

BLEMC
ATTACHMENTS

ATTACHMENT NO. 1



Government of Western Australia
Office of Emergency Management

Our Ref: 815/364
Enquiries: Merveen Cross
Telephone: (08) 6551 4014



Document #: ILET-13105617
Date: 11.12.2017
Officer: SIMON STEWERT-DAWKINS
File: GOVN/CCLMEET/12

Mr Robert Jarvis
Chief Executive Officer
Town of Bassendean
P O Box 87
BASSENDEAN WA 6934

Dear Mr Jarvis

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Thank you for providing a copy of the Town of Bassendean's Local Emergency Management Arrangements (LEMA). The LEMA has been reviewed by the Office of Emergency Management (OEM) for compliance with the requirements of the *Emergency Management Act 2005*. I am pleased to advise that it meets the requirements under the Act.

The Town of Bassendean's LEMA was tabled for noting at the last meeting of the State Emergency Management Committee (SEMC) held on 08 December 2017 Resolution No 63/2017 refers.

Please pass on my thanks to your Local Emergency Management Committee (LEMC) for their contribution to the arrangements.

Yours sincerely

Mal Cronstedt AFSM
EXECUTIVE OFFICER
STATE EMERGENCY MANAGEMENT COMMITTEE

11 / 12 / 2017

cc Ms Merveen Cross, District Adviser

6.0 DECLARATIONS OF INTEREST

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

8.0 OFFICER REPORTS

8.1 Revised Local Emergency Management Arrangements and Revised Local Recovery Plan

Following the June 2017 BLEMC meeting, the 2017 draft Town of Bassendean Local Emergency Management Arrangements (LEMA) and the 2017 draft Town of Bassendean Recovery Plan, were forwarded to Office of Emergency Management to be referred for State Emergency Management Committee (SEMC) for endorsement.

The Town received correspondence from the SEMC Executive Officer dated 11 December 2017, advising that the LEMA had been reviewed by the Office of Emergency Management for compliance with the requirements of the Emergency Management Act 2005, and that it meets the requirements under the Act.

SEMC's Executive Officer also advised that the Town of Bassendean's LEMA was tabled for noting at the last meeting of the SEMC held on 8 December 2017 (Resolution No.63/2017).

Copy of the above correspondence from SEMC is included with this agenda as **Attachment 1**.

OFFICER RECOMMENDATION – ITEM 8.1

That Council:

1. Notes that a review conducted by the Office of Emergency Management (OEM) of the 2017 draft Local Emergency Management Arrangements (LEMA) and draft Recovery Plan for compliance with the requirements of the Emergency Management Act (2005), and meet the requirements under the Act;

ATTACHMENT NO. 2



The Chair
Town of Bassendean LEMC

12 February 2018

Dear Sir,

RE: RISK MANAGEMENT PROPOSAL

The Town of Bassendean is a current subscriber to WALGA Emergency Management Subscription Service. The subscription service has recently reviewed the Town of Bassendean Local Emergency Management Arrangements which we understand are in the final stages of acceptance by this committee.

In order that the Town of Bassendean gains best advantage from its ongoing subscription, we would propose that the Town's emergency management risk register should also be reviewed under the terms of the subscription service.

Proposal

The last review of the risk register was conducted in 2010, a project undertaken by WALGA and funded under the AWARE program. State EM Policy requires that the LEMC should review its risk at least every five years. A full review such as has been done in the past is both costly and time consuming.

WALGA has produced an on-line risk management tool **LG Risk Vision** to aid our local government members in the review and ongoing management of their emergency management risk. The tool is available free of cost to any member local government.

The LG Risk Vision tool allows the LEMC to work through their exposure to selected hazards at each meeting of the LEMC without the need for expensive workshops. Over time, a complete risk register and treatment schedule can be built up and managed. This will not only satisfy the requirements of State EM Policy but will also ensure that any exposure to risk can be dealt with by the LEMC and the Town of Bassendean in a timely and cost effective manner.

Examining your risk profile can be undertaken to follow the process required by the SEMC State Risk Policy ensuring compliance and can be accomplished by setting aside a 1 hour period at the conclusion of the business session or by targeted workshops of one or two hour duration.

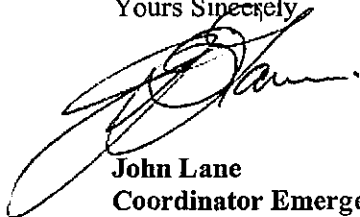
For each identified hazard

- Session 1 – Identify hazards for further analysis.
- Session 2 – Build worst case scenario
- Session 3 – Workshop risk statements and analyse risk
- Session 4 – Evaluate risk statements and treatment options

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T: (08) 9213 2000 F: (08) 9213 2077 info@walga.asn.au
www.walga.asn.au

Mr John Lane will undertake to attend your next scheduled LEMC meeting to outline this proposal in more detail and provide a demonstration of the LG Risk Vision tool.

Yours Sincerely



John Lane
Coordinator Emergency Management Services

ATTACHMENT NO. 3



Government of **Western Australia**
Office of **Emergency Management**

Our Ref: 3127/356
Enquiries: Mr Steve Joske, CSC
Telephone: (08) 6551 4037

For the Attention of:
The Chief Executive Officer

PRE-SEASON PREPAREDNESS – RECOVERY

In Western Australia, we are approaching that time of year when the risk of bushfires, cyclones, flooding and other natural disasters is highest. The last two years has seen an increase in the scale and severity of Level 3 natural disaster events impact the State; primarily, the Esperance bushfires (November 2015), the Waroona/Yarloop bushfires (January 2016), and the flooding in WA (January and February 2017) events. All three events have not only caused unprecedented destruction and cost to the State, but also have tragically claimed lives. The need to prepare for natural disaster events is therefore more prevalent than ever.

For local governments, the ability to manage recovery after a disaster event, while simultaneously maintaining business as usual and the provision of services to their communities, can be particularly challenging. Good preparations and arrangements can significantly ease this process for local governments during these times.

This letter, with links, aims to bring into clear focus some critical areas for your attention in regards to recovery.

Attached is a brief summary of key recovery-related information, *Recovery Arrangements in Western Australia: Summary for Local Governments October 2017*. As a quick preparedness reference resource, you may wish to distribute and make available the attached summary, through your information channels, for local government staff and members of your community who may benefit from the information.

For comprehensive information regarding the emergency management (EM) arrangements in Western Australia, including recovery, please refer to the OEM EM suite available on the OEM website:

<https://www.oem.wa.gov.au/resources/legislation-and-policy-framework>

In summary, recovery after an event is becoming more complex. Added to this complexity is that disaster events are becoming more frequent and harder hitting. Preparation and planning is key to leading your staff, volunteers and community, through what will be for many, a traumatic and devastating experience. It is important that your recovery efforts focus on people and their community throughout the duration of the recovery effort, whether immediate, medium or longer-term. Successful recovery occurs when it is community-led; engaging communities and

empowering them to move forward. The resources of the State will stand-by to assist where required, with all due consultation and consideration afforded to you and your local government.

Finally, it is important to ensure that all your staff and volunteers are aware of the importance of recovery, what your local recovery arrangements are and what their role might be. While it is not necessary for everyone to have a detailed understanding, an overview of the key elements, the people involved and how to get further information will give them confidence and help them to respond appropriately and effectively should an emergency occur.

Yours sincerely



Mal Cronstedt, AFSM
EXECUTIVE DIRECTOR

25 / 10 / 2017



Steve Joske, CSC
STATE RECOVERY COORDINATOR

25 / 10 / 2017

Att: Recovery Arrangements in Western Australia: Summary for Local Governments



RECOVERY ARRANGEMENTS IN WESTERN AUSTRALIA: SUMMARY FOR LOCAL GOVERNMENTS October 2017

The State's recovery activities are underpinned by the *State Emergency Management Act 2005* (the EM Act) and the State Emergency Management Policy and Plan.

The following is a brief summary of key recovery-related information contained within the suite of Office of Emergency Management (OEM) State Emergency Management (EM) documents. It is intended to provide a short overview of some key recovery information relevant to local governments.

For comprehensive information regarding the EM and recovery arrangements in Western Australia, please refer to the EM suite available on the OEM website: <https://www.oem.wa.gov.au/resources/legislation-and-policy-framework>

What is Recovery?

Recovery is defined as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing', section 3(d) of the EM Act.

Recovery Objectives¹

The objectives of recovery activities are to:

- assist recovery at a personal, community, economic and environmental level;
- ensure that recovery activities are community-led;
- ensure that available government and non-government support to affected communities is targeted;
- assist communities to rebuild in a way that enhances social, economic and environmental values where possible;
- improve resilience of the relevant communities; and
- ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes.

¹ Source: Tasmanian Bushfire Programs for Recovery, January 2013



Role of Local Government in Recovery

- Under the EM Act, it is a function of local government to manage recovery following an emergency affecting the community in its district.
- Local Governments are guided by their local recovery plan within their Local Emergency Management Arrangements (LEMA). Information to assist local governments in developing their local recovery plans can be found as follows:
<https://www.oem.wa.gov.au/resources/legislation-and-policy-framework/guidelines>
- Local governments are responsible for nominating a Local Recovery Coordinator for an emergency event. More than one person should be identified and trained in this role. The Local Recovery Coordinators are to be identified in the LEMA, in accordance with section 41(4) of the EM Act.
- The Local Recovery Coordinator is responsible for coordinating local-level recovery activities in conjunction with the Local Recovery Coordinating Group and the plans, strategies and policies it sets.
- Local governments are responsible for the establishment of a Local Recovery Coordinating Group when appropriate and should consider the potential membership of this group prior to emergencies occurring. Further guidance is provided in the OEM's Local Recovery Guidelines:
<https://www.oem.wa.gov.au/resources/legislation-and-policy-framework/guidelines>
- When more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators.

Role of State Government in Recovery

- The extent of recovery activity will depend on the nature and magnitude of the emergency.
- In some circumstances local governments may not have the capacity or capability to manage the recovery effort and may not be able to obtain assistance from neighbouring local governments (who may also be impacted or the scale of the event may also be beyond their capacity). In these instances, it may be necessary for the State Government to have an increased role, through the State Recovery Coordinator, or the establishment of a State Recovery Coordination Group and/or State Recovery Controller.
- This higher-level coordination operates only to ensure that the affected community has appropriate access to available resources. The management of recovery remains the responsibility of the affected local governments.

Determination of State Involvement

In conjunction with the affected local government/s and the State Emergency Coordinator, the State Recovery Coordinator considers the level of State involvement required based on a number of factors pertaining to the impact of the emergency. These include:

- the capacity of the local governments involved to manage the recovery;
- the number of local governments affected; and
- the complexity and duration of the recovery.



A decision can then be made regarding the level of State support required and how it will be provided.

A principle of State support will be that decisions will be made with all due consultation with the affected local government/Local Recovery Coordination Group.

The State Recovery Coordinator determines when State recovery coordination arrangements cease. This decision is made after consultation with the local government/s and Local Recovery Coordinating Group/s.

Role of the State Recovery Coordinator

The role of the State Recovery Coordinator includes:

- ensuring the maintenance of contact details for all local government recovery coordinators;
- liaising with and supporting the Local Recovery Coordinator/s for any emergency to ensure that local recovery arrangements are established and there is appropriate local government participation in the Incident Support Group;
- liaising with the State Emergency Coordinator and Controlling Agency during the response phase of an emergency;
- coordinating the recovery activities of Government and non-Government agencies;
- participating in a State Emergency Coordination Group if established for an emergency and considering recovery requirements such as State level support; and
- chairing the State Recovery Coordination Group, if established.

Local government to State contact points in an event

Part of the State Recovery Coordinator role is to support affected local governments in their emergency recovery activities. This includes liaising with the affected local governments when a disaster occurs to ensure they have appropriate representation on the Incident/Operations Area Support Group and access to the resources required to undertake their recovery activities.

When a disaster strikes, the State Recovery Coordinator will contact the impacted local government/s (either the CEO or the Local Recovery Coordinator) to ascertain any support required. The Office of Emergency Management (OEM) District Advisors (DAs) maintain contact details for all local government CEOs and Local Recovery Coordinators for this purpose. The DAs will provide advice and assistance, and effectively act as Liaison Officers for the State Recovery Coordinator to speed the passage of information between the local government and the State Recovery Coordinator. Further ways of communicating and working together can then be agreed directly between the State Recovery Coordinator and the local government/s to meet the current circumstances.



Role of the Controlling Agency and Commencement of Recovery

The Controlling Agency with responsibility for the response to an emergency must initiate recovery activity during the response to that emergency.

The responsibilities of the Controlling Agency in relation to recovery are to:

- ensure timely notification of the emergency, liaison and appropriate inclusion of those with recovery responsibilities in the incident management arrangements;
- ensure that in combating the effects of the emergency, response activities have regard for the need to facilitate recovery;
- liaise with the Local Recovery Coordinator appointed by the local government where the emergency is occurring and include them in the incident management arrangements, including the Incident Support Group and Operational Area Support Group;
- advise the State Recovery Coordinator when:
 - the incident is Level 2 or above;
 - an emergency situation has been declared;
 - there is a need to establish a Local Recovery Coordinating Group; or
 - eligible Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) damage exceeds the Small Disaster Criterion (currently \$240,000).
- undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State Recovery Coordinator;
- coordinate completion of the comprehensive impact assessment prior to cessation of the response (see below for more information); and
- provide risk-management advice to the affected community (in consultation with the Hazard Management Agency).

Comprehensive Impact Assessment

The Controlling Agency is responsible for coordinating the completion of a comprehensive impact assessment prior to cessation of the response. The assessment is to be completed in accordance with State EM Recovery Procedure 4 and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator.

The comprehensive impact assessment is to:

- identify and quantify all impacts relating to all recovery environments;
- identify any risks arising from the emergency;
- include a risk assessment, identify risk treatments undertaken and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area; and
- inform and support the objectives of the Recovery Plan.



Critical to the comprehensive impact assessment process will be the engagement of the community. Every effort should be made by the Controlling Agency's Incident Controller to listen to the concerns of the community affected by the event; to encourage engagement in the process; and to ensure the recovery process, including the comprehensive impact assessment, is 'community-led'.

An all-hazards comprehensive impact assessment template has been developed by OEM and is available on the OEM website: <https://oem.wa.gov.au/resources/legislation-and-policy-framework/procedure>

Management of Waste

Disasters frequently generate large amounts of waste, much of which can be contaminated by dangerous materials such as asbestos which makes the clean-up process even more involved. Local governments should consider if their arrangements for the clean-up and disposal of both hazardous and non-hazardous wastes would cope with the scale potentially generated from an emergency.

WALGA has in place some preferred supplier panels which may assist local governments with securing waste management contractors and consultants quickly after an event. For more information, please contact WALGA.

Financial Assistance

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. As such, local governments should ensure they have adequate insurance and the ability to transfer funds to restore their assets should they be affected by an emergency.

While there are various avenues for financial disaster relief measures, these are only available in some circumstances. Assistance is not compensation-based nor intended to replace or act as a disincentive for self-help, insurance or other mitigation strategies. Financial disaster relief measures for eligible natural disaster events are detailed in the State EM Plan Section 6.10.

Larger local governments or those in high-risk areas that regularly experience disasters may decide to establish specific emergency or recovery budgets. For others it may be more appropriate to consider how existing funds might be utilised should an emergency occur. Insurance is an important consideration for local governments in funding infrastructure costs arising from recovery.

WANDRRA is one of the main sources of emergency relief funding available to local governments from the State. Information regarding its activation and eligibility criteria can be found at: <https://www.oem.wa.gov.au/funding/wandrria>

Given the complexities involved in accessing this funding, local governments are strongly encouraged to speak with the WANDRRA team directly on (08) 6551 4034 or (08) 6551 4041, or via email on WANDRRA@oem.wa.gov.au



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ATTACHMENT NO. 4

Chair
Kim Masam
Superintendent
Western Australia Police Force
Central Metropolitan District Office
2 Fitzgerald Street Perth WA 6000
Tel | 9422 7332| Mobile: 0427 386390
Email | kim.massam@police.wa.gov.au

Executive Officer
Merveen Cross
OEM DEMA
469 Wellington Street | Perth| WA 6000
Tel | 6551 4014| Mob | 0427 996676
Email | Merveen.cross@oem.wa.gov.au

MINUTES

For the meeting to be held on
Thursday 23 November 2017
City of Kalamunda
2 Railway Road, Kalamunda

ITEM 1

Record of Attendance

Superintendent Kim Massam WA Police Force	Merveen Cross SEMC
Jon Broomhall DFES	Konrad Seidl City of Perth
Eric Graham City of Bayswater	Alf Fordham Water Corporation
Natalie Martin Goode Shire of Kalamunda	Michelle Rogers City of Kalamunda
Brian McChesney Dept Housing	Heath Stenton City of Swan
Steve Hall St John Ambulance	Brian Ballard Main Roads
Joanne Bennett Dept Communities	John Tuttle Dept Justice
David Carbonell WA Health	Brian McChesney Dept Communities
Rob Towers Dept Biodiversity Conservation & Attractions	
Greg Pickles Dept Primary Industries & Regional Development	

Apologies

Graeme Haggart Town of Bassendean	Adrian Dyson Shire of Mundaring
Rebecca Moore City of Perth	Ryan Hamblion Dept Communities
Craig Cuthbert Shire of Mundaring	Richard Allport Dept Communities

Visitors

Sharna Sumpton WA Police Force	Steve Joske OEM State Recovery Coordinator
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ITEM 2

Meeting opened 1015 Hours

ITEM 3

Confirmation Minutes

The minutes of the Central Metropolitan District Emergency Management committee held on 24 May 2017 confirmed as a true and accurate record.

Moved: Alf Fordham **Seconded:** Joanne Bennett

ITEM 4

Correspondence

4.1 Correspondence In

4.1.1 Email from Water Corporation outlining changes to representation on State and District Committees.

4.1.2 Perth Stadium/Optus 2018 Major Stadium Events

4.2 Correspondence Out

4.2.1 A "Thank You" letter sent to Steve MacCarthy from Water Corporation to acknowledge his contribution to emergency management and commitment to the Central DEMC.

ITEM 5 Standing items

- 5.1 Update of DEMC Contacts
- Contact list was circulated for updating

ITEM 6 DEMC Business/Presentations

- 6.1 *Message for Local Governments*
State Recovery Coordinator, Steve Joske
- 6.2 *Communicating In Recovery - Public Information Reference Working Group, – Sharna Sumpton, WA Police (NDRP Funded)*
- 6.3 *“Emerge”- Emergency Management Portal, City of Perth, Konrad Seidl, Manager Community Amenity and Safety*
- 6.4 *Flood impacting rivers and coastal plains of Perth*
Alf Fordham, Water Corporation

ITEM 7 Local Emergency Management Committee Reports

LEMC Members to advise of any issues that may have an impact on Emergency Management within the District from their agency's perspective.

7.1 City of Bayswater

Last LEMC meeting conducted on 6 September 2017. Next due on 6 December 2017. The LEMC Terms of Reference have been changed from being a Council Management Committee to a Committee established under the EM Act.

The COB Local Recovery Plan has been reviewed and updated in accord with OEM requirements and was approved by Council in June 2017.

