

Local Emergency Management Committee (LEMC) Minutes of Meeting 13 July 2022

Minutes of the Local Emergency Management Committee (LEMC) Meeting held in the Shire of Manjimup Town Hall, at 37-39 Rose Street Manjimup on Wednesday 13 July 2022.

1. Declaration of Opening the Meeting

Shire of Manjimup, Chief Executive Officer, Andrew Campbell assumed the chair and declared the meeting open at 1.04pm.

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.

2. Attendance / Apologies

Present	
Voting	Non Voting
Andrew Campbell – CEO (Chair)	Nicole Favero - SoM
Todd Ridley - CESM	Mark Schorer – DC (Proxy)
Cr Paul Omodei - Councillor	
Remo Pessotto – CBFCO	
Christo Thomas – WHS (Proxy)	
Chris Sousa – DFES	
Jeff Bennett – DBCA (Proxy)	
Isaac Rinaudo – Manjimup Police	
Gavin Barke – Pemberton Police	
Craig Kelly – Walpole Police	
Ian Guthridge – DPIRD (Arrived 1.06pm)	
Michelle Duxbury - DC	
Apologies	
Justine Kelly – WHS	Phil Schupp – DC (Proxy)
Brad Wren – DCBFCO (Proxy)	

3. Declaration of Financial Interest – Nil

4. LEMC – Update of Distribution / Key Contact List

The distribution contact list was updated by all in attendance

5. Confirmation of Minutes of the General Meeting held on Wednesday, 8 December 2021.

MOVED: Michelle Duxbury **SECONDED:** Paul Omodei

“That the confirmed Minutes of the General Meeting held Wednesday, 8 December 2021 be received as a true and correct record.”

CARRIED: 12/0

6. Council’s Response to Minutes of the General Meeting held Wednesday, 8 December 2021.

COUNCIL RESOLUTION:

MOVED: Eiby, W SECONDED: Taylor, R

28706

That Council:

1. Receive and note the unconfirmed minutes of the Local Emergency Management Committee meeting held Wednesday 8 December 2021 as shown in Attachment: 9.16.3(1); and

2. Amend the Terms of Reference as recommended by the Local Emergency Management Committee to reflect change of Appointments for the two year period commencing 21 October 2021 in accordance with Attachment: 9.16.3(2).

CARRIED: 11/0

7. Business Arising from the Minutes

- **Terms of Reference** - Discussion on updating these as some positions are vacant currently being filled by proxies in interim. Todd to follow up on official changes for next meeting.

8. Correspondence – See Attachments

IN	Attachment
04.01.22 SJA – Toni Melia – Introduction and request for Walpole SJA Chair, or designated Subcentre LEMC rep and local CP be included in all LEMC meetings/activities.	1
12.02.22 DoC – Letter of Appreciation from Member of Community - Denmark fire	2
04.03.22 DoC – South West - Thank you letter for assistance during Denmark and Bridgetown Fires 5-6 Feb 2022	3
08.03.22 Vikram Cheema – DEMA – Report third Quarter 2021-22 and LEMC Annual Business Plan	4
08.03.22 NBN – Request to attend March LEMC Meeting	5

23.03.22	DBCA – Luke Bentley – Notification no longer the LEMC representative – now Jeff Bennett	6
28.04.22	DEMA - Vikram Cheema – Updated LEMC Annual Business Plan	7
29.04.22	DoC – Gt Southern – Letter of thanks for assistance Denmark Bushfire Feb 2022	8
03.05.22	DoC – Michele Duxbury – LEMC reports 4 th Quarter 2022 and <i>Local Emergency Welfare Plan – DC - Bridgetown Greenbushes & Manjimup Local Governments</i>	9
01.06.22	Walpole Police – Craig Kelly – Update of LEMC Representative	10
OUT		Attachment
24.12.21	SoM – LEMA Emergency Resource Directory V6 2021-22	11
27.04.22	SoM – 2022 Annual and Preparedness Report Capability Survey Questions for review	12
16.05.22	SOM - 2022 Annual and Preparedness Capability Survey – Lodgement of Survey	13

9. Treatment Strategies and Task List

- **LEMC Training Exercise** – Discussions held for next exercise, Todd to liaise with Chris and look at running prior to next meeting. Suggested to run the same as previously planned being Risk Awareness and Understanding with Command, Control and Coordination.
- **Hand Foot and Mouth Disease** – This was also discussed as an option with Ian to look at someone to give a briefing. It was decided to add this as an Agenda item for next meeting.

10. Events

- Todd provided an overview on all upcoming events.

11. Training and Exercise Reports - Nil received

12. Members Reports

12.1 DPIRD – Ian Guthridge – ATTACHMENT 14

Report was tabled see attachment.

Response from Report – Discussion followed and Ian was going to look at getting a Vet or Specialist in to brief LEMC on Hand Foot and Mouth disease at next meeting.

12.2 WAPOL Manjimup – Isaac Rinaudo

- Road management at the two large bushfires.

- Serious road crash Cnr Ipsen and West Boundary Roads has resulted in a survey on intersection.
- Fall on Bibbulmun Track in March had DBCA chopper to lift patient out.

12.3 WAPOL Pemberton – Gavin Barke

- Involved in Emergency Services Week with the Year 7/8's from the school with very positive feedback.
- Strong presence on the road and have the new digital speed signs in the Pemberton main street.

12.4 WAPOL Walpole – Craig Kelly (proxy)

- There will be a new OIC starting 24 October.

12.5 Shire of Manjimup – Cr Paul Omodei

- Need to remain vigilant regarding Hand Foot and Mouth disease and keeping community informed.
- Conducting a Roadwise event in the Shire at the moment.
- Valuable lessons came out of the recent Bushfire evacuations noting the importance of telecommunications and the requirement of backup generators for Evacuation Centres. Overall a good response by all.

12.6 DoC – Michele Duxbury

Report is provided in correspondence section.

12.7 DFES – Chris Sousa – ATTACHMENT 15

Report was tabled see attachment.

12.8 DBCA – Jeff Bennett – ATTACHMENT 16

Report was tabled see attachment.

Response from Report – Discussions followed with a query on burns around Pemberton town site, Jeff advised there is one on the program. Todd also advised there wasn't always a large window to implement burns, Manjimup still has some kickback and Walpole becoming touchy.

12.9 Warren Health Service – Christo Thomas – ATTACHMENT 17

Report was tabled see attachment.

Response from Report – Andrew asked for clarification on PCR tests as community have advised WHS is no longer doing these. Christo advised they cannot decline anyone unless it is a work or travel related request, in this instance they must attend a GP. He also advised the COVID reinfection rate after having the virus has changed from 12 to 4 weeks.

12.10 CBFCO – Remo Pessotto – ATTACHMENT 18

Report was tabled see attachment.

Response from Report - General discussion followed regarding the WALGA submission, volunteer insurance, Telstra communication issues and on zones for restricted burning, possibly look at restricting permits.

Andrew advised Remo to contact Boyd from Telstra to assist with communication issue.

12.11 Shire of Manjimup – Andrew Campbell – CEO

COVID Update

- The Shire has done well in terms of keeping COVID out of the organisation to an extent of not impacting our business significantly, this is starting to change now though.
- While being successful keeping it out with protocols, this has possibly exposed us to a higher risk as COVID starts to proliferate with a high number still at risk and it starting to trickle through the organisation.
- Education and Health have been impacted, with Police finding infections have been staggered to one at a time.
- Starting to ramp up again at the moment and Shire is still on the second highest alert level.

12.12 CESM – Todd Ridley – Nil to report.

13. General Business

13.1 Member discussions IMT/ISG overview of Topanup, Flybrook, Denmark and Bridgetown Fires.

- **Flybrook** - had light ISG as fire only in National Park and also run by a light Level 3 Incident Management Team.

Logistics only had people from outside the region to start with which created a lot of confusion and it took a few days to allow for local knowledge to be utilised, which is critical in these situations as it affected resourcing, accommodation and food for firefighters.

DBCA held a briefing with Donnelly River Hut owners.

Incident was well coordinated by DBCA, excellent air support and in a crisis everyone worked together well.

- **Topanup** - ISG run in house. This is a good example that local input is critical, majority of issues driven by external influences once outside involvement commenced. Otherwise incident ran well.
- **Denmark & Bridgetown Fires** – Noted concerns regarding generator backups for evacuation centres and communication issues. Positive feedback received overall.

13.2 Department of Communities – Local Emergency Welfare Plan was tabled.

13.3 Australian Fire Danger Ratings

- Changing from five to four categories being Moderate, High, Extreme and Catastrophic.
- Currently only replacing signs on a like for like basis.
- Will affect Permit books, they will require changing and also legislation.

- Concerns on Harvest Movement Ban changes, they could become problematic for farmers.
- Currently rely on Leeuwin ratings, when we reach triggers we work on areas in isolation. A new weather station would be positive.

14. Next Meeting

Next General Meeting to be held 21 September 2022.

15. Declaration of Close of Meeting

Shire of Manjimup, Chief Executive Officer, thanked everyone for their attendance and closed the meeting at 2.20pm.

TREATMENT STRATEGIES AND TASK LIST

Item	Status	Next Step	Action By
LEMC Training Exercise	September 2022 Meeting	<ul style="list-style-type: none"> Risk Awareness and Understanding with Command, Control and Coordination Exercise. 	Todd Ridley
Hand Foot and Mouth Disease	September 2022 Meeting	<ul style="list-style-type: none"> DPIRD to organise someone to provide a briefing. 	Ian Guthridge
NBN Presentation - Katina Bowie	September 2022 Meeting	<ul style="list-style-type: none"> Invite Katina to present at next LEMC meeting 	Todd Ridley

EVENTS PLANNED IN THE SHIRE OF MANJIMUP

Event	Date	Notes
WOW Pemberton 2022	23-24 July 2022	<ul style="list-style-type: none"> Small Workshops at different locations in Pemberton Food Approx 150 people over entire event
2022 WA Car Club Karri Rally	20 Aug 2022	<ul style="list-style-type: none"> Sporting Car Gravel Rally – Round 5 Traffic Management & Road Closures Approx 450 people
Bluegrass & Old Time Music Weekend	Sept 2022	<ul style="list-style-type: none"> TBA
Southern Forest Vinduro	24-25 Sept 2022	<ul style="list-style-type: none"> Sporting event pre 1995 off road motorcycles Approx 150 max over entire event Road Closures

Nicole Favero

From: Toni Melia <Toni.Melia@stjohnwa.com.au>
Sent: Tuesday, 4 January 2022 5:09 PM
To: Info <info@manjimup.wa.gov.au>
Subject: Att: CEO - SJA LEMC Correspondence Update - Shire of Manjimup

Good Afternoon Andrew

I writing to introduce myself, provide an updated contact list for your records and ascertain how we here in Regional Office can be of assistance, in conjunction with your local Subcentre, to your community.

I was officially appointed as the Regional Manager for St John Ambulance (SJA) - Great Southern, in September 2021, after acting the position for 3 months. Prior to this I was the Regional Training and Development Coordinator for SJA Great Southern for 2.5 years. Having worked in Local Government and Emergency Management previously, I am keen to foster a strong network and working relationship between SJA Regional, your local Subcentre and the Shire.

Recently, all Great Southern Subcentres have completed their Annual Review Meeting and I am pleased to advise you that the following volunteers were elected as Executive Committee Members for the Walpole Subcentre:

Role	Name	Email
Chairperson	Vacant	walpole.chair@stjohnwa.com.au
Vice - Chairperson	Helen Webster	walpole.vicechair@stjohnwa.com.au
Secretary	Catherine Scott	walpole.secretary@stjohnwa.com.au
Treasurer	Chris Cook	walpole.treasurer@stjohnwa.com.au

Due to additional WACHS funding, the Great Southern has been successful in securing an additional Community Paramedic (CP) into the region. This has meant changes to some CP locations within the region, however for Walpole your local CP remains as before:

David Rae
Email: david.rae@stjohnwa.com.au
Phone: 0418 317 231
Radio Call Sign: GTS51

Could I please request that you update you records and LEMC contacts list to reflect the above changes. As a combat agency under the Emergency Management Regulations 2006, we would also like to respectfully request from an engagement, preparedness and response perspective, that both the local SJA Subcentre Chair (or the designated Subcentre LEMC representative, if listed above) and the local CP, be included in all LEMC activities such as meetings, exercises and EM networking events. This is to ensure that both the Subcentre and CP are familiar with your Local Emergency Management Arrangements (LEMA) and the other agency representatives in the Shire of Manjimup.

If you have any queries about the information in this email, services provided by St John WA both emergency response or corporate (e.g. First Aid courses) or our role in your local community, please do not hesitate to contact me.

Kind regards

Toni



Toni Melia – Regional Manager - Great Southern
T 08 9334 1330 | M 0427 369 443 | W stjohnwa.com.au
St John WA
240 Middleton Road | PO Box 424 | Albany WA 6330



Nicole Favero

From: Todd Ridley
Sent: Tuesday, 15 February 2022 10:45 AM
To: Nicole Favero; Andrew Campbell
Subject: FW: Letter of Appreciation
Attachments: Letter of Appreciation

Follow Up Flag: Follow up
Flag Status: Flagged

FYI

Todd Ridley

Community Emergency Services Manager
(08) 9771 7732

Shire of Manjimup

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.

