



APPENDICES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

**Wednesday, 11 May 2022
Commencing at 10.00am**





At





**Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON**



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~ Large Print
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Upon request.









Local Emergency Management Committee Business Plan 2022-2023






	On Track		Off track Minor Issue		Significant Issues Action Required		Not yet started
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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"> The Local Emergency Management Arrangements (LEMA) completed a full review in 2021 and was endorsed at the December 2021 Ordinary Council Meeting (OCM) [412-21]. Ongoing reviews completed: <ul style="list-style-type: none"> after an event or incident in which the LEMA was implemented; after an exercise that tests the LEMA; every five years, as risks might vary due to climatic, environmental, and population changes; and when any other circumstances that may require more frequent reviews. The Executive Officer of the LEMC shall be responsible for carrying out and distributing any reviews.
	<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 Chair and Executive Officer appointed.
	<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 meetings are held annually in the months of February, May, August and November and incorporate the LEMC meeting business as outlined in the State Emergency Management Procedure. Shire of Dardanup Governance staff provide the professional administration support required to ensure the LEMC is administered in a professional manner. The Shire of Dardanup LEMC reflects the Shire of Dardanup Code of Conduct and Customer Service Charter with regard to professionalism, structure, administration and accountability.
	<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"> The LEMC Executive Officer coordinates the development and submission of the LEMC Annual Report (Annual and Preparedness Report Capability Survey) each year as per section 33 and 40 of the <i>Emergency Management Act 2005</i> (EM Act). The LEMC Executive Officer coordinates the development of the LEMC Business Plan annually.

	<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"> LEMC contact details are validated at each quarterly meeting. This strategy will be employed at each LEMC as an Agenda Item to ensure contact details are current. LEMC contact and resource directory is reviewed annually or as required.
	<ul style="list-style-type: none"> A Memorandum of Understanding (MOU) for EM district assistance is considered. 		<ul style="list-style-type: none"> The Memorandum of Understanding for Member Councils of the South West Zone Western Australian Local Government Association for the Provision of Mutual Aid during Emergencies and Post Incident Recovery is current.



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. 		<ul style="list-style-type: none"> The Shire of Dardanup LEMC participated in the State Risk Project – Local Level (stage 1) in 2018. The project generated a robust understanding of risks genuinely faced by the Shire of Dardanup and its community. This information is used to inform appropriate and cost-effective mitigation strategies to lower risk and contribute to building a more resilient community.
	<ul style="list-style-type: none"> Local risk treatments are identified and reported to the DEMC. 		<ul style="list-style-type: none"> The Shire of Dardanup LEMC participated in the State Risk Project – Local Level (stage 1) in 2018. Local Risk Assessment Summary prepared and submitted to the DEMC through the DEMA. Treatments reported through the LEMC and captured in meeting minutes.
Strengthened engagement around Critical Infrastructure*	<ul style="list-style-type: none"> Critical infrastructure is captured in the LEMA where practical. 		<ul style="list-style-type: none"> Where practical, critical infrastructure is captured in the LEMA, as well as in other relevant emergency plans such as the Shire of Dardanup Bushfire Response Plan. The Shire of Dardanup asset registers are in place that capture critical infrastructure.
	<ul style="list-style-type: none"> Potential local government strategies to maintain service continuity in the event of an emergency are included in Business Continuity Planning arrangements. 		<ul style="list-style-type: none"> Current Shire of Dardanup Business Continuity Plan in place. Business Continuity Plan is exercised and reviewed annually or as required to ensure it remains contemporary and relevant to the needs of the Shire of Dardanup.
*key transport infrastructure and utilities required for community health, economic production and effective management of emergencies			

SEMC Strategic Plan	LEMC Action	Status	Comment
Resilient Community			
Strong Relationships enable informed decision-making and local leadership	<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. 		<ul style="list-style-type: none"> LEMC membership is validated at each quarterly meeting. This strategy will be employed at each LEMC as an Agenda Item to ensure membership includes appropriate personnel and structure. It is incumbent on all members to ensure they review their own role, capacity and function on the LEMC to satisfy the contemporary needs of the community. The LEMC will amend the membership if and when required to ensure all requirements are satisfied.
	<ul style="list-style-type: none"> LEMC corresponds with DEMC on emerging and current issues in emergency management. 		<ul style="list-style-type: none"> The LEMC corresponds with the DEMC on emerging and current issues in emergency management through the LEMC Executive Officer and District Emergency Management Advisor (DEMA).

Collaborative and coordinated arrangements support locally led recovery and adaptation	<ul style="list-style-type: none"> A local recovery plan is established, maintained and exercised in accordance with section 41(4) EM Act 2005. 		<ul style="list-style-type: none"> The Local Recovery Support Plan (LRSP) completed a full review in 2021 and was endorsed at the December 2021 Ordinary Council Meeting (OCM) [412-21]. Ongoing reviews completed: <ul style="list-style-type: none"> after an event or incident in which the Local Recovery Support Plan was implemented; after an exercise that tests the Local Recovery Support Plan; every five years, as risks might vary due to climatic, environmental, and population changes; and when any other circumstances that may require more frequent reviews. The Executive Officer of the LEMC shall be responsible for carrying out and distributing any reviews.
	<p>A Local Recovery Coordinator is identified, trained and where possible experienced in accordance with section 41(4) EM Act 2005.</p>		<ul style="list-style-type: none"> A Local Recovery Coordinator (LRC) has been appointed and has completed relevant training. The Shire of Dardanup have also appointed and trained 2 Deputy LRC to undertake the role in case the primary appointee is unavailable when an emergency occurs as well as for fatigue management.
	<ul style="list-style-type: none"> A recovery resource MOU is considered between local governments within an EM district. 		<ul style="list-style-type: none"> The Memorandum of Understanding for Member Councils of the South West Zone Western Australian Local Government Association for the Provision of Mutual Aid During Emergencies and Post Incident Recovery is current.
<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. 		<ul style="list-style-type: none"> The LEMC Executive Officer will advise the committee of any funding opportunities that may arise at each meeting and make application if required. This strategy will be employed at each LEMC as an agenda item.
<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. 		<ul style="list-style-type: none"> New and emerging risks will be discussed at LEMC meetings and incorporated in LEMA where possible. This strategy will be employed at each LEMC as an Agenda Item.

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. 		<ul style="list-style-type: none"> At least one exercise will be conducted annually with relevant LEMC membership, usually in conjunction with seasonal preparatory campaigns. These enable a shared understanding of member agencies capacities and needs and further enable the capacity of potential ISG activities.
	<ul style="list-style-type: none"> Capability data is reported annually for the State Emergency Management Committee (SEMC) state emergency management capability survey. 		<ul style="list-style-type: none"> The LEMC Executive Officer coordinates the development and submission of the Annual and Preparedness Report Capability Survey each year.
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. 		<ul style="list-style-type: none"> The Shire of Dardanup uses its various media platforms, such as its website and Facebook, to share and promote relevant emergency management information, topics and issues within our community. The Shire of Dardanup has a dedicated Emergency Management web page to simplify navigation for the community. The Shire of Dardanup has a Communications Plan that includes local communication strategies tailored to our community.
The EM sector exercises and learns in order to continually improve	<ul style="list-style-type: none"> The LEMC exercises annually in accordance with State EM Policy 1.5.10 and the Western Australia Managing Exercises Guideline. 		<ul style="list-style-type: none"> At least one exercise will be conducted annually with relevant LEMC membership, usually in conjunction with seasonal preparatory campaigns.
	<ul style="list-style-type: none"> Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with State EM Policy 4.10. 		<ul style="list-style-type: none"> The Executive Officer will submit exercise schedules to the DEMC via the DEMA prior to the start of the financial year in accordance with State EM Policy 4.10.
	<ul style="list-style-type: none"> Develop a post-exercise report following all exercises in consultation with participants and submit to the DEMC as soon as practicable after the exercise. 		<ul style="list-style-type: none"> At the conclusion of any planned LEMC exercise, a debrief report and findings will be tabled at the LEMC. LEMC endorsed documentation will be forwarded to the DEMC, through the DEMA – South West for their information.
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. 		<ul style="list-style-type: none"> The Executive Officer will continually source and seek out EM training opportunities for the LEMC membership and if required report to the committee at quarterly meetings. The Executive Officer will seek subject matter experts to share experiences with the LEMC to enhance the group’s prevention, preparedness, response and recovery (PPRR) for anticipated or possible unplanned events. The opportunity for LEMC membership to share their expertise is presented at every meeting. These strategies will be employed at each LEMC as an Agenda Item.

Local Emergency Management Committee Projects and Initiatives

Project Name	Host Agency	Project Description	Status	Comments
Local Emergency Welfare Support Plan (LEWSP) project	Shire of Dardanup	To create and promote internal emergency support arrangements and processes for opening up Dardanup local emergency welfare centre(s) in the absence or delay of the Department of Communities.		<p>The plan will guide internal preparedness by enhancing capacity, capability, knowledge and understanding of Local Government officers' responsibilities for opening an emergency welfare centre for an impacted community.</p> <p><i>Note: The project has not yet been approved or relevant funding applied for.</i></p>
Dardanup Emergency Information Network (DEIN) project	Shire of Dardanup	Continuous high speed information network, established through the installation of a range of intelligent Attentis sensors, supported by 5G technology, across the Shire of Dardanup footprint.		<p>The multi-sensors featured in the network provide early fire ignition and flood warning, weather, air quality, rainfall, temperature, barometric pressure, humidity and wind as well as thermal and visual imaging supporting machine learning capabilities to identify future areas of significant risk to fire ignition.</p> <p><i>Note: The project is dependent on relevant funding being approved as well as endorsement by Council.</i></p>

SEMC COMMUNIQUE

MARCH 2022 HIGHLIGHTS

The first meeting of the State Emergency Management Committee (SEMC) for 2022 was held on Friday 11 March and was attended by the Minister for Emergency Services, Hon. Stephen Dawson MLC. The Minister remarked on the dedication of the many staff and volunteers across the sector who serve our communities in their time of need, he also acknowledged the important leadership role that SEMC and its various arms has in guiding the State's Emergency Management sector. Minister Dawson also highlighted that he saw the role of SEMC growing in importance into future.

The key items from the meeting are summarised below.

Discussion Items and Outcomes

The SEMC received two presentations. The first was on the WA Government Climate and Health Policy presented by Professor Tarun Weeramanthri, President of the Public Health Association of Australia and Adjunct Professor, School of Population and Global Health at the University of Western Australia. The presentation gave an overview of the relationship of climate change to disasters, emergencies and human health. Professor Weeramanthri led the Climate Health WA Inquiry Final Report which was released December 2020 (<https://ww2.health.wa.gov.au/climate-health-wa-final-report>). The presentation reiterated to SEMC that climate change is happening faster than initially predicted and that the resulting impacts are occurring concurrently, are interconnected and are greater than expected. The SEMC will consider the issue of climate change further at its May meeting with the view to take a leadership role across the Emergency Management sector.

The second presentation was an outline of the role of the National Cyber Security Committee and the Australian Cyber Security Centre. Mr Greg Italiano, Government Chief Information Officer, informed SEMC of the role of the Office of Digital Government in cyber security policy, operations, incident response and exercising.

The SEMC endorsed a comprehensive review of the State Recovery Framework, including consideration of prioritised lessons identified in a number of reviews over the last 5 years.

The SEMC was asked to consider the role of philanthropic and private organisations within Emergency Management. The SEMC endorsed that the following SEMC Subcommittees investigate options and provide advice to the SEMC regarding the use of private and philanthropic organisations for Emergency Management in WA:

- Recovery and Community Engagement Subcommittee
- Response Capability Subcommittee
- Risk Subcommittee

Consideration was given by the SEMC to increasing Emergency Management training capabilities across Western Australia. The SEMC acknowledged the existing training opportunities and options available by various organisations and discussed that increasing training and knowledge outcomes is a critical body of work. SEMC have requested that a project scope and plan be provided for SEMC consideration at the August meeting.

Next meeting of the SEMC

The next meeting of the SEMC will be held on Thursday 5 May 2022. The meeting will be a strategic planning day and the SEMC will not be considering agenda items outside of this scope.

Consultation

The following Emergency Management related documents are scheduled for consultation.

Currently released for review:

- Traffic Management Guideline Review
- Revoking All Hazards Flagging Arrangements

Scheduled for consultation in the March, April and May 2022:

- Funding in Emergencies Arrangements
- State Emergency Management Roles and Responsibilities Review

The following plans are scheduled for circulation in the second half of the year:

- State Hazard Plan – Severe Weather

To give feedback on the above plans [click this link](#), and click 'Get Involved'.

For further information on the State Emergency Management Framework consultations, please contact semc.policylegislation@dfes.wa.gov.au.

GENERAL UPDATES

Subcommittees and Reference Groups

The next meetings for SEMC Subcommittees and Reference Groups are scheduled for:

Public Safety Communications Subcommittee	15 March 2022
Response Capability Subcommittee	23 March 2022
Recovery and Community Engagement Subcommittee	25 March 2022
Essential Services Network Operators Reference	7 April 2022
Public Information Reference Group	4 May 2022
Risk Subcommittee	20 May 2022
State Exercise Coordination Team	TBC
Lessons Management Reference Group	TBC

Community Disaster Resilience Strategy

Consultation is continuing on the WA Community Disaster Resilience Strategy. The Department of Fire and Emergency Services is seeking feedback from across the State and sectors.

State agencies, local governments, service providers and community organisations are encouraged to provide input on how the strategy would be useful for them.

Consultation will remain open during March 2022. Have your say at <https://semc.wa.gov.au/resilience>.

Grant Program Updates

The SEMC endorsed dates for the third round of the National Disaster Risk Reduction (NDRR) grant program which will open 25 March and close 5 May. The NDRR is a program to deliver \$12.528 million in funding over five years. The third round of the NDRR program will have a maximum allocation of \$5 million for eligible projects.

The SEMC also endorsed that the 2022-23 round of the All West Australians Reducing Emergencies (AWARE) grant program will have a \$200,000 allocation and that the grant round will be open from 29 April 2022 to 10 June 2022. This grant is a State government initiative to enhance Emergency Management arrangements by building capacity and knowledge at both the local and district levels.

Further information on the NDRR and AWARE grant programs is available at <https://semc.wa.gov.au/funding>.

The SEMC Business Unit is providing support to the National Recovery and Resilience Agency in administering the Coastal and Estuarine Risk Mitigation Program 2022-23. This Commonwealth funded grant seeks to address coastal hazards, such as inundation, storm surge and erosion. Further information is available at <https://recovery.gov.au/coastal-and-estuarine-risk-mitigation-program-22-23>.

Please contact semc.grants@dfes.wa.gov.au if you require any further information the grants programs.

DFES Site Restrictions - COVID Protocols

In accordance with the Fire and Emergency Services Worker (Restriction on Access) Directions (No 2) issued under the *Public Health Act 2016 (WA)* all visitors to DFES premises will be asked to provide evidence of vaccination or exemption before entering.

