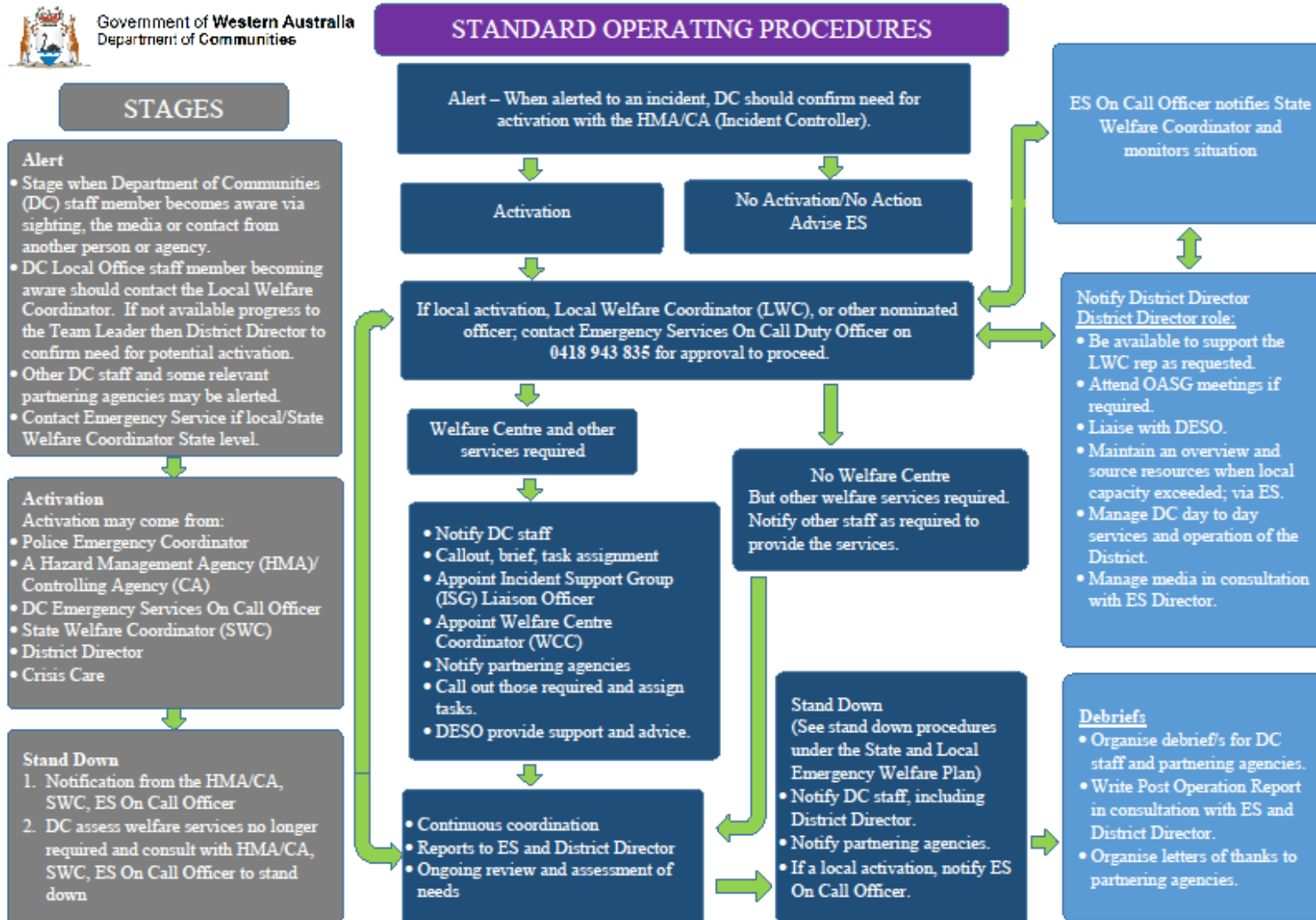
3.5 Review of recovery activities

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

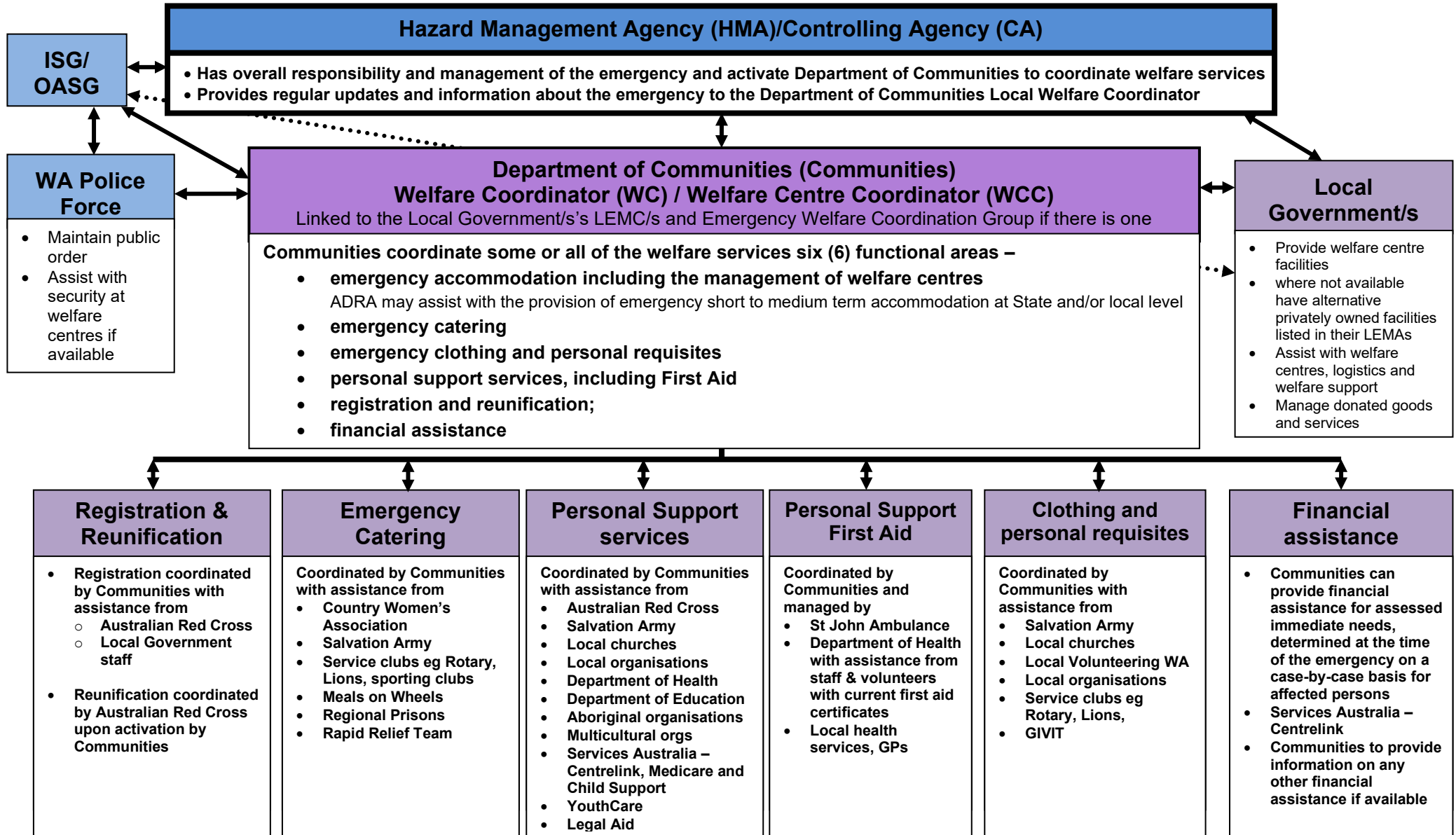


Government of Western Australia
Department of Communities



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 Espey - 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	