The "Positions Descriptions" (PD's) of all employee positions that include an emergency management role and/or responsibility have now been updated to reflect that requirement. LEMC is currently addressing the following key issues;

1. Review and update of the "Emergency Welfare Evacuation Centre Plan" - expected to be approved at December 2017 meeting
2. When and which methodology to adopt to best address the OEM State Risk Project - Local requirements.

Proposed exercise with Town of Bassendean in April 2018 as a joint Recovery Exercise/Training "Introduction to Local Government Recovery".

7.4 City of Perth

- EMERGE up and running
- Arrangements endorsed by SEMC
- Emergency Management Strategy complete.
- Local Risk study stage 1 complete – looking into treatments
- Commenced work on PCMEMA
- Emergency Management Awareness CBD Emergencies – Aware funded project work underway.
- Council Rangers worked with DFES at recent exercise at Heath Ledger Theatre.

7.5 City of Swan

Rene Baur, Manager Building Assets for Shire of Mundaring presented in relation to the Disaster Recovery Clean-up Learnings and Recommendations.

Bennett Springs flooding in September caused by heavy rains built up and lack of drainage off Marshall Rd, 12 properties impacted over two days, SES was called to assist with diverting the water, and City of Swan conducted preventative work parallel to Marshall Rd in Whiteman Park.

The City's officers took part on the Exercise Jaguar which was an earthquake scenario, with an epicentre in Guildford. Learning's from the exercise included the City's vulnerability during major power outage, including our evacuation centres and our reliance on mobile communication networks.

The Animal Emergency Management sub plan was endorsed.

LEMC members and the City brigades participated in an exercise to test our procedures under LEMA on September 30th, bushfire scenario, testing of the new Ethel Warren Community Centre in Bullsbrook, opportunity for the agencies to familiarise with new facility, designed to work as either an ICC or evacuation centre.

The Local Recovery Planning Committee are planning an exercise on 25 April 2018 to test their Business Continuity Planning, plans.

7.6 Western Central

Western Central arrangements are currently being reviewed. All Local Governments to have their individual recovery plans done with the proposed workshop in early 2018

Western Central is working towards appointing an Executive Officer for the committee.

The committee are planning a recovery exercise early in 2018 to test the eight individual recovery plans.

ITEM 8

Agency Reports

Agencies to advise of any issues that may have an impact on Emergency Management within the District from their agency's perspective.

8.1 Department of Fire & Emergency Services

DFES Season Synopsis 2017 - 2018

Vincent Fire Station – 29 Carr St, West Perth is under construction. Planned completion April 2018.

Conducting an exercise on 11 October 2017 with local governments focusing on ISG "Kaala".

8.2 Department of Communities – (Child Protection)

Following the Machinery of Government process – on the 1st July 2017 CPFS amalgamated with Department of Housing, Disability Services Commission, Communities Section of Department of Local Government and some parts of Juvenile Justice. These agencies all become Divisions of the new department. Our email addresses have changed firstname.lastname@communities.wa.gov.au The Department is to be referred to as Communities or DC (but never DOC's). The Emergency Services Unit will sit across all Divisions with the CPFS Division likely to remain the core staff we activate to provide the welfare support services for this season. The department is now looking at the other Divisions with the view to incorporate their staff into the Department's response/recovery function. It opens up the possibilities of a significant increase to staff numbers able to respond e.g. 2,000 to 7,000 – watch this space over the coming years.

All training presentations, training and exercise material, reference documents, templates, forms etc have been updated and rebranded.

The Local Welfare Plans have been updated & rebranded with the change to Department's name – these are fluid documents, a revised copy was sent out to the relevant LEMC members for review and comment – a copy can also be provided to DEMC members.

If there are any changes let Jo-Anne Bennett (for Metro North LEMC) or Ryan Hamblion (for Metro East LEMC) know particularly contacts and if any services need to be added, deleted or amended.

The Local Welfare Plan will undergo a complete review early next year following the completion of the State Emergency Welfare Plan.

The new State Emergency Welfare Plan first draft is complete and is out for consultation internally and with our SWEC agencies, it will then go to OEM, SEMC for consideration and then circulated to all agencies for comment. Currently the State Emergency Welfare Plan is an Interim document with 3 Annexures – the plan is it will become 1 document.

MOU signed with Venues West, Sport and Recreation and Fairbridge Village for their facilities to be used as State Evacuation Centres –

Venues West – HBF Arena (Joondalup); HBF Stadium (Challenge); NIB Stadium (Perth); Champion Lakes Regatta Centre; Speed Dome & WA Athletics Stadium

WA State Netball/Venues West - Mathews Netball Stadium (Wembley)

Fairbridge Village (Pinjarra)

Sport and Recreation – Ern Halliday Recreation Camp (Hillary's); Bickley Outdoor Recreation Camp; Point Walter Recreation and Conference Centre; Woodman Point Recreation Centre and Camp Quaranup (Albany)

Site visits currently being arranged or conducted, general guidelines prepared with the ongoing and continued relationship management/training handed to the SDESO Metro North (Jo-Anne).

Further facilities/venue operators have been identified and approached - SDESO Metro North is negotiating with them including the Optus Stadium (Perth Stadium & Burswood), Royal Agricultural Showgrounds, Universities, TAFES, PCEC, Gloucester Park, Bendat Basketball Stadium and Perth Arena

A number of the current larger local government recreation centres and facilities identified for local evacuation centres may also be considered as potential State Evacuation Centres eg The Rise in Bayswater, ARC in Cockburn

CoP are continuing to negotiate with Private Facilities and bordering LG's for the use of their facilities as Evacuation Centres for CoP communities as they do not currently have adequate LG owned facilities.

Ongoing – Department of Communities Evacuation Centre/Emergency Welfare Centre Management Training Opportunities have been held for the LG's in the Central DEMC areas

Local Government and Facilities/Operators Awareness Training – Activation and Evacuation Centres is also being conducted when requested

Department of Communities – Emergency Services staff participated in a number of Reviews, DFES State & Metro Exercises, and Workshops & Season Briefings

Risk Workshops – Participated in various risk workshops

Draft Local Government Activation Guide – given out recently for comment to a number of local governments for review prior to finalizing and circulating

Waroona/Yarloop/Harvey Response - State Government involvement ceased 18/8/2017 with ongoing Recovery support being coordinated by the LGA's through the Recovery Centre – Our departments Community Development Officer's involvement has wound up – we are continuing to pay for counselling until January 2018, a report is attached.

Exercise or Event Schedule until end of financial year.			
Agency	Dates	Exercise/Event	Learning Outcomes
Department of Communities (DC) Emergency Services Conference	9th – 11th May 2017	ESU Staff, Country DESO's and Metro SDESO's annual conference	Review, Training, Exercising, Significant Issues, Resources, Documentation, Team Building Theme - Reflect, Review & Refresh
Department of	Various	Evacuation Centre/Emerg	Running participants through the stages of managing a Welfare Centre (Before the

Communities (DC)		ency Welfare Centre Management – multi agency & multi LG's and LEMC's	emergency, activation, managing the Centre, closure of the Centre, recovery). Also information on what services and agencies assist.
Department of Communities (DC)	Various	District Local Welfare Coordinator and Administration Staff EM Training	Providing an overview of EM, Activation of the Local Office and specific tasks eg Coordinator, RFR, Finance, Kits etc
DFES	1st September 2017	Level 3 Incident Controllers Training – Agency Participant in ISG meetings	Reps from Police, DFES, Water & Parks undertaking Level 3 Incident Controllers Training and needed to conduct ISG meetings – agency reps attended and played their departments role at the meetings (surprising each of them given the same information operated & requested things differently).
Department of Communities (DC)	25th October 2017	Discussion Exercise – Department of Communities - State Level Activation – Welfare Support	Explore the capacity and capability of DC to provide welfare support and deal with a large scale event
WA Police	27th October 2017	Discussion Exercise – Perth Stadium	Roles and responsibilities for agencies involved in response to a Level 3 incident that occurs at the Perth stadium during an event - discuss Command, Control, Coordination & Communication arrangements (Terrorism)
Office of Emergency Management (OEM)	30th October 2017	The Way Forward for Recovery in WA	Recovery Workshop (part of their annual conference)
Department of Communities (DC)	Various	Training and Practical Setup of an Evacuation Centre for key LG and or Facility Operator Staff	Provide and run through with key LG & Facility Staff to open, set up and operate an Evacuation Centre prior to Communities arrival
Department of Communities (DC)	8 th & 21 st November 2017	Early Response Team (DC) – Perth Airport Training – Welfare Response	Preparing DC Early Response Team members for an Airport Emergency Event – welfare response in regards to Passengers, Meeter/Greeter and reunification processes
Department of Communities (DC)	Various	Review LG's Nominated Evacuation Centres	Explore the current nominated Evacuation Centres with LG to determine if they are relevant - add or delete facilities
Department of Communities	Ongoing	Training & Exercises to test the activation of	Test the capabilities of staff within the district to respond to a request to open a Welfare Centre; this includes activating the District office, Local Welfare

		Department of Communities District Office's	Coordinator briefing and directing staff to tasks to prepare their departure and physically gathering resources including hooking up the trailer (if applicable) or gathering District Kits with all resources needed to manage the Centre on their arrival.
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8.3 Department of Health

Two incidents:

- acid incidents involving DFES
- Royal Perth Hospital – gas leak

Planning a major exercise in May 2018 involving 300 casualties.

8.4 Dept Biodiversity Conservation & Attractions

Nil to report from perspective of Marine Parks or SAR activities associated with forest tracks and trails.

Swan-Canning Riverpark – seasonal presence of washed up algae is noticeable. This is a natural process and is an amenity issue only; not a health concern

Parks and Wildlife production of a new Emergency Services Directory. About to go to print so order book is closed.

Prescribed burning conditions/season now closed. Good achievements near Sawyers Valley, Ellenbrook and around Kalamunda.

Pre-fire season training, briefings and arrangements are now completed and the transition into bushfire season is well under way. Resources this year will be almost identical to last year. Significant efforts are being put into establishing the inter-agency pre-formed team structures for major fires for this fire season.

8.5 Water Corporation

In February 2017 the south west of the State, and the Perth area, received significant rainfall in a short period of time. The weather event caused Water Corporation significant concern associated with potential inundation of infrastructure. Working closely with DFES and other partners the Corporation managed the event and made some significant learnings from the experience. Specifically, the risks associated with 25, 50 and 100 year events in that there is little or no contemporary knowledge, some shortfalls in existing liaison and communication models with key stakeholders, and access to timely and informative data.

8.6 St John Ambulance

St John Ambulance has reviewed the Surge Response Plan as a result of the lessons identified from Ambulance Victoria's experience in the wake of Thunderstorm Asthma. Whilst many of the recommendation from the Director General's report and AV internal review were already addressed by St John Ambulance's current processes it's been a good opportunity to improve our surge response plan. As a result of the review St John will be conducting an internal exercise to evaluate the updated plan and practice all BU managers on their roles during a demand in Ambulance services.

SJA have been heavily involved with the preparedness exercises for the Perth Stadium conducted by Venueslive and WA Police with all key stakeholders. These exercises have focused on pre-event preparedness and during events from minor incidents to major emergencies.

Attending a multi-agency functional exercise on 12 December 2017 at Perth Stadium to evaluate the stadium and emergency services plans for the stadium.

The agency is conducting an Ambulance Coordination Group Surge response exercise on 13 December 2017 to evaluate the revised Surge Response Plan and Seasonal Preparedness for BU within St John Ambulance.

8.7 Department of Primary Industries and Regional Development

On 01 July 2017, the Department of Agriculture Western Australia (DAFWA) was amalgamated with the Department of Fisheries and the Department of Regional Development to become the Department of Primary Industries and Regional Development (DPIRD). The Director General DPIRD is now the HMA for the hazard animal and plant biosecurity.

In 2017 the Department has responded to two major plant biosecurity incursions affecting the vegetable industries;

1. Tomato Potato Psyllid (TPP) (Feb-June 2017) - an insect pest and
2. Potato *Dickeya dianthicola* (PDD) (June to Sept 2017) - a bacterial pest.

In both responses the Department managed the responses with the assistance of Industry. Neither responses required a coordinated interagency responses or the activation of an ISG or OASG.

Through the responses it was found that it was not possible to eradicate either TPP or PDD. DPIRD is now working with industry to develop strategies to minimise the impost of these new pests. A number of local government authorities are assisting with ongoing pest management activities.

Additional information on these pests are available at www.agric.wa.gov.au.

There have been no other significant incursions and/or responses this year to date.

DPIRD has an on-going emergency management training and development program. Staff are being trained in certified emergency management qualifications to meet the nationally agreed training framework related specifically to a biosecurity response. The value of training was validated through Exercise APOLLO in 2016.

At this stage, no further events or exercises are scheduled in the current financial year.

8.8 Office of Emergency Management

SEMC Membership Changeover

The recent machinery of government changes have resulted in the resignation of several SEMC members.

The August meeting also marked the last one for the Fire and Emergency Services Commissioner, Dr Wayne Gregson, and WA Police Commissioner, Dr Karl O'Callaghan, both retiring from their public sector roles.

Dr Ron Edwards - New SEMC Chair - 9 October 2017

Dr Ron Edwards has extensive board experience in the fisheries, the resources and not-for-profit sectors, including previous appointments on the Pacific Area Working Group for the Marine Stewardship Council, the Not-for-Profit Sector Reform Council, the Australian Social Inclusion Board and the Seafood Trade and Market Access Forum. He is the co-founder of the Graham (Polly) Farmer Foundation for indigenous youth and has also served on the boards of the Perth Mint, as Chair of Anglican Youth Ministries, the Anglican Schools Commission and as Chair of the Potato Marketing Corporation and the Rock Lobster Industry Advisory Committee. He is currently on the boards of Youth Focus, the Young Lives Matter Foundation, and the National Landcare Advisory Committee and continues with the Polly Farmer Foundation. Dr Edwards' career has also included strategic project work, academic, research and media communications roles, and he served as the Federal Member for Stirling in Western Australia between 1983 and 1993.

The State Crisis Information Management System (Web Fusion) went live on 4 November 2017 after nearly 10 years from conception. The system connects individual agencies' Web EOC systems allowing them to readily share information.

A State Emergency Animal Welfare Plan has been drafted and it is hoped it will be sent out for consultation in the next few months.

An independent review of the State traffic management arrangements was undertaken. The review concluded that the arrangements are more than sound. An aide-memoire was developed and DFES finalised the Restricted Access Permit which is yet to be fully tested. The IMT checklist and template have been developed to guide traffic management and are available on the OEM website. It is anticipated that the WA Traffic Management Working Group will be reconvened following the 2017/18 southern bushfire season to consider the report findings. Response agencies are encouraged to reinforce the availability and use of the available traffic management tools ahead of the 2017/18 southern bushfire season.

8.9 Department of Justice

Mr Tuttle introduced himself to the committee and advised he would be the representative for his department and attending East, Central and South DEMC meetings. He advised the Corrective Services Operations Centre can be contacted 24/7 on 1300 000 327.

The centre has staff on duty 0700 – 1800 Monday to Friday and 0800 – 1800 Saturday and Sunday.

Outside of these hours the phone is answered by staff who are on call.

The Operations Centre should be the first point of contact for information about the custodial environment and incidents impacting or potentially impacting upon the prisons.

Exercise or Event Schedule until end of financial year.			
Agency	Dates	Exercise/Event	Learning Outcomes
Department of Justice	October / November 2017	Wooroloo Prison Recent exercise re fire and evacuation with Accacia Prison and DFES	Requirement to regrade access road to Accacia Prison to improve vehicle response time.
	23 rd November 2017	Defend and shelter fire exercise with DFES	
	October 2017	Acacia Prison Fire and evacuation exercise, including smoke simulation, for new officers	
	21 st October 2017	Fire and explosion exercise involving the death of one staff member and a member of the public. (Desk top)	To be submitted

	November 2017	Timetable of future exercises currently being drafted.	
	October / November 2017 December 2017	Bandyup Prison Internal incident exercises focusing on escapes, assaults and hostile situation Planned fire exercise with DFES	

8.10 Department of Communities (Dept Housing)

Nothing to report

8.11 WA Police Force

Officers have been involved in training for bushfire season.

ITEM 9 General Business

Nil

ITEM 10 Confirmation of Next meeting and meeting schedule.

To be advised on the outcome of WA Police Force district restructure.

ITEM 11 Meeting Closed: 1219 Hours

ATTACHMENT NO. 5

MEETING LOCATION: Challenger Room, Main Administration, 25 Cedric Street, Stirling.

TIME & DATE: 1400 Wednesday 14 February 2018

1. DECLARATION OF OPENING OF MEETING: Chair declared meeting open at 1405 and closed at 1530

2. ATTENDANCE:

Bob Phipps	City of Stirling
Cameron Smith	City of Kalamunda
Derrick Briggs	City of Joondalup
Eric Graham	City of Bayswater
Graeme Haggart	Town of Bassendean
Heath Stenton	City of Swan
Mark Robinson	City of Stirling
Merveen Cross	Office of Emergency Management
Resmie Greer	City of Wanneroo

APOLOGIES:

Adrian Dyson	Shire of Mundaring
Magnus Ohman	City of Swan

3. ACCEPTANCE OF PREVIOUS MINUTES: meeting held at Mundaring 22 August 2016

Minutes of the previous meeting held at Mundaring on 22 August 2016 were amended as follows:

- a. In section titled 'LGA & Agency Recovery activations and issues' - paragraph four should be amended to read Resmie Greer said that the City's brigades had attended.
- b. In section titled 'General Business' – paragraph 3 of second dot point was altered to read 'Eric Graham – ' rather than 'The man next to Merveen -.'

After being moved by Resmie Greer and seconded by Bob Phipps the amended minutes were accepted by the meeting participants as being a true record of proceedings

4. BUSINESS ARISING FROM PREVIOUS MINUTES – NIL

5. CORRESPONDENCE – NIL

6. OTHER MATTERS – NIL

7. GENERAL DISCUSSIONS REGARDING THE DOCUMENT TITLED METROPOLITAN NORTH AND EAST RECOVERY GROUP PARTNERING AGREEMENT 2014

As a result of discussions regarding the document the following was decided by the meeting participants:

- a. Item 5.7 of the Partnering Agreement be altered by deleting the words 'in April' on the first line.
- b. An appendix to the Partnering Agreement be included that provides contact details at each of the participant local governments should the partnering agreement be activated by a signatory to the agreement.
- c. A draft copy of the amended Partnering Agreement is to be forwarded to all eight participant local governments for noting by the relevant LEMC's as soon as possible.
- d. When noted by the LEMC's the Partnering Agreement be signed by each of the local government CEO's as required in Item 6.2 of the Partnering Agreement in order to extend the documents effect for a further four years. Last signed into effect in 2014.
- e. An exercise is to be developed to test the effectiveness of the partnering agreement. The exercise should be held in August 2018. The following people have agreed to being members of the development group:
 - Bob Phipps (Stirling)
 - Heath Stenton (Swan)
 - Mark Robinson (Stirling)
 - Merveen Cross (OEM)
 - Quinta LaRosa (OEM)

Others may be asked to assist.

