

Local Emergency Management Committee

Meeting Minutes | 16th April 2025



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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 4.05 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 Trevor Stacey	Shire President/Chairperson	
Cr Jonathan Hippisley	Deputy Shire President	
Natalie Ness	Chief Executive Officer	
Sarah Caporn	Executive Manager, Works & Services, Shire of Quairading	
Marion Haeusler	Executive Officer, Shire of Quairading	
John Idland	Community Emergency Services Manager	
Nigel Gelmi	Chief Bush Fire Control Officer	
Shelby Robinson	DFES – District Emergency Management Advisor	
Sgt David Lewis	OIC Quairading Police	via TEAMs
Paula Brushe	Quairading CO-OP Manager	
Michael Phillips	Regional Coordinator - Department of Communities	via TEAMs
Dean Mastin	Quairading Central BFB and Quairading VFRS	
Saskia Korzonek	Volunteer Fire & Rescue Services	
Ian Dawson	St John Ambulance	via TEAMs
John Hards	St John Ambulance	

2.2 Observers

Nil

2.3 Apologies

Diana Ellison	HSM Quairading Hospital
Evyn Johnson	Department of Fire and Emergency Services
Justin Corrigan	Department of Fire & Emergency Services
Kym Benson	Quairading District High School Principal
Yvonne Emmanuel	St John Ambulance – Quairading
Trevor Sandercock	St John Ambulance – Quairading
Jo Spadaccini	District Emergency Services Officer – Wheatbelt - Department of Communities

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 18th September 2024

RECOMMENDATION – LEMC 003-24/25

MOVED Nigel Gelmi

SECONDED Saskia Zorzonek

That the minutes of the Local Emergency Management Committee meeting held on 18 September 2024 be confirmed as a true and correct record of that meeting.

CARRIED

4.2 Business Arising

Nil

ITEM 5 CORRESPONDENCE

5.1 Inward

Nil

5.2 Outward

Nil

ITEM 6 STANDING ITEMS

6.1 Setting of 2024 LEMC Meeting Dates

Meeting dates were set in September 2024 to be:

- Wednesday 16th April 2025 (Post-Season)
- Wednesday 16th July 2025 (Yearly Exercise)
- Wednesday 17th September 2025 (Pre-Season) (review date, clash with BFAC) (leave as is)

6.2 Community Emergency Services Manager

6.2.1 Incident Update

13 incidents which is down substantially from previous seasons.

6.2.2 Training Update

Going into the off season, there is lots of training lined up to get the percentage up of minimally trained members up.

6.2.3 Bushfire Brigade Registers Update

123 volunteers registered as per the LG DFES Report Pack from March 2025. Overall up four members year on year. Recruiting through the off season. Checking whether these numbers are accurate as some volunteers might be members of multiple brigades and so counted twice.

ITEM 7 AGENCY UPDATES

7.1 WA Police

Sgt Dave Lewis

PC Ithnin is current on leave for a couple of weeks, Sgt Lewis is working with Cunderdin. Police have dealt with a couple of road crashes and are continuing their road awareness campaign. Otherwise just minor investigations underway at the moment.

7.2 St John Ambulance

John Hards

New ambulance is coming and another one is expected next year. About 13 active volunteers currently. training is going well.

7.3 Fire and Emergency Services

Shelby Robinson

The DEMC is hosting a monthly webinar series on emergency management topics. The first three dealt with road closures (MainRoads), emergency public information (DFES), and animal welfare in emergencies (DPERD), respectively.

Recordings are available to use for induction of new staff or committee members and are available through a subscription.

The topics of the next two webinars will be heat vulnerability and storm and flood awareness

There is also a bimonthly newsletter, the next one will be available at the end of May. LGs can include their projects and outcomes.

7.4 Quairading Volunteer Fire & Rescue

Saskia Korzonek

Not a lot to report, still looking for volunteers. A new light tanker has been delivered and everyone has been trained. Waiting on new truck that was meant to be delivered in December, it was sent to a Perth centre instead. Upskilling across the winter. Hazmat course happening and driving courses.

BFB leaking pumps on both trucks, not enough volunteers to man both VFR and BFB vehicles. More support requested from other brigades.

