



LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACT LIST FEBRUARY 2024

Attend

SHIRE OF BOYUP BROOK - Warren Blackwood Region			
Name	Cr Richard Walker	Position	Shire President
Email	richard.walker@boyupbrook.wa.gov.au	LEMC Position	LEMC Chair
Phone (landline)	(08) 9766 1051	Phone (mobile)	0429 661 051
Postal Address	PO Box 2 Boyup Brook WA 6244		
Name	Cr Helen O'Connell	Position	Councillor
Email	helen.oconnell@boyupbrook.wa.gov.au	LEMC Position	LEMC Deputy Chair
Phone (landline)		Phone (mobile)	0427 6523 146
Postal Address	PO Box 2 Boyup Brook WA 6244		
Name	Carolyn Mallett	Position	Executive Manager Corp&Community
Email	carolyn.mallett@boyupbrook.wa.gov.au	LEMC Position	LEMC Recovery Officer
Phone (landline)	(08)9765 1200	Phone (mobile)	
Postal Address	PO Box 2 Boyup Brook WA 6244		
Name	Rosalyn Edwards	Position	Shire Ranger
Email	Rosalyn.edwards@boyupbrook.wa.gov.au	LEMC Position	LEMC Animal Welfare
Phone (landline)	(08) 9765 1220	Phone (mobile)	0438 797 150
Postal Address	PO Box 2 Boyup Brook 6244		
Name	Leonard Long	Position	Chief Executive Officer (CEO)
Email	Leonard.long@boyupbrook.wa.gov.au	LEMC Position	
Phone (landline)	(08) 9765 1200	Phone (mobile)	0409 886 616
Postal Address	PO Box 2 Boyup Brook WA 6244		
Name	Jason Forsyth	Position	Executive Manager Operations
Email	Jason.forsyth@boyupbrook.wa.gov.au	LEMC Position	
Phone (landline)	(08) 9765 1220	Phone (mobile)	0419 777 033
Postal Address	PO Box 2 Boyup Brook WA 6244		
BOYUP BROOK BUSH FIRE BRIGADE - Warren Blackwood Region			
Name	Ben Thompson	Position	Chief Bush Fire Control Officer
Email	Bsthompson2006@gmail.com	LEMC Position	
Phone (landline)	9767 3072	Phone (mobile)	0427 673 072
Postal Address			
Name	Tristian Mead	Position	1 st Deputy Chief FCO
Email	tfmead@gmail.com	LEMC Position	
Phone (landline)		Phone (mobile)	0497 671 340
Postal Address			



Name	Brad Skraha	Position	2 nd Deputy Chief FCO
Email	bkskraha@bigpond.com	LEMC Position	
Phone (landline)		Phone (mobile)	0428 673 054
Postal Address			
Name	David Fortune	Position	Communications Officer
Email	emmafortune@activ8.net.au	LEMC Position	
Phone (landline)	9767 2061	Phone (mobile)	0428 672 061
Postal Address			
Name	Brad Fairbrass	Position	Weather Officer
Email	bjfairbrass@gmail.com	LEMC Position	
Phone (landline)	9767 3054	Phone (mobile)	0428 673 054
Postal Address			
BOYUP BROOK COMMUNITY RESOURCE CENTRE (CRC) - MABLE SERVICES - Warren Blackwood			
Name	Jodi Nield	Position	Centre Manager
Email	jnield@boyupbrook.org	LEMC Position	
Phone (landline)	(08) 9765 1169	Phone (mobile)	
Postal Address			
BOYUP BROOK VOLUNTEER FIRE & RESCUE - Warren Blackwood Region			
Name	Clinton (Arky) Wawillow	Position	Captain
Email	boyupbrookvfrs@bigpond.com	LEMC Position	
Phone (landline)		Phone (mobile)	0407 091 540
Postal Address			
DEPARTMENT OF COMMUNITIES			
Name	Renee Flaxman	Position	SW Regional Coordinator
Email	Renee.flaxman@communities.wa.gov.au	LEMC Position	
Phone (landline)		Phone (mobile)	TBA
Postal Address			
Name	Mark Schorer	Position	Regional Manager
Email	mark.schorer@communities.wa.gov.au	LEMC Position	
Phone (landline)		Phone (mobile)	TBA
Postal Address			
Name	Erin Kenny	Position	Team Leader - Collie
Email	Erin.kenny@communities.wa.gov.au	LEMC Position	
Phone (landline)	(08) 6414 1699	Phone (mobile)	
Postal Address			
DEPARTMENT FIRE EMERGENCY SERVICES			
Name	Nathan Hall	Position	District Officer Emerg. Mgmt
Email	Nathan.hall@dfes.wa.gov.au	LEMC Position	
Phone (landline)	9771 6800	Phone (mobile)	0408 616 433
Postal Address			



Name	Chris Sousa	Position	Area Officer
Email	Christopher.sousa@dfes.wa.gov.au	LEMC Position	
Phone (landline)	9771 6804	Phone (mobile)	0447 362 006
Postal Address			
Name	Erin Hutchins	Position	District Emerg. Mgmt Advisor
Email	Erin.hutchins@dfes.wa.gov.au	LEMC Position	
Phone (landline)	9780 1976	Phone (mobile)	0429 688 130
Postal Address			
Name	Chris Doherty	Position	Bushfire Mitigation Coordinator
Email	CDoherty@bridgetown.wa.gov.au	LEMC Position	
Phone (landline)		Phone (mobile)	0460 416 538
Postal Address			
DEPARTMENT PRIMARY INDUSTRIES & REGIONAL DEVELOPMENT – AGRICULTURE & FOOD			
Name	Julie Webber	Position	
Email	Julie.webber@dpird.wa.gov.au	LEMC Position	
Phone (landline)	(08) 9777 0123	Phone (mobile)	0427 428 031
Postal Address			
ST JOHN AMBULANCE BOYUP BROOK - Warren Blackwood			
Name	Angela Hales	Position	EMT/Committee - LEMC Rep.
Email	angela@halescontracting.com.au boyupbrook.subcentre@stjohn.wa.gov.au	LEMC Position	
Phone (landline)		Phone (mobile)	
Postal Address			
WATER CORPORATION			
Name	Mel Robertson	Position	
Email	Mel.robertson@watercorporation.com.au	LEMC Position	
Phone (landline)	(08) 9771 6800	Phone (mobile)	0409 070 719
Postal Address			
WESTERN AUSTRALIAN COUNTRY HEALTH SERVICE SOUTHWEST (WACH-SW) - Warren Blackwood			
Name	Paige Weaver	Position	Director of Nursing
Email	Paige.weaver@health.wa.gov.au	LEMC Position	
Phone (landline)	(08) 9765 0222	Phone (mobile)	0439 972 957
Postal Address			
WESTERN AUSTRALIAN POLICE FORCE – Boyup Brook			
Name	Sgt Martin Baraiolo	Position	Officer in Charge
Email	Martin.baraiolo@police.wa.gov.au	LEMC Position	
Phone (landline)	97621666	Phone (mobile)	0437 773 635
Postal Address			
Name	Snr Constable Sarah Cole	Position	
Email	Sarah.cole@police.wa.gov.au	LEMC Position	



Phone (landline)	97621666	Phone (mobile)	0436 843 381	
Postal Address				
Name	Snr Constable Daniel Drummond	Position		
Email	Daniel.drummond@police.wa.gov.au	LEMC Position		
Phone (landline)	97621666	Phone (mobile)	0436 862 492	
Postal Address				

DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT

3rd Quarter 2023-2024

STATE NEWS

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 6 December 2023. SEMC Communiques can be found [here](#).

2024 SEMC MEETING SCHEDULE

- March 2024

STATE EMERGENCY MANAGEMENT DOCUMENTS

The SEMC has approved changes to the suite of State Emergency Management (EM) Documents within the State EM Framework. These changes include the development of an **All-Hazards Restricted Access Permit System (RAPS) Guideline**, a detailed review of the interim **State Hazard Plan – Severe Weather**, and a new **State EM Risk Management Guideline**.

In addition to the documents mentioned above, the following State EM documents have been amended:

- State EM Policy – Consequential amendments resulting from the new RAPS Guideline and Risk Management Guideline
- State EM Plan – Consequential amendments resulting from the new RAPS Guideline
- State EM Procedure – Consequential amendments resulting from the new Risk Management Guideline
- State EM Glossary – Consequential amendments resulting from the new Risk Management Guideline
- State Hazard Plan Fire – Consequential amendments resulting from the new Risk Management Guideline
- State EM Traffic Management in Emergencies Guideline – Consequential amendments resulting from the new RAPS Guideline.

These documents are now available on the [SEMC website](#).

CONSULTATION REQUESTS

You can view all current consultations on the [Engage WA EM consultation homepage](#)

State EM Document Amendments

The State EM Policy Branch of the Department of Fire and Emergency Services (DFES) administers the review and consultation of the State emergency management documents in consultation with relevant stakeholders.

To maintain accuracy and currency of the documents, they are reviewed annually for statement of fact changes and must undergo a comprehensive review every 5 years.

