

Local Emergency Management Committee (LEMC)

Minutes for Meeting 16 December 2020

Minutes of the Local Emergency Management Committee (LEMC) Meeting held in the Manjimup Emergency Services Collocation Building, at 46 Bath Street Manjimup on Wednesday 16 December 2020 at 1.00pm.

1. Declaration of Opening the Meeting

Shire of Manjimup, Chief Executive Officer, Andrew Campbell assumed the chair and opened the meeting at 1.06pm. He thanked those who participated in the ISG Exercise via Teams App conducted prior to this LEMC meeting. Introductions were made by all members in attendance.

2. Attendance / Apologies

Present	
Voting	Non Voting
Andrew Campbell – CEO (Chair)	Nicole Favero - SoM
Todd Ridley - CESM	Brad Wren – DCBFCO (Proxy)
Remo Pessotto – CBFCO	Paul Shields – Manjimup Police
Justine Kelly – WHS (Proxy)	Mel Robertson – Water Corporation
Ian Guthridge - DPIRD	
Leon Gardiner – DFES (Proxy)	
Roma Boucher - DC	
Isaac Rinaudo – Manjimup Police	
Apologies	
Chris Sousa – DFES	Gavin Barke – Pemberton Police
Jeff Bennett – DBCA (Proxy)	Dave Murphy – Walpole Police
Neville Blackburn – DC	Luke Bentley – DBCA
Cr Paul Omodei	Gary Wilcox – St John Ambulance
Vikram Cheema - DEMC	Ashleigh Reeve – SOM
Brooke Thomas - DC Manjimup	

3. Declaration of Financial Interest – Nil

4. LEMC – Update of Distribution / Key Contact List

The distribution contact list was updated by all in attendance. Andrew Campbell requested the list be distributed to Primary members.

5. Confirmation of Minutes of the General Meeting held on Wednesday, 30 September 2020.

MOVED: Remo Pessotto

SECONDED:

Ian Guthridge

“That the confirmed Minutes of the General Meeting held Wednesday 30 September 2020 be received as a true and correct record.”

CARRIED 8 – 0

6. Council’s Response to Minutes of the General Meeting held Wednesday, 30 September 2020.

COUNCIL RESOLUTION:

MOVED: Eiby, W

SECONDED: Dawson Vidovich, S

28293

That Council:

- 1. Receive the unconfirmed minutes of the Local Emergency Management Committee (LEMC) Meeting held on the 30 September 2020 as shown at Attachment: 9.16.1(1); and**
- 2. Await further agenda items in respect of Local Recovery Plan 2020 – 2025 and Local Evacuation Plan 2020 – 2025 as supported by the Committee.**

ADOPTED BY EN BLOC RESOLUTION: 11/0

COUNCIL RESOLUTION:

MOVED: Eiby, W

SECONDED: Taylor, R

28262

That Council endorse the Shire of Manjimup Local Evacuation Plan 2020 – 2025 as shown at Attachment: 9.7.1(1).

ADOPTED BY EN BLOC RESOLUTION: 11/0

COUNCIL RESOLUTION:

MOVED: Eiby, W

SECONDED: Taylor, R

28263

That Council endorse the Shire of Manjimup Local Recovery Plan 2020 – 2025 as shown at Attachment: 9.7.2(1).

ADOPTED BY EN BLOC RESOLUTION: 11/0

7. **Business Arising from the Minutes** – Council accepted all three documents as above.

8. **Treatment Strategies and Task List / Events– ATTACHMENT 1**

Shire of Manjimup Local Evacuation Plan 2020-2025 and Shire of Manjimup Local Recovery Plan 2020-2025 were adopted at Council to be lodged with SEMC.

9. **Training and Exercise Reports**

- **Bushfire ISG Exercise - via Teams App conducted prior to this LEMC meeting.**
Discussion ensued regarding members thoughts on advantages, disadvantages with many good ideas and questions regarding quarantined COVID persons in the community and how to identify those in isolation for evacuation purposes. Whilst it fortified that majority felt they get more around a table, it is definitely a useful tool that can be called upon.

At this time, unless mandated to do so due to COVID restrictions, will still hold ISG's in person.

Good training exercise especially for new LEMC members.

Police to look at their Evacuation Plan for a fire event as very limited with their resources.

- **No Notice Bushfire Discussion Exercises**

Pemberton Northcliffe Health Service on 9 December 2020 held a Bushfire discussion exercise in the instance of a fire close to Pemberton providing understanding with agency roles, preparation and how they manage.

Highlighted the importance of who holds vulnerable client lists in the community as currently over a few agencies, with no central list. Mel from Water Corp advised that Western Power has a list of people who are registered on Life Support Equipment (LSE) for power outages and Water Corporation have who is on dialysis. Many were unaware of this. Health has who is on oxygen.

Very positive feedback received from all attendees, with another to be held on 17 December 2020 in Manjimup.

10. **Members Reports**

10.1 **WAPOL - Isaac Rinaldo**

- Police have attended a number of road crashes in recent days with no injuries.
- Call out to Vasse Hwy road crash, the link through 000 call to police, ambulance, rescue did not work to Police so they were not notified, a member of public advised them. Leon Gardiner will follow this up.
- No COVID related issues to date.
- Capel Police Station opened six weeks ago, they have a traffic cell dedicated for South West traffic. They have a component of four tasked to travel a different south west road every day, ready for the coming season to assist with traffic. Speed cameras slowly making their way down south.

- Possible assistance with variable message boards to the community from DFES and the Shire would be appreciated.

10.2 DPIRD – Ian Guthridge - Nothing to Report

10.3 WATER CORPORATION – Mel Robertson

Currently preparing for the mass influx of people to the areas. Aware of the Northcliffe and Walpole water supply shortage in the case of emergency with cartage increased significantly to these areas over this period.

10.4 DFES – Leon Gardiner – ATTACHMENT 2

Report was tabled see attachment.

In addition, advised regarding Air Operations, there are two fixed wing air water bombers operating out of Manjimup, the two Helitak water bombers have come on line in Busselton as of yesterday, and the large Air Tanker C130 Hercules aircraft arriving for the season in coming days. Busselton Airport is the only airport capable of taking this aircraft in the region.

10.5 Warren Health Service – Justine Kelly - ATTACHMENT 3

Report was tabled see attachment.

10.6 DC – Roma Boucher – ATTACHMENT 4

Report was tabled see attachment.

10.7 CBFCA – Remo Pessotto – ATTACHMENT 5

Report was tabled see attachment.

10.8 CESM – Todd Ridley – Nothing to Report

10.9 DEMC – Vikram Cheema – ATTACHMENT 6

Report was tabled see attachment.

11. Correspondence

IN	
DC – Local Emergency Welfare Plan	Attachment 7
SEMC – Manjimup LEMC Microsoft Teams ISG Meeting Invite	
OUT	
Shire of Manjimup Emergency Resource Directory	
Shire of Manjimup LEMC Meeting Agenda	

12. General Business

12.1 Department of Communities – Welfare Plan Update

This was received in correspondence and has updates to contacts, COVID numbers within facilities. Tabled with LEMC and when there is an update to Version's, will distribute document accordingly.

12.2 Water Corporation – Mel Robertson

Project at Quinninup now complete with a hydrant linked into the dam and a water pick up point at the dam wall now in operation. Flow rate is good with positive feedback received from Brigades and DPAW. Shire will take the lease over the site so this will become their water supply, not including the infrastructure.

Number of hydrants and valves being replaced in Manjimup during January.

13. Next Meeting

Next Meetings to be held March, May/June, September, December 2021.

14. Declaration of Close of Meeting

Shire of Manjimup, Chief Executive Officer, thanked everyone for their attendance and closed the meeting at 2.04pm.

ATTACHMENT 1. TREATMENT STRATEGIES AND TASK LIST

Item	Status	Next Step	Action By
Draft Recovery Management Arrangements.	Recovery Management Arrangements requires review.	➤ Draft Recovery Management Arrangements approved by LEMC 2020, endorsed by Council, now to lodge with SEMC for approval.	T.Ridley (Shire)
Draft Emergency Evacuation Plan.	Emergency Evacuation Plan requires review.	➤ Draft Emergency Evacuation Plan approved by LEMC 2020, endorsed by Council, now lodge with SEMC for approval.	T.Ridley (Shire)

EVENTS PLANNED IN THE SHIRE OF MANJIMUP

Event	Date	Notes
Cherry Harmony Festival	12 December	➤ Now held, approx. 8,500 people in attendance with no issues
Xmas in the Park	20 December	<ul style="list-style-type: none"> ➤ Annual Event ➤ Manjimup Heritage Park ➤ Up to 750 people
Manjimup Speedway	28 November 2 January 6 & 27 March	<ul style="list-style-type: none"> ➤ Speedway Events ➤ Alcohol Event ➤ Up to 470 people
Pemberton New Years	31 December	➤ Hotel fireworks event now CANCELLED due to being unable to comply with COVID event restrictions, unable to commit to managing the people outside of the venue.
NYE In the Park	31 December	<ul style="list-style-type: none"> ➤ Family New Years Celebration in Memorial Park 5-9pm ➤ Approx 400 people

		<ul style="list-style-type: none"> ➤ DJ & small Band, Alcohol & Food
Cry of The Forests	23 January	<ul style="list-style-type: none"> ➤ Ticketed event in Heritage Park ➤ Approx 1000 people ➤ Non Alcohol event
Jazz in the Jarrah	6 February	<ul style="list-style-type: none"> ➤ Outdoor Concert, Heritage Park 5.30-9.30pm ➤ Approx 300 ➤ Alcohol Event
Walpole in the Trees Regatta	27-28 February 2021	<ul style="list-style-type: none"> ➤ Annual sailing regatta ➤ Up to 500 people

ATTACHMENT 2

Shire of Manjimup LEMC DFES Area Officer Report 16 December 2020

Operational Information - Shire of Manjimup Bush Fire Brigades and VFRS

DFES has supplied one high season 2.4 tanker to Manjimup Shire to date as an addition for the Bush Fire season. A second tanker is expected shortly.