Individuals who have not provided evidence of vaccination or exemption will be required to adhere to the DFES Infection Prevention and Control (COVID-19) Procedures.

Other agencies will have their own restrictions in place as well.

If you have any questions, please discuss them with the meeting organiser.

Local Emergency Welfare Plan

BUNBURY REGION

(SUPPORTING CITY OF BUNBURY, SHIRE OF CAPEL, SHIRE OF DARDANUP, SHIRE OF
DONNYBROOK BALINGUP, AND SHIRE OF HARVEY)

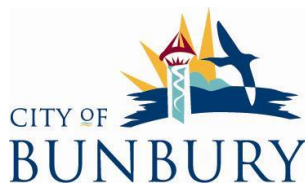
(2022)

Prepared by

Department of Communities - Emergency Services

Tabled/Received and accepted at the

LOCAL EMERGENCY MANAGEMENT COMMITTEE



Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
Bunbury, Capel, Dardanup, Donnybrook Balingup, & Harvey Local
Governments

**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.**

Contact details

To make comment on this plan please contact -

Michele Duxbury
District Emergency Services Officer
South West District
Department of Communities
E: michele.duxbury@communities.wa.gov.au
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 Bunbury Office –
Bunbury, Capel, Dardanup, Donnybrook Balingup, & Harvey Local
Governments**

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**Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
Bunbury, Capel, Dardanup, Donnybrook Balingup, & Harvey Local
Governments**

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 Bunbury Office –
Bunbury, Capel, Dardanup, Donnybrook Balingup, & Harvey 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:

Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
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Governments

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

Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
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Governments

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
District Welfare Representatives	Management Committees (DEMCs) to address emergency welfare support matters (Communities District Director or proxy); (b) Ensure the arrangements of this plan are clearly understood at the district level; (c) Clarify Communities policy on emergency welfare 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)	a) As a local emergency management resource, develop local arrangements, procedures and resources eg 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)	Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within an LG area/s. A Communities LWC responsibilities include: (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	In some circumstances Welfare Centre Coordinators

Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
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Governments

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Welfare Centre Coordinator (WCC)	<p>(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 welfare services to the evacuees in the welfare centre.(b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC;(c) Remaining at the centre to manage the centre operations.
Local Government Welfare Support	<ul style="list-style-type: none">a) When an emergency event takes places within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial welfare response to evacuating community members. This is primarily due to their close proximity to the emergency event and their ability to quickly identify and open a pre-determined welfare centre. If the activation request is from the HMA the LG should contact Communities to inform and consult with them of the activation to open a welfare centre. The role of the LG in these early stages would be to ensure that evacuees have a safe location to relocate to, and that they can be provided with basic needs and services until such time as Communities can arrive to take on the coordination role of the welfare centre. Basic needs and services may include refreshments, registration, basic information, and personal support. On arrival of Communities, the LG would then provide a handover to the designated Communities Welfare Coordinator, and take on the LG Welfare Liaison Officer role as a support to Communities.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.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

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Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	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. 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.

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2.6 Plan Activation Stages

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

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

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Activation Stage number	Activation Stage name and actions
	services no longer required. (a) Partnering agencies are informed of the Stand Down by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies stand down in accordance with relevant procedures for their agency; (c) Partnering agencies are to advise the SWC/ESC or Local Welfare Coordinator when stand down has been completed; (d) Communities to officially hand back the welfare centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as a welfare centre; (e) The SWC/ESC or Local Welfare Coordinator advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible; (f) Post operation reports to be written by Communities – see 2.9.

2.7 Public Information Management

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

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

2.8 Exchange of Information

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

2.9 Debriefs and Post Operation Reports

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

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3 Recovery

3.1 Recovery Definition

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

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

3.2 Emergency relief and assistance in recovery

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

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

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

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

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

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

- **Services Australia – Centrelink, Medicare and Child Support** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group.
If activated by the Australian Government, Centrelink can administer –
 - **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
 - **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster. .

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- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

3.4 Cessation of recovery

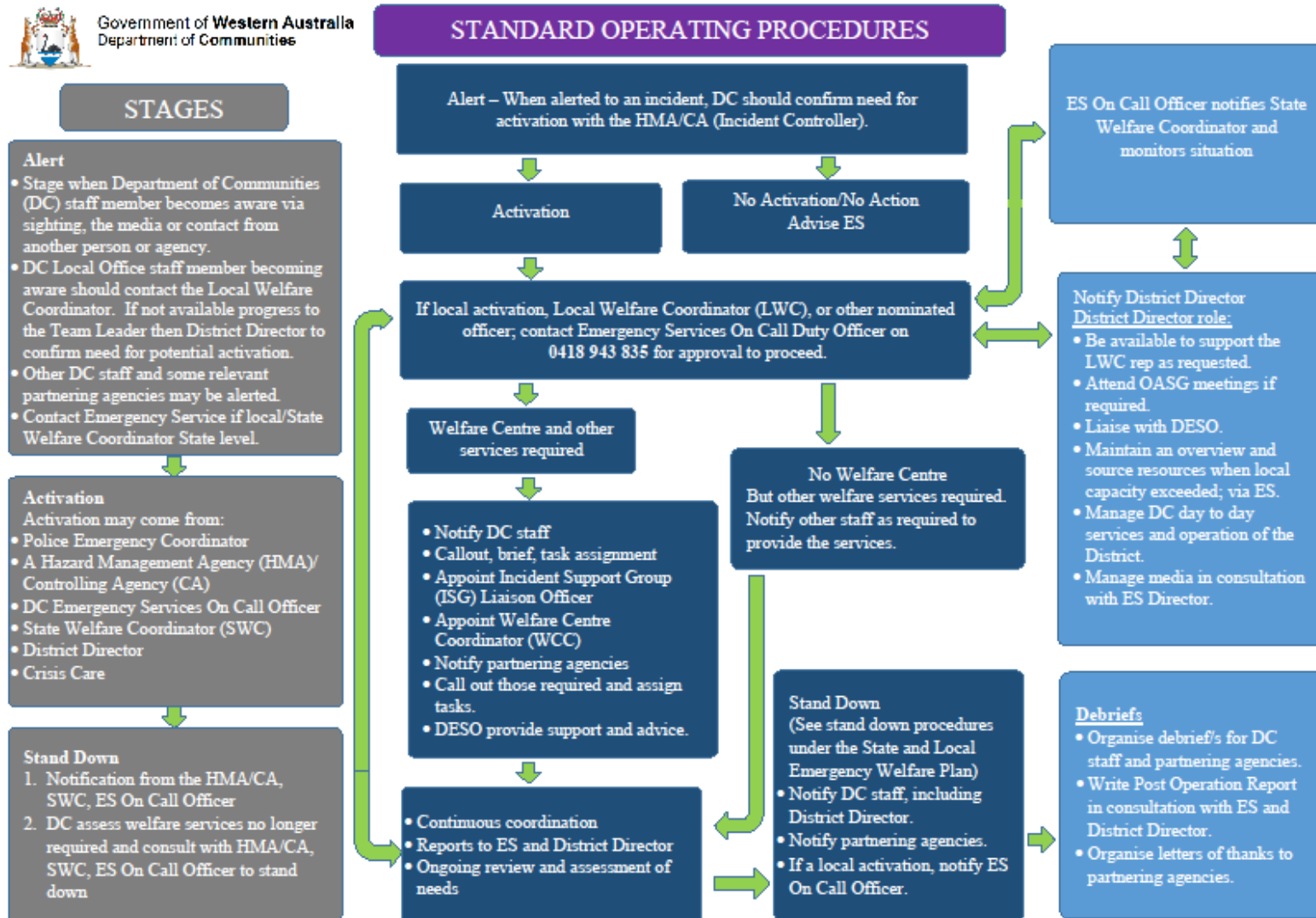
Communities cessation of welfare services in recovery will be dependent on community needs, access to existing community services, and individuals’ and communities’ resilience. Accordingly Communities cessation may vary from other recovery services.

3.5 Review of recovery activities

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

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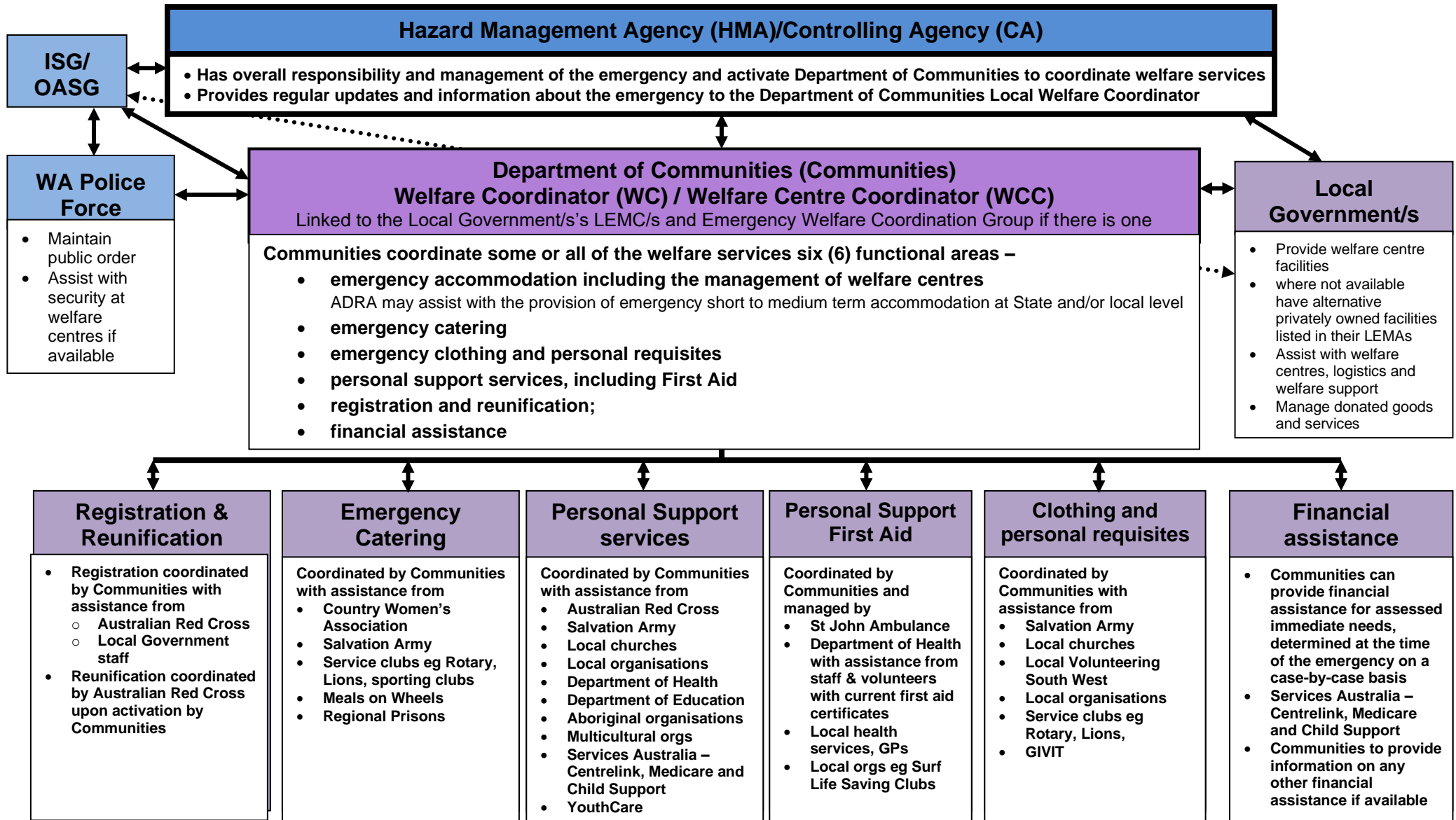
Appendix 1 – Department of Communities Standard Operating Procedures



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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 for 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	641 42777	0448 016 237
Third contacts - Bunbury Cheryl Kuipers Local Welfare Coordinator	Cheryl.Kuipers@communities.wa.gov.au	641 42777	0429 900 759
Third contacts – Capel Rachel Stevens Local Welfare Coordinator	Rachel.Stevens@communities.wa.gov.au	641 42777	0436 435 919

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Third contacts - Dardanup Sharon Hutchins Local Welfare Coordinator	Sharon.Hutchins@communities.wa.gov.au	641 42777	0427 670 000
Third contacts - Donnybrook-Balingup Helen Hall Local Welfare Coordinator	Helen.Hall@communities.wa.gov.au	641 42777	0417 930 655
Third contacts - Harvey Deb Goble Local Welfare Coordinator	Deborah.Goble@communities.wa.gov.au	641 42777	0488 027 511

City of Bunbury Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Mark Allies Coordinator Emergency Management & Rangers	mallies@bunbury.wa.gov.au	0409 880 309	After Hours Contact Service 9792 7106
Second Contact Carrienne Graham Community Safety & Emergency Management Officer	cgraham@bunbury.wa.gov.au	0487 397 328	
Third Contact Sarah Upton Manager Environmental Health & Community, Law, Safety & EM	supton@bunbury.wa.gov.au	0408 933 121	

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Shire of Capel			
Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Andriena Ciric Emergency Services Coordinator	andriena.ciric@capel.wa.gov.au	9727 0235	0408 953 535
Second Contact Kristin McKeachie Director Infrastructure & Development	kristin.mckeachie@capel.wa.gov.au	08 9727 0222	Not Available
Third Contact Jeremy O'Neill Mgr Comm Dev & Library Svcs/Local Recovery Coordinator	jeremy.o'neill@capel.wa.gov.au	08 9727 0222	0427 417 824

Shire of Dardanup			
Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Erin Hutchins Emergency & RangerServices	erin.hutchins@dardanup.wa.gov.au	9724 0347	0427 960 161
Second contact Melissa Howard Emergency Management Officer	melissa.howard@dardanup.wa.gov.au	0724 0347	0407 088 736

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Third Contact Susan Oosthuizen Director Sustainable Development	susan.oosthuizen@dardanup.wa.gov.au	9724 0396	0448 102 687
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Shire of Donnybrook-Balingup Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Jesse Cooper Community ES Manager	jessie.cooper@donnybrook.wa.gov.au	9780 4239	0439 595 355
Second contact James Jarvis Mgr Community Development/Local Recovery Coordinator	james.jarvis@donnybrook.wa.gov.au	08 9780 4234	0408 281 265

Shire of Harvey Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Contact	After Hours Contact
First Contact Haydn Jones Manager Waste and Safety Servs & Local Recovery Coordinator	haydn@harvey.wa.gov.au	08 9729 0332	0417 931 283
Second Contact Kirstie Davis Director, Community & Lifestyle	kirstied@harvey.wa.gov.au	08 9729 0379	0438 231 710
Third Contact			