To assist with our ongoing review of the documents please advise the State EM Policy Branch if you have identified any errors in a State EM document [here](#).

WA Emergency Management Sector Adaption Plan Discussion Paper

Climate change already poses significant risks to Western Australian communities and is testing the resilience of the emergency management sector through the increasing frequency and severity of emergencies.

The SEMC is developing the Emergency Management Sector Adaptation Plan (EM-SAP) to accelerate climate change adaptation through the emergency management sector. It is one of seven SAPs being developed as required by the Climate Change Bill 2023.

This Discussion Paper has been developed to support the development of the EM-SAP. It is an opportunity for the emergency management sector to have their say on the EM-SAP and to shape the sector's climate change adaptation priorities.

Feedback is sought on:

- Proposed sector adaptation objectives and actions
- Reporting processes and governance structure
- Current and planned adaptation activities undertaken by your organisation.

They are also seeking nominations for:

- **Lead organisations** – organisations that can commit to delivering specific sector adaptation objectives or actions
- **Support organisations** – organisations that can support the delivery of specific sector objectives or actions

Consultation will be open from Wednesday, 13 December 2023 to COB Friday, 29 March 2024.

For further information about the project, email info@semc.wa.gov.au

Local Governments can find out how they can provide feedback by emailing em@walga.asn.au

DISTRICT NEWS

The next **District Emergency Management Committee (DEMC)** will be held on Tuesday 19 March 2024.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist.

GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters.

Information on funding opportunities can be found [here](#).

National Disaster Risk Reduction

The 2024/25 round of the National Disaster Risk Reduction grant has been extended for applications until **12.00 pm Monday, 5 February 2024**.

Further information on the timeframes, guidelines and application process is available [here](#).

Disaster Ready Fund

The Disaster Ready Fund will deliver up to \$200 million in funding per financial year for disaster risk reduction and resilience initiatives. DRF Round Two opens **9.00 am Monday, 22 January 2024**. Further information on the timeframes, Guidelines and application process is available [here](#).

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

EMERGENCY MANAGEMENT TRAINING OPPORTUNITIES

WALGA offer Emergency Management training for Local Government

Local Governments have an essential role in Emergency Management due to their legislated responsibilities and links to the community. The way emergencies are managed is critical to the safety and sustainability of communities, ensuring the effective functioning of the Local Government and their staff. WALGA offer Emergency Management training courses such as;

- Emergency Management Fundamentals
- Emergency Management Foundations for Local Government
- Emergency Management for Local Government Leaders
- Community Disaster Recovery
- Recovery Coordinators Course for Local Government

All of these courses are valuable in that they build connections and networks with members of other Local Governments across the State, further enhancing information sharing and building capacity.





Further information can be found [here](#).

Complied by:
District Emergency Management Advisor – South West
Department of Fire and Emergency Services
As at 15 January 2024.

Shire of Boyup Brook LEMC Business Plan 2023-2025

Our Vision: A better prepared, more resilient and safer State.

Our Mission: To reduce the impact of emergencies on the community through empowerment of decision makers to create a better prepared, more resilient and safer State.

SEMC Strategic Plan	LEMC Action	Responsible	Status	Comments
Goal: Collaborative Leadership				
Objective: Stronger relationships enable informed decision-making amongst local leadership .	<ul style="list-style-type: none"> Local Emergency Management Committee (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 Emergency Management (EM) Preparedness Procedure 3.7. 	EO		<ul style="list-style-type: none"> STRATEGY - The SoBB LEMC currently meets the State EM Preparedness Procedure requirements and consists of representatives from: 1. Emergency management agencies; 2. Welfare and support agencies, and; 3. Representatives for CaLD and special needs community members. <p>We strive to develop strong and collaborative relationships within our LEMC members, local community leaders, local businesses, and emergency management leaders.</p> <p>We wish to develop a relationship with outside businesses who conduct any hazardous undertakings within the shire such as Plantation Companies and Transport Industries to maintain an on-going commitment from them to mitigate risks and to be prepared for any possible emergencies.</p>
	<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"> STRATEGY – The SoBB LEMC endeavours to stay informed and briefed on state emergency management information, procedures, and recommendations by remaining updated via Emergency Management and Strategy subscriptions, sending representatives to available training and attending state and district meetings. <p><i>Development of a skills matrix, training schedule and register for development for future skills and knowledge.</i></p> <p><i>Budgeting for exercise and training opportunities for LEMC members and local community members</i></p>
Objective: Continuous improvement championed by engaged and collaborative leaders .	<ul style="list-style-type: none"> LEMC corresponds with DEMC on emerging and current issues in emergency management. 			<ul style="list-style-type: none"> Correspondence is received from the DEMC and shared with LEMC members. Any queries regarding correspondence or local EM issues are recorded as an action item at a LEMC meeting and then submitted to DEMC for further consideration.
	<ul style="list-style-type: none"> Develop Post Incident Reports in the event of an incident or emergency for the LEMC for review and provide to the District Emergency Management Committee (DEMC) for noting. 			<ul style="list-style-type: none"> There were no local emergency or incident requiring a report in 2022/23. A debrief was held after the Shire opened an Evacuation Centre during the Donnybrook/Noggerup fires (Jan 2023). The activity highlighted areas for improvement, and this resulted in a successful NDRRR grant application for Evacuation Centre upgrades. <i>Development of a post-incident reporting template would assist in gathering information for providing to DEMC</i>
	<ul style="list-style-type: none"> LEMC executive attend regular DEMC meetings, exercises and forums. 			<ul style="list-style-type: none"> STRATEGY - To collaborate with other local emergency management committees and share ideas, past experiences with emergencies or disasters, resources, and local knowledge to develop a local support plan outside of the shire.

SEMC Strategic Plan	LEMC Action	Responsible	Achieved/Ongoing	Comments
Goal: Effective Governance				
Objective: Information about hazards, risks and impacts is accessible, trusted and applied by decision makers, the sector and community.	<ul style="list-style-type: none"> Completion of a local risk assessment, with the risk register being incorporated in the Local Emergency Management Arrangements (LEMA), in accordance with State EM Preparedness Procedure 3.7. 		ONGOING	<ul style="list-style-type: none"> <i>STRATEGY</i> - Develop and implement comprehensive emergency management plans for the area for specific hazards such as bushfires, floods, storm damage, animal and plant biosecurity and electricity supply disruption situations.
	<ul style="list-style-type: none"> Local risk treatments are identified and reported to the DEMC. 		ONGOING	<ul style="list-style-type: none"> <i>STRATEGY</i> - The development of plans for evacuation situations, sheltering evacuees, animal welfare and Local Recovery Arrangements FOR Emergencies and Disasters.
Objective: Changing risk, capability and preparedness are measured and reported across the State.	<ul style="list-style-type: none"> Local risk assessment is updated when new and emerging risks are detected within the community. 		ONGOING	<ul style="list-style-type: none"> <i>STRATEGY</i> - The development of clear written procedure for updating and amending the LEMA with new information to ensure information is not lost, is recorded correctly and is efficiently distributed to all relevant stakeholders.
	<ul style="list-style-type: none"> LEMC executive officer or member contributes and completes the Annual Preparedness Survey to determine local capability and provide annual reporting information. 		ACHIEVED	<ul style="list-style-type: none"> <i>STRATEGY</i> - The SoBB will develop and maintain records of relevant information needed to complete the Annual Preparedness Survey/Report so that information can be easily sourced for reporting systems in a timely fashion.
Objective: Contemporary and evidence-based emergency management framework with well-defined roles and responsibilities and policy maintained by rigorous oversight.	<ul style="list-style-type: none"> LEMA are established, maintained and reviewed in accordance with State EM Preparedness Procedure 3.8. 		ONGOING	<ul style="list-style-type: none"> <i>STRATEGY</i> - The purpose of the LEMA is to outline the shire's goals and objectives, as well as the strategies and resources that will be used to achieve them to ensure Boyup Brook is a better prepared, more resilient, and safer district within the Southwest. <p><i>To ensure the SoBB LEMA meets all requirements we are sourcing an external consultant to ensure development of the LEMA update is compliant with State EM Preparedness Procedure 3.8</i></p>
	<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 Preparedness Procedure 3.7. 		ACHIEVED	<ul style="list-style-type: none"> Shire President – Richard Walker – CHAIR (2023/24) WHS & EM Co-ordinator – Donna Forsyth – EO (2023/24)
	<ul style="list-style-type: none"> Training provided to identified LG staff in welfare and recovery management with training schedule developed, maintained and updated. 		ONGOING	<ul style="list-style-type: none"> LG members have attended some training sessions. During the LEMA update, we are hoping to incorporate some EM workshops with LG employees as part of the LEMA development.
	<ul style="list-style-type: none"> LEMC contact details are validated quarterly and resource register is validated annually as a minimum. 		ACHIEVED	<ul style="list-style-type: none"> LEMC contact details are updated prior and during the quarterly meetings.
	<ul style="list-style-type: none"> A Memorandum of Understanding (MOU) for EM district assistance is considered. 		ACHIEVED	<ul style="list-style-type: none"> This paperwork has been issued to the CEO for signing and is required back to DFES by Friday 21st July.
	<ul style="list-style-type: none"> LEMC meetings business is administered in accordance with State EM Preparedness Procedure 3.7. 		ACHIEVED	<ul style="list-style-type: none"> Agenda updated Nov 2022 to reflect requirements in the State EM Preparedness Procedure 3.7

