



Shire of Mt Marshall  
— THE SANDALWOOD SHIRE —

# **Local Emergency Management Arrangements 2017**

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**SHIRE OF MT MARSHALL  
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Mt Marshall Local Emergency Management Committee (LEMC) and the Council of the Shire of Mt Marshall. The Arrangements have been tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

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Chairperson  
Shire of Mt Marshall LEMC

.....

Date

.....

Endorsed by Council  
Shire President

.....

Date

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**Distribution**

Distribution List	
Organisation	No Copies
Chairman LEMC	1
Chief Executive Officer	1
OIC Police Station – Bencubbin	1
Wheatbelt District Office Police – Superintendent / Inspector	1
Captain – Bush Fire Brigades and Fire Services Brigades	7
Chief Bush Fire Control Officer	1
Deputy Chief Bush Fire Control Officer	1
Manager VES – Trayning	1
Manager SES – Koorda	1
St John Ambulance – Bencubbin	1
St John Ambulance – Beacon	1
St John Ambulance – Mukinbudin	1
Director of Nursing – Kununoppin District Hospital	1
Silver Chain – Bencubbin	1
Silver Chain – Beacon	1
Department for Child Protection & Family Support – Northam	1
District Manager – DFES Northam	1
District EM Officer / OEM – Northam	1
Western Power – Northam	1
Water Corporation – Northam	1
Telstra Country Wide – Kalgoorlie	1
Department of Agriculture & Food – Merredin	1
DPAW – Merredin & Narrogin	2
MRWA – Northam	1
Chairperson DEMC – District Superintendent of Police	1
Executive Officer – Wheatbelt DEMC – SES RHQ	1
Local Government Libraries	2
Shire of Trayning	1
Shire of Mukinbudin	1
Shire of Koorda	1
Shire of Mt Marshall	1
Shire of Dalwallinu	1

**Amendment Record**

<b>No.</b>	<b>Date</b>	<b>Amendment Details</b>	<b>By</b>
1	25/10/2017	Change President and Deputy President	J Walker
2	13/02/2017	Tara Eddy replaces Wendy Evans – Beacon Silver chain	J Walker
3	13/02/2018	Bruce Gibson replaces Robert McArdle – Bencubbin Primary School	J Walker
4	13/02/2017	Olivia Granich replaces Sally Putt – Community Development Officer	J Walker
5	06/0/82018	Craig Lewington replaces Karen Tabner – Beacon Primary School	J Walker
6	06/08/2018	Leah Boehme replaces Bruce Gibson - Bencubbin Primary School	J Walker
7	06/08/2018	Tara Eddy leaves Beacon Silver Chain	J Walker
8	14/05/2019	Update contact register	J Walker
9	24/10/2019	Update contact register	J Walker
10	14/01/2021	Updates contact register	M Wyatt
11	10/03/2021	Updates ECC contact details	M Wyatt
12	15/09/2021	Update contact register	M Wyatt
13	06/10/2021	Removed Masonic Lodge from Evacuation Centres / Added Beacon Hall to Evacuation Centres	M Wyatt
14	13/10/2021	Updated ECC Contacts for Beacon Hall, Added CEACA units to Special Needs Groups, Updates to contact register	M Wyatt
15	14/10/2021	Made updated to Beacon Hall in evacuation centres	M Wyatt

## **GLOSSARY OF TERMS**

For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009

**AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)** – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

**AIIMS STRUCTURE** – The combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

**COMBAT** – take steps to eliminate or reduce the effects of a hazard on the community.

**COMBAT AGENCY** – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

**COMMUNITY EMERGENCY RISK MANAGEMENT** – See **RISK MANAGEMENT**.

**COMPREHENSIVE APPROACH** – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

**COMMAND** – The direction of members and resources of an organisation on in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See *also* **COMMAND** and **COORDINATION**.

**CONTROL** – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisation in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See *also* **COMMAND** and **COORDINATION**.

**COORDINATION** – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisations, manpower and equipment) in accordance with the requirements

imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See *also* **CONTROL** and **COMMAND**.

**DISTRICT** – means the municipality of the Shire of Mt Marshall.

**EMERGENCY** – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

**EMERGENCY MANAGEMENT** – The management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**EMERGENCY MANAGEMENT AGENCY** – A hazard management agency (HMA), a combat agency or a support organisation.

**EMERGENCY RISK MANAGEMENT** – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

## **HAZARD**

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth, or equivalent legislation
- (f) any other event, situation or condition that is capable of causing or resulting in
  - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
  - (ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

**HAZARD MANAGEMENT AGENCY (HMA)** – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the



emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

**INCIDENT** – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. See also **ACCIDENT, EMERGENCY and DISASTER**.

**INCIDENT AREA (IA)** – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

**INCIDENT CONTROLLER** – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

**INCIDENT MANAGER** – See **INCIDENT CONTROLLER**

**INCIDENT MANAGEMENT TEAM (IMT)** – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

**INCIDENT SUPPORT GROUP (ISG)** – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

**LG** – Local Government meaning the Shire of Mt Marshall.

**LIFELINES** – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

**LOCAL EMERGENCY COORDINATOR (LEC)** – That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose

jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

**MUNICIPALITY** – Means the district of the Shire of Mt Marshall.

**OPERATIONS** – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See **also EMERGENCY OPERATION**.

**OPERATIONAL AREA (OA)** – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

**PREVENTION** – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See *also* **COMPREHENSIVE APPROACH**.

**PREPAREDNESS** – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See *also* **COMPREHENSIVE APPROACH**.

**RESPONSE** – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See *also* **COMPREHENSIVE APPROACH**.

**RECOVERY** – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

**RISK** – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

**RISK MANAGEMENT** – The systematic application of management policies, procedures and practices to the tasks of identifying, analyzing, evaluating, treating and monitoring risk.

**RISK REGISTER** – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

**RISK STATEMENT** – A statement identifying the hazard, element at risk and source of risk.

**SUPPORT ORGANISATION** – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

**TELECOMMUNICATIONS** – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

**TREATMENT OPTIONS** – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

**VULNERABILITY** – The characteristics and circumstances of a community, systems or assets that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social and economic factors that vary within a community over time.

**WELFARE CENTRE** – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

## **ACCRONYMS USED IN THESE ARRANGEMENTS**

<b>BFB:</b>	Bush Fire Brigade
<b>CEO:</b>	Chief Executive Officer
<b>CEMO:</b>	Community Emergency Management Officer
<b>CPFS:</b>	Department for Child Protection and Family Support
<b>DEMC:</b>	District Emergency Management Committee
<b>DFES:</b>	Department of Fire and Emergency Services
<b>LEC:</b>	Local Emergency Coordinator
<b>IC:</b>	Incident Controller
<b>IMT:</b>	Incident Management Team
<b>ISG:</b>	Incident Support Group
<b>LEMC:</b>	Local Emergency Management Committee
<b>LGA:</b>	Local Government Authority
<b>LGLO:</b>	Local Government Liaison Officer
<b>LGWLO:</b>	Local Government Welfare Liaison Officer
<b>LRC:</b>	Local Recovery Coordinator
<b>LRCG:</b>	Local Recovery Coordinating Group
<b>MRDWA:</b>	Main Roads Department WA
<b>OASG:</b>	Operations Area Support Group
<b>OEM:</b>	Office of Emergency Management
<b>OIC:</b>	Officer in Charge
<b>RFDS:</b>	Royal Flying Doctor Service
<b>SEMC:</b>	State Emergency Management Committee
<b>SEMP:</b>	State Emergency Management Policy
<b>SES:</b>	State Emergency Services
<b>VESB:</b>	Volunteer Emergency Services Brigade
<b>WAPOL:</b>	Western Australia Police

# PART 1 – INTRODUCTION

## **Acknowledgments**

The Shire of Mt Marshall and the Shire of Mt Marshall Local Emergency Management Committee would like to acknowledge the Bencubbin Police, the local Bush Fire Brigades, Department of Fire and Emergency Services and Office of Emergency Management for their assistance in developing this plan.

## **Authority**

These arrangements have been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Shire of Mt Marshall Local Emergency Management Committee and approved by the Shire of Mt Marshall.

## **Community Consultation**

The LEMC membership consists of key members of the community who are actively engaged in volunteering across a number of disciplines or are representatives of stakeholder organisations or groups. The majority of these members are residents of the Shire of Mt Marshall and have taken an active role in the preparation of this document. When approved, the document will be placed on the Shires official website for the general information of the community.

## **Document Availability**

*Copies of these arrangements are available to organisations and the public via the Shire of Mt Marshall Administration Centre, 80 Monger Street, Bencubbin WA 6477 or the Beacon Library, 27 Rowlands Street Beacon WA 6472. The Arrangements are available in electronic or printed form during business hours 9.00am to 4.00pm.*

## **Area Covered (Context)**

The Shire of Mt Marshall covers approximately 10,189.5 square kilometers and includes the localities of Bencubbin, Beacon, Welbungin, Gabbin, Wialki, Cleary, Tampu, Mouroubra, Bimbijy, Remlap and Karroun Hill.

The Shire has two major townsites: the town of Bencubbin, located approximately 273km north east of Perth and the town of Beacon located 315 north east of Perth.

The local government area is bordered by the Shires of Koorda, Trayning, Mukinbudin, Dalwallinu, Yalgoo, Wyalkatchem, Sandstone, Menzies and Yilgarn.

According to the 2011 census the shire has a population of 481 people with a total of 222 dwellings.

The main industries in the Shire are broadacre agriculture and supporting industries.

## **Aim**

The aim of the Shire of Mt Marshall Local Emergency Management Arrangements is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

## **Purpose**

The purpose of this plan is to document:

- 1. The Shire of Mt Marshall's preparedness and capacity to support the effective management of an emergency that may impact on the local community;
- 2. The roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the Shire of Mt Marshall district;
- 3. A list of natural and technological hazards that may impact on the local community;
- 4. Strategies and priorities for emergency management in the local government district; and
- 5. Other matters about emergency management in the local government district that the local government considers appropriate.

## **Scope**

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- a) This document applies to the local government district of the Shire of Mt Marshall;
- b) This document covers areas where the Shire of Mt Marshall (Local Government) provides support to HMA's in the event of an incident;
- c) This document details the Shire of Mt Marshall's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) The Shire of Mt Marshall's (LG) responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

## **Related Documents & Arrangements**

### **Local Emergency Management Policies**

The Shire of Mt Marshall has no Local Emergency Management Policies which are unique to this local government area.

### **Existing Plans & Arrangements**

The Shire of Mt Marshall has the following formal Local Emergency Management Plans

## Local Plans

**Table 1.1**

Document	Owner	Location
Bushfire Management Plan (Working Draft)	LGA	MMSC Admin
WAPOL Local Hazard Plan – Road Crash	WA Police	Bencubbin
Local Emergency Management Plan for Provision of Welfare Support (Dec 2015)	Department for Child Protection & Family Support	Merredin
WAPOL Local Hazard Plan – Air Crash	WA Police	Bencubbin
WAPOL Local Hazard Plan – Land Search	WA Police	Bencubbin
Emergency Evacuation Plan	Beacon Primary School	Beacon
Emergency Evacuation Plan	Bencubbin Primary School	Bencubbin
Emergency Response Plan	Bencubbin Ag Supplies	Bencubbin

## Agreements, Understandings & Commitments

The Shire of Mt Marshall has the following MOU's in relation to Emergency Management

**Table 1.2**

Parties to the Agreement		Summary of the Agreement	Special Considerations
DFES	MOU	Beacon Volunteer Emergency Services Brigade	Expires 2021

## Additional Support

See Resources Register

## Special Considerations

- Mt Marshall Show – held annually at the Bencubbin Recreation Ground, Marsh St, Bencubbin
- Off Road Car Rally- held annually in Bencubbin
- Restricted vehicle access in times of high rainfall
- Increase in heavy vehicle traffic during the harvest period
- Increased bushfire risk during summer months
- Wildflower season – influx of tourists

## Resources

Refer to resources table / contacts list

## Financial Arrangements

The State Emergency Management Policy at section 5.12 and the State Emergency Management Plan at section 5.4 and 6.10 outline the responsibilities for funding during emergency responses. The Shire of Mt Marshall is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Mt Marshall occurs to ensure the desired level of support is achieved.

## Roles and Responsibilities

### Local Roles and Responsibilities

Local Role	Description of Responsibility
Local Government	The responsibilities of the Shire of Mt Marshall are defined in Section 36 of the EM Act
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 36 of the EM Act
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government in conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident
Local Government Welfare Liaison Officer	During an evacuation where a local government facility or privately owned facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.



<p>Local government – Incident management</p>	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implement procedures that assist the community and emergency services deal with incidents</li> <li>• Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is opened, Local government to provide a liaison officer to support the CPFS.</li> </ul>
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### **LEMC Roles and responsibilities**

The Shire of Mt Marshall has established a Local Emergency Management Committee (LEMC) UNDER Section 38(1) of the EM Act to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning for a multi-agency perspective having local knowledge of hazards, demographic and geographic issues. They provide advice to Hazard Management Agencies to develop effective localized hazard plans.
- Provide a multi-agency forum to analyse and treat local risk
- Provide a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

<b>Local Role</b>	<b>Description of Responsibilities</b>
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by : <ul style="list-style-type: none"> <li>• Provide secretariat support including:</li> <li>• Meeting agendas</li> <li>• Minutes and action lists</li> <li>• Correspondence</li> <li>• Committee membership contact register</li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</li> <li>• Annual Report</li> <li>• Annual Business Plan</li> <li>• Local Emergency Management Arrangements</li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required: and</li> <li>• Participate as a member of sub-committees and working groups as required.</li> </ul>

### **Agency roles and responsibilities**

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspect of the emergency. The following table summarises the key roles.

<b>Agency Roles</b>	<b>Description of Responsibilities</b>
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The functions of a Controlling Agency is to: <ul style="list-style-type: none"> <li>• Undertake all responsibilities as prescribed in the Agency specific legislation for Prevention and Preparedness.</li> <li>• Control all aspects of the response to an incident.</li> </ul> During Recovery the Controlling Agency will ensure effective transition to recovery

Hazard Management Agency	<p>A hazard management agency is “to be a public authority or other person who or which, because of the agency’s functions under written law or specialized knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed” (EM Act 2004 s4)</p> <p>The HMA’s are subscribed in the Emergency Management Regulations 2006 Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake the responsibilities where prescribed for these aspects (EM Regulations)</li> <li>• Appoint Hazard Management Officers (s55 Act)</li> <li>• Declare / revoke emergency situation (s50 &amp; 53 Act)</li> <li>• Coordinate the development of the Westplan for that hazard (State EM Policy Section 1.5)</li> <li>• Ensure effective transition to recovery by local government</li> </ul>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the EM Act 2005 is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialized knowledge, expertise and resource, is responsible for performing an emergency management activity prescribed by the regulations in relation to the agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency’s functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glosasry)</p>

## **PART 2 – PLANNING (LEMC ADMINISTRATION)**

The Shire of Mt Marshall, under the EM Act 2005 s38(1), has established a Local Emergency Management Committee (LEMC) to plan, manage and exercise the local Emergency Management Arrangements. Membership of the LEMC consists of representatives of agencies, community groups, non – government organizations and expertise relevant to the identification of community hazards and emergency management arrangements.

### **LEMC Membership (positions)**

- Chairperson – Shire President
- OIC – Bencubbin Police Station – Local Emergency Coordinator and Deputy Chair
- Deputy Shire President or councilor
- CEO – Shire of Mt Marshall
- Chief Bush Fire Control officer
- Deputy Chief Bush Fire Control Officer
- DFES Representative
- Bencubbin Bush Fire Brigade
- Beacon Volunteer Fire Services Brigade
- DEC Representative
- Bencubbin Silver Chain
- Beacon Silver Chain
- Bencubbin St John Ambulance
- Beacon St John Ambulance
- St John Ambulance – Kununoppin Sub – centre
- Bencubbin Primary School
- Beacon Primary School
- Department for Child Protection & Family Support Representative (Northam/Merredin)
- A comprehensive list of LEMC Membership and contact details can be found at Contacts Tab

### **Meeting Schedule**

*The Shire of Mt Marshall LEMC meets at 4.00pm on the second Tuesday in the months of February, May, August & November*

### **LEMC Constitution & Procedures**

- At each meeting the LEMC should consider, but not be restricted to, the following matters, as appropriate:
- Confirmation of LEMA contact details and keyholders:
- Review any of post – incident reports and post exercise reports generated since last meeting:
- Progress of ERM process:
- Progress of treatment strategies arising from ERM process
- Progress of development or review of LEMA: and
- Other matters as determined by the Local Government.

### **Annual Reports Annual Business Plan**

The annual report for the Shire of Mt Marshall shall be completed and submitted to the Wheatbelt District Emergency Coordinator within (2) weeks of the end of the financial year and shall contain any major achievements from the annual business plan of the LEMC from the same financial year.

A copy of the annual business plan, for the next financial year, shall be attached to the annual report (SEMC No 2.6 para 11 and 12)

### **Emergency Risk Management**

*Emergency Risk Management planning is yet to be completed for the Shire of Mt Marshall. Planning will take place when resources become available. This section of the plan will be updated when this process is complete.*  
*Local Risk Project - commencing 2017*

# PART 3 – RESPONSE

## Risks – Emergencies Likely to Occur

*The following is a table of emergencies that are likely to occur within the Local Government area;*

**Table 3.1**

<b>Hazard</b>	<b>HMA</b>	<b>Combat Agencies</b>	<b>Support Organisations</b>	<b>State Plan</b>	<b>Local Plan</b>
Air Crash	WAPOL	DFES, ADF, BFB, VESB	LGA, CPFS, SJA, MRWA, RFDS	Westplan – Air Crash	
Brookfield Rail Crash	Brookfield Rail	DFES, BFB, VESB, Regional SES	LGA, WAPOL, SJA, CPFS	Westplan – Brookfield Rail Crash	
Cyclone	DFES	Regional SES, BFB, VESB	SJA, Silver Chain, , LGA , WAPOL, MRWA, CPFS	Westplan - Cyclone	
Earthquake	DFES	Regional SES, BFB, VESB	WAPOL, LGA, Silver Chain, SJA, MRWA, CPFS	Westplan - Earthquake	
Fire	DFES	DFES, BFB, VESB	WPC,LGA, WPC, Silver Chain SJA, CPFS	Westplan - Fire)	SOP's
Flood	DFES	Regional SES, BFB, VESB	WAPOL, SJA, Silver Chain, MRWA, CPFS	Westplan - Flood	
Land Search	WAPOL	DFES, BFB, VESB, Regional SES	SJA, Silver Chain, LGA	Westplan – Land Search	
Road Crash	WAPOL	DFES, VESB, BFB	SJA, Silver Chain, LGA	Westplan – Road Crash	
Storm	DFES	DFES, Regional SES, BFB, VESB	LGA, Silver Chain, SJA, MRWA, CPFS	Westplan - Storm	

These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require Shire of Mt Marshall resources and assistance in emergency management. The Shire of Mt Marshall is committed to providing assistance/support if the required resources are available through the Incident Support Group when informed.

### **Incident Support Group (ISG)**

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

### **Role**

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

### **Triggers for the activation of an ISG**

The activation of an ISG should be considered when the following occur;

- a. For a level 2 incident;
- b. Requirement for possible or actual evacuation;
- c. A need to coordinate warning/information to community during a multi agency event;
- d. Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);
- e. Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- f. Multi agency response where there is a need for regional support beyond that of a single agency.

### **Membership of an ISG**

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

### Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

### Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

**Table 3.2**

**Location One**                      **Shire of Mt Marshall Administration Centre**  
**Address**                              **80 Monger Street Bencubbin WA**

	Name	Phone	Phone
1 <sup>st</sup> Contact	John Nuttall	96851202 (W)	0427851202
2 <sup>nd</sup> Contact	Tanika McLennan	96851202 (W)	0429 696 689
3 <sup>rd</sup> Contact	Meg Wyatt	96851202 (W)	0429 851 318

**Location Two**                      **Bencubbin Police Station**  
**Address**                              **Monger Street Bencubbin WA**

	Name	Phone	Phone
1 <sup>st</sup> Contact	Robert Duffey	96850200 (W)	

**Location Three**                      **Beacon Community Hall/Centre**  
**Address**                              **Rowlands St, Beacon**

	Name	Phone	Phone
1 <sup>st</sup> Contact	Nancy Dease	96861014 (W)	
2 <sup>nd</sup> Contact	Karley Dunne	96861104 (H)	0458071175
3 <sup>rd</sup> Contact	Rebecca Watson	96851202 (W)	0427 095 608



## **Media Management and Public Information**

*Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.*

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

## **Public Warning Systems**

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

## **Local Systems**

Community meetings  
Notice boards  
Word of mouth  
Face to face  
Email newsletters  
Website  
Local newspapers  
SMS  
Social media  
SAM trailers

## **SEWS**

### **DFES Public Info Line**

1300 657 209

### **ABC Radio**

ABC Mid West and Wheatbelt Geraldton

Regional Program Manager

Midwest Radio

State Alert System

## PART 4 - EVACUATION

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

**The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.**

### **Evacuation Planning Principles**

The decision to evacuate will only be made by a Hazard Management Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

**State Emergency Management Policy 4.7 'Community Evacuation' should be consulted when planning evacuation.**

### **Management**

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

**Whenever evacuation is being considered the Department for Child Protection and Family Support must be consulted during the planning stages.** This is because CPFS have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

### **Special Needs Groups**

Bencubbin Aged Persons Units  
Lot 148 Brown Street  
Bencubbin WA 6477

CEACA Units  
43 Brown Street  
Bencubbin WA 6477

Little Bees Child Care Centre  
Lot 75 Monger Street  
Bencubbin WA 6477

Beacon Lifestyle Living Units  
Lots 37 & 38 Rowlands Street  
Beacon WA

CEACA Units  
Lots 31 & 40 Rowlands Street  
Beacon WA 6472

Beacon Day Care Centre  
Shemeld Street  
Beacon WA 6472

Bencubbin Primary School  
Monger Street  
Bencubbin WA 6477

Beacon Primary School  
Burakin – Wialki Road  
Beacon WA 6472

### **Demographics**

Refer to tab 'Demographics'

### **Evacuation / Welfare Centres**

For a detailed list of evacuation / welfare centres see tab 'Evacuation Centres'.

### **Routes & Maps**

Refer to tab 'Maps' This section provides a map of the locality and identifies any issues and local land marks.

### **Animals (including assistance animals)**

*This section details how animals would be dealt with during evacuation. An example may be the Shire will open and staff the pound.*

*Shire of Mt Marshall Pound – Bencubbin*

*Shire of Mt Marshall Pound – Beacon*

*Stock yards available at Bencubbin Recreation Grounds*

*Shire of Mt Marshall Depot – Beacon*

*Private mobile stock crates*

*Private mobile stock yards*

## **Welfare**

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS has developed a local Emergency Management Plan for the provision of Welfare support – Merredin District which includes the Shire of Mt Marshall. (See Local Plans - Table 1.1)

### **Local Welfare Coordinator**

As there is currently no Department for Child Protection & Family Support (CPFS) office in the Shire of Mt Marshall the Local Welfare Coordinator will be appointed at the time of the emergency by the CPFS District Director in Northam.