VFRS Brigades within the Shire have been undertaking Rural Urban Interface and Crew Protection refresher training during December as part of their DO/AO visits to Brigades.

COVID-19

DFES has developed guidelines for response activities to limit the spread of COVID -19 should a second wave occur. Some of these actions are being implemented during incidents now as best practice.

DFES have embedded a COVID-19 Safety Advisor into Level 3 IMT in addition to the Safety Advisor currently in place.

Regional Training Program

VFRS Brigades throughout the area were trained in stage 2 Breathing Apparatus which will be used in larger and more complex building fires.

The DFES Lower South west training is concluding this week with introductory training being delivered for bush fire fighters.

Walpole Emergency Services

Work is being done to support the volunteers in Walpole community with interagency training calendar being prepared for VFRS and SES.

Emergency Management

DFES has been participating with Dept of Health and Education Dept on testing their Bush Fire Response plans in Pemberton and Manjimup.

Chris Sousa

Area Officer Warren Blackwood

0447 362 006

ATTACHMENT 3

Warren Health Service Report 15th December 2020

COVID-19

- Health facilities continue to receive PHEOC (Public Health Emergency Operations Centre) Bulletins as updates are required with testing criteria, fact sheets & other key information
- Local Emergency Operations Meetings (LEOC) are held 3-4 weekly now
- Current health focus continues to be on business as usual activities ie meetings, education & training.
- Continues to be a steady increase in patient presentations to hospital ED's – with reduced medical services in Manjimup (ie closure of Manjimup General Practice Dec 2020). Patient admissions also back to usual pattern.
- Warren & Pemberton HS continue to swab approximately 3-5 potential COVID-19 people per day, including day 11 swabs for interstate arrivals all of whom have returned negative results.
- Restrictions on visitor numbers continues as per previous - two visitor per patient at one time only (visiting hrs remain normal 8am-8pm).
- Elective surgery at WHS continues with specialist surgeons visiting site per usual schedules.
- All visitors entering MPS site have onus of providing proof of flu vaccination. There is a revised Public Health Act document with clauses for emergency personnel attendance at MPS sites permitting entry.
- Staff Fit for Work Screening Process remains in place.

GENERAL

- Current focus on site Bushfire Preparedness. Discussion exercise held with key external stakeholders @ PNHS 09/12/20 and similar planned discussion exercise @ WHS 17/12/2020



ATTACHMENT 4

SOUTH WEST DISTRICT EMERGENCY SERVICES OFFICER'S QUARTERLY REPORT

2nd Quarter – 01st October to 31st December 2020

Meeting: Shire of Manjimup
Date: Wednesday 16th December 2020

1. I have recently attended our Emergency Services Unit conference in Northam with presentations and topics of interest being:
 - Emergency Management in the Wheatbelt
 - DC/Community Services restructure and strategic direction; meeting Geraldine Carlton, recently appointed DC Executive Director EM - Welfare Emergency Controller of the State Welfare Incident Coordination Centre (SWICC).
 - Workshop – Contemporary Emergency Welfare Preparedness
 - BOM presentation by Bradley Santos and Rob Lawry – Severe Weather/Floods
 - Workshop - Management of Welfare Centres (CoVid-19 lens)
 - Planning and tasking for the coming season
 - Exercise – Burning Ring of Fires.

2. Recently there have been two items released by the SW OASG –



COVID -19 Welfare
Centre Guidelines -



Local COVID
Welfare Plan annex

- CoVid-19 Welfare Centre Guidelines – an interim document to provide guidance to our staff and other key agencies in managing welfare centres, whilst mitigating CoVid-19 risks to the community and in preparation for this summer season.
- South West Local CoVid-19 Annexure – to be read in conjunction with the guidelines referred above and relative to each Local Government (LG). Each LG is asked to provide individual information to the annexure and seeking key information in the areas of population, vulnerable groups, health services, critical supplies, emergency accommodation, access, communications arrangements, cultural considerations and risk analysis that may impede welfare provision for this area.

3. I wrote to the 12 SW LG's on 13th August and 14th October requesting a review of the pre-determined welfare centres in relation to CoVid-19 physical distancing requirements, i.e. capacity figures for both 2m² (short term) and 4m² (overnight or longer). When the information is available and in preparation for the summer season, I am required to update the local welfare plans and the State Welfare Centre database. **Note: the latter database is available to WA Police and Hazard Management Agencies. This item has now been completed.**

It would also be helpful to have a copy of any CoVid Safety Plan Certificates issued for your facilities; together with any advice as to whether you have partitioning/barriers that could be utilised to section areas, separate entry/exit points etc.

4. I have recently attended the following exercises –
 - State Health Incident Control Centre (SHICC) – based on a CoVid outbreak in an abattoir in Bunbury.
 - State Welfare Incident Coordination Centre (SWICC) - conducted a State exercise with the South West District which included a bushfire event at Margaret River together with people in quarantine in the locale. The 1st welfare centre was to be opened in Busselton



and there was discussion re a 2nd centre at Augusta or Dunsborough. This exercise was practised as a field exercise last Thursday, with staff attending at the Geographe Leisure Centre to open an evacuation centre and test PPE.

- City of Busselton – Busselton Margaret River Airport exercise focussed on an international flight diversion to the Busselton Airport.

These were good opportunities to practice in peacetime and in anticipation of how things may look over the summer in line with our Guidelines and Annexure referred above.



COVID-19 – Welfare Centre Guidelines (Oct 2020)

Aim: To provide guidance to Department of Communities (Communities) staff and other key agencies in managing welfare centres, whilst mitigating COVID-19 risks to the community.

It is acknowledged the ever-changing COVID-19 situation restricts the provision of specific advice however this document provides recommendations and considerations to assist local planning.

To ensure the relevancy and currency of the information contained within this document, review will occur on a continuous basis.

For the purposes of this guide, the term **Welfare Centre** will refer to both welfare and evacuation centres.

Evacuation Planning

Welfare Centres should be considered as a transit area, with all attendees encouraged to move on to other evacuation/accommodation options where possible.

Under a COVID-19 lens, the recommended approach in an evacuation situation is listed below, however **preservation of life is to always be the priority:**

- 1 • Travellers,visitors and tourists to leave the evacuation area **if safe to do so**
- 2 • Shelter in Place **if safe to do so**
- 3 • Shelter with family and friends **if safe to do so**
- 4 • Utilise commercial/alternative accomodation options **if available**
- 5 • Use welfare centres as a last resort

It is recognised implementing this approach may not be possible in a cyclone event.

Locally Driven Response

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

These existing Local Emergency Welfare Plans should be reviewed taking into consideration the general principles and recommendations within this guide, and current [Western Australia COVID-19 restrictions](#). Preparedness is a joint responsibility amongst



local agencies, so planning with relevant stakeholders is essential to ensure plans take into account local conditions and region-specific challenges.

To assist in planning the following approaches are recommended:

- Hazard Management Agency (HMA) to provide early advice of any potential evacuation direction to all relevant impacted agencies. This will facilitate the sharing of information and early identification of local COVID-19 risks within the proposed evacuation area
- prioritising the identification of alternate safe accommodation options for people under isolation/quarantine directions
- early determination of the level and intensity of infection control measures to be implemented within the welfare centre, based on the current Western Australia COVID-19 restrictions and phasing.

HMA messaging to cover the following:

- Emergency evacuation advice overrides COVID-19 isolation/quarantine directions
- People under an **isolation/quarantine direction** are to find alternative accommodation with family or friends who live away from the area.
 - If alternative options are unavailable and they need to attend a welfare centre, continue to follow COVID-19 precautions, maintain appropriate physical distancing, wear a mask, and identify themselves immediately on arrival.
 - When safe to do so, telephone WA Police on 131 444 to advise whereabouts
- Provide advice to the public regarding self-sufficiency of medication/scripts, specific food requirements, hygiene supplies and general COVID-19 precautions if needing to attend a welfare centre.

Welfare Centre Planning

It is suggested existing **Local Emergency Welfare plans** are reviewed by relevant stakeholders, with re-evaluation of current identified facilities, using a COVID-19 lens.

Consider the following:

- maximum capacity of each facility and physical distancing requirements. Refer to facility Local Government 'COVID Safety Plan' for maximum numbers. If it appears capacity will be exceeded during an event this must be escalated to the Incident Controller.
- which facilities have capacity to allow the isolation/segregation of individuals/groups
- the layouts of facilities to identify separate entry and exit points
- the use of partitions/barriers if available/where possible
- identifying what/any alternate evacuation accommodation options may be available for individuals who are considered a COVID-19 risk.
- can other regions/towns in the area be used to move on/accommodate people
- welfare centre staffing levels required to ensure infection control tasks are performed.