7.5 Quairading CO-OP

Paula Brushe

Full chest freezer of frozen bread on hand, gluten free varieties included. More food containers kept on hand for packaging food. Staff being cross trained to have more available to work in the kitchen.

The CEO asked for clarification from DoC as during the Corrigin fires evacuation centre incident, the Department rejected the organisation of food by the Shire through the Co-op and declared that Department staff were on their way from Northam and would organise food when they arrive. Department staff arrived from Perth instead and food for evacuated Corrigin residents was significantly delayed.

Paula reported that she had since been contacted directly by the DoC to make sure the Co-op are prepared and able to help in case of another incident.

Michael confirmed that this would be the preferred arrangement.

Cr Stacey requested clarity be provided through official channels on this so the Shire can be sure how to act in case of emergency.

7.6 Department of Communities

Michael Phillips

Written report attached.

Michael added that Jo Spadaccini is no longer expected to attend the LEMC, he has replaced her in that regard.

7.7 Department of Education

Kym Benson, apology

Kym reports a successful Bushfire Evacuation drill completed by the school on Tuesday, 7 April 2025.

7.8 Department of Health

Diana Ellison, still on leave

7.9 Local Government (inc. Bush Fire Brigades)

Nigel Gelmi

Quiet year in terms of fires as already reported by CESM. The CBFCO is planning to provide refresher information to FCOs on correct and responsible issuing of permits to burn.

ITEM 8 TRAINING

This will be included in subsequent meetings. DEMA and CESM will work together on a schedule.

ITEM 9 URGENT BUSINESS

9.1 Local Emergency Relief and Support Plan

RECOMMENDATION – LEMC 004-24/25

MOVED Cr Hippisley SECONDED John Hards

That the Local Emergency Management Committee recommend to Council that Council endorse the Local Emergency Relief and Support Plan as an addendum to the Shire's Local Emergency Management Arrangements.

CARRIED

Committee members requested that the contact details for the possible Shire of Quairading Evacuation Centres in Appendix A be updated before the plan is presented to Council.

ITEM 10 NEXT MEETING DATES

Next Meeting (Exercise) – 16th July 2025, 4.00pm, Quairading Council Chambers

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the meeting at 4.38 pm.



Emergency Relief and Support

LEMC REPORT FOR DISTRIBUTION

3rd quarter 2024-2025

Local ERS contacts

Activation via Communities Emergency Operations Coordinator

M: 0418 943 835 and Email: emergencyservices@communities.wa.gov.au

Regional Manager:	Mark Schorer
Regional Coordinator/s:	Michael Phillips
Regional Officer:	Jo Spadaccini

Preparedness

- ERS is continuing to monitor the risks of the high threat season, combined with ongoing preparedness activities that support the event activation process.
 - As part of ERS seasonal preparedness, we have identified new locations for the pre-positioning of ERS equipment trailers to support rapid ERS deployment and response capabilities.
 - ERS continues to review local support services, such as accommodation providers and well-being services, that can be called on to support the needs of those people impacted by an emergency
 - The team will re-commence ERS Evacuation Centre training from Quarter 4 (April) across most regions. LEMC members are asked to identify staff or partners that may benefit from this training.
- The Local Emergency Response and Support Plan LERSP details the operational management and coordination of ERS under the Western Australian (WA) Local Emergency Management Arrangements (LEMAs).
 - The LERSP has been revised to ensure the content is more concise, and the structure more aligned to the State Support Plan.
 - All local governments will / have been asked for feedback and inputs to the LERSP prior to being tabled at the LEMC for endorsement.
- Preparedness lessons learnt and future opportunities

Local ERS contacts

- Continued monitoring of high risk weather conditions particularly in those seasonal high tourism locations and the impact on availability of accommodation providers.
- Development of a variety of opportunities for the pre-positioning of ERS equipment across LEMC areas taking into consideration LGA or commercial options.
- Evacuation Centre Audits – with a view to supporting LGAs with DRF applications. DRF can be utilised to upgrade Evacuation centres with work such as:
 - Improvements to local evacuations centres including support to improved electrical connectivity for power sources and the purchasing of generators.
 - Upgrades to kitchens, bathrooms and ablutions to support capacity requirements.
 - Installation of NBN satellite connection devices and;
 - Cyclone rated upgrades.
- Exercising with LEMC partners more in 2025 and leading discussions around the utilisation of evacuation centres by mining companies, schools, aged care facilities.