### **Local Welfare Liaison Officer**

In the event of an emergency the Shire of Mt Marshall's Community Development Officer will assume the role of Local Welfare Liaison Officer or in their absence the Shire CEO will appoint an appropriate person to the position. Refer Contacts register.

### **District Emergency Services Officer**

The Department for Child Protection & Family Support shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Mt Marshall is contained in Contacts Register.

### **State & National Registration & Enquiry**

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection & Family Support (CPFS) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved CPFS have reciprocal arrangements with the Red Cross to assist with the registration process.

# PART 5 – RECOVERY

## **The Recovery Process**

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The purpose of this plan is to ensure recovery is managed and planned for in a structured manner. For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant Shire staff and the community require an understanding of the recovery process. LEMC members, LRCC members and Shire staff who participate in recovery training, familiarize themselves with the relevant SEMC Policies and read the EMA's Recovery Manual No. 10, will benefit highly with their overall contribution to the recovery process. This will ultimately result in a higher level of awareness and knowledge in the community.

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self - determination.

## **Aim of Recovery**

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

## **Principles of Recovery**

Recovery from emergencies is most effective when:

- Recovery from an emergency is an enabling and supportive process, which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources.
- Agreed plans and management arrangements, which are accepted and understood by recovery agencies, combat agencies and the community, have been established.
- Recovery arrangements recognise the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time.
- Human service agencies play a major role in all levels of key decision-making which may influence the wellbeing and recovery of the affected community.
- The recovery process begins from the moment the emergency impacts.

- Planning and management arrangements are supported by training programs and exercises which ensure that recovery agencies and personnel are properly prepared for their role.
- Recovery management arrangements provide a comprehensive and integrated framework for managing all potential emergencies and disasters and where assistance measures are provided in a timely, fair and equitable manner and are sufficiently flexible to respond to a diversity of community needs.

### **Recovery Concepts**

Recovery management principles are supported by the following concepts which provide a basis for effective recovery management.

- Community Involvement: Recovery processes are most effective when affected communities actively participate in their own recovery.
- Local Level Management: Recovery services should be managed to the extent possible at the local level.
- Affected Community: The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- Differing Effects: The ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects.
- Empowerment: Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy.
- Resourcefulness: Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged.
- Responsiveness, Flexibility, Adaptability and Accountability: Recovery services need to be responsive, flexible and adaptable to meet the rapidly changing environment, as well as being accountable.
- Integrated Services: Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- Coordination: Recovery services are most effective when coordinated by a single agency.
- Planned Withdrawal: Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.

### **Transition from Response to Recovery**

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Manager (IM), Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC). However, where an agreement cannot be achieved, preference is to be given to the response requirements.

The decision to announce that emergency response is over is just as important as determining whether an issue or incident constitutes an emergency in the first place. The decision to formally announce that the emergency is over will send an important message to all stakeholders and will trigger the commencement of recovery operations by government, community and private sector business.

The effect of prematurely announcing that an emergency is over may create the perception among stakeholders that the Shire of Mt Marshall is being insensitive to, or is unaware of the broader issues, which may reflect poorly on the Shire. The LRC and the Shire of Mt Marshall CEO should jointly determine when the emergency response is over in consultation with Emergency Services and field response operations.

### **Local Recovery Coordinator**

Shire of Mt Marshall CEO will assume the role of Local Recovery Coordinator or appoint an appropriate person to the position on a case by case basis.

### **Local Recovery Coordinator – Roles & Responsibilities**

The responsibilities of the LRC(s) may include any or all of the following:

- Prepare, maintain and test the Local Recovery Plan;
- Assess the community recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for;
- Advice to the Shire President/CEO on the requirement to activate the plan and convene the LRCC; and
- Initial advice to the LRCC, if convened.
- Undertake the functions of the Executive Officer (XO) to the LRCC;
- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required from the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problem with services from government agencies locally;
- Ensure that regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down.

### **Recovery Committee**

The Local Recovery Coordinating Committee (LRCC) can expand or contract as the emergency management process requires. When forming the LRCC, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the

LRCC has the technical expertise and operational knowledge required to respond to the situation.

### Composition of the Recovery Committee

Table 5.8

Position	Suggested Representative
Chairperson	Shire of Mt Marshall President, Deputy, Councillor or CEO
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments
Local Recovery Coordinator	Shire CEO
Secretary/Executive Officer	Shire of Mt Marshall

### Role and Responsibilities of the Recovery Committee

The LRCC has the role to coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

The LRCC responsibilities may include any or all of the following:

- Appointment of key positions within the committee and, when established, the subcommittees;
- Establishing sub-committees, as required and appointing appropriate chairpersons for those sub-committees;
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate;
- Develop strategic plans for the coordination of recovery processes;
- Activation and coordination of the ECC, if required;
- Negotiating the most effective use of available resources;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

### Priorities for Recovery

The priorities for the LRCC during the period of recovery management are:

- Health and safety of individuals and the Community
- Social recovery
- Economic recovery
- Physical recovery

### Financial Management in Recovery

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.



The Shire of Mt Marshall has arrangements in place to insure its assets. Assets are recorded and managed through the Roman II Asset Management System. The Shire of Mt Marshall has in place an Asset Management Plan. The Manager of Works and Services will be involved early in the recovery process.

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of Mt Marshall will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of Premier and Cabinet web page - link - <http://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.aspx>.

The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

### **Financial preparation**

The Shire of Mt Marshall will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;

- Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

### **Managing Donations**

Organisations wishing to establish public appeals for cash donations should use the Lord Mayor's Distress Relief Fund managed by the City of Perth.

**NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.**

# **PART 6 – EMERGENCY CONTACTS DIRECTORY**

See appendice titled 'Contacts'

# PART 7 – EXERCISING & REVIEWING

## **The Aim of Exercising**

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organizations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility, however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

Test the effectiveness of the local arrangements

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities.

Help educate the community about local arrangements and programs.

Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions.

Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

## **Frequency**

State EM Policy Section 4.8, State EM Plan 4.7 and State Emergency Preparedness Procedure 19 outlines the State's arrangements for EM exercising, including the requirement of LEMC's to exercise arrangements on at least an annual basis.

## **Types**

Exercises may be either

- Desktop/discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre: or
- Locating and activating resources on the Emergency Resources Register

### **Reporting of Exercises**

Each LEMC reports their exercises to the relevant DEMC by the 1<sup>st</sup> May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG). Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

### **Review of Local Emergency Management Arrangements**

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – Emergency Management in Local Government Districts and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

According to SEMC Policy No 2.5 – Emergency Management in Local Government Districts, the LEMA (including recovery plans) are to be reviewed and amended as follows:

Contact lists are to be reviewed and updated quarterly

A review is conducted after training that exercises the arrangements

An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and

Circumstances may require more frequent reviews.

### **Review of Resources Register**

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

# Appendices

## Contacts

Name (Incl. email address)	Organisation	Address	Phone (w)	Phone (a/h) Mobile	Fax
<b>DFES – COMMUNICATIONS</b>			<b>1800198140</b>		
<b>DFES – Regional Duty Coordinator</b>			<b>1800966077</b>		
<b>DFES – Northam</b>			<b>96902300</b>		
<b>WPC – Emergency</b>			<b>131351</b>		
<b>Brian Lane</b>	<b>TELSTRA</b>		<b>0417180993</b>	<b>0417180993</b>	
<b>CRISIS CARE</b>			<b>1800199008</b>		
<b>DOCTOR ON CALL</b>			<b>1800 036 318</b>		
<b>TRAIN CONTROL</b>			<b>1800 150 107</b>		
Tony Sachse crsachse@mtmarshall.wa.gov.au	Shire President	319 Sachse North South Road Bencubbin WA 6477	96851257	0429851257	
Nick Gillett crgillett@mtmarshall.wa.gov.au	Deputy Shire President	221 Perry Road Bencubbin WA 6477	96862007	0427862007	96852006
John Nuttall ceo@mtmarshall.wa.gov.au	CEO	7 Rowlands Street Bencubbin WA 6477	96851202	0427851202	
S/C Robert Duffey	2IC WAPOL Bencubbin	Murray Street Bencubbin WA 6477	96850200		96850222
Sgt David Tapscott	WAPOL Bencubbin	Murray St Bencubbin WA 6477	96850200	0436853643	

Shire of Mt Marshall Local Emergency Management Arrangements

Damian Tomas damiantomas@westnet.com.au	Chief BFCO	Koorda – Bullfinch Road Bencubbin WA 6477		0429010574	
Garry Huckstep rfhuckstepco@telstra.com	Deputy Chief BFCO	Huckstep Road Beacon WA 6472	96864050	96864050 0428864050	96864060
Daniel Hendriksen Daniel.Hendriksen@dfes.wa.gov.au	Area Manager DFES	79 Newcastle Street Northam WA 6401	96902300	0419049653	96225178

Shire of Mt Marshall Local Emergency Management Arrangements

Name (Incl. email address)	Organisation	Address	Phone (w)	Phone (a/h) Mobile	Fax
Peter Geraghty <a href="mailto:sjakunosubcentre@westnet.com.au">sjakunosubcentre@westnet.com.au</a>	SJA Coordinator	Mukinbudin 6479	90471031	90471031 0428682832	
Susan Scully <a href="mailto:Susan.Scully@silverchain.org.au">Susan.Scully@silverchain.org.au</a>	Bencubbin Silver Chain	79 Monger Street Bencubbin WA 6477	96851229	0427191188 0424211581 (Sat)	96851347
Sandra Sutton <a href="mailto:Sandra.Sutton@silverchain.org.au">Sandra.Sutton@silverchain.org.au</a>	Beacon Silver Chain	Lindsay Street Beacon WA 6477	96861020	96861020 0429112309 0424212636 (Sat)	96861086
Joanne Spadaccini <a href="mailto:Joanne.spadaccini@communities.wa.gov.au">Joanne.spadaccini@communities.wa.gov.au</a>	Dept of Communities	Northam WA 6401 (AH – Crisis Care)	96210400	0429102614 1800199008	96223779
Jan Fox <a href="mailto:Janice.Fox@dsc.wa.gov.au">Janice.Fox@dsc.wa.gov.au</a>	Co-ordinator DSC	26 Bates Street Merredin WA 6415	90412700		90414056
Rebecca Watson <a href="mailto:cdo@mtmarshall.wa.gov.au">cdo@mtmarshall.wa.gov.au</a>	CDO	Rowland St Bencubbin WA 6477	96851202	0427095608	
Meg Wyatt <a href="mailto:ro@mtmarshall.wa.gov.au">ro@mtmarshall.wa.gov.au</a>	RO	33 Brown St Bencubbin WA 6477	96851202	0429851318	
Jack Walker	Bencubbin SJA/BFCO	89 Monger Street Bencubbin WA 6477	0439488235	0439488235	
Mark Jeffries	Captain Bencubbin BFB	Powell Street Bencubbin WA 6477	0439851327	0439851327	
Joanne Randall <a href="mailto:Joanne.Randall@health.wa.gov.au">Joanne.Randall@health.wa.gov.au</a>	Director of Nursing	Kununoppin Hospital	96830206		96830224



Shire of Mt Marshall Local Emergency Management Arrangements

Name (Incl. email address)	Organisation	Address	Phone (w)	Phone (a/h) Mobile	Fax
Lisa Malatesta Lisa.Malatesta.wa.edu.au	Bencubbin PS Principal		96851228		96851378
Leeanne Gobbart leeanne.gobbart1@education.wa.edu.au	Manager CS		96851228		0429848042
Craig Lewington <a href="mailto:Craig.Lewington@education.wa.edu.au">Craig.Lewington@education.wa.edu.au</a>	Beacon PS Principal	Burakin – Wailki Road Beacon WA 6472	96861022		96861090
Aaron Wooton ws@mtmarshall.wa.gov.au	Works Supervisor	11 Murray Street Bencubbin WA 6477	96851202	0499851111	96851299
John Dunne <a href="mailto:parakeelya@westnet.com.au">parakeelya@westnet.com.au</a>	Beacon BFCO	Burakin – Wialki Road Beacon WA 6472	96861045	96861045 0427861045	96861005
Noel Miguel dalfarms@wn.com.au	OIC Beacon VESB	Burakin – Wialki Road Beacon WA 6472		0427966725	
Brett Clark brettlisaclark@live.com.au	BFCO/Captain Wialki BFB	Clark Road Wialki WA 6479	96861171	0427486012	
Tony Sachse amsachse@bigpond.com	BFCO/Captain Welbungin BFB	Sachse North- South Rd Bencubbin WA 6477	96851257	0428851257	96851361
Terry Gobbart Terry_leeanne@wn.com.au	BFCO Gabbin	Koorda-Bullfinch Rd Bencubbin WA 6477	96851219	96848042 0428848042	96848043
Steven Kett stevenkett@hotmail.com	BFCO/Captain Gabbin BFB	16 Rose Street Gabbin WA 6476	0488939810	0488939810	
Gail Pilmoor pilroc@bigpond.com	Main Roads – First Responder	Paynes Find	99636068	0418919773	

## Shire of Mt Marshall Local Emergency Management Arrangements

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## Risk Register Schedule

The Risk Register will be compiled through the Emergency Risk Management ERM process.

## Resources

### Police Services

#### Police Stations

Plant and equipment resources

Location:	Various	
Contact/s	Bencubbin	96850200
	Koorda	96842444
	Mukinbudin	90472200
	Northam	96224260

### Local Authorities

#### Shire of Mt Marshall

Plant and equipment resources

Location:	Lot 197 Brown Street – Bencubbin	
Contact/s	Aaron Wootton	0499851111(M)

Item description	Number of items
Graders	3
Volvo Front End Loader	1
Volvo Backhoe/FEL	1
Primemovers	2
Lowloader	1
T/A Tip Truck	1
T/A Trailer	1
Water Tanker – 16,000 litres	1
Water Truck – 4,000 litres	1
Side Tipper Trailer	2
4 X 4 Dual cab utilities (W/Supervisor, CDO)	2
Single Cab utilities	6
Portable toilets	2
21 Seat Community Bus	1

## Shire of Mt Marshall

### Plant and equipment resources

Location:	Lot 677 Kirby Street – Beacon	
Contact/s	Aaron Wootton	0499851111 (M)
	Jens Dierks	96861033(H) 0429861033 (M)

Item description	Number of items
Grader	1
Tractor / FEL	1
Single Cab utilities	2

## Volunteer Bush Fire Brigades

### Bencubbin Bush Fire Brigade

#### Plant and equipment resources

Location:	Lot 68 Brown Street – Bencubbin	
Contact/s	Jack Walker	0439488235 (M)
	Damian Tomas	0429010574 (M)
	Mark Jeffries	0439851327 (M)
	Brett Millar	96851311 (H) 0429851311 (M)

Item description	Number of items
3.4 Urban Fire Appliance	1

### Beacon Emergency Services Brigade

#### Plant and equipment resources

Location:	Lot 20 – Rowlands Street – Beacon	
Contact/s	Noel Miguel	0427966725 (M)
	Brandon Lancaster	0487861063 (M)
	Ryan Miguel	0427963923 (M)

Item description	Number of items
2.4 Fire Appliance - 0427648035	1

## Welbungin Bush Fire Brigade

### Plant and equipment resources

Location:	Lot 5 Koorda – Bullfinch Road – Welbungin	
Contact/s	Tony Sachse	96851257 (H) 0428851257 (M)
	Blake Smith	0408498220 (M)
	Ben Sachse	0427851257(M)
	Craig Walker	96851098 (H) 0428851098 (M)
	Murray Cooper	96851227 (W) 0429851277(M)

Item description	Number of items
2.4 Fire Appliance	1
Toyota Light Tanker	1

## Gabbin Bush Fire Brigade

### Plant and equipment resources

Location:	Lot 9 Hammond Street – Gabbin	
Contact/s	Terry Gobbart	96848042 (H) 0428848042 (M)
	Steven Kett	0488939810 (M)

Item description	Number of items
Toyota Light Tanker	1

## Tampu Bush Fire Brigade

### Plant and equipment resources

Location:	Tampu	
Contact/s	Garry Huckstep	96864050 (H)0428864050(M)

Item description	Number of items
Toyota Light Tanker	1

**Wialki Bush Fire Brigade**

## Plant and equipment resources

Location:	Wialki	
Contact/s	Brett Clark	96861171 (H) 0427486012 (M)
	Des Miguel	90486010 (H) 0417986601 (M)
	Vern Brandis	90484008 (H) 0429484008 (M)

Item description	Number of items
2.4 Broadacre Fire Appliance	1

**St John Ambulance Service of WA****Bencubbin Volunteer Ambulance Service**

## Plant and equipment resources

Location:	Lot 70 Brown Street – Bencubbin	
Contact/s	<b>000</b>	
	Jack Walker	0429851318 (M)
	Sandy Wyatt	0427968511 (M)
	Leeanne Gobbart	96848042 (H) 0429848042 (M)
	Donna Cooper	96851227 (H) 0447641227 (M)
	Margo Sachse	96851257 (H) 0428851257 (M)
	Amanda Sanders	96851213 (H) 0427851916 (M)
	Terry Gobbart	96848042 (H) 0428848042 (M)
	Peter Geraghty	90471031 (H) 0428682832 (M)
	Caroline Smith	90471133 (H) 0475723202 (M)
	Scott Rastall	0418378948

Item description	Number of items
Mercedes Ambulance – 0427191834(M) (Van 4 - 1284)	1

**Beacon Volunteer Ambulance Service**

Plant and equipment resources

Location:	Rowlands Street - Beacon	
Contact/s	<b>000</b>	
	Andrew Dunne	96861095 (H) 0428861095 (M)
	Marian Kirby	96864023 (H)
	Shane Munns	96861184 (H) 0409651319 (M)
	Megan Beagley	96861023 (H) 0429861023 (M)
	Peter Geraghty	90471031 (H) 0428682832 (M)

Item description	Number of items
Mercedes Ambulance – 0427191810 (van 10 – 1287)	1
Mercedes Ambulance – 0427191833 (van 3 – 1283)	1

**Health / Medical Services****Bencubbin Silver Chain**

Plant and equipment resources

Location:	Lot 79 Monger Street – Bencubbin	
Contact/s	Susan Scully	96851229 (W)

**Beacon Silver Chain**

Plant and equipment resources

Location:	Lindsay Street – Beacon	
Contact/s	Sandra Sutton	96861020 (W)
		)

## Hospitals

### Plant and equipment resources

Location:	Various	
Contact/s	Kununoppin	96830222
	Dr Adewale Olatunji	96830204 (W)
	Wyalkatchem	96921222
	Merredin	90813222
	Northam	96901300

## Private Contractors / Farmers

### Porky's Enterprises

### Plant and equipment resources

Location:	Beacon	
Contact/s	Porky DeJong	96861084 (H) 0407988589 (M)
	Ruth DeJong	96861084 (H) 0407998589 (M)

Item description	Number of items
Grader	1
Cat Dozer	1
Komatsu Excavator	1
Simitomo Excavator	1
Ford Primemover with Float	1
Flat Top Trailers & Bogie Dolly	2
Semi End Tippers & or Semi Tippers & Dog Trailer	2
WCM Loader	1
Cat Bobcat	1
Toyota Bobcat	1
Ditchwitch 5200 & 3200	2



## Private Contractors / Farmers

### Motor / Trail Bikes

Plant and equipment resources

Location:	Bencubbin	
Contact/s	Mark Jeffries	0439851327
	Craig Sachse	96851091 / 0427350427
	Dave Walker	96851346 / 0427851346
	Craig Walker	96851098 / 0428851098
	Damian Tomas	0429010574

### Motor / Trail Bikes

Plant and equipment resources

Location:	Beacon	
Contact/s	Jens Dierks	96861033 / 0428861033
	Andrew Dunne	96861095 / 0428861095
	Jason Faulkner	96861154 / 0428189182
	Stuart Faulkner	96861050 / 0427189182

### Effluent Disposal Services

Plant and equipment resources

Location:	Trayning	
Contact/s	Wheatbelt Liquid Waste Service – Merredin – Renee Purssell	0429469095

## Evacuation / Welfare Centre Information

	Details
<b>Establishment/Facility:</b>	<b>Bencubbin Sporting Complex</b>
Physical Address	Lot 153 Dampier Street, Bencubbin
Telephone No	No Phone
Fax No	
Email Address	



## Contacts

Name	Position	Work contact	A/hrs contact
Peter Waters	President	0428832055	0428832055
Tracy Tranter	Secretary	0408003042	0408003092
Rebecca Watson	CDO	96851202	0427095608

## Access Details

	Details
Keys	Tracey Tranter – Brown Street Bencubbin - 0408003042 Shire Office – Monger Street Bencubbin – 96851202 / 0488992972
Alarm	N
Security	N
Universal Access	N
Disabled Access	Y

## Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	350
Sleeping	100
Duration	No Limit

**Amenities**

Item	Yes/No	Notes
<b><u>Toilet/Washing Facilities:</u></b>		
Toilets/Shower – Male	Y	
Toilets/showers – Female	Y	
Toilets – Disabled (Female)	Y	
Laundry Facilities	N	
Baby Changing Facilities (Female)	Y	
<b><u>Kitchen Facilities:</u></b>		
Stoves (types)	Y	Gas
Refrigeration	Y	
Microwave	Y	
Urn / Boiling Water Unit	Y	
<b><u>Dining Facilities:</u></b>		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	
<b><u>General Facilities:</u></b>		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	Evaporative
Heating	Y	Gas
Ceiling Fans	Y	
Lighting (internal)	Y	
Lighting (external)	Y	
Telephone Lines	N	
Internet Access	Y	
Hot Water System (type)	Y	Electric Storage
Bins	Y	

Deep Sewer/Septic	Y	Septics
<b>Amenities Areas:</b>		
Enclosed Covered Areas	N	
Outside Children's Play Area	Y	
Recreation Rooms	N	
BBQs	Y	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	
<b>External Facilities:</b>		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	Y	

**Other:**

- a. There is limited storage facilities;
- b. Not pet friendly unless pets housed on the oval or other facilities surrounding the complex.
- c. Main power board is located in the Activities room and requires a Master Key for access.
- d. Water main located at the entrance to the complex?
- e. Suggest septic tanks be pumped on a daily basis or as required.