- Local Government to consider utilising their existing COVID-19 risk management arrangements until the arrival of Communities staff

General Infection Control measures

In consideration of the heightened sanitation and hygiene needs of COVID-19, consider the following:

- 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
- a dedicated welfare centre officer responsible of ensuring all recommended infection control measures are in place and maintained
- development of a cleaning schedule posted within the centre
- a contract cleaner arrangement with the owner of the facility – generally the Local Government
- utilise single use disposable items such as bedding, eating/drinking utensils etc where possible
- appropriate waste disposal/laundry processes in place.

PPE requirements in the Centre

PPE supplies must be available within Welfare Centres including:

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

PPE is to be single use, disposable and kept in a secure location. Use will be dependent on risk to the community at the time of the event and in line with health advice.

See [Addendum: Infection Prevention and Control in a Welfare Centre](#) for further information and considerations.

Welfare Centre Operations

Arrival at the Centre

The level of screening and requirement to obtain the contact details of people attending an evacuation centre will be dependent on the current [Western Australia COVID-19 restrictions](#) and health advice.

The normal **Register.Find.Reunite** process will be available for all evacuees. This may be compulsory prior to entering a welfare centre if the risk level is such that contract tracing is required. A contact phone number will need to be provided.

Communities may consult with the relevant local health agency to determine what resources are available to assist if health screening needs to occur. 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.

Screening and Registration considerations as/if required:

- As a precaution PPE is to be worn by those undertaking registration/screening. Suggested minimum requirements are a mask and safety glasses.
- Encourage self-registration online via the **Register.Find.Reunite** website with evacuees utilising their own electronic devices.
- A separate greeting area to allow those who may be a COVID-19 risk to identify themselves early.
- Single direction of pedestrian flow and queue management should be enforced through signage, floor markings and bollards/ropes.
- Immediate access to hand sanitiser
- Minimise contact with anyone who answers “**yes**” to any of the screening questions.
- Avoiding sharing of writing implements and minimise document handling – utilise hand sanitiser if unavoidable.

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

- Are you currently under 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 the individual refuses to be screened, that individual should be treated as ill and be placed in an isolated location.

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

Evacuees requiring Isolation

It is suggested that 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 control best practice.

- Individuals under an isolation/quarantine direction should be moved on as soon as practicable to another safe location, including to paid accommodation, where they can maintain their isolation.
- 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.



- 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 sleeping area unless using bathroom facilities.
- Human-social support and entertainment activities to be made available to each segregated group in location
- If family segregation areas are not possible, separate evacuees into larger groups and maintain segregation 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.



Addendum

Infection Prevention and Control in a Welfare Centre

A dedicated welfare centre officer will have the responsibility of ensuring all recommended infection control measures are in place and maintained. This officer may be a Communities or Local Government staff member.

The following table lists infection control considerations. The level of implementation to be in line with current health advice. Local planning will assist in identifying where responsibility will sit.

Further information is available at:

<https://healthywa.wa.gov.au/coronavirus>

Practice	Consideration	Responsibility
Hand Hygiene	<ul style="list-style-type: none"> 60-80% alcohol-based hand sanitiser should be available at entry and exit points, high touch areas, toilet areas and eating areas. Hand sanitiser should be secured to prevent theft or ingestion Hand washing facilities should have running water, soap, paper hand towels and a rubbish bin. Consider the stock levels required in relation to the number of evacuees the centre can hold Consider signage/pictures throughout the centre to encourage effective hand hygiene 	
Physical Distancing	<ul style="list-style-type: none"> Consider how many evacuees the centre can hold as per the current directions for physical distancing. Signage, barriers, notices, pictures, announcements and staff may be required to encourage physical distancing. Physical distancing should be considered in all areas of the welfare centre. Use of laundry, entertainment and meal areas may need to be staggered to avoid overcrowding. Physical distancing should also be observed for all staff at all times, including break times. 	
Food Safety	<ul style="list-style-type: none"> Meals may be delivered to individuals or families to reduce the number of people using the meals area. The kitchen and meals area should have increased cleaning A staggered rostered approach may be considered to ensure these areas do not become overcrowded Consider disposable plates and cutlery. If these are not available, washing dishes through the dishwasher is preferred. Otherwise, dishes and cutlery should be washed in hot soapy water, rinsed, dried and stored dry. Consider allocating plates and cutlery to evacuees to reduce sharing of items. 	
PPE	<ul style="list-style-type: none"> Personal protective equipment may be needed at the welfare centre. 	



Practice	Consideration	Responsibility
	<ul style="list-style-type: none"> ● Consider PPE needs for the following situation: <ul style="list-style-type: none"> ○ Staff performing health/general screening/registration on arrival to the welfare centre to utilise PPE as per current health advice – suggested minimum requirements are mask and safety glasses. ○ Evacuees that are under isolations orders should wear a surgical mask as much as possible ● In the event of community transmission of COVID, all evacuees may be required to wear some sort of mask. Surgical masks are preferred. 	
Cleaning	<ul style="list-style-type: none"> ● A cleaning schedule is required with increased frequency of cleaning high touch areas outlined. High touch areas include light fittings, door handles, doors, railings, desks, chairs, tables, benches, bathrooms. ● A dedicated staff member should be allocated to ensure cleaning is achieved and managed. ● Cleaning products should have a disinfectant base. ● As there is the need for increased frequency of cleaning, ensure the cleaning product does not leave a residue that may cause irritations to the evacuees in the centre. ● Spray products are not recommended as they disturb particles on surfaces, may not give an even coverage of product and may cause lung irritations. If the only products available are spray products, spray into a cloth/paper towel to minimise aerosol distribution of the product and then wipe the area to be cleaned. 	
Waste Management	<ul style="list-style-type: none"> ● Ensure there are adequate waste disposal bins. ● Consider hands free bins so there is minimal contact with the bin ● Anyone handling waste must have access to hand hygiene facilities to perform hand hygiene immediately after handling/removing rubbish. Consider signage near the bins to encourage this. ● Waste should be emptied regularly. Bags should be tied off completely prior to removal. 	
Managing unwell evacuees/staff	<ul style="list-style-type: none"> ● Consider having a plan in place outlining how to manage evacuees or staff who fall ill whilst in a welfare centre. This may include a separate accommodation area, dedicated staff member with clinical experience or further evacuation. 	
Laundry Management	<ul style="list-style-type: none"> ● If linen/bedding/towels are provided to evacuees, consider how this will be managed. Clean and dirty items should be stored separately. Where will linen bags be kept for the return of dirty linen and who will remove these from the area. ● If there are laundry facilities at the welfare centre, consider how these will be managed to ensure there is not overcrowding. Staggered rosters for using laundry facilities may be considered. Hand hygiene facilities should be available in the laundry area 	

South West Local COVID-19 Annexure

This document should be read in conjunction with the COVID-19 – Welfare Centre Guidelines.

Each community knows what is best for its people. This plan is designed to help bring together the resources, contacts and information needed to respond to COVID-19.

Be prepared to update the plan regularly. It is not known if and when a COVID-19 outbreak may occur. The information within this annexure may need to be updated as the situation changes.

Location	Local Government Area (LGA) – South West This COVID-19 Welfare Response has been developed to assist eligible individuals and communities due to the COVID-19 emergency in the Local Government Area of [Insert Location] which includes the following towns:
South West Communities Emergency Management contact details	During Office Hours Ph 9722 5000 A/hours emergency management contact: 0418 943 835

Background

- The World Health Organisation declared COVID-19 a pandemic on 11 March 2020.
- A State of Emergency took effect 16 March 2020 in respect of the pandemic caused by COVID-19 pursuant to section 56 of the *Emergency Management Act 2005 (WA)*.
- The Department of Health (WA Country Health Service) (WACHS) is the Hazard Management Agency (HMA) and chairs the South West Operational Area Support Group (OASG).
- The State Emergency Welfare Plan has been activated. Under this plan, the Department of Communities (Communities) takes the primary responsibility for coordinating the provision across the State of “welfare services”. Communities’ is centrally coordinating the provision of welfare services for those needing to quarantine due to COVID-19. Communities’ South West will coordinate the provision of welfare services for a local emergency event.
- The [Insert Local Government Authority] continues to have emergency planning responsibilities.

Key Public Information

National Coronavirus Hotline 1800 020 080 (Department of Health)
Call this line if you are seeking information on coronavirus 24 hours a day, 7 days a week

WA - COVID Support line (13 26843)

Information and advice on the COVID-19 for the community and businesses in WA.