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From: Michele Duxbury <Michele.Duxbury@communities.wa.gov.au>
Sent: Monday, 14 February 2022 9:23 AM
To: Todd Ridley <todd.ridley@manjimup.wa.gov.au>; dave.murphy@police.wa.gov.au
Cc: Phil Schupp <Phil.Schupp@communities.wa.gov.au>
Subject: Letter of Appreciation

Good morning

Please find attached an email from a member of the community showing their heartfelt appreciation to Charlene, the Manjimup Shire and WAPOL for their assistance at the Walpole Recreation Centre and with retrieving their gear at Parry Beach Campground last weekend.

It's nice to get some great feedback in these times and from Dept of Communities I wish to thank you for your support and assistance too.

Thank you.

Kind regards

Michele

Michele Duxbury

District Emergency Services Officer | South West
State Welfare Incident Coordination Centre (SWICC)

Department of Communities

Nicole Favero

From: doreen mcfarland <doreen.ian@hotmail.com>
Sent: Saturday, 12 February 2022 2:37 PM
To: Shire President; Michele Duxbury
Cc: denisejenkins@bigpond.com.au; weekly@walpole.org.au;
walpolereccentre@gmail.com
Subject: Letter of Appreciation

Last week my husband and I where evacuated from Parry Beach Campground to Walpole due to the fires in the Demark area.

We were directed to the Walpole Recreation Centre which had been set up as an evacuation centre. I would like to thank everyone associated with the centre. They couldn't have been more helpful and friendly, passing on information as it came to hand, provided tea, coffee and food. In our case bedding to sleep in the hall. They also accommodated everyone with pets.

Special mention to Brooke and Sharon, Michele, Charlene, and the local Police who escorted about 10 of us back to Parry Beach to collect our caravans.

Everyone associated with the emergency situation went above and beyond , a credit to themselves and the community. Thank you, Doreen and Ian McFarland

Sent from [Mail](#) for Windows



Mr Andrew Campbell
Chief Executive Officer
Shire of Manjimup
PO Box 1
Manjimup WA 6258

Dear Mr Campbell

The Department of Communities (Communities) South West District would like to thank the Shire of Manjimup for its assistance with opening the Walpole Sport and Recreation Centre and the Manjimup Indoor Sports Pavilion during the recent Denmark and Bridgetown Bushfires over the weekend of 5th – 6th February 2022.

Thank you to Manjimup Shire staff who assisted at the evacuation centres in the overall handing over the facility to Communities and the initial setting up of equipment. Special thanks to Charlene Masters (Walpole) for her continued support and bubbly personality throughout the emergency.

Could Communities thanks please be passed on to the Local Emergency Management Committee members and participating Shire of Manjimup staff members.

Yours Sincerely

Handwritten signature of Brendan Mooney in black ink.

Brendan Mooney
Regional Executive Director, South West
Department of Communities

Handwritten signature of Michele Duxbury in black ink.

Michele Duxbury
SW District Emergency Services Officer
Department of Communities

4 March 2022

Nicole Favero

From: Todd Ridley
Sent: Tuesday, 8 March 2022 3:23 PM
To: Nicole Favero
Subject: FW: LEMC business
Attachments: DEMA report third quarter 2021-22.pdf; LEMC Annual Business Plan.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Todd Ridley

Community Emergency Services Manager
(08) 9771 7732

Shire of Manjimup

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From: CHEEMA Vikram <Vikram.CHEEMA@dfes.wa.gov.au>
Sent: Thursday, 3 March 2022 11:27 AM
To: Haydn Jones <haydn@harvey.wa.gov.au>; Erin Hutchins <erin.hutchins@dardanup.wa.gov.au>; FLYNN Kohdy <Kohdy.Flynn@dfes.wa.gov.au>; Mark Allies <mallies@bunbury.wa.gov.au>; Andriena Ciric <Andriena.ciric@capel.wa.gov.au>; ian.mcdowell <ian.mcdowell@busselton.wa.gov.au>; Adam Jasper <ajasper@amrshire.wa.gov.au>; Jess Cooper - Donnybrook <jess.cooper@donnybrook.wa.gov.au>; Todd Ridley <todd.ridley@manjimup.wa.gov.au>; Leigh Fletcher - CESO Nannup <ceso@nannup.wa.gov.au>; Ranger <Ranger@boyupbrook.wa.gov.au>; PEARCE Lyndon <Lyndon.Pearce@dfes.wa.gov.au>
Cc: CARTER John <John.Carter@dfes.wa.gov.au>; HALL Nathan <Nathan.Hall@dfes.wa.gov.au>
Subject: LEMC business

Good morning all (SW LEMC Executive Officers),

I trust you all are going well and staying safe. A couple of points for your consideration:

- LEMC Business Plan - At the December 2021 meeting, SEMC adopted its revised 2021-2024 strategic business plan (copy attached). [SEMC's strategic plan](#) provides a state level framework to all committees established under *the Emergency Management Act 2005*, including the Local Emergency Management Committee (LEMC). To assist the local governments with the administration of LEMC, a new [LEMC business plan template](#) is developed (copy attached) incorporating the SEMC strategic goals. Please review the new template and consider tabling it at the next LEMC meeting.
- DEMA report - I have also attached a copy of the DEMA third-quarter report for tabling at the LEMC or distribution to the LEMC if the meeting is already held this year. A couple of items for your attention:

- Please check the LEMA review date, as few are due for five-yearly reviews this year, and some are due next year. Please email me to discuss the review plan, and I will be able to provide further advice on what is required.
 - Annual report - Local government's annual preparedness capability survey will open on 18 April and the survey closes on 15 June 2022. More to follow on this in coming weeks.
- . Virtual meeting - If any of the LEMCs do not have the capacity to hold a virtual meeting in conjunction with face-to-face meeting, please get in touch with me. I can assist with organising Microsoft Teams Calendar invites.

Please contact me if you have any questions.

Regards

Vik

Vik Cheema | District Emergency Management Advisor – South West
Department of Fire and Emergency Services
South Western Highway, Bunbury WA 6230
T +61 8 9780 1976
M 0429 688 130
E vikram.cheema@dfes.wa.gov.au
W www.semc.wa.gov.au

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District Emergency Management Advisor – Report 3rd Quarter 2021-22

State

State Emergency Management Committee met on 3 December 2021. Please see attached copy of the SEMC Communique. For further information please check the link to the SEMC Communique. https://semc.wa.gov.au/about-us/communique/Documents/Draft_SEMC%20Communique%20-%20December%202021-FINAL.pdf

Disaster Funding - Coastal and Estuarine Risk Mitigation Program 22-23

On 13 February 2022, Commonwealth announced that \$50 million in funding from the Emergency Response Fund will be allocated to the Coastal and Estuarine Risk Mitigation Program link is external. The \$50 million Coastal and Estuarine Risk Mitigation Program in the 2022-23 financial year will help assist communities to mitigate disasters relating to coastal hazards. This Program was established under the Australian Government's Emergency Response Fund. It targets high priority locally and nationally significant coastal and estuarine disaster risk mitigation projects.

For further information, please check <https://recovery.gov.au/coastal-and-estuarine-risk-mitigation-program-22-23>

District – South West

COVID-19: Department of Health (HMA) facilitates regular Operations Area Support Group (OASG) meetings. Additional OASG meetings are held to share time-critical information with the emergency management stakeholders and local government representatives.

SW DEMC: next meeting (via MS TEAMS) will be held on 15 March 2022.

Local

- **Annual and Preparedness Report Capability Survey:** Local Emergency Management Committees are required to submit annual reports to the SEMC regarding their emergency management activities. A letter requesting the 2021-2022 annual preparedness report capability survey will be sent to the local governments over the coming weeks. Survey will open 18 April and close on 15 June 2022.
- Due to current DFES COVID-19 safety advice, DEMA SW is unable to attend face-to-face meetings but available for virtual meetings.
- Copy of the Local Emergency Management Arrangement – Status is attached to this report. Please check the due date for the five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process.

Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA	
12	12	12	100%	
Local Government	LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Annual review required	3/10/2017	46/2017	3/10/2022
Shire of Boyup Brook	Current	3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Annual review required	3/10/2017	46/2017	3/10/2022
City of Bunbury	Current	6/03/2020	08/2020	6/03/2025
City of Busselton	Annual review required	8/12/2017	63/2017	8/12/2022
Shire of Capel	Overdue for review	2/08/2016	40/2016	2/08/2021
Shire of Collie	Annual review required	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Draft tabled at SW DEMC	2/08/2016	40/2016	2/08/2021
Shire of Donnybrook-Balingup	Annual review required	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Annual review required	3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Current	6/03/2020	08/2020	6/03/2025
Shire of Nannup	Current	14/08/2020	50/2020	14/08/2025

Nicole Favero

From: Katina Bowie <katinabowie@nbnco.com.au>
Sent: Tuesday, 8 March 2022 11:51 AM
To: Todd Ridley
Cc: Nicole Favero; Andrew Campbell
Subject: CM: RE: LEMC 16 March

Follow Up Flag: Follow up
Flag Status: Completed

NBN Classification - Commercial

Awesome thanks. I've got a slide deck I can use but will keep it casual.

See you next week and thanks again for squeezing me in.

BTW I have asked the question about moving your STAND installation. I'll let you know once I get an idea of how that might work.

Kind regards
Katina

From: Todd Ridley <todd.ridley@manjimup.wa.gov.au>
Sent: Tuesday, 8 March 2022 11:42 AM
To: Katina Bowie <katinabowie@nbnco.com.au>
Cc: Nicole Favero <Nicole.Favero@manjimup.wa.gov.au>; Andrew Campbell <andrew.campbell@manjimup.wa.gov.au>
Subject: [External] RE: LEMC 16 March

EXTERNAL SENDER – Be cautious opening Links and Attachments

Hi Katina

No issues with you attending the next LEMC on the 16 March 2022.

Time: 13:00

Location: Manjimup Emergency Services Co-Location Building, 44 Bath Street Manjimup.

Regards

Todd Ridley

Community Emergency Services Manager

(08) 9771 7732

Shire of Manjimup

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From: Katina Bowie <katinabowie@nbnco.com.au>
Sent: Tuesday, 8 March 2022 9:00 AM
To: Todd Ridley <todd.ridley@manjimup.wa.gov.au>
Subject: LEMC 16 March

NBN Classification - Commercial

Hi Todd

I was just wondering whether you might have space for me to present at your 16 March LEMC on **nbn** emergency management and capability?

I met Dave Murphy in Walpole the other week and he was very interested in having me speak at an upcoming meeting. Not sure if you have space on this agenda but if so, I'd be happy to speak. I'd only need 10 mins.

Let me know if this month or the following work for you.

Kind regards
Katina

Katina Bowie
Community Engagement Manager (South East Region WA), nbn Local
M 0458 800 042 | E katinabowie@nbnco.com.au



Have you met OSCAR? A tool developed by nbn to help Australians measure their level of online skills and find the resources to become more capable and confident online. Access OSCAR here: <https://surveyv8.humanlistening.com/survey/08578e09-5cc0-44ff-915d-72fad9e2b848/?ambassador=LOCAL-WA-KatinaBowie>



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PLEASE CONSIDER OUR ENVIRONMENT BEFORE PRINTING

ATTACHMENT 6

Nicole Favero

From: Luke Bentley <luke.bentley@dbca.wa.gov.au>
Sent: Wednesday, 16 March 2022 5:46 AM
To: Nicole Favero
Cc: Jeffrey Bennett
Subject: RE: Local Emergency Management Committee Meeting 16 March 2022 - Manjimup - POSTPONED

Hi Nicole,
I'm no longer in Manjimup and I think Jeff Bennett is now the DGCA LEMC rep.
Cheers
Luke

From: Nicole Favero <Nicole.Favero@manjimup.wa.gov.au>
Sent: Tuesday, 15 March 2022 11:39 AM
To: Andrew Campbell <andrew.campbell@manjimup.wa.gov.au>; Brad Wren <bdwren@wn.com.au>; Chris Sousa - DFES <christopher.sousa@dfes.wa.gov.au>; Cr Paul Omodei <pomodei1@bigpond.com>; Shire President <Shire.President@manjimup.wa.gov.au>; Cr Denise Jenkins <denisejenkins@bigpond.com>; Dave Murphy - Walpole Police <Dave.MURPHY@police.wa.gov.au>; Gary Willcox - St John Ambulance <Gary.Willcox@stjohnwa.com.au>; Gavin Barke - Pemberton Police <gavin.barke@police.wa.gov.au>; Ian Guthridge <ian.guthridge@dpird.wa.gov.au>; Isaac Rinaudo <isaac.rinaudo@police.wa.gov.au>; Jason Dearle <jason.dearle@dpird.wa.gov.au>; Jeffrey Bennett <jeffrey.bennett@dbca.wa.gov.au>; Jodie Omodei <jodie.omodei@health.wa.gov.au>; Justine Kelly <Justine.Kelly@health.wa.gov.au>; Leon Gardiner <Leon.Gardiner@dfes.wa.gov.au>; Luke Bentley <luke.bentley@dbca.wa.gov.au>; Michele Duxbury <Michele.Duxbury@communities.wa.gov.au>; Nathan Hall <nathan.hall@dfes.wa.gov.au>; Nicole Favero <Nicole.Favero@manjimup.wa.gov.au>; Phil Schupp - Communities (Proxy) <phil.schupp@communities.wa.gov.au>; Ray Deall <ray.deall@westernpower.com.au>; Remo Pessotto - CBFCO <remo.pessotto61@icloud.com>; Stephen Burch <Stephen.Burch@manjimup.wa.gov.au>; Todd Ridley <todd.ridley@manjimup.wa.gov.au>; Vikram Cheema <vikram.cheema@dfes.wa.gov.au>
Subject: Local Emergency Management Committee Meeting 16 March 2022 - Manjimup - POSTPONED
Importance: High

[External Email] This email was sent from outside the department – be cautious, particularly with links and attachments.