8. GENERAL BUSINESS – NIL

9. NEXT MEETING – To be advised by City of Swan

10. APPENDIX – Copy of updated Partnering Agreement

Julie Hein

From: Graeme Haggart <GHaggart@bassendean.wa.gov.au>
Sent: Tuesday, 20 February 2018 4:31 PM
To: Julie Hein (JHein@bassendean.wa.gov.au)
Subject: FW: Partnering agreement Update 1 - sorry pressed the send button to early!
Attachments: Partnering Agreement North East Recovery Group.pdf; Minutes Partnering Agreement 14 Feb 2018.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Julie

This for the next LEMC agenda please.

Thanks

Graeme

From: Bob Phipps [mailto:Bob.Phipps@stirling.wa.gov.au]
Sent: Tuesday, 20 February 2018 2:56 PM
To: Adrian Dyson <adriandyson@mundaring.wa.gov.au>; Bob Phipps <Bob.Phipps@stirling.wa.gov.au>; Cameron Smith <cameron.smith@kalamunda.wa.gov.au>; Craig Cuthbert <craigcuthbert@mundaring.wa.gov.au>; derrick briggs <derrick.briggs@joondalup.wa.gov.au>; Eric Graham (eric.graham@bayswater.wa.gov.au) <eric.graham@bayswater.wa.gov.au>; G. Haggart <ghaggart@bassendean.wa.gov.au>; Heath Stenton <heath.stenton@swan.wa.gov.au>; Magnus Ohman <magnus.ohman@swan.wa.gov.au>; Mark Robinson <Mark.Robinson@stirling.wa.gov.au>; Merveen Dross <merveen.cros@oem.wa.gov.au>; Quinta La Rosa <quinta.larosa@fesa.wa.gov.au>; Resmie Greer <resmie.greer@wanneroo.wa.gov.au>
Subject: Partnering agreement Update 1 - sorry pressed the send button to early!

Good afternoon to all ...

Thank you all for attending the meeting at Stirling on Wednesday 14 February 2018 to update the North and East Recovery Partnering Agreement.

In order to progress the decisions made at the meeting I now need some information from each of the local governments; please provide the following information for your local government:

1. Contact position and name and a proxy for activation of action under the partnering agreement. Please use the following template to provide the details.

Local Government →		
	Primary Contact ▼	Secondary Contact ▼
Position		
Name		

Phone #		
Mobile phone #		
Email		

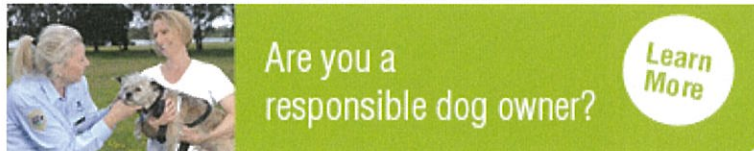
I have attached a **draft versions** of the minutes of the meeting and the Partnering document for your information. Please check it and let me know if there are any error, typos etc.

Bob Phipps

Coordinator - Emergency Management
Community Safety



Administration Building, Cedric Street Stirling WA 6021
Phone (08) 9205 7034 | **Mobile** 0409 918 372 | **Facsimile** (08) 9205 8822
Email Bob.Phipps@stirling.wa.gov.au



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PARTNERING AGREEMENT

**Metropolitan North & East
Recovery Group**

For

**THE PROVISION OF MUTUAL AID FOR
RECOVERY DURING EMERGENCIES**

June 2018

1. PURPOSE

To undertake the provision of mutual aid between parties to the Agreement, for recovery management during emergencies.

2. PARTIES TO THE AGREEMENT

Town of Bassendean

City of Bayswater

City of Joondalup

City of Kalamunda

Shire of Mundaring

City of Stirling

City of Swan

City of Wanneroo

3. DEFINITIONS

Definitions to terms contained within the Agreement are as per those contained within the Emergency Management Act 2005 and Regulations 2006 and State Emergency Management Policy.

Local Government Chairperson – the person nominated by the Local Government who for the current year has the chair of this committee as described in clause 5.6 below.

Requestor for Support – The Local Government(s) seeking assistance under the terms of this Agreement.

Provider of Support – The Local Government(s) providing assistance under the provisions of this Agreement.

4. PARTNERING OBJECTIVES

This Partnering Agreement is for the purpose of mutual aid between the parties to the Agreement to undertake the following subject to assessing the impact of the said request for mutual aid on the ability of the Local Authority to assist.

- 4.1 Ensure all recovery activities are conducted in accordance with the Emergency Management Act 2005 and Regulations 2006 and State Emergency Management Policy.
- 4.2 Provide mutual aid for recovery management activities during emergencies to parties to this agreement.
- 4.3 Conduct recovery planning utilising an “All Agencies” approach in accordance with the Local Recovery Planning Guide and the State Emergency Management Plan 2.3.

5. PARTNERING EXPECTATIONS

- 5.1 To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
- 5.2 To ensure that the Incident Controller (IC) of the designated Controlling Agency for the incident is advised of all requests for support as soon as practicable, and in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
- 5.3 To ensure all personnel and equipment provided are covered by the Provider of Support own insurance.
- 5.4 Provider of Support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.
- 5.5 The Requestor for Support will be responsible for all incidental costs associated with the Provider of Support personnel and equipment such as catering, accommodation, Occupational Health & Safety (OHS) issues, transport fuel and storage.
- 5.6 The position of chair and administrative support of the Metropolitan North & East Recovery Group will be rotated in alphabetical order between parties to this Agreement on an annual basis.
- 5.7 The group will meet at least once annually and at Local Government Chairpersons locality to review this Partnering Agreement and assess its relevance and suitability to the parties and other business relevant to this Agreement and its operation.
- 5.8 To ensure that all requests for mutual aid are directed from the Local Recovery Coordinator (LRC) of the requesting Local Government to the Chief Executive Officer of the Local Government being requested to provide assistance.

6. DURATION AND AMENDMENT

- 6.1 This Partnering Agreement will come into effect at the date of signing by all parties.
- 6.2 This Agreement will remain in place for a period of 4 years or until terminated.
- 6.3 The terms of this Agreement shall not be amended in any respect except by agreement of all parties in writing.

7. TERMINATION

This Agreement may be terminated by mutual agreement of all parties in writing at any time.

8. WITHDRAWAL

Any party may withdraw from this Agreement by giving three months' notice in writing to the Local Government Chairperson (LGC) at any time.

9. NOTICES

Communications in relation to this Partnering Agreement must, unless otherwise notified in writing, be addressed and forwarded as follows:

Chairperson

Metropolitan North & East Recovery Group

c/o (Local Government responsible for chairperson at the time)



10. AGREEMENT




Parties to this Agreement, agree to the preceding provisions in regard to the provision of mutual aid (see next page).




Town of Bassendean	_____	_____
	Chief Executive Officer	Date
City of Bayswater	_____	_____
	Chief Executive Officer	Date
City of Joondalup	_____	_____
	Chief Executive Officer	Date
City of Kalamunda	_____	_____
	Chief Executive Officer	Date
Shire of Mundaring	_____	_____
	Chief Executive Officer	Date
City of Stirling	_____	_____
	Chief Executive Officer	Date
City of Swan	_____	_____
	Chief Executive Officer	Date
City of Wanneroo	_____	_____
	Chief Executive Officer	Date

12. ATTACHMENT

Direct contacts at participating local governments – LAST UPDATED 20/02/2018

Local Government	Position / Name	Contact
<p>City of Bayswater</p> 	<p>Emergency Management Officer (Eric Graham)</p> <p>OR Proxy</p>	<p>P: M: E: eric.graham@bayswater.wa.gov.au</p> <p>P: M: E:</p>
<p>City of Joondalup</p> 	<p>Emergency Management Officer (Derrick Briggs)</p> <p>OR Proxy</p>	<p>P: M: E: derrick.briggs@joondalup.wa.gov.au</p> <p>P: M: E:</p>

Local Government	Position / Name	Contact
<p>City of Kalamunda</p> 	<p>1. Emergency Management Officer (Cameron Smith)</p> <p>OR Proxy</p>	<p>P: M: E: cameron.smith@kalamunda.wa.gov.au</p> <p>P: M: E:</p>
<p>City of Stirling</p> 	<p>1. Coordinator Emergency Management (Bob Phipps)</p> <p>OR Proxy</p> <p>2. Manager Engineering Operations (Ron Spragg)</p>	<p>P: 08 9205 7034 M: 0409 918 372 E: bob.phipps@stirling.wa.gov.au</p> <p>P: 08 9205 7030 M: 0417 966 134 E: ron.spragg@stirling.wa.gov.au</p>
<p>City of Swan</p> 	<p>1. Manager (Heath Stenton)</p> <p>OR Proxy</p>	<p>P: M: E: heath.stenton@swan.wa.gov.au</p> <p>P: M: E:</p>

Local Government	Position / Name	Contact
<p data-bbox="229 837 400 860">City of Wanneroo</p> 	<p data-bbox="480 837 938 909">1. Community Safety and Emergency Management Officer (Resmie Greer)</p> <p data-bbox="512 927 603 949">OR Proxy</p>	<p data-bbox="954 837 1305 909">P: M: E: Resmie.greer@wanneroo.wa.gov.au</p> <p data-bbox="954 949 975 1021">P: M: E:</p>
<p data-bbox="220 1046 405 1068">Shire of Mundaring</p> 	<p data-bbox="480 1046 807 1095">1. Emergency Management Officer (Craig Cuthbert)</p> <p data-bbox="512 1135 603 1158">OR Proxy</p>	<p data-bbox="954 1046 1305 1117">P: M: E: craigcuthbert@mundaring.wa.gov.au</p> <p data-bbox="954 1158 975 1229">P: M: E:</p>
<p data-bbox="212 1254 413 1276">Town of Bassendean</p> 	<p data-bbox="480 1254 807 1303">1. Emergency Management Officer (Graeme Haggart)</p> <p data-bbox="512 1321 603 1344">OR Proxy</p>	<p data-bbox="954 1254 1353 1326">P: M: E: Graeme.Haggart@bassendean.wa.gov.au</p> <p data-bbox="954 1366 975 1438">P: M: E:</p>

ATTACHMENT NO. 6



Local Government Emergency Management Advisory Group

AGENDA

Meeting No. 4 – Tuesday 12 September 2017

Venue

WALGA

Wattle meeting Room
170 Railway Parade West Leederville

12:30pm – 3:00pm (lunch provided 12.30 – 1:00)

Meeting commences at 1:00pm – 3:00pm

Attendees

- Melissa Pexton – WALGA (Chair)
- Louise Cockroft - WALGA
- Adrian Dyson - Shire of Mundaring
- Konrad Seidl - City of Perth
- Michael Duckett - Central Western LEMC
- Graeme Haggart – Town of Bassendean
- Myra Giardini – City of Mandurah
- Michael Emery – City of Cockburn Arrived at 1:10pm
- Tania Rose – City of Bunbury – Conference Call

Apologies

John Lane – WALGA
Resmie Greer – City of Wanneroo, Emergency Hazard Risk Assessment Workshop
Bob Phipps - City of Stirling, Emergency Hazard Risk Assessment Workshop
Chris Widmer - City of Bunbury
Dean Freeman – Shire of Capel



CONFIRMATION OF MINUTES

Previous minutes confirmed Konrad Seidl.

4. ESL Review Update

Melissa will circulate a copy of the finalised document near the end of September.

ACTION: Melissa to circulate document when finalised.

5. Prescribed Burning Forum

Melissa will circulate the update. Melissa expressed her concerns over lack of LG involvement. Networking was a plus and the outcomes generated were sound.

ACTION: Melissa to circulate update.

<https://www.dfes.wa.gov.au/waemergencyandriskmanagement/obrm/Pages/tbqeventinformation.aspx>

6. State Recovery Vision/Red Cross Workshop (Melbourne)

Adrian attended a 2 day workshop in Melbourne. 3 LG's were represented.

There is disconnect, don't plan for recovery, recovery not integrated, lessons not learnt. NDRRA not working. Limited evidence base for recovery work. Interesting discussions on setting up not for profit baseline insurance for comprehensive insurance.

Steve Joske is planning 2 more workshops locally, within the Natural Hazards Conference being held in Perth, hosted by the Office of EM.

GIVIT is establishing here in Perth. QLD have it down to fine art. Cockburn Margaret River and Busselton entering into a MOU. WALGA are considering a standardised MOU which LGs can join.

ACTION: Adrian will send Local Recovery Management Responsibilities and Accountabilities Checklist around. Attached.

ACTION: John Labe to pursue standard MOU with GIVIT.

7. Emergency Vehicle Committee

Follow up done. WALGA has officially joined the committee membership in order to better represent members. It is a virtual Committee and assesses applications. Further work is also being done to develop a standard policy which will be housed with Dept. Of Transport.

ACTION: Melissa will send link around.

<https://www.transport.wa.gov.au/licensing/vehicle-accessories-and-fittings.asp>

ACTION: WALGA will keep all up to date with policy reviews

Tania Rose left meeting at about 2:00pm due to technical sound problems.

8. Australian Natural Hazards Conference - workshop

Melissa discussed an opportunity to showcase the LG EM space to the broader EM sector through a workshop at the conference. Discussion on key projects or case studies that would highlight the positive work being done by LGs. Konrad suggested the City of Perth EMERGE and other members were provided with the opportunity to make suggestions out of session.

9. Top 10 List

Reviewed and updated



10. Emerging Issues

Konrad Seidl left the meeting.

Emergency Service Vehicles – Ability to drive under EMV status should be completed around December.

11. What's happening around the Regions

Adrian Dyson left meeting.

Attached

Local Recovery Management Responsibilities and Accountabilities Checklist

Meeting closed at 2.57pm, next meeting 12 September 2017

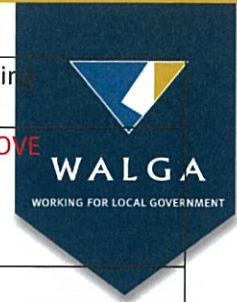
Current Issues

1	ESL levy Review	Ongoing
2	Emergency Risk Management Project	Watching brief
3	District Emergency Management Committees – needs review.	Ongoing
4	WANDRRA and associated problems	Ongoing
5	UCL and UMR Lands for mitigation including local Government get something happening re mitigation by state agencies DPAW and DFES. Report on percentages of mitigation works done by agency under the MoU.	Part of the ToR for the State Bushfire Consultative Committee. Mel to circulate communique Keep a watching brief
6	State EM portal	Access Issues

Consolidated Action List

Action Item	Detail	Owner/s	Due date	Outcomes
02-12-16	WALGA ESL Consultant report Melissa to circulate	M Pexton	March 2017	Finalised in 2 weeks will circulate once completed
03-12-16	LGEMAG ToR Review	J Lane	Early 2017	CLOSE
04-12-16	LGEMAG catchment boundaries and representative review	J Lane	March 2017	REMOVE
13-06-17	Bushfire Mitigation Summit outcomes to be circulated.	M Pexton	Sept 2017	REMOVE
13-06-17	Download DEMC Guide and	M Pexton	Sept	Report back at next

	read. Check out guidelines Melissa to check Policy		2017	meeting
13-06-17	Speak with DOLA regarding setting up a meeting between DOLA and the City of Cockburn to discuss these issues.	M Pexton	Sept 2017	REMOVE
12-09-17	ESL Review update document to be circulated end of September	M Pexton	Sept 2017	
12-09-17	Prescribed Burning Forum updated document to be circulated	M Pexton	Sept 2017	Link attached - Completed
12-09-17	Local Recovery Management Responsibilities and Accountabilities Checklist around	A Dyson	Sept 2017	PDF attached - Completed
12-09-17	Standardise GIVIT MOU	John Labe	Ongoing	
12-09-17	Emergency Vehicle Committee link to be sent around. WALGA will keep up to date with reviews.	M Pexton/J Lane	Sept 2017 & ongoing	Link attached – Completed & Ongoing



Local Recovery Management Responsibilities and Accountabilities Checklist

Introduction

Following the impact of a major emergency on a community, local government is required to manage the recovery process. This will be in addition to the local government's day to day business. Whilst a Local Government may have undertaken preparedness activities to meet their obligations, their capacity and capability to manage the recovery effort will be solely reliant on the operating environment at the time of the event. Notwithstanding this, the National Principles for Disaster Recovery outline successful recovery relies on;

- Understanding the context of the community
- Recognising the complexity and dynamic nature of the emergency and community
- Using a community led approach which is flexible, engaging and empowers communities
- Ensures all activities are coordinated, planned and adaptive based on a continual assessment of the impact and needs
- Employs effective communication with affected communities and stakeholders; and
- Builds capacity by recognising, supporting and building on community, individual and organisational capacity.

This is why it is imperative the local government manages the recovery process, however in some circumstances local governments may not have the capacity or capability to manage the recovery effort and external assistance is required from other local governments or the State. In instances where State level support may be required this document can be used to guide conversation between the State Recovery Coordinator and an effected local government to build an understanding of the impact. Due to the complexities and variables of emergencies such as community resilience, community cohesion, local government capacity and capability the Local Recovery Management Responsibilities and Accountabilities Checklist is designed to;

- Enable the State Recovery Coordinator to build a picture of what resources may potentially be required to support the local government.
- Ensure both parties understand their responsibilities and accountabilities
- Identify where capacity exists and where it does not; and
- Give a clear picture of potential areas for State support;

at the time of the emergency incident impacting a community.

Government Act? (Reference S.6.8 LG Act 1995)								
Are any MOU's with other local governments for support or resources in place? Have you requested assistance from any other LGs or WALGA?								
What is the capacity and capability of the records management process								
Public Buildings								
What is the capacity and capability to inspect public and private buildings								
What is the capacity and capability to inspect infrastructure								
What is the capacity and capability to manage environmental health issues (ie: Do you have an Environmental Health Officer on staff or do you have a service agreement with another LG that you will utilise?)								
What is the capacity and capability to manage an increase in the amount of waste generated by the emergency (bulk waste, green waste and hazardous waste)								
Disaster Management								
If the event has been declared an eligible WANDRRA event-								
a. Have you worked under the WANDRRA Guidelines before?								

b. Has the local government's cash flow been impacted?								
What is the capacity and capability to manage donations of cash								
What is the capacity and capability to manage donations of goods								
What is the capacity and capability of the local business community to recover from this event								
The Natural Environment:								
What is the capacity and capability for the natural environment to recovery from this event with minimal intervention? For example does a weed management plan need to be developed post bushfire								
The Community:								
Have any community meetings been held or planned								
What is the capacity and capability to;								
• Manage the media								
• Manage social media								
• Create and distribute public information								
• Hold public meetings								
• Receive public feedback								

What is the capacity and capability for the community to return to the affected area								
What is capacity and capability level for the local government to ensure effective community participation in the recovery process?								
What is capacity and capability level for the local government to ensure effective community consultation?								
What is capacity and capability level for the local government to develop community collaboration strategies for recovery management?								
What is the capacity and capability to develop a long term accommodation (residents) strategy								
What is the capacity and capability to identify and manage impacted site of cultural significance								
Have you identified the short – medium – long term (whatever is appropriate at the time) recovery activities for your community?								
Do you have the confidence and resources to undertake the short – medium – long term recovery activities for your community?								

Note: These attachments are for reference during the development of the Checklist – they will be removed for the final version.