Key State Welfare Incident Coordination Centre (SWICC) contacts

State Welfare Coordinator	Michelle Andrews Michelle.andrews@communities.wa.gov.au	
Welfare Emergency Coordinator	Geraldine Carlton geraldine.carlton@communities.wa.gov.au	0414 930 481
Deputy Welfare Emergency Coordinator	Andrew Sanders andrew.sanders@communities.wa.gov.au	0466 933 248
SWICC Operations lead	Simon Hann Simon.hann@communities.wa.gov.au	0466 406 544

Welfare Services Definition

A welfare response is the provision of immediate and short-term support services to assist people directly affected by COVID-19, experiencing hardship or crisis and can include:

Welfare Support Area	Inclusions
Accommodation	Quarantine/Isolation accommodation Emergency accommodation
Food provision and Catering	Emergency food provision: Food hampers, prepared meals
Clothing and personal requisites	Emergency clothing Personal requisites Prescribed medicine
Personal support services	Personal support services Referral to counselling Referral to advocacy services Referral to financial counselling
Financial assistance	Financial assistance for assessed immediate needs Assessment of genuine hardship
Registration	Collection of personal details

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 Emergency Management Plan 5.2.5* as related to *Emergency Management Act 2005, Section 72*.

Role of Department of Communities – Welfare Response Coordination

This COVID-19 Welfare Response is in addition to existing Emergency Management Plans, resources and services within each local government area. The Department of Communities has primary responsibility for coordinating welfare services resources and acts as a safety net to supplement those resources when required across region.

The Department of Communities' South West will:

- Receive and process welfare support referrals, including assessing and determining eligibility for welfare support;
- Refer to other support organisations, where appropriate, when eligibility for welfare support has not been met;
- Arrange the supplies of goods and services when required for the welfare response;
- Coordinate personal support services for eligible individuals, including counselling and advocacy services; and
- Manage funding for goods and services with grant and Departmental funds.

Eligibility Criteria for Emergency Welfare Response

For the duration of the State of Emergency the Department of Communities' emergency welfare response will support individuals and families who are not able to find ways to meet the self-isolation or quarantine requirements or experiencing hardship or crisis due to COVID-19. The individuals who require a welfare response have been split into three Streams.

Stream 1

Referral received from DOH for individuals who have been advised to self-isolate due to COVID-19. They may have tested positive for COVID-19, showing symptoms or awaiting test results but do not require hospitalisation.

Stream 2

Individuals who are required to meet quarantine requirements as determined by DOH and WA Police.

Stream 3

Individuals, families and small remote communities who are experiencing hardship due to the COVID-19 pandemic, do not have any other means to access basic essentials; are experiencing unforeseen crisis; are not able to access existing family and domestic violence services and have exhausted all other avenues for assistance.

Key information for the location covered by this plan is set out below.

Population: This should include the total population as well as description of how many older people, children or people with a disability are covered by this plan. This does not have to be exact if not known, ie Census data could be used. This is about making sure everyone who might have specific or additional needs is included.

Overall population	Number
0-5	
5-12	
13-18	
19-49	
50-74	
Over 75	

High risk conditions: Some people may be at higher risk of infection, such as people who have other illnesses that suppress the immune system or make them more vulnerable to respiratory disease. This includes people with lung disease or diabetes, those who have suppressed immune systems, and the elderly. You should consider whether there are any people who are affected by high risk medical conditions.

Vulnerable groups	Approximate numbers if known
Homeless	
Illness	
FDV	
Children in crisis	
Disability	
Mental Illness	
Aged over 75	

Health services: Where do you normally access health services? Does the location have a health clinic or nurses? *May already be listed in the Local Welfare Plan*

Hospital

Medical centres

Critical supplies: How do you normally access food and medical supplies? Who is responsible for providing power, water and wastewater services? (This may not be relevant for metropolitan or large regional towns)

How long will food last?

How is food normally re-supplied?

How long will water last?

How is water normally re-supplied?

Emergency accommodation:

Evacuation Centres in the Local Government Area

Please refer to the COVID-19 – Welfare Centre Guidelines

Evacuation Centre Name	Centre address	COVID-19 capacity*

*COVID-19 capacity is in accordance with current government ruling, found at <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-what-you-can-and-cant-do>

Accommodation providers willing to provide emergency accommodation during COVID-19

Accommodation Name	Accommodation address	COVID-19 capacity*

Access: How can your location be accessed? Is there an airstrip or access roads? Are these regularly impacted by weather or flooding? How do supplies normally reach your location?

Communications arrangements: Are there suitable telecommunications and internet arrangements at your location?

Cultural considerations: What do you want service providers and people from other areas to know about accessing your location and how they can work together with you?

Risk analysis

Note here any risks that may impede welfare provision for this area. For example, recent changes to locality ie road conditions, closure of major support services or buildings.

ATTACHMENT 5

Remo Pessotto - CBFCO

Report for LEMC / Meeting held on 16/12/2020

No of Fires

- Dealt with 2 pole top fires, 1 Lighting Strike and 1 due to land owner reducing fuel loads not knowing how dry fuels are at the time, lighting and strong gusty windy conditions.

Regulation Burning Times – Period we are in

- At this present time restrictions are in place for zone 8-6, and prohibited will be in place for zone 8 on the 21st of December and zone 6 on the 31st December.

No of Permits Issued

- 77 Permits have been issued from the start of 9th Nov , 21 still active , zone 8 restrictions closes by the 21st this month and zone 6 closes by 31st this month, and prohibited comes into place.

Weather Conditions

- There has been three thunderstorm events in recent weeks come through the shire, thunder and lightning at this point of time only 1 strike out west Manjimup.

Brigade Business / Issues

- One DEFS seasonal H/D has been placed out East of Manjimup in the Dunreath and Upper Warren Brigades to be shared between them, East of Manjimup there is Nyamup that has 26 mill homes, Kin Kin resort 13 chalets, Shalem Health Retreat, Tone River Cottages 26 homes.

Brigade Deployments

- None

Vehicle Maintenance / Issues

- Mordalup H/D has had work been done on the Clutch.
- The plumbing on the Middlesex 1.4 work has been done

Communications

- Five Bush Fire repeaters in Manjimup shire have been link ch 251 Manjimup, ch 292 Burnside, ch 252 Yerramin, ch 142 Walpole, ch 293 Northcliffe a few small issues Yerramin drop out for few hours now working well, and Northcliffe drop out a week later apart from that the network has been working very well, it's very good that Walpole and Perup on board.

General Business

Mobile Phones dont have the signal strength they had previously.

District Emergency Management Advisor – Report

2nd Quarter

District – South West

South West District Emergency Management Committee (DEMC) met on 13 October 2020. Highlights of the meeting are:

- COVID-19 current status and preparedness update from the WACHS
- Bushfire Season Preparedness briefings
- Increased tourism and travellers to the SW region
- Agency briefs/updates
- Bushfire CRC Seasonal Outlook

Local

- A series of LEMC exercises to test the Incident Support Group (ISG) meeting arrangements will be facilitated across the SW region. The exercise schedule is:

LEMC	Exercise Date
Nannup	Wednesday, 4 Nov
Dardanup	Wednesday, 11 Nov
Bridgetown-Greenbushes	Tuesday, 17 Nov
Collie	Wednesday, 18 Nov
Donnybrook Balingup	Tuesday, 24 Nov
Boyup Brook	Wednesday, 25 Nov
Bunbury	Thursday, 26 Nov
Augusta Margaret River	Thursday, 17 Dec
Busselton	Tuesday, 1 Dec
Capel	Wednesday, 2 Dec
Harvey	Monday, 14 Dec
Manjimup	Tuesday, 16 Dec



Local Emergency Welfare Plan

Shire of Manjimup

Prepared by
Department of Communities - Emergency Services

Tabled and accepted at the
LOCAL EMERGENCY MANAGEMENT COMMITTEE on the



SHIRE OF
MANJIMUP
Manjimup • Northcliffe • Pemberton • Walpole

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 :

**During Office hours on 9722 5000 or
After hours - Crisis Care on 1800 199 008.**

Local Emergency Welfare Plan - Shire of Manjimup

Contact details

To make comment on this plan please contact Roma Boucher the District Emergency Services Officer for the South West District.

Roma Boucher
District Emergency Services Officer
South West District
Department of Communities
E: roma.boucher@communities.wa.gov.au
P: 9752 5620 (Direct Line)
M: 0427 476658

Amendment List

AMENDMENT		DETAILS	AMENDED BY NAME
NO.	DATE		
	January 2019	Complete Review and Reissue.	Neville Blackburn
1	Jul2020	Updates to Plan	Roma Boucher
2			
3			
4			
5			
6			

Local Emergency Welfare Plan - Shire of Manjimup

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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.

Local Emergency Welfare Plan - Shire of Manjimup

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 5.5 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
Communities State Welfare Coordinator (SWC)	The title “State Welfare Coordinator” used throughout this plan is the Communities representative appointed by the Communities Director General (DG). This role is delegated

Local Emergency Welfare Plan - Shire of Manjimup

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

Local Emergency Welfare Plan - Shire of Manjimup

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>matters where required;</p> <p>(d) Refer matters of a contentious nature to Communities 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>
<p>District Emergency Services Officer (DESO)</p>	<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 Local Government/s (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>
<p>Communities Local Welfare Coordinators (LWC)</p>	<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>
<p>Communities Welfare Centre Coordinator (WCC)</p>	<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</p>

Local Emergency Welfare Plan - Shire of Manjimup

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

Local Emergency Welfare Plan - Shire of Manjimup

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
Stage 1	Alert: 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

Local Emergency Welfare Plan - Shire of Manjimup

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

2.7 Public Information Management

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

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

2.8 Exchange of Information

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

2.9 Debriefs and Post Operation Reports

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

3 Recovery

3.1 Recovery Definition

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

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

3.2 Emergency relief and assistance in recovery

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

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

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

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

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

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

- **Department of Services Australia (Centrelink)** – 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.