Dear LEMC Members,

Please be advised that due to a current active incident in the Shire of Manjimup we will have to postpone the LEMC Meeting that was planned to be held tomorrow.

Our apologies for any inconvenience and we will be in touch soon with a new date.

Many thanks.
Kind regards,

Nicole

Nicole Favero
Administration Officer Ranger and Emergency Services
Shire of Manjimup
PO Box 1 /37-39 Rose St, Manjimup WA 6258
T: (08) 9771 7777
F: (08) 9771 7771

ATTACHMENT 7

Nicole Favero

From: Todd Ridley
Sent: Thursday, 28 April 2022 2:15 PM
To: Nicole Favero
Subject: FW: LEMC business
Attachments: LEMC Annual Business Plan.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Todd Ridley

Community Emergency Services Manager
(08) 9771 7732

Shire of Manjimup

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.

This e-mail and any attachment(s), is confidential and may be legally privileged. It is intended solely for the recipient(s). If you are not the recipient, dissemination, copying or use of this e-mail or any of its content is prohibited and may be unlawful. If you are not the intended recipient please inform the sender immediately and destroy the e-mail, any attachment(s) and any copies. All liability for viruses is excluded to the fullest extent permitted by law. It is your responsibility to scan or otherwise check this email and any attachment(s). Unless otherwise stated (i) views expressed in this message are those of the individual sender, except where the message states otherwise and the sender is authorised to state those views on behalf of the Shire of Manjimup (ii) no contract may be construed by this e-mail. Emails may be monitored and you are taken to consent to this monitoring.

From: CHEEMA Vikram <Vikram.CHEEMA@dfes.wa.gov.au>
Sent: Thursday, 28 April 2022 8:38 AM
To: Haydn Jones <haydn@harvey.wa.gov.au>; Erin Hutchins <erin.hutchins@dardanup.wa.gov.au>; FLYNN Kohdy <Kohdy.Flynn@dfes.wa.gov.au>; Mark Allies <mallies@bunbury.wa.gov.au>; Andriena Ciric <Andriena.ciric@capel.wa.gov.au>; ian.mcdowell <ian.mcdowell@busselton.wa.gov.au>; Adam Jasper <ajasper@amrshire.wa.gov.au>; Jess Cooper - Donnybrook <jess.cooper@donnybrook.wa.gov.au>; Todd Ridley <todd.ridley@manjimup.wa.gov.au>; Leigh Fletcher - CESO Nannup <ceso@nannup.wa.gov.au>; Ranger <Ranger@boyupbrook.wa.gov.au>; PEARCE Lyndon <Lyndon.Pearce@dfes.wa.gov.au>
Cc: CARTER John <John.Carter@dfes.wa.gov.au>; HALL Nathan <Nathan.Hall@dfes.wa.gov.au>
Subject: RE: LEMC business

Good morning all,

Please see the updated LEMC annual business plan with correct reference to the legislation, policy, and procedures.

Please contact me if you have any questions.

Kind regards,

Vik

Vikram Cheema
District Emergency Management Advisor – South West

Local Emergency Management Committee Business Plan 2022-2023

Shire/City of ###

SEMC VISION
 A better prepared, more resilient and safer state

SEMC Strategic Plan	LEMC Action	Status	Comment
Effective Governance			
Contemporary and integrated EM framework with well-defined roles and responsibilities maintained by rigorous oversight.	<ul style="list-style-type: none"> Local Emergency Management Arrangements (LEMA) are established, maintained and reviewed in accordance with State Emergency Management (EM) Procedure 3.8. 	○	
	<ul style="list-style-type: none"> Local Emergency Management Committee (LEMC) Chair and Executive Officer is appointed from local government in accordance with State EM Procedure 3.7. 	○	
	<ul style="list-style-type: none"> LEMC meetings business is administered in accordance with State EM Procedure 3.7. 	○	
	<ul style="list-style-type: none"> LEMC Executive Officer provides the Annual Report and Business Plan to the District Emergency Management Committee (DEMC) executive officer in accordance with State EM Procedure 3.7. 	○	
	<ul style="list-style-type: none"> LEMC contact details are validated quarterly and resource register are validated annually as a minimum. 	○	
	<ul style="list-style-type: none"> A Memorandum of Understanding (MOU) for EM district assistance is considered. 	○	

●	●	●	●
On Track	Off track Minor Issue	Significant Issues Action Required	Not yet started

SEMC Strategic Plan	LEMC Action	Status	Comment
Effective Governance			
Information about Hazards, risks and consequences is widely accessed, trusted and applied.	<ul style="list-style-type: none"> A local risk assessment is completed, with a risk register incorporated in the LEMA in accordance with State EM Procedure 2.1. Local risk treatments are identified and reported to the DEMC. 	<input type="radio"/>	
Strengthened engagement around Critical Infrastructure*	<ul style="list-style-type: none"> Critical infrastructure is captured in the LEMA where practical. Potential local government strategies to maintain service continuity in the event of an emergency are included in Business Continuity Planning arrangements. 	<input type="radio"/>	
*key transport infrastructure and utilities required for community health, economic production and effective management of emergencies			

<input checked="" type="radio"/> On Track	<input type="radio"/> Off track Minor Issue	<input checked="" type="radio"/> Significant Issues Action Required	<input type="radio"/> Not yet started
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SEMC Strategic Plan	LEMC Action	Status	Comment
Resilient Community			
<p>Strong Relationships enable informed decision-making and local leadership</p>	<ul style="list-style-type: none"> LEMC membership is contemporary and reflects the demographics of the community, including diversity in the social, environmental, economic and vulnerable elements in the community in accordance with State EM Procedure 3.7. LEMC corresponds with DEMC on emerging and current issues in emergency management. 	○	
<p>Collaborative and coordinated arrangements support locally led recovery and adaptation</p>	<ul style="list-style-type: none"> A local recovery plan is established, maintained and exercised in accordance with section 41(4) <i>EM Act 2005</i>. A Local Recovery Coordinator is identified, trained and where possible experienced in accordance with section 41(4) <i>EM Act 2005</i>. A recovery resource MOU is considered between local governments within an EM district. 	○	
<p>Reduce vulnerability and build resilience to cope with and adapt to consequences of hazards.</p>	<ul style="list-style-type: none"> Investigate emergency management funding opportunities to improve resilience in communities. 	○	
<p>Understand risk and have plans to maintain service delivery to the community.</p>	<ul style="list-style-type: none"> New and emerging risks are established at LEMC meetings and incorporated in LEMA where possible. 	○	

<p>On Track</p> 	<p>Off track Minor Issue</p> 	<p>Significant Issues Action Required</p> 	<p>Not yet started</p> 
-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

SEMC Strategic Plan	LEMC Action	Status	Comment
Capable Sector			
Capability to respond to our risks and vulnerabilities across the state is strengthened.	<ul style="list-style-type: none"> LEMC members participate in district or state level multi-agency exercises where possible. Capability data is reported annually for the State Emergency Management Committee (SEMC) state emergency management capability survey. 	○	
Public communications systems and technologies are optimised for risk and context.	<ul style="list-style-type: none"> Local communication strategies are incorporated in the LEMA where appropriate. 	○	
The EM sector exercises and learns in order to continually improve	<ul style="list-style-type: none"> The LEMC exercises annually in accordance with the State EM Policy section 1.5.10 and the Western Australia Managing Exercises Guideline. Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with State EM Policy 4.10. Develop a post-exercise report following all exercises in consultation with participants and submit to the DEMC as soon as practicable after the exercise. 	○	
Knowledge and networks are built through regular sector-wide training and development	<ul style="list-style-type: none"> LEMC members attend regular emergency management training and professional development opportunities where possible. 	○	

 On Track	 Off track Minor Issue	 Significant Issues Action Required	 Not yet started
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Local Emergency Management Committee Projects and Initiatives

Project Name	Host Agency	Project Description	Status	Comments
			<input type="radio"/>	
			<input type="radio"/>	

<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
On Track	Off track Minor Issue	Significant Issues Action Required	Not yet started

ATTACHMENT 8



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

Mr Andrew Campbell
Chief Executive Officer
Shire of Manjimup
PO Box 1
MANJIMUP WA 6258

Dear Mr Campbell

The Department of Communities' (Communities) Great Southern sincerely thanks the Shire of Manjimup for its assistance with opening the Walpole Sport and Recreation Centre in response to the bushfire impacting parts of the Shire of Denmark over the weekend of 5 February 2022.

The Shire of Manjimup was extremely flexible as the situation rapidly evolved and the efforts of staff who assisted assistance at the evacuation centre during the initial phase of the response is truly appreciated. In particular, Ms Charlene Masters (Walpole) provided continued support during the incident.

Please extend Communities' appreciation to the Local Emergency Management Committee members and the Shire of Manjimup councillors for the support provided during an intense period of unprecedented fire activity throughout the South West and Great Southern regions.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Neila Williams'.

Neila Williams
Regional Executive Director
Great Southern and Wheatbelt
Department of Communities

A handwritten signature in black ink, appearing to read 'Phil Schupp'.

Phil Schupp
A/District Emergency Services Officer
Great Southern
Department of Communities

29 April 2022

ATTACHMENT 9

Nicole Favero

From: Michele Duxbury <Michele.Duxbury@communities.wa.gov.au >
Sent: Tuesday, 3 May 2022 2:47 PM
To: Nicole Favero; Todd Ridley
Subject: Dept of Communities - LEMC Reports
Attachments: Manjimup - 4th Quarter Report - 2022.pdf; LEWP - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments .pdf

Good afternoon

Please find attached the following:

- 4th Quarter Report
- Welfare Plan (updated and amalgamated)

As previously indicated, I have been working on the welfare plan and it is now ready. Can I please have the new Welfare Plan tabled at the next LEMC meeting.

Thank you.

Kind regards

Michele

Michele Duxbury

District Emergency Services Officer | South West
State Welfare Incident Coordination Centre (SWICC)

Department of Communities
P: 08 6277 3666 M: 0427 476 658 F: 08 64 773 658
PO Box 305 Busselton WA 6280
W: communities.wa.gov.au

The Department of Communities acknowledges the traditional owners of country throughout Western Australia and their connection to land, waters and community. We pay our respects to them and their cultures, and to their elders past and present.

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

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**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency: Department of Communities
(Communities)

Date: From – Apr 2022 to June 2022 inclusive

INCIDENTS:

Date	Type of Incident	Location of Incident	Other Agencies Involved	Comments/Outcomes
Continual	Health – Pandemic	South West	HMA – Health	

EXERCISES AND TRAINING:

Date:	Title	Objectives	Comments/Outcomes

Additional Comments/Suggestions:

- Since the Bridgetown/Hester Area Bushfire has been declared an event, Communities has been contacting residents affected and providing recovery to those who can apply for *Disaster Recovery Funding Arrangements – Category 3*.
- Welfare Plans have been updated and are ready for tabling at the LEMC meetings.
- COVID: Communities has been working diligently in providing certain cohorts with accommodation and provisions over the last couple of months.
- Dept of Communities staff from the All Hazards Unit, including myself, are being deployed for two week stints to NSW to assist in the recovery processes from the recent flooding.



Local Emergency Welfare Plan

MANJIMUP REGION

(SUPPORTING SHIRE OF BRIDGETOWN-GREENBUSHES AND SHIRE OF MANJIMUP)
(2022)

Prepared by

Department of Communities - Emergency Services

Tabled/Received and accepted at the

LOCAL EMERGENCY MANAGEMENT COMMITTEE



SHIRE OF
MANJIMUP
Manjimup • Northcliffe • Pemberton • Walpole

This Plan can be activated for hazards defined under the WA State Emergency Management Arrangements e.g. 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, Bunbury Office – 64 142 777 and after hours Crisis Care on 1800 199 008.