	Details
<b>Establishment/Facility:</b>	<b>Bencubbin Sports Club</b>
Physical Address	Lot 142 Brown Street, Bencubbin
Telephone No	96851238
Fax No	
Email Address	



### **Contacts**

<b>Name</b>	<b>Position</b>	<b>Work contact</b>	<b>A/hrs contact</b>
Tracey Tranter	President	96851231	0408003042
Leeanne Gobbart	Treasurer	96851231	0429848042
Rebecca Watson	CDO	96851202	0427095608

### **Access Details**

	Details
Keys	Tracey Tranter – 0408003042 Leeanne Gobbart – 0429848042
Alarm	Y
Security	N
Universal Access	N

**Accommodation Numbers** – as per Health Regulations

	Details
Sitting / Standing	100
Sleeping	40
Duration	No Limit

**Amenities**

Item	Yes/No	Notes
<b>Toilet/Washing Facilities:</b>		
Toilets/Showers – Male	Y	
Toilets/Showers – Female	Y	
Toilets/Showers – Universal Access	N	
Toilets/Showers –Unisex	N	
Laundry Facilities	N	
Baby Changing Facilities	N	
<b>Kitchen Facilities:</b>		
Stoves (types)	Y	Gas
Refrigeration	Y	Coolroom, Fridges and Freezers
Microwave	Y	
Urn / Boiling Water Unit	Y	
<b>Dining Facilities:</b>		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	
<b>General Facilities:</b>		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	Recycling
Heating	Y	
Ceiling Fans	N	
Lighting (internal)	Y	
Lighting (external)	Y	
Telephone Lines	Y	
Internet Access	N	

Hot Water System (type)	Y	Electric Storage
Bins	Y	
Deep Sewer/Septic	Y	Septics
<b>Amenities Areas:</b>		
Enclosed Covered Areas	N	
Outside Children's Play Area	N	
Recreation Rooms	N	
BBQs	Y	
Conference Rooms	N	
Meeting Rooms	Y	
Swimming Pool	N	
Oval	N	
<b>External Facilities:</b>		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	N	
Caravan/Articulated Vehicles	Y	

**Other:**

- a There is limited storage.
- b Not pet friendly
- c Main power board is located at the front of the building, with access to lights inside the building on the right near the exit to the men's toilets.
- d Water main is located at the rear of the building in the back lane.
- e Suggest septic tanks be pumped out on a daily basis or as required.

	Details
<b>Establishment/Facility:</b>	<b>Beacon Sporting Complex</b>
Physical Address	Lot 670 Lucas Street, Beacon
Telephone No	
Fax No	
Email Address	



### **Contacts**

<b>Name</b>	<b>Position</b>	<b>Work contact</b>	<b>A/hrs contact</b>
Chris Kirby	President	96866056	96866056 0427866056
Aoife Lancaster	Secretary	96861008	96861008 0459 936227
Rebecca Watson	CDO	96851202	0427095608

### **Access Details**

	Details
Keys	Chris Kirby – 96866056 / 0427866056 Aoife Mitchell – 96861008 / 0459 936227 Rebecca Watson - 0427095608
Alarm	N
Security	N
Universal Access	N



**Accommodation Numbers – as per Health Regulations**

	Details
Sitting / Standing	60
Sleeping	30
Duration	No Limit

**Amenities**

Item	Yes/No	Notes
<b><u>Toilet/Washing Facilities:</u></b>		
Toilets/Showers – Male	Y	
Toilets/Showers – Female	Y	
Toilets/Showers – Universal Access	N	
Toilets/Showers –Unisex	N	
Laundry Facilities	N	
Baby Changing Facilities	Y	
<b><u>Kitchen Facilities:</u></b>		
Stoves (types)	Y	Electric
Refrigeration	Y	
Microwave	Y	
Urn / Boiling Water Unit	Y	
<b><u>Dining Facilities:</u></b>		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	
<b><u>General Facilities:</u></b>		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	Evaporative
Heating	Y	
Ceiling Fans	Y	
Lighting (internal)	Y	
Lighting (external)	Y	

Telephone Lines	N	
Internet Access	N	
Hot Water System (type)	Y	Electric Storage
Bins	Y	
Deep Sewer/Septic	Y	Septics
<b><u>Amenities Areas:</u></b>		
Enclosed Covered Areas	N	
Outside Children's Play Area	Y	
Recreation Rooms	N	
BBQs	Y	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	
<b><u>External Facilities:</u></b>		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	Y	

**Other:**

- a. Mobile phone coverage is limited
- b. There is limited storage facilities;
- c. Not pet friendly.
- d. Main power board is located at the entrance to the building.
- e. Water main located at the front of the building.
- f. Suggest septic tanks be pumped on a daily basis or as required.

	Details
<b>Establishment/Facility:</b>	<b>Beacon Hall</b>
Physical Address	Lot 13 & 15 Rowlands Street, Beacon
Telephone No	
Fax No	
Email Address	



### **Contacts**

<b>Name</b>	<b>Position</b>	<b>Work contact</b>	<b>A/hrs contact</b>
John Nuttall	CEO	96851202(W)	0427851202
Rebecca Watson	CDO	96851202(W)	0427095608
Nancy Dease	Manager Beacon CRC	96861014(W)	

### **Access Details**

	Details
Keys	John Nuttall – 96851202 / 0427851202 Nancy Dease – 96861014
Alarm	N
Security	N
Universal Access	Y

**Accommodation Numbers – as per Health Regulations**

	Details
Sitting / Standing	200
Sleeping	60
Duration	No Limit

**Amenities**

Item	Yes/No	Notes
<b>Toilet/Washing Facilities:</b>		
Toilets/Showers – Male	Y	Only Toilets
Toilets/Showers – Female	Y	Only Toilets
Toilets/Showers – Universal Access	N	
Toilets/Showers –Unisex	N	
Laundry Facilities	N	
Baby Changing Facilities	Y	
<b>Kitchen Facilities:</b>		
Stoves (types)	Y	Gas
Refrigeration	Y	
Microwave	Y	
Urn / Boiling Water Unit	Y	
<b>Dining Facilities:</b>		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	Minimal
<b>General Facilities:</b>		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	Reverse cycle in daycare and hall / Evaporative in kitchen and hall
Heating	Y	
Ceiling Fans	Y	
Lighting (internal)	Y	
Lighting (external)	Y	

Telephone Lines	N	
Internet Access	N	
Hot Water System (type)	Y	Electric Storage
Bins	Y	
Deep Sewer/Septic	Y	Septics
<b><u>Amenities Areas:</u></b>		
Enclosed Covered Areas	N	
Outside Children's Play Area	Y	
Recreation Rooms	Y	Daycare Centre
BBQs	N	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	N	
<b><u>External Facilities:</u></b>		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	Y	

**Other:**

- a. Mobile phone coverage is limited
- b. There is limited storage facilities;
- c. Not pet friendly.
- d. Main power board is located at the entrance to the building.
- e. Water main located at the rear of the building in the back lane.
- f. Suggest septic tanks be pumped on a daily basis or as required.

	Details
<b>Establishment/Facility:</b>	<b>Beacon Country Club</b>
Physical Address	Lot 63 Lucas Street, Beacon
Telephone No	96861030
Fax No	
Email Address	beaconclub@westnet.com



### **Contacts**

<b>Name</b>	<b>Position</b>	<b>Work contact</b>	<b>A/hrs contact</b>
David Dunne	President	96861104 (H)	0428365123
Samantha Eatts	Secretary	(H)	

### **Access Details**

	Details
Keys	Brett Clark – 96861171 / 0427486012 Club Manager - 96861030
Alarm	N
Security	N
Universal Access	N

**Accommodation Numbers – as per Health Regulations**

	Details
Sitting / Standing	200
Sleeping	60
Duration	No Limit

**Amenities**

Item	Yes/No	Notes
<b>Toilet/Washing Facilities:</b>		
Toilets/Showers – Male	Y	
Toilets/Showers – Female	Y	
Toilets/Showers – Universal Access	N	
Toilets/Showers –Unisex	N	
Laundry Facilities	N	
Baby Changing Facilities	Y	
<b>Kitchen Facilities:</b>		
Stoves (types)	Y	Gas
Refrigeration	Y	
Microwave	Y	
Urn / Boiling Water Unit	Y	
<b>Dining Facilities:</b>		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	
<b>General Facilities:</b>		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port	Y	
Fire Equipment	Y	
Air Conditioning (type)	Y	Reverse cycle
Heating	Y	
Ceiling Fans	Y	
Lighting (internal)	Y	
Lighting (external)	Y	
Telephone Lines	Y	

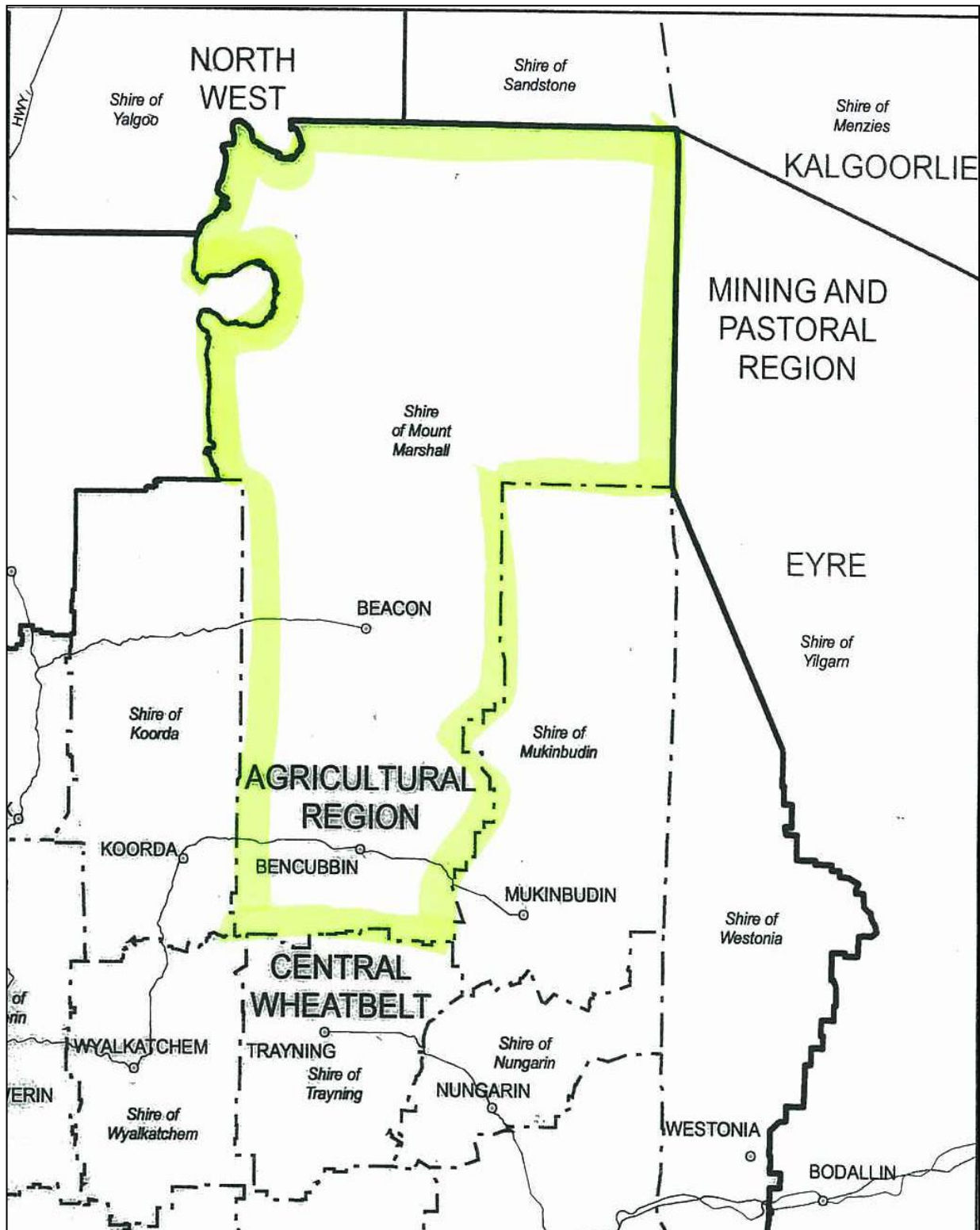
Internet Access	Y	
Hot Water System (type)	Y	Electric Storage
Bins	Y	
Deep Sewer/Septic	Y	Septics
<b><u>Amenities Areas:</u></b>		
Enclosed Covered Areas	N	
Outside Children's Play Area	Y	
Recreation Rooms	N	
BBQs	Y	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	N	
<b><u>External Facilities:</u></b>		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	Y	

**Other:**

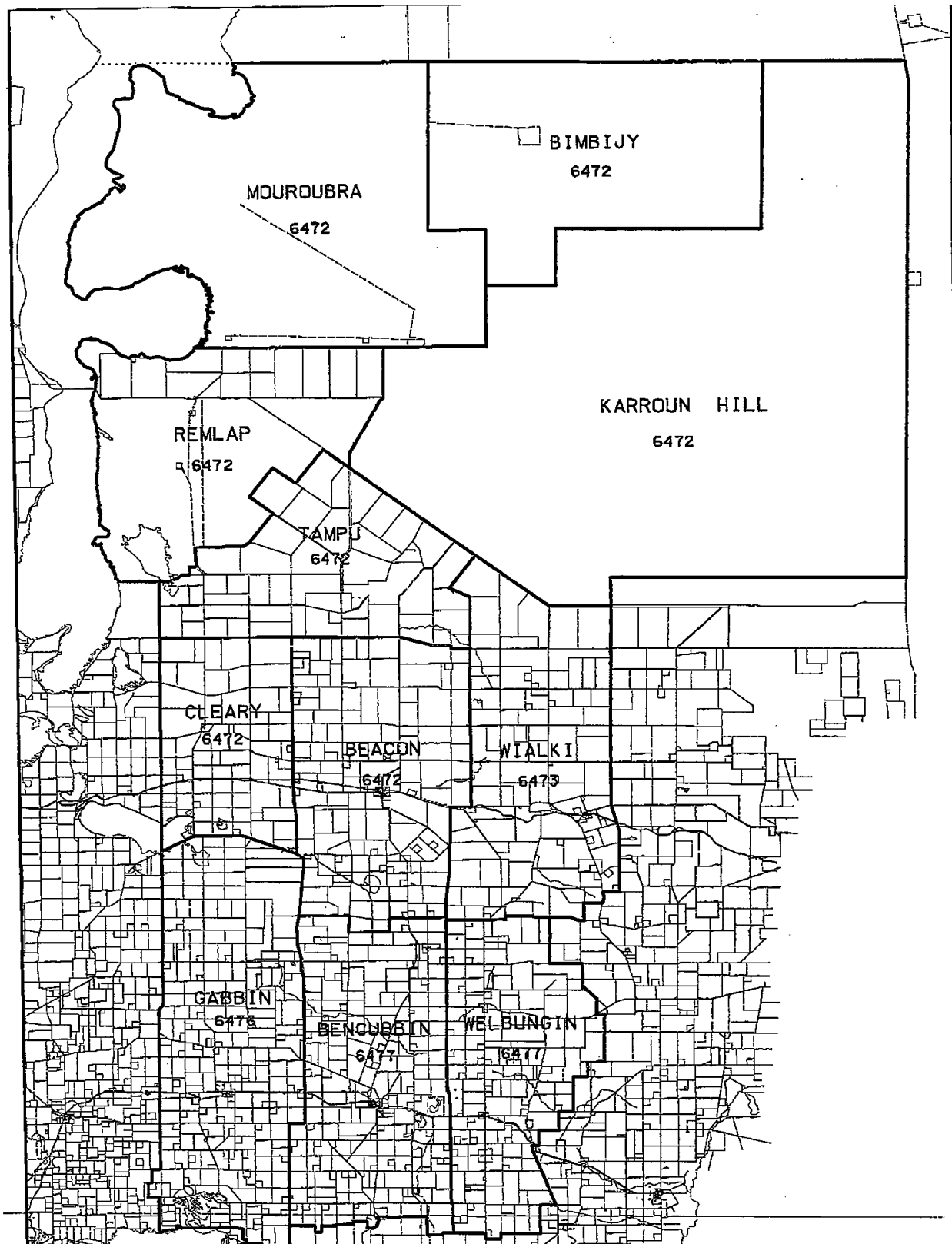
- g. Mobile phone coverage is limited
- h. There is limited storage facilities;
- i. Not pet friendly.
- j. Main power board is located at the entrance to the building.
- k. Water main located at the rear of the building in the back lane.
- l. Suggest septic tanks be pumped on a daily basis or as required.



## Map of the District



## Shire of Mt Marshall Locality Boundaries and Bushfire Brigade Boundaries



**Demographics**

(refer to Census figures online)

Categories	Geographical Areas (Day / Night)				
	CBD	East Corridor	West Corridor	North Corridor	South Corridor
Adults	<i>Nº by day/Nº by night</i>	/	/	/	/
Secondary School age	/	/	/	/	/
Primary School age	/	/	/	/	/
Pre-school age	/	/	/	/	/
Hospital patients	/	/	/	/	/
Resident homes for the aged	/	/	/	/	/
People with disabilities	/	/	/	/	/
People needing electricity for medical reasons	/	/	/	/	/
Etc	/	/	/	/	/
<b>Total population by area</b>					



Government of **Western Australia**  
Department of **Communities**



# COVID – 19 Welfare Centre Guide

**Attachment 5.4a**

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**Hyperlinks attached of Appendices on page 16**

**Appendix 1: Infection Prevention and Control in a Welfare Centre ...Error!**  
 Bookmark not defined.

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## Document control

<b>Publication date</b>	March 2021
<b>Review date</b>	Due to the changing nature of the pandemic situation and associated risks, this guideline will be reviewed on a two monthly basis or as required to incorporate relevant changes as the situation evolves.
<b>Owner</b>	Executive Director – Geraldine Carlton
<b>Custodian</b>	Director, Emergency Services – Matt McNally

## Amendments

Version	Date	Author	Description
1.01	17 Dec 2020	Senior Planning and Project Officer	Initial draft for review
1.02	23 Dec 2020	Senior Planning and Project Officer	Minor editorials and statement of fact changes - DFES/SEMC BU, WALGA
1.03	22 Jan 2021	Senior Planning and Project Officer	Update to PPE directions
1.04	08 March 2021	Director- Emergency Services Unit	Minor edits and formatting
1.05	Month/year	[position title – not name]	

# 1 Background

The World Health Organization (WHO) declared the outbreak of COVID-19 a Public Health Emergency of International Concern on 30 January 2020.

On 15 March 2020, the Minister for Emergency Services WA declared a State of Emergency with effect from 16 March 2020 in respect of the pandemic caused by COVID-19.

Since that time Western Australia has worked through an array of border control measures and social distancing and hygiene strategies to suppress the virus within the State.

Preventing community transmission has allowed the State to continue to operate with significant levels of normalcy both socially and economically compared with other jurisdictions around the globe.

Continuing to prevent/limit transmission is an ongoing goal and needs to be considered when other hazards and emergencies also come in to play. Each year the State responds to an array of hazards, particularly natural hazards over the summer months. Management of these events often leads to the establishment of evacuation and welfare centres whereby numbers of people can congregate.

To that end, this guide has been established to help agencies continue to best manage such situations in concurrence with COVID-19. It should be read as an adjunct or COVID-19 lens to already established principles and practices under the State Emergency Management Framework.

Thus this guide should be read in conjunction with the [State Support Plan – Emergency Welfare \(Interim\)](#) and the [Western Australia Community Evacuation in Emergencies Guideline](#), both of which provide in-depth content related to emergency management, emergency welfare provisions and emergency evacuation provisions.

# 2 Scope

The purpose of this document is to provide the Department of Communities (Communities) staff and other key agencies a guide to assist in managing the operation of welfare centres, whilst mitigating COVID-19 risks to the community. It provides some practical COVID-19 considerations for when undertaking an evacuation.

For the purposes of this guide, the term **Welfare Centre** will refer to both welfare and evacuation centres. Under the State Emergency Management Framework these are defined as follows:

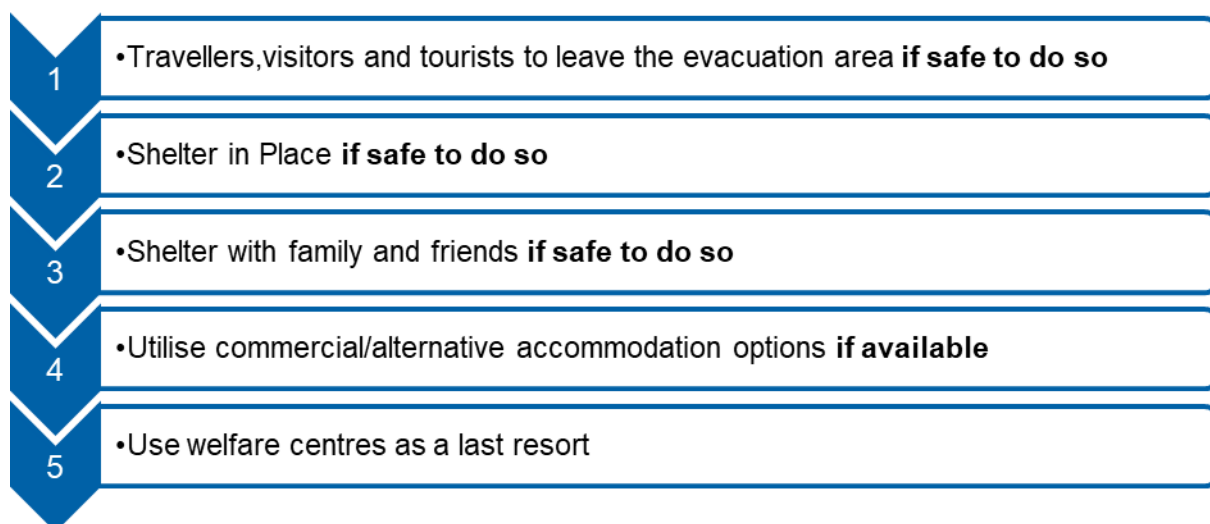
- Evacuation centre - provides affected people with basic human needs including accommodation, food and water. In addition, to enhance the recovery process, other welfare/recovery services may also be provided.



- Welfare centre - is a facility that may provide for evacuation, reception, accommodation and relief and recovery. Welfare centres may continue the extended provision of services into the recovery phase.

### 3 Overarching principles

The Controlling Agency/Hazard Management Agency (HMA) is responsible for all decisions and actions taken to protect the safety of the community, including any evacuation. Under this guide the recommended approach for an incident or emergency requiring evacuation **during COVID-19** is listed below. These principles should be viewed as a COVID-19 adjunct to evacuation arrangements already pre-standing in the State Emergency Management Framework. In all circumstances the **protection and preservation of life will be the priority**.



- Alternate accommodation and other options will be considered before the opening of a welfare centre. As far as practicable, a welfare centre should be considered as a staging area only. The movement of people away from the area, if safe to do so, can help facilitate greater social distancing and hygiene standards which is desired in the ongoing pandemic.
- Specific arrangements will be needed for individuals under mandatory quarantine and self-isolation to ensure health directions and requirements continue to be fulfilled.
- COVID safety plans and physical distancing is expected to be followed, where practicable and possible.
- Local governments and Local Emergency Management Committees (**LEMCs**) will review Local Emergency Management Arrangements, including emergency evacuation plans, to incorporate COVID-19 considerations.
- Emergency evacuation recommendations/directions will override the COVID-19 directions to remain in isolation or quarantine.

- A multi-agency commitment will be required to effectively minimise risk to the community within a welfare centre.
- COVID related precautions will align with current [Western Australia COVID-19](#) directions and phasing.
- Significant risks that cannot be resolved locally will be escalated to the HMA, via the Incident Controller.