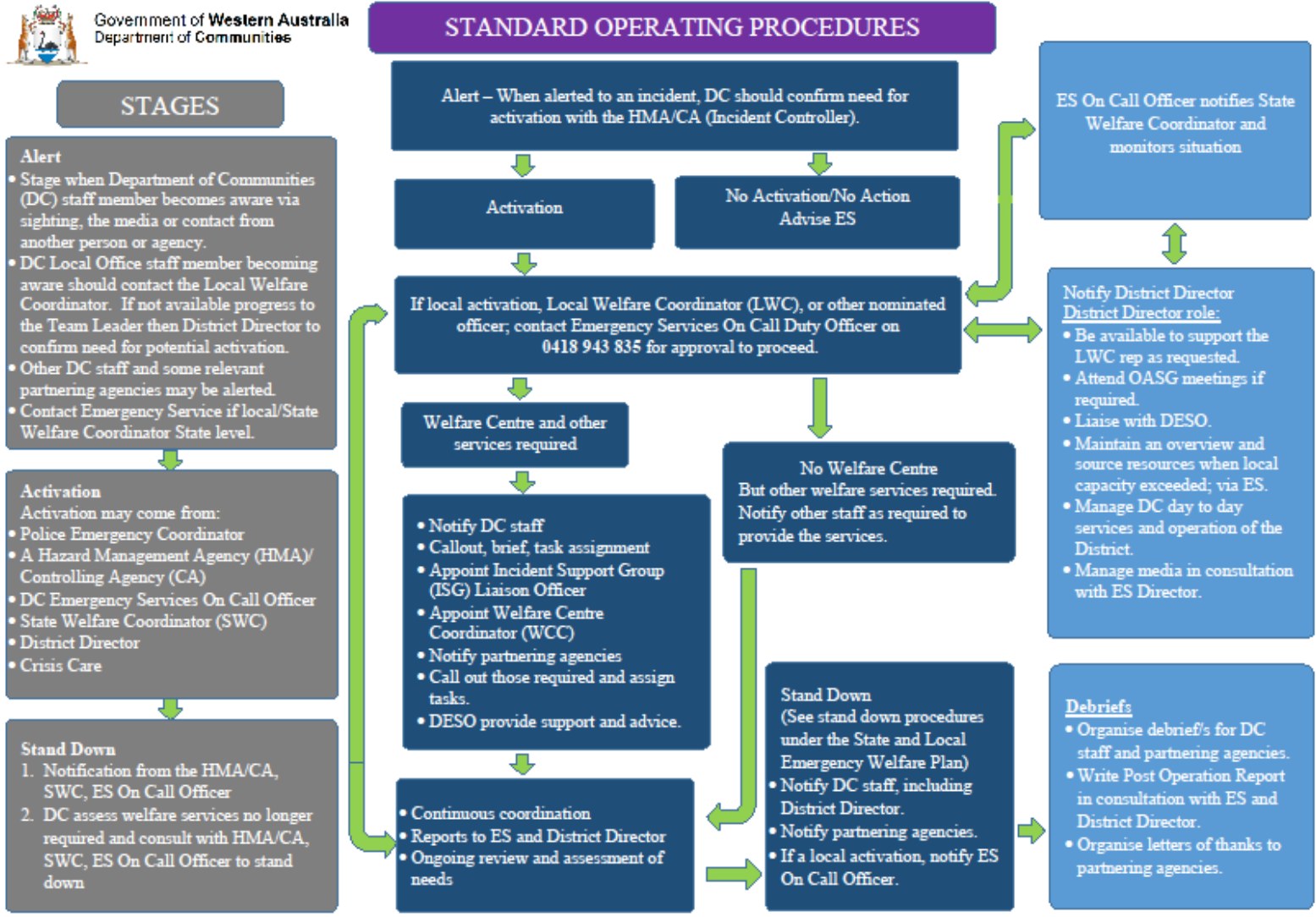
3.4 Cessation of recovery

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

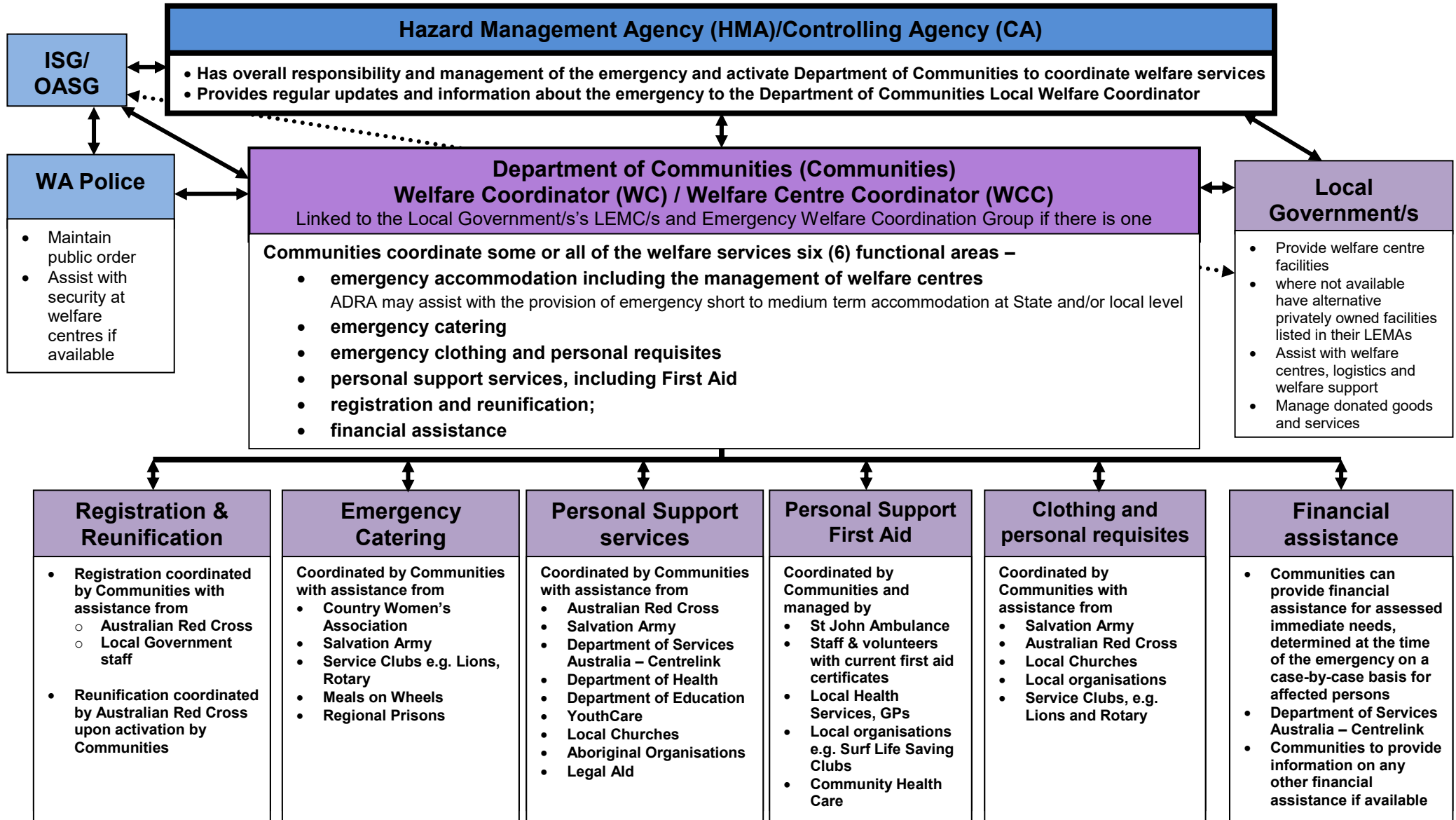
Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

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.



Local Emergency Welfare Plan - Shire of Manjimup

Appendix 3 –Emergency Welfare Partnering Agencies

- 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.