Local Emergency Welfare Plan - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments

Contact details

To make comment on this plan please contact -

Michele Duxbury
District Emergency Services Officer
South West District
Department of Communities
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P: 08 6277 3666
M: 0427 476 658

Amendment List

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	2022	Complete Review and Reissue.	Michele Duxbury
1			
2			
3			
4			
5			
6			

Local Emergency Welfare Plan - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments

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**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

Appendix 13 – Distribution List:59

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 - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

2.2 Special considerations

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

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

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

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

Animals in welfare centres

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

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

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

2.3 Resources – Preparedness and Operational

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

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Communities State Welfare Coordinator (SWC)	The title “State Welfare Coordinator” used throughout this plan is the Communities representative appointed by the

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>Communities Director General (DG). This role is delegated to the Director Emergency Services. Responsibilities include:</p> <ul style="list-style-type: none"> (a) Coordination of all emergency welfare support services at the State level; (b) Represent the DG on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required; (c) Act as the DG's representative on the following: <ul style="list-style-type: none"> • SEMC Response and Capability Subcommittee; • SEMC Recovery Subcommittee; • SEMC Community Engagement Subcommittee; • Other State and national level committees as appropriate. (d) Chairing the State Welfare Emergency Committee (SWEC); (e) Coordination of all partnering agencies within the State Welfare Coordination Centre.
Communities Emergency Services Coordinator (ESC)	<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.
Communities District Welfare Representatives	<ul style="list-style-type: none"> (a) Represent Communities on District Emergency Management Committees (DEMCs) to address emergency welfare support matters (Communities District Director or proxy); (b) Ensure the arrangements of this plan are clearly

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>understood at the district level;</p> <ul style="list-style-type: none"> (c) Clarify Communities policy on emergency welfare matters where required; (d) Refer matters of a contentious nature to Communities Emergency Services for resolution; (e) Ensure development, testing and maintenance of Local Emergency Welfare Plans for the district in which the Local Government (LG) areas fall; (f) Appointing Local Welfare Coordinators for each Local Emergency Management Committee (LEMC); (g) Represent Communities on Operational Area Support Groups (OASGs) as required.
District Emergency Services Officer (DESO)	<ul style="list-style-type: none"> a) As a local emergency management resource, develop local arrangements, procedures, and resources e.g., EM Kits; b) Develop, test, and maintain the Local Emergency Welfare Plans for the district in which the LG areas fall; c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions and exercises annually; d) Liaise and establish networks and partnerships with agencies; e) Assist with activations if available; f) Assist and support the District Welfare representatives and Local Welfare Coordinators to carry out their roles.
Communities Local Welfare Coordinators (LWC)	<p>Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within an LG area/s.</p> <p>A Communities LWC responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish and manage the activities of the local Emergency Welfare Coordination Groups (EWCG), where determined appropriate by the District Director; (b) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees; (c) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services; (d) Represent Communities on the Incident Support Group (ISG) when required.
Communities Welfare Centre Coordinator (WCC)	<p>In some circumstances Welfare Centre Coordinators (WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>welfare services to the evacuees in the welfare centre.</p> <p>(b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC;</p> <p>(c) Remaining at the centre to manage the centre operations.</p>
Local Government Welfare Support	<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 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>

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	If LGs elect to undertake their own welfare arrangements without Communities consultation, LGs are responsible for their own costs.

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.

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Activation Stage number	Activation Stage name and actions
Stage 1	<p>Alert: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided from within Communities.</p> <ul style="list-style-type: none"> (a) Partnering agencies are alerted by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies alert their own personnel; (c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided; (d) Key personnel are briefed on action to be taken; (e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.
Stage 2	<p>Activation: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided internally and/or externally.</p> <ul style="list-style-type: none"> (a) On behalf of the HMA/Controlling agency, and in consultation with the welfare centre owners, the Local Welfare Coordinator organises for the designated welfare centre to be opened if required. The safest and most appropriate centre needs to be agreed on by the HMA, LG and Communities; (b) Required partnering agencies are activated by the SWC/ESC or Local Welfare Coordinator and proceed to the welfare centre; (c) Welfare services are provided under the coordination of the Local Welfare Coordinator with partnering agencies assisting as required; (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Local Welfare Coordinator and partnering agencies; (e) Welfare services requirements are continuously monitored and reviewed by the Local Welfare Coordinator and adjusted accordingly. (f) If required, requests for additional resource support at the local level should be made by the Local Welfare Coordinator to the SWC/ESC.
Stage 3	<p>Stand Down: HMA/Controlling Agency to officially notify Communities to Stand Down; or SWC/ESC or Local Welfare Coordinator to request of HMA/Controller Agency to Stand Down if they assess welfare services no longer required.</p> <ul style="list-style-type: none"> (a) Partnering agencies are informed of the Stand Down by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies stand down in accordance with

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Activation Stage number	Activation Stage name and actions
	<p>relevant procedures for their agency;</p> <p>(c) Partnering agencies are to advise the SWC/ESC or Local Welfare Coordinator when stand down has been completed;</p> <p>(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;</p> <p>(e) The SWC/ESC or Local Welfare Coordinator advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible;</p> <p>(f) Post operation reports to be written by Communities – see 2.9.</p>

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.

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

3.2 Emergency relief and assistance in recovery

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

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

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

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

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

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

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

3.4 Cessation of recovery

Communities cessation of welfare services in recovery will be dependent on community needs, access to existing community services, and individuals’ and

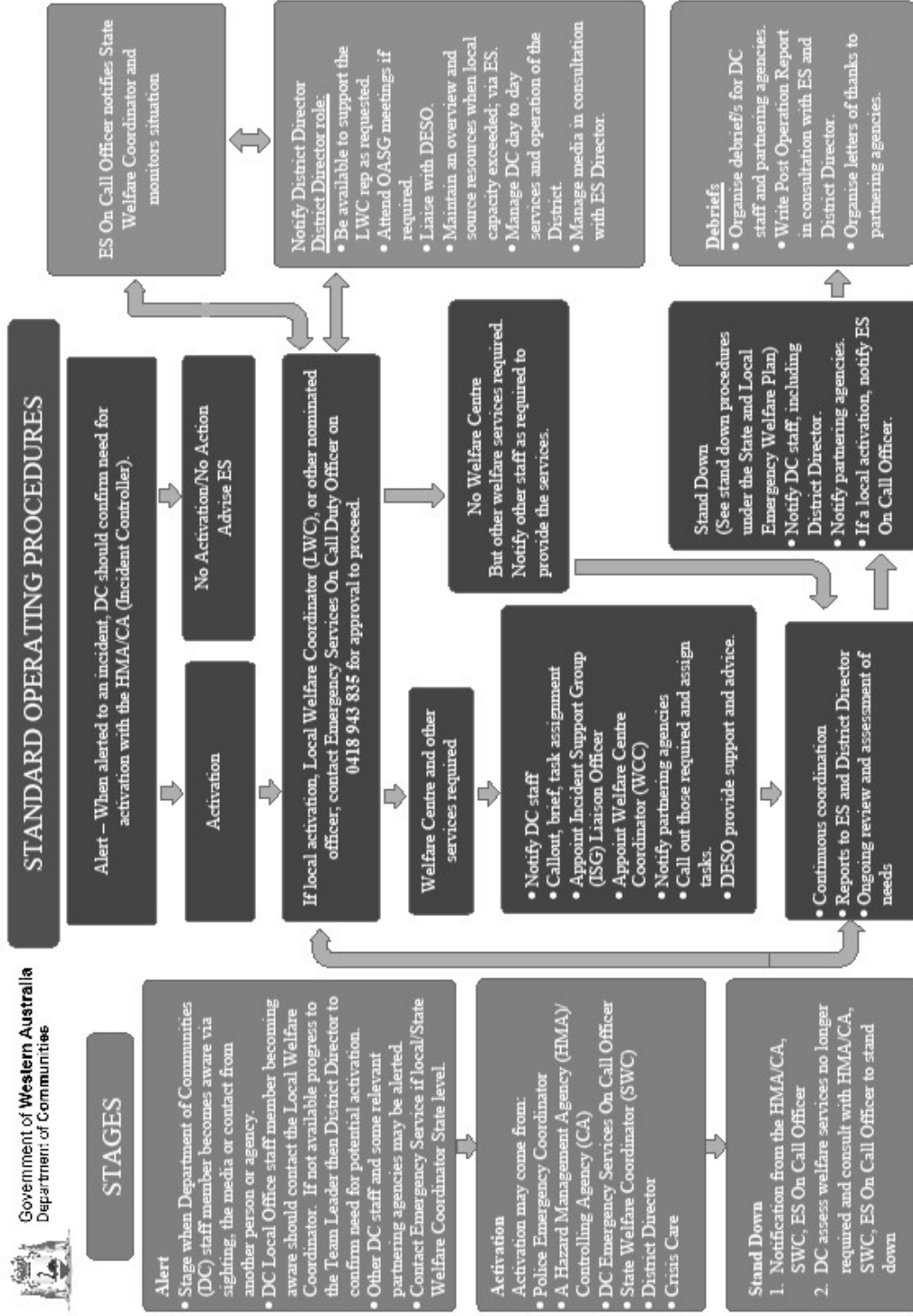
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communities' resilience. Accordingly, Communities cessation may vary from other recovery services.

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.

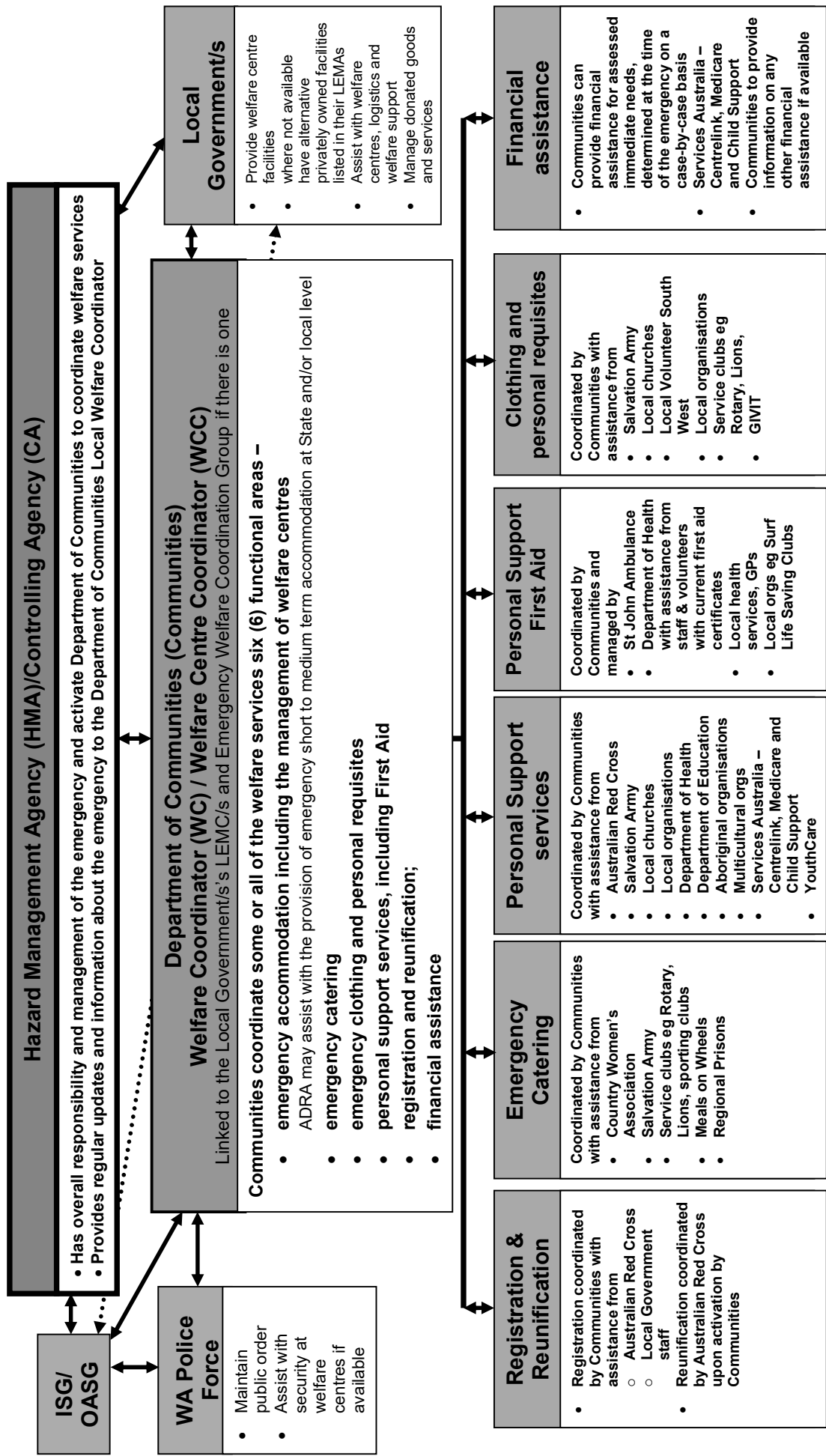
Appendix 1 – Department of Communities Standard Operating Procedures



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Appendix 2 – Local Emergency Welfare Coordination

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



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Appendix 3 –Emergency Welfare Coordination Group/Partnering Agencies

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

Department of Communities (DC) Functions include: Overall Coordination * Accommodation * Financial Assistance * Counselling Personal Support * Personal Requisites * Registration			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Michele Duxbury District Emergency Service Officer	Michele.Duxbury@Communities.wa.gov.au	0427 476 658	On Call Duty Officer - 0418 943 835
Second contact Andrea Speer District Director	Andrea.Speer@communities.wa.gov.au	6414 2777	0448 016 237
Third contact Brooke Thomas Local Welfare Coordinator	Brooke.Thomas@communities.wa.gov.au	6414 2777	0428 734 803