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Jason Maddern CESM	ESD@harvey.wa.gov.au	08 9729 0383	0437 426 215
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Police Functions Include: Maintain public order at evacuation centre as required			
Australind Paul Williams Snr Sergeant	Paul.williams@police.wa.gov.au	08 9797 0222	0408 944 010
Bunbury Jeramy Davies Snr Sergeant/OIC	Jeramy.davies@police.wa.gov.au	08 9722 2138	
Capel Chris Page OIC	chris.page@police.wa.gov.au	08 9716 8160	08 9716 8167 (a/hours)
Donnybrook Sgt. Toby Vialls OIC	toby.vialls@police.wa.gov.au	08 9732 3333	
Harvey Heath Soutar OIC	health.soutar@police.wa.gov.au	08 9782 4111	
Yarloop Sgt. Wayne Byram	wayne.byram@police.wa.gov.au	08 9733 6400	

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DEPARTMENT FOR HEALTH Functions Include: Personal Support			
Name/Position	Email	Work Contact	After Hours Contact
1st Contact (24/7) On Call Duty Officer Disaster Preparedness & Management Unit Department of Health Statewide Duty Officer - can organise a doctor at a welfare centre and/or write out prescriptions		9328 0553	9328 0553
2nd Contact Bunbury Hospital SW Health Campus, Bussell Hwy (cnr Robertson Dve),		9722 1000	
2nd Contact Donnybrook Hospital 40 Bentley St, Donnybrook		9780 4333	
2nd Contact Harvey Hospital 45 Hayward Street, Harvey		9729 1004	

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DFES/SES (South West Region)			
Functions Include: Logistics Support			
Name/Position	Email	Work Hours	After Hours Contact
First contact Sandra Cheema Community Preparedness Advisor	Sandra.Cheema@dfes.wa.gov.au	9780 1900	0429 986 480
Second Contact Andrew Wright Superintendent	andrew.wright@dfes.wa.gov.au	9780 1900	0418 780 382
Third Contact John Carter District Officer Emergency Mngmnt	john.carter@dfes.wa.gov.au	9780 1900	0428 100 452
Fourth Contact Brett Finlay District Officer - Wellington	brett.finlay@dfes.wa.gov.au	9780 1900	0427 011 386
Fourth Contact Ricky Southgate Area Officer -Preston	andy.thompson@dfes.wa.gov.au	9780 1900	0439 515 494
Fourth Contact Marc Papalia A/District Officer - Bunbury	marc.papalia@dfes.wa.gov.au	9780 1900	0409 153 931
Fourth Contact Lee Freeman District Officer - Forrest	Lee.Freeman@dfes.wa.gov.au	9780 1900	0427 026 964
Fourth Contact Nick Elrick District Officer - Natural Hazards	nick.elrick@dfes.wa.gov.au	9780 1900	0428 100 491
Fifth Contact Michelle Wells	vmso.southwest@dfes.wa.gov.au	9780 1900	0455 139 304

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Volunteer Management Support Officer			
Vikram Cheema District Emergency Management Advisor	vikram.cheema@dfes.wa.gov.au	9780 1976	0429 688 130

DFES/SES (Lower South West Region) - DONNYBROOK BALINGUP ONLY			
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	AOLeeuwin@dfes.wa.gov.au paul.dennison@dfes.wa.gov.au	9771 6800	0419 791 501

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Fourth Contact Vacant District Officer - Warren-Blackwood		9771 6800	0447 362 006
Fourth Contact Chris Sousa District Officer - Nelson	chris.sousa@dfes.wa.gov.au	9771 6800	0429 379 632 (Note: Chris Sousa is using Warran Blackwood Mob)
Fourth Contact Vacant District Officer - SES		9771 6800	0408 412 608
Fifth Contact Ruth Jackson Volunteer Management Support Officer	ymso.lowersouthwest@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

LIONS CLUB WA Functions Include *Management of Volunteers *Management of Donated Goods *Catering *Personal Services			
Name/Position	Email	Work Hours	After Hours Contact
Australind John Suckling Secretary	australindlionsclubsec@gmail.com		0408 730 492
Dardanup John Duzevich Secretary	dardylions@inet.net.au l.j.duzevich@bigpond.com	08 9728 1143	0405 718 425

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Eaton (Millbridge) Stephanie Atkins President/Secretary	millbridge.wa@lions.org.au		0409 788 775
Harvey Anita Hughes/Michele Stanton President/Secretary	harveylions@gmail.com		AH: 0488 291 013 MS: 0411 842 962

OTHER ORGANISATIONS			
Functions Include			
*Management of Volunteers *Management of Donated Goods			
*Catering *Personal Services			
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
Collie Bus Service Graeme Pilatti Transport		See A/Hrs	Graeme: 0407 779 172 Ivan King: 0419 770 710

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

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2nd Contact Captain Zoe Schatz	zoe.schatz@salvationarmy.org.au	9791 5200	0427 957 558
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Red Cross			
Functions include: Registration of evacuees * Manage Inquiry * Personal support (1st, 2nd, and 3rd contact used for day to day business. For emergency responses refer to after hours contact numbers in 3rd column)			
Name/Position	Email	Work Hours	After Hours Contact
First Contact 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 Harry Deluxe ES Operations/Workforce Coordinator	hdeluxe@redcross.org.au	0437 989 602	

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	0415 659 721

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		Option 1 or 2: if it rings out they are on another call	
2nd Contact Captain Zoe Schatz	zoe.schatz@salvationarmy.org.au	9791 5200	0427 957 558

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

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 when requested.	9334 1234	9334 1234
Dianne Langford-Fisher Regional Manager South West	Dianne.Langford-Fisher@stjohnwa.com.au	9334 6726	0417 985 296

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Brandon Reid Assistant Regional Manager SW	brandon.reid@stjohnwa.com.au	9334 6726	0427 887 829
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Volunteer South West Functions Include *Management of Volunteers *Management of Donated Goods *Personal Support			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact Sharmara Williams Manager	manager@volunteersouthwest.org.au	9791 3214	0428 971 448

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

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

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Appendix 4 – Organisational Responsibilities

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

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

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Agency / Organisation Name	Normal role if engaged
	(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; 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 Liaison Unit	(1) Provide a Support Agency Officer/s as required; (5) Engage "face to face" two way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information, and support the facilitation of public meetings and other community based communications.

Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

Agency / Organisation Name	Normal role if engaged
Department of Health	(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; (2) Assist with other welfare functional areas where agreed.
Services Australia – Centrelink, Medicare and Child Support	(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; (5) Assist with other welfare functional areas where agreed.
GIVIT – online donation management system	(1) Provide a Support Agency Officer as required to be a reference source regarding donated goods. (4) www.givit.org.au
Legal Aid Western Australia	(1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (2) Assist with other welfare functional areas where agreed.
Lions Club WA	(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. (3)
Local Churches/ Church Ministers Fellowship	(1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; Assist with other welfare functional areas where agreed.
Local Government Welfare Support	<i>Negotiate at the local level with individual Local Governments any additional responsibilities eg Ranger Services.</i> (1) Provide a Local Government (LG) Welfare Liaison Officer as required; (2) Assist with the welfare functional area of Emergency Accommodation by utilising LG facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs;

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Agency / Organisation Name	Normal role if engaged
	(3) Assist Communities -to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (3) Assist with other welfare functional areas where agreed.
Salvation Army	(1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Welfare Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required; (4) Assist with the provision of Personal Support Services; (4) Assist with other welfare functional areas where agreed.
St John Ambulance	Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106. (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Welfare Centres, where required and available; (5) Assist with other welfare functional areas where agreed.
Volunteer South West	(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; (3) Assist with other welfare functional areas where agreed.
WA Police Force	(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (4) Assist with other welfare functional areas where agreed.
YouthCare	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Welfare Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other welfare functional areas where agreed
	(3)

Appendix 5 – Emergency Accommodation

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

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

Points of clarification:

**Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
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5.1 Establishment of welfare centres

As per State EM Policy -

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

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

5.2 Welfare centres definition

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

5.3 Safety considerations

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

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

5.4 Children, organisations, educational and care facilities

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

Children and vulnerable people in Evacuation Centres

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

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

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

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

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

5.5 Animals in welfare centres

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

5.6 Responsibility for the welfare centre premises

Communities will take responsibility for the premises utilised as welfare centres from the time of their operations until their closure. Communities shall exercise reasonable care in the conduct of its activities and agree to replace or reimburse for supplies used in the operation of welfare centres. See Checklists x 3 at the end of this Appendix.

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.

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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.

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Appendix 5A - List of Pre-Determined Welfare Centres

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

BUNBURY

Primary Centres:

Z	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Dis-able Access	Parking	Pets	Hazards
Bunbury ** CITY OF BUNBURY OWNED FACILITIES POPULATION – 33,000 APPROX												
**SW Sports Centre Hay Park 1 Rotary Drive Ph: 9795 2222 Agreement signed 18.4.13 1st Preference but SW Health Campus has priority See floor plan at the end of this section	David Russell Manager Community Facilities 9792 7230 0439 514 369 City of Bunbury Duty Ranger 9792 7000 A/Hours Service – 9792 7106	Yes Cross Security Service -9728 0288	Back-up power for apprx 1.5 hrs Mains water, power operated sump Gas for pool & stoves	Total sleeping capacity –600 people Squash Court viewing area – 200m2 (100/50) Upstairs Gym – 289m2 (140 / 70) Sports Hall – 2016m2 (1000 / 500) Function Room –289m2 (140 / 70) Fixed Seating – 489 seats Total area – 2794m2 COVID-19 2m² - 500 pax 4m² - 200 pax	10 M 16 F 1 D 1 baby bath Electric hot water system	14 M 5 Urnls 21 F 4 D 2 child Power operated sump	Commercial kitchen - gas stoves, fridges, freezers, 200 sets crockery, m/waves Café, 30 x tables,300 x chairs <hr/> 1x7kg washing machine, 1 domestic clothes dryer	60 x aerobic style mats No bedding	Yes	Yes - Car parks, sport fields	Out-side 95m x 45m secure compound	FLOOD PLAIN May be flood susceptible Long term - good centre
Note: Priority for the SW Sports Centre will be given to SW Health Campus to accommodate patients from Bunbury Hospital & St John of God Hospital. Other facilities within the Centre can possibly be used for evacuees e.g. crèche, smaller rooms, basketball courts. Contact Duty Manager Bunbury Hospital on 9722 1000; Duty Manager SJGH on 9722 1600/9722 1943 re their use of the SW Sports												

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Centre.												
South West Italian Club 13-19 White St Ph: 9791 2286 M: 0418 917 620 Email: admin@switalianclub.com 2 nd Preference but SW Health Campus has priority See floor plan at the end of this section	Hospital has 1st priority to the Club if they need it- see note above Frank Mustica - President 0418 917 620 9791 2286			Main Hall can seat 650 people – 580m2 (290 / 145) Members Bar– 280m2 (140 / 70) Members Lounge- 130m2 – (65 / 30) Total sleeping capacity – 200 people approx. CoVid-19 2m2 – 500 4m2 - 200	None	4 M 4 F	Full commercial kitchen with commercial fridges & 2 Bards	No	Yes – ramp @ front entrance, wheelchair accessible	Yes – large car park	Outside	None - could be used for long term but need to negotiate as privately owned

OTHER FACILITIES

<u>HAY PARK FACILITIES</u>	<u>OTHER SPORTING FACILITIES</u>	<u>OTHER SPORTING FACILITIES</u>	<u>OTHER FACILITIES</u>	<u>OTHER FACILITIES OUTSIDE OF BUNBURY</u>
Please note Hay Park is in a flood plain and may be susceptible to flooding Bunbury PCYC – 9795 8690 Parade Road, Hay Park Bunbury Hockey Stadium – 9795 5160 Rotary Drive, Hay Park Bunbury Soccer Drome - -414 -4- 891 (Bunbury United Soccer Club) Parade Rd Bunbury Badminton – 9795 8866/0400 177 645 Rotary Drive, Hay Park Bunbury Tennis Club – 9795 8685	Bunbury Trotting Club – 9721 2768 Hands Avenue, Bunbury Bunbury Turf Club - 9721 3444 Blair St & Brittain Rd, Bunbury South Bunbury Football Club – 9721 1080 Hands Oval, Clarke St, Bunbury Bunbury Football Club – 9721 4243 Herbert Rd, Payne Park, East Bunbury Peter Henderson - 9791 1362/0406 182 212/9721 4143 Danny Mills - 0406 182 212	Carey Park Football & Sporting Club – 9791 3030 Kelly Park, Balgore St, Carey Park Bunbury Surf Club – 9721 3633 Ocean Drive, Bunbury Jim Smith–President- 9207 6666 /0403 240 777 Koombana Bay Sailing Club – 9791 3914 Koombana Drive, Bunbury Function Centre - 791 3510 Bunbury Rowing Club – 9721 3788 Lot 759 Cobble-stone St	Meals on Wheels – 9721 2522 1 Stirling Street, Bunbury RSL Hall - 9721 3277/0448 094 153 19 Spencer Street, Bunbury Bunbury Masonic Lodge Freemasons Hall – 9791 4904 72 Wittenoom St, Bunbury Commercial Club – 9721 2085 21 Symmons St, Bunbury Stirling Street Art Centre - 9791 1256 Stirling St, Bunbury	Eaton Scout Camp – 9725 1404 Leake Street Camp Warden - Noel Ward – 0439 097 277 Deputy Warden - Dorothy Fisher - 9796 0978/0410 016 167 Eaton Recreation Centre – 9724 1400, Shire of Dardanup – 9724 0000 18 Recreation Drive Fax: 9724 1433 Leschenault Leisure Centre – 9792 4000, Shire of Harvey – 9729 0300 Lot 42 Leisure Drive Ph: 9797 4000

Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

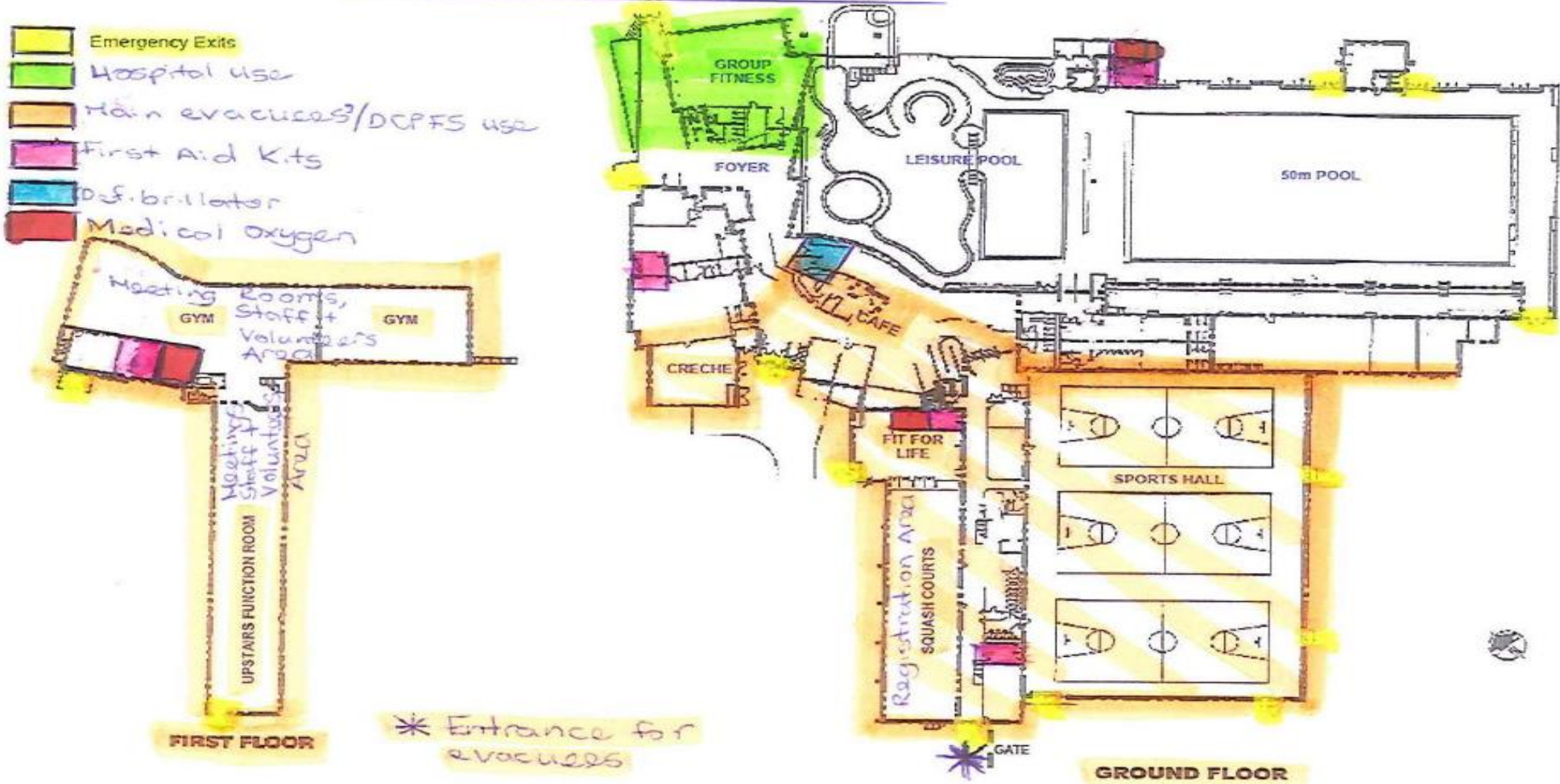
Rotary Drive, Hay Park				
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EDUCATIONAL FACILITIES – UNIVERSITIES, TAFE, HIGH SCHOOLS PRIMARY SCHOOLS – GOVERNMENT AND NON-GOVERNMENT - Contact the School Principal or Bursar direct. After Hours and during school holidays for Government Schools contact Andrew Grono, Coordinator, Regional Services, Dept of Education - 9791 0348 / 0434002 780

<p><u>Educational Facilities – all in close proximity to each other</u> Manea Senior College – 9721 0600 Robertson Drive Paul Matthews, Principal – 0427 040 049</p> <p>SW Institute of Technology (TAFE) – 9780 7000 Robertson Drive, Bunbury</p> <p>Edith Cowan University – 13 4228 / 6304 000 585 Robertson Drive, Bunbury Manager Campus Facilities</p>	<p><u>Government High Schools</u> Bunbury Senior High – 9781 2500 Haig Crescent, Bunbury</p> <p>Newton Moore Senior High – 9722 2400 Hotchin Street, Bunbury</p> <p><u>Primary Schools</u> Adam Road Primary – 9795 8999 Hotchin Street, Bunbury</p> <p>Bunbury Primary – 9721 2660 Lovegrove Avenue, Bunbury</p> <p>Carey Park Primary – 9721 3011 Ecclestone Street, Carey Park</p>	<p>College Row – 9721 3125 College Row, Bunbury</p> <p>Cooinda Primary School – 9721 3144 Allen Street, Bunbury</p> <p>Djidi Djidi Aboriginal School – 9724 9444 Erica Entrance, Glen Iris</p> <p>Maidens Park Primary – 9795 7701 Westwood Street, Withers</p> <p>Picton Primary – 9725 4224 Jeffrey Road, Glen Iris</p>	<p>South Bunbury Primary – 9721 3299 Prosser Street</p> <p><u>Non-Government Schools</u> Bunbury Cathedral Grammar School – 9722 6000 K – Year 12 5 Allen Road, Gelorup Day & boarding students – 119 beds, <i>bush setting</i></p> <p>Bunbury Catholic College – 9721 0000 Year 8 – Year 12 Rodsted Street, Bunbury</p>	<p>Grace Christian School & Church – 9726 4200, K – Year 12 Vittoria Road, Glen Iris</p> <p>St Mary’s Catholic Primary School – 9726 7500 31 Mary Street, Bunbury</p> <p>St Joseph’s Catholic Primary School – 9795 7312 Parade Road, Bunbury</p> <p>Bunbury John Calvin School – 9726 2038, Pre-Primary – Year 6 Cnr Vittoria Road & South Western Highway, Picton</p>
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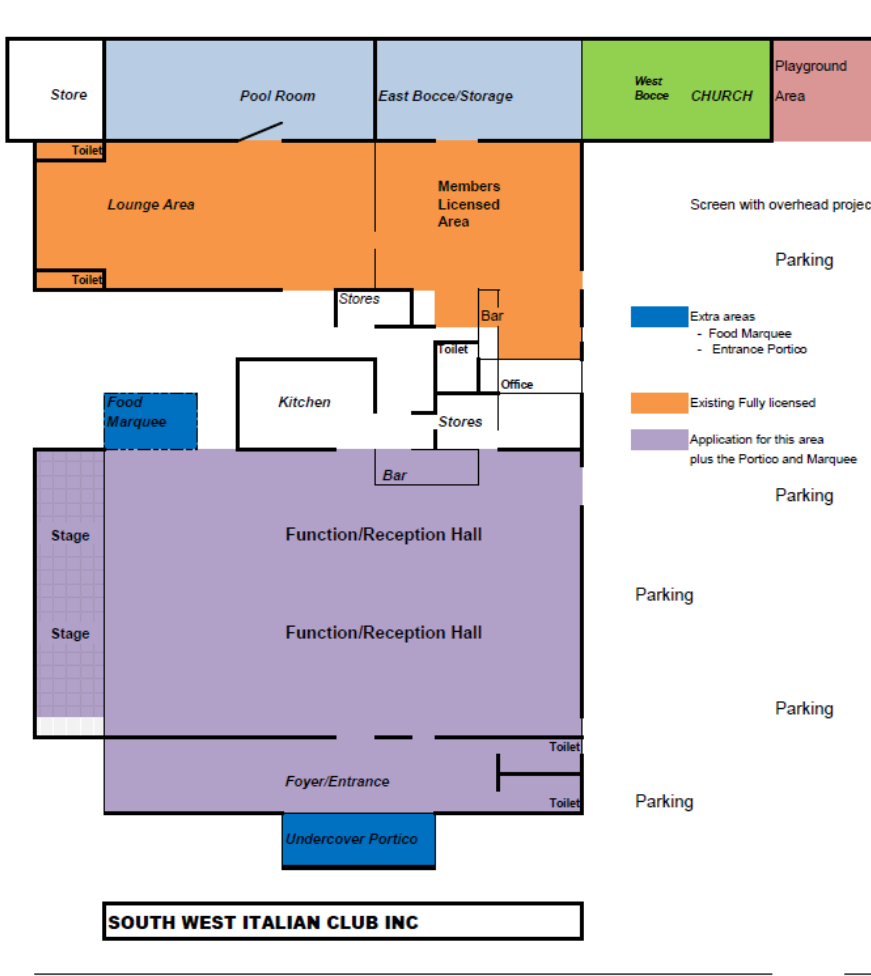
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CITY OF BUNBURY'S SOUTH WEST SPORTS CENTRE – TO USE AS A LOCAL WELFARE EVACUATION CENTRE – Hay Park, 1 Rotary Drive, Bunbury



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CITY OF BUNBURY’S SOUTH WEST ITALIAN CLUB INC – TO USE AS A LOCAL WELFARE EVACUATION CENTRE –



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CAPEL

Primary Centres:

POPULATION OF SHIRE CAPEL – 17,123 (2016 census) total number of dwellings – 6,650

Premises and Address	Contact Details	Alarm	Emergency Lighting, Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
BOYANUP **SHIRE OWNED FACILITIES POPULATION – 1,264 (2011 census)												
**Hugh Kirkpatrick Hall South Western Hwy Ph: Centre is In town 1st Preference	Shire of Capel 9727 0222 Andriena Ciric - 0408 95 3535	No	Lighting – no Gas cylinders Back access via Bridge St	423m2 - 423 pax 409 chairs 28 trestles COVID-19 2m²: 200 4m²: 100	1 M 1 F	1 M 1 U 3 F 1DM 1DF	Gas stove, fridge, cutlery, crockery, utensils, Bain Marie Large cool room	No	Yes	Yes	Yes out- side	No Long Term Centre
**Jack and Mary Kitchen Community Centre Thomas Street Ph: Fax: Adjoins school oval	Shire of Capel 9727 0222 Andriena Ciric - 0408 95 3535	Yes	No Child Health Centre, library and toy library in this building Two separate entries with separate entry/ exit. Childcare activity centre fenced off.	112m2 – 112 pax 48 Chairs 8 trestles MeetingRm- 43 pax COVID-19 2m²: 20 4m²: 10 Playgroup -69 pax COVID-19 2m²: 35 4m²: 17	No	3 M 2U 5 F 2 D + chns	Yes Electric stove, microwave, fridge, cutlery, crockery, utensils	No	Yes	Yes	Yes out- side Fenc ed patio area	No
**Cardinals Football Club Thomas Street Ph: Fax:	Shire of Capel 9727 0222 Andriena Ciric - 0408 95 3535	No		35 sleeping 140 seated 126 chairs 17 trestles	2	3 M 1U 0 F 0 D	Electric stove, microwave, 2 x fridges, 1 x freezer No crockery or cutlery, portable gas barbecue	No	No	Yes	Yes out- side	No

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Boyanup Bowling Club Charlotte Street Ph:	Gloria Clapp – 9781 2356												
CAPEL ** SHIRE OWNED FACILITIES POPULATION OF CAPEL – 2,509 (2016 Census)													
**Capel Community Centre / Library Forrest Road Ph: 9727 0290 Fax: 9727 0278 Internet Access in library adjoining Assembly Area in back car park 1st Preference See floor plan at the end of this section	Shire of Capel 9727 0222 Andriena Ciric - 0408 95 3535	Yes	Adjacent Library staff room with small kitchen 3 separate areas with 3 separate entry/exit to main hall. 2 smaller mtng rooms are contained within the main hall; each has small sink and storage, small p/copy room	414m2 – 414pax 120 chairs 40 trestles Hall 321m2 COVID-19 2m²: 160 4m²: 80 Zircon Rm – 46m2 COVID-19 2m²: 20 4m²: 10 Titanium Rm – 47m2 COVID-19 2m²: 20 4m²: 10	No	4 M 1 U 5 F 1DM 1DF	Large equipped kitchen, - gas stove/cylinders , m/wave, fridge, cutlery, crockery, utensils, Bain Marie	No	Yes and disable parking bays	Yes	Yes outside	No Long term centre in the middle of Capel townsite	
DALYELLUP ** SHIRE OWNED FACILITIES POPULATION – 8,998 (2016 Census) - Three roads in and out of Dalyellup 2010 – Norton Prom, Harewoods Rd south, Parade Rd north													
**Dalyellup Community Centre Gosse Way Ph: CPFS has an office in this building	Shire of Capel 9727 0222 Andriena Ciric - 0408 95 3535	Yes	No Childcare activity centre – fenced off, 3 meeting rooms Two separate areas with	215m2 – 215pax 150 chairs 12 trestles Main Hall 170m2 COVID-19 2m²: 85 4m²: 40 MeetingRm	1 D	2 M 1 U 3 F 2 D + chns	Electric stove, no microwave fridge, cutlery, crockery, utensils, portable gas barbecue	No	Yes	Yes	Yes outside	No	

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			separate entry/ exit. Main hall has a partition that could into 2 separate areas (2 x 85m2 areas)	45m2 COVID-19 2m²: 20 4m²: 10									
GELORUP ** SHIRE OWNED FACILITIES POPULATION – 2,181 approx (2011 Census)													
**Gelorup Community Centre Hastie Road Ph: Fax: Child Health Centre & small library in this building, Skate park adjoining	Shire of Capel 9727 0222 Andriena Ciric - 0408 95 3535 Margaret Smith -9795 7591	No	Lighting – no, Gas cylinder Requires electricit y for water from holding tanks	220m2 – 150pax (limited toilets) 130 chairs 21 trestles COVID-19 2m²: 80 4m²: 40 PA System, TV/Video, big screen	No but Yes in adjoin- ing Bush Fire Br Bldng	1 M 1 U 2 F 1 D	2 kitchens - 1 x Gas stove, 1 x electric stove 2 x microwaves, 2 x fridges, cutlery, utensils, crockery, electric bbq on side patio- fenced	No	Yes	Yes	Yes out- sid e		
PEPPERMINT GROVE BEACH **SHIRE OWNED FACILITIES POPULATION - 385 approx (2011 Census) Note: ONE ROAD IN AND OUT FROM LUDLOW NORTH ROAD													
**Peppermint Grove Beach Community Centre Hayfield Drive Ph: Fax:	Shire of Capel 9727 0222 Andriena Ciric - 0408 95 3535 Lesley Jackes & Les Mitting - 9727 2226.	No	Lighting – no Gas cylinder Scheme water	113m2 – 113pax 106 chairs 18 trestles COVID-19 2m²: 55 4m²: 25 Meeting Room, small office	1 M 1 F 1 D	1 M 1 U 2 F 1 D	Gas stove, fridge, cutlery, crockery, utensils, Bain Marie, portable gas barbecue	No	Yes	Yes	Yes out- sid e		