Response

Activations Quarter 3 November to 23 January 2025

- Pilbara Storm –Tom Price | November
- Wedge Island Bushfire – Jurien Bay | November
- Mount Adams Bushfire – Port Denison | December
- Carter Road Bushfire - Northam | January
- Green Range Bushfire - Albany | January
- Donnybrook Bushfire - Capel | January
- Myrup Bushfire - Esperance | January
- Karrakup Bushfire – Serpentine Jarrahdale | January

The **State Support Plan – Emergency Relief and Support** (SSP ERS) was approved by the State Emergency Management Committee at their meeting on 4 December 2024 with Statement of Fact changes.

This change includes information on Plan Activation for Level 1 Incidents.

For Level 1 Incidents: “Communities may be tasked by a HMA and/or Controlling Agency to provide ERS services to people impacted by this level of event within a single government or district area”.

Aerodrome Learnings

Local ERS contacts

- The use of regional airports for in flight responses and diversions is becoming more frequent.
- The Department of Communities Emergency Relief and Support can be activated by the HMA, WA Police in the case of an air crash (State Hazard Plan Crash Emergency 4.2.1).
- The welfare of the passengers is the responsibility of the Airline unless the crash is declared by the HMA to be a level 2 or 3 incident.
- Aircraft mechanical faults, diversions, extended delays, and cancellations that affect passengers remain outside of Department of Communities ERS remit.
- Further information on ERS activation, deployment responsibilities and remit within the State Hazard Plan Crash Emergency is available from the Regional Coordinator.

Recovery

Kimberley Floods Recovery Program

- During Quarter 3 and 4 of the final year of the Kimberley Floods Recovery Program, Communities' key focus remains on supporting the Return to Home Journey for impacted community members.
- In addition to the Return to Home Journey, we continue to support impacted community members with financial assistance claims and practical, personal and wellbeing supports, that have been sourced from local providers.
- ERS continues to deliver consistent messaging to impacted community members and referrals to support services.

Bunbury Storms Recovery Program

- During Quarter 3 and 4 of the final year of the Bunbury Storms Recovery Program, Communities' remains focused on delivering financial assistance to allow impacted persons to replace essential household goods that were damaged during the storms.
- The Recovery Team also continues to support ongoing referrals for personal and wellbeing support services.

Western Australian Post-Disaster Cultural Outcomes Framework.

- The Framework includes a list of specific indicators that can be used to measure whether cultural outcomes are being achieved through the recovery process and can be used to support early recovery planning, as well as the evaluation of recovery programs.
- The Framework includes outcomes that are applicable across different communities, and can be adapted to the circumstances, needs and priorities of individual communities.

Recovery

- It can be used by anyone working in an Aboriginal community after a disaster, and can be implemented by local and State government, as well as non-government organisations.



Local Emergency Relief and Support Plan

Wheatbelt Region – Northam District

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



Prepared by Department of Communities, Emergency Relief and Support

For activation of Emergency Relief and Support services for hazards defined under the WA Emergency Management arrangements call

0418 943 835



Ammendments

Amendments completed for the:

Shire of Beverley
Shire of Cunderdin
Shire of Dowerin
Shire of Goomalling
Shire of Mundaring
Shire of Northam
Shire of Quairading
Shire of Tammin
Shire of Toodyay
Shire of York

Tabled and accepted at the Local Emergency Management Committee:

Shire of Beverley
Shire of Cunderdin
Shire of Dowerin
Shire of Goomalling
Shire of Mundaring
Shire of Northam
Shire of Quairading
Shire of Tammin
Shire of Toodyay
Shire of York

Activation summary

Alert – stage one

- The Hazard Management Agency (HMA) or Controlling Agency is responsible for placing the Department of Communities (Communities) and the relevant Local Government/s on alert.
- Communities may engage with the Local Government/s, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

Activation for response – stage two

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the Local Emergency Relief and Support Plan (LERSP) arrangements, to enable emergency relief and support service delivery for the response to the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.
- All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on Media@communities.wa.gov.au.