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Shire of Bridgetown Greenbushes Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Tim Clynch CEO	tclynch@bridgetown.wa.gov.au	08 9761 0800	0428 611 376
Second Contact Glen Norris Recovery Coordinator	glenorris29@bigpond.com	08 9761 1628	0438 611 628
Third Contact Lyndon Pearce CESM	lpearce@bridgetown.wa.gov.au	08 9761 0901	0428 611 125

Shire of Manjimup Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First Contact			

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Andrew Campbell CEO	Andrew.Campbell@manjimup.wa.gov.au	08 9771 7730	0427 389 227
Second Contact Todd Ridley CESM	Todd.Ridley@manjimup.wa.gov.au	08 9771 7732	0427 711 841
Third Contact Gail Ipsen Cutts Director Community Services	Gail.Ipsencutts@manjimup.wa.gov.au	08 9771 7777	0427 831 410

<p>Red Cross Functions include: Registration of evacuees * Manage Inquiry * Personal support (1st, 2nd, and 3rd contact used for day to day business. For emergency responses refer to after hours contact numbers in 3rd column)</p>			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Jennifer Pigeon State Manager	JPigeon@redcross.org.au	0448 991 399	Emergency Control 0408 930 811
Second Contact Karen Edmeades ES Recovery & Resilience Coordinator	kedmeades@redcross.org.au	0448 713 604	
Third Contact			

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Harry Deluxe	hdeluxe@redcross.org.au	0437 989 602
ES Operations/Workforce Coordinator		

Salvation Army Functions include: Catering * Emergency Clothing/Personal requisites * Personal support			
Name/Position	Email	Work Hours	After Hours Contact
First contact Captain Mark Schatz	corpsofficer.bunbury@salvationarmy.org.au mark.schatz@salvationarmy.org.au	9791 5200 Option 1 or 2: if it rings out, they are on another call	0415 659 721
2nd Contact Captain Zoe Schatz	zoe.schatz@salvationarmy.org.au	9791 5200	0427 957 558

Police Functions Include: Maintain public order at Evacuation centres as required			
Name/Position	Email	Work Hours	After Hours Contact
Bridgetown Dave White OIC	dave.white@police.wa.gov.au	08 9715 8130	
Manjimup			

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Isaac Rinaudo OIC	isaac.rinaudo@police.wa.gov.au	08 9771 1000	0409 885 757
Pemberton Gavin Barke OIC	gavin.barke@police.wa.gov.au	08 9716 3100	0417 951 380
Walpole Dave Murphy OIC	dave.murphy@police.wa.gov.au	08 9825 0800	0436 836 460

Services Australia (formerly Dept of Human Services)			
Functions include: Financial Assistance * Counseling			
Name/Position	Email	Work Hours	After Hours Contact
First contact Carol LeMay Region Manager Services Australia	carol.lemay@servicesaustralia.gov.au	08 9792 8812	0429 637 001

Department of Health			
Function Include Personal Support			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact (24/7)		9328 0553	9328 0553

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On Call Duty Officer (Department of Health)			
Disaster Preparedness and Man. Unit			
2nd Contact (24/7)		08 9772 5100	08 9772 5100
Warren Hospital (Manjimup)			
2nd Contact (24/7)		08 9782 1222	08 9782 1222
Bridgetown Hospital			
2nd Contact (24/7)			
Pemberton Northcliffe Health Service		08 9766 4000	08 9766 4000
2nd Contact (24/7)			
Nannup Hospital		08 9756 3800	08 9756 3800

St John Ambulance (Volunteers)			
Functions Include:			
First aid only			
Name/Position	Email	Work Hours	After Hours Contact
St John – Apart from medical emergencies all activations must be approved by the ESU On Call Emergency Services Coordinator on 0418 943 835	Emergencies – 000/112/106 Event Health Services – Can provide advice and consult on appropriateness of activation. Will also activate services and stand down general attendance	9334 1234	9334 1234

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	when requested.		
Dianne Langford-Fisher Regional Manager South West	Dianne.Langford-Fisher@stjohnwa.com.au	9334 6726	0417 985 296
Brandon Reid Assistant Regional Manager SW	brandon.reid@stjohnwa.com.au	9334 6726	0427 887 829

Youth Care			
Functions Include:			
Personal Support and Pastoral Care			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact YouthCARE PCIR	pcir@youthcare.org.au	0407 413 855 9376 5000	0407 413 855

Volunteer South West			
Functions Include			
*Management of Volunteers *Management of Donated Goods *Personal Support			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact			

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Sharmara Williams Manager	manager@volunteersouthwest.org.au	9791 3214	0428 971 448
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DFES/SES (Lower South West Region)			
Functions Include: Logistics Support			
Name/Position	Email	Work Hours	After Hours Contact
First contact Linda Ashton Community Preparedness Advisor	linda.ashton@dfes.wa.gov.au	9771 6800	0429 991 629
Second Contact Phil Brandrett Superintendent	philip.brandrett@dfes.wa.gov.au	9771 6800	0408 015 872
Third Contact Nathan Hall Area Officer Emergency Mngmnt	nathan.hall@dfes.wa.gov.au	9771 6800	0408 616 433
Fourth Contact Peter Thomas District Officer - Capes	peter.thomas@dfes.wa.gov.au	9771 6800	0429 980 010
Fourth Contact Andy Thompson Area Officer - Geographe	andy.thompson@dfes.wa.gov.au	9771 6800	0419 146 169
Fourth Contact Paul Dennison Area Officer - Leeuwin	A0leeuwin@dfes.wa.gov.au paul.dennison@dfes.wa.gov.au	9771 6800	0419 791 501
Fourth Contact Vacant District Officer - Warren-Blackwood		9771 6800	0447 362 006

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Fourth Contact Chris Sousa District Officer - Nelson	chris.sousa@dfes.wa.gov.au (Note: Chris Sousa is using Warran Blackwood Mob)	9771 6800	0429 379 632
Fourth Contact Vacant District Officer - SES		9771 6800	0408 412 608
Fifth Contact Ruth Jackson Volunteer Management Support Officer	vmso.lower southwest@dfes.wa.gov.au	9771 6800	0417 565 852
Vikram Cheema District Emergency Management Advisor	vikram.cheema@dfes.wa.gov.au	9780 1976	0429 688 130

Country Women’s Association			
Functions Include:			
Catering support * Personal services * Emergency clothing/personal requisites			
Name/Position	Email	Work Hours	After Hours Contact
Greenbushes Belles			
Sharon Edward	greenbushesbelles@gmail.com	0407 087 388	Activated by Salvation Army
Jamie Kennedy	jamie.ken@live.com.au	0409 512 766	
Manjimup			
Belinda Wintergreen	belindawbr@gmail.com	0412 124 558	

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Pemberton			
Rose Allen	justworms551@bigpond.com	9776 0309	

<p align="center">Adventist Development Relief Agency (ADRA) Functions Include: Managing Long Term Accommodation Needs (Level 3 activation)</p>			
<p>ADRA are activated by the ESU OnCall Emergency Services Coordinator on 0418 943 835</p>			
First Contact			
Luke Webster Director WA	(08) 9398 7222	0403 704 064	lukewebster@adra.org.au

<p align="center">OTHER ORGANISATIONS Functions Include * Management of Volunteers * Management of Donated Goods * Catering * Personal Services</p>			
Name/Position	Email	Work Hours	After Hours Contact
Education Dept Andrew Grono Coordinator Regional Services	Andrew.grono@education.wa.edu.au	9791 0300	0434 02 780

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
<p>Department of Communities (Communities) – Lead Welfare Agency</p>	<p>(1) Coordinate all functional areas of an emergency welfare response during emergencies;</p> <p>(2) Appoint the Local Welfare Coordinators to support each Local Government (LG) area;</p> <p>(3) If applicable, establish and manage the activities of the local government Emergency Welfare Coordination Group including the provision of secretariat support;</p> <p>(4) Provide staff and operate the Welfare Centres if required;</p> <p>(5) Coordinate all welfare resources utilised under this plan;</p> <p>(6) Coordinate the welfare functional areas of:</p> <p>(a) Emergency Accommodation;</p> <p>(b) Emergency Catering;</p> <p>(c) Emergency Clothing and Personal Requisites;</p> <p>(d) Personal Support Services;</p> <p>(e) Registration and Reunification;</p> <p>(f) Financial Assistance;</p> <p>(7) Provide representatives to various emergency management committees and coordination groups as required.</p>
<p>Department of Communities - Disability Services</p>	<p>(1) Provide a Support Agency Officer/s as required;</p> <p>(2) Provide access to staff to assist with Personal Support Services where agreed and available;</p> <p>(3) Provide strategic policy advice regarding the provision of</p>

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Agency / Organisation Name	Normal role if engaged
	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; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other welfare functional areas where agreed.
ADRA - Adventist Development and Relief Agency	(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	(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	(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	(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	(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

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Agency / Organisation Name	Normal role if engaged
Liaison Unit	incident information such as traffic management information, and support the facilitation of public meetings and other community based communications.
Department of Health	<ol 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 Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Welfare Centres; (5) Assist with other welfare functional areas where agreed.
Services Australia – Centrelink, Medicare and Child Support	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with Services Australia guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other welfare functional areas where agreed.
GIVIT – online donation management system	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer as required to be a reference source regarding donated goods. (2) www.givit.org.au
Legal Aid Western Australia	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other welfare functional areas where agreed.
Lions Club WA	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of emergency catering at Welfare Centre's, e.g. a barbeque meal, with supply of the food to be cooked, (3) Assist with the functional area of Personal Services at Welfare Centre's, such as practical assistance in setting up a welfare centre, managing the parking of vehicles; and (4) Assist with other welfare functional areas where agreed.
Local Churches/ Church Ministers Fellowship	<ol style="list-style-type: none"> (1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other welfare functional areas where agreed.
Local Government Welfare Support	<p><i>Negotiate at the local level with individual Local Governments any additional responsibilities eg Ranger Services.</i></p> <ol style="list-style-type: none"> (1) Provide a Local Government (LG) Welfare Liaison Officer as required;

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Agency / Organisation Name	Normal role if engaged
	<ul style="list-style-type: none"> (2) Assist with the welfare functional area of Emergency Accommodation by utilising LG facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (4) Assist with other welfare functional areas where agreed.
Salvation Army	<ul style="list-style-type: none"> (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	<p>Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106.</p> <ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> (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.
WA Police Force	<ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> (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.

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

Points of clarification:

5.1 Establishment of welfare centres

As per State EM Policy -

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

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

5.2 Welfare centres definition

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

5.3 Safety considerations

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

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

5.4 Children, organisations, educational and care facilities

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –

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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 LGs may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

5.6 Responsibility for the welfare centre premises

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

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

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

5.7 School evacuations

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

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

5.8 State Welfare Centres

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, welfare staff and volunteers. In these circumstances LGs or private facility owners may be asked for use of their facility as a 'State Welfare Centre' to assist affected members of other LG areas. At these times it would be the expectation that the State Welfare Centre would operate in a similar manner with the same procedures as if operating as a Local Welfare Centre as outlined in this plan.

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

Appendix 5A - List of Pre-Determined Welfare Centres

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

Primary Centres – Bridgetown Greenbushes

<u>Centre</u> : Bridgetown Leisure Centre	<u>Contact</u> : Shire of Bridgetown-Greenbushes – Sonja Sehm, Centre Mgr Ph: 9761 2966; Tim Clynych (CEO) 9761 0800 mobile 0428 611 376
<u>Address</u> : Cnr Steere Street & Gifford Road	
<u>General Purpose Capacity</u> : Max capacity- 1,100 pax	
CoVid-19 – 2m2 capacity = 550pax; 4m2 capacity = 275pax	
<u>Comments</u> : Limited parking; Upstairs area = private lease arrangement	

Alternative Centres

<u>Centre</u> : Bridgetown Civic Centre	<u>Contact</u> : Tim Clynych (CEO) 9761 0800 / 0428 611 376
<u>Address</u> : 1 Steere St, Bridgetown	
<u>General Purpose Capacity</u> : 100 in an emergency	
<u>Comments</u> : Best suited as one stop shop / recovery centre as next to shire office Long term use not recommended as limited toilets and no showers Has industrial kitchen, with a large amount of cutlery, plates, cups, chairs trestle tables.	

Local Emergency Welfare Plan - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments

<u>Centre</u> : Bridgetown Agricultural Grounds	<u>Contact</u> : 9771 7777 Ed Russell - 0429 379 089 Barry Mills (Groundsman) 9764 4039
<u>Address</u> : 38 Peninsula Rd, Bridgetown	
<u>General Purpose Capacity</u> : Standing ? ; Sleeping 100? ; duration ?	
<u>Comments</u> : 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.	

Primary Centres - Manjimup

<u>Centre</u> : Manjimup Town Hall	<u>Contact</u> : 1.Shire of Manjimup Office 9771 7777 2.Todd Ridley (CESM) 0427 711 841 3.Andrew Campbell (CEO) 0427 389 227 4.Gail Ipsen-Cutts 0427 831 410
<u>Address</u> : 37 Rose St, Manjimup	
<u>General Purpose Capacity</u> : Max capacity- 300 pax CoVid-19 – 2m2 capacity = 150pax; 4m2 capacity = 75pax	
<u>Comments</u> : 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.	