## 4 Planning Considerations

- Facilities identified to be used as welfare centres will have a COVID-19 Safety Plan in place. See the [COVID Safety Guidelines](#) for more information.
  - Welfare centre operations will adhere to these plans as far as practicable.
  - In some emergency events it is recognised that physical distancing may be unable to be achieved, however other infection prevention and control measures are to be used as much as practicable to mitigate COVID-19 risk.
  - The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice.
  - Immediate protection and preservation of life will always be the priority.
- Local Government will utilise this *COVID-19 Welfare Centre Guide* if opening a centre prior to the arrival of Communities staff.
- Where possible registration for contact tracing purposes will be undertaken for individuals entering a welfare centre utilising the SAFEWA app, suitable electronic or a paper based alternative - [COVID-19 coronavirus: SafeWA \(www.wa.gov.au\)](#).
- It should be noted that not all evacuees will have access to a smart-phone or mobile phone and mobile/internet coverage could also be poor or interrupted.
- Signage/barriers and other physical/visual prompts will be used within the centre to enhance hygiene and promote physical distancing such as access and egress channels, areas for vulnerable groups and those that present with respiratory symptoms.
- Individuals will be subject to a general COVID -19 screening upon arrival at a welfare centre. Those that show signs of illness, or respond yes to screening questions, will be isolated immediately and further advice sought from the Department of Health.
- Individuals refusing to be screened will be required to isolate at a safe alternative location.
- The level and intensity of infection prevention and control measures to be implemented within the welfare centre will be based on the level of COVID-19 risk at the time and at the locality/region as determined by the Chief Health Officer.

- Animals will accompany many evacuees. DPIRD has responsibilities under the State Emergency Management Framework for coordinating animal welfare in emergencies and may need to provide assistance. For more information refer to State Support Plan – Animal Welfare in Emergencies.
- Shortage of commercial accommodation in the local area may require evacuees to travel. Department of Communities are able to provide financial assistance to facilitate this travel if required.

### Community Warnings and Messaging

- As per Emergency WA website warnings
  - If you have been personally directed to self-isolate or quarantine due to COVID-19 and plan to leave given your current place of residence is under **threat**:
  - Leave now, find alternative suitable premises and wear a mask.
  - If you are unable to return to your quarantine location within one hour, telephone WA Police on 131 444 to advise them you have had to leave due to an emergency.
  - Regardless of your location, continue to follow COVID-19 precautions and maintain appropriate physical distancing.
- Emergency evacuation advice overrides COVID-19 isolation/quarantine directions.
- State Welfare Incident Coordination Centre (SWICC) is working with State Health Incident Coordination Centre (SHICC) and Western Australian Police (WAPOL) to establish a planning process for people under an isolation/quarantine direction:
  - this would include advice to find alternative accommodation away from the emergency area with the need to continue to adhere to suitable quarantining arrangements at the new premises.
  - If alternative options are unavailable and attending a welfare centre is unavoidable, COVID-19 precautions are to be maintained including; appropriate physical distancing, wearing of a mask, and to immediately identify themselves on arrival.
- Advice to the public regarding self-sufficiency of medication/scripts, specific food requirements. In consideration of the heightened sanitation and hygiene needs of COVID include disposable tissues, alcohol-based hand sanitizer, disinfectant wipes, and possibly face masks (subject to current risk level).

## 5 Locally Driven Planning and Preparedness

Emergency management preparedness is a multi-agency responsibility. Planning with relevant stakeholders is essential to ensure emergency management plans consider local conditions and region-specific challenges.

The **Western Australia Community Evacuation in Emergencies Guideline** recognises Local Governments are best placed to conduct emergency evacuation planning prior to an emergency utilising their local knowledge, experience, community understanding and existing community relationships. As such, Local Emergency Management Committees (**LEMCs**) should consider including emergency evacuation planning in their Local Emergency Management Arrangements (**LEMAs**).

Department of Communities District Emergency Service Officer's (**DESOs**) develop and maintain Local Emergency Welfare Plan's (**LEWP**), in consultation with the Local and District Emergency Management Committees (**LEMC/DEMC**). These plans outline agreed emergency welfare arrangements for each local government region.

**LEWPs** should be reviewed taking into consideration the general principles and recommendations within this guide, and the current state COVID-19 situation.

### Welfare Centre facilities

Facilities identified and listed in a LEWP as being suitable for use as a welfare centre, should be re-evaluated, using a COVID-19 lens.

The following should be considered:

- The maximum capacity of each facility and whether physical distancing and infection control requirements can be satisfied. Refer to facility 'COVID Safety Plan' for maximum numbers. If during an incident or emergency it appears capacity will be exceeded, this must be escalated to the HMA, via the Incident Controller.
- Which facilities have capacity to allow the isolation/separation of individuals/groups.
- The layouts of facilities to identify separate entry and exit points.
- The feasibility of opening of more than one centre if required.
- Use of separation partitions/barriers if available/where possible.
- Identifying what/any alternate evacuation accommodation options that may be available locally for individuals who are considered a COVID-19 risk.
- Other regions/towns in the area that can be used to move on/accommodate people.

### Physical/logistical considerations

The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice at the time. Given the heightened sanitation and hygiene needs of COVID-19, the following needs to be considered:

- Use of signage and barriers erected throughout the welfare centre displaying current physical distancing requirements.
- Signage and posters on appropriate hand washing techniques upon entry and throughout the shelter/centre as well as appropriate techniques for PPE/masks.
- Single use disposable items such as bedding, eating/drinking utensils where possible.
- Queue management established with bollards and ropes to manage.
- Single direction of pedestrian flow managed through floor markings and bollards/ropes.
- Appropriate waste disposal/laundry facilities and processes.
- Welfare centre staffing levels required to ensure infection prevention and control tasks are performed. Additional staffing required to:
  - oversee general hygiene and cleanliness levels. Note: If level of risk is high, this role may need to be filled by a person qualified in infection prevention and control practices.
  - supervise/control of physical distancing/key sanitation points.
  - cleaning: regular wipe down of all surfaces and equipment to occur every few hours, and for shared equipment (e.g. chairs, public use toilet, toilet) after each use. A contract cleaner arrangement with the owner of the facility – generally the Local Government – may be an option and will be funded by Department of Communities.

### Human-social considerations

Individuals involved in an emergency evacuation generally have raised levels of stress, which will be heightened further by the risk of COVID-19, and the associated restrictions and requirements. This may exacerbate existing mental health issues, family issues/domestic violence and increase the potential for security and disturbance incidents within the welfare centre. Consider agreement/arrangements with WA Police Force or other security agencies to assist.

## PPE requirements

PPE supplies are being planned for distribution to hubs for utilisation at Welfare Centres as required, including:

- Surgical style masks
- Gloves
- Aprons/gowns
- Face shields/safety glasses
- Sanitiser

PPE is to be single use, disposable and kept in a secure location.

The Western Australian advice on the requirement for use of PPE by the general public may change from time to time depending on COVID-19 circumstances. Thus, PPE utilisation at welfare centres will be dependent on risk to the community at the time and in line with health advice. This health advice will be relayed through SHICC/SWICC. Evacuation centre staff are to wear PPE as a precaution if undertaking initial screening/triage or registration tasks. Minimum PPE requirements will be a mask, other requirements will be in line with current health advice.

Local Governments should retain some initial usage PPE (e.g. Emergency evacuation kits) should their staff open a centre prior to the arrival of Communities staff.

Any concerns around the availability of PPE for welfare centres before an event should be raised through SWICC and during an incident or emergency event should immediately be escalated to the HMA, via the Incident Controller.

See [Appendix 1: Infection Prevention and Control in a Welfare Centre](#) and detailed cleaning instruction is available at the following link: [Infection control advice for COVID-19 environmental cleaning in non-healthcare settings \(home and workplace\)](#).

## 6 Welfare Centre Operations

### Arrival at the Centre - COVID-19 Screening

The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice. A contact register of all people entering a welfare centre, including staff, is required to be maintained. Wherever possible the SafeWA app should be used, with an alternative electronic or paper format available if required. More information relating to these requirements is available on the [WA.gov.au](https://www.wa.gov.au) website.

If COVID-19 full health screening is required, the Department of Communities may consult with the relevant local health agency to determine what resources are available to assist. If minimal warning is received prior to the opening of a welfare centre, it is acknowledged that appropriately qualified staff may not be available to support a full health screening process.

Staff undertaking both the meet and greet and initial screening function, should be stationed outside and some distance away from the welfare centre entry. As a precaution these staff are to wear a mask as the minimum PPE requirements, other requirements will be in line with current health advice.. .

Signage advising individuals at heightened COVID-19 risk to identify themselves early is to be located in this vicinity. Where practicable these individuals will be directed to a socially distanced area in the first instance (e.g. their vehicle if suitable and safe) whilst safe alternatives for them are arranged. A handout including contact phone numbers and further advice will be developed and available to assist with the information sharing.

The following questions will be asked as the minimum general screening requirements before allowing an individual to enter a welfare centre:

- Are you currently under an isolation/quarantine direction?
- Have you returned from overseas or interstate (and if so, where?) in the past 14 days?
- Do you have any symptoms of respiratory illness with or without fever; or cold and flu-like symptoms?
- Have you been in close contact with a confirmed COVID-19 case in the past 14 days?

If an individual refuses to be screened, that individual will be required to isolate.

As part of the screening process evacuees are to be advised that if they become symptomatic during their stay, to advise staff immediately. If this occurs, welfare centre staff are to isolate the individual and consult with local health authorities as a matter of priority.

## Registration

The normal Register.Find.Reunite (RFR) process and the SafeWA will be available for all evacuees.

- QR code information related to the SafeWA registration process is to be displayed at appropriate entry locations at the Welfare Centre. Resources are available through the [WA.gov.au](https://www.wa.gov.au) website. The SafeWA application gives businesses and venues a unique QR code that individuals can scan on entry, registering with their contact details.
- Welfare Centre registration staff are to oversee an alternative electronic or paper-based contact tracing registration process for those individuals who may not have the required phone application. Registration staff are to wear PPE whilst performing this role (minimum requirements will be a mask, other requirements subject to current health advice)
- Registration lists to be kept secure and provided to owner of the welfare centre facility for storage post the event. Records can be kept electronically or in hard copy and must be kept for 28 days.



Immediately upon receiving advice from the HMA to open an evacuation centre, the responsible Department of Communities staff member will contact Australian Red Cross to activate the incident or emergency event on the RFR website.

- Evacuees are to be encouraged to self-register online via website utilising their own electronic devices.
- Paper based RFR documentation will be filled out by welfare centre registration staff on behalf of the evacuee. It is suggested these staff wear PPE in line with current recommendations of the time.

Single direction of pedestrian flow and queue management should be enforced through signage, floor markings and bollards/ropes. Hand sanitiser must be available and used by all people prior to entry to the welfare centre.

### Evacuees requiring isolation

Despite efforts to make alternative arrangements for individuals under an isolation/quarantine direction to attend a welfare centre, there may be circumstances where attendance is unavoidable. Entry of these individuals into the welfare centre, for example through the provision of signage and instructions outside the centre and undertaking initial screening outside and some distance away from the welfare centre entry where possible. These individuals should be moved on as soon as practicable to another safe location, including to paid accommodation, where isolation can be maintained. A change of address of 'current isolation/quarantine direction' may be required.

If this is not possible, identify the most suitable strategies to manage the isolation of these individuals within the welfare centre, for example; utilising a separate room or space, barriers, physical distancing etc.

Individuals under isolation/quarantine directions, or who have answered 'yes' to any of the screening questions, or individuals who have refused to be screened, are to wear a mask at all times and change it as it becomes moist, in line with infection prevention and control best practice. Advice may be sought at the time from an authorised agency or officer for enforcement of this.

Where possible, consider specific toilet/wash facilities for staff/those who have answered "yes" to screening questions. If this is not possible, extra cleaning is to occur.

### General population

Welfare centres operations are to align with government restrictions, health advice and the level of community COVID-19 risk at the time of an event. The following strategies may be required:

- Families to remain in segregated groups and to not move from their sleeping area unless using bathroom facilities.
- Human-social support and entertainment activities to be made available to each segregated group in location



- If family separation areas are not possible, separate evacuees into larger groups and maintain separation of groups
- Food should be delivered to areas allocated to each group/family

## Community meetings

The HMA may utilise welfare centres for community meetings, in line with the current level of COVID-19 restrictions. Where restrictions prevent utilisation of the welfare centre, alternate arrangements will need to be made.

## 7 Roles and responsibilities

The following summarises some key roles and responsibilities of agencies related to emergency evacuations. Further details are available through the Western Australia Community Evacuation in Emergencies Guideline.

Agency	Responsibility
<b>Hazard Management Agency (HMA)</b>	<p>Where an evacuation is being undertaken for a hazard for which an agency or individual is prescribed as the HMA, the HMA can access powers provided in the <i>Emergency Management Act 2005</i> to direct the movement of people and animals if they make a formal declaration of an emergency situation.</p> <p>In most circumstances, the HMA will be same as the Controlling Agency for an emergency arising from that hazard however, the HMA is responsible for the management of a directed evacuation under the <i>Emergency Management Act 2005 and potentially other legislative authority should this be required</i>, as this action requires the utilisation of legislative powers.</p>
<b>Hazard Management Officers (HMO)</b>	<p>Where an evacuation is being undertaken for a hazard for which an HMO is authorised to utilise section 67 of the <i>Emergency Management Act 2005</i>, the HMO can direct the movement of people and animals.</p>
<b>Department of Communities (Communities)</b>	<p>The Department of Communities will coordinate welfare and support for evacuees at agreed evacuation centres by accessing a number of organisations and volunteer groups.</p> <p>During an incident, the Department of Communities will:</p> <ul style="list-style-type: none"> <li>• Consult with the Controlling Agency or HMA to</li> </ul>

Agency	Responsibility
	<p>determine the number and location of evacuation centres to be opened;</p> <ul style="list-style-type: none"> <li>• Coordinate the set up and running of evacuation centres and welfare centres;</li> <li>• Provide PPE for utilisation at the welfare centre as appropriate;</li> <li>• Coordinate and provide welfare resources used during emergencies including: emergency accommodation; emergency food provision; emergency clothing and personal requisites; personal support services; registration and reunification; financial assistance.</li> </ul>
<b>Local Government</b>	<p>During an incident, local government, will be responsible for:</p> <ul style="list-style-type: none"> <li>• in consultation with the HMA, making available suitable municipal buildings to be established as evacuation centres by the Department of Communities, to coordinate welfare support during the emergency;</li> <li>• in consultation and where possible open and staff the welfare centre/s until such time as Department of Communities staff can arrive and assume responsibility;</li> <li>• providing relevant local information with regard to the communities at risk; and</li> <li>• keeping informed during the response phase in order to affect a smooth transition to recovery when appropriate.</li> <li>• assume assigned responsibilities as required as per <i>State Support Plan – Animal Welfare in Emergencies</i></li> </ul>
<b>The Department of Health (WA Health)</b>	<p>WA Health will coordinate medical support, including the services of organisations such as St John Ambulance and the Royal Flying Doctor Service, for those evacuees requiring medical care, in accordance with the State Health Emergency Response Plan.</p>

Agency	Responsibility
<b>Western Australia Police Force (WA Police Force)</b>	<p>WA Police Force are commonly requested to assist a Controlling Agency or HMA with an evacuation.</p> <p>The WA Police Force will:</p> <ul style="list-style-type: none"> <li>• establish and maintain an appropriate cordon to the emergency area, as requested.</li> <li>• support the orderly evacuation of persons to the nominated evacuation centre(s).</li> <li>• maintain road safety in the access and egress routes for the withdrawal and around the evacuation centre.</li> <li>• assist with security of the evacuated area, and welfare centre</li> <li>• Under COVID-19 WA Police Force has responsibility for directions to persons to isolate/quarantine</li> </ul>
<b>Department of Fire and Emergency Services (DFES)</b>	<p>Provide a Support Agency Officer/s as required;</p> <p>Engage ‘face to face’ two-way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information; and support the facilitation of public meetings and other community-based communications in relation to natural hazards</p>
<b>Australian Red Cross</b>	<p>Assist with Registration at Welfare Centres;</p> <ul style="list-style-type: none"> <li>• Provide a State Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends;</li> <li>• Manage and operate the RFR system;</li> </ul>

## 8 References and related documents

- Attorney General’s Department Handbook 4 Evacuation Planning Handbook 2013
- Attorney General’s Department Australia’s Emergency Warning Arrangements 2013
- Emergency Management Act 2005 and Regulations 2006
- Local Emergency Management Arrangements Guideline
- Australasian Fire and Emergency Services Authorities Council (AFAC) Position on
- Bushfires and Community Safety 2012

This document is to be read in conjunction with the following suite of State Emergency Management (EM) documents:

- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- Relevant State Hazard Plans (Westplans);
- Relevant State Support Plans
- State Emergency Management Procedures (State EM Procedures);
- Relevant State Emergency Management Guidelines (State EM Guidelines); and
- State Emergency Management Glossary (State EM Glossary)
- Local Emergency Management Plans

Hyperlinks to Appendices below



# Local Emergency Welfare Plan

## MERREDIN DISTRICT

Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbuddin, Narembeen, Nungarin, Trayning, Westonia, Wyalkatchem and Yilgarn

(Updated Version June 2021)

Prepared by

Department of Communities - Emergency Services

Tabled at the

LOCAL EMERGENCY MANAGEMENT COMMITTEE on (Refer next page)



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

**To activate this Plan call the Department of Communities's  
DURING OFFICE HOURS: MERREDIN OFFICE on 9041 6900  
AFTER HOURS: EMERGENCY SERVICES ON CALL OFFICER on  
0418 943 835**

## Local Emergency Welfare Plan - Merredin District

### Contact details

To make comment on this plan please contact –

Jo Spadaccini –  
Wheatbelt District Emergency Services Officer  
Department of Communities  
[joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au)

0429 102 614

### Amendment List

AMENDMENT		DETAILS	AMENDED BY NAME
NO.	DATE		
	December 2019	Complete Review and Reissue.	Jo Spadaccini
1	Update Sept 2020	Update	Gabrielle
2	June 2021	Update	Jo Spadaccini
3			
4			
5			
6			

Provided to the LOCAL EMERGENCY MANAGEMENT COMMITTEES in the:

Shire of Bruce Rock on (Updated 300621)  
Shire of Kellerberrin on (Updated 300621)  
Shire of Koorda on (Updated 300621)  
Shire of Merredin on (Updated 300621)  
Shire of Mt Marshall on (Updated 300621)  
Shire of Mukinbuddin on (Updated 300621)  
Shire of Narembeen on (Updated 300621)  
Shire of Nungarin on (Updated 300621)  
Shire of Trayning on (Updated 300621)  
Shire of Westonia on (Updated 300621)  
Shire of Wyalkatchem on (Updated 300621)  
Shire of Yilgarn on (Updated 300621)

## Local Emergency Welfare Plan - Merredin District

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# **1. Introduction**

## **1.1 Outline**

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

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

The scope of this local plan includes:

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

## **1.2 Exercise and review period**

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

## **1.3 Welfare services definition**

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

- **emergency accommodation including welfare centres** – see Appendix 5
- **emergency catering** – see Appendix 7
- **emergency clothing and personal requisites** – see Appendix 8
- **personal support services** – see Appendix 9
- **registration and reunification** – see Appendix 6
- **financial assistance** - in Western Australia there are a number of financial assistance programs that may be put in place following a major emergency. Communities has the provision of some financial assistance being available for assessed immediate needs. This is determined at the time of the emergency using the principle of needs on a case-by-case basis for affected persons, as approved by Communities State Welfare Coordinator/ Communities Emergency Services Coordinator.

# **2. Preparedness and Operation of this Plan**

## **2.1 Organisational responsibilities**

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

## 2.2 Special considerations

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

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

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

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

### **Animals in welfare centres**

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

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

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

## 2.3 Resources – Preparedness and Operational

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

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
<b>Communities State Welfare Coordinator (SWC)</b>	The title “State Welfare Coordinator” used throughout this plan is the Communities representative appointed by the Communities Director General (DG). This role is delegated to the Director Emergency Services. Responsibilities

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

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>Emergency Services for resolution;</p> <p>(e) Ensure development, testing and maintenance of Local Emergency Welfare Plans for the district in which the Local Government (LG) areas fall;</p> <p>(f) Appointing Local Welfare Coordinators for each Local Emergency Management Committee (LEMC);</p> <p>(g) Represent Communities on Operational Area Support Groups (OASGs) as required.</p>
<b>District Emergency Services Officer (DESO)</b>	<p>a) As a local emergency management resource, develop local arrangements, procedures and resources eg EM Kits;</p> <p>b) Develop, test and maintain the Local Emergency Welfare Plans for the district in which the LG areas fall;</p> <p>c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions and exercises annually;</p> <p>d) Liaise and establish networks and partnerships with agencies;</p> <p>e) Assist with activations if available;</p> <p>f) Assist and support the District Welfare representatives and Local Welfare Coordinators to carry out their roles.</p>
<b>Communities Local Welfare Coordinators (LWC)</b>	<p>Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within an LG area/s.</p> <p>A Communities LWC responsibilities include:</p> <p>(a) Establish and manage the activities of the local Emergency Welfare Coordination Groups (EWCG), where determined appropriate by the District Director;</p> <p>(b) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees;</p> <p>(c) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services;</p> <p>(d) Represent Communities on the Incident Support Group (ISG) when required.</p>
<b>Communities Welfare Centre Coordinator (WCC)</b>	<p>In some circumstances Welfare Centre Coordinators (WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include:</p> <p>(a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate welfare services to the evacuees in the welfare centre.</p> <p>(b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC;</p> <p>(c) Remaining at the centre to manage the centre operations.</p>

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

## 2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Welfare Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to

provide appropriate welfare services under this plan, and in accordance with their roles and responsibilities.

## 2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

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

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

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

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

## 2.6 Plan Activation Stages

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

Activation Stage number	Activation Stage name and actions
<b>Stage 1</b>	<b>Alert:</b> By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided from within Communities. (a) Partnering agencies are alerted by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies alert their own personnel; (c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided; (d) Key personnel are briefed on action to be taken; (e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.
<b>Stage 2</b>	<b>Activation:</b> By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided internally and/or externally.



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

## 2.7 Public Information Management

The HMA/Controlling Agency is responsible for the provision and management of media and public information during emergencies, and all non-welfare matters will be referred to them. Communities and partnering agencies to this plan should only

provide information to the public and the media on issues that are directly their responsibility, and with approval from the Communities SWC/ESC.