Stand down – stage three

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.
- The Local Government is responsible for managing the overall recovery efforts affecting their community.
- When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

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Document control

Department of Communities is responsible for the development, maintenance and annual review of this Local Emergency Relief and Support Plan. This is completed in consultation with the Local Government and Local Emergency Management Committee.

Publication date	MM YYYY
Review date	Xxx
Owner	Executive Director, Emergency Relief and Support
Custodian	Assistant Director, Regional Preparedness and Coordination

Amendments

Version	Date	Author	Description
1	Month/year	[position title – not name]	
2	Month/year	[position title – not name]	
3	Month/year	[position title – not name]	

Document contact

Contact	ERSRegions@communities.wa.gov.au
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Acknowledgement of Country

The Department of Communities acknowledges the Aboriginal and Torres Strait Islander people as the traditional custodians of all the lands in Western Australia.

We recognise their continuing connection to their lands, waters and sky. We pay our respects to the Aboriginal and Torres Strait Islander people with whom we work, who we serve and protect. We also pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their Elders past and present.

Introduction

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

The Local Emergency Relief and Support Plan (LERSP) details the operational activities for the management and coordination of emergency relief and support services under the Local Emergency Management Arrangements (LEMA).

This LERSP is to be read in conjunction with the LEMA and [the State Support Plan - Emergency Relief and Support](#). This LERSP refers to a range of existing plans and documents relating to emergency relief and support services, including directions to websites and other sources where further information can be obtained.

Purpose

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

The objective of this LERSP is to outline:

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

Scope of activated services

Emergency relief and support services provide immediate and ongoing social supports to alleviate, as far as practicable, the effects on people impacted by an emergency. These are provided across six functional domains:

- **Emergency accommodation** - the provision of temporary shelter for impacted people evacuating from or displaced by an emergency.
- **Emergency food** – coordination of basic and essential food support for impacted people without the capacity to self-manage resulting from an emergency.
- **Emergency clothing and personal requisites** – coordination of basic and essential clothing, and personal items for emergency impacted people.
- **Emergency personal support services** – the provision of a variety of assistance for emergency impacted people. This can include early psychosocial support, practical assistance, and referral to advisory services, counselling or psychological services.
- **Registration and reunification** – the process of enabling emergency impacted people in a community to be traced and reunited with family and friends.
- **Financial assistance** – the coordination of financial assistance which, depending on the nature of an emergency, may be available to eligible impacted people affected by the event.

Levels of response

When activated, Communities utilises the Australasian Inter-service Incident Management System (AIIMS) model to support decision making and delivery of emergency relief and support services. This includes establishing a management structure designed to deliver the key functions of control, planning, operations and logistics.

Communities is responsible for determining and implementing the appropriate response operating model based on the scale of the emergency event. This approach involves conducting an assessment on the severity and specific requirements to decide the level of emergency relief and support services required.

Communities may undertake pre-emptive preparedness activities before an Australian Warning System (AWS) Alert is provided.

The potential or actual severity of the emergency events are broadly classified as:

- Level 1 – minor community and infrastructure impact, locally managed, supported by resources from the Local Government.
- Level 2 – medium complexity, locally managed, supported by resources from the region and if required State-wide resources.
- Level 3 – high complexity, centrally manage, supported by State-wide resources.

Via the Communities on-call number 0418 943 835, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP, at any level will concurrently activate the State Support Plan - Emergency Relief and Support.

Depending on the nature of the emergency, and the scale of service demand, emergency relief and support services may be provided through the following approaches:

- remotely, by establishing the Disaster Response Hotline (1800 032 965)
- providing outreach via mobile teams for identified on-ground face-to-face support, or
- static service delivery from a designated physical location such as an evacuation centre or recovery hub.

The appropriate mode of delivery will be agreed in consultation with the HMA or Controlling Agency.