Organisation	Representative	Day Contact Details	A/H Contact Details	Postal/Email Address
Department of Communities (Communities)	Brooke Thomas, Team Leader	9722 5000	1800 199 008	
Shire of Manjimup 37-39 Rose Street PO Box 1 Manjimup WA 6258 Phone 9771 7777 M-F 8.15am - 4.30pm www.manjimup.wa.gov.au info@manjimup.wa.gov.au	Shire Office Andrew Campbell CEO Todd Ridley – Community ES Manager (CESM) Gail Ipsen Cutts Director Community Services	9771 7777		
Department of Communities - Disability Services	1800 998 214 (see App 9) Ewa Neal, Reg Mgr (LLC)			
Department of Communities - Housing	Pam Cleverly Area Manager Manjimup	9771 7800		
Australian Red Cross Perth Emergency Volunteers	24 hour EM Control (24/7 Duty Phone) Patricia Martin (Bridgetown)	0408 930 811 – ring to activate local team.	Emails during activations ->	
Country Women's Association (CWA) -Manjimup -Pemberton	Rhianna Bermingham Belinda Wintergreene Rose Allen Dianne Franklyn			
Lions Club of Manjimup E 15Jul2020			PO Box 222 Manjimup 6258	Manjimup.wa@lions.org.au
YouthCare	Call CPFS's ESU 418 943 835 to activate	9376 5000		

Local Emergency Welfare Plan - Shire of Manjimup

	Karen Nelson Area Chaplain	9376 5000		
Department for Services Australia - Centrelink	Alison Stone – Mgr Busselton	9599 0182		
WA Police Force –	Sgt Isaac Rinaudo OIC Manjimup	9771 1000		
	Sgt Anne Morris OIC Pemberton	9776 1202		
	Sgt Dave Murphy OIC Walpole	9840 1618		
DFES – Community Liaison Unit (CLU)	Charlotte Powis – Community Preparedness Adv	9771 6808		
DFES / Office of Emergency Management (OEM)	Vikram Cheema District EM Advisor	9780 1976		
St. John Ambulance - Call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA	Communication Centre - Perth Local Contacts: Gary Willcox Community Paramedic	9334 1234	Emergencies 000 / 112 / 106	
Department of Health Statewide Duty Officer - can organise a doctor at a welfare centre and/or write out prescriptions Department of Health Manjimup Hospital	Disaster Preparedness & Management Unit Jodie Omodei A/District Manager Justine Kelly Nurse Unit Mgr	08 9328 0553 Duty Officer 24/7	08 9328 0553 Duty Officer 24/7	
Adventist Development Relief Agency (ADRA)	Ross Craig			
St. Martin's Anglican Church Manjimup	40 Moore St,	9771 1015 or		
St Joseph's Catholic Church Manjimup	11 Ispen St	9777 1440		
Manjimup Baptist Church	24 Bath St (cnr Ipsen St)			
Manjimup Uniting Church	27 Bath St PO Box 370	9777 1168 Inq's – Kristin Grainger		
Warren Valley Community Church	16 Rose St	9771 8186 Inquiries - Sue		

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		Sue McCredden – Snr Pastor Pastoral Care– John & Diana Farr		
Salvation Army	1/4 Rose St 45 Rose St	9771 8851 136 123		
Catholic Church Pemberton	Guppy St Pemberton 6260	9776 1071		
Manjimup Home and Community Care (have commercial kitchen for hire)	1A Edwards St Manjimup	9771 6900		

Appendix 4 – Organisational Responsibilities

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

Agency / Organisation Name	Normal role if engaged
Department of Communities (Communities) – Lead Welfare Agency	(1) Coordinate all functional areas of an emergency welfare response during emergencies; (2) Appoint the Local Welfare Coordinators to support each Local Government 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.
Department of Communities - Disability Services	(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.
Department of Communities - Housing	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available;

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

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Agency / Organisation Name	Normal role if engaged
	Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Welfare Centres; (5) Assist with other welfare functional areas where agreed.
Department of Services Australia – Centrelink (formerly Human Services)	(1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with DHS Centrelink 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.
Local Government Welfare Support	<i>Negotiate at the local level with individual Local Governments any additional responsibilities eg Ranger Services.</i> (1) Provide a Local Government Welfare Liaison Officer as required; (2) Assist with the welfare functional area of Emergency Accommodation by utilising Local Government facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (4) Assist with other welfare functional areas where agreed.
Salvation Army	(1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Welfare Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
St John Ambulance	Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106. (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Welfare Centres, where required and available; (3) Assist with other welfare functional areas where agreed.
Volunteer South West Volunteering WA	(1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment; (3) Manage affiliated and spontaneous non-affiliated Volunteers; (4) Assist with other welfare functional areas where agreed.

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

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 local governments 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 –

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Children and vulnerable people in Evacuation Centres

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

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

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

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

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 local governments 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-

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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 local governments or private facility owners may be asked for use of their facility as a 'State Welfare Centre' to assist affected members of other local government 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.

Appendix 5A - List of Pre-Determined Welfare Centres Primary Centres - Manjimup

Centre : Manjimup Town Hall	Contact : Shire Office 9771 7777 Andrew Campbell (CEO) Todd Ridley
Address : 37 Rose St, Manjimup	
General Purpose Capacity : Max capacity- 300 pax CoVid-19 – 2m2 capacity = 150pax; 4m2 capacity = 75pax	
Comments : Would recommend as one stop shop / recovery centre as next to shire office Long term use not recommended as limited toilets (3 each) and no showers Good size kitchen The hall has a small bar, kitchen, 270 chairs, 240 cups, saucers and side plates together with knives, forks, spoons and teaspoons.	

Centre : Manjimup Indoor Sports Stadium	Contact : Shire Office 9771 7777 Andrew Campbell (CEO) Todd Ridley
Address : Cnr Arnott / Rutherford St, Manjimup	
General Purpose Capacity : Maximum capacity – 2000 pax CoVid-19 – 2m2 capacity = 1000pax; 4m2 capacity = 500pax	
Comments : Large building – 3 basketball courts. Showers and toilets; could accommodate a large number of people, for a short period. Would need portable toilets. Limited tables. Lots of bench seating. Skate park and ovals on premises.	

Primary Centre - Pemberton

Centre : Pemberton Sports Club	Contact :
Address : Club Rd, Pemberton	
General Purpose Capacity : Maximum capacity – 1400 pax CoVid-19 – 2m2 capacity = 700pax; 4m2 capacity = 350pax	
Comments : 2 Basketball Courts, several smaller rooms, crèche, large meeting room, full commercial kitchen. Adjacent to oval, pet friendly, large carport, close to shops & other facilities. Limited air con. Utilised as a Welfare Evacuation Centre during the Northcliffe Fire of Jan/Feb 2015.	

Primary Centre - Northcliffe

Centre : Northcliffe Recreation Centre	Contact :
Address : George Gardner Drive, Northcliffe	
General Purpose Capacity : Maximum capacity – 500 pax CoVid-19 – 2m2 capacity = 250pax; 4m2 capacity = 125pax	
Comments : Surrounded by bush. Lots of space to park. Large oval, fenced tennis courts (to house pets temporarily not sheltered), bowling green. Smaller building could also be utilised.	

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Primary Centre - Walpole

Centre : Walpole Sport & Recreation Centre	Contact : 9840 1345;
Address : Lot 2 Latham Avenue, Walpole	
General Purpose Capacity : Maximum capacity – 700 pax CoVid-19 – 2m2 capacity = 350pax; 4m2 capacity = 175pax	
Comments : Men's and women's toilets and showers. Commercial kitchen and dining area. Basketball court – other meeting rooms, kids playground, community garden, storage areas. A number of gym mattresses and mats. Outdoor BBQ area. Adjacent to fenced tennis courts and sports oval. Plenty of room for parking for cars and caravans – areas for pets. Close to Community hall and CRC. Has accommodated 300 school children previously.	

Special Centre – Manjimup (for the elderly and individuals with disabilities)

Centre : Manjimup Wellness and Respite Community Centre	Contact : Liz Lockyear 9771 6900 Liz.lockyear@manjimup.wa.gov.au
Address : Cnr Rose and Edward Sts, Manjimup	
General Purpose Capacity : 8 respite rooms with one bathroom per 2 rooms	
Comments : Manjimup Home and Community Care Centre; reception offices/hot desks; eight bed respite wing; multifunction conference space; meeting room; therapy room; community room; dementia specific activity and lounge area; dementia friendly central sensory garden and a commercial kitchen.	

Alternative Primary Centres (Outside the Shire of Manjimup)

Denmark

Centre : Denmark Recreation Centre (McLean Park) – Shire of Denmark	Contact : 9848 2044 Damian Schwarzbach A/H: 0431 837 290 John Overton Assist Mgr or 9848 3073
Address : Brazier St, Denmark	
General Purpose Capacity : Maximum capacity – 400 pax CoVid-19 – 2m2 capacity = 200pax; 4m2 capacity = 100pax	
Comments : Commercial sized kitchen, limited utensils, plates etc. Disabled access and toilets. Large oval (football) small buildings (Football club house, Tha House (youth centre))	

Bridgetown

Centre : Bridgetown Leisure Centre	Contact : Shire of Bridgetown-Greenbushes – Sonja Sehm, Centre Mgr Ph: 9761 2966; Tim Clynych (CEO) 9761 1555
Address : Cnr Steere Street & Gifford Road	
General Purpose Capacity : max capacity- 1,100 pax CoVid-19 – 2m2 capacity = 550pax; 4m2 capacity = 275pax	
Comments : Limited parking	

Centre : Bridgetown Agricultural Grounds	Contact : 9771 7777 Bev Walsh – Ed Russell - Barry Mills (groundsman)
Address : 38 Peninsula Rd, Bridgetown	
General Purpose Capacity : Standing ? ; Sleeping 100? ; duration ?	
Comments : May be used as an operations centre / depot during an emergency making it appropriate for evacuees. May be able to sleep up to 100 in several halls but security may be an issue.	

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

(Local ADRA Contact Ross Craig 0456 747 719).