SEMC Strategic Plan	LEMC Action	Responsible	Achieved/Ongoing	Comments
Goal: Capable Sector				
Objective: Capability to respond to risks and vulnerabilities across the state is strengthened.	<ul style="list-style-type: none"> Investigate emergency management funding opportunities to improve resilience in communities. 		ONGOING	<ul style="list-style-type: none"> STRATEGY – To conduct risk assessments at identified critical sites and regions from local knowledge, history, and state EM targeted areas to identify potential hazards. Work closely with LG regarding planning and design to build a resilient community To plan and apply for funding to ensure ability to upgrade and develop infrastructure that assists in resilience to disasters for example communication infrastructure, Emergency Water Stations and Fire-Fighting equipment and Vehicles
	<ul style="list-style-type: none"> LEMC members participate in district or state level multi-agency exercises where possible. 		ONGOING	<ul style="list-style-type: none"> Ensure notification and inclusion in relevant training exercises for the locality of Boyup Brook
	<ul style="list-style-type: none"> Capability data is reported annually for the State Emergency Management Committee (SEMC) state emergency management capability survey. 		ONGOING	<ul style="list-style-type: none"> The SoBB will develop and maintain records of relevant information from exercises and local events to complete the state emergency management capability survey so that information is a true representation of the SoBB capabilities in the time of an emergency/disaster event
Objective: 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"> STRATEGY - Building and maintaining a communication network between the emergency management sectors, the community, local businesses and organisations, and neighbouring shires. Mitigation strategies that address known barriers to good communication in the time of an emergency or disaster, for example when there is no power or internet connection.
	<ul style="list-style-type: none"> Promote emergency preparedness and response information and enhance accessibility of information to the community. 			<ul style="list-style-type: none"> STRATEGY – Purchasing of relevant ADFRS signage to be displayed when entering the Boyup Brook Townsite. Purchasing portable digital signs that can be used to alert community members of emergency information. Procedures to update the Shire Website and social media with links to relevant emergency information. Liaising with local community groups to help pass on emergency preparedness and planning information.
Objective: The emergency management sector exercises and learns to continually improve .	<ul style="list-style-type: none"> The LEMC exercises annually in accordance with State EM Policy 4.8.8.3 and the Western Australia Managing Exercises Guideline. 			<ul style="list-style-type: none"> STRATEGY - Conducting training exercises to test emergency plans and incorporating continuous improvement by effectively managing lessons learned and reviewing recommendations. Completion of one local outdoor exercise (L2) inviting local community members to attend the debrief Completion of one desktop exercise (L3) with local emergency management agencies, local support agencies and District representatives. – Discussion – Triggers for activation of district/state HMA response – Local Recovery expectations.
	<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. 		EO	<ul style="list-style-type: none"> To Be Completed – after 1st quarter meeting and submitted to DFES
	<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 in accordance with State EM Policy 4.11.3. 		EO	<ul style="list-style-type: none"> To be completed by the LEMC Executive Officer

<p>Objective: Emergency management knowledge and networks are built across government, industry, and community.</p>	<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"> STRATEGY - Providing meaningful public education and awareness about emergency preparedness and resilience to build a self-reliant community. <ul style="list-style-type: none"> Building a network of local community groups to consult with and communicate with each other, to create a repository of local knowledge that can be used to design and develop local solutions for increasing resilience. Networking with local agencies and businesses to develop plans for maintaining local service delivery to the local community and emergency services during an emergency. Encouragement and support for innovative ideas which build community resilience to a possible disaster event.
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SEMC Strategic Plan	LEMC Action	Responsible	Achieved/Ongoing	Comments
Goal: Capable Community				
<p>Objective: Increase collaboration and coordination to support locally led recovery and resilience.</p>	<ul style="list-style-type: none"> A Local Recovery Plan is established, maintained and exercised as part of the LEMA in accordance with State EM Preparedness Procedure 3.8. 			<ul style="list-style-type: none"> STRATEGY - Development of a recovery plan that incorporates our community values, history and dynamics to enable a community-centred approach to recovery. Has a coordinated and adaptive approach between communities and partner agencies with the ability to be responsive and flexible as required. Encourages and supports the community to re-build and recover with an increased capacity for resilience in the future.
	<ul style="list-style-type: none"> A Local Recovery Coordinator is identified, trained and where possible experienced in accordance with State EM Preparedness Procedure 3.8. 		ONGOING	<ul style="list-style-type: none"> Carolyn Mallet is our current LRC – she is attending training for this role in the next few months. <i>A second LRC should be considered because when this role is activated, it would be beneficial to shire if there was someone to ensure our LRC could have appropriate breaks and downtime</i>
<p>Objective: Community vulnerability is reduced through risk reduction and adaption.</p>	<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"> Emergency agencies do hold their own district or state level exercises and SoBB encourages members and volunteers to attend these opportunities. <i>Research into funding opportunities to support anyone who would like to attend these events would be beneficial to the SoBB.</i>
<p>Objective: More agencies and businesses have plans to maintain service delivery to the community.</p>	<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"> STRATEGY - Networking with local agencies and businesses to develop plans for maintaining local service delivery to the local community and emergency services during an emergency. Development of MOU’s with local businesses in regards to support during an emergency.
<p>Objective: Critical infrastructure is more resilient through risk reduction, mitigation, and innovation.</p>	<ul style="list-style-type: none"> Key community infrastructure representatives are included on the LEMC, where practical. 			<ul style="list-style-type: none"> STRATEGY - Incorporate future planning, design, and maintenance of critical infrastructure within the community to address; Risk reduction, Possible future risks associated with climate change and building our community resilience to disasters.

SEMC Strategic Plan	LEMC Action	Responsible	Achieved/Ongoing	Comments
Goal: Climate Change				
<p>Objective: Community vulnerability is reduced through risk reduction and adaptation</p>	<ul style="list-style-type: none"> Plans are developed and reviewed to ensure the impacts of climate change are considered. 			<ul style="list-style-type: none"> STRATEGY - The SoBB is to develop an officer or seek consultation regarding possible impacts of climate change in SoBB. To complete a regular review of the LEMA to ensure noted climate change results are covered in the current plans. Ensuring compliance with recommendations for building and infrastructure to build community resilience to disaster. Development of community education programs regarding ‘best practice’ to ensure resilience during a disaster.

Bushfire Risk Mitigation Coordinator

Monthly Report

4th December 2023

Shire of Boyup Brook, Bridgetown Greenbushes, Donnybrook Balingup, Nannup

Shire of Boyup Brook



MAF Application

- Grant agreement for Round 1 2023/24 Approved 29 treatments \$181,092.
- Invoice for \$90,546 Paid by Rural Fire Division
- MAF GP Progress report Due

Mechanical Treatments/ Fire Access Tracks

- Mechanical Works 9 of.
- Pretreatment Photographs saved in BRMS.
- Possible dry/wet hire contacts supplied.
- Engagement of shire managed contractors to conduct scope of works.

Planned Burns

- 11 Planned Burns
- Pretreatment Photographs saved in BRMS.
- Burn prep needs to commence.

Chemical Treatments

- 8 treatments this round.
- Contract chemical treatment contacts supplied.
- Currently being Quoted.

MAF Acquittal

- Due Wednesday 17 July 2024 12.00 cut off.
- Audited by BRMC
- Signatures by CEO BRMO and Superintendent.

Tasks attended to over the month for Shire.

- Meeting with Blackwood Biosecurity regarding complimentary treatment strategies.
- Desktop audit on old treatments for archive or Scheduling dates
- Risk assess and identify possible burn treatments for 2023/2024 application.
- Treatment visits with shire employed mitigation staff.
- Treatment 25153 22/23R1 identified to be swapped for other treatments.
- Meeting with Blackwood Plant Hire and discussed scope of works for quote for shire.
- Parks and DPLH have expressed a willingness to allow the shire mitigation program to conduct burns on their behalf as identified by Emergency services coordinator. There has been clear indication that Ed Hatherley will chase up paperwork and the burn will have to be conducted to meet standards set by DBCA, DFES burn prescription standards. These works will have to be conducted in Kind. Burns are scheduled to be conducted at the same time as mitigation burns as they are all adjoining parcels.