Partner agencies

Communities is responsible for identifying partner agencies at local and regional levels, capable of supporting a sustainable and scalable delivery of emergency relief and support services during the response and recovery stages of an emergency. Partner agencies may include other government, industry, and social sector organisations.

Communities is responsible for the costs associated with the delivery of emergency relief and support services, where a partner agency is engaged. Communities is not responsible for self-activated agency's costs during an emergency event.

Communities and partner agencies negotiate prior to activation for the required operating resources to deliver emergency relief and support.

State-level partner agency responsibilities supporting the delivery of emergency relief and support services can be viewed in the [State Support Plan – Emergency Relief and Support](#), appendix B.

Exchange of information

Communities may establish exchange of information agreements with HMAs, Local Governments and partner agencies. This is completed in preparation for an emergency response and recovery to ensure:

- disclosure and exchange of personal information of impacted people affected by an emergency.
- allows relevant information to be shared between HMA's, authorised officers and agencies for the purposes of emergency management.

Media enquiries and public information

All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on Media@communities.wa.gov.au

The HMA or Controlling Agency is responsible for the public information management function. This includes preparing and distributing timely information and instructions in the relevant language(s) to identified cultural groups living within the Local Government.

Prevention and preparedness

Prevention

Prevention is defined as the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Communities does not have any assigned responsibilities for prevention.

HMAs are assigned responsibility for prevention within emergency management legislation. Other emergency management agencies may also undertake prevention activities.

Preparedness

Preparedness is defined as the 'preparation for response to an emergency'.

- **Communities** is responsible for undertaking emergency relief and support planning and preparedness activities to ensure efficient service delivery should this LERSP be activated. This includes an understanding of partner agency capabilities to support Communities when requested.
- **Partner agencies**, with support from Communities, are responsible for developing plans in readiness for response and recovery mobilisation.
- **Support organisations** providing support to people at higher risk during emergencies are responsible for the planning provisions to cater for their specific needs throughout the emergency, such as an evacuation.
- **Hazard Management Agencies** are responsible for emergency management preparedness activities for their prescribed hazards. Local planning arrangements are provided in the LEMA.

Pre-determined evacuation centres

Communities establishes evacuation centres as an emergency shelter option, from which to coordinate emergency relief and support services. These centres remain operational until alternative arrangements can be made for persons impacted by the emergency.

Communities is responsible for working cooperatively with the HMA, Local Government and LEMC members to identify suitable facilities that can be used as evacuation centres appropriate for hazards that are high risk to the region.

Communities, with support from the Local Government is responsible for conducting an annual risk assessment and audit of each pre-determined evacuation centre. The purpose of the audit is to identify evacuation centres that are appropriate for the hazard-specific risks relevant to the region and to identify opportunities for Local Governments to upgrade facilities to mitigate risks.

Pre-determined evacuation centres can be found in [appendix A](#)

Pre-positioning of emergency equipment

Communities is responsible for the placement of equipment and supplies to support an emergency event. Generally, this placement is aligned with an evacuation centre or Communities regional office location.

Communities is responsible for conducting an annual audit on pre-positioned emergency relief and support emergency equipment and supplies. This audit ensures that there is adequate fit for purpose stock, ready to be deployed quickly and efficiently in the event of an emergency.

Pre-positioned emergency equipment can be found in appendix B

Response

The *Emergency Management Act 2005* defines response, as combating the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

When activated, Communities is responsible for supporting the HMA or Controlling Agency through the coordination and delivery of emergency relief and support services to the community.

The HMA or Controlling Agency is responsible for the overall response in an emergency.

If requested by the Local Government, Communities can support with recovery activities.

Stages of response

Communities operates a graduated response model to determine and implement the appropriate scale of emergency relief and support services. This approach involves conducting a needs assessment to determine the specific requirements and level of services required.

As mentioned, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.

Alert – stage one

- The HMA or Controlling Agency is responsible for placing Communities and the Local Government on alert.
- Communities may engage with the Local Government, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

Activation for response – stage two

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the LERSP arrangements, to enable emergency relief and support service delivery for the response for the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm Communities is being activated.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.

- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.

Stand down – stage three

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm this direction.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.