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

## **2.8 Exchange of Information**

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

## **2.9 Debriefs and Post Operation Reports**

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

# **3 Recovery**

## **3.1 Recovery Definition**

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

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

## **3.2 Emergency relief and assistance in recovery**

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

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

## **3.3 Financial Assistance in recovery**

Sourced from State EM Plan 6.10 –

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



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

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

- **Services Australia – Centrelink, Medicare and Child Support** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group.  
**If activated by the Australian Government, Centrelink can administer –**
  - **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
  - **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster. .
- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

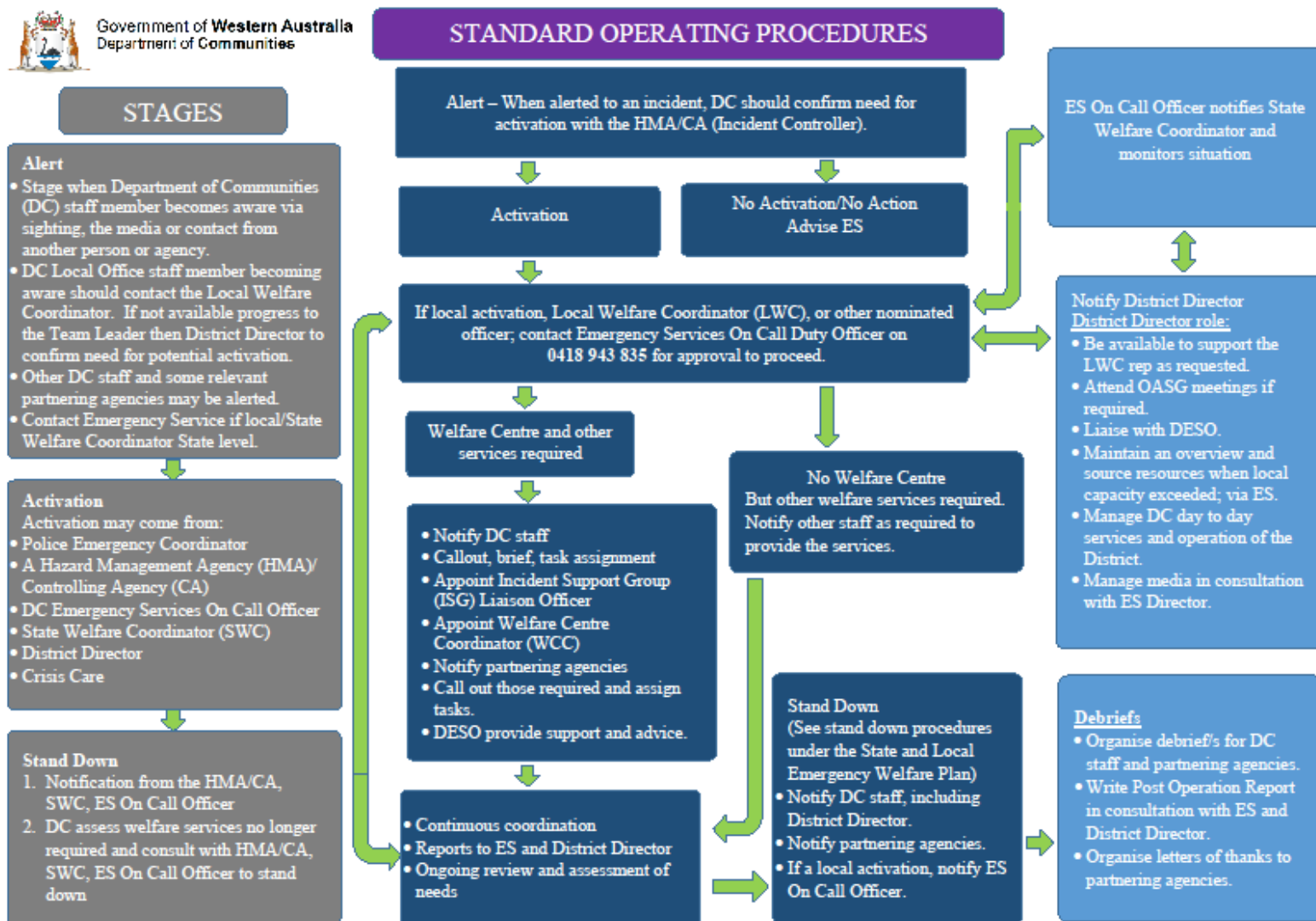
### 3.4 Cessation of recovery

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

### 3.5 Review of recovery activities

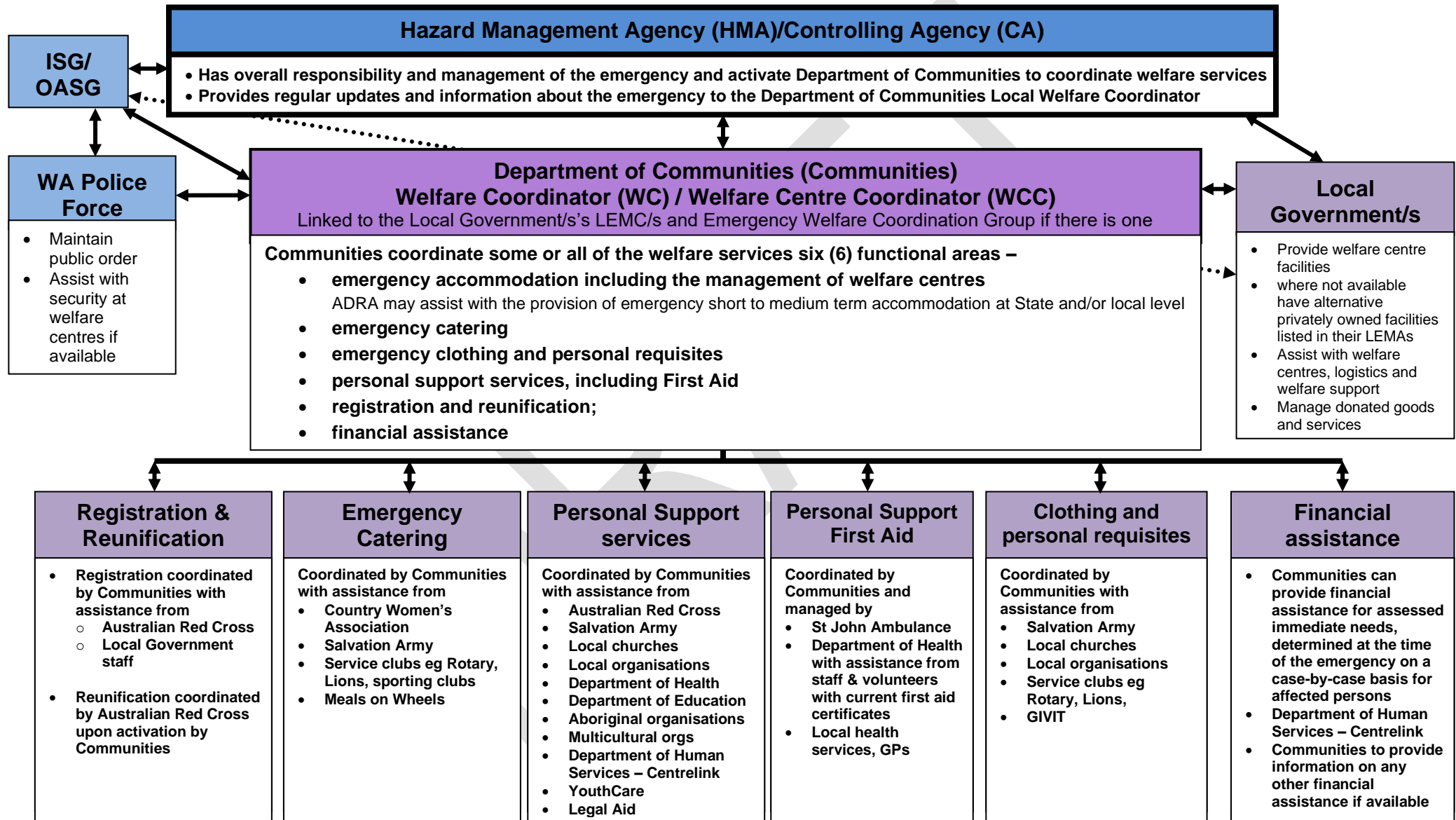
Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

## Appendix 1 – Department of Communities Standard Operating Procedures



## Appendix 2 – Local Emergency Welfare Coordination

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



### Appendix 3 –Emergency Welfare Coordination Group/Partnering Agencies

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

<b>Department of Communities (Communities)</b> <b>Functions include:</b> Overall Coordination * Accommodation * Financial Assistance * Counseling Personal Support * Personal Requisites * Registration		
<b>Name/Position</b>	<b>Work Contact</b>	<b>After Hours Contact</b>
<b>1st Contact</b> Team Leader/ Local Welfare Coordinator, Merredin Office	9041 6900 <a href="mailto:@communities.wa.gov.au">@communities.wa.gov.au</a>	ESU On Call Officer 0418 943 835
<b>2nd Contact</b> Julie McKenzie Wheatbelt District Director	9621 0400 <a href="mailto:Julie.Mckenzie@communities.wa.gov.au">Julie.Mckenzie@communities.wa.gov.au</a>	ESU On Call Officer 0418 943 835
<b>3rd Contact</b> ESU On Call Officer	<a href="mailto:emergencyservices@communities.wa.gov.au">emergencyservices@communities.wa.gov.au</a>	0418 943 835
<b>Shire of Bruce Rock</b> <b>Functions include:</b> Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Darren Mollenoyux - CEO	9061 1377 <a href="mailto:ceo@brucerock.wa.gov.au">ceo@brucerock.wa.gov.au</a>	0428 611 377
<b>2nd Contact</b> Alan O'Toole - Deputy CEO	9061 1377 <a href="mailto:dceo@brucerock.wa.gov.au">dceo@brucerock.wa.gov.au</a>	0408 383 530
<b>Shire of Kellerberrin</b> <b>Functions include:</b> Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Raymond Griffith - CEO	9045 4006 <a href="mailto:ceo@kellerberrin.wa.gov.au">ceo@kellerberrin.wa.gov.au</a>	08 9045 5389 0417 927 637
<b>2nd Contact</b> Lenin Pervine – Deputy CEO	9045 4006 <a href="mailto:dceo@kellerberrin.wa.gov.au">dceo@kellerberrin.wa.gov.au</a>	0429 454 806
<b>Shire of Koorda</b> <b>Functions include:</b> Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Darren Simmons - CEO	9684 1219 <a href="mailto:CEO@koorda.wa.gov.au">CEO@koorda.wa.gov.au</a>	0429 941 219
<b>2nd Contact</b> Lana Foote – DCEO	9684 1219 <a href="mailto:dceo@koorda.wa.gov.au">dceo@koorda.wa.gov.au</a>	0449 258 673

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<b>2nd Contact</b> Darren West – Work Supervisor	9684 1219 <a href="mailto:works@koorda.wa.gov.au">works@koorda.wa.gov.au</a>	0427 841 275
<b>Shire of Merredin</b> Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Peter Zenni - Executive Manager Development Services	9041 1611 <a href="mailto:emds@merredin.wa.gov.au">emds@merredin.wa.gov.au</a>	0417 962 384
<b>2nd Contact</b> Andrina Prnich - DCEO	9041 1611 <a href="mailto:dceo@merredin.wa.gov.au">dceo@merredin.wa.gov.au</a>	0419 241 600
<b>Shire of Mt Marshall</b> Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> John Nuttall - CEO	9685 1202 <a href="mailto:ceo@mtmarshall.wa.gov.au">ceo@mtmarshall.wa.gov.au</a>	0427 851 202
<b>2nd Contact</b> Rebecca Watson - CDO	9685 1202 <a href="mailto:cdo@mtmarshall.wa.gov.au">cdo@mtmarshall.wa.gov.au</a>	0427 095 608
<b>Shire of Mukinbudin</b> Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Dirk Sellenger – CEO	9047 2100 <a href="mailto:ceo@mukinbudin.wa.gov.au">ceo@mukinbudin.wa.gov.au</a>	0428 471 102
<b>2nd Contact</b> Allan Ramsay – Enviromental Health Officer	9047 2100 <a href="mailto:eho@mukinbudin.wa.gov.au">eho@mukinbudin.wa.gov.au</a>	0419 952 043
<b>Shire of Narembeen</b> Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Chris Jackson – CEO Executive	9064 7308 <a href="mailto:ceo@narembeen.wa.gov.au">ceo@narembeen.wa.gov.au</a>	0428 647 312
<b>2nd Contact</b> Arthur Cousins	9064 7308 <a href="mailto:worksmgr@narembeen.wa.gov.au">worksmgr@narembeen.wa.gov.au</a>	0429 647 330
<b>Shire of Nungarin</b> Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Adam Majid - CEO	9046 5006 <a href="mailto:ceo@nungarin.wa.gov.au">ceo@nungarin.wa.gov.au</a>	0427 465 006
<b>2nd Contact</b> Lorraine Seward – Office Manager	9046 5006 <a href="mailto:admin@nungarin.wa.gov.au">admin@nungarin.wa.gov.au</a>	0488 792 471
<b>Shire of Trayning</b> Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Leanne Parola - CEO	9683 1001 <a href="mailto:ceo@trayning.wa.gov.au">ceo@trayning.wa.gov.au</a>	0428 831 035
<b>2nd Contact</b> Stephan Thompson	<a href="mailto:works@trayning.wa.gov.au">works@trayning.wa.gov.au</a>	0428 831 036

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<b>3rd Contact</b> Belinda Taylor	Local Welfare Coordinator <a href="mailto:ea@trayning.wa.gov.au">ea@trayning.wa.gov.au</a>	08 9683 1001
<b>Shire of Westonia</b> Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Jamie Criddle - CEO	9046 7063 <a href="mailto:shire@westonia.wa.gov.au">shire@westonia.wa.gov.au</a>	0427 467 063
<b>2nd Contact</b> Jasmine Geier - Ranger	9046 7063 <a href="mailto:shire@westonia.wa.gov.au">shire@westonia.wa.gov.au</a>	0427 070 775
<b>Shire of Wyalkatchem</b> Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Peter Klein – Acting CEO	9681 1166 <a href="mailto:ceo@wyalkatchem.wa.gov.au">ceo@wyalkatchem.wa.gov.au</a>	0429 960 000 0427 811 166
<b>2nd Contact</b> Keith Mills	9681 1166 <a href="mailto:works@wyalkatchem.wa.gov.au">works@wyalkatchem.wa.gov.au</a>	0427 431 075
<b>Shire of Yilgarn</b> Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
<b>1st Contact</b> Peter Clarke	9049 1001 <a href="mailto:ceo@yilgarn.wa.gov.au">ceo@yilgarn.wa.gov.au</a>	0427 775 325
<b>2nd Contact</b> Nic Warren – Executive Manager Regulatory Services	9049 1001 <a href="mailto:emrs@yilgarn.wa.gov.au">emrs@yilgarn.wa.gov.au</a>	0407 491 027
<b>3rd Contact</b> Robert Bosenberg – EM Infrastructure	9049 1001 <a href="mailto:works@yilgarn.wa.gov.au">works@yilgarn.wa.gov.au</a>	0409 791 135
<b>Department of Communities – Housing</b> Functions Include: Personal Support Services * Provide strategic advice for emergency accommodation		
<b>First Contact</b> Area Manager – Sally Trunfio	<a href="mailto:Sally.trunfio@communities.wa.gov.au">Sally.trunfio@communities.wa.gov.au</a>	08 90813801 0427 086 976
<b>Second Contact</b> Sue Hubeck	<a href="mailto:Sue.Hubeck@communities.wa.gov.au">Sue.Hubeck@communities.wa.gov.au</a>	08 90813800 TBA
<b>Department of Fire and Emergency Services</b> Functions include:		
DFES Regional Office Goldfields Midlands	79 Newcastle St, Northam	9690 2300 24/7 Duty Phone
DFES Community Liaison Unit - CLU	Team Leader <a href="mailto:CLU@dfes.wa.gov.au">CLU@dfes.wa.gov.au</a>	0408 296 320
<b>Department of Health</b> Function Include Personal Support		
<b>First contact</b> Disaster Preparedness & Management Unit - can organise a doctor at a welfare centre and/or write out prescriptions	Health On Call Duty Officer (OCDO) 08 9328 0553 Duty Officer 24/7	Emergencies 000 / 112 / 106
<b>Wheatbelt Mental Health Service Merredin</b>	9041 5200	
<b>Community Health Services Merredin</b>	9041 0444	
<b>Wheatbelt Aboriginal Health Service</b>	9690 2888	

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## Local Emergency Welfare Plan - Merredin District

<b>Adventist Development and Relief Agency</b> Functions include: * Assist with the welfare functional area of Emergency Accommodation (short to medium term)		
<b>State Office</b>	Suzanna Cuplovic	93987222
<b>Narrembeen /Hyden</b>	Diane Major	90617034
<b>Country Women's Association</b> Function Include Catering * Personal Support * Emergency Clothing/Personal Requisites		
<b>Burracoppin</b> Narelle Millington Christine Johnston	90453050 <a href="mailto:The.millingtons@bigpond.com">The.millingtons@bigpond.com</a>	0407774191
<b>Kellerberrin</b> Joan Thorncroft	90454653 <a href="mailto:billjoanthorncroft1@bigpod.com">billjoanthorncroft1@bigpod.com</a>	0427523848
<b>Koorda</b> Merle Henning  Janet Brooks	9684 3024 <a href="mailto:merimala@activ8.net.au">merimala@activ8.net.au</a>	0427 841 087
<b>Nukarni (Shire of Merredin)</b> Tina Thomas	nanbe@reachnet.com	0427 458 257
<b>Nungarin</b> Eileen O'Connell Caroline Pittam	9046 5107 <a href="mailto:te.oconnell@bigpond.com">te.oconnell@bigpond.com</a> 9046 5473 <a href="mailto:Johncaroline.pittam@bigpond.com">Johncaroline.pittam@bigpond.com</a>	0427 465 107
<b>Southern Cross</b> Carol Trur and Carla Della Bosca	9049 1272 <a href="mailto:myplace1947@bgpond.com">myplace1947@bgpond.com</a> 9049 1293	0427 491 272
<b>Red Cross</b> <b>Functions include:</b> Registration of evacuees * Manage Inquiry * Personal support (2 <sup>nd</sup> and 3 <sup>rd</sup> contact used for day to day business, EWCG meetings etc - <b>NOT</b> for emergency responses. For emergency responses refer to First Contact		
Name/Position	Work Contact	After Hours Contact
<b>First contact</b> <b>Emergency Control Centre - 24/7 Duty Phone</b>	<b>0408 930 811 – ring to activate local teams</b>	
<b>2<sup>nd</sup> Contact</b> Erin Fuery State Manager Emergency Services	(08) 9225 8865 <a href="mailto:efuery@redcross.org.au">efuery@redcross.org.au</a>	0448 991 399 Emergency 24/7 Duty Ph 0408 930 811
<b>Salvation Army</b> <b>Functions include:</b> Catering * Emergency Clothing/Personal requisites * Personal support		
<b>1st Contact</b> Ben Day - Director of Em Services	(08) 9209 1142 On Call 24/7 Ben.Day@aus.salvationarmy.org	0407 611 466
<b>Services Australia – Centrelink, Centrelink, Medicare and Child Support</b> Function Include Financial Assistance * Personal Support		
<b>1<sup>st</sup> Contact</b> Service Centre Manager Corrin Chard	9621 9000 <a href="mailto:cscm.northam.w@servicesaustralia.gov.au">cscm.northam.w@servicesaustralia.gov.au</a>	0421 506 247

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<b>Service Clubs (e.g. Lions, Rotary, Zonta)</b> Function Include Catering * Personal Support * Practical Assistance in setting up welfare centre, managing parking of vehicles		
<b>Lions Club of Bencubbin &amp; Districts (Inc)</b> Hugh Morgan (President)	0429 142 308 <a href="mailto:benlionsclub@westnet.com.au">benlionsclub@westnet.com.au</a> PO Box 31. Bencubbin 6477	0429 142 308
<b>Bruce Rock Mens Shed</b>	Barry Turner	9061 1312
<b>Lions Club of Kellerberrin</b> Ray Edwards Kevin Smith	PO Box 114 Kellerberrin 6410	0418 912 763 9045 4349 0439 429 531
<b>Merredin Lions Club</b> Doug Geier	PO Box 256 Merredin 9044 1054	0428 441 054
<b>Wyalkatchem Hockey, netball, Golf, Bowls, tennis, rotary and other local clubs would render assistance</b>	0488 053 992	0488 053 992
<b>Naremben P&amp;C</b>	Linda Cornish	0428 635 030
<b>Naremben Lions</b> Greg Rutherford Glenis Rutherford	<a href="mailto:rutherfordg2@bigond.com">rutherfordg2@bigond.com</a> 9064 7325 0428 951 885	0429 463 851 9064 7325
<b>Naremben Men's Shed</b>	Dr Peter Lines	9064 7145
<b>St. John Ambulance</b> Functions Include: First Aid * Personal Support Services		
<b>St. John Ambulance - Call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA</b>		
<b>First contact</b> Communication Centre - Perth	<b>9334 1234</b> <b>9334 1226</b>	<b>Emergencies 000 / 112 / 106</b>
<b>Department Numbers</b> Email accounts are not monitored 24 hrs <b>Life Threatening Emergencies</b> <b>State Operations Centre</b> <b>Event Health Services</b> (Welfare & Standby First Aid) <a href="mailto:eventservices@stjohnambulance.com.au">eventservices@stjohnambulance.com.au</a> <b>Emergency Management Unit</b> (Planning and Exercises) <a href="mailto:emergencymanagementunit@stjohnambulance.com.au">emergencymanagementunit@stjohnambulance.com.au</a> <b>Media and Communications</b> (Media) <a href="mailto:mediarelations@stjohnambulance.com.au">mediarelations@stjohnambulance.com.au</a>		<b>000 (24hrs)</b> <b>9334 1226 (24hrs)</b> <b>9334 1311 (24hrs)</b>  <b>9373 3820 (BH)</b>  <b>0410 341 329 (24hrs)</b>
<b>Community Paramedic</b> Kellerberrin, Merredin, Mt Marshall (Bencubbin and Beacon), Mukinbudin, Nungarin, Trayning (Kununoppin) Westonia, Yilgarn (Tammin)	Scott Rastall <a href="mailto:scott.rastall@stjohnambulance.com.au">scott.rastall@stjohnambulance.com.au</a> <a href="mailto:cp.easternwbt@stjohnwa.com.au">cp.easternwbt@stjohnwa.com.au</a>	0418 378 948
<b>Community Paramedic</b> Koorda, Wyalkatchem, (Dowerin, Dalwallinu, (Kalannie) Wongan-Ballidu, Victoria Plains (New Norcia))	Natalie Osmetti <a href="mailto:Natalie.osmetti@stjohnambulance.com.au">Natalie.osmetti@stjohnambulance.com.au</a> <a href="mailto:cp.northeastwbt@stjohnwa.com.au">cp.northeastwbt@stjohnwa.com.au</a>	0438 059 257
<b>Community Paramedic</b> Bruce Rock, Naremben (Corrigin, Kondinin (Hyden), Kulin)	Tanya Dickson <a href="mailto:cp.eastcentralwbt@stjohnwa.com.au">cp.eastcentralwbt@stjohnwa.com.au</a>	0438 045 691
<b>SJA Wheatbelt Regional Office Northam</b> Craig Spencer – Regional Manager	29 Tamplin St, Northam <a href="mailto:craig.spencer@stjohnambulance.com.au">craig.spencer@stjohnambulance.com.au</a>	9621 1613