Bushfire Risk Mitigation Coordinator

Monthly Report

4th December 2023

Shire of Boyup Brook, Bridgetown Greenbushes, Donnybrook Balingup, Nannup

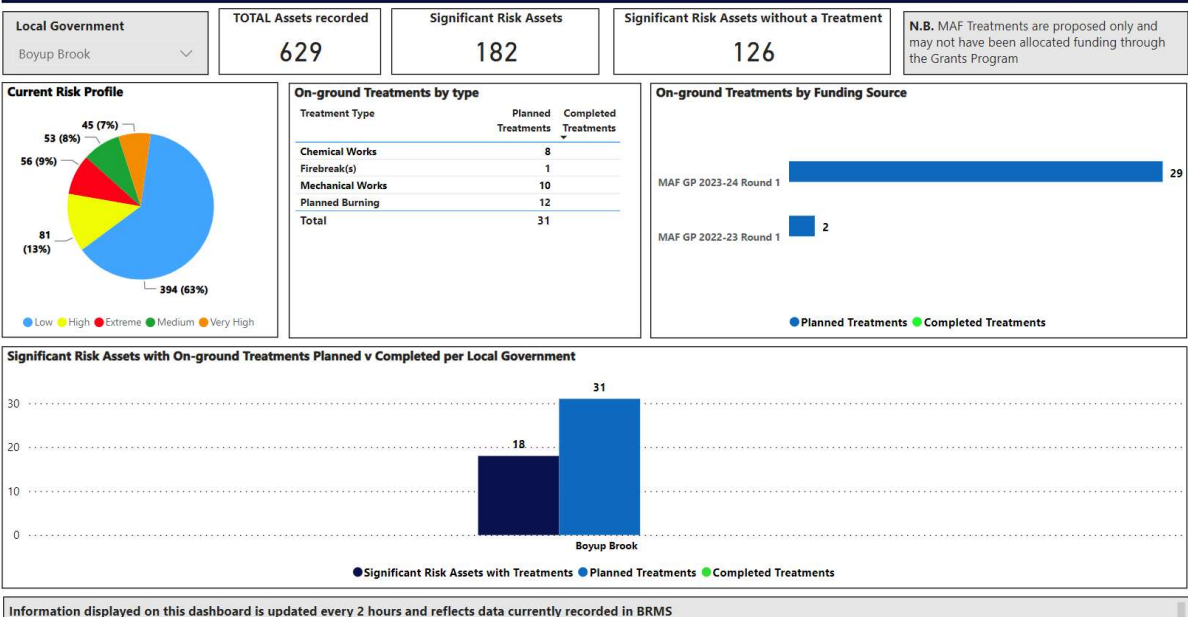
Arising issues for Shire

- Perth has no great Appetite to swap or change treatments until completed work can be shown on existing treatments in system and progress report filed.

MC priorities for Shire for next month

- Assist shire employee with Prescriptions – pre-prep – engagement of contractors – understanding scope of works and getting works well under way.
- Onsite inspections of treatment work carried out to file progress reports.
- ROAC and LEMC meeting attendances

Bushfire Risk Management Program Overview 2023-24



Information displayed on this dashboard is updated every 2 hours and reflects data currently recorded in BRMS

Bushfire Risk Mitigation Coordinator

Monthly Report

4th December 2023

Shire of Boyup Brook, Bridgetown Greenbushes, Donnybrook Balingup, Nannup

Shire of Bridgetown Greenbushes



MAF Application

- Round 1 2023-24 and funding approved \$221,568 Treatments 30.

Mechanical Treatments/ Fire Access Tracks

- Excavator with mulching head works commenced.
- Three treatments partially completed with excavator will be completed when Posi track comes online after excavator works completed.
- 14 Mechanical Treatments for Round 1 2023-24
- \$183,539 awarded to conduct and acquit.

Planned Burns

- Some areas already prepped for Autumn.
- 6 Planned Burns for Round 1 2023-24
- Post treatment photographs commenced and saved into BRMS for R1 2023/2024
- \$17,800 awarded to conduct and acquit.

Chemical Treatments

- Spraying of past treatments commenced and ongoing.
- 10 chemical treatments for Round 1 2023-24
- Post treatment photographs need to commence.
- \$20,229 awarded to conduct and acquit.

MAF Acquittal

- Round 1 2023-24 Acquittal due June 2024

Tasks attended to over the month for Shire.

- Meeting with Blackwood Biosecurity regarding complimentary treatment strategies.
- Desktop audit on old treatments for archive or Scheduling dates.
- Special interest group meetings regarding MAF GP priorities and reaffirming bushfire mitigation objectives in shire vested reserves.
- Identification and programming treatments for assets in Round 1 2024/25

Bushfire Risk Mitigation Coordinator

Monthly Report

4th December 2023

Shire of Boyup Brook, Bridgetown Greenbushes, Donnybrook Balingup, Nannup

Arising issues for Shire

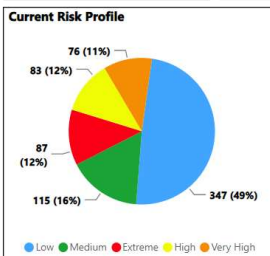
- Achieving treatment objectives and keeping Special interest groups happy.

MC priorities for Shire for next month

- Onsite inspections of treatment work carried out to file progress reports.
- Identification and programming treatments for assets in Round 1 2024/25
- BFAC ROAC and LEMC meeting attendances

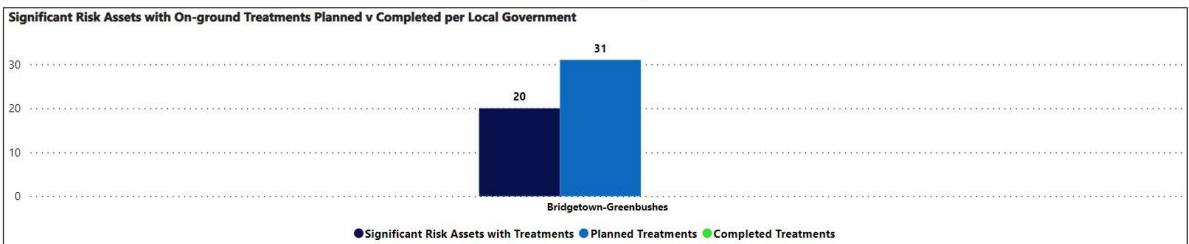
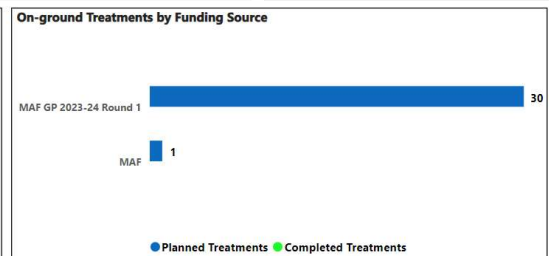
Bushfire Risk Management Program Overview 2023-24

Local Government Bridgetown-Greenbushes	TOTAL Assets recorded 708	Significant Risk Assets 246	Significant Risk Assets without a Treatment 168	N.B. MAF Treatments are proposed only and may not have been allocated funding through the Grants Program
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On-ground Treatments by type

Treatment Type	Planned Treatments	Completed Treatments
Chemical Works	11	
Mechanical Works	14	
Planned Burning	6	
Total	31	



Bushfire Risk Mitigation Coordinator

Monthly Report

4th December 2023

Shire of Boyup Brook, Bridgetown Greenbushes, Donnybrook Balingup, Nannup

Shire of Donnybrook Balingup



MAF Application

- Round 2 2022-2023 on ground works completed \$161,150.00 for 17 treatments.
- Mitigation Activity Fund Grants Program 2023/24 Round 2 - Successful Application
- Grant Agreement Received by Donnybrook Balingup MAFGP 2023/2024 R2 and submitted to MAFGP with signatures awaiting notification to generate first invoice.
- Successful in receiving funds for 20 mitigation activities as detailed in the Grant Agreement, for a total sum of \$315,180.00 (exclusive of GST).
- Final acquittal has been submitted by 1st December 2023.

Mechanical Treatments/ Fire Access Tracks

- On ground survey of mechanical treatments conducted and audited for acquittal.
- Post treatment Photographs saved in BRMS for Round 2 2022-23 ready for Acquittal.
- Objectives met and goals achieved.

Planned Burns

- Planned Burns treatments conducted, and Objectives met.
- 3 Planned burns not conducted due to adverse fire conditions.
- Post Pictures entered.
- On ground auditing finished.

Chemical Treatments

- 11 treatments
- Post Pictures entered.
- On ground auditing finished.

MAF Acquittal

- 2022 – 2023 Round 2 Final acquittal has been submitted by 1st December 2023

Tasks attended to over the month for Shire.

- Visited all Treatment sites – works completed.
- On ground help with treatment team.
- Data entry for OBRM.
- Site Audits

Bushfire Risk Mitigation Coordinator

Monthly Report

4th December 2023

Shire of Boyup Brook, Bridgetown Greenbushes, Donnybrook Balingup, Nannup

Arising issues for Shire

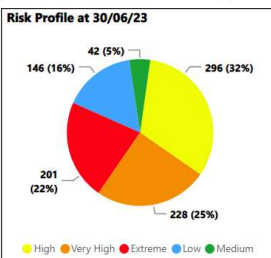
- Acceptance of final acquittal for R2 2022/23 by BMB.
- Once acquittal accepted BMB will ask for an invoice to be generated for the first 50% of R2 2023/2024.
- Work must not commence until the Grant Agreement is signed (as per your declaration on the application form).
- Do not announce this information through media channels prior to Ministerial release. BMB will advise when this occurs.