At-risk community groups

The HMA or Controlling Agency is responsible for directing organisations that support at-risk community groups to shelter in-place or evacuate.

Aligned with their organisation's own emergency activation plans, as a first option, support organisations are requested to evacuate to a similar facility in a safer location. Where required, Communities may be directed to support evacuated at-risk community groups.

Emergency accommodation

The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.

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

Expenses related to the activation of evacuation centres that are not approved by the HMA and/or Controlling Agency, will not be covered by Communities.

To ensure the safety of evacuees, staff and volunteers, Communities will not support the HMA/Controlling Agency to establish evacuation centres:

- in bushfire emergency warning areas, and will only establish evacuation centres in Bushfire Watch and Act areas, with Incident Controller confirmation it is safe
- if there are no safe access routes to the evacuation centres, and
- if there are structural and/or health concerns with the evacuation centre.

In circumstances where an evacuation centre is already established in a bushfire emergency warning area, in consultation with the Incident Controller, Communities will:

- conduct a risk assessment, and
- implement mitigation strategies.

In the event of an unusual damage claim resulting from the use of the facility as an evacuation centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim.

Alternate accommodation sites

In large scale state-level impact emergencies, local facilities may be inadequate to ensure the safety of all evacuees, staff, and volunteers. Communities is responsible for requesting the use of facilities from Local Governments or private owners to support impacted people from other Local Governments.

Animal welfare in emergencies

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

Owners or caregivers are responsible for their animals and are encouraged to make arrangements to ensure their welfare throughout all stages of an emergency.

The Department of Primary Industries and Regional Development has been assigned the role and responsibility for coordinating animal welfare services in emergencies. This is supported by the Local Government, where possible.

Further details can be found in the [State Support Plan – Animal Welfare in Emergencies](#) or the Local Animal Welfare Plan in the LEMA (if applicable).

Emergency food

The HMA or Controlling Agency may coordinate food security during an emergency event, such as where there is limited food access due to geographical isolation.

Communities is responsible for coordinating emergency food provision to people impacted by an emergency where emergency relief and support service delivery is activated. This does not include food provision to staff from other emergency management organisations or partner agencies.

Communities cannot accept food prepared by any person or organisation without a Food Handling Certificate issued by the Local Government.

Emergency personal support services

Communities is responsible for coordinating and connecting people impacted by an emergency to personal support services.

Emergency personal support services aim to assist impacted people to cope with the psychosocial, well-being, personal and practical needs following an emergency. These services can encompass a variety of supports to community and impacted people to build capacity and to complement natural supports.

Communities may engage partner agencies to support the coordination of services personal support to impacted people and communities.

Emergency financial assistance

Communities is responsible for coordinating and connecting eligible people impacted by an emergency to financial assistance and related services.

The below categories of financial assistance may be provided on a case-by case basis to people deemed eligible.

- **Immediate financial assistance** (Category 1) – non-means tested short term assistance provided to impacted people to buy food, clothing, and personal requisites. Category 1 financial assistance is capped at a nominal amount per person, per household and is provided to impacted people based on an assessment of need.

- **Temporary accommodation assistance** (Category 2) – non-means tested assistance provided to impacted people based on an assessment of need.
- **Essential household contents** (Category 3) – means tested assistance provided to impacted people, whose contents within their primary place of residence has been directly impacted by an emergency. This assistance is to maintain a basic standard of living by contributing towards the replacement of essential household items (e.g., cooking utensils, bedding, furniture, and whitegoods). This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.
- **Essential structural repairs** (Category 4) – means tested assistance provided to impacted home owner-occupiers to undertake essential repairs to their principal residences. This assistance enables the impacted person to make their home condition safe to inhabit. This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.

Emergency clothing and personal requisites

Communities is responsible for coordinating and connecting people impacted by an emergency to clothing and personal requisites. These services can encompass a variety of supports to community and impacted people to compliment natural supports.

Communities will coordinate and provide personal requisites when:

- impacted people do not have access to their own provisions, or
- impacted people cannot fund their own provisions due to financial restraints.

Communities is not responsible for the provision of medication or coordination of donated funds, goods and services.