Local Emergency Welfare Plan - Northam District

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

Local Emergency Welfare Plan - Northam District

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))	CP to be confirmed 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 craig.spencer@stjohnwa.com.au Matthew.guile@stjohnwa.com.au	9621 1613 0429475704 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	0420 312 049
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 Assistant District Officer – Inspector Mark TWAMLEY Assistant District Officer – Inspector	9622 4240 Business Hours
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 5 – 7 Goldfields Rd, Dowerin	9619 9120 Dowerin.Police.Station@police.wa.gov.au	Emergency Call 000/112/ 106
1st Contact Officer in Charge – Goomalling Bernie Hush	9626 6100 Goomaling.Police.Station@police.wa.gov.au	Emergency Call 000/112/ 106

Local Emergency Welfare Plan - Northam District

14 Quinlan St, Goomaling		
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

Local Emergency Welfare Plan - Northam District

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	<ol style="list-style-type: none"> (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: <ol style="list-style-type: none"> (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	<ol style="list-style-type: none"> (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	<ol style="list-style-type: none"> (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	<ol style="list-style-type: none"> (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	<ol style="list-style-type: none"> (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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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

Local Emergency Welfare Plan - Northam District

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	LONGITUDE 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

Local Emergency Welfare Plan - Northam District

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@belgravialesure.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@belgravialesure.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@classicit.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

Local Emergency Welfare Plan - Northam District

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



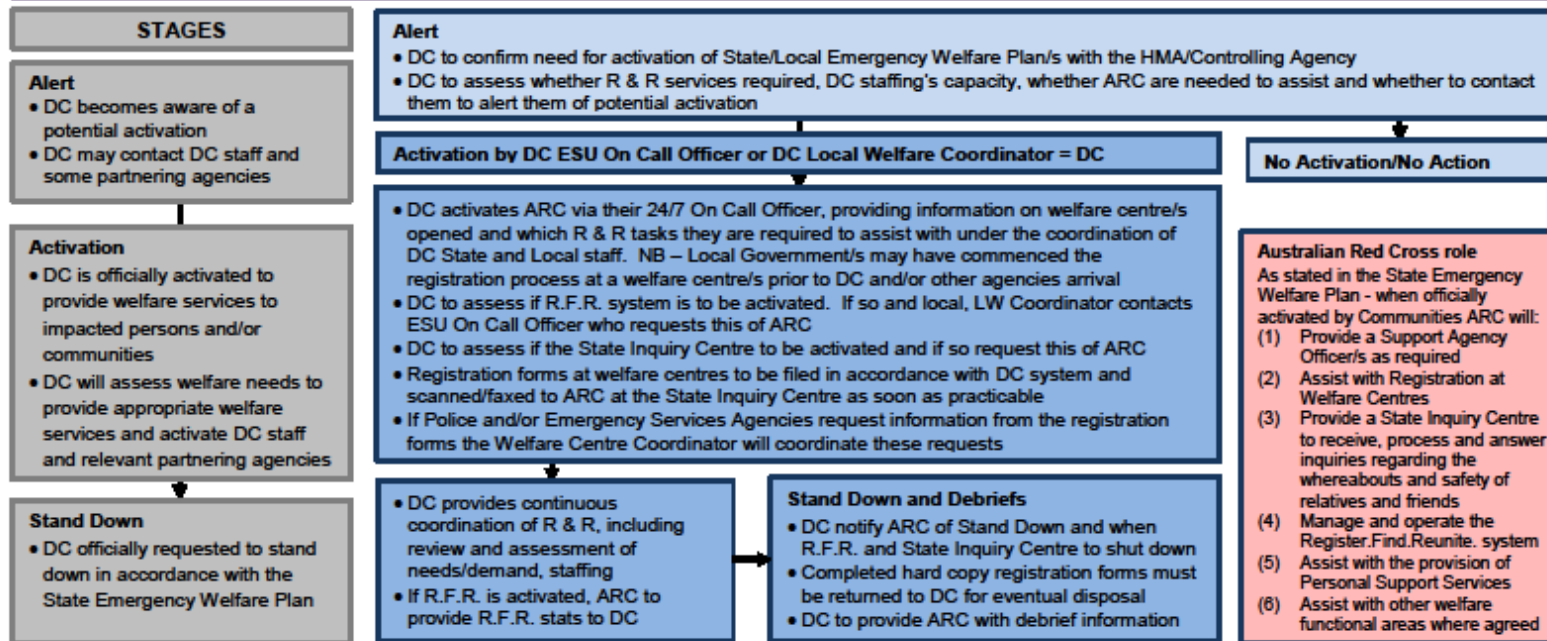
Government of Western Australia
Department of Communities



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	



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 Retravision 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/n-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



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

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 –

- 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

Text Emergency Calls TTY – Dial 106

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"/>



- 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

- Are all potentially dangerous hazardous substances e.g. and chemicals including cleaning products etc locked away?