<u>Centre</u> : Manjimup Indoor Sports Pavilion	<u>Contact</u> : 1.Shire of Manjimup Office 9771 7777 2.Todd Ridley (CESM) 0427 711 841 3.Andrew Campbell (CEO) 0427 389 227 4.Gail Ipsen-Cutts 0427 831 410
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Local Emergency Welfare Plan - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments

<u>Address</u> : Cnr Arnott / Rutherford St, Manjimup
<u>General Purpose Capacity</u> : Maximum capacity – 2000 pax
CoVid-19 – 2m2 capacity = 1000pax; 4m2 capacity = 500pax
<u>Comments</u> : 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

<u>Centre</u> : Pemberton Sports Club	<u>Contact</u> : 1. Shire of Manjimup Office 9771 7777 2. Todd Ridley (CESM) 0427 711 841 3. Andrew Campbell (CEO) 0427 389 227 4. Gail Ipsen-Cutts 0427 831 410
<u>Address</u> : Club Rd, Pemberton	
<u>General Purpose Capacity</u> : Maximum capacity – 1400 pax	
CoVid-19 – 2m2 capacity = 700pax; 4m2 capacity = 350pax	
<u>Comments</u> : 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

<u>Centre</u> : Northcliffe Recreation Centre	<u>Contact</u> : 1. Shire of Manjimup Office 9771 7777 2. Todd Ridley (CESM) 0427 711 841 3. Andrew Campbell (CEO) 0427 389 227 4. Gail Ipsen-Cutts 0427 831 410
<u>Address</u> : George Gardner Drive, Northcliffe	
<u>General Purpose Capacity</u> : Maximum capacity – 500 pax	

Local Emergency Welfare Plan - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments

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.

Primary Centre - Walpole

Centre : Walpole Sport & Recreation Centre

Contact:

1. Shire of Manjimup Office 9771 7777
2. Todd Ridley (CESM) 0427 711 841
3. Andrew Campbell (CEO) 0427 389 227
4. Gail Ipsen-Cutts 0427 831 410

Address : Lot 2/ 44 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:

1. Shire of Manjimup Office 9771 7777
2. Todd Ridley (CESM) 0427 711 841
3. Andrew Campbell (CEO) 0427 389 227
4. Gail Ipsen-Cutts 0427 831 410

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;

Local Emergency Welfare Plan - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments

meeting room; therapy room; community room; dementia specific activity and lounge area; dementia friendly central sensory garden and a commercial kitchen.



WELFARE CENTRE SAFETY INSPECTION

Facility Name & Address

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

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

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

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

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

Safety Inspection completed by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



WELFARE CENTRE CONDITION REPORT

Facility Name & Address

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

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

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

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

Condition report completed by:

Date:

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



WELFARE CENTRE HANDOVER REPORT

Facility Name & Address

Report Date/Time: _____

Name:		Address:	
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Facility Coordinators

Local Government Welfare Coordinator:	
DC Local Welfare Coordinator:	

Facility Handover Info

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

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



5. Are other community members/groups going to be utilising the centre whilst it is open as a Welfare Evacuation Centre and will disturb its current purpose? Has the community been made aware of this centre being used as a Welfare Evacuation Centre? Have alternative plans been made for activities?

6. Are there any other concerns or issues that have arisen since the opening of the centre or any that you foresee being an issue whilst the centre is open as a Welfare Evacuation Centre?

7. Other Notes?

** Please use another Form to hand the Facility back from the Department of Communities to the Local Government

Handover report completed/acknowledged by: _____ **Date:** _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		

Local Emergency Welfare Plan - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments

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.

SHIRE OF BRIDGETOWN-GREENBUSHES			
NAME	ADDRESS	Contact	After Hours Contact
Lucieville Farm Chalets	South Western Highway, Glenlynn	08 9761 1733	08 9761 1733 - Chad & Claire
Freemasons Hotel	Cnr Steer & Hampton St, Bridgetown	08 9761 1725	0428 928 497 - Sue & Sam Fletcher
Nelsons of Bridgetown	38 Hampton St, Bridgetown	08 9761 1641	0480 205 743/0476 882 381 - Kathy & Bruce
Tweed Valley Lodge	171 Tweed Rd, Bridgetown	08 9761 2828	08 9761 2828 - Barbara Johnson
Bridgetown Hotel	165 Hampton St, Bridgetown	08 9761 1034	08 9761 1034 - Peter

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SHIRE OF MANJIMUP			
NAME	ADDRESS	Contact	After Hours Contact
Manjimup Gateway Hotel	Lot 1 Case St, Manjimup	08 9777 1053	0474 327 397 - Paul
Kingsley Motel	74 Chopping St, Manjimup	08 9771 1177	0409 554 454/0429 926 934 - Tammy
Tree Top Walk Motel	45-50 Nockolds St, Walpole	08 9840 1444	08 9840 1444 - Jenny
Karri Forest Motel	20-26 Widdeson St, Pemberton	08 9776 1019	0432 140 378 - Simon
Karri Valley Resort	11432 Vasse Highway, Pemberton	08 9776 2020	08 9776 2020 - Lucy
Northcliffe Hotel & Motor Inn	7 Wheatly Coast Rd, Northcliffe	08 9776 7089	0428 447 787 - Helen Smith

Appendix 6 – Welfare function of Registration and Reunification

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

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

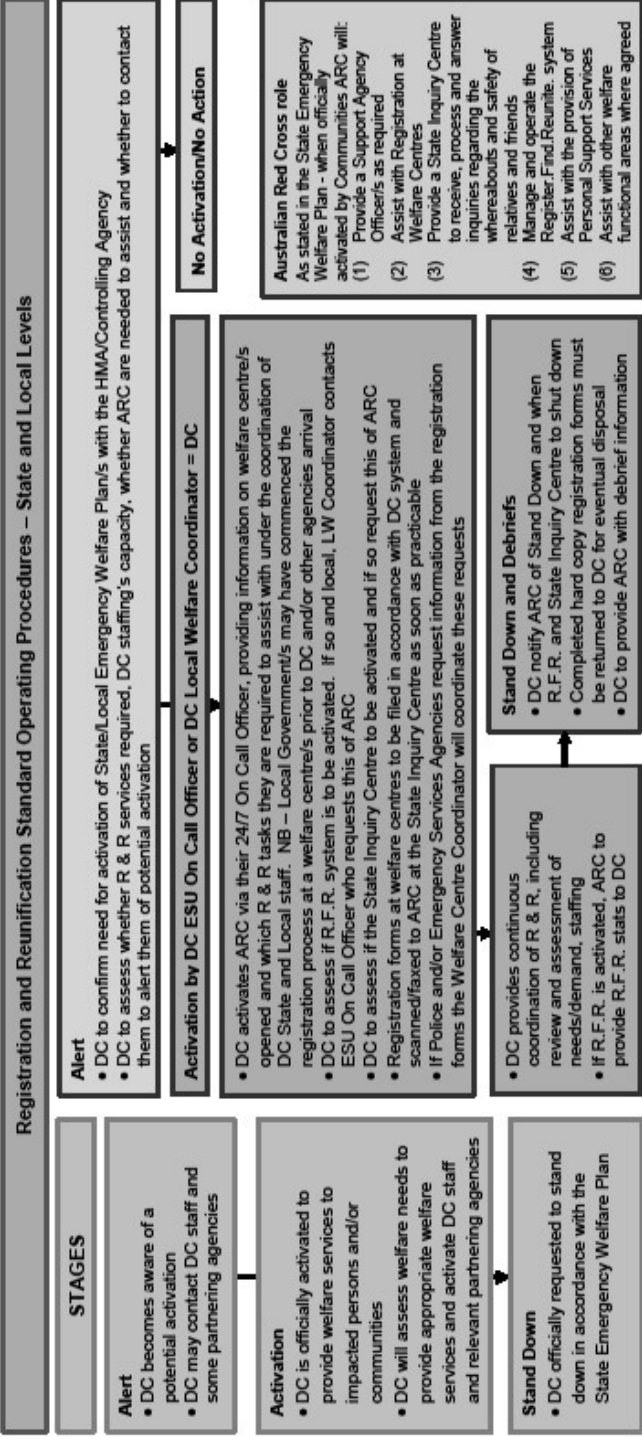
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Communities Standard Operating Procedures for the welfare function of Registration and Reunification



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, interstate, intrastate 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.



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Appendix 7 – Emergency Catering Services

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

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

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

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

Shire of Bridgetown Greenbushes		
NAME	Products/Goods/Service Supplies	CONTACT
Coles - Eaton Fair Centre (Bunbury)	Cnr Eaton Dr & Recreation Dr, Eaton	08 9724 3400 (hrs: 24/7; 7am - midnight)
Woolworths - Eaton Fair Centre (Bunbury)	2 Recreation Dr, Eaton	08 9724 2211 (hrs: 24/7; 7am - 10pm)
Chicken Treat	Cnr Rose & Brookman Streets, Manjimup	08 9771 2101
Manjimup Subway	100 Giblett St, Manjimup	08 9771 1571
FoodWorks	151-155 Hampton Street, Bridgetown	08 9761 0660
Wattleseed Café & Flowers	39 Hampton Street, Bridgetown	08 9761 1196

Local Emergency Welfare Plan - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments

Clovers Store	20 Gifford Road, Bridgetown	08 9761 2017
The Stables IGA Bridgetown	109 Hampton Street, Bridgetown	08 9761 1044

Shire of Manjimup		
NAME	Products/Goods/Service Supplies	CONTACT
Coles - Eaton Fair Centre (Bunbury)	Cnr Eaton Dr & Recreation Dr, Eaton	08 9724 3400 (hrs: 24/7; 7am - midnight)
Woolworths - Eaton Fair Centre (Bunbury)	2 Recreation Dr, Eaton	08 9724 2211 (hrs: 24/7; 7am - 10pm)
Subway Manjimup	100 Giblett St, Manjimup	08 9771 1571
Coles - Manjimup	Rose St & Ipsen Street, Manjimup	08 9771 1744
Woolworths Manjimup		08 9771 3322
Farmhouse Pizza	123 Giblett St, Manjimup	08 9771 2300
IGA Pemberton	Gupp & Dean St, Pemberton	08 9776 1264
Pemberton General Store	66 BROCKMAN STREET, Pemberton	08 9776 1151
Karri Country Good Food	13 Wheatley Coast Road, Northcliffe	08 9776 6886

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Northcliffe General Store	55 Zamia St, Northcliffe	08 9776 7072
IGA Walpole	24 Nockolds Street, Walpole	08 9840 1031
Flaming Hot Takeaways (can place large orders)	Lot 9 Vista Street, Walpole	08 9840 1440
Philippine Magic Café (can place large orders)	14 Nockolds St, Walpole	08 9840 1921 Gina - 0406 231 414 Ron - 0414 202 850

Country Women's Association		
Functions Include:		
Catering support * Personal Services * Emergency clothing/personal requisites		Work Hours
Name/Position	Email	
Bridgetown		
Anita Luretigh	bridgetownhomestay@iinet.net.au	0431 374 753
Greenbushes Belles		
Sharon Edward	greenbushesbelles@gmail.com	0407 087 388
Jamie Kennedy	jamie.ken@live.com.au	0409 512 766
Manjimup		

Local Emergency Welfare Plan - Dept of Communities Manjimup Office – Bridgetown Greenbushes & Manjimup Local Governments

Belinda Wintergreen	belindawbr@gmail.com	0412 124 558
Pemberton Rose Allen	justworms51@bigpond.com	9776 0309

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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.

Shire of Bridgetown Greenbushes		
NAME	Products/Goods/Service Supplies	CONTACT
Coles - Eaton Fair Centre (Bunbury)	Supermarket lines	08 9724 3400 (hrs: 24/7; 7am - midnight)
Woolworths - Eaton Fair Centre (Bunbury)	Supermarket lines	08 9724 2211 (hrs: 24/7; 7am - 10pm)
Pharmacy 777 Bridgetown	Personal Effects/Pharmacy	08 9761 1004 (hrs: M-Su 8am - 7pm)

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

Shire of Manjimup		
NAME	Products/Goods/Service Supplies	CONTACT
Coles - Eaton Fair Centre (Bunbury)	Supermarket lines	08 9724 3400 (hrs: 24/7; 7am - midnight)
Woolworths - Eaton Fair Centre (Bunbury)	Supermarket lines	08 9724 2211 (hrs: 24/7; 7am - 10pm)
TerryWhite Chemmart Manjimup	Personal Effects/Pharmacy	08 9771 1357 (hrs: M-F 08:30 am - 5:30pm; Sat 08:30 - 1pm)
Ambassadors Pharmacy	Personal Effects/Pharmacy	08 9771 1373 (hrs: M-F 08:30 - 6; Sat 08:30 - 1; Sun 11-4)
Vinnies Manjimup	Personal Effects/Clothing	Brenda (Manager) 08 6323 7594 Personal Mob: 0449 263 798
Alexanders Sportspower Manjimup	Sleeping Bags	08 9771 2758

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 childcare 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

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

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. Outside of these hours call Lifeline - https://www.lifeline.org.au/get-help/online-services/crisis-chat	13 11 14	
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	
Crisis support for Aboriginal & Torres Strait Islanders	Provide crisis support 24/7 without judgement and provide a confidential, culturally safe place	13 92 76	

Special Needs Interest Groups

Disability Services Commission Freecall – 1800 998 214 (Freecall) TTY - 9426 9315	Local Multicultural Services
-----------------------------------------------------------------------------------------	------------------------------

Translation, Interpretive and Hearing (AUSLAN) Services

Translating and Interpreting Service (TIS National) 24/7 Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information. Costs are a guide only as they may change –	
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**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

<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>	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Medical Treatment

Local Hospitals: Please see Appendix 3.	Local Medical Practitioners Address: Phone:
St John Ambulance Emergency Calls – Phone 000 Non-Emergency Calls – Phone 9334 1234	Royal Flying Doctor Service (RFDS) Medical Emergency Calls (24 hours) 1800 625 800, Satellite phone calls – 08 9417 6389 Admin - 9417 6300
Local Division of GP's Phone:	

Appendix 10 – Key Contact Lists

Key local personnel and contacts are listed in Appendix 3.