Fig 1 Community Engagement Model for Emergency Management



NATIONAL PRINCIPLES FOR DISASTER RECOVERY



DISASTER RECOVERY is part of emergency management, which includes the broader components of prevention, preparedness and response. Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

DISASTER RECOVERY includes physical, environmental and economic elements, as well as psychosocial wellbeing. Recovery can provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies – contributing to a more resilient community.

SUCCESSFUL RECOVERY RELIES ON:

- **understanding the *context*:**

Successful recovery is based on an understanding of the community context.

- **recognising *complexity*:**

Successful recovery acknowledges the complex and dynamic nature of emergencies and communities.

- **using *community*-led approaches:**

Successful recovery is responsive and flexible, engaging communities and empowering them to move forward.

- **ensuring *coordination* of all activities:**

Successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs.

- **employing effective *communication*:**

Successful recovery is built on effective communication with affected communities and other stakeholders.

- **acknowledging and building *capacity*:**

Successful recovery recognises, supports and builds on community, individual and organisational capacity.



UNDERSTANDING THE CONTEXT

Successful recovery is based on an understanding of the community context. Recovery should:

- appreciate the risks faced by communities;
- acknowledge existing strengths and capacity, including past experiences;
- be culturally sensitive and free from discrimination;
- recognise and respect differences; and
- support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected.

RECOGNISING COMPLEXITY

Successful recovery acknowledges the complex and dynamic nature of emergencies and communities. Recovery should recognise that:

- information on impacts is limited at first and changes over time;
- affected individuals and communities have diverse needs, wants and expectations, which are immediate and evolve rapidly;
- quick action to address immediate needs is both crucial and expected;
- disasters lead to a range of effects and impacts that require a variety of approaches; they can also leave long-term legacies;
- conflicting knowledge, values and priorities among individuals, communities and organisations may create tensions;
- emergencies create stressful environments where grief or blame may also affect those involved;
- the achievement of recovery is often long and challenging and
- existing community knowledge and values may challenge the assumptions of those outside the community.

USING COMMUNITY-LED APPROACHES

Successful recovery is responsive and flexible, engaging communities and empowering them to move forward. Recovery should:

- centre on the community, to enable those affected by a disaster to actively participate in their own recovery;
- seek to address the needs of all affected communities;
- allow individuals, families and communities to manage their own recovery;
- consider the values, culture and priorities of all affected communities;
- use and develop community knowledge, leadership and resilience;
- recognise that communities may choose different paths to recovery;
- ensure that the specific and changing needs of affected communities are met with flexible and adaptable policies, plans, and services; and
- build strong partnerships between communities and those involved in the recovery process.

ENSURING COORDINATION OF ALL ACTIVITIES

Successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs. Recovery should:

- be guided by those with experience and expertise, using skilled and trusted leadership;
- reflect well-developed planning and information gathering;
- demonstrate an understanding of the roles, responsibilities and authority of other organisations and coordinate across agencies to ensure minimal service disruption;
- be part of an emergency management approach that integrates with response and contributes to future prevention and preparedness;
- be inclusive, using relationships created before and after the emergency;
- have clearly articulated and shared goals based on desired outcomes;
- have clear decision-making and reporting structures;
- be flexible, take into account changes in community needs or stakeholder expectations;
- incorporate the planned introduction to and transition from recovery-specific actions and services; and
- focus on all dimensions: seeking to collaborate and reconcile different interests and time frames.

EMPLOYING EFFECTIVE COMMUNICATION

Successful recovery is built on effective communication with affected communities and other stakeholders. Recovery should:

- ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent;
- recognise that communication with a community should be two-way, and that input and feedback should be sought and considered over an extended time;
- ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and channels;
- establish mechanisms for coordinated and consistent communication with all organisations and individuals; and
- repeat key recovery messages because information is more likely to reach community members when they are receptive.

ACKNOWLEDGING AND BUILDING CAPACITY

Successful recovery recognises, supports and builds on community, individual and organisational capacity. Recovery should:

- assess gaps between existing and required capability and capacity;
- support the development of self-reliance;
- quickly identify and mobilise community skills and resources;
- acknowledge that existing resources will be stretched, and that additional resources may be required;
- recognise that resources can be provided by a range of stakeholders;
- understand that additional resources may only be available for a limited period, and that sustainability may need to be addressed;
- provide opportunities to share, transfer and develop knowledge, skills and training;
- understand when and how to disengage; and
- develop networks and partnerships to strengthen capacity.

ATTACHMENT NO. 7



Local Government Emergency Management Advisory Group

MINUTES

Meeting 4 – Tuesday 12 December 2017

Venue

WALGA

Wattle meeting Room
170 Railway Parade West Leederville

12:30pm – 3:00pm (lunch provided 12.30 – 1:00)

Meeting commenced at 1:00pm

Attendees

- John Lane – WALGA (Chair)
- Melissa Pexton – Manager Emergency Management WALGA
- Louise Cockroft – WALGA (Secretariat)
- Konrad Seidl - City of Perth
- Michael Duckett - Central Western LEMC
- Myra Giardini – City of Mandurah
- Michael Emery – City of Cockburn -13:20 arrival
- Abby Simons – City of Cockburn – 13:10 arrival
- Bob Phipps - City of Stirling
- Shirley Elliott – City of Canning – 13:40 arrival

Apologies

- Adrian Dyson – Long Service Leave – Shire of Mundaring
- Graeme Haggart – Town of Bassendean
- Simon Stewert-Dawkins - Town of Bassendean
- Resmie Greer – City of Wanneroo
- Cr Chris Mitchell – Shire of Broome
- Dean Freeman – Shire of Capel
- Chris Widmer - City of Bunbury – GotoMeeting – WALGA connection not started
- Tania Rose – City of Bunbury – GotoMeeting – WALGA connection not started
- Craig Cuthbert – Shire of Mundaring (Proxy for Adrian)



Welcome and Apologies

Email apologies read out. Chris Widmer and Tania Rose tried to connect however WALGA connection was not started.

Confirmation of Minutes

Michael Duckett and Konrad Seidl confirmed September minutes.

4. ESL Summary

ESL review handout under consideration with Government. It was mentioned that it is unlikely all will be passed.

6. Emergency Vehicle Committee

WALGA attended one meeting to which there was a lot of confusion around, "What is an Emergency Vehicle".

Drivers Course for Emergency Vehicles available, mandatory to have this National qualification when driving a Priority 1/Category 1 Vehicle. There are operational conditions along with internal policies. Emergency Vehicles are reclassified every year.

Question was asked who check the state of the vehicles. Local Government change over their vehicles frequently.

Question asked "Why don't DFES offer course".

Volunteers also need National qualification to be able to control an Emergency Vehicle.

It was suggest "Fit to Drive" should become an assessment.

Emergency ???? Status means Lights & Siren.

Priority One is Red Blue & White lights, all else not priority.

ACTION: Do we need to register Emergency Vehicles?

Action List Item:- Prescribed Burning

Allocating to agencies letter sent to all Director Generals.

Last meeting update SBCC allocated???

It was suggested that a workshop be run regarding Managing Bushfire Risk

Local Recovery Management – Adrian

Melissa mentioned Karen Edmeeds @ OEM??

ACTION: Organise to run a workshop on Managing Bushfire Risk.

Action List Item:- Standardise GIVIT MOU

John has gone over this. WALGA do not like signing MOU's on behalf of Government.

Need to encourage members to sign up. John is looking for direction.

Various LG's have MOU's with GIVIT.

It was mentioned WALGA should hold the Master MOU and that it should standardised template.

ACTION:- WALGA will standardise MOU and send to all agreed.

5. Police District Restructure

Will go ahead mid next year. Metro Districts to be split into 8, currently at 4.

There was mention about concern regarding implications. Number of meetings that will now be held. Due to many meetings there will be lack of attendance.

Look at the MEMEC days, this worked well previously and will cut down on the amount of meeting. Bob Phipps still has the minutes from the previous group establishment.



5. Current Issues:- UCL & UMR

John read the Minister's release. Will be in the Emergency Management Newsletter

Have a BRMP plan re: spending DFES advice. ??

ACTION:- Include Minister's release in minutes.

6. State EM Portal

Remove, referencing has to be specific

8. Agenda:- Emerging Issues

DFES made change to Bush Fires Act. WALGA concerns with voluntary standards. Environment Waste & Planning departments involved. Shire of Mundaring have been innovative.

Gov determination re: volunteers

Question: Around reform of Rural Fire Management

Question: Around LG & Brigades

DFES costing takeover of Brigades

WALGA to maintain value for money programs BRMP funding

ER asked if volunteer staff – pay implications – written into EBA

Melissa will email ER team once received

ACTION:- Airtime on WALGA, Melissa to send around link.

ACTION:- Melissa will email ER Team.

9. What's happening around the Regions

Question: Crew protection any seen for Metro. Bob Phipps will find out.

Michael Duckett finding arrangement & recovery plans challenging due to different for each LG. Suggestion was made to keep generic. Konrad mentioned reference appendix.

Contacts and Resource list and obsession. Close to employing EM for Region.

retiring?? Wanneroo/Joondalup SES virtual rescue training tower to be built. Joondalup have plans. Same design as Kununurra.

Bob: Evacuation plan finished. Over 2 years to train all staff. Training Evac Centre Launching Internal Crisis Management Teams

Myra: Online Training EM – Introduction to AIMS needs to be looked at, splits at 6 modules. Passed out National Preparedness Flyers and explained APP and business cards. In discussion with hotels on TV advertising. Possibility for State & Aust wide. Greg Martin mentioned as long as it remains mainly electronic it should be successful. FAQ sheet created, a;so multilingual. Twiggy Forrest on board.

Melissa: Mention Leadership Training to think about.

Konrad: LEMA got SEMC passed.

EM project funded through AWARE.

Evac plans are good structurally

Bush fire Risk Management process train mapping??

Melissa: Preparedness report released.

John: mentioned VIC method

Retiring??? Capability survey too generic – not a good measure

ACTION:- Bob Phipps to find out Crew Protection for Metro.

ACTION:- Melissa to share preparedness APP and info.



WHO is RETIRING?? I don't know his name

Attachments:-

UCL & UMR Minister's Release ??

Preparedness handouts City of Mandurah

Meeting closed at 15:00.

Current Issues

1	ESL levy Review	Ongoing
2	Emergency Risk Management Project treatment to go for Districts	Watching brief
3	WANDRRA and associated problems WALGA Infrastructure Team lead this report. OEM to map out Tools & References.	Ongoing
4	UCL and UMR Lands for mitigation including Local Government get something happening re mitigation by state agencies DPAW and DFES. Report on percentages of mitigation works done by agency under the MoU. Michael had meeting with Dept of Plans – Lagtime in process	Part of the ToR for the State Bushfire Consultative Committee. Mel to circulate communicate Keep a watching brief

Consolidated Action List

Action Item	Detail	Owner/s	Due date	Outcomes
12-09-17	Standardise GIVIT MOU	J Lane	Ongoing	Under consideration
12-09-17	Emergency Vehicle Committee link to be sent around WALGA will keep up to date with reviews	M Pexton/J Lane	Ongoing	Ongoing
12-12-17 A	Do Emergency Vehicles need to be registered	??		In progress
12-12-17 B	Organise to run a workshop on Managing Bushfire Risk	??		
12-12-17 C	Standardise MOU's and send to all agreed.	WALGA		In Progress
12-12-17 D	Airtime on WALGA link to be sent around	Melissa	End of December	In Progress
12-12-17 E	Email ER Team	Melissa		
12-12-17 F	Crew protection for Metro	Bob Phipps		Underway
12-12-17 G	Introduction to AIMS to be looked at 6 module split	??	??	??
12-12-17 H	Share preparedness APP & info	Melissa		

ATTACHMENT NO. 8

Prepare the Peel Project

Raising Emergency Preparedness in the Tourism Industry

The 'Prepare the Peel' Project is funded by the National Disaster Resilience Program, it aims to;

- **Raise emergency preparedness in the Peel tourism industry, focusing on the short term accommodation sector**
- **Promote consistent messaging at the 'Looking', 'Booking' and 'Checking-in' steps of a visitor's journey**
- **Better prepare the traveller by encouraging the use of emergency 'alerting' and 'reporting' mobile Apps and resources**

The following resources will be developed through the project:

- **'Tourist Emergency Toolkit' web page**
MAPTO and the City of Mandurah will jointly design the web page, targeting Australian and International visitors.
- **'Western Australian Crisis Essentials Guide for Tourism Businesses'**
A guide to emergency preparedness, response and recovery for accommodation providers.
- **Emergency Apps & Info Resources**
Magnets, DL, tri-fold display cards, key rings and fact sheets available at the 'checking-in' stage of the journey.



EMERGENCY AUS
Proximity Alerts
Emergency Advice
Information



EMERGENCY +
Reporting
Emergency Advice
Your Location

The City of Mandurah will work with the following project partners;

- **Local governments of the Peel Region**
Shire of Murray, Serpentine - Jarrahdale, Boddington and Waroona
- **Mandurah and Peel Tourism Organisation (MAPTO)** and related Visitors Centres
- **Short term accommodation providers** Hotels, motels, house boats, caravan parks, bed and breakfasts, hostels/backpackers, holiday houses, units, apartments etc
- **West Australian Government**
Dept. of Fire and Emergency Services
Office of Emergency Management
Dept. of Biodiversity Conservation and Attraction

Further promotion will occur through the;

- **'Anytime Adventures – Peel Destination Guide'** 40,000 copies, printed by MAPTO, circulated in Australian and overseas.
- **'Let's Talk Tourism Workshop'** – hosted by MAPTO, a quarterly meeting of tourism representatives, sharing developments, information, concerns and learnings.
- Local, District and State Emergency Management Committees and Advisory Groups.

While targeting the Peel Region, the project will encourage Australian and International visitors to be emergency aware and prepared.

EMERGENCY INFORMATION



Handy tools to keep you connected

CALL TRIPLE ZERO (000) FOR LIFE THREATENING EMERGENCIES



Emergency AUS App

- Proximity Alerts
- Emergency Advice
- Information



Emergency+ App

- Reporting
- Emergency Advice
- Your Location

Emergency Updates: www.emergency.wa.gov.au

Emergency Radio: **Local ABC Radio**

Road Conditions (Main Roads): **138 138**



MY TRAVELLER TO DO LIST

PREPARE

- Download **Emergency AUS & Emergency +**
- First Aid Kit
- Medicines
- Drinking water
- Portable radio
- Spare water for your vehicle
- Protective clothing, hat, sturdy shoes

HANDY TIPS

- Map of area you are travelling in
- Bank cards and cash
- Pen and paper

IMPORTANT CONTACTS

For things to see and do, visit: www.visitpeel.com.au



Government of Western Australia
Department for Child Protection
and Family Support

Emergency Services



GOVERNMENT OF
WESTERN AUSTRALIA

LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT MIDLAND REGION

(SUPPORTING CITY OF SWAN, CITY OF KALAMUNDA, SHIRE OF MUNDARING, TOWN OF
BASSENDEAN and SHIRE OF CHITTERING)

(Updated November 2017)

PREPARED BY

The Department for Child Protection and Family Support

TABLED AT THE

LOCAL EMERGENCY MANAGEMENT COMMITTEE on 25.11.14 Kalamunda,
09.09.15 Bassendean, 03.09.15 Swan, 05.12.14 Mundaring



**THIS PLAN CAN BE ACTIVATED FOR HAZARDS DEFINED UNDER
WESTPLANS E.G. WESTPLAN - CYCLONE, WESTPLAN – FIRE.**

**TO ACTIVATE THIS PLAN CALL THE DEPARTMENT FOR CHILD
PROTECTION AND FAMILY SUPPORT EMERGENCY SERVICES ON
CALL COORDINATOR – 0418 943 835, 24 HOURS/7 DAYS**

Department for Child Protection and Family Support

**LOCAL EMERGENCY
MANAGEMENT PLAN FOR THE
PROVISION OF WELFARE SUPPORT**

Amendment Record

Proposals for amendment of this plan should be forwarded to:

Terry Sillitto
Senior District Emergency Services Officer
Metropolitan East Districts
Department for Child Protection and Family Support
25 Adelaide Street, Fremantle WA 6160
Ph: (08) 9431 8818
Mob: 0427 389 375
Terry.sillitto@cpfs.wa.gov.au

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	20.10.14	Complete Review and Reissue.	Terry Sillitto
1	17/11/16	Added the Shire of Chittering to the Midland District	Ryan Hamblion
2			
3			
4			
5			
6			

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Part 1 Introduction

1.1 Outline

Welfare is defined as providing immediate and ongoing supportive++++ services, to alleviate as far as practicable, the effects on persons affected by an emergency.

The *Emergency Management Act 2005* defines a Support Organisation as ‘a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions.’¹.

The State WESTPLAN - Welfare is the responsibility of the Department for Child Protection and Family Support (the Department) as are each Local Emergency Management Plan for the Provision of Welfare Support, known as the Local Welfare Plan. This Local Welfare Plan outlines the arrangements that apply in local circumstances, and as far as is practicable is consistent with the arrangements detailed in WESTPLAN - Welfare.

The Department is committed to protect and care for children and young people who are in need, and support families and individuals who are at risk or crisis. This plan provides for a community centered approach to emergency management and will coordinate the resources required to support local emergency management arrangements. The extent of welfare support activity will, however, depend on the nature and magnitude of the emergency, and may require coordination at both the local and state level. The plan is based on the utilisation of existing local resources and to supplement these resources when required from the state level.

Terminology used in this plan has the meaning prescribed by Section 3 of the *Emergency Management Act 2005*, unless stated otherwise.

1.2 Aim, Objectives and Scope

This plan prescribes the arrangements for the provision of welfare support services during emergencies.

The objectives of the plan are to:

- Prescribe the organisation, concepts, responsibilities, mechanisms and procedures for all organisations involved in the delivery of emergency welfare support services;
- Outline the arrangements and structure for the coordination of emergency welfare support services, including resources, during emergencies; and
- Establish the principles for planning for the provision of welfare support at the local level.

The arrangements provide for both government and non-government agencies to operate cooperatively in a coordinated manner, in accordance with the roles and responsibilities outlined herein, using an ALL HAZARDS approach. Hazards refers to hazards defined under WESTPLANS e.g. WESTPLAN – Cyclone, WESTPLAN – Fire, WESTPLAN – Storm, WESTPLAN - HAZMAT.

¹ *Emergency Management Act 2005, Part 1, Section 6 (4)*

Local Governments can elect to prepare their own welfare arrangements and appoint their own local welfare coordinators (Local Government Welfare Coordinators). If they do this in consultation with the Department, the Department's Coordinators referred to in this plan will revert to a support coordination role. See 3.1.3 Local Government Welfare Support Response below for more information.

If Local Governments elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

To assist in coordinating the provision of welfare support services six functional areas have been identified: Emergency Accommodation, Emergency Catering, Emergency Clothing and Personal Requisites, Personal Support Services, Registration and Reunification and Financial Assistance.