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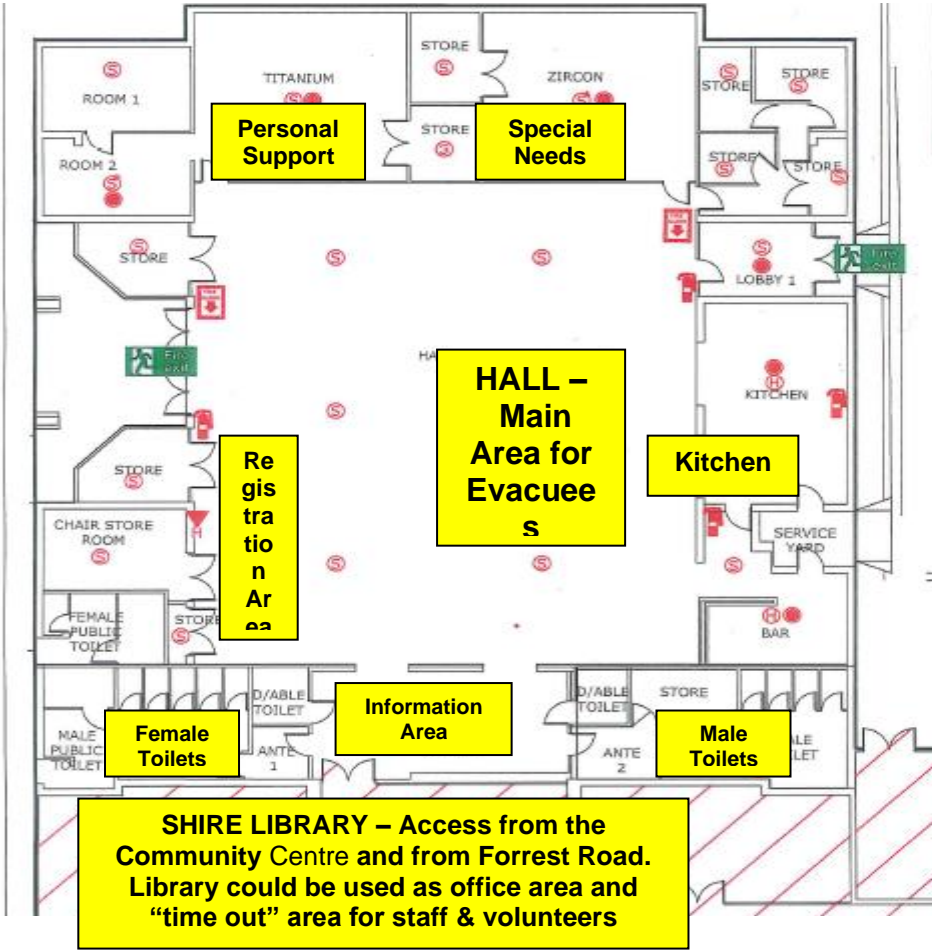
Hayfield Park Hayfield Drive			Could be used to tether stock, pets, storage of boats, caravans, etc.										
STRATHAM - POPULATION – 710 (2011 Census) - Capel Golf Club, 11kms north of Capel, Bussell Highway, Ph: 9795 7033, Fax: 9795 5642 - Potential bushfire risk – ground fuel and trees around the course.													
ELGIN ** SHIRE OWNED FACILITIES POPULATION – 255 (Sparse Rural) (2011 Census)													
**Elgin Community Hall Railway Road Ph: Fax: Large water tank outside but power needed to pump it	Shire of Capel 9727 0222 Andriena Ciric - 0408 95 3535	No	Lighting – no Gas cylinder This hall is not sealed and could be very cold in winter	169m2 – 169pax 150 chairs 16 trestles COVID-19 2m²: 85 4m²: 40 2 x large gas heaters	No	1 M 1 F 0 D	1 larger kitchen - gas stove, microwave, 3 x fridges, cutlery, utensils, crockery 1 smaller kitchen	No	Yes – low ramp into hall – no Disable toilet	Yes	Yes out- side	Requires electricity for water	
Note: **Elgin Hall is not suitable as an evacuation centres for emergency events and lacks facilities, but details have been retained for info and possible use for Recovery/One Stop Shops etc													

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CAPEL COMMUNITY CENTRE – TO USE AS A LOCAL WELFARE EVACUATION CENTRE

KEY

	POWER BOARD
	FIRE EXTINGUISHER
	HOSE ACCESS
	FIRST AID KIT
	FIRE ALARM
	SMOKE DETECTOR
	SMOKE DETECTOR WITH SOUND BASE
	EVACUATION SPEAKER
	HEAT DETECTOR
	EMERGENCY EXIT



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DARDANUP

Primary Centres:

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
EATON ** SHIRE OWNED FACILITIES Population – Shire 14,033 (2016 census)												
**Eaton Recreation Centre 18 Recreation Drive Ph: 9724 1400 Fax: 9724 1433 1st Preference See floor plan at the end of this section	Shire of Dardanup 9724 0000 Gary Thompson – Manager Recreation Centre 0421 354 676	Yes	No Three phase power Partially air-conditioning and heating 4 telephone lines Internal PA Meeting room x 2 or 1 large room; creche and board room.	Court area – 2200m2 Main stadium has 3 basketball courts; 4 retractable tiered seating grandstands for up to 604pax. CoVid-19 2m²: 1,100 4m²: 550 Group fitness rm - 253m2 CoVid-19 2m²: 125 4m²: 60	4 M 4 F 2 D 12 uni-sex	2 M & 1 Urnl 4 F 2 D 6 uni-sex Crch- 1 adlt 1 chld	Yes - full commercial kitchen 2 kitchenettes – one in each of the Meeting Rooms	No - could use gym mats	Yes	Yes	Outside	None

Secondary Centres :

DARDANUP ** SHIRE OWNED FACILITIES												
**Dardanup Hall 3 Little Street (cnr Ferguson Road No phone, fax or computer ports See floor plan at the end of this section	Shire of Dardanup 9724 0000	No	No On main water supply Heating, ceiling fans, no air-conditioning L shaped building	Main Hall – 266m2 100 chairs 50+ trestle tables CoVid-19 2m²: 130 4m²: 65 Lessor Hall – 134m2 CoVid-19 2m²: 65 4m²: 30	No Toilets inside & out	3 M 4 U 5 F 2 D	Gas & electric stoves & ovens small fridge, urn m/wave, utensils crockery	No	Yes	Yes 100 appx + oval	Outside	None Hall is next door to Bush Fire Services- need to keep clear if in use
**Dardanup Sporting & Community	Shire of Dardanup 9724 0000			50-60 – small club room with open kitchen & outside canteen, tables, chairs,	Yes	1M 1 U 2 F	Open kitchen – 2 fridges, urn Outside canteen	No	One step to enter No	Yes – on oval	Outside	

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Clubs Recreation Rd Off Ferguson Rd Phone:				noticeboard		0 D	– Small back room – 2 fridges, sink		Disable toilets			
Equestrian Centre Garvey Road Dardanup West Ph:	Mick Della President 0419 008 856 Catherine Hanely Vice President 0427 250 721 Jennifer Coffey Booking Off 0407 101 325 Jacky Ynema Treasurer 0408 263 168 Kent Johnston 0418 932 849 Cathy Miller Secretary 0419 925 653			50-60 – small clubroom with ample parking	No	M F D	Commercial kitchen	No		Yes – plenty	Out- side, agistm ent for horses, dogs	
BUREKUP **SHIRE OWNED FACILITIES												
**Burekup Hall Lot 4 Russell Rd, cnr Gardiner St Ph: <i>See floor plan at the end of this section</i>	Cassie & Daniel Fry - 9726 3836/ 0429 032 644 Burekup Country Club 0480 153 669 Burekup Store - 9726 3102 Dardanup Shire – 9724 0000	No	No On main water supply	100-Main Hall with stage, Lesser Hall with bar, carpeted area, tables, chairs	No	2 M 3 F 1 D	Yes -2 fridges, gas & electric stoves, pie warmer, 130 x cutlery, crockery	No	Yes	Yes	Out- side only	None
<p>Note: **Dardanup Hall, Dardanup Sporting & Community Clubs, Equestrian Centre and Burekup Hall are not suitable as evacuation centres for emergency events and lack facilities, but details have been retained for info and possible use for Recovery/One Stop Shops etc</p>												

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Eaton Scout Camp Leake Street Ph: 9725 1404	Camp Warden - Noel Ward 9725 1404 0439 097 277 Deputy-Dorothy Fisher 9796 0978 0410 016 167 Site Coordinator 0895251210	No	No	200 in hall plus 3 x dormitories	Yes 4 M 5 F Disabled in dorm	6 M 2 F	Yes – full commercial type kitchen in separate dining room building	Yes – 100 beds in 3 dorms	Yes	Limit-ed*	Out-Side	*Limited parking – only 8 parking bays and then street parking
**FergusonHall 682 Ferguson Rd – pprox. 5 kms from Dardanup	Robyn Jones 0468 576 950 – bookings and key for hall		2 x 1800 litre water tanks	Spacious hall with stage at one end – capacity for pprox. 100 people	No	1 M/ 7 F 1 D-out-side	Spacious kitchen with a servery to the hall	No	Yes – internal & external access to toilet	Yes	Out-side	

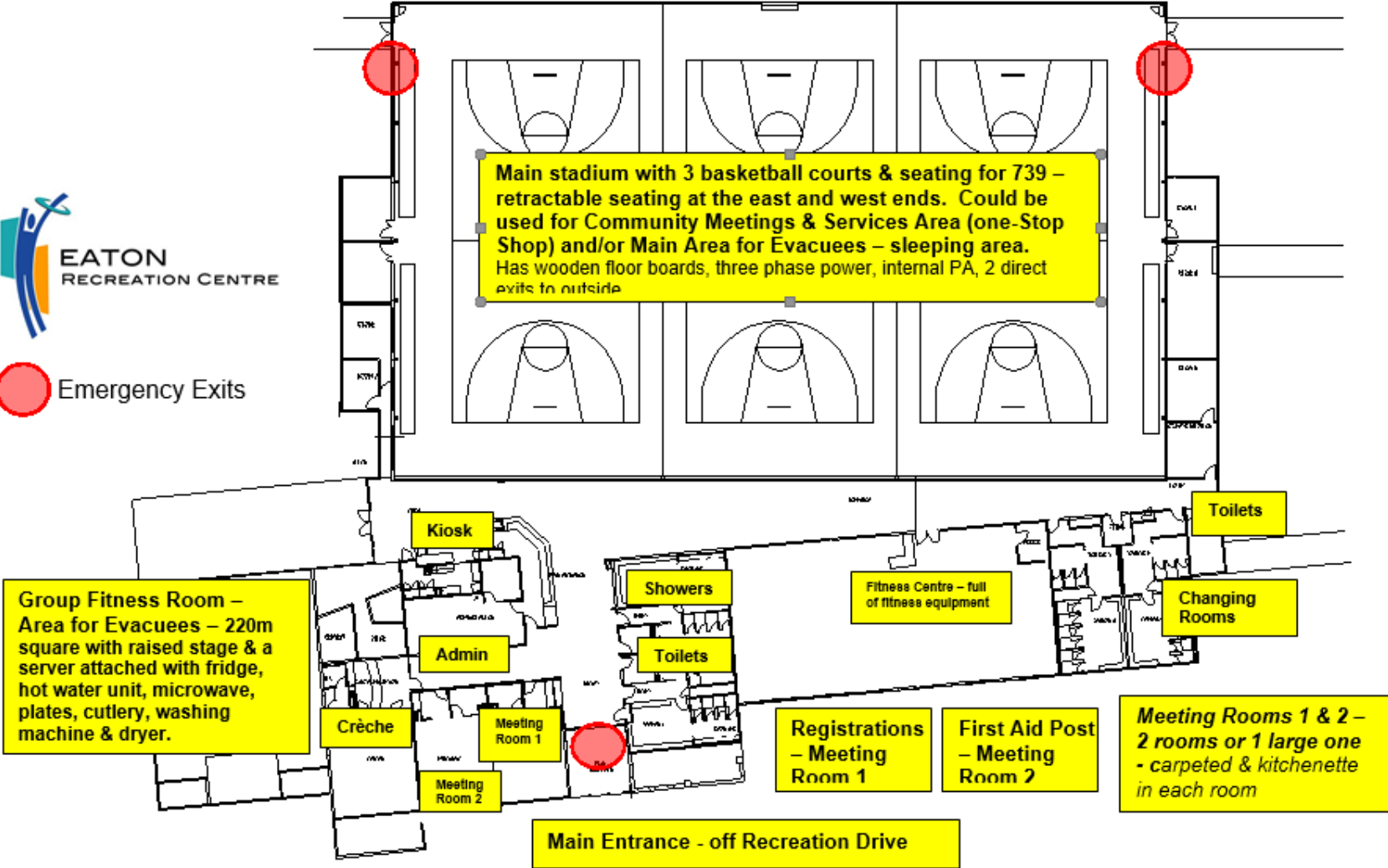
Note: **Ferguson Hall is not suitable as evacuation centres for emergency events and lack facilities, but details have been retained for info and possible use for Recovery/One Stop Shops etc

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EATON RECREATION CENTRE – TO USE AS A LOCAL WELFARE EVACUATION CENTRE



Emergency Exits





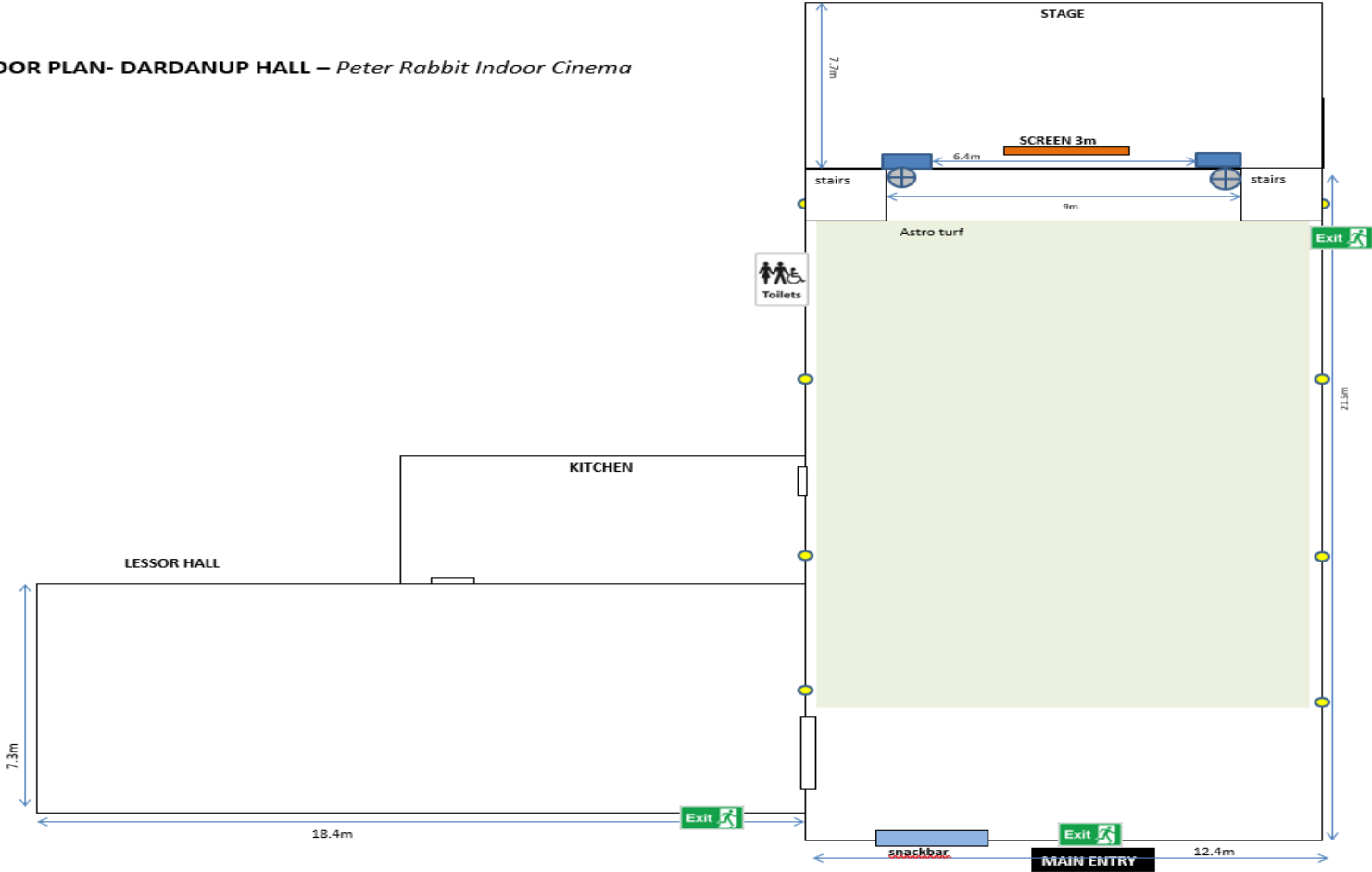
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DARDANUP HALL – TO USE AS A LOCAL WELFARE EVACUATION CENTRE