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Matthew Guile – Assistant Regional Manager	<a href="http://ce.com.au">ce.com.au</a> <a href="mailto:Matthew.guile@stjohnambulance.com.au">Matthew.guile@stjohnambulance.com.au</a>	0429475704  0420 312 049
<b>Regional Sub Centre Coordinator – North</b> Hayley Moore	<a href="mailto:Rsc.northwheatbelt@stjohnambulance.com.au">Rsc.northwheatbelt@stjohnambulance.com.au</a>	9621 4117 0408 028 455
<b>Regional Sub Centre Coordinator – East</b> Matthew Guile	<a href="mailto:Rsc.eastwheatbelt@stjohnambulance.com.au">Rsc.eastwheatbelt@stjohnambulance.com.au</a>	0448 278 570
<b>Volunteering WA</b>		
Jen Wyness	9482 4315 State Office	0422 941 483
<b>Western Australian Police</b> <b>(can ring 131 444 but quicker to ring local Station numbers below)</b> Function Include Maintain public order at Evacuation centres as required		
Wheatbelt District Office	A/Superintendent – Jack Lee Assistant District Officer – Inspector Mark Twamley Assistant District Officer – Inspector Alyson Brett	9622 4240 Business Hours
Northam Police Station CAD desk	9622 4281	24hrs
<b>1<sup>st</sup> Contact</b> Officer in Charge – Bencubbin 282 Monger St, Bencubbin	9685 0200 0408 093 713 <a href="mailto:Bencubbin.Police.Station@police.wa.gov.au">Bencubbin.Police.Station@police.wa.gov.au</a>	Emergency Calls 000/112/ 106
<b>1<sup>st</sup> Contact</b> Officer in Charge - Bruce Rock 14 Johnson St, Bruce Rock	9007 9140 <a href="mailto:Bruce.Rock.Police.Station@police.wa.gov.au">Bruce.Rock.Police.Station@police.wa.gov.au</a>	Emergency Calls 000/112/ 106
<b>1<sup>st</sup> Contact</b> Officer in Charge – Kellerberrin 56 Massingham St, Kellerberrin	9045 6000 <a href="mailto:Kellerberrin.Police.Station@police.wa.gov.au">Kellerberrin.Police.Station@police.wa.gov.au</a>	Emergency Calls 000/112/ 106
<b>1<sup>st</sup> Contact</b> Officer In Charge – Koorda 36 Haig St, Koorda	9684 2444 <a href="mailto:Koorda.Police.Station@police.wa.gov.au">Koorda.Police.Station@police.wa.gov.au</a>	Emergency Calls 000/112/ 106
<b>1<sup>st</sup> Contact</b> Officer in Charge – Merredin 22 Mitchell St, Merredin	9041 1322 <a href="mailto:Merredin.Police.Station@police.wa.gov.au">Merredin.Police.Station@police.wa.gov.au</a>	Emergency Calls 000/112/ 106
<b>1<sup>st</sup> Contact</b> Officer in Charge – Mukinbudin 48 Maddock St, Mukinbudin	9047 2200 <a href="mailto:Mukinbudin.Police.Station@police.wa.gov.au">Mukinbudin.Police.Station@police.wa.gov.au</a>	Emergency Calls 000/112/ 106
<b>1<sup>st</sup> Contact</b> Officer in Charge – Narembeen 7 Longhurst St, Narembeen	9045 6050 <a href="mailto:Narembeen.Police.Station@police.wa.gov.au">Narembeen.Police.Station@police.wa.gov.au</a>	Emergency Calls 000/112/ 106
<b>1<sup>st</sup> Contact</b> Officer in Charge - Southern Cross 75 Canopus St, Southern Cross	9081 2100 <a href="mailto:Southern.Cross.Police.Station@police.wa.gov.au">Southern.Cross.Police.Station@police.wa.gov.au</a>	Emergency Calls 000/112/ 106
<b>1<sup>st</sup> Contact</b> Officer in Charge – Wyalkatchem 21 Gamble St, Wyalkatchem	9692 1800 <a href="mailto:Wyalkatchem.Police.Station@police.wa.gov.au">Wyalkatchem.Police.Station@police.wa.gov.au</a>	Emergency Calls 000/112/ 106

### Appendix 4 – Organisational Responsibilities

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

Agency / Organisation Name	Normal role if engaged
<b>Department of Communities (Communities) – Lead Welfare Agency</b>	(1) Coordinate all functional areas of an emergency welfare response during emergencies; (2) Appoint the Local Welfare Coordinators to support each Local Government (LG) area; (3) Provide staff and operate the 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; (f) Financial Assistance; (6) Provide representatives to various emergency management committees and coordination groups as required.
<b>Department of Communities - Disability Services</b>	(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; (4) Assist with other welfare functional areas where agreed.
<b>Department of Communities - Housing</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other welfare functional areas where agreed.
<b>ADRA – Adventist Development and</b>	(1) Provide a Support Agency Liaison Officer/s as required;

## Local Emergency Welfare Plan - Merredin District

Agency / Organisation Name	Normal role if engaged
<b>Relief Agency</b>	<ul style="list-style-type: none"> <li>(2) Assist with the provision of emergency short to medium term accommodation;</li> <li>(3) Provide regular updates to Communities, including a list of all emergency accommodation organised for evacuees;</li> <li>(4) Assist with other welfare functional areas where agreed.</li> </ul>
<b>Australian Red Cross</b>	<ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer/s as required;</li> <li>(2) Assist with Registration at Welfare Centres;</li> <li>(3) Manage and operate the Register.Find.Reunite. system;</li> <li>(4) Assist with the provision of Personal Support Services;</li> <li>(5) Assist with other welfare functional areas where agreed.</li> </ul>
<b>Country Women's Association</b>	<ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer/s as required;</li> <li>(2) Assist with the provision of Emergency Catering at Welfare Centres;</li> <li>(3) Assist with the provision of Personal Support Services;</li> <li>(4) Assist with the provision of Emergency Clothing and Personal Requisites;</li> <li>(5) Assist with other welfare functional areas where agreed.</li> </ul>
<b>Department of Education</b>	<ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer/s as required ;</li> <li>(2) Provide access to facilities for Emergency Accommodation where available;</li> <li>(3) Provide access to facilities for Emergency Catering where available;</li> <li>(4) Provide access to staff to assist with Personal Support Services, including School Psychology Service where agreed and available;</li> <li>(5) Assist with other welfare functional areas where agreed.</li> </ul>
<b>Department of Fire and Emergency Services (DFES) Community Liaison Unit</b>	<ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer/s as required;</li> <li>(2) Engage "face to face" two way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information, and support the facilitation of public meetings and other community based communications.</li> </ul>
<b>Department of Health</b>	<ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer/s as required;</li> <li>(2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan;</li> <li>(3) Provide health response as outlined in the State Health Emergency Response Plan;</li> <li>(4) Assist with the provision of Personal Support Services at Welfare Centres;</li> <li>(5) Assist with other welfare functional areas where agreed and available</li> </ul>
<b>Department of Local Government, Sport &amp; Cultural Industries,</b>	<p><i>Negotiate at the local level how the Department of Local Government, Sport and Cultural Industries could assist;</i></p> <ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer/s as required;</li> <li>(2) Provide strategic policy advice regarding the provision of</li> </ul>

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Agency / Organisation Name	Normal role if engaged
<b>including Office of Multicultural Interests Divsn</b>	welfare services within a multicultural framework; (3) Assist with other welfare functional areas where agreed.
<b>GIVIT – online donation management system</b>	(1) Provide a Support Agency Officer as required to be a reference source regarding donated goods, if available in the area.
<b>Legal Aid Western Australia</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other welfare functional areas where agreed.
<b>Local Churches/ Church Ministers Fellowship</b>	(1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other welfare functional areas where agreed.
<b>Local Government Welfare Support</b>	<i>Negotiate at the local level with individual Local Governments any additional responsibilities eg Ranger Services.</i> (1) Provide a Local Government (LG) Welfare Liaison Officer as required; (2) Assist with the welfare functional area of Emergency Accommodation by utilising LG facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (4) Assist with other welfare functional areas where agreed.
<b>Salvation Army</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Welfare Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
<b>Services Australia – Centrelink, Medicare and Child Support</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with Services Australia guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other welfare functional areas where agreed.
<b>St John Ambulance</b>	<b>Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106.</b> (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Welfare Centres, where required and available; (3) Assist with other welfare functional areas where agreed.
<b>Wheatbelt Volunteering WA</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy and advice regarding the provision of

## Local Emergency Welfare Plan - Merredin District

Agency / Organisation Name	Normal role if engaged
	volunteering services within the welfare emergency management environment; (3) Assist with other welfare functional areas where agreed.
<b>WA Police Force</b>	(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other welfare functional areas where agreed and available
<b>YouthCare</b>	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Welfare Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other welfare functional areas where agreed

### Appendix 5 – Emergency Accommodation

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

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

#### Points of clarification:

##### 5.1 Establishment of welfare centres

As per State EM Policy -

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

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

##### 5.2 Welfare centres definition

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

##### 5.3 Safety considerations

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

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

##### 5.4 Children, organisations, educational and care facilities

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –  
Children and vulnerable people in Evacuation Centres

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



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

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

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

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

### **5.5 Animals in welfare centres**

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

### **5.6 Responsibility for the welfare centre premises**

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

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

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

### **5.7 School evacuations**

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

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

### **5.8 State Welfare Centres**

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, welfare staff and volunteers. In these circumstances LGs or private facility owners may be

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asked for use of their facility as a 'State Welfare Centre' to assist affected members of other LG areas. At these times it would be the expectation that the State Welfare Centre would operate in a similar manner with the same procedures as if operating as a Local Welfare Centre as outlined in this plan.

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

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### Appendix 5A - List of Pre-Determined Welfare Centres

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

NAME- Primary or Secondary	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m <sup>2</sup> / 4m <sup>2</sup>	LONGI- TUDE LATITUDE	NOTES
<b>WELFARE CENTRES IN THE SHIRE OF BRUCE ROCK</b>						
<b>Primary Bruce Rock Recreation Centre</b>	Dunstall St, near Osborne St, Bruce Rock	Bruce Rock Shire 9061 1377/CEO 0428 611 377/ Deputy CEO 0408 383 530/Rec Centr Mng 0427 911 080	800 / 500 sleeping  Long term Has air con	427 / 213  Shire advised	118.144376 -31.871882	Maximum total occupancy not to exceed 1,200 persons for whole of sites listed above based on available toilets
<b>Secondary Bruce Rock Town Hall</b>	56 Johnson St, near Swan St, Bruce Rock	Bruce Rock Shire 9061 1377/CEO 0428 611 377/ Deputy CEO 0408 383 530	200 / 50 sleeping  Short term Has air con	100 / 25	118.148432 -31.878988	Not Available till further notice, will advise when becomes available
<b>Secondary Bruce Rock District High School</b>	37 Dunstall St, Bruce Rock	School 9061 1237 Jake Petterwood Principal 0428 611 146 Janine Dayman Deputy 0428 611 290	200 / 150 sleeping  Short term Has air con	100 / 75	118.146546 -31.873109	TBC with School if building required
<b>WELFARE CENTRES IN THE SHIRE OF KELLERBERRIN</b>						
<b>Primary Kellerberrin Regional Recreation &amp; Leisure Facility</b>	Lot 260 Connelly St, near Price St Kellerberrin	Kellerberrin Shire 9045 4006 / Shire CEO 0417 927 637 9045 4103 / Dawn Harvey Manager AH 0488 067 359	300/100  Long term Has air con	Bar 157 / 40 Cuolahan/C ottle Room 72/ 19 Creche 30/8 Tote 18/5 Shire Advised	117.7153287 -31.6282984	
<b>Secondary Kellerberrin Memorial Hall</b>	110 Mass- ingham St, nr Ripper St Kellerberrin	Kellerberrin Shire 9045 4006/Shire CEO 0417 927 637	200/70  Short term Air Con	156 / 39  Shire Advised	117.722213 -31.633830	
<b>Secondary Doodlakine Community Hall</b>	89 Spring St Doodlakine	Doodlakine Store 90458215 / Raymond Griffiths 0417 927 637	144 / 48  Short term Has air con	Main Hall 85 / 21 Side Hall 27/6 Bar Area 32/8 Shire Advised	117.875887 -31.608373	
<b>WELFARE CENTRES IN THE SHIRE OF KOORDA</b>						

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NAME- Primary or Secondary	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m <sup>2</sup> / 4m <sup>2</sup>	LONGI- TUDE LATITUDE	NOTES
<b>Primary Koorda Recreation Centre</b>	Scott & Allenby St intersection Koorda	Koorda Shire 9684 1219	225 / 100  Short term Has air con	135 / 60 Shire Advised	117.4858053 -30.8223463	No Gen Set Point for external power
<b>Secondary Koorda Memorial Hall</b>	Allenby & Birdwood St intersection Koorda	Koorda Shire 9684 1219	257 No Night Short term Has air con	150 / 0 Shire Advised	117.4822408 - 30.8268855	No Showers
<b>WELFARE CENTRES IN THE SHIRE OF MERREDIN</b>						
<b>Primary Merredin Regional Community &amp; Leisure Centre</b>	Bates St near Princess St Merredin	Merredin Shire 9041 1611/ Ctr Mgr 9041 3033, CEO 0427 413 450/ Executive Mgr Engineering Services 0429 683645	500/300 Only 3 compliant emergency exits in the building	500 /300 Capacities remain the same due to exits. Shire advised		Only 3 compliant emergenc y exits in the building,
<b>Secondary Merredin College</b>	Woolgar Avenue, near Caw St, Merredin	College 9041 0900  AH Lizz Moody 0427 411 801	72 beds  Short term no air con	TBC	118.283689 -31.487875	Residenti al school.Av ailability to be confirmed at time if required.
<b>WELFARE CENTRES IN THE SHIRE OF MT MARSHALL</b>						
<b>Primary Bencubbin Recreation</b>	153 Dampier St Bencubbin	John Nuttall – CEO 0427 851 202 Rebecca Watson – CDO 0427 095 608	400/133 Short term Has air con and heating in the function area	Function Area – 150 Netball Court Area- 150 Gym- 15 Ladies Change Room-10 Visitors Change Room – 20 Home Change Room – 15 Sleeping 100	117.859504 -30.812813	No genset point for external power
<b>Primary Beacon Recreation Centre</b>	674 Lucas St, Beacon	John Nuttall – CEO 0427 851202, Rebecca Watson – CDO 0427 095	Short term Air con in	Foyer/Squ ash Court Area – 45 Gym – 15	117.864053 -30.450764	No genset point for external

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NAME- Primary or Secondary	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m <sup>2</sup> / 4m <sup>2</sup>	LONGI- TUDE LATITUDE	NOTES
		608, Chris Kirby 0427 866 056	the foyer only	Ladies Change Room – 16 Visitors Change Room – 17 Home Change Room – 20 Sleeping 28		power
<b>WELFARE CENTRES IN THE SHIRE OF MUKINBUDIN</b>						
<b>Primary Mukinbudin Recreation Facility</b>	Lot 54 Cruikshank St, Mukinbudin	Shire CEO Dirk Sellenger 9047 2100 0428 471 102 Shire Mgr of Finance 90472100/0458 471 541	800 \ 250  Short term Partial air con	400 / 200	118.204973 -30.919744	
<b>WELFARE CENTRES IN THE SHIRE OF NAREMBEEN</b>						
<b>Primary Narembeen Recreation Centre</b>	Lot 27984 Currell St Narembeen	Shire 90647308/ Chris Jackson 0428 647 312	447 / 150 Short term Has air con	223 / 111 Shire Advised	118.396225 -32.061155	
<b>Primary Narembeen Town Hall</b>	Lot 19 Cnr Longhurst St & Latham Rd Narembeen	Shire 90647308/ Chris Jackson 0428 647 312	250 / 80 (will need organise showers to sleep)	125 / 62 (will need organise showers to sleep)	118.395034 -32.066238	No Shower  Short term No air con
<b>WELFARE CENTRES IN THE SHIRE OF NUNGARIN</b>						
<b>Primary Nungarin Recreation Centre</b>	Lot 201 Danberrin Rd Nungarin	Shire 9046 5006 Centre 9046 5100	250/80  Short term Has air con	125 / 62	118.090153 -31.193383	
<b>WELFARE CENTRES IN THE SHIRE OF TRAYNING</b>						
<b>Primary Trayning Sports Club</b>	Lot 88 Bencubbin- Kellerberrin Rd Trayning	Colin Smeeton (Pres) 9683 1054 or Bruce Hill Sec) 9683 1169	100/33  Short term Has air con	50 / 25	117.792572 -31.111853	
<b>WELFARE CENTRES IN THE SHIRE OF WESTONIA</b>						
<b>Primary Westonia Community Complex</b>	Cement St Westonia	Shire 9046 7063	400/90 Short term Partial air con	200 / 50	118.695412 -31.302608	
<b>WELFARE CENTRES IN THE SHIRE OF WYALKATCHEM</b>						
<b>Primary</b>	Lot 504 Hands	Shire 9681 1166	355/120	177 / 88	117.377163	Parking

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## Local Emergency Welfare Plan - Merredin District

NAME- Primary or Secondary	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m <sup>2</sup> / 4m <sup>2</sup>	LONGI- TUDE LATITUDE	NOTES
<b>Wyalkatchem Recreation Centre Sports Ground</b>	Dr Wyalkatchem	CEO 0429 960 000	Short term Has air con	Shire Advised Tents/ Marquee can be set up on the oval	-31.180942	for Mobile / Caravan External power nodes in carpark
<b>Primary Wyalkatchem Town Hall</b>	Lot 45/46 (35&39) Wilson St Wyalkatchem	Shire 9681 1166 CEO 0429 960 000	200/67  Short term No air con	100 / 50 Shire Advised	117.3825- 31.179386	Mobile Parking
<b>Secondary Wyalkatchem Airport Terminal Building</b>	Tammin Wyalkatchem Rd, off Nungarin- Wyalkatchem Rd.	Shire 9681 1166 CEO 0429 960 000	100/33 Short term Has air con	50 / 25 Shire Advised	117.387371 -31.201239	Parking for Caravan No External power available
<b>WELFARE CENTRES IN THE SHIRE OF YILGARN</b>						
<b>Primary Southern Cross Community Centre</b>	Antares St Southern Cross Next to Shire Office	Nic 9049 1001/ 0407 491 027, Peter CEO 90491001 / 0427 775 325	350/200  Short term Has air con	175 / 87	119.328057 -31.231041	
<b>Secondary Southern Cross Senior Citizens</b>	Cnr Spica & Antares St Southern Cross	Nic 9049 1001/ 0407 491 027, Peter CEO 9049 1001 / 0427 775 325	200/60  Short term Has air con	100 / 50	119.328834 -31.23116	
<b>Secondary Sporting Complex &amp; Oval</b>	Cnr Spica & Antares St Southern Cross. Behind Shire	Nic 9049 1001/ 0407 491 027, Peter CEO 90491001 / 0427 775 325	300/150  Long term Has air con	150 / 75	119.328507 -31.22961	

See Appendices 15,16 and 17 for:

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

## Local Emergency Welfare Plan - Merredin District

### Appendix 5B – Alternative Temporary Accommodation Services

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

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

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

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

Name	Address	Contact Details	After Hours Contact
<b>SHIRE OF BRUCE ROCK</b>			
Bruce Rock Motel	Johnson St, Bruce Rock Kevin & O Arnold	9061 1174	0412 396 080
Ardath Hotel	Bruce Rock Corrigin Rd Brad Sedgwick	9065 1046	0427 036 035
Bruce Rock Challets	CNr Buther and Swan St Nina McGellin Nina.mcgellin@hotmail.com		0459 490 053
Bruce Rock Hotel	Johnson St, Bruce Rock	9061 1218	
Bruce Rock Caravan Park & Backpackers	Dunstall St, near Farrell St, Bruce Rock	Shire 9061 1377/CEO 0428 611 377	Deputy CEO 0408 383 530
POSA Flat	Contact Shire	Shire 9061 1377	CEO 0428 611 377
<b>SHIRE OF KELLERBERRIN</b>			
United Fuel Motel	Great Eastern Highway, Kellerberrin	(08) 9045 5248	Open 24/7
Kellerberrin Motor Hotel	Massingham St, Kellerberrin	9045 5000	Bruno – 0412 805 776 (call after 1500)
The Prev – dormitory style rooms	George St, Kellerberrin	9045 5195 0427 063 638	<a href="mailto:pauline@theprev.com.au">pauline@theprev.com.au</a>
Judi's Place – shared and single rooms	George St, Kellerberrin (Black Ant Gallery -)	9045 5639	Judi – 0400 2958 86 Sean – 0458 860 952
Kellerberrin Caravan Park	Lot 404 George St, Kellerberrin WA 6410		0428 138 474
<b>SHIRE OF KOORDA</b>			
Koorda Hotel	29 Railway St, Koorda	9684 1226	?
Yalambee – units	28-30 Greenham St, Koorda	Shire Office 9684 1219	A/H contact Council CEO Darren Simmons 0429 941 219
<del>Koorda Farm Trees B&amp;B</del>	<del>Chris</del>		<del>0429 694 043</del>

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## Local Emergency Welfare Plan - Merredin District

			Temporarily closed as of 09/2020 but may open again soon
Koorda Caravan Park	Scott St, Koorda	9684 1219	Pwd sites – no Chalets
<b>SHIRE OF MERREDIN</b>			
Merredin Motel & Gumtree Restaurant	30-34 Gamenya Avenue, Merredin	9041 1886	Number will divert to on call person A/H
Merredin Oasis Hotel	8 Grt Eastern Highway Merredin	9041 1133	Number will divert to on call person A/H
Merredin Plaza	149 Grt Eastern Highway	9041 1755	Number will divert to on call person A/H
Merredin Tourist Park	Cnr Great Eastern Hwy & Oats St, Merredin	9041 1535	
Muntadgin Hotel (Munty Pub)	Crossland St, Muntadgin (meals and take away)	9062 5047	Hotel is just on the weekends
Merredin Bed & Breakfast	30 Bates St, Merredin	9041 4358	A/H - 0417 221 909
Abby's Bed & Breakfast	30 Mitchell St, Merredin	9041 3499	0437 703 588
Merredin Olympic Hotel	5 Gt Eastern Hwy, Merredin	9041 1588	0417 170 059
<b>SHIRE OF MT MARSHALL</b>			
Bencubbin Caravan Park	Kellerberrin Rd, Bencubbin	9685 1202	0427 851 202 John Nuttall
Beacon Caravan Prk	Lucas St, Beacon	0488 025 853	0427 851 202 John Nuttall
<b>SHIRE OF MUKINBUDIN</b>			
Mukinbudin Hotel Phil & Caroline Smith	21 – 25 Shadbolt St, Mukinbudin	9047 1133	
Mukinbudin Caravan Park	25 Cruickshank Rd, Mukinbudin	9047 1103	0429 471 103
Rose Cottage –Contact	19 Maddock Street, Mukinbudin	Tara and Liz Chambers 0427 390 079	
Watson's Way Country Stay	984 Beringbooding Road, Mukinbudin Scott and Hayley Watson	9047 0008	0429 470 022
<b>SHIRE OF NAREMBEEN</b>			
Narembreen Hotel	2 Churchill St, Narembreen	9064 7272	0429 647 137
Narembreen Motel	18 Thomas St, Narembreen	0428 647 090	
Narembreen Carvn Pk	Curral St, Narembreen	9064 7308	0428 647 312
Santa Leuca B&B	Wogarl West Road Narembreen	Steve Fry	0428 647 419
<b>SHIRE OF NUNGARIN</b>			
The Woolshed Hotel	58 Railway Ave, Nungarin	9046 5084	
McCorry's Old Hotel	Old Hotel Rd, Nungarin	9046 5187	0467 322 545
<b>SHIRE OF TRAYNING</b>			
Trayning Hotel/Motel	Railway St, Trayning	9683 1005	
<b>SHIRE OF WESTONIA</b>			
Westonia Tavern	Lot 1 Wolfram St, Westonia	9046 7012	0409 706 588
Carrabin Hotel, Motel &	Great Eastern Highway,	9046 7162	

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## Local Emergency Welfare Plan - Merredin District

Roadhouse	Carrabin		
<b>SHIRE OF WYALKATCHEM</b>			
Wyalkatchem Hotel/Motel	35 Railway Terrace, Wyalkatchem	9681 1210	
Barracks Accommodation (basic-no a/c)	73 Grace St cnr Butlin St. Suburb, Wyalkatchem	0447 495 153	
<b>SHIRE OF YILGARN</b>			
Southern Cross Motel	768 Canopus St, Southern Cross	9049 1144	
Club Hotel	21 Antares St, Southern Cross	9049 1202	
Sandalwood Motor Lodge @ Caravan Park	Great Eastern Highway, Southern Cross (Opposite Hospital)	9049 1212	
Railway Tavern	Sirius St, Southern Cross	9049 1030	
Southern Cross Accom Village	22 Spica St, Southern Cross	9049 1416	
Palace Hotel	Great Eastern Highway, Southern Cross	9049 1555	

### Appendix 6 – Welfare function of Registration and Reunification

- This functional area enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally.
- To facilitate the accounting of persons affected by such incidents, Communities may use the registration and reunification Register.Find.Reunite. system or other options as appropriate. The Register.Find.Reunite. system has been developed at the State and national level. In Western Australia this system is activated by Communities and managed by the Australian Red Cross on behalf of Communities.
- The system provides for the registration and reunification of affected persons using standardised forms. Stocks of these forms are held by Communities offices, the Australian Red Cross State Inquiry Centre and its local teams and some LGs to be readily available for immediate use at welfare centres.
- In addition, impacted individuals may choose to register themselves online using the Register.Find.Reunite. system once it has been activated.