1.3 Related Documents

Other documents related to this plan include:

- *Emergency Management Act 2005*
- State Emergency Management Policies
- WESTPLAN - Welfare
- WESTPLAN - Registration and Reunification
- WESTPLAN - Recovery Coordination
- WESTPLAN – Reception
- WANDRRA Determination
- The City of Swan, Town of Bassendean, Shire of Mundaring, and City of Kalamunda Local Emergency Management Arrangements and Sub-Plans

Part 2 Planning and Preparedness

2.1 Authority and Plan Responsibilities

The development and maintenance of this plan is allocated to the Department's District Emergency Services Officer, in consultation with members of the Local Emergency Welfare Coordination Group, if there is one.

This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare support services. A contact list of the organisations that constitute the Emergency Welfare Coordination Group is provided in Appendix 2.

2.2 Exercise and Review Period

The Department's District Emergency Services Officer will ensure that this plan is exercised in accordance with the State Emergency Management Policy 3.1– Emergency Management Exercises (SEMP 3.1); i.e. the formal activation of this plan to respond to an emergency, or exercised at least annually.

This plan will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

2.3 Responsibility for Preparedness

The responsibility for the preparedness for provision of emergency welfare services is based on the following:

2.3.1 The Department's Emergency Services Coordinator ensuring the Department's capacity to respond effectively to emergencies state-wide;

2.3.2 The Department's District Emergency Services Officers and/or Welfare Coordinators appointed by the Department's District Director managing this responsibility at the local level;

2.3.3 Emergency Welfare Coordination Groups assisting District Emergency Services Officers and/or Welfare Coordinators with their responsibilities at the local level;

2.3.4 Organisations that have designated responsibilities for each of the six welfare functional areas ensuring they have the capacity to effectively respond and provide support;

2.3.5 Other government and non-government agencies are identified to provide further support as required; and

2.3.6 Recognition that Local Government may appoint their own Local Government Welfare Coordinator to coordinate welfare services – see 3.1.3 Local Government Welfare Support Response below.

2.4 Organisational Roles and Responsibilities

Each of the six welfare functional areas is managed by the Department with the assistance of other organisations that have agreed to responsibilities under that functional area - see Appendix 3, Organisational Roles and Responsibilities. Where an organisation is unable to meet its responsibilities, the Department shall, on being advised, make alternative arrangements.

In multi-agency responses Team Leaders for each functional area may be appointed, i.e. Registration Team Leader, Emergency Catering Team Leader.

All organisational staff and volunteers assisting the Department in accordance with this plan are required to comply with the Department's policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.

2.5 Planning and Arrangements

The six welfare functional areas are:

2.5.1 Emergency Accommodation – See Appendix 4

2.5.2 Emergency Catering – See Appendix 5

2.5.3 Emergency Clothing and Personal Requisites – See Appendix 6

2.5.4 Personal Support Services – See Appendix 7

2.5.5 Registration and Reunification -

(1) Policy governing the delivery of this function is detailed in WESTPLAN - Registration and Reunification.

(2) Welfare Coordinators need to be familiar with WESTPLAN - Registration and Reunification to ensure that arrangements are in place to activate it.

2.5.6 Financial Assistance - The provision of financial assistance to those affected by emergencies who are eligible and in need.

(1) There are a number of financial assistance programs that may be put in place following a major emergency. The policy governing each of these programs may vary and is determined at the time of the emergency.

(2) Financial assistance **may** include:

(a) The Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) - Personal Hardship and Distress Relief Payments;

(b) Other forms of emergency assistance available at the time.

2.6 Welfare Representatives and Coordinators

Welfare Coordinators are appointed as follows:

2.6.1 The Department's State Welfare Coordinator

The title "State Welfare Coordinator" is the Department's representative appointed by the Director General, and is responsible for the coordination of all emergency welfare support services at the state level.

2.6.2 The Department's Emergency Services Coordinator

The Emergency Services Coordinator is an appointed officer of the Department, whose function is to ensure the preparedness of the Department to carry out its emergency management functions. The Emergency Services Coordinator is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency.

2.6.3 The Department's District Welfare Representatives' responsibilities include the following:

- (1) The District Director, or proxy, to represent the Department on District Emergency Management Committees (DEMCs);
- (2) Ensure the arrangements of this plan are clearly understood at the district level;
- (3) Clarify the Department's policy on emergency welfare matters where required;
- (4) Refer matters of a contentious nature to state level for resolution; and
- (5) Represent the Department on Operational Area Support Groups (OASGs), as required in the response phase.

2.6.4 The Department's Welfare Coordinators

The Welfare Coordinator shall be a nominated officer of the Department within the Local Government area. Where the Department is not located within the Local Government area the Department, in conjunction with the LEMC, will formally appoint a suitable person as the Welfare Coordinator. The nominated person will be clearly identified in the respective local emergency management arrangements.

The responsibilities of the Welfare Coordinator include the following:

- (1) Establish and manage the activities of the Emergency Welfare Coordination Groups, where determined appropriate by the District Director;
- (2) Prepare, promulgate, test and maintain the Local Welfare Plans;
- (3) Represent the Department and the emergency welfare function on the LEMCs and Local Recovery Committees;
- (4) Ensure staff and volunteers of the Department and supporting agencies are trained and exercised in their welfare responsibilities;
- (5) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- (6) Represent the Department on the Incident Support Group (ISG) when required in the response phase.

2.6.5 Local Government Welfare Coordinators – see 3.1.3

- (1) Local Government Welfare Coordinators are the nominated representatives of Local Governments. They assist the Department's Welfare Coordinators who have overall coordination of welfare services during emergencies.
- (2) Local Governments can elect to prepare their own welfare arrangements and appoint their own Local Government Welfare Coordinators. If they do this in consultation with the Department, the Department's Welfare Coordinator will act as a support to the Local Government Welfare Coordinator, and may activate the Local Welfare Plan, or components thereof, as requested by the Local Government Welfare Coordinator.
- (3) If Local Governments elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

2.7 Special Considerations

2.7.1 Children, Organisations, Educational and Care Facilities

Organisations such as women's refuges, men's hostels, group homes; educational and care facilities with responsibility for the care, supervision or provision of services to children or their clients, should ensure plans are in place to maintain service provision during an emergency. Should they evacuate or otherwise attend a welfare centre, the organisations' supervisory staff must continue their responsibilities by remaining at the centre, continuing to supervise and provide services to their children or clients and liaising with the welfare coordinator at the centre. Children or clients are to be returned to parents or other responsible adults approved by that organisation.

During an emergency unaccompanied children without direct parental or responsible adult supervision should be brought to the attention of the Department; or evacuated to a welfare centre and into the care of the Department.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, should be considered at the local level and included in local emergency management arrangements.

2.7.2 Culturally and Linguistically Diverse, Vulnerable and other at risk and Special Needs groups

Culturally and Linguistically Diverse, Vulnerable and other at risk and Special Needs groups should be considered at the local level, and any specific local requirements included in the LEMAs.

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

2.8 Resource Support

The Department has the primary responsibility for coordinating the provision of welfare resources. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator.

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. At the State Government level this will be undertaken through the State Recovery Committee. The Department shall be represented on both levels of recovery coordination where required.

2.9 Training

Training, both internally and inter-agency, will be advised by the member agencies of the Emergency Welfare Coordination Groups. Training is provided so staff and volunteers of the Department and supporting agencies are provided with opportunities to have the necessary skills to ensure the provision of services under this plan.

2.10 Community Information

In collaboration with Emergency Welfare Coordination Group members, community awareness and education strategies for dissemination of all relevant information into

communities may be developed, and may include fact sheets, brochures and community guides.

Part 3 Response

3.1 Responsibility for Response

3.1.1 Control and Coordination

Overall control and coordination of the emergency welfare response rests with the Department through the designated State and Local Welfare Coordinators. The Department prioritises its response in line with its operational capacity and relies on all government agencies, and non-government agencies if available, to provide assistance when requested.

3.1.2 Support Agency Officers

During response/recovery activities Support Agency Officers are provided by each of the participating organisations to assist the Welfare Coordinator in the management of the welfare response. These Support Agency Officers will need to be located at the Welfare Centre as required, and the agencies are recorded in Appendix 2.

3.1.3 Local Government Welfare Support Response

In smaller, non-complex events, and in some regional and remote areas where Local Government Welfare Coordinators are elected, the Department's Welfare Coordinator will revert to a support coordination role. It is incumbent on the Local Government to officially record and formally notify the Department, and provide information the Department may require should a Local Government Welfare Coordinator be elected.

Any expenditure by Local Governments under this section would need to be requested and considered by the Department, prior to the financial cost being incurred as outlined in Section 3.8 Financial Arrangements for Response below.

The Department will support a Local Government in the welfare support response until any of the following actions were to occur;

- (1) The Local Government advises the Department that it was no longer able to adequately provide the welfare support response;
- (2) The welfare support response becomes a multi-agency and complex response requiring state level support; or
- (3) The Department's District Director or State Welfare Coordinator determines it is in the best interest of the community and/or the Department to assume the control of the welfare support response.

In any of the above actions, the Local Government should prepare a handover of all welfare support response information to the Department, who would then assume control of providing welfare support services.

3.2 Notification

The activation procedures detailed hereunder relate to local level arrangements, involving the Welfare Coordinator, the Local Government and the relevant Hazard Management Agency (HMA)/Controlling Agency.

- (1) The first indication that this support plan may need to be activated will come from one of two sources as follows:
 - (a) A HMA/Controlling Agency may identify the need to activate this support plan to help manage an emergency; and/or

(b) The Welfare Coordinator, based on information provided from the Department's Emergency Services Coordinator, may identify the need to activate this support plan.

(2) Regardless of who first identifies the need, the HMA/Controlling Agency and the Welfare Coordinator shall confer and agree that the support plan should be activated. Once this decision is made the Welfare Coordinator shall activate and manage the plan accordingly.

(3) The Department's Emergency Services Unit On Call Duty Officer should be contacted on 0418 943 835 to advise of the situation.

3.3 Stages of Activation

The plan will normally be activated in stages as per the Department's Standard Operating Procedures – see Appendix 10. In an impact event, for which there is no warning period, these stages may be condensed with stages being activated concurrently.

3.3.1 Stage 1 - Alert.

- (a) Participating organisations are alerted by the Welfare Coordinator;
- (b) Participating organisations alert their own personnel;
- (c) Additional information allowing organisations time to arrange preliminary preparations is provided;
- (d) Key personnel are briefed on action to be taken;
- (e) The Welfare Centre is prepared for activation if required; and
- (f) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.

3.3.2 Stage 2 - Activation.

- (a) The Welfare Centre is activated if required;
- (b) Participating organisations are called out by the Welfare Coordinator and nominated Support Agency Officers proceed to the Welfare Centre;
- (c) Welfare Support services are provided under the coordination of the Welfare Coordinator;
- (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Welfare Coordinator and participating organisations; and
- (e) Welfare Support requirements are monitored and reviewed.

3.3.3 Stage 3 - Stand Down.

Stand Down is to occur when the decision has been made by the HMA/Controlling Agency and the Welfare Coordinator to close the welfare centre, and there are no more evacuees left in the centre. Welfare Support Services may continue beyond this time at the discretion of the Welfare Coordinator. Ongoing services will be monitored by the Department's Emergency Services Coordinator, and participating agencies will be responsible for submitting ongoing and debrief reports to the Welfare Coordinator.

- (a) Participating welfare organisations are informed of the stand down by the Welfare Coordinator;

- (b) Participating organisations stand down in accordance with relevant procedures for each organisation;
- (c) Organisations are to advise the Welfare Coordinator when stand down has been completed;
- (d) The Welfare Coordinator advises participating agencies of debriefing arrangements;
- (e) The Local Welfare Centre and/or Welfare Coordination Centre is closed down; and
- (f) The Welfare Coordinator conducts a debrief, prepares and distributes Post Operation Reports in accordance with SEMC Policy 4.3, see 3.9 Post Operation Report below. After an activation a review of this Local Welfare Plan is conducted by the District Emergency Services Officer.

3.4 Levels of Response

The activation of the Local Welfare Plan will be at the request of the HMA/Controlling Agency and/or by the Welfare Coordinator, see 3.3 Stages of Activation above. The level of response will be determined by the Welfare Coordinator on the basis of information supplied by the HMA/Controlling Agency or the Emergency Coordinator. The Welfare Coordinator, or suitable proxy, will attend and/or provide advice to the Incident Support Group (ISG) where required.

3.5 Incident Management System

The Department's staff and participating agencies will be familiar with the Australasian Inter-Service Incident Management System (AIIMS). However, current internal Department and participating agency management procedures shall continue to operate.

3.6 Public Information and Media Management

The HMA/Controlling Agency is responsible for the provision and management of public information during emergencies (Refer to State Public Information Emergency Management Support Plan). All non-welfare matters will be referred to the HMA/Controlling Agency.

The Department and other participating support agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility. Departmental staff must have approval from the Department's District Director and Corporate Communications and Marketing before having contact with the media.

3.7 Activation of Other WESTPLANS in Support of This Plan

Other plans may be activated to support this plan including, but not limited to, WESTPLAN – Registration and Reunification and WESTPLAN – Recovery Coordination. The procedures for activating these plans are included in the respective plans.

3.8 Financial Arrangements for Response

Financial arrangements for activation of this plan will be as outlined in State Emergency Management Policy 4.2 Funding for Emergencies (SEMP 4.2), unless other

arrangements are negotiated and approved by the State Welfare Coordinator. All expenditure under this plan must be approved by the Department's Emergency Services Coordinator.

3.9 Post Operation Reports

The Welfare Coordinator prepares and writes the Post Operation Report. Support agencies may be asked to provide feedback to the Department's Welfare Coordinator which may be used in the preparation of the Post Operation Report. The Post Operation Report is the Department's internal report and the whole report or parts thereof may be distributed to appropriate organisations and agencies.

Part 4 Recovery

4.1 Recovery Assessment

The *Emergency Management Act 2005* 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.

In order to facilitate the effective coordination of the welfare recovery process, it is essential that an assessment of the welfare recovery requirements be conducted as soon as possible after the impact of an event.

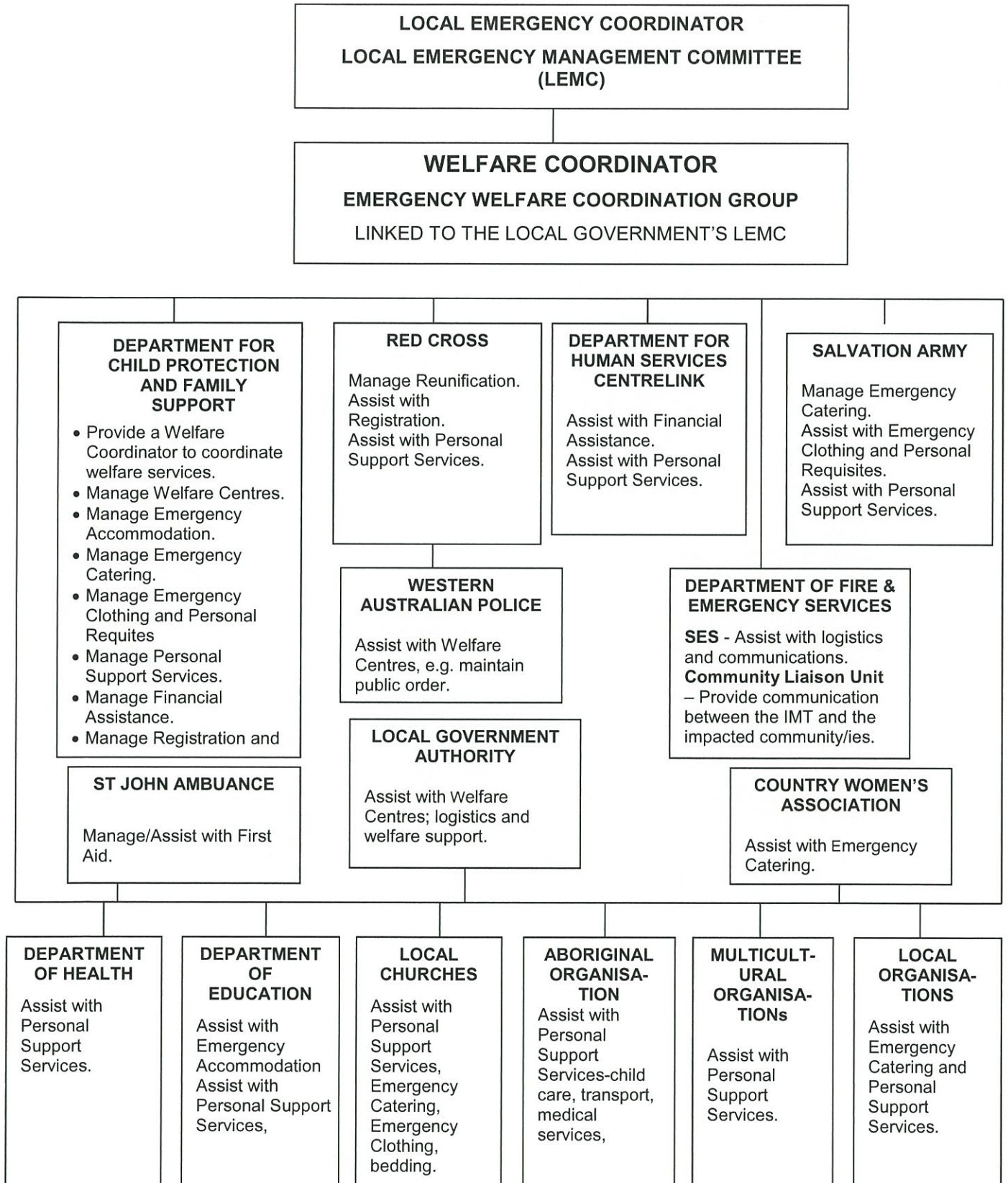
The Department is responsible for the provision of Welfare Support in the Response and Recovery phases of an emergency.

4.2 Responsibility for Recovery

Local Governments are responsible for managing recovery following an emergency affecting the community in its Local Government district, in accordance with WESTPLAN - Recovery Coordination.

The transition from Response to Recovery will be at the discretion of the Incident Controller of the HMA/Controlling Agency who should advise the Department of such transition as soon as possible.