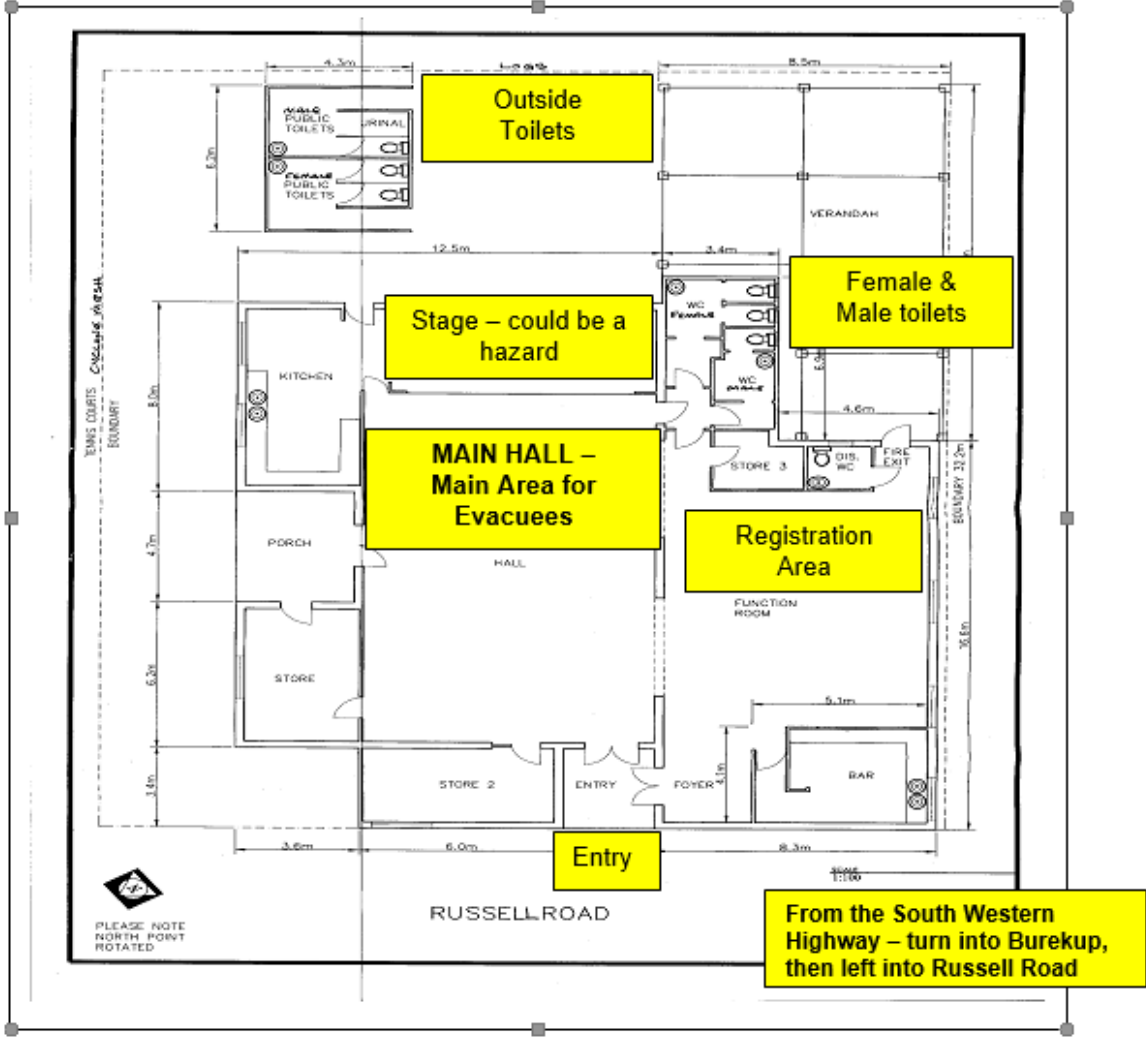
FLOOR PLAN- DARDANUP HALL – Peter Rabbit Indoor Cinema

- Key
-  Coloured up light
 -  Curtains
 -  Speakers



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BUREKUP HALL – TO USE AS A LOCAL WELFARE EVACUATION CENTRE



Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

DONNYBROOK-BALINGUP

Potential Centres:

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
DONNYBROOK ** DENOTES SHIRE OWNED FACILITIES POPULATION – Shire = 5870; Town of Donnybrook – 2824; Town of Balingup = 544												
**Donnybrook Recreation Centre Lot 549 Steere St Ph: 9731 1822 Fax: 9731 1293 PO Box 94 Donnybrook 6239	Mgr – Simon Peppler Asst Mgr – Karis Aplin Shire has keys (G1 – G9) 9780 4200 donnybrookrec@westnet.com.au	YES	Lighting –All electric power – no gas supplies Wired for generator use	Max capacity 640pax Basketball stadium – 2 courts; function room; mezzanine & separate swimming pool CoVid-19 Court 1&2- 320pax 2m2 – 160 pax 4m2 – 80 pax sleeping Function room – 60 pax 2m2 – 30 pax 4m2 – 15 pax sleeping	YES 10 showers & change rooms	YES 8 F 8 M 2 disabled	Full facilities 1 electric stove 8 fridges	12 x GYM MATS	YES	YES	LIMITED	No hazards – 1st Pref/ Primary evac centre – long term
**Soldiers Memorial Hall (attached to Shire Office) 1 Bentley Street (cnr Collins St)	Ben Rose 0400 786 355 Shire Office 9780 4200 Shire has keys (A1 – B12)	NO	Lighting – not wired for generators Gas – cylinders	Max capacity 300pax Main & Lesser Hall CoVid-19 Main Hall – 200 pax 2m2 – 100 pax 4m2 – 50 pax sleeping Lesser Hall – 100 pax 2m2 – 59 pax 4mx – 25 pax sleeping	NO (1 shower in Shire Office)	YES 2 Out back of hall	Large Full facilities 9 stoves 10 fridges	NO	YES	YES	NO	No hazards – Ideal short term
Donnybrook Football Club Marmion Street Ph: 9731 1219	Peter Hearman – President 0428 311 366 Shelley Burgess – Secretary 0408 899 320 Shire has keys (I1 – I8)	YES	Lighting – not wired for generators Gas- -NO	Max capacity 168pax Bar area and Training room CoVid-19 Bar Area – 120 2m2 – 60 pax 4m2 – 30 pax sleeping Training room – 68 pax 2m2 – 34 pax 4ms – 17 pax sleeping	YES 4	YES (for up to 150 persons)	Small 1 fridge 1 stove	NO	YES	YES	OUTSIDE	No hazards – small – long term, space on oval for tents

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Country Club SW Highway Ph: 9731 1268 Fax: 9731 0463	Jan Kirkpatrick – Secretary 9731 0551 Stephen Mumme – Pres 9731 1268	YES	Lighting- Gas- cylinders	Max capacity – 140 pax Bar area CoVid-19 – 140 pax 2m2 – 70 pax 4m2 – 35 pax	YES 8	YES 11 F 3 M	Large Full Facilities	NO	YES	YES	OUTS IDE	No hazards - good long term
BALINGUP ** DENOTES SHIRE OWNED FACILITIES Population – 443												
**Balingup & Districts Recreation Centre 21569 South Western Highway	Kevin Haigh – President – 0409 092 236 Yvette Buxton – Secretary 9764 1872 Shire has keys (J11 – J12)	YES	Lighting – Gas – cylinders Wired for generator use	Max capacity 220 pax Stadium and Function Room CoVid-19 Stadium – 120 pax 2m2 – 60 pax 4m2 – 30 pax Function room – 100 2m2 – 50 pax 4md – 25 pax	YES 11 M 10 F Electric hot water system	YES 12 M 1 U 13 F 2 D	Full facilities 1 Stove- gas 1 fridge	GYM MATS	YES	YES	LIMIT ED OUTS IDE	May be flood suscepti ble. 1 st Pref/ Primary evac centre – long term
KIRUP ** DENOTES SHIRE OWNED FACILITIES Population – 322 MOBILE PHONE COVERAGE IS SPORADIC												
**Kirup Hall Lot 57 SW Highway (Cnr Station Rd)	Leanne Wringe – 0428 316 317 Shire has Key (K9)	NO	Lighting- Gas- 2 cylinders Wired for generator use	Max capacity 220 pax 1 x large hall & 1 x small hall	NO	YES 14 F 1M	YES Full Facilities 15 gas stoves Tables & chairs	NO	YES	YES	NO	May be fire suscepti ble.
NOGGERUP ** DENOTES SHIRE OWNED FACILITIES Population – 404 NO MOBILE PHONE COVERAGE												
**Noggerup Hall Donnybrook/Boyup Brook Road	Richard Fry 9732 2115 Jodie Bennett – Secretary	NO	Lighting – Gas – cylinders Wired for	Max capacity 160 pax 1 Main hall	NO	YES 1	YES 1 Stove GAS	NO	NO	YES	NO	Very fire suscepti ble.

Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

	0429 330 660		generator use.									
	Shire has key (L15)											
Note: Kirup Hall and Noggerup Hall not suitable as evacuation centres for Bushfire events and lack of shower facilities, but details retained for info re Recovery/One Stop Shops etc (refer LEMC meeting of 28May2019)												

Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

HARVEY

Primary Centres:

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toi-lets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
Australind ** SHIRE OWNED FACILITIES POPULATION – 14,539 (2016 census)												
**Leschenault Leisure Centre Lot 42 Leisure Drive Australind Ph: 9797 4000 Fax: 9797 0268 1st Preference See floor plan at end of this section	Richard Duke, Manager – 0419 837 108, Warwick Done, Dry Ops Manager – 0429 680 209 Trent Smith, Wet Ops Manager – 0419 439 964	Yes	No Have retractable bollards; court netting to divide main courts; 7 x room divider/notice boards and trestle tables.	Max capacity 1200 pax 40 trestles CoVid-19 2m2 – 600 standing 4m2 – 300 sleeping Per Building Licence and toilets	Yes	9 M 9 F 4D	Large function room kitchen; Centre Café; Commercial kitchen and cool room	Limited number of gym mats	Yes	Yes	No	
Binningup POPULATION – 1227 (2016 census)												
Brunswick Junction POPULATION – 797 (2016 census)												
**Brunswick Comm Recreation Centre Ridley St Brunswick Ph: Fax:	Shire Office 9729 0300 Haydn Jones 0417 931 283	No	No	Max capacity 609 sitting/standing CoVid-19 1m2 – 2m2 -	Yes	16 M 17 D 8 F 2 D	Stove x 1		Yes	Yes	No	Note: Brunswick Rec Centre and Pavilion appear to be one building but booked separately
**Tom Pearson Pavilion In the Brunswick Showgrounds Brunswick Agricultural Society Ph: 9726 1244 Fax: 9796 0468	Brunswick Ag Society – phone Secretary 9796 0468	No	No	Max capacity 1000 sitting/ standing CoVid-19 1m2 – 2m2 -	Can access Brunswick Rec Centre building	1 M 1 D 1 F 1 D			Yes	Yes	No	Note: 1. See Brunswick Rec Centre 2. Football Club next door with good kitchen and facilities
Brunswick Town Hall Cnr Ommaney Rd (South West Hwy) & Ridley St Brunswick	Shire Office 9729 0300 Haydn Jones 0417 931 283	No	No	CoVid-19 1m2 – 2m2 -		1 x unisex Additional – 3f 2m 4 urinals	Good				No	Oct18 – Adv newly refurbished

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Harvey		POPULATION – 2,750 (2016 census)										
<p>**Harvey Recreation & Cultural Centre, Tom Latch Drive, Harvey Ph: 9729 3311 1st preference See floor plan at end of this section *Function room set aside for Hocart Lodge residents – see floor plan</p>	<p>David Marshall Centre Manager 0417 291 996 Connie Baggetta – 0408 291 690 Paula Vaughan 0432 283 908</p> <p>Centre is often open until 10pm Mon-Fri</p> <p>Has Wi-Fi</p>	Yes	<p>No back-up power. Emergency lightning Gas – hot water, stoves</p>	<p>Max capacity 800pax 18 basketball courts, 19 squash courts, 20 childcare rooms Boundary facility Function room set aside for Hocart Lodge residents – see floor plan</p> <p>CoVid-19 1m2 – 400 2m2 – 200</p>	<p>21 M 22 F 1D</p> <p>Boundary– 23 uni sex (change rooms) 1 D</p>	<p>24 M 25 F 1 D 1adult 2 child size in c/care</p> <p>Boundary- 26 M + 1 D 27 F + 1 D 1 D</p>	<p>Commercial kitchen; smaller kitchen & cool room. Crockery for 300 – can cater for 300 sitting at tables</p>	<p>Up to 150 gym mats</p> <p>Boundary – small kitchen can cater for 60 seated.</p>	Yes	Yes	No	Good short or long term facility
<p>**Harvey Town Hall Uduc Road Ph: Back up facility</p>	<p>Shire Office – Ph: 9729 0300 Haydn Jones 0417 931 283</p>	No	No	<p>Max capacity 372 pax Main Hall, Lesser Hall, Stage, tables and chairs</p> <p>CoVid-19 1m2 – 2m2 –</p>		<p>28 M 5 F</p>	<p>Yes – stove – Gas Fridge, cutlery, crockery, utensils</p>		Yes	Yes	No	