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



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

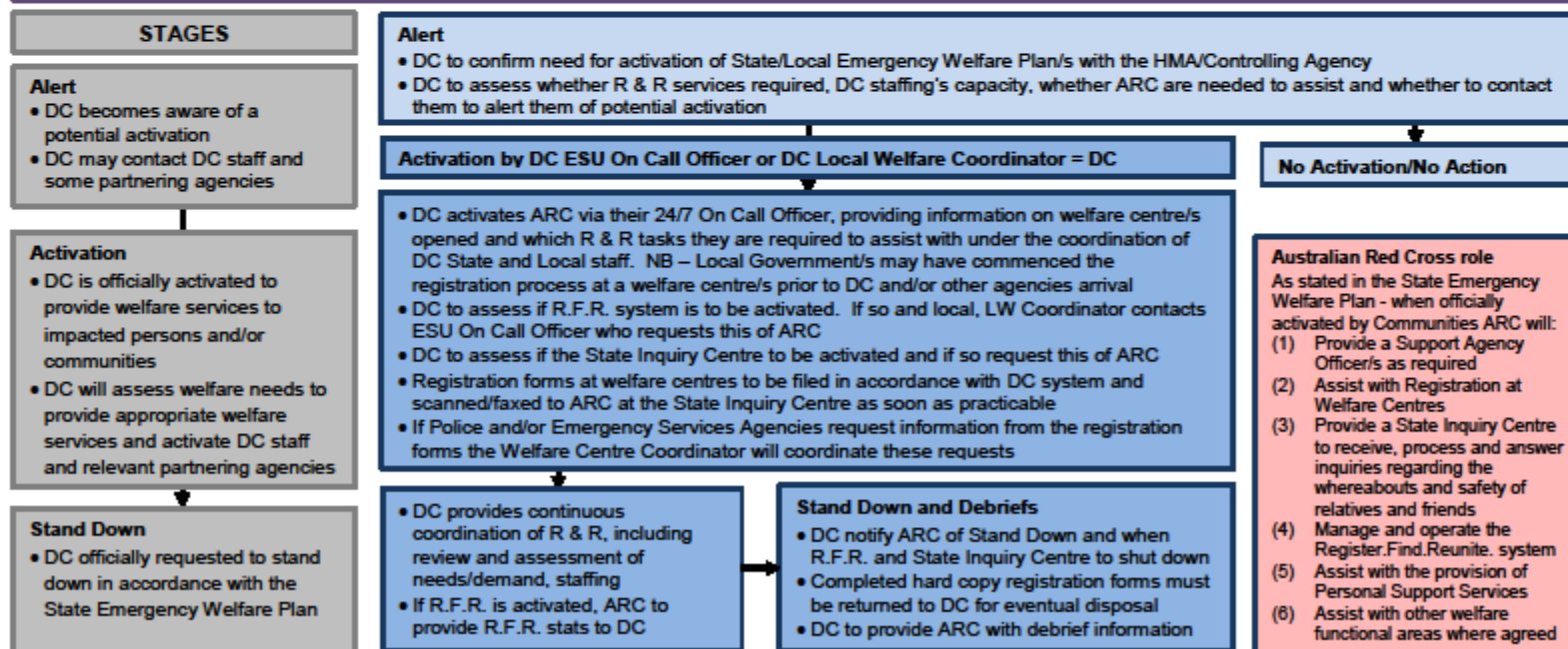


Government of Western Australia  
Department of Communities

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

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

#### Registration and Reunification Standard Operating Procedures – State and Local Levels





## Appendix 7 – Emergency Catering Services

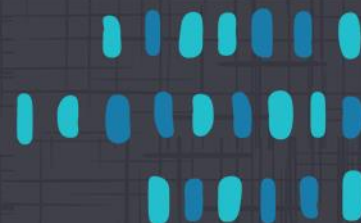
Communities will coordinate the establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged during an event. Dependent on the catering requirements, Communities may engage a variety of service providers to provide this service, such as voluntary groups,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

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

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

**Also see CWA Contacts in Appendix 2 of this Plan**

Name	Address	Contact Details	After Hours Contact
<b>SHIRE OF BRUCE ROCK</b>			
Bruce Rock Deli Meats and More	36 Johnson St, Bruce Rock	9061 1115	
Brunch Takeaway	60 Johnson St, Bruce Rock thetakeaway@bigpond.com Cathy Cumming	9061 1925	0488 104 195  Not open Mondays
Bruce Rock Roadhouse	20 Johnson St, Bruce Rock	9061 1174	0412 396 080
Bruce Rock Cafe	48 Johnson St, Bruce Rock Kim McKenzie <a href="mailto:brucerockcafe@outlook.com">brucerockcafe@outlook.com</a>	0475 701 545	0419 961 358 Catering and prepared frozen meals
Bruce Rock Meals on Wheels	Bruce Rock Hospital Tracy Hubbard <a href="mailto:Tracey.hubbard@health.wa.gov.au">Tracey.hubbard@health.wa.gov.au</a>	9061 0222	0408 611 073
Bruce Rock Catholic Ladies	Jan Killminster	9061 1091	0427 913 611
Bruce Rock Hotel	Johnson St, Bruce Rock	9061 1218	0428 611 401
<b>SHIRE OF KELLERBERRIN</b>			
United Fuel Motel	Great Eastern Highway, Kellerberrin	TBA	
Kellerberrin Motor Hotel	Massingham St, Kellerberrin	9045 5000	Opening hours are between 1400-2100
Kellerberrin & Districts Club	260 Connelly St, Kellerberrin	9045 4103	
Kellerberrin Quality Meats	78 Massingham St, Kellerberrin	9045 4014	Opening hours are between 0600 – 1700
Kellerberrin Abattoir & Butchery	Mather Rd, Kellerberrin	9045 4256	0419 190 920
Kellerberrin Bakery	72 Massingham St, Kellerberrin		0417 912 771 Opening hours



			are between 0730 – 1330 (Tues–Fri) 0730-1300 (Sat) 0730-1130(Sun) Closed Mon
IGA	62 Massingham St, Kellerberrin	9045 4105	0800-1800 (M- F) 0800-1300 (Sat) 1000-1300 (Sun)
Succulent Foods	100 Massingham St, Kellerbrn	9045 5350	0600-1530 (m-f) 0630-1230 (Sat) Closed Sun
Passenger Platform	Kellerberrin		0427 051 514
Doodlakine Garden Cafe	817 Doodlakine Kunun- oppin Rd, Doodlakine	9045 8247 Number disconnected	Local Café opened by appointment only.
<b>SHIRE OF KOORDA</b>			
Butcher Koorda Meat Supply	34 Allenby Street St, Koorda Graham Stott	9684 1223	0428 883 391 0900-1700 (M- F)
Koorda Hotel	Railway St, Koorda	9684 1226	
Koorda IGA	Allenby St, Koorda Christine May	9684 1322	0409 296 527 0730-1730 (M- F) 0730-1230 (Sat) 0800-1000 (Sun)
<b>SHIRE OF MERREDIN</b>			
Café 56	56a Barrack St, Merredin	9041 5000	0630-1430 (M- F) 0730-1430 (S- S)
Merredin French Hot Bread – 7 days	Barrack St, Merredin	9041 3709	0600-1730 (M- F) 0600-1730 (Sat) closed (Sun)
Chicken Treat	Cnr Great Eastern Hwy & Woolgar Ave, Merredin	9041 1530	Open everyday 1100-2000
Eagle Boys Pizza	19 Bates St, Merredin	9041 1674	Open 1130- 2100 every day
Subway	80 Barrack St, Merredin	9041 4607	Open 0800- 2000 every day
BP Travel Stop	Great Eastern Hwy, Merredin	9041 1620	Open 24 hours
Puma Merredin Road House	Lot 12 Todd St, Merredin WA 6415	(08) 9041 1982	0500-2000(M-T) 0500-2100 (Fri) 0600-2100 (WE)



Gull Roadhouse	169 Great Eastern Highway, Merredin	9041 1982	
Northside Tavern	58 Bates St, Merredin	9041 1635	1100-0000 (everyday)
Merredin Motel & Gumtree Restaurant	30-34 Gamenya Avenue, Merredin	9041 1886	Number will divert to on call person A/H
Merredin Olympic Hotel	5 Gt Eastern Hwy, Merredin	9041 1588	0417 170 059
All-ways Foods	East Barrack St, Merredin	9041 1424	0800-1600(M-T) 0800-1400 (Fri) Closed Weekends
Eastway Food Supplies	74 Duff St, Merredin	9041 1662	Open 24/7
Muntadgin Hotel (Munty Pub)	Crossland St, Muntadgin (meals and take away)	9062 5047 0427 881 952	
<b>SHIRE OF MT MARSHALL</b>			
KC's Café – Kim and Cindy Sawyer	Shop 4, 45 Monger St, Bencubbin	9685 1165	0427 421 052 Closed Monday 0630-1400 (T, W,T) 0630-1400, 1700-2000 (Friday) 0700-1300 (Saturday) 0700-1100 (Sunday)
Bencubbin Sports Club	6 Brown Street, Bencubbin	9676 4600	0408 003 042
Beacon Country Club	Shemeld Street, Beacon	9686 1030	1700-2100 (Monday) 1700-2300 (T,W,T) 1700-2400 (Friday) 1200-1400, 1700-2400 (Saturday) 1200-1400, 1700-2100 (Sunday)
<b>SHIRE OF MUKINBUDIN</b>			
Mukinbudin Hotel	25 Shadbolt St, Mukinbudin	9047 1133	
Mukinbudin Cafe	7 Shadbolt St, Mukinbudin	9047 1122	0700-2000 (M-F)
<b>SHIRE OF NAREMBEEN</b>			
Narembeen Club Inc	2 Thomas St, Narembeen	9064 7265	Opening times can vary
Narembeen Hotel	2 Churchill St, Narembeen	9064 7272	
Narembeen Roadhouse	Corner Currall & Latham Sts, Narembeen	9064 7315	0530-1930 everyday





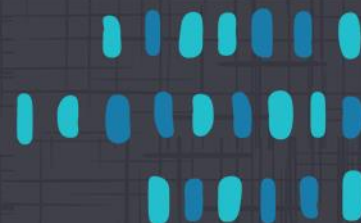
Quality Meats Narembeen	25 Churchill St, Narembeen	9064 7393	
Narembeen Meals on Wheels	Narembeen Hospital Wendy Hooper	9064 6222	
<b>SHIRE OF NUNGARIN</b>			
Nungarin General Store	Railway Pde, Nungarin	9046 5070	
Woolshed Hotel	58 Railway Ave, Nungarin	9046 5084	
<b>SHIRE OF TRAYNING</b>			
Trayning Hotel/Motel	Railway St, Trayning	9683 1005	Reception officially is from 1400 but the boss is contactable before then
<b>SHIRE OF WESTONIA</b>			
Westonia Tavern & Motel	Lot 1 Wolfram St, Westonia	9046 7012	0409 706 588
Carrabin Hotel, Motel & Roadhouse	Great Eastern Highway, Carrabin	9046 7162	Open 24/7
Westonia General Store	Wolfram St, Westonia	9046 7222	0900-1830 (Mon) 0900-1700 (Tues) 0900-1830 (Wed) 0900-1700 (Thu/Fri) 0900-1200 (Sat)
Cater Care?	TBA forming arrangement		TBA
<b>SHIRE OF WYALKATCHEM</b>			
Wyalkatchem Roadhouse	Hands Drive & Mitchell St, Wyalkatchem	9681 1310	0630-1800 everyday
Wyalkatchem Hotel/Motel	35 Railway Terrace, Wyalkatchem	9681 1210	
IGA Express	20 Railway Terrace, Wyalkatchem	9681 1261	0800 -1730 (M-F) 0800 – 1200 (Sat) Closed Sun
Wyllie News and Lotteries	31 Railway Terrace, Wyalkatchem	6102 3784	Fred and Dawn
<b>SHIRE OF YILGARN</b>			
Southern Cross Coffee Lounge and Deli	10 Antares, Southern Cross	9049 1434	0800–1600 (M-S) Closed Sun
Southern Cross Motel	768 Canopus St, Southern Cross	9049 1144	<a href="http://southerncrossmotel.net.au/facilities.htm">http://southerncrossmotel.net.au/facilities.htm</a>
Southern Cross Stationary and Snack Store	18 Antares Street, Southern Cross	90491223	Open 0900-1530



Club Hotel	21 Antares St, Southern Cross	9049 1202	Open 1000-2000 Sat/Sun
Railway Tavern	Sirius St, Southern Cross	9049 1030	<a href="https://publocation.com.au/pubs/wa/southern-cross/railway-tavern">https://publocation.com.au/pubs/wa/southern-cross/railway-tavern</a>
Bodallin Service Station	57 Corboy St, Bodallin	9047 5055	Number disconnected
Yellowdine Roadhouse	Yellowdine	9024 2001	0600-2100 everyday
Meals on Wheels via Southern Cross District Hospital	Great Eastern Highway Southern Cross	9081 2222	9081 2222
BP Roadhouse	Great Eastern Highway, Southern Cross	9049 1162	Open 24/7
Caltex Roadhouse	Great Eastern Highway, Southern Cross	9049 1168	Open 24/7
Marvel Loch Hotel	53-55 Lenneberg Street, Marvel Loch	9040 1973	
<b>Catering agencies for large and/or protracted emergencies</b>			
NB – there are no agencies available locally			

## WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water support for ISG, OASG and IMT, other support or info during operational situations	1300 483 514	1300 483 514
Neverfail Springwater Ltd	Bottled and bulk spring water - Patrick Davis, WA Reg Manager Stefan Thomas, State Mgr Brian Kennedy, WA Prod Mgr		0411 407 120 0408 285 005 0401 100 282



## Appendix 8 – Emergency Clothing and Personal Requisites

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

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

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

### SUPERMARKETS/GENERAL STORES

Name	Address	Contact Details	After Hours Contact
<b>SHIRE OF BRUCE ROCK</b>			
Bruce rock Shire Store	Johnson St, Bruce Rock Groceries	9061 1377	
Shackleton Store	47 Jermyn St, Shackleton – 33 kms west of Bruce Rock coljoniker@hotmail.com	9064 1082	
<b>SHIRE OF KELLERBERRIN</b>			
Farmers Co-op (IGA Store)	62 Massingham St, Kellerberrin	9045 4105	0800-1800 (M-F) 0800-1300 (Sat) 1000 – 1300 (Sun)
Doodlakine Store	Station St, Doodlakine	9045 8215	0730-1700 (M-F) 0730-1200 (Sat) Closed Sunday
<b>SHIRE OF KOORDA</b>			
Koorda IGA	28 Allenby St, Koorda	9684 1322	0730-1730 (M-F) 0730 - 1230 (Sat) 0800-1000 (Sun)
<b>SHIRE OF MERREDIN</b>			
Merredin SUPA IGA	96 Barrack Street, Merredin	9041 4700	
<b>SHIRE OF MT MARSHALL</b>			
Bencubbin Shop	67 Monger Street, Bencubbin		0419 240 178 0900-1730 (M-F) 0900-1200 (Saturday)
Beacon Co-Op	Corner of Shemeld & Lucas Street, Beacon	9686 1057	0830-1700 (M-F)



Name	Address	Contact Details	After Hours Contact
			0830-1200 (Saturday)
<b>SHIRE OF MUKINBUDIN</b>			
IGA Supermarket Mukinbudin	27 Shadbolt St, Mukinbudin	9047 1153	
<b>SHIRE OF NAREMBEEN</b>			
IGA Narembreen	14 Churchill St, Narembreen	9064 7223	
Narembreen News & Post/convn store	1 Churchill St, Narembreen	9064 7304	
<b>SHIRE OF NUNGARIN</b>			
Nungarin General Store	Railway Pde, Nungarin	9046 5070	
<b>SHIRE OF TRAYNING</b>			
Yelbeni General Store	In the Yelbeni Hall, Yelbeni	9682 5012	
<b>SHIRE OF WESTONIA</b>			
Westonia General Store	Wolfram St, Westonia	9046 7222	
Carrabin Hotel, Motel & Rdhouse	Great Eastern Highway, Carrabin	9046 7162	
<b>SHIRE OF WYALKATCHEM</b>			
IGA Express	20 Railway Tce, Wyalkatchem	9681 1261	
<b>SHIRE OF YILGARN</b>			
Foodworks	Antares Street, Southern Cross	9049 1074	
Moorine Rock Store	Mc Innes Rd, Moorine Rock 4	9049 1008	

## FUEL

<b>SHIRE OF BRUCE ROCK</b>			
Bruce Rock Roadhouse	20 Johnson St, Bruce Rock	9061 1174	0412 396 080 Diesel Only
BP Bruce Rock	1 Johnson St, Bruce Rock	9061 1178	24/7 Card Only
<b>SHIRE OF KELLERBERRIN</b>			
United Fuel	Cnr Great Eastern Highway and Chambers St, Kellerberrin	6336 7773	24/7
Great Southern Fuel Supplies - BP (card only)	Lot 309 Tiller Drive Kellerberrin	9063 2014	24/7
	Unmanned	9881 1962	
Liberty	150 Massingham St, Kellerberrin	9045 4007	
Doodlakine Store	Station St, Doodlakine	9045 8215	
<b>SHIRE OF KOORDA</b>			
Great Southern Fuels	Railway St, Koorda	9684 1286	Card access 24 hours
<b>SHIRE OF MERREDIN</b>			

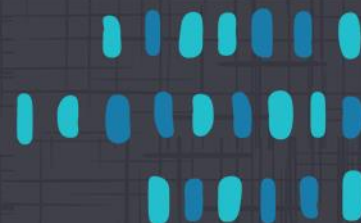




Name	Address	Contact Details	After Hours Contact
BP Travel Stop	Great Eastern Hwy, Merredin	9041 1620	24 hours
Caltex Merredin	George & Barrack St, Merredin	9041 1164	Card access 24 hours
Gull Roadhouse	169 Great Eastern Highway, Merredin	9041 1982	
Andersons Fuel (BP)	Barrack St, Merredin	9041 2292	
Liberty Fuel	McKenzie Crescent, Merredin	9041 4753	0427 368 758
<b>SHIRE OF MT MARSHALL</b>			
Great Southern Fuels	Padbury St, Bencubbin	96851219	Card access 24 hours
Great Southern Fuels	Lucas St, Beacon	96861092	Card access 24 hours
Caltex	2 Koorda Bullfinch Road, Bencubbin		Card access 24 hours
<b>SHIRE OF MUCKINBUDIN</b>			
Geraghty's Engineering	Shadbolt St, Self-serve - Strugnell St, Mukinbudin	9047 1031	
Great Southern Fuels – 24 hr – BP	Strugnell Street Mukinbudin		Cards and Eftpos Cards,
Muka Tyre Mart	Bent St, Mukinbudin	9047 1236	
<b>SHIRE OF NAREMBEEN</b>			
Narembreen Roadhouse	Corner Currall & Latham Sts, Narembreen	9064 7315	
<b>SHIRE OF NUNGARIN</b>			
Great Southern Fuel Nungarin	34 Railway Ave, Nungarin	9881 1962	24hr Card Access
<b>SHIRE OF TRAYNING</b>			
Great Southern Fuels	Sutherland St, Trayning	9683 1003	
<b>SHIRE OF WESTONIA</b>			
Carrabin Hotel, Motel & Rdhouse (Westonia Shire)	Great Eastern Highway, Carrabin	9046 7162	
<b>SHIRE OF WYALKATCHEM</b>			
Wyalkatchem Roadhouse	Hands Drive & Mitchell St, Wyalkatchem	9681 1310	
<b>SHIRE OF YILGARN</b>			
Bodallin Service Station	57 Corboy St, Bodallin	9047 5055	
Dunnings Fuel/Caltex Sthern Cross	1 Great Eastern Highway, Southern Cross	9049 1168	
BP Southern Cross	Great Eastern Hwy & Spice St, Southern Cross	9049 1162	
Yellowdine Roadhouse	Yellowdine	9024 2001	



Name	Address	Contact Details	After Hours Contact
<b>MATTRESSES, BEDDING, CLOTHING ETC</b>			
<b>DC Emergency Services Unit</b>	<b>Mattresses from stores in Perth. Allow 5-6 hours</b>	<b>ON CALL PHONE</b>	<b>0418 943 835</b>
<b>SHIRE OF BRUCE ROCK</b>			
Bruce Rock Shire	50 Mattresses in storage at the Rec Ctr		9061 1377 0428 611 377
Bruce Rock Op Shop	Johnson St, Bruce Rock	9061 1593	
<b>SHIRE OF KELLERBERRIN</b>			
Anglican Op Shop	98 Massingham St, Kellerberrin		
<b>SHIRE OF MERREDIN</b>			
Comfortstyle – Newton's Home Furnishings	74 Barrack St, Merredin	9041 4400	
<b>SHIRE OF MT MARSHALL</b>			
KC Sales – Kim & Cindy Sawyer	Shop 3, Sandalwood Shops, 45 Monger St, Bencubbin	9685 1165	0427 421 052
<b>SHIRE OF NAREMBEEN</b>			
Dorcas Clothing	Narembeen		0429 335 646
<b>SHIRE OF WYALKATCHEM</b>			
Central Secondhand	27 Railway Tce, Wyalkatchem	9681 1541	
Community Mart	Railway Tce, Wyalkatchem	9681 1036	0429 080 200
<b>HARDWARE STORES</b>			
<b>SHIRE OF BRUCE ROCK</b>			
McCall Motors	6Bruce St motors@wn.com.au mccall	9061 1020	0428 611 020
BK Ag Supplies	37 Dunstall St, Bruce Rock	9061 1256	0488 610 075
Landmark	Swan St, Bruce Rock	9061 1333	0419 008 327
Elders	57 Johnson St, Bruce Rock	9061 1177	0488 106 076
<b>SHIRE OF KELLERBERRIN</b>			
DKT Rural Agencies / MAKIT	2 Scaddan St, Kellerberrin	9045 4221	0417 907 244
Thrifty-Link Farmways	50 Massingham St, Kellerberrin	9045 4102	0429 454 102
AJ & TR Cox-hire of portable toilets	Kellerberrin	9045 4586	0427 344 951
<b>SHIRE OF KOORDA</b>			
Koorda Elders Wayne Maher	1314 Railway St, Koorda	9684 1004	
<b>SHIRE OF MERREDIN</b>			
Two Dogs Hdware	112 Barrack St, Merredin	9041 1078	
Ridgey Didge Produce&Hrdware	26 Golf Rd, Merredin	9041 5338	
Merredin Rural Supplies	East Barrack St, Merredin	9041 5574	
Wheatbelt Country Supplies	East Barrack St, Merredin	9041 1988	



Name	Address	Contact Details	After Hours Contact
<b>SHIRE OF MT MARSHALL</b>			
Bencubbin Ag Supplies	Padbury St, Bencubbin	9685 1219	0427 472 868 Steve
Ninghan Spraying & Services	Lucas Street, Beacon	96 861 092	0487 861 063 Brandon
<b>SHIRE OF MUKINBUDIN</b>			
ThriftyLink/Sippe's	11 Shadbolt St, Mukinbudin	9047 1221	
<b>SHIRE OF NAREMBEEN</b>			
Narembreen Hardware & Ag Supplies	Churchill St, Narembreen	9064 7302	0429 647 173
Elders	Churchill St, Narembreen	9064 6500	0429 165 395
Landmark	Wilfred St, Narembreen		0408 096 553
<b>SHIRE OF NUNGARIN</b>			
Nungarin General Store	Railway Ave, Nungarin	9046 5070	
<b>SHIRE OF TRAYNING</b>			
Trayning Post Shop (hardware)	Cnr Coronation & Mary Sts, Trayning	Ph/Fax 9683 1130	9683 1023/ 0427 831 130
Yelbeni General Store	In the Yelbeni Hall, Yelbeni	9682 5012	
<b>SHIRE OF WYALKATCHEM</b>			
Elders Wyalkatchem	50 Wilson St, Wyalkatchem	9681 1070	
Landmark Wyalkatchem	1 Honour Ave, Wyalkatchem	9681 1133	



## Appendix 9 – Personal Support Services

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

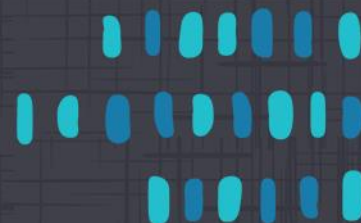
Personal Support Services can include practical assistance, emotional support, information, referral to other services, advocacy, advice, counselling and psychological services.