Appendix 1 – Local Emergency Welfare Coordination



Appendix 2 – Midland Region Emergency Welfare Coordination Group

Department for Child Protection and Family Support (CPFS) Functions include: Overall Coordination * Accommodation * Financial Assistance * Counseling Personal Support * Personal Requisites * Registration			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Ryan Hamblion Senior District Emergency Service Officer	Ryan.Hamblion@Communities.wa.gov.au	0427 429 042	On Call Duty Officer - 0418 943 835
Second contact Lucy Davies District Director	Lissanne.Davies@Communities.wa.gov.au	9274 9414	0417 953 687
Third contacts - Mundaring Cassie Kelly Local Welfare Coordinator	Cassie.Kelly@Communities.wa.gov.au	9274 7512	0429 900 759
Third contacts – Swan/Bullsbrook David Skipworth Local Welfare Coordinator	David.Skipworth@Communities.wa.gov.au	9274 9490	0448 518 985
Third contacts - Kalamunda Tammy Pitman Local Welfare Coordinator	Tammy.Pitman@Communities.wa.gov.au	9274 9441	0423 699 889
Third contacts - Bassendean Sharon Ellis Local Welfare Coordinator	Sharon.Ellis@Communities.wa.gov.au	9274 9481	0409 106 632
Third contacts - Chittering Lian Webb Local Welfare Coordinator	Lian.Webb@Communities.wa.gov.au	9274 9485	0408 280 778

LOCAL WELFARE PLAN - MIDLAND REGION

<p align="center">City of Swan Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets</p>			
Name/Position	Email	Work Hours	After Hours Contact
<p>First Contact Heath Stenton Manager Community Safety</p>	<p>Business Hours (8am-5pm): 1. Community Safety Manager – 9267 9447 or 0409 102 343 2. City of Swan Customer Support Centre – 9267 9267</p>		<p>After Hours: 1. Community Safety On- Call – 0407 563 660 2. Community Safety Manager 0409 102 343</p>
<p align="center">Shire of Mundaring Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets</p>			
Name/Position	Email	Work Hours	After Hours Contact
<p>First contact Adrian Dyson Manager Community Safety & Emergency Management</p>	<p align="center">-</p> <p>AdrianDyson@mundaring.wa.gov.au</p>	9290 6659	0427 010 390
<p>Second Contact Craig Cuthbert Coordinator Community Safety & Emergency Management</p>	<p align="center">-</p> <p>craigcuthbert@mundaring.wa.gov.au</p>	9290 6605	0429 002 025
<p>Third Contact Mark Luzi Director Statutory Services</p>	<p align="center">-</p> <p>markluzi@mundaring.wa.gov.au</p>	9290 6650	0427 010 428

LOCAL WELFARE PLAN - MIDLAND REGION

City of Kalamunda Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Cameron Smith Coordinator Emergency Management	Cameron.smith@kalamunda.wa.gov.au	0457 549 948	0457 549 948
Second contact Tim Parry Senior Ranger	Tim.Parry@kalamunda.wa.gov.au	9257 9919	0409 127 968
Third Contact Michele Rodgers Manager Community Safety	Michele.Rodgers@kalamunda.wa.gov.au	9257 9813	0400 424 217
Town of Bassendean Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Simon Stewart-Dawkins Director Operational Services	- sdawkins@bassendean.wa.gov.au	9377 8002	0417 996 570
Second contact Sharna Merritt Senior Ranger	smerritt@bassendean.wa.gov.au	9377 8064	0419 955 254

LOCAL WELFARE PLAN - MIDLAND REGION

Shire of Chittering Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Jamie O'Neil CESM	- cesm@chittering.wa.gov.au	9576 4600	0428 786 228
Second Contact Gary Tuffin CEO	- ceo@chittering.wa.gov.au	9576 4600	0415 881 644
Third Contact Karen Parker MHR	- mhr@chittering.wa.gov.au	9576 4600	0427 699 400
Red Cross Functions include: Registration of evacuees * Manage Inquiry * Personal support (1st, 2nd, and 3rd contact used for day to day business. For emergency responses refer to after hours contact numbers in 3rd column)			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Carolyne Doherty Emergency Services Coordinator	- cdoherty@redcross.org.au	9225 1961 0488 911 548	Emergency Control 0408 930 811
Second Contact Erin Fuery Emergency Services Manager	- efuery@redcross.org.au	9225 8865 0448 991 399	

LOCAL WELFARE PLAN - MIDLAND REGION

Salvation Army Functions include: Catering * Emergency Clothing/Personal requisites * Personal support			
Name/Position	Email	Work Hours	After Hours Contact
First contact Ben Day Director of Emergency Services	Ben.day@aus.salvationarmy.org	9209 1142	407611466
Country Women's Association Functions Include: Catering support * Personal services * Emergency clothing/personal requisites			
Name/Position	Email	Work Hours	After Hours Contact
First contact Sue Merredith Alexander Heights	scottblu@bigpond.net.au	0411 466 249	Activated by Salvation Army
Second contact Muriel Barron Location ??	muriel.barron@gigpond.com	0419 044 820	
Third contact Lesley Langley Location ??	leslang@bigpond.com	9384 1137	

LOCAL WELFARE PLAN - MIDLAND REGION

Department of Human Services (Centrelink) Functions include: Financial Assistance * Counseling			
Name/Position	Email	Work Hours	After Hours Contact
First contact Andrew Wong Manager - Midland	- andrew.wong@humanservices.gov.au	9238 9010	0428 530 446
Second contact Melanie Harper Service Support Manager - Midland & Northam	- melanie.harper@humanservices.gov.au	9464 8156	0417 961 254
Police Functions Include: Maintain public order at evacuation centre as required			
Name/Position	Email	Work Hours	After Hours Contact
Mundaring Jeff Taylor OIC	Jeff.Taylor@police.wa.gov.au	9290 1900	0475 821 529
Swan Jason Longhorn OIC	Jason.Longhorn@police.wa.gov.au		0400 582 673
Kalamunda Simon Parke OIC	simon.parke@police.wa.gov.au	93592014	0439 698 883
Bassendean Mark Stoneman OIC	mark.stoneman@police.wa.gov.au	9376 7007	0414 461 726
Chittering Iain Lind OIC	Iain.Lind@police.wa.gov.au	9575 5602	0429 117 780

LOCAL WELFARE PLAN - MIDLAND REGION

St John Ambulance (Volunteers) Functions Include: First aid only			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact On-Call Manager Event Health Services		9334 1311	9334 1311 (24 hour)
2nd Contact Duty Manager State Operations Centre		9334 1226	9334 1226 (24 hour)
3rd Contact Phil Martin General Manager	Phil.martin@stjohnambulance.com.au	9334 1407	0429 088 332
DFES/SES Functions Include: Logistics Support			
Name/Position	Email	Work Hours	After Hours Contact
First contact Swan SES Duty Officer On call 24/7	-	0407 197 130	0407 197 130
Second contact Ash Smith Local Manager	manager@swanses.org.au	0409 689 188	0409 689 188
Third Contact Shelley Staff Deputy Local Manager	deputy@swanses.org.au	0447 470 049	0447 470 049

LOCAL WELFARE PLAN - MIDLAND REGION

DFES/COMMUNITY LIAISON UNIT (CLU) Functions Include: Public information * Liaison between Incident controller and community			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact Suellen Flint Community Liaison Unit	Suellen.flint@dfes.wa.gov.au	427080689	Duty Officer 0408 296 320
VOLUNTEERING WA Functions Include: *Management of Volunteers *Management of Donated Goods *Personal Support			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact Jen Wyness Senior Manager Services	jen@volunteeringwa.org.au	9482 4315	0422 941 483
DEPARTMENT FOR HEALTH Functions Include: ????, ????, ????			
Name/Position	Email	Work Contact	After Hours Contact
1st Contact (24/7) On Call Duty Officer (Department of Health) Disaster Preparedness and Man. Unit		9328 0553	9328 0553

Appendix 3 – Organisational Roles and Responsibilities

The provision of emergency welfare services requires the support of a number of statutory, private and voluntary organisations. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective organisations, the State Welfare Emergency Committee and the Department.

The roles and responsibilities of each co-opted agency are negotiated with that agency at a local level to suit the capabilities and availability of welfare organizations. The roles and responsibilities are then reflected in this plan.

The allocated responsibilities do not restrict one organisation from assisting another, regardless of its primary role.

Should an organisation not be able to manage its primary role, support with that role may be requested from the Welfare Coordinator. Ultimately, the Department for Child Protection and Family Support is responsible for these functions where no Welfare Support Agency assistance is available, subject to Part 3 of this plan.

List of Agencies:

Aboriginal Affairs (Department of)

Adventist Development and Relief Agency

Child Protection and Family Support (Department for)

Council of Churches

Country Women's Association

Disability Services Commission

Education (Department of)

Fire and Emergency Services (Department of) – State Emergency Service and Community Liaison Unit

Health (Department of)

Human Services (Department of) – Centrelink

Local Government and Communities (Department of)

Local Government Authority/ies – relevant to this plan

Multicultural Interests (Office of)

Red Cross (Australia)

Salvation Army

St John Ambulance

Volunteering WA

WA Police

CHILD PROTECTION AND FAMILY SUPPORT (DEPARTMENT FOR)

- a. Role:
- To coordinate all functional areas in the emergency welfare response during emergencies.
- b. Responsibility:
- (1) Appoint the Welfare Coordinator to support each Local Government area/s;
 - (2) If applicable, establish and manage the activities of the Fremantle Region Emergency Welfare Coordination Group including the provision of secretariat support;
 - (3) Provide staff and operate Welfare Centres if required;
 - (4) Coordinate all welfare resources utilised under this plan;
 - (5) Coordinate the welfare functional areas of:
 - (a) Emergency Accommodation;
 - (b) Emergency Catering;
 - (c) Emergency Clothing and Personal Requisites;
 - (d) Personal Support Services;
 - (e) Registration and Reunification; and
 - (f) Financial Assistance;
 - (6) Provide representatives to various emergency management committees and coordination groups as required.

ABORIGINAL AFFAIRS (DEPARTMENT OF) (DAA)/LOCAL ABORIGINAL ORGANISATIONS

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Provide strategic policy advice regarding the provision of emergency welfare services to indigenous members and communities; and
 - (3) Assist with other welfare functional areas where agreed.

ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)

- a. Role:
- Assist with the welfare functional area of Emergency Accommodation; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:

- (1) Provide a Support Agency Officer/s as required ;
- (2) Manage short to medium term accommodation services; and
- (3) Assist with other welfare functional areas where agreed.

COUNCIL OF CHURCHES/LOCAL CHURCHES/CHURCH MINISTERS FELLOWSHIP

- a. Role:
 - Assist with the welfare functional area of Personal Support Services; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer at the Welfare Centre if required;
 - (2) Assist with the functional area of Personal Support Services at Welfare Centres where available; and
 - (3) Assist with other welfare functional areas where agreed.

COUNTRY WOMEN'S ASSOCIATION (CWA)

- a. Role:
 - Assist with the welfare functional area of Emergency Catering.
 - Assist with the welfare functional area of Personal Support Services;
 - Assist with the welfare functional area of Emergency Clothing and Personal Requisites; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (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;
 - (4) Assist with the provision of Emergency Clothing and Personal Requisites; and
 - (5) Assist with other welfare functional areas where agreed.

DISABILITY SERVICES COMMISSION (DSC)

- a. Role:
 - Assist with the welfare functional area of Personal Support Services.
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (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 welfare services to people with disabilities; and
- (4) Assist with other welfare functional areas where agreed.

EDUCATION (DEPARTMENT OF) (DoE)

- a. Role:
 - Assist with the welfare functional area of Emergency Accommodation;
 - Assist with the welfare functional area of Personal Support Services;
 - Assist with the welfare functional area of Emergency Catering; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (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 where agreed and available; and
 - (5) Assist with other welfare functional areas where agreed.

FIRE AND EMERGENCY SERVICES (DEPARTMENT OF) (DFES) – STATE EMERGENCY SERVICE (SES)

- a. Role:
 - Provides immediate local support to the HMA/Controlling Agency and to local residents in combating a disaster;
 - May be required for response/recovery actions to assist with logistical matters at the Welfare Centre if one is opened; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer/s as required;
 - (2) Coordinate all evacuation resources and establish and operate designated evacuation departure points;
 - (3) Provide a DFES/SES Officer at the Welfare Centre, if and when required to assist with logistical matters resulting from the emergency/disaster, including transport of people, goods and equipment, and provision of emergency power and lighting; and

Assist with other welfare functional areas where agreed.

FIRE AND EMERGENCY SERVICES (DEPARTMENT OF) (DFES) – COMMUNITY LIAISON UNIT CLU)

- a. Role:
- The Primary role of the Community Liaison Unit is to provide two way communications between the Incident Management Team (IMT) and the affected community/communities during the 'response' phase of the incident.
 - The specific role and function of the Unit will vary on an incident by incident basis.
- b. Responsibility:
- (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;
 - (3) Support the facilitation of public meetings and other community-based communication networks to support the IMT provide the community with timely, accurate and relevant information about the incident;
 - (4) Obtain local 'intelligence' and feedback from the community/communities relating to the incident and provide this to the IMT; and
 - (5) Providing an interface for community members and others to request specific incident based support.

HEALTH (DEPARTMENT OF) (DoH)

- a. Role:
- Assist with the welfare functional area of Personal Support Services, in particular specialist counselling services; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (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 WESTPLAN - Health;
 - (4) Assist with the provision of Personal Support Services at Welfare Centres; and
 - (5) Assist with other welfare functional areas where agreed.

HUMAN SERVICES (DEPARTMENT OF) - CENTRELINK

- a. Role:
- Assist with the welfare functional area of Financial Assistance;
 - Assist with the welfare functional area of Personal Support Services; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Provide Financial Assistance to people affected by the emergency in accordance with Centrelink guidelines, policies and the Social Security Act;
 - (3) Provide support services or referral advice to appropriate agencies; and
 - (4) Assist with other welfare functional areas where agreed.

LOCAL GOVERNMENT AND COMMUNITIES (DEPARTMENT OF)

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) **Negotiate at the local level how the Department of Local Government and Communities could assist;** and
 - (3) Assist with other welfare functional areas where agreed.

LOCAL GOVERNMENT AUTHORITY/IES (City of Swan, Town of Bassendean, Shire of Mundaring, City of Kalamunda)

The specific role of individual Local Government Authorities (LGA) are negotiated by the Department at the local level – this could include Ranger Services.

- a. Role:
- Assist with the welfare functional area of Emergency Accommodation; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Assist with the welfare functional area of Emergency Accommodation by utilising Local Government facilities as Welfare Centres; and
 - (3) Assist with other welfare functional areas where agreed.

MULTICULTURAL INTERESTS (OFFICE OF) (OoMI)/LOCAL MULTICULTURAL GROUPS

- a. Role:
- Assist with welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; and
 - (3) Assist with other welfare functional areas where agreed.

RED CROSS (AUSTRALIAN)

- a. Role:
- Manage the welfare functional area of Registration and Reunification.
 - Assist with the welfare functional area of Personal Support Services; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (1) Provide a Support Agency Officer/s as required;
 - (2) Assist with Registration at Welfare Centres;
 - (3) Provide a State Central Registry and Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends;
 - (4) Manage and operate the Registration and Reunification System;
 - (5) Assist with the provision of Personal Support Services; and
 - (6) Assist with other welfare functional areas where agreed.

SALVATION ARMY

- a. Role:
- Manage the welfare functional area of Emergency Catering;
 - Manage the welfare functional area of Emergency Clothing and Personal Requisites;
 - Assist with the welfare functional area of Personal Support Services; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
- (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; and
- (5) Assist with other welfare functional areas where agreed.

ST. JOHN AMBULANCE (First Aiders) - PLEASE CALL CPFS'S ESU - 0418 943 835 TO APPROVE COST BEFORE CONTACTING SJA. If an ambulance is required please call 000/112/106.

- a. Role:
 - Assist with the welfare functional area of Personal Support Services; and
 - Assist with other welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer /s as required;
 - (2) Provide qualified First Aiders at Welfare Centres, where required; and
 - (3) Assist with other welfare functional areas where agreed.

VOLUNTEERING WA

- a. Role:
 - Assist with welfare functional areas where agreed.
- b. Responsibility:
 - (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) Manage affiliated and spontaneous non-affiliated Volunteers; and
 - (4) Assist with other welfare functional areas where agreed.

WA POLICE

- a. Role:
 - Assist with welfare functional areas where agreed.
- b. Responsibility:
 - (1) Provide a Support Agency Officer/s as required;
 - (2) Maintain public order where required; and
 - (3) Assist with other welfare functional areas where agreed.

Appendix 4 – Local Welfare Centres

The management of Evacuation is the responsibility of the HMA/ Controlling Agency in charge of the emergency. It is the responsibility of Local Governments to ensure the provision of facilities for use as Welfare Centres in an emergency (*DFES Local EM Arrangements Development Guide 2009 page 32*). The Department works in partnership with Local Governments and establishes and manages Welfare Centres on behalf of the HMA/Controlling Agency. The Department appoints a Welfare Centre Coordinator to coordinate welfare services at the Welfare Centre.

Emergency Accommodation is the provision of temporary shelter for persons rendered homeless by an emergency or due to evacuation from an emergency, ranging from short term emergency shelter to medium term accommodation determined by the Department.

Accommodation facilities, such as government owned or managed or private residential facilities may be utilised when available and appropriate. A list of pre-determined Welfare Centres should be negotiated and maintained by the Department's District Emergency Services Officer and is included in this Appendix, together with Appendix 4A Emergency Accommodation Services.

- (1) The provision of temporary shelter may take the form of a centre established and maintained to provide emergency welfare services to disaster affected persons, known as a Welfare Centre. Welfare Centres may include: Evacuation Centres, Relief/Recovery Centres (commonly referred to as 'One Stop Shops') and Accommodation Centres.
- (2) Welfare Centres are pre-determined by the Department in partnership with the Local Government/s' Local Emergency Management Committees (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 the Department) 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.
- (3) The pre-determined Welfare Centres are recorded on the State Welfare Centre Database which HMAs/Controlling Agencies have access to, in Local Governments' LEMAs and in relevant Local Welfare Plans.

The activation of which pre-determined Welfare Centre to utilise for all hazards is through consultation with the respective Local Emergency Coordinator, the HMA/Controlling Agency, the Department's Welfare Coordinator and the relevant Local Government to ensure the safety of evacuees, welfare centre staff and volunteers. Therefore, the Department 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.

The HMA/Controlling Agency must consult with the Department's Welfare Coordinator and the Local Government regarding the activation of Welfare Centres as part of the assessment of the integrity and suitability of buildings, particularly in cyclone areas and for other hazards such as storm surge and flood.

- (4) In smaller, non-complex events, and in some regional and remote areas where the Local Government Welfare Coordinator has been approved by the Department, any expenditure under this arrangement would need to be requested and considered by the Department prior to the financial cost being incurred, as outlined in Section 3.8 Financial Arrangements for Response above.

Where Local Governments elect to make their own arrangements to establish and manage Welfare Centres, without consultation with the Department, they do so **at their own expense**.

- (5) The Department will take responsibility for the premises utilised as Welfare Centres and shall exercise reasonable care in the conduct of its activities and agrees to replace or reimburse for supplies used in the operation of the Welfare Centre.

The Department staffs and operates 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 facility as a Welfare Centre, the Department will facilitate processes with the HMA/Controlling Agency to respond to the claim.

The owner/s of the facilities agree to utilise their building insurance, in the event of damage resulting from the actual disaster event to the structure of the building.

The Department will utilise contract cleaners or pay for the use of the usual cleaners to restore the facilities directly utilised as a Welfare Centres back to serviceable condition.

- (6) In some circumstances the HMA/Controlling Agency may need to exercise powers within the *Emergency Management Act 2005* to acquire such suitable facilities for use in the event of an emergency (as deemed necessary).

Please note the following:

- 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.
- Some special groups may need their own secure section in a welfare centre, or a separate welfare centre.
- Organisations, educational and care facilities, e.g. aged, special needs, with responsibility for the care, supervision or provision of services to children or their clients, should ensure plans are in place to maintain service provision during an emergency. Should they evacuate or otherwise attend a welfare centre, the organisations' supervisory staff must continue their responsibilities by remaining at the centre and continuing to supervise and provide services to their children or clients, liaising with the welfare coordinator at the centre. Children or clients are to be returned to parents or other responsible adults approved by that organisation.
- Welfare centres will only accept Assistance Dogs e.g. Guide Dogs, "Hearing"

Dogs and Disability Aid Dogs.