MC priorities for Shire for the month

- Identification of treatments for Round 2 application 2024 - 2025.
- Finalisation of acquittal for Round 2 2022/2023.
 - Forward the signed Grant Agreement and Invoice to MAFGP@dfes.wa.gov.au.
 - Enter and Audited assets in BRMS.
 - Enter new treatments in BRMS for consideration by CESM.
 - Change Asset attributes as flagged by Bushfire Mitigation Branch
 - Audit old treatments for Archive or Rescheduling

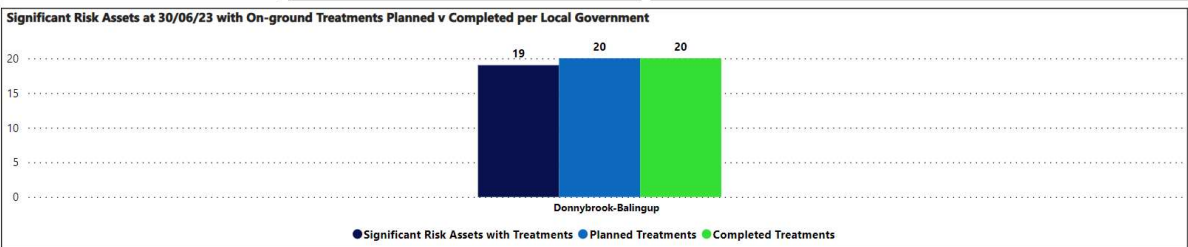
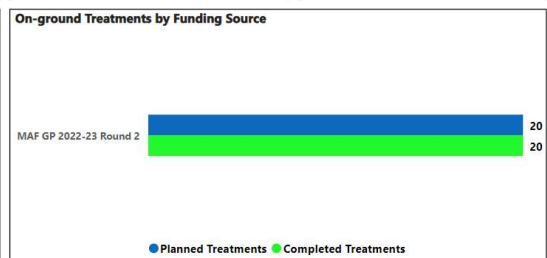
Bushfire Risk Management Program Overview 2022-23

Local Government Donnybrook-Balingup	TOTAL Assets recorded at 30/06/23 913	Significant Risk Assets at 30/06/23 725	Significant Risk Assets without a Treatment at 30/06/23 594	N.B. MAF Treatments are proposed only and may not have been allocated funding through the Grants Program
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On-ground Treatments by type

Treatment Type	Planned Treatments	Completed Treatments
Chemical Works	11	11
Planned Burning	7	7
Mechanical Works	2	2
Total	20	20



Bushfire Risk Mitigation Coordinator

Monthly Report

4th December 2023

Shire of Boyup Brook, Bridgetown Greenbushes, Donnybrook Balingup, Nannup

Shire of Nannup



MAF Application

- Mitigation Activity Fund Grants Program 2023/24 Round 2 - Successful Application
- Total sum of \$241,790.00 (exclusive of GST).
- DFES will fund the first 50% of the total sum awarded.
- Grant Agreement Received by Shire of Nannup and returned with acting CEO signature.
- Grant submitted by BRMC to MAFGP for R2 2023/2024

MAF Acquittal

- Treatments are to be completed by 30 November 2024 with final acquittal paperwork to be submitted by 09 December 2024. An email will be sent approximately 6 weeks prior to acquittal date requesting:
- Final Acquittal report (generated from the BRMS) which will include details of actual expenditure,
- Evidence of all expenditure (e.g., invoices, screen shots of internal financial system showing transactions),
- Signed Financial acquittal declaration,
- Ensure all documents total the same amount for payment. For example, the declaration must equal the total of invoices attached (less GST) and must equal the amounts on the BRMS report you attached.

Tasks attending to over the coming month for Shire.

- Raise an invoice for the first 50% of funding when notified by BMB.
- Forward the signed Grant Agreement and Invoice to MAFGP@dfes.wa.gov.au.
- Entered and Audited assets in BRMS
- Entered new treatments in BRMS for consideration by CESM for R2 2023/2024.
- Changed Asset attributes as flagged by Bushfire Mitigation Branch
- Audited old treatments for Archive or Rescheduling.

Bushfire Risk Mitigation Coordinator

Monthly Report

4th December 2023

Shire of Boyup Brook, Bridgetown Greenbushes, Donnybrook Balingup, Nannup

Arising issues for Shire

- Generating Invoice when notified to BMB.
- Work must not commence until the Grant Agreement is signed (as per your declaration on the application form).
- Do not announce this information through media channels prior to Ministerial release. BMB will advise when this occurs.

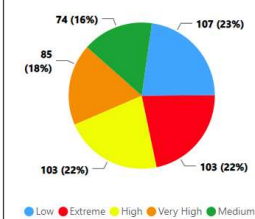
MC priorities for Shire for next month

- Following submission process for funding.
- Prep for MAF treatment commencement.
- Treatment entry ongoing.
- ROAC and LEMC meeting attendances

Bushfire Risk Management Program Overview 2023-24

Local Government Nannup	TOTAL Assets recorded 474	Significant Risk Assets 291	Significant Risk Assets without a Treatment 226	N.B. MAF Treatments are proposed only and may not have been allocated funding through the Grants Program
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Current Risk Profile



On-ground Treatments by type

Treatment Type	Planned Treatments	Completed Treatments

On-ground Treatments by Funding Source

Funding Source	Planned Treatments	Completed Treatments

Significant Risk Assets with On-ground Treatments Planned v Completed per Local Government

Local Government	Planned Treatments	Completed Treatments

Bushfire Risk Mitigation Coordinator

Monthly Report

4th December 2023

Shire of Boyup Brook, Bridgetown Greenbushes, Donnybrook Balingup, Nannup

Bushfire Risk Management Program Overview 2023-24

Local Government

All

TOTAL Assets recorded

5782

Significant Risk Assets

3802

Significant Risk Assets without a Treatment

2886

N.B. MAF Treatments are proposed only and may not have been allocated funding through the Grants Program

Current Risk Profile

Risk Level	Count	Percentage
Extreme	782	14%
Low	1125	19%
High	1175	20%
Very High	1192	21%
Medium	1505	26%

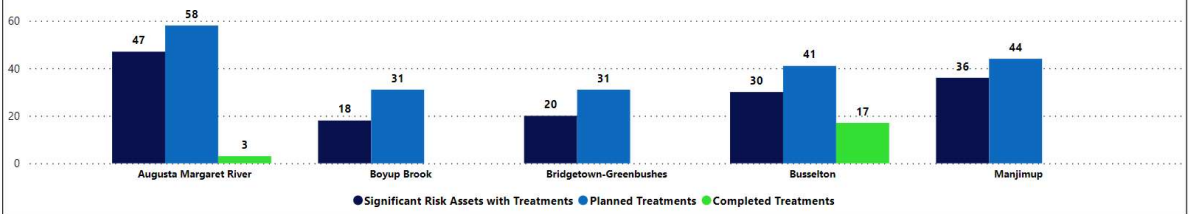
On-ground Treatments by type

Treatment Type	Planned Treatments	Completed Treatments
Mechanical Works	80	12
Planned Burning	73	4
Chemical Works	26	3
Firebreak(s)	10	1
Fire Access Road / Track(s)	16	
Total	205	20

On-ground Treatments by Funding Source

Funding Source	Planned Treatments	Completed Treatments
MAF GP 2023-24 Round 1	18	172
MAF GP 2023-24 Round 2	17	
Private	5	
MAF GP 2022-23 Round 1	4	
MAF	3	
MAF GP 2022-23 Round 2	1	
MAF GP 2025-26 Round 1	1	
Operational Budget	1	
Other Grant Source	1	

Significant Risk Assets with On-ground Treatments Planned v Completed per Local Government



Bushfire Risk Management Program Overview 2022-23

Local Government

All

TOTAL Assets recorded at 30/06/23

5774

Significant Risk Assets at 30/06/23

3799

Significant Risk Assets without a Treatment at 30/06/23

2885

N.B. MAF Treatments are proposed only and may not have been allocated funding through the Grants Program

Risk Profile at 30/06/23

Risk Level	Count	Percentage
Extreme	782	14%
Low	1124	19%
High	1173	20%
Very High	1192	21%
Medium	1505	26%

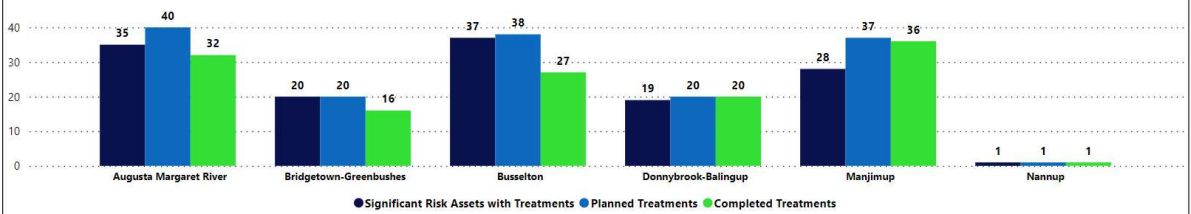
On-ground Treatments by type

Treatment Type	Planned Treatments	Completed Treatments
Mechanical Works	63	57
Planned Burning	52	41
Fire Access Road / Track(s)	18	12
Chemical Works	12	12
Firebreak(s)	10	9
Access - Install Gates	1	1
Total	156	132