Name	Address	Contact Details	After Hours Contact
Hotels, Motels & Other Accommodation			
Manjimup			
Kingsley Motel	74 Chopping Street, Manjimup	9771 1177	0409 554 454 0429 926 934
Manjimup Gateway Hotel	Lot 1 Case Street, Manjimup	9777 1053	
Pemberton			
Forest Lodge Resort	13626 Vasse Hwy Pemberton	9776 1113	0411 192 098
Karri Valley Resort	11342 Vasse Hwy, Pemberton	9776 2020	9776 2020
Best Weston Pemberton Hotel	70-77 Brockman St Pemberton	9776 1017	9776 1017
Karri Forest Motel	20-26 Widdeson Street, Pemberton	9776 1019	Tiadao
Gloucester Motel	1 Ellis Street Pemberton	9776 1266	
Karri Valley Chalets	150 Hoptgarden Rd Beedelup	0497 762 180	
Northcliffe			
Northcliffe Hotel	7 Wheatly Coast Road Northcliffe	9776 7089	
Walpole			
Walpole Hotel/Motel	1 Boronia Ave (Cnr South Coast Hwy), Walpole	98401023	
Tree Top Walk Motel	45-50 Nockolds Street, Walpole	9840 1444	9840 1444
Bridgetown			
Nelsons of Bridgetown	38 Hampton St, Bridgetown	9761 1641	
Sunnyhurst Chalets	10 Doust St, Bridgetown	9761 1081	
Tweed Valley Lodge	171 Tweed Rd, Bridgetown	9761 2828	
Lucieville Farm Chalets	Lot 761 South West Hwy, Bridgetown	9761 1733	
Bridgetown Riverside Chalets	Brockman Hwy, Bridgetown	9761 1040	
Country Cottages	16 Mattamattup St, Bridgetown	9761 4004	
Glenlynn Cottages	Press Rd, Bridgetown	9761 2246	
Bridgetown Hotel	165 Hampton St, Bridgetown	9761 1034	
Freemasons Hotel	Cnr Steere & Hampton Sts	9761 1725	

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 local governments to be readily available for immediate use at welfare centres.
- In addition, impacted individuals may choose to register themselves online using the Register.Find.Reunite. system once it has been activated.

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

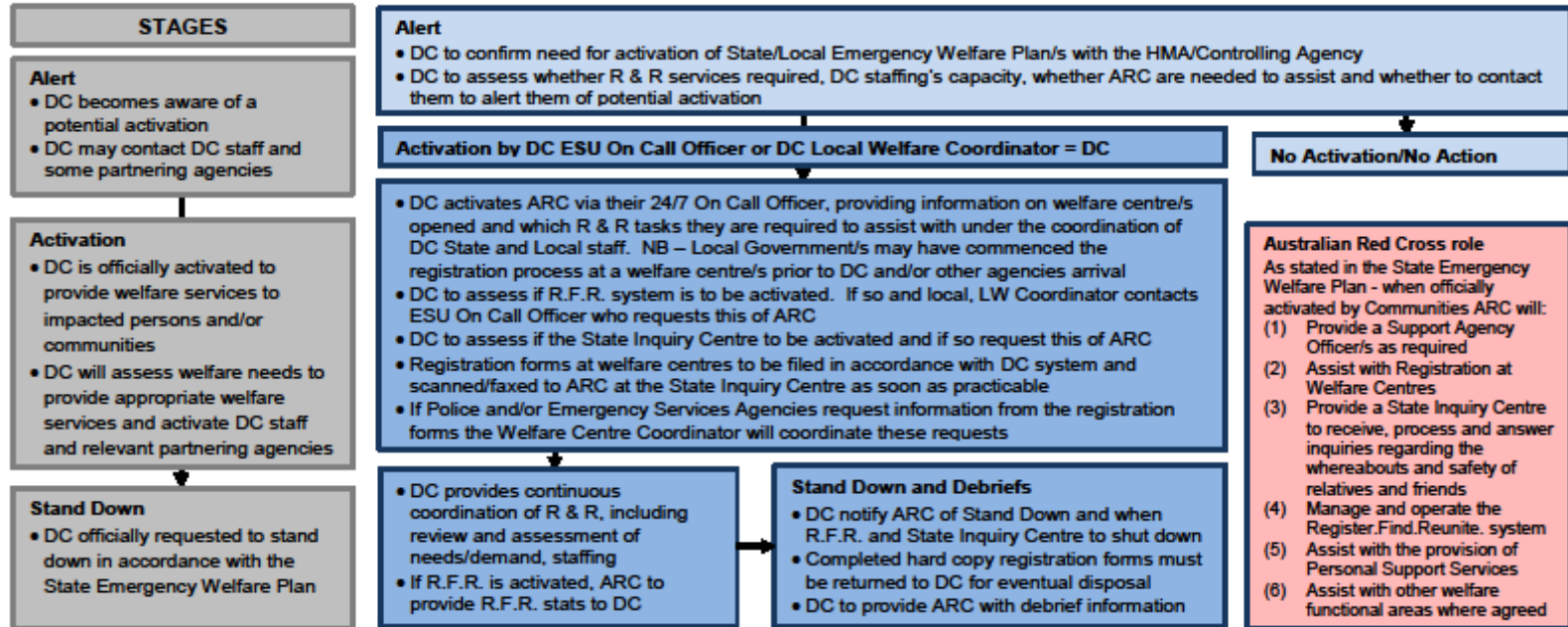
Communities Standard Operating Procedures for the welfare function of Registration and Reunification



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

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

Registration and Reunification Standard Operating Procedures – State and Local Levels



Appendix 7 – Emergency Catering Services

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

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.

Name	Address/capabilities	Contact Details	After Hours Contact
Voluntary Organisations			
Country Women's Association (CWA)	Rhianna Bermingham		
- Manjimup	Belinda Wintergreene		
- Pemberton	Rose Allen		
Commercial Food Outlets			
Subway	78 Giblett St, Manjimup	9771 1571	
Chicken Treat	Rose St (cnr Brockman St), Manjimup	9771 2101	
Farmhouse Pizzas	123 Giblett St, Manjimup	9771 2300	
Manjimup Chinese Restaurant	18 Giblett Street	9777 2183	
Fish & Chips on Brockman	Brockman St Manjimup	0429 598 228	
Blue Tiger	31b Rose St Manjimup	9777 2555	
The Corner Inn	5 Pritchard St Manjimup	9772 4579	

WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
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

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.

Name	Address	Contact Details	After Hours Contact
Supermarkets/General Stores			
Coles	Rose & Ipsen Streets, Manjimup	9771 1744	
Woolworths	93-101 Mottram St Manjimup South Western Hwy Manjimup	9771 3322	
Cherry Box	37 Giblett Street, Manjimup	9771 1400	
IGA Pemberton	Guppy & Dean Street, Pemberton	9776 1264	
Pemberton General Store	Lot 5 Brockman Street, Pemberton	9776 1151	
Northcliffe General Store	55 Zamia Street, Northcliffe	9776 7072	
Golden Wattle Bakery	24 Nockolds Street, Walpole	9840 1025	
Pioneer Store - IGA	23-24 Nockolds Street, Walpole	9840 1031	
Golden Wattle Bakery	18-20 Nockolds St, Walpole	9840 1322	
Flaming Hot Takeaways	21 Vista St, Walpole	9840 1440	
Fuel			
Thompson Garage	Giblett Street, Manjimup	9771 1777	9771 1972
BP Manjimup	Giblett Street, Manjimup	9771 1154	
Caltex – Woolworths	Mottram Street, Manjimup	9772 4813	
Golden Wattle Store and Fuel	24 Nockolds Street, Walpole	9840 1025	

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Pioneer Store and Fuel	Nockolds Street, Walpole	9840 1031	
Mattresses, Bedding, Clothing etc			
Communities Emergency Services	Mattresses from stores in Perth. Allow 5-8 hours	ON CALL PH	
DC South West Trailer stored in Bunbury garage	Trailer holds: 8 Stretcher beds 50 x air mattresses; 50 x inflatable pillows; 50 x blue blankets in 5 blue duffle bags; 50 x bath towels 5 pumps (2 electric/2 foot/1 bellow type)	9722 5000	
SW Development Commission – 3 x Trailers held at SES Collie, Nannup and Bridgetown Billy Wellstead – Reg Coordinator 9777 1555 or 0448 016 480	Each trailer holds: 50 single sleeping bags; 50 single air mattresses 50 dual pack pillows 25 air pumps (12V & 240) Bags to store items	Bridgetown- Chris Sousa Nannup- Leigh Fletcher Collie – Monica Nickolson	9761 0901
Target	15 Ipsen St, Manjimup	9782 0500	
Coles	Rose Street, Manjimup	9771 1744	
Woolworths	South Western Hwy Manjimup	9719 1022	
Hardware Stores			
Mitre 10	31 Giblett St (cnr Ipsen St), Manjimup	9771 1020	
True Value Hardware	95 Giblett St, Manjimup	9771 1926	
Pemberton General Store	66 Brockman Street, Pemberton	9776 1151	
Walpole Hardware Supplies (Thrifty Link)	Lot 10 Vista St, Walpole	9840 1177	