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-

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

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

Appendix 11 – Sanitary, Waste Disposal, Hire Services:

Shire of Bridgetown Greenbushes		
NAME	Products/Goods/Service Supplies	CONTACT
Shire of Bridgetown Greenbushes		08 9761 0800

Shire of Manjimup		
NAME	Products/Goods/Service Supplies	CONTACT
Manjimup Liquid Waste	Waste Liquid Management	0448 880 545

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

CLEANING SERVICES		
NAME	Products/Goods/Service Supplies	CONTACT
Bowbright Cleaning	Cleaning Services	08 9758 8885
Cape to Cape Carpet Cleaning	Carpet Cleaning	08 9755 3388
MargRitz Cleaning	Cleaning Services	08 9758 7222 / 0418 937 618
South West Pressure Cleaning & Water Cartage	Pressure Washing	0428 058 157
Samurai Cleaning Services	Cleaning Services	08 9757 9528
Advanced Cleaning South West	Cleaning Services	08 9754 2911 / 0419 542 911
Bay Cleaning	Cleaning Services	0417 430 146

BUNBURY/PERTH SERVICES		
NAME	Products/Goods/Service Supplies	CONTACT
Fontys Party Hire (Michael & Christine Fontanini)	Chairs /Tables /Truck /Skip bins / Trailers/ Marquees	08 9771 2579 A/H: 0447 074 835 (Christine) 0488 521 649 (Michael).
BPS (WA) Pty Ltd	Liquid waste management, also provide bulk water supplies	08 9791 4344
Bunbury Ezy Bins	Domestic/comm/industrial	08 9725 0725
South West Waste	Industrial and commercial waste	08 9724 6400
Cleanaway	Household/commercial/ industrial waste	13 13 39
Fill A Bins	Australind	08 9796 0092
South West Hygiene	Sanitary bins	0427 980 939
Total Hygiene	Sanitary and nappy disposal	08 9791 9777
Coates Hire - Bunbury	Hire portable toilets, ablution blocks, generators	08 9722 8000

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

Stanley Road Waste Management Facility - Australind	Waste Management Service	08 9797 2404
Bunbury Machinery	Generators (1 x 30kva generator however 9 generators in total avail)	08 9792 3923
Sita-Medi Collect	All clinical waste, Perth	13 13 35
Naturaliste Hygiene Services	Sanitary/Nappy Bins/Soap Dispensers/Hand Sanitizers/Air Fresheners/Baby Change Tables	0409 294 659
The Complete Group - COMPLETE Portables	Portable Toilets - Portables Toilet Hire, Shower Blocks, Site Offices in Perth, WA (completeportables.com)	1300 COMPLETE
TFH Hire Services	Temporary fencing, barrier and equipment hire (www.tfh.com.au)	0418 666 605

Appendix 12 – Security Companies:

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

All Security Services are across the whole South West District

SECURITY SERVICES		
NAME	Products/Goods/Service Supplies	CONTACT
Cruise Control Security	Security - Margaret River	08 9747 6004
Safe & Sure Security	Security - Dunsborough	08 9756 7814 / 0419 903 783
Redback Security	www.redbacksecuritywa.com.au	0428 913 112
Nightguard Security Services	Security - Bunbury	0418 906 909
Procure Locksmiths	Locksmith Services	08 9750 5300

**Local Emergency Welfare Plan - Dept of Communities Manjimup Office –
Bridgetown Greenbushes & Manjimup Local Governments**

Summit Protection Group	Security -Busselton	0401 011 275
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Appendix 13 – Distribution List:

This plan has been distributed electronically to:

Local Emergency Management Committee

- *Shire of Bridgetown-Greenbushes and Shire of Manjimup* Local Emergency Management Committees (Edited version for any copies the public have access to – Appendices not to be included as contain personal names and phone numbers. This is for people’s confidentiality and particularly Department of Communities staff)

Nicole Favero

From: KELLY Craig [PD07401] <Craig.KELLY@police.wa.gov.au>
Sent: Wednesday, 1 June 2022 11:57 AM
To: Nicole Favero
Subject: RE: Local Emergency Management Committee Meeting - Update of Contact Details Walpole Police

Hi Nicole

As discussed, I am the acting OIC of Walpole Police. Sgt Murphy has retired and at this time his replacement hasn't been appointed with the process possibly taking as long as 6 weeks from today.

My contact details are listed below should you require them for emergency response.

Cheers



Craig KELLY | 7401 | Senior Constable
Walpole Police Station | Western Australia Police Force
Vista Street, Walpole WA 6398
T: (08) 9825 0800
M: 0436839714
E: craig.kelly@police.wa.gov.au

From: Nicole Favero <Nicole.Favero@manjimup.wa.gov.au>

Sent: Wednesday, 1 June 2022 11:33

To: KELLY Craig [PD07401] <Craig.KELLY@police.wa.gov.au>

Subject: RE: Local Emergency Management Committee Meeting - Update of Contact Details Walpole Police

Hi Craig,

Many thanks for your time on the phone this morning, if you could please confirm that Dave Murphy is no longer OIC together with your emergency mobile contact number I will then update our details until someone has been permanently appointed?

Many thanks.
Kind regards,
Nicole

Nicole Favero

Administration Officer Ranger and Emergency Services
(08) 9771 7734

Shire of Manjimup

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.

This e-mail and any attachment(s), is confidential and may be legally privileged. It is intended solely for the recipient(s). If you are not the recipient, dissemination, copying or use of this e-mail or any of its content is prohibited and may be unlawful. If you are not the intended recipient please inform the sender immediately and destroy the e-mail, any attachment(s) and any copies. All liability for viruses is excluded to the fullest extent permitted by law. It is your responsibility to scan or otherwise check this email and any attachment(s). Unless otherwise stated (i) views expressed in this message are those of the individual sender,

Nicole Favero

From: Nicole Favero
Sent: Monday, 27 December 2021 8:32 AM
To: Andrew Campbell; Brad Wren; Chris Sousa - DFES; Cr Paul Omodei; Shire President; Cr Denise Jenkins; Dave Murphy - Walpole Police; Gary Willcox - St John Ambulance; Gavin Barke - Pemberton Police ; Ian Guthridge ; Isaac Rinaudo; Jason Dearle; Jeff Bennett - DBCA; Justine Kelly ; Leon Gardiner; luke. bentley ; Michele Duxbury; Nicole Favero; Phil Schupp - Communities (Proxy) ; Ray Deall; Remo Pessotto - CBFCO ; Stephen Burch; Todd Ridley; Vikram Cheema
Subject: Shire of Manjimup - LEMA - Emergency Resource Directory V6 2021-2022
Attachments: Shire of Manjimup - LEMA - Emergency Resource Directory V6 2021-2022 FINAL.pdf

Dear LEMC Members,

Please find attached our revised Shire of Manjimup – LEMA - Emergency Resource Directory V6 2021-2022 so that you may update your records.

Many thanks and hoping you have had a lovely Christmas.

Kind regards,

Nicole

Nicole Favero

Administration Officer Ranger and Emergency Services
(08) 9771 7734

Shire of Manjimup

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.

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Nicole Favero

From: Nicole Favero
Sent: Wednesday, 27 April 2022 3:42 PM
To: 'duncan.palmer@dbca.wa.gov.au'; Andrew Campbell ; Brad Wren; Chris Sousa - DFES; Cr Paul Omodei ; Cr Paul Omodei ; Cr. Denise Jenkins ; Dave Murphy - Walpole Police; Gary Willcox - St John Ambulance; Gavin Barke - Pemberton Police ; Ian Guthridge ; Isaac Rinaudo; Jason Dearle; Jeff Bennett - DBCA; Jodie Omodei; Justine Kelly ; Michele Duxbury; Nathan Hall ; Nicole Favero; Phil Brandrett ; Phil Schupp - Communities (Proxy) ; Ray Deall; Remo Pessotto - CBFCA ; Stephen Burch; Todd Ridley ; Vikram Cheema
Subject: CM: 2022 Annual and Preparedness Report Capability Survey - Shire of Manjimup
Attachments: 2022_All_Questions_for_Qualtrics_LG_20220324.docx
Follow Up Flag: Follow up
Due By: Wednesday, 11 May 2022 4:00 PM
Flag Status: Flagged

Dear LEMC Members,

Please find attached the 2022 Annual and Preparedness Report Capability Survey Questions for the Shire of Manjimup.

As this Survey is due prior to our next meeting, please review the questions and forward any comments or queries by the 11 May 2022 so that we may action this prior to the due date.

Any queries, please do not hesitate to contact us.

Kind regards,

Nicole Favero

From: Todd Ridley
Sent: Tuesday, 17 May 2022 8:11 AM
To: Nicole Favero
Subject: FW: 2022 Annual and Preparedness Report Capability Survey

Todd Ridley

Community Emergency Services Manager
(08) 9771 7732

Shire of Manjimup

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.

This e-mail and any attachment(s), is confidential and may be legally privileged. It is intended solely for the recipient(s). If you are not the recipient, dissemination, copying or use of this e-mail or any of its content is prohibited and may be unlawful. If you are not the intended recipient please inform the sender immediately and destroy the e-mail, any attachment(s) and any copies. All liability for viruses is excluded to the fullest extent permitted by law. It is your responsibility to scan or otherwise check this email and any attachment(s). Unless otherwise stated (i) views expressed in this message are those of the individual sender, except where the message states otherwise and the sender is authorised to state those views on behalf of the Shire of Manjimup (ii) no contract may be construed by this e-mail. Emails may be monitored and you are taken to consent to this monitoring.

From: SEMC Capability <noreply@qemailserver.com>
Sent: Tuesday, 17 May 2022 8:07 AM
To: Todd Ridley <todd.ridley@manjimup.wa.gov.au>
Subject: 2022 Annual and Preparedness Report Capability Survey

Thank you for submitting the Annual and Preparedness Report Capability Survey!

Should you have any questions or concerns, please contact the DFES State Capability Team on: semc.capability@dfes.wa.gov.au or (08) 9395 9901.

A summary of your survey responses is provided below.

We thank you for your valuable contribution. If you have any questions or require further information, please do not hesitate to contact us.

Kind regards,

DFES State Capability Team

Recipient Data:

Time Finished: 2022-05-17 08:06:56 +08

IP: 110.145.171.158

ResponseID: R_1lbjPHKCMRIeHzj

Link to View Results: [Click Here](#)

URL to View Results:

https://qplus.az1.qualtrics.com/CP/Report.php?SID=SV_bKkyRkk1zMILpKm&R=R_1lbjPHKCMRIeHzj



Agency Name:	Department of Primary Industries and Regional Development (DPIRD)		Date: 05/07/2022
Report prepared by:	Helen Kent	Position:	Emergency Preparedness Coordinator – Incident & Emergency Management Branch
Situation Report:			
<ol style="list-style-type: none"> 1. Declared incidents – DPIRD is managing: <ul style="list-style-type: none"> • 7 plant pest/disease Level 1 & 2 Incidents • 0 animal pest/disease Incidents 2. State alerts and investigations – DPIRD currently investigating a further 3 pests and diseases. 3. National alerts & investigations - DPIRD and other State jurisdictions continue to monitor reported outbreaks of African Swine Fever – Republic of Korea, Thailand, Vietnam, Malaysia Philippines and India, Lumpy Skin Disease – Vietnam, Thailand, Malaysia and Indonesia, and Foot and Mouth Disease – Indonesia, noting that there is no known incidence of the three in Australia currently. 4. Severe Tropical Cyclone Seroja (Recovery) – DPIRD’s Rural Business Develop Unit continues to administer reimbursement grants (Commonwealth funding) and assist growers through the process where required. 5. COVID 19 – DPIRD continues to support COVID awareness activities in accordance with Department of Health advices. 6. DPIRD District Recovery Coordinator (Rob Cossart) continues to support communities recovering from the aftermath of the catastrophic bushfires experienced in early February in the Southwest Land Division. 			
Issues:			
No issues to report			

Incident and Emergency Management

The **Department of Primary Industries and Regional Development (DPIRD)** plays a crucial role in emergency management to safeguard Western Australia's primary industries and regions, and support their growth by preventing and minimising the impact of incidents

DPIRD's role is as the Hazard Management Agency (HMA) for animal and plant biosecurity, as well as managing risk in other areas in relation to animal welfare, marine and fish pest incidents. The department also has responsibility for providing support services to other Hazard Management Agencies. This includes:

- coordinating responses to animal welfare during natural disasters and severe weather events such as cyclones or bushfires;
- assisting with fish pest events;
- rapid assessment of natural disaster impacts on primary industries where the affected sector specific skills, experience or expertise resides within the department; and
- assisting, within DPIRD's capabilities and portfolio, affected primary industries and regions to recover from the consequences of an emergency including by supporting DFES in managing grants as part of the Disaster Recovery Funding Arrangements WA (DRFAWA).