Registration and reunification

The registration of impacted people in an emergency enables reunification with family and friends. Enquiries about impacted people can be coordinated, intrastate, interstate or internationally. To facilitate the reunification of impacted people, Communities may activate an appropriate system to facilitate registration and reunification services.

Communities will support the HMA or Controlling Agency to ensure appropriate public messaging is provided when activated.

Recovery

Recovery is defined in the *Emergency Management Act 2005* as ‘the support of emergency-affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psycho-social and economic wellbeing’. The recovery process begins as soon as the emergency impact occurs. Recovery operates in parallel to the response phase and may continue after the response phase is complete.

Under the *Emergency Management Act 2005*, Local Government is responsible for managing recovery following an emergency affecting their community. Local Governments are guided by their Local Recovery Plans within their LEMA and may appoint a Local Recovery Coordinator. The Local Government may seek support from Communities during recovery.

When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

Approach to recovery

Communities' recovery activities are underpinned by the National Principles for Disaster Recovery. This is delivered across the social, built, economic and natural environments.

Communities operates within a scalable recovery model to determine and implement the appropriate level of emergency relief and support services required to respond to the needs of impacted people and community.

To support the needs of the community during large scale recovery programs, Communities emergency relief and support services may be funded under the Disaster Recovery Funding Arrangements.

Communities will undertake an evaluation of the effectiveness of recovery activities, including an assessment of preparedness activities for future impacts.

Cessation of recovery

Cessation of emergency relief and support services as part of a recovery program will be determined in consultation with the Local Government and may be dependent on community needs, access to other support services, impacted people and the community's resilience.

Appendices

A) Local evacuation centres

Name of centre	Capacity	Address	Contact	Comments
SHIRE OF BEVERLEY EVACUATION CENTRES				
Beverley Town Hall (Primary)	220 / 75	138 Vincent St (Hunt Rd), Beverley	Shire 9646 1200, CESM 0427 057 719 Stephen Gollan 0429 461 200	Air Con Yes Short term
Beverley Function and Recreation Centre (Beverley Amenities Building) (Secondary)	90 / 30	Forrest St, (John St) Beverley	Stephen Gollan 0429 461 200	Air Con Yes Short term Beverley Amenities Building
Beverley Bowling Club (Secondary)	120 / 50	68 Forrest St, (Smith St) Beverley	Jeff Murray 0428 925 662	Air Con No Short term Shire of Beverley (Owned building but subleased)
SHIRE OF CUNDERDIN EVACUATION CENTRES				
Cunderdin Community & Recreation Centre (Primary)	292 / 75	Lundy Ave, Cunderdin	Shire 9635 2700 CESM 0448 008 653 CEO 0458 351 008	Air Con Yes Short term Space for caravans on site.

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				Unpowered sites
Cunderdin Town Hall (Secondary)	356	Main St, (Cubbine St) Cunderdin	Shire 9635 2700 CESM 0448 008 653 CEO 0458 351 008	Under renovation
WA College of Agriculture – Cunderdin (Secondary)	300 / 150 TBC by School	Baxter Rd, 3kms North of Cunderdin	School 9635 1302 9635 2100 9635 1334 (Residential and Day School)	Air Con No Short term Availability to be confirmed if required. May be used by DFES to accommodate Air Crews
Meckering Town Hall (Primary)	300 / 100	Cnr Vanzetti and Snooke Sts, Meckering	Shire 9635 2700 CESM 0448 008 653 CEO 0458 351 008	Air Con No Short term
Meckering Sport Club (Secondary)	200 / 66	Dempster St (Clifton St), Meckering	Sports Club 9625 1271 CESM 0448 008 653 CEO 0458 351 008	Air Con No Emergency only
SHIRE OF DOWERIN EVACUATION CENTRES				
Dowerin Town and Lesser Hall (Primary)	299 / 66	11 Cottrell St, Dowerin	Shire 9631 1202, CEO 0429 311 202	Air Con in Lesser Hall Short term Disable access
Dowerin Recreation Centre (Secondary)	300 / 150	Cnr Memorial Ave & Maisey St	Shire 9631 1202, CEO 0429 311 202	Air Con No Short term Disable access
SHIRE OF GOOMALLING EVACUATION CENTRES				