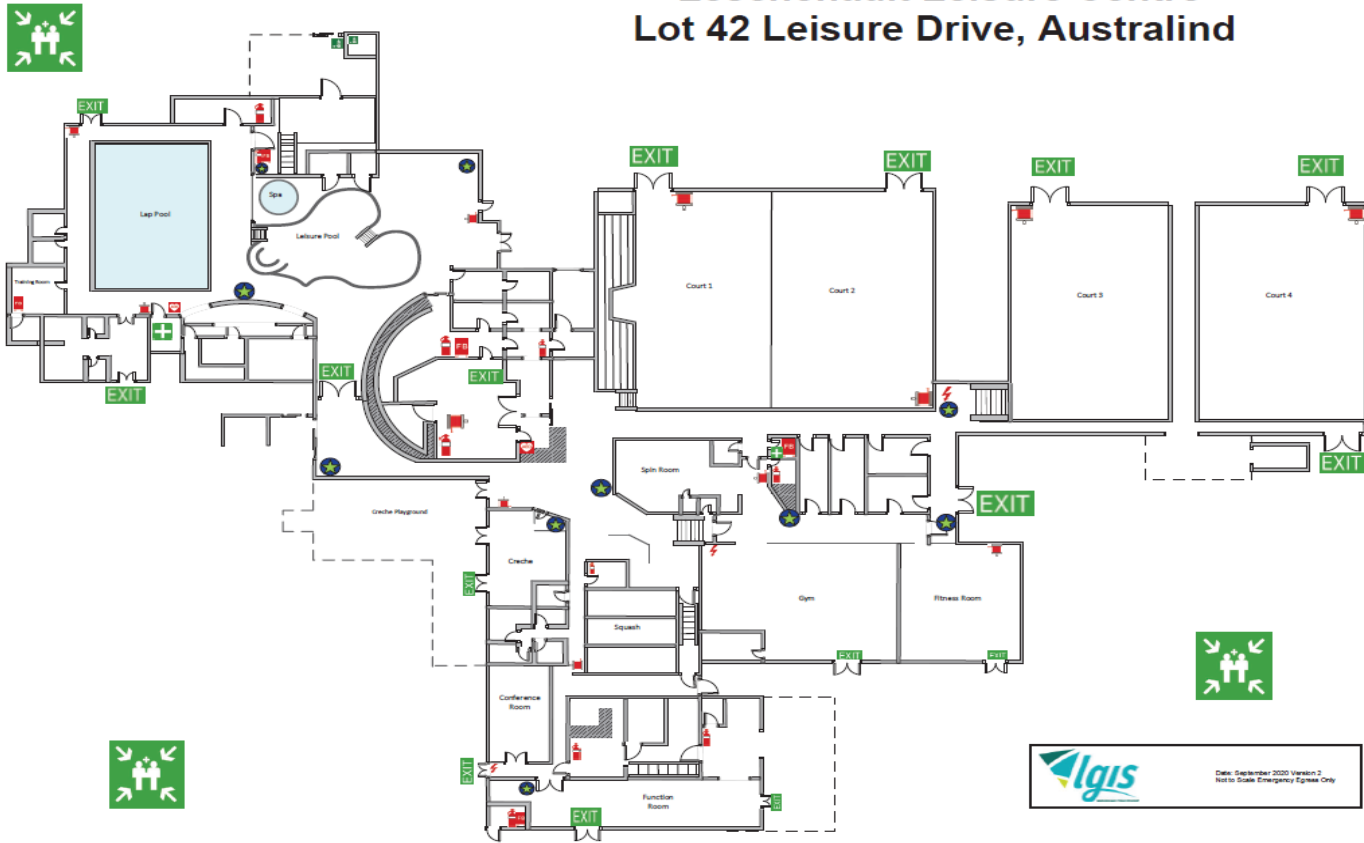
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LESCHENAULT LEISURE CENTRE AUSTRALIND – TO USE AS A LOCAL WELFARE EVACUATION CENTRE




Evacuation Diagram

Leschenault Leisure Centre Lot 42 Leisure Drive, Australind



EMERGENCY INFORMATION



In case of emergency contact:













- Police, Fire or Ambulance (life threatening) 000
- Police (non-urgent) 131 444
- SES 132 500

When directed by your Warden:

- Evacuate the building via the nearest safe exit
- Proceed to the assembly area at the oval, or as directed by your Warden or Emergency Services
- Remain at the assembly area until directed by your Warden or Emergency Services

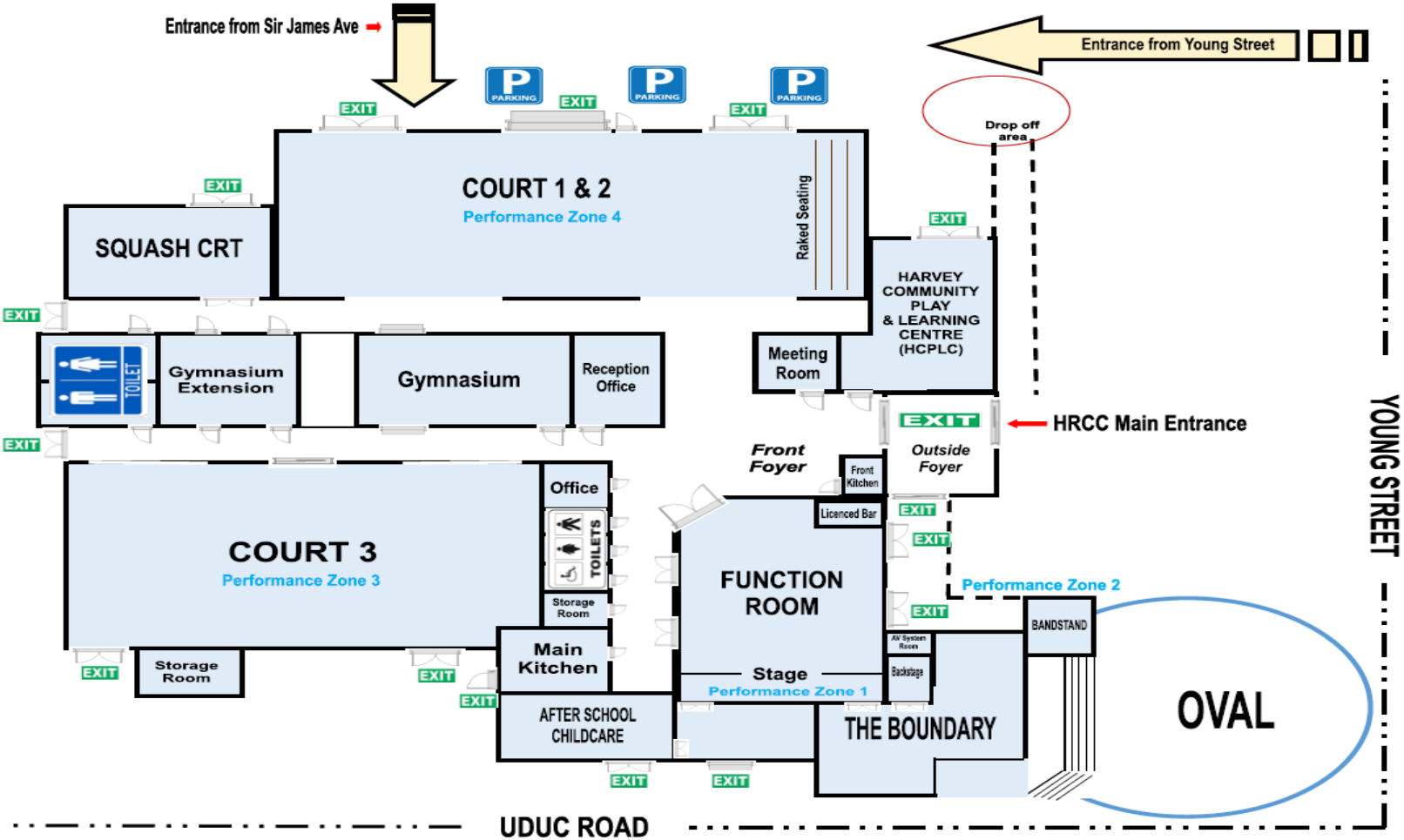
Do not re-enter the building until instructed by your Warden or Emergency Services.

Legend

	Powder Extinguisher
	CO2 Extinguisher
	Fire Blanket
	Manual Call Point
	Fire Hose Reel
	Electrical Switchboard
	First Aid Kit
	Automated External Defibrillator
	Emergency Shower / Eye Wash
	Emergency Exit
	Assembly Area
	You are here

Note:
If there are a small number of evacuees, only part of the facility will be used so the LLC can operate its day to day business – i.e. check with LLC staff and set up in the function room, with separate kitchen and conference room.

HARVEY RECREATION AND CULTURAL CENTRE – TO USE AS A LOCAL WELFARE EVACUATION CENTRE



- Notes:**
- 1. If Hocart Lodge residents are evacuated, they are accommodated in the Function Room.
 - 2. Depending on the number of evacuees, the evacuees area and community meeting area can be swapped over, i.e. courts 1&2 and 3.
 - 3. South of the centre is the Harvey Show Grounds which has animal stalls.



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		

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.

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CITY OF BUNBURY			
NAME	ADDRESS	Contact	After Hours Contact
Bunbury Apartment Motel	45 Forrest Ave, Bunbury	08 9721 7333/ 1800 017 333	08 9721 7333/ 1800 017 333
Bonking Frog Wines/Windfall Wine Estate Vineyard Cottage	7 Dardanup West Rd, North Boyanup	0408 930 332	0408 930 332 - Julie Hatton
Bull & Bush Tavern	104 Bridge St, Boyanup	08 9731 5911	0437 688 968 - Erin
Wellington Forest Cottages & Conference Centre	333 Wellington Forest Rd, Wellington Mills	08 9721 3043	0428 088 530 - Wendy
Waterloo Village Caravan Park	14749 South Western Hwy, Bunbury	08 9725 4434	08 9725 4434 - Greg
Quality Hotel Lighthouse Beach Resort	4 Carey St, Bunbury	08 9781 2700/ 1800 216 226	08 9781 2700/ 1800 216 226 - Suni
Quest Bunbury	14 Lyons Cove Dr, Bunbury	08 9722 0777	08 9722 0777 - Ryan
Peppermint Tree Lodge (Horizons, Sandunes & Retreat)	1 Sand Dune Drive, Peppermint Grove Beach	info@peppermintreelodge.com.au	0417 923 269 - Grant & Shelly McPherson

SHIRE OF CAPEL			
NAME	ADDRESS	Contact	After Hours Contact
Capel Tavern	96 Capel Drive, Capel	08 9727 2036	N/A
Tren Creek Chalets	2234 Bussell Hwy, Capel	08 9727 1279	N/A

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SHIRE OF DARDANUP			
NAME	ADDRESS	Contact	After Hours Contact
Riverside Cabins, Caravans & Camping	5 Pratt Rd, Eaton	08 9725 1234	
Bunbury Apartment Motel	45 Forrest Ave, Bunbury	08 9721 7333/ 1800 017 333	08 9721 7333/ 1800 017 333
Bunbury Glade Caravan Park	65 Timperley Rd, South Bunbury	08 9721 3800/1800 113 800	08 9721 3800/1800 113 800
Bunbury Village Caravan Park	Cnr Bussell Hwy & Washington Ave, Withers	08 9757 7100/ 1800 007 100	08 9757 7100/ 1800 007 100
Admiral Motel Bunbury	56 Spencer St, Bunbury	08 9721 7322/ 1800 677 720	08 9721 7322/ 1800 677 720
Evedon Lakeside Retreat	205 Lennard Rd, Burekup	08 9726 3012	
Wellington Forest Cottages & Conference Centre	333 Wellington Forest Rd, Wellington Mill	08 9728 3043	
Ferguson Farmstay	930 Henty Rd, Ferguson	08 9728 1392	

SHIRE OF DONNYBROOK-BALINGUP			
NAME	ADDRESS	Contact	After Hours Contact
Blackwood Valley Suites	21066 South Western Hwy, Balingup	08 9711 1001	0408 238 732 - Brendan
Brookvale House Balingup	2 Airstrip Rd, Balingup	08 9764 1520	08 9764 1520 - Gary
Balingup Heights Hilltop Forest Cottages	65 Balingup-Nannup Rd, Balingup	08 9764 1283	08 9764 1283 - Deb/Brian
Balinga Cottages	Lot 12, SW Highway, Balingup	0498 728 798	0498 728 798 until 8:30pm - Lila/Chris
Lewana Valley Cottages	1435 Balingup-Nannup Rd, Nannup	08 9764 1016	08 9764 1916 - Mark

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Balingup Jalbrook Cottages	127 Jayes Rd, Balingup	08 9764 1616	08 9764 1616 until 9pm - Lynn
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SHIRE OF HARVEY			
NAME	ADDRESS	Contact	After Hours Contact
Harvey Hotel	16 Harper St, Harvey	08 9729 1034	
Australind Tourist Park	65 Old Coast Rd, Australind	08 9725 1206	
Amana Inn Country Motel	9 Uduc Rd, Harvey	08 9729 1408	Limited opening hours
Binningup Beach Caravan Park	31 Portland Dr, Binningup	08 9720 1057	
Myalup Beach Caravan Park	Myalup Beach Rd, Myalup 6220	08 9720 1113	08 9720 1113 (transferred to mobile after hours)

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.

Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

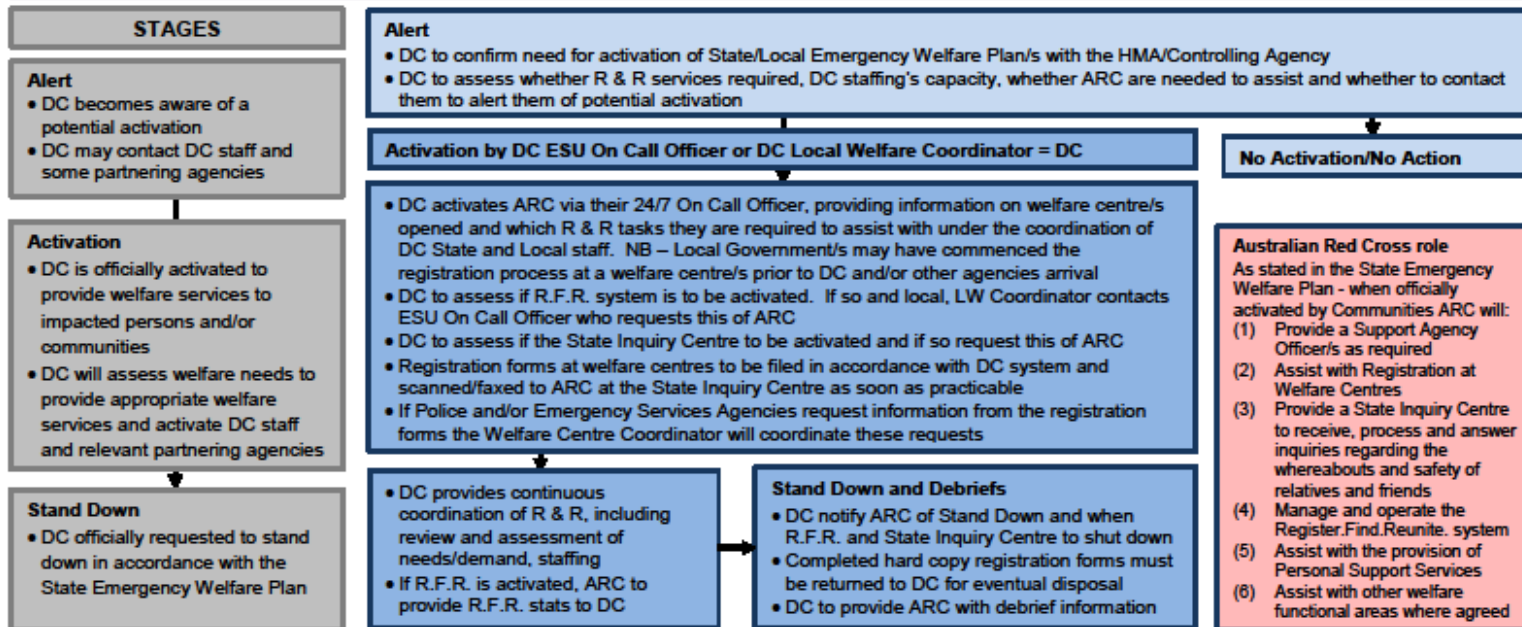
Communities Standard Operating Procedures for the welfare function of Registration and Reunification



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

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

Registration and Reunification Standard Operating Procedures – State and Local Levels



Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

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.