- If a school needs to evacuate they would try to evacuate to another school as a first option. Schools would use resources within the school such as gym mats, blankets if they had them, any food in school canteens etc. However if these resources weren't available and the Department had spare items, these items would be shared with the school. If schools and the Department didn't have these resources available, the Department would share any information on sourcing items from Appendices in this Local Welfare Plan.

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

List of Pre-Determined Welfare Centres

As per point (2) above in App 4 - Welfare Centres are pre-determined by the Department in partnership with the Local Government/s' Local Emergency Management Committees (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 the Department) 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.

SHIRE OF MUNDARING

NAME	CAPACITY	ADDRESS	CONTACT
GLEN FORREST HALL	200 persons	Cnr Marnie Road and Stratham Street Glenn Forrest	Duty Ranger (Via Insight) 9290 6666
PARKERVILLE HALL and PARKERVILLE RECREATION PAVILION	161 persons 113 persons	Cnr Seaborne Street and Redfern Street Parkerville	
BROWN PARK COMMUNITY CENTRE	400 persons	Cnr Salisbury Road and Amherst Road Swan View	
MT HELENA RECREATION CENTRE	882 persons	Keane Street (Lot 380, East of Blair Place) Mt Helena	

TOWN OF BASSENDEAN

NAME	CAPACITY	ADDRESS	CONTACT
BASSENDEAN SENIORS CENTRE AND COMMUNITY HALL (COMBINED)	200 persons 220 persons	50 Old Perth Road Bassendean (Cnr James Street)	1st call – 93778000 2nd call – 0408 069 226 3rd call - 0419 955 254
CYRIL JACKSON RECREATION CENTRE	400 persons	4 Fisher Street (Cnr Haig)	

CITY OF KALAMUNDA

NAME	CAPACITY	ADDRESS	CONTACT
RAY OWEN SPORTS CENTRE and LESMURDIE HALL	840 persons 200 persons	Gladys Road Cnr Grove Road Lesmurdie	Mike Starling 0448 893 078 OR Cameron Smith 0457 549 948 or Eastern Region Security 9250 6300 0418 393 494
HARTFIELD PARK RECREATION CENTRE	500 persons	199 Hale Rd Cnr Hartfield Rd Forestfield	
HIGH WYCOMBE RECREATION CENTRE	300 persons	194 Newburn Road High Wycombe (Nearest Cnr Norling Road)	
KALAMUNDA AGRICULTURE HALL and LESSER HALL	200 persons 40 persons	Cnr Canning Road and Recreation Road Kalamunda	

CITY OF SWAN

NAME	CAPACITY	ADDRESS	CONTACT
ALTONE RECREATION CENTRE		332 Benara Road Beechboro (nearest corner Altone Road)	<u>Business hours:</u> Community Safety Manager – 9267 9447 or 0409 102 343 OR City of Swan Customer Support Centre 9267 9267 <u>After hours:</u> 1. Community Safety On Call – 0407 563 660 2. Community Safety Manager – 0409 102 343 3. Insight (City of Swan After hours service) 9267 9267
SWAN PARK RECREATION CENTRE		Gray Drive (Nearest corner Morrison Road) Midvale	

Note:

Capacity normal use

‘Capacity normal use’ is shown as the official registered capacity of the building in accordance with licensing for building use. As a guide when being used as a welfare evacuation centre CPFS would recommend utilising only one third of capacity for a short term evacuation (I.E. not overnight), or one third capacity for overnight or longer evacuations.

Directional signs

LOCAL WELFARE PLAN - MIDLAND REGION

CPFS has triangular directional signs in District Emergency Kits that can be placed on street corners to guide evacuees to nominated buildings.

Variable Message Boards (VMB) can and can be programmed to display a scrolling message regarding the location of the evacuation centre . It may be possible to access VMB from the following:

DEC Mundaring: DEC Mundaring Office on 9290 6100, and this will divert to an on call number after hours. (Michael Pasotti/Paul Musarra)

City of Kalamunda: Contact Mike Starling as Per Appendix 2

WA Police: Make request via the WAPOL Operational Commander.

Other accommodation options

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

If a small number of people were required to evacuate the Department for Child Protection and Family Support would explore alternative arrangements, depending on the situation. This may include a range of options such as commercial or private facilities. Refer to the Welfare Centres Local Welfare Emergency Management Support Plan – Sub Plan. This sub plan details the facilities inventory checklists, floor plans, photos and assembly points (currently being developed).

Designated State Evacuation welfare Centres

Information on designated State Evacuation Centres is managed by the Adventist Development and Relief Agency (ADRA) and inquiries should be made via the CPFS Emergency Services Unit on 0418 943 835.

Private Facilities with Capacity to Host Large Numbers

Challenge Stadium	Stephenson Avenue, Mt Claremont	WA Sports Centre Trust	Halls, Meeting Rooms, Stadium, Showers, Caterers
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LOCAL WELFARE PLAN - MIDLAND REGION

		Ph: 9441 822 0417 096 962	Capacity:
Royal Agricultural Showgrounds Claremont	Graylands Road, Claremont	Ph: 9384 1933	Pavilions, Halls, Meeting & Conference Rooms, Showers, Parking, Camping, Large Commercial Kitchens Capacity 2000+
Seventh Day Adventist Camp	Maida Vale Road, Kalamunda		
Mandijal Scout Camp	Nettleton Road, Jarrahdale		
http://www.dsr.wa.gov.au/bickley	Dept for Sport and Recreation		

Aged Care and Disabled

Refer to the individual facilities evacuation plans for the specific details for the Emergency Evacuation and Reception of Residents – Aged Care & Disabled – due to the special needs of these groups a general evacuation/welfare centre is generally not appropriate. Local Government Authorities may be able to assist with identifying any cooperative aged/disabled care emergency evacuation agreements in place within their areas.

Buildings NOT suitable as Welfare Centres

The 'Keelty Report', prepared in response to the Roleystone/Kelmscott bushfires, recommended that a review be undertaken to ensure that Welfare Centres only be included within Welfare Plans if they are large enough to accommodate large number of evacuees, and are safely located within an urban environment. A larger building can be used to accommodate a small group of evacuees and still be able to accommodate additional evacuees if the situation escalates. Building should also be located in a safe urban environment where there is no risk that the Welfare Centre may be forced to relocate due to a secondary threat.

Buildings that do not meet the above criteria and therefore are NOT suitable as Welfare Centres may have use for other functions such as;

- Venue for special needs groups such as seniors
- Meeting venue for Incident Support Group
- Coordination venue for Incident Management Team
- Staging post for infrastructure providers such as Western Power

These buildings are listed on the following page:

City of Swan

NOT FOR USE AS WELFARE CENTRES.

NAME	CAPACITY	ADDRESS	CONTACT
Pickett Park Hall and Pavillion	200	Marouba Ave, off Chittering Road (near fire station) (when upgrades completed approx. March 2016 may be suitable as Welfare Evacuation Centre)	Business hours: Community Safety Manager – 9267 9447 or 0409 102 343 OR City of Swan Customer Support Centre 9267 9267 After hours: 4. 1. Community Safety On Call – 0407 563 660 2. Community Safety Manager – 0409 102 343 3. Insight (City of Swan After hours service) 9267 9267
Percy Cullen Pavillion	240 + 75	1990 Toodyay Road, Gidgegannup	
Gidgegannup Hall and Showgrounds	180	Toodyay Rd, near intersection of Old Coach Rd, Gidgegannup. (on Left hand side as you travel from Midland to Toodyay)	
Midland Sports Complex	360	Lot 21 Patterson Drive, Middle Swan	
State Equestrian Centre	75	303 Cathedral Ave, Brigadoon (has been used in the past as a location for people to evacuate to with their larger animals such as horses)	
Woodlake Village Community Centre	180	Highpoint Boulevard, Ellenbrook	
Ellenbrook District Open Space	180	Maffina Parade, Ellenbrook (when new building completed on nearby site in 2016 the combined two building may be considered for use as a welfare evacuation centre.	
South Ballajura Community Centre	184 + 80	Corner of Bellefin Drive and Hamelin Drive, Ballajura	
Kingfisher Community Centre	160	Corner Illawara Crescent and Kingfisher Avenuae, Ballajura	

City of Kalamunda

LOCAL WELFARE PLAN - MIDLAND REGION

NOT FOR USE AS WELFARE CENTRES.

PETER ANDERTON CENTRE	100 persons	Anderson Road Forrestfield	Mike Starling 0448 893 078 OR Cameron Smith 0457 549 948 or Eastern Region Security 9250 6300 0418 393 494
JACK HEALEY CENTRE	120 persons	Cnr Canning Rd & Mead St Kalamunda	
WOODLUPINE COMMUNITY CENTRE	140 persons	Hale Road Forrestfield	

Appendix 4A – Alternative 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 the Department would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial and private facilities. PLEASE ENSURE ACCOMMODATION PROVIDERS HAVE ABNs – providers cannot receive payment without one.

Please contact the On Call Duty Officer of CPFS's Emergency Service Unit – 0418 943 835 – to seek approval for use of commercial accommodation.

In a larger emergency CPFS 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 On Call Duty Officer of CPFS's Emergency Services Unit – 0418 943 835 and the Officer will activate ADRA if appropriate.

Appendix 5 – Emergency Catering Services

The establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged under this plan.

- (1) Depending on the numbers involved and the length of time catering is required, this may be met through the following:
 - (a) voluntary groups such as the Salvation Army, Country Women's Association (CWA) or local service clubs;
 - (b) fast food outlets;
 - (c) Meals-on-Wheels; or
 - (d) Hospital/Hotel/Motel/Public Catering services.
- (2) Responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the HMA/Controlling Agency.
- (3) A resource list of catering agencies and other options should be maintained by the District Emergency Services Officer and is included in this Appendix.

**Salvation Army Head Quarters – Emergency Services – 0407 611 466
ES Trailer 50-100 (Local); Truck,+ Mobile Cool Room 100-250+ (HQ)**

To activate and in accordance with the State Agreement/Partnership – discuss requirements further with CPFS Duty Officer and then Salvation Army Duty Officer rather than local contacts

Meals on Wheels

Stirling – Cnr Natalie Way & Delawney Street, Balcatta Ph: 9345 8580
Subiaco – 6 Rupert Street, Subiaco Ph: 9381 2129
Head Office – 67 Cleaver Street, West Perth Ph 9285 5822
(Approx 1000 chilled meals ready for reheating and distribution)

Easy Meals

1 Yelland Way Bassendean
(08) 9379 3460
Fax 9379 1169
easymealsorders@tcsperth.com.au

Country Women's Association – will support the Salvation Army
Head Office: 1174 Hay Street West Perth 9321 6041

LOCAL WELFARE PLAN - MIDLAND REGION

Fast Food Outlets can provide quick food in an emergency but only for the short term.

Name	Address	Contact Details	Opening hours
Red Rooster			
Ballajura	Illawarra Crst	92495767	9am-10pm 7 days
Bassendean	West Rd	92793076	
Beechboro	130 Bridgeman Drive	93787059	
Forrestfield	60 Hale Rd	94531488	
Midland	354 Great Eastern Hwy	9274 3950	
Kalamunda	1 Canning Road		
Chicken Treat			
Beechboro	161 Altone Rd	93799977	10am-9pm 7 days
Midvale	Morrison Rd	9250 3211	
Subway			
Ballajura	225 Illawarra Crst	9249 7759	
Bassendean	Guildford Rd	9379 3714	
Beechboro	Altone Park Shopping Centre	6278 4137	8am-10pm 7 days
Forrestfield	60 Hale Rd	9359 4276	
Kalamunda	Railway Tce	9293 1890	
Midland	358 Great Eastern Hwy	9250 7565	
Mundaring	Great Eastern Hwy	9295 2128	
Pizza	Domino's delivery	1300 366 466	
			24 hours

LOCAL WELFARE PLAN - MIDLAND REGION

Special dietary needs/culturally appropriate food – LGA Environmental Health Officers will have access to information on providers of food that may address special dietary requirements, including cultural needs. Contact details as per below or via LGA contacts at Appendix 2.

Name	Address	Contact Details	After Hours Contact
Health Services	City of Swan	9267 9153	0420902847
Adrian Dyson	Shire of Mundaring	(08) 9290 6659	0427 010 390
Jonathon Smith	City of Kalamunda	9257 9999	0419 832 230
Nil provided	Town of Bassendean		

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Appendix 6 – Personal Requisites – Supply Information and Retail Outlets

The provision of essential clothing and personal requisites, such as toiletry packs, to persons affected by an emergency.

- (1) This function includes the provision of basic necessities such as blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.
- (2) Where possible new clothing or financial assistance for the purchase of new clothing should be provided to eligible persons as soon as practicable.
- (3) The use of 'recycled' clothing is a last resort.
- (4) A resource list of emergency clothing and personal requisites suppliers should be maintained by the District Emergency Services Officer and is included in Appendix 6 of this plan. This lists organisations and retail outlets who agree to participate in these arrangements, and ensures that acceptable procedural matters have been established.

Petrol Stations 24 hour - With Consumable Supplies.			
Name	Address	Contact Details	Opening Hours
Puma Kalamunda	26 Kalamunda Rd Kalamunda	9257 3258	24 hours/7 days
Puma Mundaring	Great Eastern Hwy Mundaring	9295 3062	24 hours/7 days
Puma Lesmurdie	Cnr Lesmurdie and Canning Rd	9293 0344	24 hours/7 days
Caltex Bassendean	Guildford Rd	9377 1027	24 hours/7 days
Supermarkets			
IGA Mt Helena	9 McVicar Place Mt Helena	9572 1023	7am-7pm - 7 days
IGA Crabbs	12 Canning Rd	9293 1917	8am-8pm - 7 days
IGA Ashfield	3 Coulstoun Rd Ashfield	9279 7424	8am-7pm – 7 days
Chemists			
Beaufort Street 24 hour Pharmacy	647 Beaufort Street Mt Lawley	9328 7775	24 hours/7 days

LOCAL WELFARE PLAN - MIDLAND REGION

Name	Address	Contact Details	Opening Hours
Amcal Mundaring	5 Nichol St Mundaring	9295 1063	8.30am-7pm M-F 8.30am-5pm Sat 9am-12 noon Sun
Pharmacy 777 Midland	Centrepont Shopping Centre Great Eastern Hwy Midland	9274 7767	8am-10pm – 7 days
Nightingales Kalamunda	121 Canning Rd Kalamunda	9293 2621	8am-9pm - 7 days
Pharmacy 51 Bassendean	51 Old Perth Rd Bassendean	9279 9503	8.30am-6pm M-F 9am-2pm Sat
Equipment Hire			
Kennards Hire	221 Great Eastern Hwy Midland	9274 6500	(08) 9274 6500 and recorded message will redirect to after hours number
Coates Hire	39 Harrison Rd Forrestfield	9359 7000	
Coates Hire	128 Great Eastern Hwy – Cnr Roe Highway Midland	92746700	
Temporary Fence Hire	All suburbs	0418 666 605	24 hours/7 days
Pet Supplies			
See Appendix 9			
Hardware			
Bunnings – Midland	181 Great Eastern Highway Midland	92509600	7am-7pm weekends 7am-9pm weekdays
Bunnings – Kalamunda	30 Haynes Rd Kalamunda	9290 0900	7am-7pm weekends 7am-9pm weekdays

LOCAL WELFARE PLAN - MIDLAND REGION

Camping Supplies			
Ray's Outdoor	2-5 Clayton St Midland	92503313	9am-5.30pm M-F 9am-8pm Thur 9am-5pm Sat 11am-4.30pm Sun
BCF	Clayton St – Cnr Lloyd St Midland	92502166	9am-5.30pm M-F 9am-8pm Thur 9am-5pm Sat 11am-5pm Sun
Water Supplies			
Water Corporation	Water Corp have a trailer located in Canning Vale and Balcatta, each holding 2000 x 600ML bottles of water, which we can access 24/7. Weight on trailer is 1400KG. Water Corp may be able to deliver the trailer, or have a contractor deliver it, or we can collect, but will require 4WD.	9420 3347 George Basonovic	0417 180 677

TELEPHONE DIRECTORY ASSISTANCE

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NOTES:

Appendix 7 – Personal Support Services

The provision of Personal Support Services, including practical assistance, emotional support, basic first aid services, information, referral, advocacy, advice, counselling, child care and psychological services, is to ensure that affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption.

- (1) Departmental officers will work with other specialist agencies in providing this service. These include specialised counselling and psychological services, childcare facilities and self-help groups.
- (2) Referral to information and advisory services on matters which may include other relief measures not necessarily provided by the Department, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.
- (3) A list of relevant agencies and services should be maintained by the District Emergency Services Officer and is included in this Appendix.