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

A list of relevant agencies and services is included below.

### Advocacy and Counselling Services

Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
Dept of Human Services – Centrelink Northam	Service Centre Manager Service Centre Support Manager	96219000 0429 086 157	0459 243 201 0429 086 157
Wheatbelt Mental Health Service	Dept of Health Merredin	9041 5200	
Community Health Services Merredin	Dept of Health Merredin	9041 0444	
Wheatbelt Aboriginal Health Service		9690 2888	
Rural Link	Dept of Health Statewide Services	1800 552 002 1800 720 101 - TTY	
School Psychologists Dept of Education	Wheatbelt Regional Education Office - PO Box 394 Northam 6401	9622 0200	
Wheatbelt AgCare	First Ave, Nungarin	9046 5091	
AG Care Narembeen		9063 2037	
Wheatbelt Ag Care Koorda	Di Morgan		0488 964 255
Beyondblue Support Service	24 hour telephone service Chat online (3pm - 12am) - <a href="https://www.youthbeyondblue.com">https://www.youthbeyondblue.com</a>	1300 22 4636	
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline - <a href="https://www.lifeline.org.au/get-help/online-services/crisis-chat">https://www.lifeline.org.au/get-help/online-services/crisis-chat</a>	13 11 14	
Samaritans Crisis	24 hour telephone service	135 247	



Line	Anonymous Crisis Support		
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved. Online chat and video counselling – <a href="https://www.suicidecallbackservice.org.au/need-to-talk/">https://www.suicidecallbackservice.org.au/need-to-talk/</a>	1300 659 467	

### Telephone Help Services

Beyondblue Support Service	24 hour telephone service Chat online (3pm – 12am) – <a href="https://www.youthbeyondblue.com">https://www.youthbeyondblue.com</a>	1300 22 4636
HealthDirect		1800 022 222
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline – <a href="https://www.lifeline.org.au/get-help/online-services/crisis-chat">https://www.lifeline.org.au/get-help/online-services/crisis-chat</a>	13 11 14
Mensline	<a href="http://www.Mensline.org.au">www.Mensline.org.au</a>	1300 789 978
Mental Health Emergency Response Line	<a href="http://www.mentalhealth.wa.gov.au">www.mentalhealth.wa.gov.au</a>	1300 555 788
Rural Link Dept of Health Statewide Services	Availability 4.30pm – 8:30am Monday to Friday and 24 hours Saturday, Sunday and public holidays. During business hours connected to local community mental health clinic	1800 552 002 1800 720 101 - TTY
Samaritans Crisis Line Anonymous Crisis Support	24 hour telephone service	135 247 9381 555
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved Online chat and video counselling – <a href="https://www.suicidecallbackservice.org.au/need-to-talk/">https://www.suicidecallbackservice.org.au/need-to-talk/</a>	1300 659 467

**Chaplains – YouthCARE** (the Area Chaplain is current as of 08/2020 but he said that Youth Care has a special [Pastor Critical Incident Response Team](#) which could be used in a crisis. For more info ring head office 9376 5000 or 0407 413 855)

Lance	Matthew	Area Chaplain	<a href="mailto:mattewl@youthcare.org.au">mattewl@youthcare.org.au</a>	0428 802 258
Diver	Michelle	Cunderdin	<a href="mailto:michelled@youthcare.org.au">michelled@youthcare.org.au</a>	Kellerberrin DHS
Marais	Sal	Nanganeen	<a href="mailto:salm@youthcare.org.au">salm@youthcare.org.au</a>	Bruce Rock DHS Merredin College
McKane	Bronwyn	Merredin	<a href="mailto:bronwynm@youthcare.org.au">bronwynm@youthcare.org.au</a>	Merredin College





Nixon	Allison	Mukinbudin	<a href="mailto:allisonn@youthcare.org.au">allisonn@youthcare.org.au</a>	Mukinbudin DHS
Phan	Lam-Vy	Wongan Hills	<a href="mailto:lamvyp@youthcare.org.au">lamvyp@youthcare.org.au</a>	Wyalkatchem DHS, Trayning PS, Calingiri PS

## Medical Treatment

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

## Hospitals, General Practice and Nursing Posts

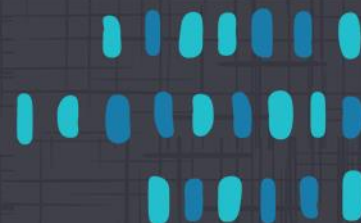
SHIRE OF BRUCE ROCK			
Bruce Rock Memorial Hospital	35 Dunstall St, Bruce Rock	9061 0222	
Bruce Rock Medical Centre	Butcher St, Bruce Rock	9061 1166	
SHIRE OF KELLERBERRIN			
Kellerberrin Memorial Hospital	51/63 Gregory St, Kellerberrin	9045 6222	
Dr Andrew Van Ballegooyen	13 Moore St, Kellerberrin (next to hospital)	9045 4301	
SHIRE OF KOORDA			
Hospital – Refer Wyalkatchem-Koorda Hospital			
Koorda Medical Centre	Allenby St, Koorda	96 841 742 on Weds, other days 96 811 140	Reg Nurse in attendance Tue, Wed & Thu 10am-2pm Dr on Wed
SHIRE OF MERREDIN			
Merredin Hospital	Kitchener Road, Merredin	9081 3222	
Karis Medical Group	33 Bates St, Merredin	9041 3126 9041 5347	
Merredin Medical Centre	91 Todd St, Merredin	9041 2900	
SHIRE OF MT MARSHALL			
Beacon Silver Chain	Lindsay St, Beacon WA 6472	96861020	



Bencubbin Silver Chain	Monger St, Bencubbin WA	96851229	
Kununoppin Medical Practice	24 Hughes St, Kununoppin WA	9683 0204 (Dr Adewale Olatunji)	Nearest Dr
<b>SHIRE OF MUKINBUDIN</b>			
Mukinbudin Nursing Post	Cnr Ferguson and Maddock St, Mukinbudin	9047 1123 Mon - Thu	
<b>SHIRE OF NAREMBEEN</b>			
Narembeen Memorial Hospital	Ada Street, Narembeen	9064 6222	
Narembeen Medical Centren Dr Peter Lines	Unit 5/19 Churchill St, Narembeen	9064 7145	A/H: Hospital 9064 6222
<b>SHIRE OF NUNGARIN</b>			
Refer Merredin or Kununoppin Hospitals			
<b>SHIRE OF TRAYNING</b>			
Kununoppin Hospital	Leake Street, Kununoppin	9683 0222 4 Days a week	
Kununoppin Medical Practice	24 Hughes St, Kununoppin WA	9683 0204 (Dr Brain Walker)	
<b>SHIRE OF WESTONIA</b>			
Refer Merredin or Southern Cross Hospitals			
<b>SHIRE OF WYALKATCHEM</b>			
Wyalkatchem-Koorda and Districts Hospital	Honour Avenue, Wyalkatchem	9692 1222	
Wyalkatchem Medical Centre	Honour Ave Wyalkatchem	9681 1140	
<b>SHIRE OF YILGARN</b>			
Southern Cross Hospital	Coolgardie Road, Southern Cross	9081 2222	
Southern Cross Family Practice/Yilgarn Medical Centre	Achernar St, Southern Cross	9049 1147	

### Chemists/Pharmacists

Bruce Rock Pharmacy	46 Johnson Street, Bruce Rock	9061 1025	
Kellerberrin Pharmacy & Gift Shop	92 Massingham St	9045 4306	Freecall - 1800 654 306
Savings Plus Chemist	102 Barrack St, Merredin	9041 1311	



Narembeen Pharmacy	19 Churchill St, Narembeen	9064 7373	0411 371 770
Southern Cross Pharmacy	11 Antares St, Southern Cross	9049 1056	
St Mark Pharmacy	Lot 16/ Railway Tce, Wyalkatchem	9681 1547	
Wongan Hills Pharmacy	39 – 41 Fenton Place Wongan Hills	96711157	Services Locations without a Chemist
Kununoppin Medical Practice Pharmacy	34 Hughes St. Kununoppin	96830204	Services Locations without a Chemist

### Residential Care Facilities

SHIRE OF KELLERBERRIN			
Baptistcare Dryandra	45 Leake St, Kellerberrin	9045 4400	
SHIRE OF MERREDIN			
Berringa Lodge	84 Haig Rd, Merredin	9081 3222	

### Special Needs Interest Groups


### Translation, Interpretive and Hearing (AUSLAN) Services

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

SHIRE OF BRUCE ROCK			
Bruce Rock Day Care Centre	3 Bean Rd, Bruce Rock	9061 1195	
SHIRE OF MERREDIN			
Merredin and Districts Childcare and Playgroup	61 Kitchener Rd, Merredin	9041 1934	
SHIRE OF MT MARSHALL			
Littles Bees of Bencubbin – Sturt	75 Monger Street, Bencubbin	0473 118 182	0427 095 608





Pea House			
Little Bees of Beacon – Beacon Community Hall	Lot 25 Rowlands Street, Beacon	0427 851 376	0427 095 608

### Community Resource Centres

Bruce Rock CRC	40/42 Johnson St, Bruce Rock	9061 1687
Kellerberrin CRC	94/96 Massingham St, Kellerberrin	9045 4991
Koorda CRC	41/43 Railway St, Koorda	9684 1081
Merredin CRC	110 Barrack St, Merredin	9041 1041
Mt Marshall (Beacon CRC)	11 Rowlands St, Beacon	9686 1064
Mt Marshall(Bencubbin CRC)	283 Monger St, Bencubbin	9685 1007
Mukinbudin CRC	8 White St, Mukinbudin	9047 2150
Narembeen CRC	2/19 Churchill St, Narembeen	9064 7055
Nungarin CRC	28 Railway Ave, Nungarin	9046 5400
Westonia CRC	33 Wolfram St, Westonia	9046 7077
Wyalkatchem CRC	5700 Railway Tce, Wyalkatchem	9681 1500
Yilgarn (Southern Cross CRC)	Canopus St, Southern Cross	9049 1688

### Taxi Services – HMAs/Controlling Agency are responsible for transporting evacuees to and from Welfare Centres




## Appendix 10 – Key Contact Lists

Organisation	Name	Work contact	After hours contact
<b>Department of Communities</b> - Merredin	- Local Welfare Coordinator	Phone: 9041 6900	Crisis Care 1800 199 008
District Director	Julie MaKenzie	9621 0400	Crisis Care 1800 199 008
District Emergency Services Officer	Jo Spadaccini	0429102614	Crisis Care 1800 199 008
Aboriginal Practice Leader	Lorna Yarran		
Communities Emergency Services	Matt McNally – A/Director	6217 8194 Fax: 9221 6065	
<b>Communities ES On Call Phone – all hours</b>	<b>Emergency Services</b>	<b>0418 943 835</b>	<b>0418 943 835</b>
Department of Communities <b>Manager</b>	Crisis Care	9223 1111 1800 199 008	9223 1111 1800 199 008
	Media Relations/Corporate Communications	0418 918 299	0418 918 299
<b>Local Government/s</b>	Refer Appendix 3		
<b>Local Police Force</b>	Refer Appendix 3		<b>Emergency Calls 000 / 112 / 106</b>
DFES Regional Office Goldfields Midlands	79 Newcastle St, Northam	9690 2300	9690 2300 24/7 Duty Ph
Volunteering WA	Jen Wyness 9482 4315	0422 941 483	

## Lifelines

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
<b>Life threatening emergency</b>	<b>Emergencies 000 / 112 / 106</b>
DFES Public Information Line	13 DFES (13 3337) <a href="http://www.dfes.wa.gov.au/Pages/default.aspx">www.dfes.wa.gov.au/Pages/default.aspx</a>
Emergency WA website for emergency warnings	<a href="https://www.emergency.wa.gov.au/">https://www.emergency.wa.gov.au/</a>
Bureau of Meteorology website	<a href="http://www.bom.gov.au/index.php">http://www.bom.gov.au/index.php</a>
WA Tropical Cyclone Information	1300 659 210
WA Land Weather and Flood Warnings	1300 659 213
WA Coastal Marine Warnings	1300 659 223
Australian Tsunami Threat Information (1300 TSUNAMI)	1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>
Alinta Gas	13 13 58
ATCO Gas Australia	Faults (public no) – 13 13 52



	Head Office 6163 5000
National Broadband Network (NBN)	No phone number listed on the NBN website <a href="https://www.nbnco.com.au/">https://www.nbnco.com.au/</a> <a href="https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html">https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html</a>
DBP Dampier Bunbury Pipeline	Faults – 1800 019 919 Head Office – 942 3800
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Optus	131 344
Public Transport Authority	Emergency (public no) – 9220 9999 Head Office – 136 213
SES – Public assistance Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	132 500
Telstra	Faults – 13 20 00 Head Office – 13 22 03
Water Corporation Inter-agency Emergency Management Coordinator – Alf Fordham - 9420 3964 / 0472 869 491 <a href="mailto:Alf.Fordham@watercorporation.com.au">Alf.Fordham@watercorporation.com.au</a> 629 Newcastle St, LEEDERVILLE WA 6007 PO Box 100, LEEDERVILLE WA 6902 Out of hours operational issues - 1300 483 514 <a href="mailto:OC_Statewide_OPS_Mgr@watercorporation.com.au">OC_Statewide_OPS_Mgr@watercorporation.com.au</a> Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	Public assistance – General – 9420 2420 Faults (public no) -13 13 75 if urgent Translation and Interpreter Service - <ul style="list-style-type: none"> <li>• 13 13 85 - account enquiries</li> <li>• 13 13 75 - faults, emergencies and security</li> <li>• 13 13 95 - building services</li> </ul> Hearing or speech impaired – 13 36 77



### Appendix 11 – Sanitary, Waste Disposal, Hire Services:

Local Government	Waste disposal, sanitary and disposal management		
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	1300 483 514	1300 483 514
Merredin Hire Services	22 Railway Ave, Merredin	9041 3325	
Coates Hire	Hire portable toilets, ablution blocks, generators	13 15 52	
Merredin Cleaning Services	Carpet & upholstery, general and vacating cleaning, office & premise cleaning	Rob Broomhall 9041 5452	0428 144 495
Koorda Rec Ground Septic Pumping	Nearest contractor is in Merredin – Palmer Plumbing Service	Ralph Palmer 0438787393	0438787393
Sita-Medi Collect	All clinical waste, Perth	9356 5737	
SUEZ medical and clinical waste specialist division	1-7 Felspar Street, Welshpool	13 13 35	

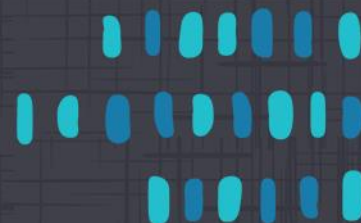
### CLEANING SERVICES

Merredin Cleaning Services	Carpet & upholstery, general and vacating cleaning, office & premise cleaning	Rob Broomhall 9041 5452	0428 144 495
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### Appendix 12 – Security Companies:

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

Name	Address	Contact Details Day & After Hours



## Appendix 13 – Activation Kits:

Merredin Communities Office	
Front Right Hand Room, left side wall on lowers shelves	
7 Tubs:	
Tub 1	Admin and paperwork
Tub 2	Admin and paperwork
Tub 3	Personal requisites – Small first aid kit, kitchen supplies, toiletries
Tub 4	Personal requisites – Bathroom, soap, towels, toothpaste
Tub 5	Personal requisites – Toiletries, power boards
Tub 6	Baby items
Tub 7	Cords, chargers and radios
No bedding at this stage.	
Additional Items	15 Litre Drink Dispenser
	Kids Back Pack
	Stripy bag (Vests)
	Laptop Bag
	Trolley
	Green Metal Evacuation Centre Sign (?)
	Bollards and Stands
PPE	
Full list available on Sharepoint <a href="http://dcpworkspace.ad.dcd.wa.gov.au/Workspaces/cbs/esu/Lists/Kit%20and%20trailer%20location/AllItems.aspx">http://dcpworkspace.ad.dcd.wa.gov.au/Workspaces/cbs/esu/Lists/Kit%20and%20trailer%20location/AllItems.aspx</a>	

## Appendix 14 – Distribution List:

This plan has been distributed electronically to:

### Department of Communities

- Northam District Office  
plus 4 hard copies – located in the *DC Merredin Office* .
  - Local Welfare Plan – red file
  - Local Welfare Centre Coordinator Pack
  - Guide and Checklist for Local Welfare Coordinators File x 2
- Emergency Services Unit Staff
- Wheatbelt District Emergency Services Officer  
plus a hard copy stored in DESO vehicle

### Local Emergency Management Committee

- The Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Narembreen, Nungarin, Trayning, Westonia, Wyalkatchem and Yilgarn Local Emergency Management Committees (Edited version for any copies the public have access to – Appendices not included as contain personal names and phone numbers. This is for people's confidentiality and particularly Department of Communities staff)

## Appendix 15 - Welfare Centre Safety Inspection

### Facility Name & Address



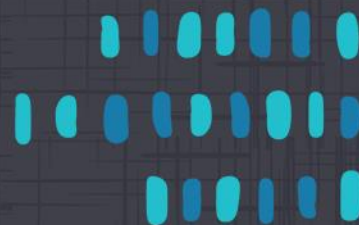


<b>Name:</b>		<b>Address:</b>	
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In the event that this facility is required for use as welfare centre, this checklist (often completed in conjunction with the facility condition report) must be completed jointly between Department of Communities (DC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

Areas to check at a minimum	
<b>1. Facility access</b>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• How many entrances/exits to the centre are there?</li><li>• Are any entrances/exits a hazard for children/people with special needs?</li><li>• Do any entrances/exits need to be blocked off or better sign posted? Are any of them fire exits?</li><li>• Is the car park able to be accessed? Is suitable access for people with disabilities available e.g. ramps/rails etc.</li><li>• Stage/side halls – are these safe for children?</li></ul>	
<b>2. Slips, trips and fall from height hazards</b>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Floors, stairs and ramps - are these free from obstructions that may cause a person to trip or fall – do any need to be barricaded?</li><li>• Drains, plumbing and wet areas – are these leaking causing a slip hazard – check under sinks, dishwasher.</li><li>• Are floor surfaces free from uneven surfaces/potholes/other hazards?</li><li>• Are stair/steps barricaded from children?</li><li>• Are heavy/frequently used items stored away from top shelves and/or steps/safety ladders available if needing to reach heights (to be secured away at all other times)?</li></ul>	
<b>3. Drowning hazards</b> - Is there a drowning hazard e.g. swimming pool/spa etc? If so have these been barricaded?	<input type="checkbox"/>
<b>4. Electrical hazards</b>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Is the switchboard free of any obstructions and switchboard components are clearly marked?</li><li>• Are plugs, sockets, extension leads, power boards and/or electrical installations in good condition and protected (e.g. covered from damage and not overloaded)?</li><li>• Are flexible cords and extension cords being used in a safe manner (e.g. not lying across walkways and no use of multiple extension cords)</li><li>• Heaters – are these a hazard that needs to be barricaded?</li><li>• Kitchen – is this barricaded from children?</li><li>• Urns/Kettles – have these been barricaded from children?</li><li>• Other electrical equipment / hazards?</li></ul>	
<b>5. Hazardous substances</b>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Are all potentially dangerous hazardous substances e.g. and chemicals including cleaning products etc locked away?</li></ul>	
<b>6. Other</b>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Please include an outline of other areas checked for hazards/risks.</li></ul>	

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



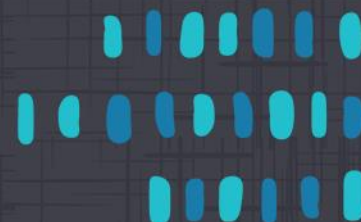
Identified hazard / risk	Resolved/ Barricaded?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input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

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

Safety Inspection completed by:

Date: \_\_\_\_\_

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		



## Appendix 16 – Welfare Centre Condition Report

### Facility Name & Address

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

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

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

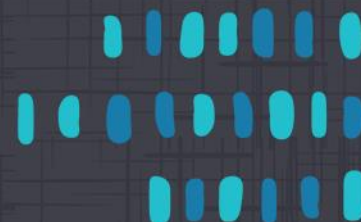
\*\* Please use a separate sheet if more damage / wear and tear is required to be reported.

### Condition report completed by:

Date: \_\_\_\_\_

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		





## Appendix 17 – Welfare Centre Handover Report

Facility Name & Address

Report Date/Time: \_\_\_\_\_

Name:		Address:	
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### Facility Coordinators

Local Government Welfare Coordinator:	
DC Local Welfare Coordinator:	

### Facility Handover Info

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

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