City of Bunbury		
NAME	ADDRESS	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 Blair & Strickland Streets, Bunbury	08 9721 6640
Red Rooster	Lot 66 Sandridge Rd, Bunbury	08 9792 5073
Subway Bunbury	Shop 25, Parks Centre, Bunbury	08 9791 9398
Subway Bunbury	Bunbury Homemaker Centre, Bunbury	08 9791 2822
Coles Centrepont Bunbury	Blair St & Stephen St, Bunbury	08 9721 1800

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Coles Parks Centre	22 Hammersley Drive, Bunbury	08 9722 4000
Woolworths Plaza Bunbury	12 Forrest Avenue, South Bunbury	08 9724 2222
Woolworths Bunbury Forum	Lot 63 Sandridge Rd, East Bunbury	08 9724 2208
Woolworths Minninup Forum	Minninup Forum, Cnr Minninup & Hudson Road, Bunbury	08 9724 2205
IGA Grocery store	Shop 1/10 Mondak Place, Carey Park	08 9721 2288
South Bunbury IGA	42 Strickland Street, Bunbury	08 9791 6291
Wollaston IGA X-press	1 Henley Drive, East Bunbury	08 9721 2808
ALDI	9 Edward Street, Bunbury	PH 13 25 34
Mangles Corner Store	57 Minninup rd. South Bunbury	08 9721 4981
Hernandez Asian Delights	36 CHARLES STREET, BUNBURY	08 9768 0755
Bunbury Asian Food Supply	Shop 4b 20 Stephen Street, Bunbury	08 9792 4515
Bunbury Farmers Market	2 Vittoria Rd, Glen Iris	08 9724 2999
Dominoes Pizza	U4, Shop 37 Sandridge Rd, Bunbury	08 9796 3320

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Shire of Capel		
NAME	ADDRESS	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 Australind	Woolworths Treendale Shop/Cntre, Australind	08 9725 9220
Capel Fresh IGA	26 Forrest Rd, Capel	08 9727 2989 (M-Sa 6.30-7pm; su 7-8)
Woolworths Dalyellup -	Bussell Highway and Norton Promenade, Dalyellup	08 9724 2219
Dalyellup Deli	Unit 2, Norton Promenade, Dalyellup	08 9795 5950
Boyanup General Store	16 SOUTH WESTERN HIGHWAY, BOYANUP	08 9731 5100

Shire of Dardanup		
NAME	ADDRESS	CONTACT
Coles - Eaton Fair Centre (Bunbury)	Cnr Eaton Dr & Recreation Dr, Eaton	08 9724 3400 (hrs: 24/7; 7am - midnight)

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Woolworths - Eaton Fair Centre (Bunbury)	2 Recreation Dr, Eaton	08 9724 2211 (hrs: 24/7; 7am - 10pm)
Subway Australind	Woolworths Treendale Shop/Cntre, Australind	08 9725 9220
Dardanup General Store	10 Charlotte Street, Dardanup	08 9728 1011

Shire of Donnybrook Balingup		
NAME	ADDRESS	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 Eaton Dr & Recreation Dr, Eaton	08 9725 0211
Subway Australind	Woolworths Treendale Shop/Cntre, Australind	08 9725 9220
Donnybrook Fresh SUPA IGA	38 S West Highway, Donnybrook	08 9731 1001
Donnybrook Food Market	110 SOUTH WESTERN Highway, Donnybrook	08 9731 1001
Balingup General Store	S Western Highway, Balingup	08 9728 1011
Sunny's Asian Food And Gifts	Shop 7 SOUTH WESTERN Highway, Balingup	08 9761 1241

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Shire of Harvey		
NAME	ADDRESS	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)
Woolworths Treendale	10 Ditchingham Place, Australind	08 9724 2214
Aldi	5 Mardo Avenue, Australind	13 25 34
Chicken Treat	Cnr Mardo Ave & Old Coast Rd, Australind	08 9797 0400
Subway Australind	Woolworths Treendale Shop/Cntre, Australind	08 9725 9220
Anchovies Pizza	14 Harper St, Harvey	08 9729 1388 (hrs: Th-Su 5pm - 10pm)
Harvey Fish & Chips	96 Uduc Rd, Harvey	08 9729 1170
Harvey Fresh (Juice & Milk)	Lot 4 Third St, Harvey	08 9729 0600
Binningup General Store	1 CORONATION DRIVE, BINNINGUP	08 9720 1040
Eziway Food Stores	8A Ommaney Road, Brunswick	08 9726 1009
Anchovies Pizza	14 Harper St, Harvey	08 9729 1388 (hrs: Th-Su 5pm - 10pm)
Harvey Fresh (Juice & Milk)	Lot 4 Third St, Harvey	08 9729 0600

Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

Myalup Beach General Store	15-17 Myalup Beach Road, Myalup	08 9720 2824
Australind Fish & Chips	Shop 1, 1 Mardo Ave; The Village Shopping Centre; Australind https://australindfishchips.business.site/	08 9797 1400 (check website for opening hours)
Dominoes Pizza	U4 Eaton Fair Shopping Centre, Cnr Recreation & Eaton Drives, Eaton	08 9555 3720

Country Women's Association		
Functions Include: Catering support * Personal Services * Emergency clothing/personal requisites		
Name/Position	Email	Work Hours
Bunbury Karen Parrick	karen.parrick@westnet.com.au	0419 566 078
River Valley Belles (Bunbury) Leisha Bishop	cwarivervalleybelles@gmail.com	0450 084 654
Southern Belles (Bunbury) Shae Phillips	shae_greig@hotmail.com	0407 535 100
Capel Win Savage	winfrogsav@gmail.com	0420 933 959

Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

Boyanup (Dardanup) Isla Lord Wendy Bourne	hapaira@bigpond.com finfield@bigpond.com	0439 409 429 0403 514 930
Eaton (Dardanup) Maggie Donaldson	maggiedon@bigpond.com	0409 205 907
Balingup Rosslyn Price	rosslynp@westnet.com.au	0429 641 273
Donnybrook Karen Miller	donnybrookcwa@gmail.com	0427 211 008
Yarloop (Harvey) Jenny Burton	jennyburton01@gmail.com	0411 067 138

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.

City of Bunbury		
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)

(LEMC APPENDICES 8.2B)**Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments**

Shire of Capel		
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)

Shire of Dardanup		
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)
Brunswick Family Pharmacy	Personal Effects/Pharmacy	08 99726 1000 (hrs: M-F 9am - 5pm)

Shire of Donnybrook Balingup		
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)
Donnybrook Pharmacy	Personal Effects/Pharmacy	08 9731 1016 (hrs: M-F 8:30-5:30; Sat 08:30 - 2pm)

(LEMC APPENDICES 8.2B)

Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

Shire of Harvey		
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)
Harper Street Dispensary	Personal Effects/Pharmacy	08 9729 1616 (M-S 9am - 4pm; Sun 9am - 3pm)

Mattresses, Bedding, Clothing etc		
NAME	Products/Goods/Service Supplies	CONTACT
DoC Emergency Services Unit	Stock Available from stores in Perth. Allow minimum 4-5 hours	0418 943 835
DoC South West Trailer stored in Bunbury garage	Trailer holds: 8 Stretcher beds 50 x air mattresses 50 x inflatable pillows 50 x blue blankets in 5 blue bags 50 x bath towels 5 pumps (2 electric/2 foot and 1 bellow type)	DESO SW - 0427 476658
SW Development Commission – 3 x Trailers held at SES Collie, Nannup and Bridgetown	Each trailer holds: 50 single sleeping bags 50 single air mattresses 50 dual pack pillows 25 air pumps (12V & 240) Bags to store items	Bridgetown- Lyndon Pearce (9761 0901/ 0428 611 125) Nannup- Leigh Fletcher (9756 1018/ 0437 077 169) Collie – Kohdy Flynn (0476 850 076) Billy Wellstead SWDC Coord (9777 1555/ 0448 016 480)

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.

**Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
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Personal Support Services can include practical assistance, emotional support, information, referral to other services, advocacy, advice, counselling and psychological services.

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

A list of relevant agencies and services is included below.

Advocacy and Counselling Services

Name	Contact Person and Address	Contact Details	After Hours Contact
Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
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 &	Provide crisis support 24/7 without judgement	13 92 76	

Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
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Torres Strait Islanders	and provide a confidential, culturally safe place		
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Special Needs Interest Groups

Disability Services Commission Freecall – 1800 998 214 (Freecall) TTY - 9426 9315	Local Multicultural Services
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Translation, Interpretive and Hearing (AUSLAN) Services

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

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	http://www.bom.gov.au/index.php 1300 659 210

(LEMC APPENDICES 8.2B)

Local Emergency Welfare Plan - Dept of Communities Bunbury Office – Bunbury, Capel, Dardanup, Donnybrook Balingup, Harvey Local Governments

WA Land Weather and Flood Warnings WA Coastal Marine Warnings Australian Tsunami Threat Information (1300 TSUNAMI)	1300 659 213 1300 659 223 1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 www.mainroads.wa.gov.au
Alinta Gas	13 13 58
ATCO Gas Australia	Faults (public no) – 13 13 52 Head Office 6163 5000
National Broadband Network (NBN)	No phone number listed on the NBN website https://www.nbnco.com.au/ https://www.nbnco.com.au/learn- about-the-nbn/what-happens-in-a- power-blackout/emergencies-and- outages.html
DBP Dampier Bunbury Pipeline	Faults – 1800 019 919 Head Office – 942 3800
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Optus	131 344
Public Transport Authority	Emergency (public no) – 9220 9999 Head Office – 136 213
SES – Public assistance Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	132 500
Telstra	Faults – 13 20 00 Head Office – 13 22 03
Water Corporation 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 waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	Public assistance – General – 9420 2420 Faults (public no) -13 13 75 if urgent Translation and Interpreter Service - <ul style="list-style-type: none">• 13 13 85 - account enquiries• 13 13 75 - faults, emergencies and security• 13 13 95 - building services Hearing or speech impaired – 13 36 77

Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
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Appendix 11 – Sanitary, Waste Disposal, Hire Services:

City of Bunbury		
NAME	Products/Goods/Service Supplies	CONTACT
City of Bunbury	Sanitary and disposal management	08 9792 7000

Shire of Capel		
NAME	Products/Goods/Service Supplies	CONTACT
Shire of Capel –	Waste disposal, sanitary and disposal management	08 9727 0222
Capel Crane Hire	Moving Equipment Around	9727 2511
Home Hardware	Hardware, stockfeed	08 9727 2143

Shire of Dardanup		
NAME	Products/Goods/Service Supplies	CONTACT
Shire of Dardanup	Rubbish & waste collection through collection contract with Cleanaway - No capacity to dispose of liquid or bio-medical wastes Jason Gick – Manager Operations Neil Nicholson – Principal Environmental Health Officer	Eaton Office -9724 0000 Dardanup Office - 9728 1422 9724 0330 / 0436 838 139 9724 0340 / 0427 240 092

Shire of Donnybrook Balingup		
NAME	Products/Goods/Service Supplies	CONTACT
Shire of Donnybrook-Balingup	Waste disposal, sanitary and disposal management	08 9780 4200
Hastie Waste	Bin/Skip Hire	08 9731 0296

Shire of Harvey		
NAME	Products/Goods/Service Supplies	CONTACT

(LEMC APPENDICES 8.2B)

Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
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Shire of Harvey	Sanitary and disposal management – Harvey	08 9729 0333
	- Australind	08 9797 1090

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
Paradigm Cleaning	Cleaning Services www.paradigmcleaning.com.au	08 9725 4601
Bay Cleaning	Cleaning Services	0417 430 146

BUNBURY/PERTH SERVICES		
NAME	Products/Goods/Service Supplies	CONTACT
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

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Coates Hire - Bunbury	Hire portable toilets, ablution blocks, generators	08 9722 8000
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

**Local Emergency Welfare Plan - Dept of Communities Bunbury Office –
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Procare Locksmiths	Locksmith Services	08 9750 5300
Summit Protection Group	Security -Busselton	0401 011 275

Appendix 13 – Distribution List:

This plan has been distributed electronically to:

Local Emergency Management Committee

- *City of Bunbury, Shire of Capel, Shire of Dardanup, Shire of Donnybrook Balingup, and Shire of Harvey 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)

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The New Australian Fire Danger Rating System – Subscribe for Updates

A dedicated DFES project team has been leading WA's preparation for the implementation of the new Australian Fire Danger Rating System (AFDRS) since August 2018.

This has included working with other states to develop a nationally consistent fire danger rating framework, coordinating regional operational testing of the new models and systems and working with numerous stakeholders to communicate the changes and identify support needed to implement the new system.

WHAT'S CHANGING?

The new AFDRS is launching on 1 September 2022. It will:

- incorporate new science;
- accurately reflect more fuel types;
- better predict fire danger conditions;
- simplify and improve public information about fire danger; and
- support strategic planning, operations and risk mitigation.

To leverage the community's familiarity with the current fire danger signage, the new ratings framework has been simplified to four levels. There will be clear messages and distinct actions at each level.

SUBSCRIBE FOR UPDATES

Complete our quick [sign-up form](#) to receive regular email updates from the DFES AFDRS project team. The updates will provide the latest information about the system, signage, training, legislation and policy changes, public information, communication and education products and more.

MORE INFO

For more information you can visit the [DFES Intranet](#) or the [Volunteer Hub](#). Keep an eye on these pages for project updates over the next 6 months.

For enquiries or support, email AFDRS@dfes.wa.gov.au.

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