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Goomalling Recreation Centre (Primary)	150 / 50	47 Quinlan Cnr Lockyer Sts	Goomalling Shire 9629 1101 CEO 0439 496 559 Michelle (Jenna Tavern) 9623 2273	Partial Air Con Short term Has Electronic scoreboard for messages and movies. Parking for caravans
Goomalling War Memorial Hall (Secondary)	300 / 100	34 Quinlan Cnr Hoddy Sts	Goomalling Shire 9629 1101 CEO 0439 496 559	Air Con Yes Short term
SHIRE OF NORTHAM EVACUATION CENTRES				
Northam Recreation Centre (Primary)	1000 / 300	44 Peel Tce, Northam	Shire 96226100, David Emery (Ctr Mgr) 9622 5153 0447 242 186	Air Con Yes Long term
Northam Senior High School (Secondary)	600 / 200	Kennedy St, Northam	Terry Martino (Principal) 9621 0000	Air Con Yes Short term
SHIRE OF QAIRADING EVACUATION CENTRES				
Quairading Community building (Primary)	200 / 66	Lot 190 McLennen St Quairading Greater sports ground area	Shire 96451001 CEO Natalie Ness 0499 718 358 Community Emergency Services Manager 0448 008 653	Air Con Yes Short term (Ability to plug in external Generator) Disability Access Available
Quairading Town Hall & Lesser Hall (Primary)	420 / 140	Jennaberring Rd (next to Shire office)	Shire 96451001 CEO Natalie Ness 0499 718 358 Community Emergency Services Manager 0448 008 653	Air Con Yes Long term Ability to plug in external Generator No Showers. Showers available at the

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				Community Building Disability Access Available
Quairading Community Resource & Cultural Arts Centre (Secondary)	200	1 Parker St, Quairading	Manager 9645 0096 Executive Manager Economic Development 0439 473 287	Air Con Yes Short term Disability Access Available
Quairading Bowling Club	140	Greater Sports Ground, Quairading 6383 (off McLennan St)	Shire 96451001 CEO Natalie Ness 0499 718 358	Air Con TBA Short Term Disability Access Available
SHIRE OF TAMMIN EVACUATION CENTRES				
Tammin Town Hall (Primary)	300 / 93	1 Donnan Street, (Gt Eastern Hwy)	Shire of Tammin 08 9637 0300 (W) CEO 0458 351 008	Air Con Yes Long term
Donnan Park Pavilion (Secondary)	70 / 28	70 Tammin-Wyalkatchem Rd, Tammin	Shire of Tammin: 9637 0300, CEO 0458 351 008	Air Con Yes Short term
SHIRE OF TOODYAY EVACUATION CENTRES				
Toodyay Memorial Town Hall (Primary)	200 / 60	117 Stirling Tce, Toodyay	Shire of Toodyay: 9574 9300 Ranger services 9574 9370 Emergency Services Manager - Rob Koch 0458 042 104 CEO – Aaron Bowman 0484 149 846	Air Con Partial Short term

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Toodyay Sports Pavilion (Showground Pavilion) (Primary)	100 / 30	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 – Aaron Bowman 0484 149 846	Air Con No Short term
SHIRE OF YORK EVACUATION CENTRES				
York Recreation Centre (New Building, Primary) York Recreation Centre (Old Building, Secondary)		Lot 292 South St, York	Natalie Denning 9641 0600 0406 048 929 ndunning@belgravialeisure.com.au	Air Con Yes Short term 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	Air Con No Short term

B) Communities' pre-positioned equipment

Storage option	Address	Access / comments
8 X 5 trailer	Northam CPFS office – 303 Fitzgerald Street Northam	Shed is behind a large double padlocked gate. The gates code is 9222. There is an anti-theft device on the trailer hitch and the code to remove that padlock is 9222.

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Pre positioned stock – 20 beds, personal requisites, blankets, sheets and towels	Northam Recreation Centre – 44 Peel Terrace Northam	Equipment is stored under the grandstand