Type of Service	Organisation	Address	Contact Details	After Hours Contact
Psych counselling	<ul style="list-style-type: none"> ➤ CPFS Midland ➤ Dept. of Education 	See Appendix 2 For Contact Details.		
Financial relief	<ul style="list-style-type: none"> ➤ CPFS Midland 			
Financial support/advice	<ul style="list-style-type: none"> ➤ Centrelink 			
Registration and inquiry	<ul style="list-style-type: none"> ➤ CPFS Midland ➤ Red Cross 			
Personal support	<ul style="list-style-type: none"> ➤ CPFS Midland ➤ Red Cross ➤ Salvation Army ➤ Dept of Education 			
Personal requisites	<ul style="list-style-type: none"> ➤ CPFS Midland 			
Disability Services	<ul style="list-style-type: none"> ➤ Disability Services Commission 			
Support for the Blind (Counseling and Soc. Work)	Association for the Blind of WA	16 Sunbury Rd, Victoria Park	(08) 9311 8202	
Cultural Support and advice	Metropolitan Migrant Resource Centre	1/14 Chesterfield St	(08) 9345 5755	

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		Mirrabooka		
	Ethnic Communities Council (Peak Body) – Broad level advice only		(08) 9227 5322	No after hours contact
	Multi Cultural Services Centre of WA	Ramdas Sankaran Exec Director	(08) 9328 2699 ramdas@@msc wa.com.au	0418 275 786
Translation and Interpreters	Translating and Interpreting Service		131 450	131 450
Interpreters	Deaf Society of WA	46/5 Aberdeen St, East Perth	(08) 9441 2677	0410 017 540
Access to support from churches	Council of Churches (Churches of various denominations)	Revd Eira Clapton	(08) 9385 5477 eclapton@church eswa.com.au	After hours number to be supplied

Appendix 8 – Key Personnel and Contact Lists:

Name	Organisation	Work Contact	After Hours Contact
CPFS 24 hour welfare coordination	Department for Child Protection and Family Support	Early Response Team 0418 943 835	0418 943 835
Department of Health – Statewide Duty Officer – Can organize a Doctor at a welfare centre and/or write out prescriptions.	Department of Health – Disaster Preparedness and Management Unit	9328 0553 Duty Officer 24/7	9328 0553 Duty Officer 24/7
	Swan Districts & Kalamunda Health Services (Hospital)	Generic – No particular person SKHSHHCCcommunications@health.wa.gov.au	0416 923 545
	Western Power Telstra Alinta Gas Western Power – Control Room	Note: Requests for provision of information and services from providers of utilities should generally be directed to the DCPFS Emergency Services Unit. The Unit has access to these service providers via the State Emergency coordination Group or OASG.	ESU Duty Officer 0418 943 835
Boyd Brown – Area General Manager	Telstra – Can provide a wireless connection for telephone service during an emergency	08 9726 7312 0418 748 197 Boyd.m.brown@team.telstra.com	0418 748 197
Information on road closures	Main roads	http://www.mainroads.wa.gov.au/alerts/default.aspx#	
Information on road closures	DFES	http://www.dfes.wa.gov.au/internet	
Weather	BOM	www.bom.wa.gov.au	
DFES State Public Information Officer – <i>To be used to circulate information regarding evacuation centre location</i>	DFES	Email: media@dfes.wa.gov.au Landline: 92255955 (diverts to Communication centre if not answered) Mobile: 0427479499	

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Name	Organisation	Work Contact	After Hours Contact
Indigenous services/advice	Dept for Aboriginal Affairs	John Brinkman 9274 4288	0407 886 713
	Derbarl Yerrigan Health Service 156 Wittenoom St, East Perth 6a Centennial Place Midland (Old Railway Workshop)	(08) 9421 3888 (Admin) (08) 9421 3801 (Medical Clinic) (08) 9374 1400	
Special Event Crowd Control Services (To be used only where Police cannot provide this service)	Jaguar Security Services Natale Security Services Icon Security	0433 119 165 9203 5743 9490 7869	0433 119 165 0418 953 093 9490 7869
Camille Le Geois Margaret Mairata Multi Cultural Services Officers	Centrelink (can provide support and information regarding CALD groups.	(08) 94648186 (08) 94648139	0411670812
Clint Dann Deanne Reed Indigenous Services Officers	Centrelink	0428 635 446 0447861040	
Possible accommodation/Transport	RAAF Pearce Airbase	Squ Leader Murray Sullivan Ph: 9571 7120 Mob: 0408 427 195 FI Sgt Paul Manson Ph: 95717601	
Maria McAtackney CEO	Noongar Patrol System	92284211 maria@nyoongarpatrol.com.au	0403 228 960

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
DFES Public Information Line	13 DFES (13 3337) www.dfes.wa.gov.au/Pages/default.aspx
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
Optus	131 344
Public Transport Authority	9326 2000 or 9220 9999
SES	132 500
Telstra	132 203
Water Corporation	13 13 75
Western Power	Phone: 13 13 51 Fax: 9345 8822
Horizon Power	Powerlines – 13 23 51

Appendix 9 – Animal Welfare:

Families and individuals may arrive at the Welfare Evacuation Centre with a variety of animals, and may need to stay at the 'centre' for a period of time, including overnight stays.

Animals are not permitted to enter buildings for health and safety reasons, and therefore options may need to be explored to cater for the needs of the families and individuals who arrive with animals.

Concern for the welfare of pets can be a major stress factor in evacuees and therefore the need to address these concerns should not be overlooked.

Possible options to address the needs of evacuees who arrive with animals are set out below;

1. Evacuees who arrive with animals should be encouraged to register and then relocate with the animals to friends or family.
2. The City of Kalamunda has an 'Animal Welfare Plan' which may be of assistance if evacuees arrive at the Welfare Evacuation Centre with animals.
3. Local Government Authorities may be able to offer assistance via their Ranger Services.
4. Consider contacting local Dog and Cat boarding facilities via use of search on www.whitepages.com.au OR www.yellowpages.com.au OR internet search engine such as Google OR Directory Assistance on 12456

Other useful contacts are listed below:

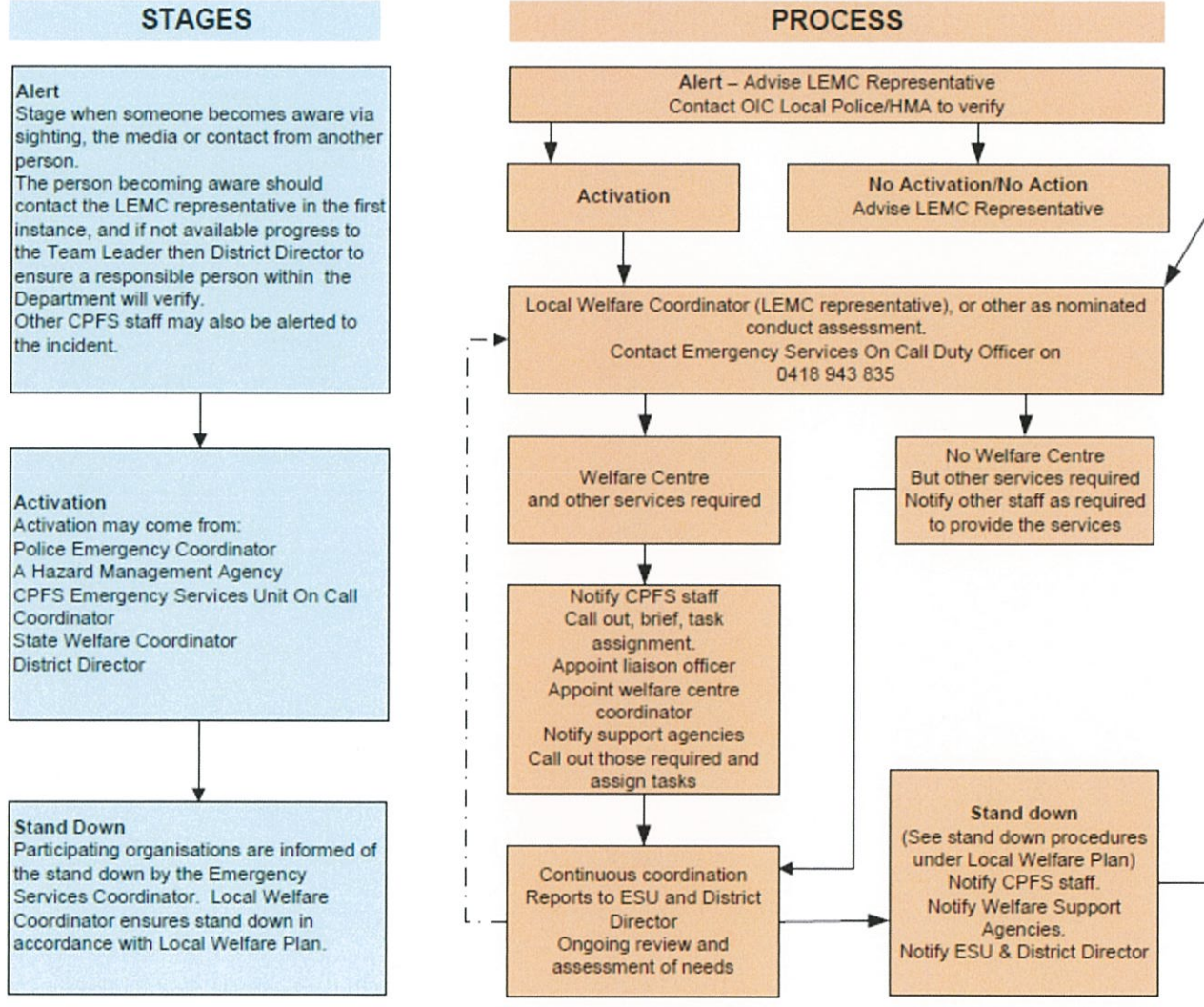
Balcatta Veterinary Hospital (24 hrs) 59 Erindale Road, Balcatta Phone: 9344 2341	Murdoch Pet Emergency Centre (24 hrs) Emergency & Critical Care 1300 652 494
Fauna Rehabilitation Centre 170 Camboon Road Malaga Phone: 9249 3434	K9 Dog rescue Mandurah 9581 9005 www.k9dogrescue.com John Home 9581 7332
Cat Haven 23 Lemnos Street, Shenton Park Phone: 9442 3600	Swan Animal Haven Lot 1 Kalamunda Road, South Guildford Phone: 9279 8485
Dog Refuge Home 30 Lemnos Street, Shenton Park Phone: 9381 8166	RSPCA 108 Malaga Drive Malaga 6090 Phone 9209 9300
Animal Protection Society 9398 6616 www.animalprotectionsociety.westnet.com.au	Best Friends Dog Rescue 0415 779 610

LOCAL WELFARE PLAN - MIDLAND REGION

<p>Julie's Boarding Kennels and Cattery 12 Midas Road Malaga 9249 1270 or contact via City of Swan's Emergency Management On Call Officer</p> <p>Provision of a Cat & Dog Collection & Impoundment Service has provisions for the Emergency Accommodation of cats and dogs (pets) in the event of emergency incidents for 2 nights. In addition, the service would wherever possible make themselves available to assist with the evacuation of pets.</p> <p>Should accommodation be required past this period, this can be negotiated with proof of vaccination, agreement to sustenance rates, etc.</p>	<p>www.petaddress.com.au Data base for micro chipped pets. National Animal ID Register 24 hour hotline 1800 025 461 Central animal ID register 24 hour hotline 1800 333 202. After hours 0419 591 996</p>
<p>Wildlife Help Line (for injured wildlife) Dept Parks and Wildlife (Wildcare) – 9474 9055 (6am to 10PM)</p>	<p>Native Ark (for injured or rescued native animals) 172 Hope Rd Bibra Lake 8am-8pm 7 days a week 94177105 A/H 0487 922 484 – Metro area only</p>

Pet Supplies			
City Farmers	227 Great Eastern Highway – Cnr Lloyd St Midland	9274 8555	8.30am-5pm M-F 8.30am-5.30pm Sat 11am-5pm Sun
Better Pets and Gardens	2-4 Ferguson St Midland	92745322	8.30am-6pm M-F 8.30am-8pm Thur 8am-5pm Sat 11am-5pm Sun
Pet Barn	4 Clayton Rd Midland Central	6430 5404	8.30am-6pm M-F 8.30am-8pm Thur 8.30am-5pm Sat 11am-5pm Sun

Appendix 11 – The Department’s Standard Operating Proc



Appendix 12 – Glossary

In accordance with SEMC State Emergency Management Plans Development Guide, only terms and acronyms used in this document which are not identified in the Emergency Management Western Australia Glossary are included here.

EMERGENCY SERVICES COORDINATOR – an appointed officer of the Department for Child Protection and Family Support authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements.

FUNCTIONAL TEAM LEADER – a person tasked to coordinate the delivery of service provision for one of the 6 (six) Welfare defined functional areas (Accommodation, Catering, etc). The term Functional Team Leader relates to the specific task to be performed not the title of the incumbent (i.e. the Functional Team Leader may be a Department Team Leader, Manager, Project officer but is performing the task of Functional Team Leader)

LOCAL GOVERNMENT WELFARE COORDINATOR – the nominated representative of the Local Government Authority which has elected to assume the responsibility to coordinate the welfare response during emergencies, and liaise with the Welfare Coordinator of the Department.

REGISTRATION – The process of accurately recording on registration forms appropriate details of all persons affected by an emergency and who are temporarily in a Welfare Centre or other location under the authority of the Emergency Services.

STATE WELFARE COORDINATOR – the nominated representative of the Director General, Department for Child Protection and Family Support, with the responsibility to coordinate the welfare response to emergencies.

SUPPORT AGENCY OFFICER – are officers from each Welfare Support Agency provided to the Department to assist in the management of the welfare response, as outlined in Section 3.1.3 of this plan.

WELFARE CENTRE – any centre established for the purpose of provision of emergency welfare support services to persons affected by an emergency. The facility may be named an Evacuation Centre, Accommodation Centre, Relief Centre, Recovery Centre, One-Stop-Shop or other name as appropriate. For the purposes of this plan all such facilities are classified as a Local Welfare Centre.

WELFARE CENTRE COORDINATOR – a person appointed by the District Director or Welfare Coordinator to manage the functioning of a Welfare Centre. Usually a senior Department for Child Protection and Family Support staff member.

WELFARE COORDINATOR – are the Department's staff member appointed by the District Director for the Department and have responsibilities as outlined in Section 2.6 of this plan.

WELFARE SUPPORT AGENCY – a participating organisation whose response in an emergency is to provide assistance to functions under this plan.

Julie Hein

From: Simon Stewart-Dawkins <SDawkins@bassendean.wa.gov.au>
Sent: Thursday, 14 December 2017 3:58 PM
To: Julie Hein (JHein@bassendean.wa.gov.au)
Cc: Bob Jarvis (BJarvis@bassendean.wa.gov.au)
Subject: NEM-5764217 - FW: Midland Local Welfare Plan
Attachments: Midland - Local Welfare Plan.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Graeme
AttachingParameters: NEM-5764217 NEM_5764217.msg C:\Users\SSTEWE~1\AppData\Local\Temp\6\ITVOL\NEM_5764217.msg \\TOB-SS\LIVE\RECORDS\DUMMYPATH\2017\12\NEM_5764217_Midland - Local Welfare Plan.docx

SSDeleteAfterSubmit: False
SynergySoft: NEM-5764217

Hello Julie

Can you please table the attached Local Welfare Plan for the February 2018 Bassendean Local Emergency Management Committee meetings information.

Also in regards to the LEMA Committee's "noted" draft Local Emergency Management Arrangements and draft Local Recovery Plan, can you add to the contact details the Department of Child Protection and family Support Services on call coordinator at 0418 943 835 (24 /7 contactable) to activate the WestPlans eg Cyclone, Fire. I

Regards Simon

From: Ryan Hamblion [mailto:Ryan.Hamblion@communities.wa.gov.au]
Sent: Thursday, 14 December 2017 11:46 AM
To: 'AdrianDyson@mundaring.wa.gov.au' <AdrianDyson@mundaring.wa.gov.au>; 'andrew.wong@humanservices.gov.au' <andrew.wong@humanservices.gov.au>; Ben Day <ben.day@aus.salvationarmy.org>; 'Cameron.smith@kalamunda.wa.gov.au' <Cameron.smith@kalamunda.wa.gov.au>; 'Cassandra.Kelly@Communities.wa.gov.au' <Cassandra.Kelly@Communities.wa.gov.au>; 'cdoherty@redcross.org.au' <cdoherty@redcross.org.au>; 'ceo@chittering.wa.gov.au' <ceo@chittering.wa.gov.au>; 'cesm@chittering.wa.gov.au' <cesm@chittering.wa.gov.au>; 'craigcuthbert@mundaring.wa.gov.au' <craigcuthbert@mundaring.wa.gov.au>; 'David.Skipworth@Communities.wa.gov.au' <David.Skipworth@Communities.wa.gov.au>; 'deputy@swanses.org.au' <deputy@swanses.org.au>; efuery Redcross <efuery@redcross.org.au>; Heath.stenton@swan.wa.gov.au; Iain Lind <iain.lind@police.wa.gov.au>; 'Jason.Longhorn@police.wa.gov.au' <Jason.Longhorn@police.wa.gov.au>; 'Jeff.Taylor@police.wa.gov.au' <Jeff.Taylor@police.wa.gov.au>; Jen Volunteeringwa <Jen@volunteeringwa.org.au>; les lang <leslang@bigpond.com>; 'Lian.Webb@Communities.wa.gov.au' <Lian.Webb@Communities.wa.gov.au>; 'Lissanne.Davies@Communities.wa.gov.au' <Lissanne.Davies@Communities.wa.gov.au>; 'manager@swanses.org.au' <manager@swanses.org.au>; 'mark.stoneman@police.wa.gov.au' <mark.stoneman@police.wa.gov.au>; 'markluzi@mundaring.wa.gov.au' <markluzi@mundaring.wa.gov.au>; 'melanie.harper@humanservices.gov.au' <melanie.harper@humanservices.gov.au>; 'mhr@chittering.wa.gov.au' <mhr@chittering.wa.gov.au>; 'Michele.Rodgers@kalamunda.wa.gov.au' <Michele.Rodgers@kalamunda.wa.gov.au>; 'muriel.barron@gigpond.com' <muriel.barron@gigpond.com>; 'Phil.martin@stjohnambulance.com.au' <Phil.martin@stjohnambulance.com.au>; 'Ryan.Hamblion@Communities.wa.gov.au' <Ryan.Hamblion@Communities.wa.gov.au>; 'scottblu@bigpond.net.au' <scottblu@bigpond.net.au>; 'sdawkins@bassendean.wa.gov.au' <sdawkins@bassendean.wa.gov.au>;

'Sharon.Ellis@Communities.wa.gov.au' <Sharon.Ellis@Communities.wa.gov.au>; 'simon.parke@police.wa.gov.au' <simon.parke@police.wa.gov.au>; 'smerritt@bassendean.wa.gov.au' <smerritt@bassendean.wa.gov.au>; Suellen Flint <suellen.flint@dfes.wa.gov.au>; 'Tammy.Pitman@Communities.wa.gov.au' <Tammy.Pitman@Communities.wa.gov.au>; 'Tim.Parry@kalamunda.wa.gov.au' <Tim.Parry@kalamunda.wa.gov.au>
Subject: Midland Local Welfare Plan

Hi All,

Please find attached the new Local Welfare plan which covers your local LG's. Have attached the plan to this one.

Also I will be on leave from Monday till the 5th of January. Please still free to call me if you need anything as I'll still be answering calls over my break.

Thanks for a great 2017, and look forward to working with you all next year.

Ryan Hamblion

Senior District Emergency Service Officer | Emergency Services Unit
East Metro - Armadale, Cannington, Midland
Department of Communities
M 0427 429 042
PO BOX 6334, East PERTH WA 6004
W Ryan.Hamblion@Communities.wa.gov.au

The Department of Communities (Communities) formed on 1 July 2017 and is responsible for the delivery of child protection and family support, community grants, funding and initiatives, education and care regulation, disability services, housing and regional services reform. During the transition phase emails sent from the Department for Child Protection and Family Support (CPFS) domain will be converted to the Communities email address. This message may contain privileged and confidential information and is intended for the exclusive use of the addressee(s). You must not disclose this communication to anyone without the prior consent of Communities. If you have received this email in error, please notify us by return mail, delete it from your system and destroy all copies. Communities has exercised care to avoid errors in the information contained in this email but does not warrant that it is error or omission free.

LOCAL CONTACT DETAILS

Bassendean Local Government						
Position	Name	Work Phone	Mobile	24hr Contact No	Address	Email
CEO	Bob Jarvis	93778004	0419953770	0419953770	48 Old Perth Road, Bassendean	bjarvis@bassendean.wa.gov.au
Mayor	CR Renee McLennan		0411091667	0411091667	4/1 Anzac Terrace, Bassendean	crmclennan@bassendean.wa.gov.au
LEMC Chair	At this stage Council has not determined the Chair					
LEMC Executive Officer	Bob Jarvis	93778004	0419953770	0419953770	48 Old Perth Road, Bassendean	bjarvis@bassendean.wa.gov.au
Local Recovery Coordinator	Graeme Haggart Simon Stewert-Dawkins (until end of Jan 2018)	93778012 93778002	0407440677 0417996570	0407440677 0417996570	48 Old Perth Road, Bassendean	ghaggart@bassendean.wa.gov.au sdawkins@bassendean.wa.gov.au (until end of January 2018)
Local Emergency Coordinator						