Shire of Manjimup LEMC Meeting

DFES LSW Region Report – 13 July 2022

- The Lower South West Region now has a full contingent of staff after working at a reduced capacity over the last six months.
- DFES is conducting a State-wide After-Action Review on the Level 3 incidents that impacted the LSW Region, notably the Bridgetown /Hester fire and the Bayview Rise (Denmark) fire, both in February 2022
- Post Incident Reviews were carried out for the six Level two fires experienced within the Region last fire season.
- We wish to thank the Shire of Manjimup, its staff and volunteers for all of the support received during these significant events.
- Face to face training has resumed for all services
- The Covid 19 vaccination mandates have been rescinded and volunteers are permitted to return to active service without the need to prove vaccination status.

Introducing the new Australian Fire Danger Rating System

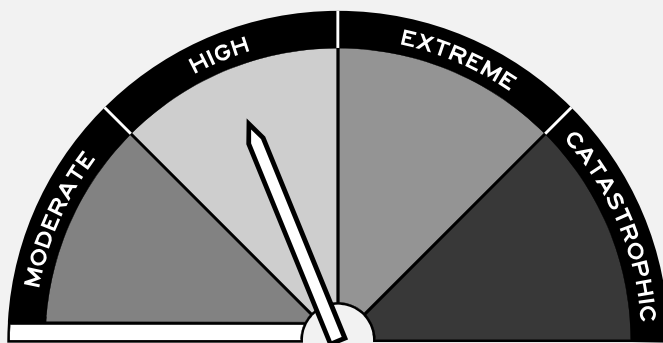






Fire danger ratings describe the potential level of danger should a bushfire start.

They are important because they provide people with information so that they can take action to protect themselves and others from the potentially dangerous impacts of bushfires.

From 1 September 2022, Australians will have a simplified, action-oriented Fire Danger Rating System.

The new Australian Fire Danger Ratings (AFDRS) levels are:



	Moderate Plan and prepare
	High Be ready to act
	Extreme Take action now to protect life and property
	Catastrophic For your survival, leave bushfire risk areas

- The AFDRS will also introduce 'off' for those days where no proactive action is required by the community. On these days, you will still need to abide by local seasonal laws and regulations, but there is little or no risk of a fire that starts spreading in a dangerous or life-threatening way.
- The AFDRS is informed by one of Australia's largest social research projects which found that most Australians do not understand the current system, and would prefer a simpler, action-oriented set of fire danger ratings.
- The AFDRS is being implemented consistently across Australia and will mean that wherever you are across the country, you will be able to understand the threat posed on any given day and make appropriate decisions to keep you and your family safe.

Changing the science:

- The current Fire Danger Rating System is largely based on science that is more than 60 years old. New technology and research have greatly improved our ability to accurately predict fire behaviour and the potential threat to the community.
- The AFDRS uses the latest scientific understanding about weather, fuel and how fire behaves in different types of vegetation to improve the reliability of fire danger forecasts. This strengthens the ability of those working in emergency services to be better prepared, make improved decisions, and provide better advice to the community.
- The new fire danger rating system is designed to be continuously updatable so that the system can take advantage of improving science, data and information into the future.
- By better understanding fuel types and fire behaviour on any given day of fire risk, agencies will be in a stronger position to respond to fires, adopting specific firefighting suppression strategies.



Benefits:

The Australian Fire Danger Rating System (AFDRS) Program is redesigning the forecasting of fire by:

- Improving the scientific accuracy behind fire danger predictions.
- Improving the way that fire danger is communicated.
- Providing government and industry with better decision-making tools.
- Reducing the costs associated with bushfire impacts.

The key benefit is a more prepared and resilient community resulting in a reduction in loss of life, property, and human harm.

The AFDRS calculates fire danger at a finer geographic scale than ever before so more relevant and specific information can be provided.

Significant cost savings are expected due to improved fire danger information leading to better decisions and more appropriate and timely action. It will also improve cross-border operations and support sharing of firefighting resources.



For more information visit afac.com.au/initiative/afdrs
or email AFDRS@dfes.wa.gov.au



Department of **Biodiversity,
Conservation and Attractions**



Warren Region

Update for Manjimup LEMC Wednesday 13th July 2022

Prescribed Burn Planning

Warren Region is underway with preparations for its 2022/23 prescribed burn program.

The Warren Region has now completed burning for 2021/22 in May. The season saw 30 burns treated, totalling 34 520 hectares. Two notable burns include DON_105 Carey NW of Karri Valley Resort, FRK_082 Quickup Dam a strategic burn to the north of the Denmark Townsite.

Planning for the upcoming 2022/2023 annual burn option program and three-year burn option program has been compiled and is awaiting corporate endorsement.

Maps will be sent out to respective local governments once the plan is confirmed.

The proposed 2022/23 program for the Warren Region consists of 61 burns totalling 123,598 hectares ensuring there is enough flexibility in the burn program to allow the region to take advantage of suitable opportunities where and when they occur. The proposed burn program provides a spread of burns to cater for the seasonal drying, north to south, east to west across the region.

Burns will be applied to achieve a range of objectives including town site protection, biodiversity management, silviculture, and broad scale fuel reduction.

Bushfire

Warren region had a total of 42 bushfires. Donnelly District; two level two incidents this season, Fire 14 Topanup 615ha and Fire 18 Flybrook 16684ha. Frankland Fire 4 Bayview Rise DFES controlling agency, 2099ha majority of private property impacted, 15ha of William Bay National Park.

The Warren Region is also commencing preparations for the bushfire season with preseason training schedules being planned and fire availability rosters being prepared.

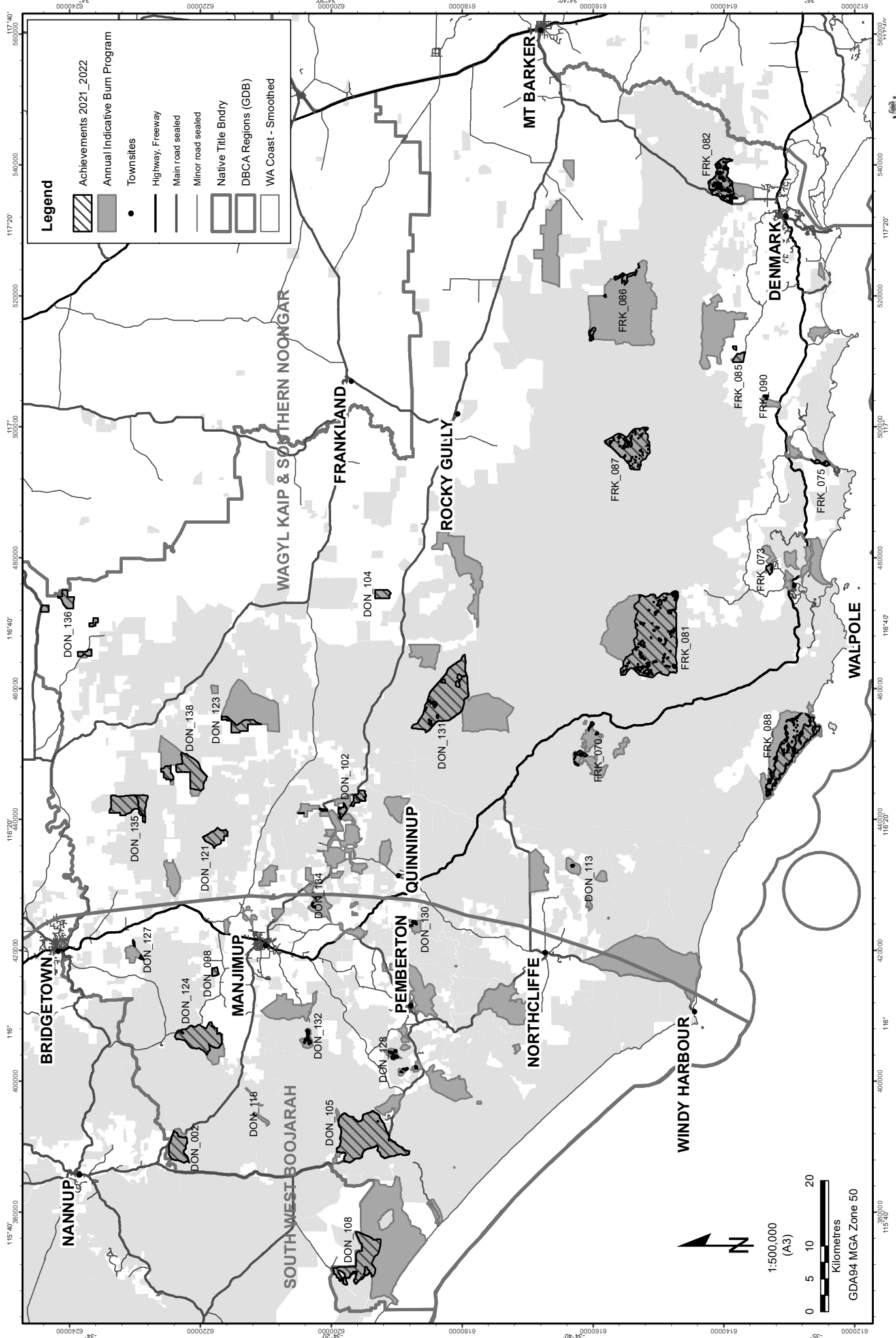
Regards,

Jeff Bennett
Regional Leader Fire Management
Warren Region

Warren Region

Locked Bag 2, Manjimup, Western Australia 6258
Phone: (08) 97 717 988 Email: warren.admin@dbca.wa.gov.au
dbca.wa.gov.au

Warren Region 2021/2022 Burn Program Achievement - 34 520ha



Legend

- Achievements 2021_2022
- Annual Indicative Burn Program
- Townsites
- Highway, Freeway
- Main road sealed
- Minor road sealed
- Native Title Bndry
- DBCA Regions (GDB)
- WA Coast - Smoothed

1:500 000 (A3)

0 5 10 20

Kilometres

GDA94 MGA Zone 50

Warren Health Service Report 1st July 2022

COVID-19

- Warren HS now treating and caring for covid-19 inpatients low volume.
- COVID-19 vaccination - **mandatory requirement** for double vaccination remains. Mandatory requirement also includes volunteers to the health service such as hospital auxiliary and DHAC members.
- Visitors are required to provide evidence of COVID vaccination to gain entry to the health facility, to QR scan into facility, answer concierge questions & undertake a RAT.
- Staff across WACHS sites have been "FIT TESTED" for appropriate fitting mask.
- Health facilities continue to receive PHEOC (Public Health Emergency Operations Centre) Bulletins as updates are required with testing criteria, fact sheets & other key information
- Warren & Pemberton HS continue to swab approximately 10 potential COVID-19 people per week.
- Restrictions on visitor numbers 2 visitors per patient per day (visiting hrs remain as 10am-12pm & 5-7pm).
- All visitors entering MPS site have onus of providing proof of flu vaccination – updated 2021 flu vaccination required as of June 30th 2022.
- There is a revised Public Health Act document with clauses for emergency personnel attendance at MPS sites permitting entry.

GENERAL

- CODE YELLOW BUSHFIRE event Feb 5th involving Bridgetown & Warren HS with no notice evacuations. ?interagency use of WebEOC as central point for comms. Plan for discussion exercise at WHS Oct/ Nov
- Continues to be a steady increase in patient presentations to hospital ED's – with reduced medical services in Manjimup, admissions remain above average for the past quarter 2022.
- Management structure change with Director of Nursing – Health Service Manger roles for:
 - Hospitals (Warren & Bridgetown) Justine Kelly
 - MPS sites (Pemberton, Nannup, Boyup Brook) Anne Maree Martino

Remo Pessotto - CBFCO

Report for LEMC Meeting held on 13 July 2022

No of Permits Issued

- 230 permits have been issued for the Manjimup shire.

Weather Conditions

- Weather at this stage down with our rain fall in some areas west of Manjimup around to the south picking up good rains, east to northside of Manjimup a little light.

Brigade Business / Issues

Dealt with two major fires first was the Topanup fire out east off Manjimup started from combusting priviest blue gum heap burn, second fire lighting strike in the Fly Brook state forest, Manjimup Brigades were involved for 2x3 weeks work assisting DPaW. Also assisted FRS on Structural around town, power pole top fires and land owners burning prior to permits commencing, and after permits finish.

DFES managing Bush Fire Brigades, did not go down well with our local brigades, they want to stay with LG.

Vehicle Maintenance / Issues

- The Mordalup 2x4 Isuzu has been replaced with a 4x4 auto Isuzu heavy duty.

Communications

- Phone strength has dropped off, north off Manjimup signal from 4 bars its down to 1 bar and at time no bars very disappointing.