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

Name	Contact Person and Address	Contact Details	After Hours Contact
Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
Department of Health	Mental Health - Debbie Easther, Director MH Services	9781 2312	
Dept of Services Australia - Centrelink	Alison Stone (Manager/Bsn)	9599 0182	
YouthCare	Karen Nelson Area Chaplain		
South West Counselling Inc – Bridgetown	Karen Somerville, Director Cnr Streere & Macalinden St	9754 2052	South West Counselling Inc – Bridgetown
Relationships Australia – Manjimup (Bunbury Outreach)	Manjimup Family Centre 13 Mount Street Manjimup	6164 0550	
Telephone Help Services			
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	
HealthDirect		1800 022 222	
WA Poisons Information Centre (WAPIC)	24hr advice on the management of poisonings or suspected poisonings, poisoning prevention, drug information and the identification of toxic agents.	13 1126 – 24 hour service	
Beyondblue Support Service	24 hour telephone service Chat online (3pm - 12am) - https://www.youthbeyondblue.com	1300 22 4636	
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days.	13 11 14	

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	Outside of these hours call Lifeline - https://www.lifeline.org.au/get-help/online-services/crisis-chat		
Samaritans Crisis Line Anonymous Crisis Support	24 hour telephone service	135 247	
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved Online chat and video counselling – https://www.suicidecallbackservice.org.au/need-to-talk/	1300 659 467	

Special Needs Interest Groups

Disability Services - Ewa Neal, Regional Manager (LLC) - 0408 919 313 Freecall – 1800 998 214 TTY - 9426 9315	Multicultural Services Centre 20 View St, North Perth WA 6006 Phone – 9328 2699 E: admin@mscwa.com.au
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Translation, Interpretive and Hearing (AUSLAN) Services

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

Warren Health Service (Manjimup Hospital - 9772 5100), Hospital Ave, Manjimup	Manjimup Medical Centre – 9771 1133 34 Rose St, Manjimup
St John Ambulance Emergency Calls – Phone 000 Gary Willcox - 0418 372 214 Community Paramedic (Bridgetown)	Royal Flying Doctor Service (RFDS) Medical Emergency Calls (24 hours) 1800 625 800, Satellite phone calls – 08 9417 6389 Admin - 9417 6300

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Chemists/Pharmacists

Chemmart Pharmacy	81 Giblett Street, Manjimup	9771 1357
Ambassadors Pharmacy	Shop 9, Building 2, Manjimup Shopping Centre, 91-93 Mottram Street, Manjimup	9771 1373
Pemberton Pharmacy	48 Brockman Street, Pemberton	9776 1054
Walpole Pharmacy	21 Nockolds Street, Walpole	9840 1127

Medical Supplies and Equipment including Wheelchairs

Manjimup Hospital - 9772 5100	
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Medical Waste Contractors

SUEZ medical and clinical waste specialist division – Perth – 13 13 35 1-7 Felspar Street, Welshpool	
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Community and Aged Care Services and Facilities

Home & Community Care Manjimup (HACC) Liz Lockyear 9777 1455 Liz.lockyear@manjimup.wa.gov.au	
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Children Services

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

Warren Bus Service (School Bus Service) Lot 788 Crouch Street, Manjimup - 9771 1014 Nathanial (Nat) Muir 0418 956 300	Trans WA Rail and Coach - 1300 662 205
People and Parcel Movers – 0448 544 784 80 Jamieson St, Pemberton	

Appendix 10 – Key Local Contact List

Organisation	Name	Work contact	After hours contact
Department of Communities Manjimup District Office	Brooke Thomas Local Welfare Coordinator	9722 5000 0428 734 803	1800 199 008
Regional Executive Director	Amber Fabry	9722 5000	
District Director (DD)	Carol Jacobs	9722 5000	
District Emergency Services Officer (DESO)	Roma Boucher	9722 5000	
Aboriginal Practice Leader	Karen Smith	9722 5063	
ES On Call Phone – all hours DC	Emergency Services Unit Crisis Care Corporate Communications	0418 943 835 9223 1111 / 1800 199 008 0418 951 460	
Shire of Manjimup Phone 9771 7777	Shire Office Andrew Campbell - CEO Hon. Cr Paul Omodei – Shire President Todd Ridley – CESM Gail Ipsen Cutts Director Community Services	9771 7777 9771 7730 9776 1231 9771 7732 0427 831 410	
WA Police Force	Sgt Isaac Rinaudo OIC Manjimup Sgt Anne Morris OIC Pemberton Sgt Dave Murphy OIC Walpole	9771 1000 9776 1202 9840 1618	
Department of Fire and Emergency Services (DFES) – South West	Vikram Cheema – District EM Adv	0439 688 130 9780 1976	
Department of Fire and Emergency Services (DFES) - Lower South West SES – Lower South West	Phil Brandrett - LSW District Superintendent Steve Ward District Officer – Nelson (Manji) Chris Sousa Area Off –Warren Blackwood Nathan Hall – District Officer EM Leon Gardiner – District Officer SES	9771 6800	
Dept of Health	Jodie Omodei	0417 176 473	

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Manjimup Hospital	A/District Manager Justine Kelly Nurse Unit Mgr	0427 901 242	
Education Department	Andrew Grono – SW Coordinator Andrew.grono@education.wa.gov.au	9791 0348	
Dept of Biodiversity, Conservation and Attractions (DBCA) – Parks and Wildlife Service (PWS)	Warren Region (Manjimup) Regional Duty Officer	9771 7988 0437 692 518	
Department of Primary Industries & Regional Development (DPIRD)	Jason Dearle Jason.dearle@agric.wa.gov.au Ian Guthridge ian.guthridge@agric.wa.gov.au	0429 085 795 9777 0000 0427 778 039	
Main Roads Robertson Drive Bunbury 138138 all hrs Fulton Hogan 0427 773632	Tom Engelke, Mgr Project Delivery Tom.engelke@mainroads.wa.gov.au Bruce Hancock, Maintenance Planning Mgr Bruce.hancock@mainroads.wa.gov.au	9724 5643 0408 929 761 9724 5609 0419 966 692	
Western Power Lot 50 Boyanup-Picton Rd Picton 6229	David McMillan David.mcmillan@westernpower.wa.gov.au Gary Smith (Capes) Gd.smith@westernpower.wa.gov.au	9780 6343 0427 441 034 9780 6323 0418 923 417	
Telstra – State Contact (not SW DEMC member)	Brian Young, WA Emergency Services Liaison Officer (ESLO) Brian.j.young@team.telstra.com	6224 9972	
Dept of Mines, Industry Regulation and Safety - Consumer Protection Annetta.bellingeri@dmirs.wa.gov.au www.dmirs.wa.gov.au	Annetta Bellingeri, Regional Coordinator, SW Region – Consumer Protection	9722 2888 Call Centre 1300 304054	*Advice for tenants and landlords when a property is destroyed (incl partially) or not fit for human habitation.

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Lifelines

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
Life threatening emergency	Emergencies 000 / 112 / 106
DFES Public Information Line	13 DFES (13 3337) www.dfes.wa.gov.au/Pages/default.aspx
Emergency WA website for emergency warnings	https://www.emergency.wa.gov.au/
Bureau of Meteorology website WA Tropical Cyclone Information WA Land Weather and Flood Warnings WA Coastal Marine Warnings Australian Tsunami Threat Information (1300 TSUNAMI)	http://www.bom.gov.au/index.php 1300 659 210 1300 659 213 1300 659 223 1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 www.mainroads.wa.gov.au
Alinta Gas	13 13 58
ATCO Gas Australia	Faults (public no) – 13 13 52 Head Office 6163 5000
National Broadband Network (NBN)	No phone number listed on the NBN website https://www.nbnco.com.au/ https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html
DBP Dampier Bunbury Pipeline	Faults – 1800 019 919 Head Office – 942 3800
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Optus	131 344
Public Transport Authority	Emergency (public no) – 9220 9999 Head Office – 136 213
SES – Public assistance Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	132 500
Telstra	Faults – 13 20 00 Head Office – 13 22 03
Water Corporation – Public assistance Water Corporation - Manager Control Centre Operations (MCCO) - 9395 9210 or 9395 9209 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	Faults (public no) -13 13 75 Head Office – 9420 2420 Accounts and General

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Appendix 11 – Sanitary, Waste Disposal, Hire Services:

Name	Type of Supplies	Contact Details	After Hours Contact
Bridgetown			
Rubbish and Waste Removal			
Warren Blackwood Waste	Rubbish and waste removal	9777 1025	
Manjimup Liquid Waste		0448 880 545	
Cleanaway Manjimup Solid Waste Depot	9 Gandy St Manjimup	9724 6400	
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
Sanitary Disposal / Bins			
G & M Detergents		9841 5944	
Hire Services			
Fonty's Hire	Hire equipment including portable toilets	9771 2579	

CLEANING SERVICES

Name	Contact Details	After Hours Contact
Contact Shire of Manjimup for details of local based cleaning contractors	9771 7777	
John Manuel Cleaning		
Manjimup Laundry open 24h – 42 Rose St		

Appendix 12 – Security Companies:

For security assistance at welfare centre if WA Police are not available.

Name	Address	Contact Details Day & After Hours

Appendix 13 – Distribution List:

This plan has been distributed electronically to:

Department of Communities

- Manjimup office
 - Local Emergency Welfare Plan – xxx file
 - District's Local Welfare Coordinator pack
- South West District Emergency Services Officer
- SW District Emergency Services SharePoint site
- SW District 'S' Drive / DESO ES SW\Local Welfare Plans-Amendments\South West – Manjimup – LWP Jul2020

Local Emergency Management Committee

- Shire of Manjimup