On-ground Treatments by Funding Source

Funding Source	Planned Treatments	Completed Treatments
MAF GP 2022-23 Round 1	20	106
MAF GP 2022-23 Round 2	7	
Operational Budget	6	
MAF GP 2024-25 Round 1	4	
Private	1	
MAF GP 2021-22 Round 1	3	
MAF	1	
MAF GP 2021-22 Round 2	1	
MAF GP 2025-26 Round 2	1	

Significant Risk Assets at 30/06/23 with On-ground Treatments Planned v Completed per Local Government





**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency:

**Department of Communities
(Communities)**

Shire of Boyup Brook

Report prepared by:	Renee Flaxman	Position:	Regional Coordinator
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Date: From – January 2024 to March 2024 inclusive

Report:

ERS Capability Audit

- Department of Communities (Communities) recently engaged Nous Group to audit the capability and capacity of the Emergency Relief and Support (ERS) sector across Western Australia (WA) to ensure that it can meet the relief and recovery needs of WA people now and in the future.
- The project focused on establishing a baseline of how well equipped the State is to prepare for, respond to, and recover from emergencies and critical events in the six functional areas of ERS that Communities is responsible for.
- The findings have presented valuable insights and opportunities to increase the current emergency relief and support services to respond during an emergency event more effectively.
- A new internal capability framework is being developed to assist with bridging some of the gaps identified from the audit.

Kimberley Floods

Overarching

Following Ex-Tropical Cyclone Ellie in January 2023, from which the Fitzroy Valley experienced a 1-in-100-year flood event, Department of Communities continues to support Fitzroy Valley residents impacted by the floods under the State Emergency Management arrangements, across Social and Built Recovery Domains.

Social Domain

- Department of Communities, Emergency Relief and Support Team continues to lead the people component of Recovery, classified in the State Recovery Structure under the Social Domain.
- Department of Communities has undertaken preparedness activities to increase resilience of temporary accommodation infrastructure including:
 - Ensuring that all Humanihut accommodation in Bungardi and Tarunda are at the one-in-50-year flood level.
 - Working with Humanihut in the preparedness phase to strengthen evacuation procedures in Bungardi and Tarunda, and

- Supporting the transition of individuals in Phase 1 temporary accommodation into Phase 2 temporary accommodation or to return to their home.

Built Domain

- Department of Communities supports Government agency partners Main Roads WA and Department of Finance under the Built Domain.
- Department of Communities has established a housing works program to repair and rebuild flood damaged dwellings that are government-owned or managed, or on Crown reserves managed by the Aboriginal Lands Trust or other management bodies.
- Department of Communities is supporting families whose homes require either major refurbishment or rebuild with transitional accommodation ahead of the wet season.
- Transitional accommodation includes more family friendly demountable accommodation that allows more space between families and is built to the 1-in-50-year flood level.
- Each transitional accommodation unit comprises a custom-built amenity module, a bathroom/bedroom module and a deck/veranda module. As of 30 August 2023, based on community consultation the Department of Communities is providing 44 transitional accommodation units across Bungardi, Darlanguyaya, Loanbun, Burawa, Galeru Gorge, Karnparmi and Yurabi Road.

ERS new permanent structure

- Communities received sustained funding to enhance Emergency Relief and Support capacity across WA, which was critical to enable Communities to meet its legislated responsibilities under the State Emergency Management Arrangements. The changes will help improve service delivery, with a focus on additional resourcing to regions within WA.
- The ERS Directorate structure is comprised of three functional streams and ERS Executive Services:
- ERS Executive Services
- Stream 1 is responsible for Regional Response and Coordination
 - Immediate Response
 - Metropolitan and Regional Preparedness
 - Stakeholder engagement
 - Regional Training
 - Locally led Recovery
 - Special Projects
- Stream 2 is responsible for Strategy and Capability
 - Capability Mapping, Intelligence and Reporting
 - Monitoring and Evaluation
 - Stakeholder Engagement and Specialist Practice
 - Training and Development
 - Recovery
 - National and State Level Committees
 - DRFA and Special Project

- Stream 3 is responsible for Business Services
 - Human Resources including the coordination of Emergency Response Teams and Surge Workforce personnel
 - Finance
 - Business Support and Administration
 - ERS Systems
 - Procurements, Grants, and Contracting
 - Logistics
 - Disaster Response Hotline
 - DRFA Acquittals

Local EM Information

Stream 1

- Renee Flaxman is currently in the role of Regional Coordinator for the South West, with Sharon Austin in the role of Regional Officer, pending a formal announcement which is expected to occur by the end of this week 2nd February 2024).

Training

- Evacuation Centre training with staff and stakeholders is ongoing, ensuring that individuals are well equipped to assist during and after an emergency event
Communities will continue to offer and encourage sessions in the coming months.

Local Emergency Welfare Plan (LEWP)

- Template and terminology changes to the Local Emergency Relief and Support Plan – LERSP (formerly the Local Emergency Welfare Plan – LEWP) are well under way across the state with the South West plans being ready for tabling. LEMC members are encouraged to review information related to their own agencies and notify Regional Coordinator if further changes need to be made.

Activations

Department of Communities has attended three evacuation centres since the start of the season to date.

- Eaton Bushfire (21st to 22nd December 2023) – Evacuation Centre opened at Eaton Recreation Centre then moved to Eaton Boomers Football Club
- Collie - Coolongatta Bushfire (11th to 12th January 2024) – Evacuation Centre opened at Roche Park
- Nannup – Jalbarragup Millbrook State Forest Bushfire (17th to 18th January 2024) Recreation Centre



Local Emergency Relief and Support Plan

Collie Office Region

(Supporting the Shires of Boyup Brook and Collie)

(Updated February 2024)

Prepared by Department of Communities - Emergency Relief and Support

Tabled/Received and accepted at the Local Emergency Management Committee on
Shire of Boyup Brook on 7th February 2024 and Shire of Collie on xxxx (date)



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, Emergency Services On Call Coordinator on [0418 943 835](tel:0418943835), 24 hours/7 days.

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Contact details

To make comment on this plan please contact:

Renee Flaxman
Regional Coordinator
South West
Department of Communities
E: Renee.Flaxman@communities.wa.gov.au
P: 6414 1762
M: 0427 476 658

Amendment List

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	2022	Complete Review and Reissue.	Michele Duxbury
1	October 2022	Reviewed and Update contact details and appendices	Renee Flaxman, Troy Semmens, Sharon Austin
2	February 2023	Update contact details and appendices	Roma Boucher
3	September 2023	Update to App 5 following evacuation centre audit/review	Roma Boucher
4	February 2024	Update of Template and Terminology	Renee Flaxman
5			
6			
7			

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Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

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1. Introduction

1.1 Outline

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

The State and Local Emergency Relief and Support 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 emergency relief and support 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 Emergency relief and support 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 support services, six (6) functional domains have been identified:

- **emergency accommodation including evacuation centres** – see Appendix 5
- **registration and reunification** – see Appendix 6
- **emergency food**– see Appendix 7
- **emergency clothing and personal requisites** – see Appendix 8
- **personal support services** – see Appendix 9
- **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 Relief and Support Coordinator.

2. Preparedness and Operation of this Plan

2.1 Organisational responsibilities

The development and maintenance of this plan is allocated to the Communities **Regional Coordinator**, in consultation with members of the Emergency Relief and Support Coordination Group (ERSCG), if there is one, and the Local Emergency Management Committee (LEMC). A contact list of the organisations that constitute the ERSCG is provided in Appendix 2 and their agreed organisational responsibilities are provided in Appendix 3.

2.2 Special considerations

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 Support Plan - Emergency Relief and Support 3.4.1 -

Animals in evacuation 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 Evacuation Centres, are to be considered at the local level and included in local emergency management arrangements. Also see 4.5.3 Establishing Evacuation Centres – School Evacuations and People with Complex Needs, and 4.6.1 Emergency Accommodation.

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 emergency relief and support 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 Emergency Relief and Support Coordinator. Communities is responsible for appointing Coordinators as follows:

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
<p>State Relief and Support Coordinator (SRSC) – formerly the State Welfare Coordinator</p>	<ul style="list-style-type: none"> • The role and responsibilities of the SRSC sit with Communities’ Director General. • The SRSC may delegate this responsibility and appoint a Deputy State Relief and Support Coordinator. • The SRSC: <ul style="list-style-type: none"> – is the overall accountable authority for the delivery of ERS services in WA across Prevention, Planning, Preparedness, Response and Recovery – can activate and stand down this Plan – will adopt the delegated responsibilities of the Incident Controller on activation of the AUSRECEPLAN – is the overall accountable authority for approving the financial arrangements of this Plan – represents Communities at the State Emergency Coordination Group and State Recovery Coordination Group – is the overall accountable authority responsible for making Category A (Emergency Support for Individuals) measures available as part of Recovery, as outlined in the DRFAWA <ul style="list-style-type: none"> – administers Category A measures without prior Commonwealth approval – is responsible for determining what Category A measures will be made available and the level/amount of assistance that will be made available. • In consultation with Department of Fire and Emergency Services, the SRSC is responsible for notifying and communicating with the Commonwealth to activate DRFAWA for eligible emergencies.
<p>Deputy State Relief and Support</p>	<ul style="list-style-type: none"> • This role is appointed by the SRSC and usually sits with Communities’ Executive Director, Emergency Relief and Support.