6. Other

- Please include an outline of other areas checked for hazards/risks.

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?

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?

7. Other Notes?

** 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		

Wheatbelt District Advisor Report May June 2023

ANNUAL LEMC REPORT

In accordance with Sections 33 and 40 of the Emergency Management Act 2005, Local Emergency Management Committees (LEMC) are required to submit an annual report on activities undertaken by it during the financial year. In previous years, this reporting requirement was fulfilled by Local Government's participation in the Annual and Preparedness Report Capability survey.

This year with the finalisation of the State Risk Project and Capability Framework review, LEMC reporting requirements can be fulfilled by completing the LEMC Annual Report Survey.

Information gathered in this survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.

The survey was forwarded to your Local Government this week. Please ensure it is returned to your District EM Advisor by no later than COB 30 June 2023.

REVIEWS

There are currently a number of major reviews occurring across the WA Emergency Management Sector.

- State Risk Project
- LEMC and DEMC review
- Review of "Guidelines for Preparing a Bushfire Risk Management Plan
- State Capability Framework Review
- SEMC Subcommittee Review and outcomes
- Emergency Services Bill 2022

Two reviews that will impact the LEMC are outlined below;

The Local Emergency Management Arrangements Review.

The consultation period has finished, and a draft Implementation plan has been finalized outlining 3 main objectives in phase 1.

- Objective 1: Reduce LG administrative burden and build LG knowledge and capability through the development of a suite of supporting resources made available through an appropriate digital platform.
- Objective 2. Identify and implement appropriate strategies to support integration, collaboration and resource sharing between LG and key stakeholders.

- Objective 3. Support continuous improvement and ongoing reform, through a review of Phase 1 outcomes to identify and progress further opportunities.

Timeframes: The draft Implementation plan is going to SEMC in August for approval. It is expected to take until June 2025 (at least) until the new LG EM Policy is written and the Pilot LEMA process has been tested.

Constraints: Lack of funding and the large number of other projects occurring simultaneously.

Key Message: If your LEMA is becoming due for review, continue the review as normal as it may be a few years before the current LEMA review process is finalised.

LEMC and DEMC Review

As a continuation of the SEMC Subcommittee review, the SEMC is undertaking a LEMC and DEMC review project. The project aims to;

- Establish clear roles and responsibilities, functions and governance for DEMCs and LEMCs in achieving the strategic objectives of the SEMC.
- Identify improvement opportunities to governance arrangements and capabilities to increase effective and efficient emergency management outcomes.
- Create a shared understanding of SEMC expectations of DEMC s and LEMCs within the emergency management sector.

The Consulting firm “Nexus Consulting” are current undertaking a series of focus group discussions. Further workshops will be held in the coming months and a report will be finalized by September 2023.

REMINDERS

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>

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>

Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
Program	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

Yvette Grigg
District Emergency Management Advisor
Wheatbelt/Goldfields Esperance

15 May 2023.

The Dr also requires further assistance with telehealth process, working with WACS to improve this.

ITEM 10 EXERCISE

Yvette Griggs (District Emergency Management Advisor) and Ben Davies (Community Emergency Services Manager) ran a desktop communication exercise. The exercise went through a storm event that impacts Quairading Town site, The LEMC went through several key areas, such as;

- Storm preparedness and how to alert the community
- Pre-planning actions
- Purposes of an Incident Support Group (ISG)
- Agencies required for an ISG
- Strategies to assist residents in receiving key communication
- Key evacuation messages

ITEM 11 NEXT MEETING DATES

Next Meeting is – 4.30pm Commencement on the 12th July
This will be a desktop activity.

ITEM 12 CLOSURE

There being no further business, the Chairperson closed the meeting at 1743 pm.