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Coordinator (DSRSC)	<ul style="list-style-type: none"> • The DSRSC may assume the responsibilities of the SRSC.
Regional Emergency Coordinator (REC)	<ul style="list-style-type: none"> • The role and responsibilities of the REC sit with Communities’ Regional Executive Director in the relevant region, or their delegate. • The REC: <ul style="list-style-type: none"> – coordinates all ERS services at a regional level – attends Operational Area Support Groups – represents Communities for media requests – has delegated authority to activate response to emergencies – approves emergency expenditure and utilisation of resources to meet ERS requirements in consultation with the ERSC – may temporarily assume the responsibilities of the SRSC if activated after hours.
Regional Relief and Support Coordinator (RRSC) – formerly the DESO	<ul style="list-style-type: none"> • The role and responsibilities of the RRSC sit with the Communities’ Regional Coordinator in the relevant region. • The RRSC: <ul style="list-style-type: none"> – appoints staff into key ERS roles in an incident – provides evacuation centre mentoring and coaching for Evacuation Centre Coordinators (ECCs) and other staff – attends Incident Support Group Meetings – completes the Post Operational Report after consultation and input from external key stakeholders – provides stakeholder coordination between the REC, ECC, ERSC and partner agencies.
Emergency Relief and Support Coordinator (ERSC)	<ul style="list-style-type: none"> • The role and responsibilities of the ERSC sit with the Communities’ Operations On-call Officer. • The ERSC: <ul style="list-style-type: none"> – has delegated authority to authorise and activate responses to emergencies – approves emergency expenditure and utilisation of resources to meet ERS requirements – assists with the completion of the Post Operational Report after consultation and input from external key stakeholders.

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
<p>Evacuation Centre Coordinator (ECC)</p>	<ul style="list-style-type: none"> • The role and responsibility of the ECC sits with Communities’ regional staff and the local government(s). • The ECC: <ul style="list-style-type: none"> – oversees the running of emergency evacuation centre(s) for evacuation and delivery of ERS services – assists with appointing evacuation staff into key ERS roles within an evacuation centre – assists in coordinating partner agencies and local government staff in an evacuation centre – contributes to supporting the safety and wellbeing of staff and partner agencies in an evacuation centre – provides handover briefs to the next ECC – assists the RRSC with situational reports and the completion of the Post Operational Report.
<p>Local Recovery Officers (LRO)</p>	<ul style="list-style-type: none"> • As a local recovery resource, the LRO: <ul style="list-style-type: none"> – supports the local government in the provision of recovery services – works with partner agencies to coordinate recovery ERS services – assists with the provision of ERS during the activation – participates in debriefs and lessons learned processes – supports the local government to oversee the effective management of ERS recovery processes.
<p>Local Government Evacuation Support</p>	<p>a) When an emergency event takes places within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial support 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 evacuation 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 an evacuation 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 evacuation-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 Evacuation Centre Coordinator and take on the LG Liaison Officer role as a support to Communities.</p>

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>b) In some circumstances the emergency event may not escalate to a significant level, and the LG may determine that they are able to continue to operate the evacuation-centre without the need for deployment of Communities staff. If this situation arises the LG must seek approval from Communities to retain the coordination role and have this decision documented formally.</p> <p>c) In some circumstances it may not be possible for Communities to attend the evacuation-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 evacuation-centre, with support and advice being available from Communities via telephone or other means. In these situations, Communities would approve in advance any required expenditures in relation to operating the-evacuation centre and would meet these costs if required.</p> <p>If LGs elect to undertake their own welfare arrangements without Communities consultation, LGs are responsible for their own costs.</p>

2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Relief and Support Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to provide appropriate support 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 Relief and Support 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 Relief and Support Coordinator (SERC), Regional Emergency Coordinator (REC) or Regional Emergency Relief and Support Coordinator (RERSC) shall confer and agree that this plan should be activated; discuss the safe location of evacuation centres and support services required. If activated at the local level the Local Emergency Support Coordinator will advise Communities SERSC.

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Once this decision is made the SERSC or RERSC shall assess the immediate -support services required and activate Communities and partnering agencies if required and available. See Appendix 1 Communities Standard Operating Procedures for activation procedures.

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

2.6 Plan Activation Stages

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

Activation Stage number	Activation Stage name and actions
<p>Stage 1</p>	<p>Alert: By the HMA/Controlling Agency or by Communities SERSC based on information provided from within Communities.</p> <ul style="list-style-type: none"> (a) Partnering agencies are alerted by the SERS/ REC or RERSC; (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.
<p>Stage 2</p>	<p>Activation: By the HMA/Controlling Agency or by Communities SERSC/ RERSC based on information provided internally and/or externally.</p> <ul style="list-style-type: none"> (a) On behalf of the HMA/Controlling agency, and in consultation with the evacuation centre owners, the RERSC Coordinator organises for the designated evacuation 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 SERSC, REC or RERSC and proceed to the evacuation centre; (c) Support services are provided under the coordination of the RERSC with partnering agencies assisting as required; (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, RERSC and partnering agencies; (e) Support services requirements are continuously monitored and reviewed by the RERSC and adjusted accordingly. (f) If required, requests for additional resource support at the local level should be made by the REC to the SERSC/ RERSC.

Activation Stage number	Activation Stage name and actions
Stage 3	<p>Stand Down: HMA/Controlling Agency to officially notify Communities to Stand Down; or SERSC/RERSC or REC to request of HMA/Controller Agency to Stand Down if they assess support services no longer required.</p> <ul style="list-style-type: none"> (a) Partnering agencies are informed of the Stand Down by the SERSC/ RERSC or REC; (b) Partnering agencies stand down in accordance with relevant procedures for their agency; (c) Partnering agencies are to advise the SWC/ RERSC or Local Emergency Support Coordinator when stand down has been completed; (d) Communities to officially hand back the evacuation centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as an evacuation centre; (e) The SERSC/ RERSC or REC 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-emergency support 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 SERSC/ RERSC.

If the **Register.Find.Reunite. system** is activated, Communities SERSC/RERSC 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 RERSC is to contact Communities SERSC or On Call officer to seek approval before there is any exchange of information.

2.9 Debriefs and Post Operation Reports

The RERSC 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 RERSC, or appointed Communities officer, writes the Post Operation Report.

3. Recovery

3.1 Recovery Definition

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

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

3.2 Emergency relief and support in recovery

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

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

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

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

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

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

- **Services Australia - (Centrelink, Medicare and Child Support)** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group.

If activated by the Australian Government, Centrelink can administer –

- **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
- **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster.

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

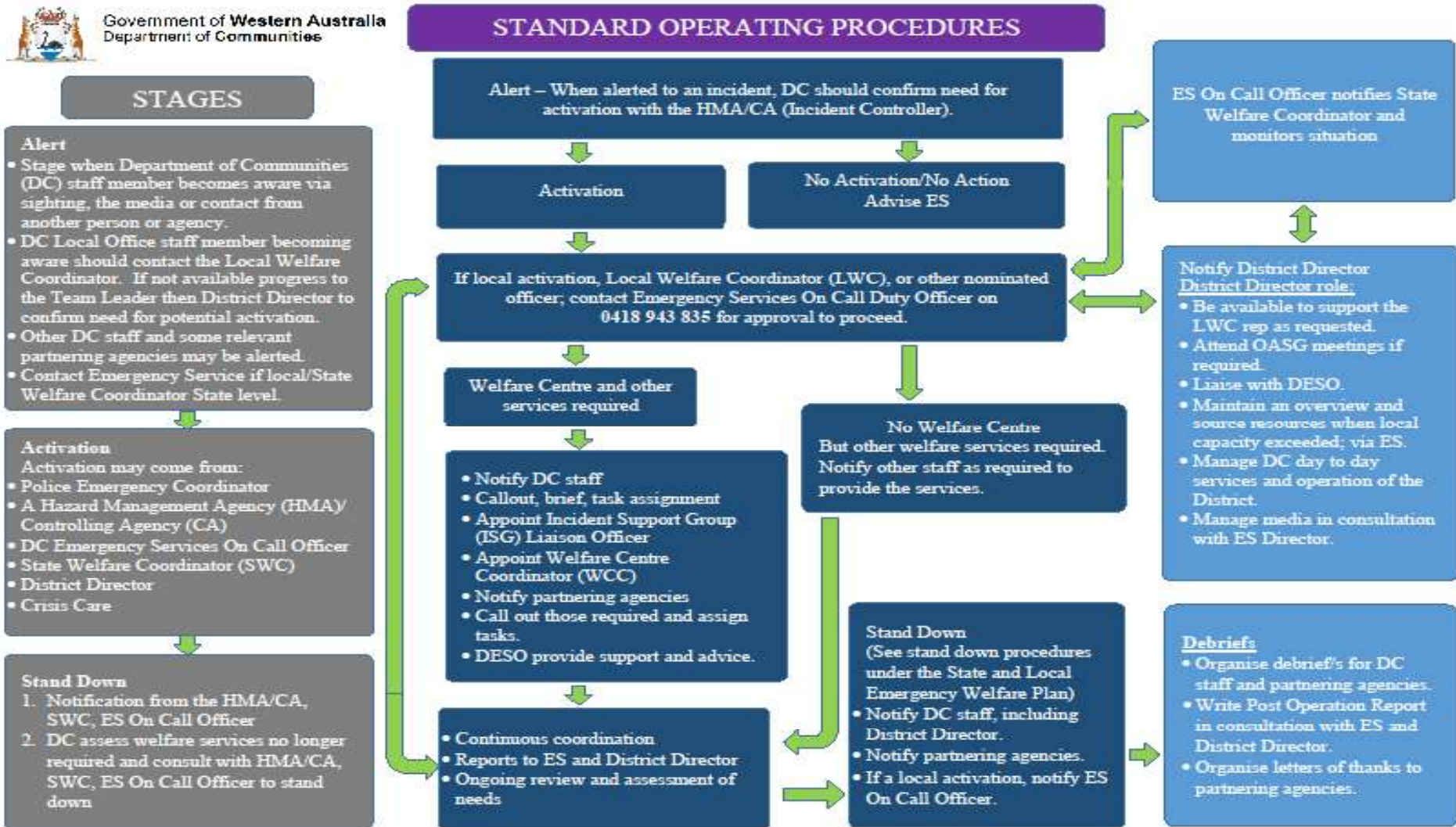
3.4 Cessation of recovery

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

3.5 Review of recovery activities

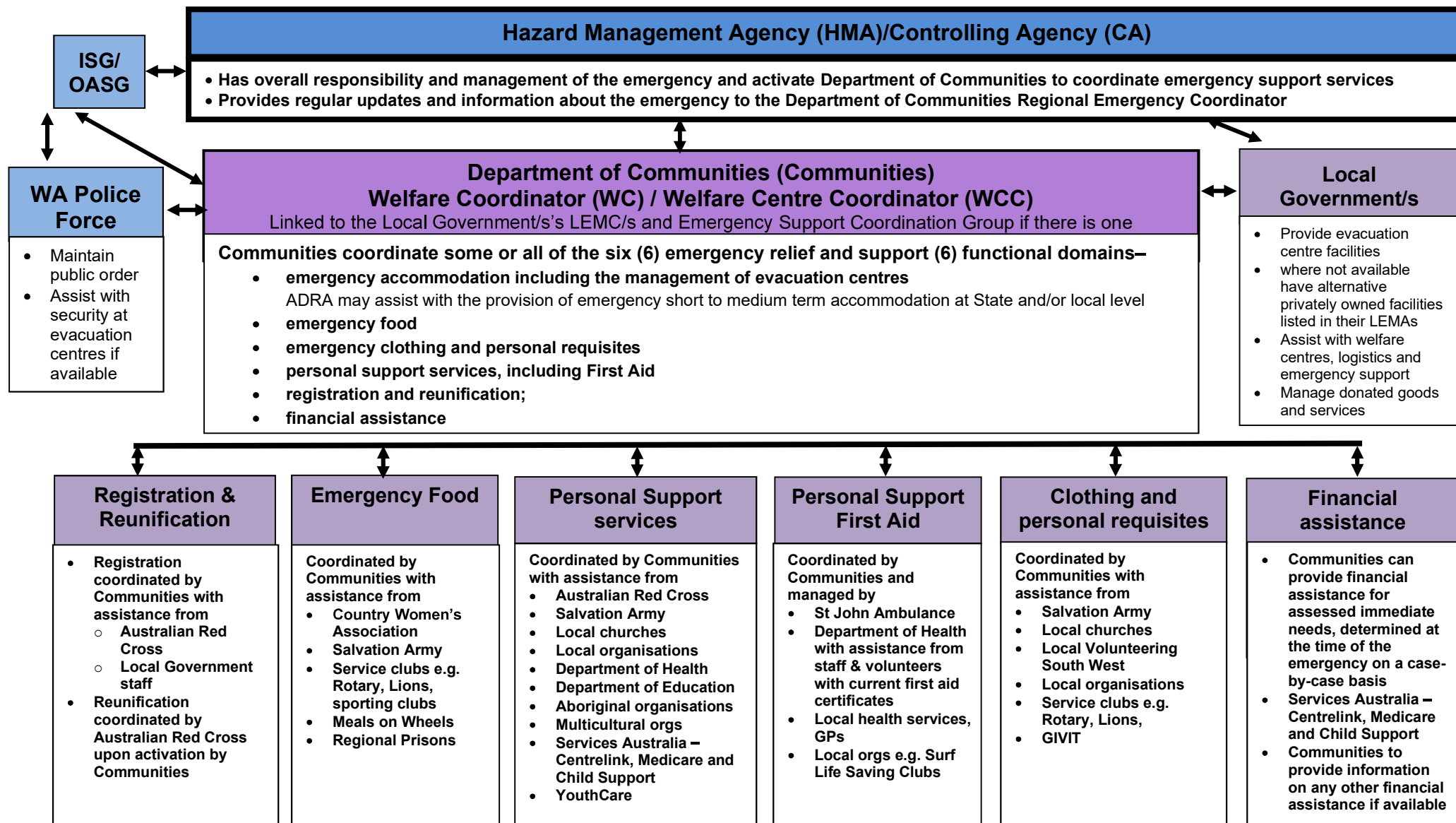
Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

Appendix 1 – Department of Communities Standard Operating Procedures



Appendix 2 – Local Emergency Relief and Support Coordination

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



Appendix 3 –Emergency Welfare Coordination Group/Partnering Agencies

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

Department of Communities (DC)			
Functions include: Overall Welfare Coordination * Accommodation * Financial Assistance * Personal Support * Personal Requisites * Registration * Catering			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Renee Flaxman Regional Coordinator	Renee.Flaxman@communities.wa.gov.au	0427 476 658	On Call Duty Officer 0418 943 835
Second contact Andrea Speer District Director, SW	Andrea.Speer@communities.wa.gov.au	0448 016 237	0448 016 237
Third contact Erin Kenny Team Leader – CPFS Collie	Erin.Kenny@communities.wa.gov.au	6414 1699	0427 653 984

Shire of Boyup Brook			
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Leonard Long CEO Boyup Brook	ceo@boyupbrook.wa.gov.au	9765 1200	0427 919 621
Second Contact			

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Rosalyn Edwards Ranger & Emergency Services Officer	rosalyn.edwards@boyupbrook.wa.gov.au	9765 1200	0438 797 150
Third Contact Carolyn Mallett Executive Manager Corporate & Community / Local Recovery Coordinator	dceo@boyupbrook.wa.gov.au	9765 1200	0438 983 200
Fourth Contact Angela Hales Environmental Health Officer / Deputy Local Recovery Coordinator	angela.hales@boyupbrook.wa.gov.au	9765 1200	0417 991 346

Shire of Collie

Functions include:

Financial Assistance/Appeals * Assistance with Pets

Name/Position	Email	Work Hours	After Hours Contact
First Contact Kohdy Flynn CESM	Kohdy.Flynn@collie.wa.gov.au	0476 850 076	0476 850 076
Second Contact Leigh O'Connor Senior Ranger	Leigh.o'Connor@collie.wa.gov.au	0408 931 274 0487 000 360	0408 931 274 0487 000 360
Third Contact Tamsin Emmett Local Recovery Coordinator	Tamsin.Emmett@collie.wa.gov.au	0447 018 847	0447 018 847

Police

Functions Include:

Maintain public order at Evacuation Centres as required

Boyup Brook – 1st Contacy Sgt Martin Baraiolo OIC	Martin.Baraiolo@police.wa.gov.au boyup.brook.pol.station@police.wa.gov.au	9762 1666	0437 773 635
2nd Contact Snr Con Sarah Cole	Sarah.Cole@police.wa.gov.au	9762 1666	0436 843 381

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3rd Contact Con Danny Drummond	Daniel.drummond@police.wa.gov.au	9762 1666	0436 862 492
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DEPARTMENT OF FIRE AND EMERGENCY SERVICES (South West Region) – SHIRE of COLLIE			
Functions Include: Logistics Support			

Name/Position	Email	Work Hours	After Hours Contact
First Contact Erin Hutchins – District EM Advisor	Erin.Hutchins@dfes.wa.gov.au	9780 1976	0429 688 130
Second Contact Andrew Wright Superintendent	Andrew.Wright@dfes.wa.gov.au	9780 1900	0418 780 382
Third Contact Brian Penman District Officer Emergency Management	Brian.Penman@dfes.wa.gov.au	9780 1907	0457 872 938
Fourth Contact Nick Elrick District Officer – Natural Hazards	Nick.Elrick@dfes.wa.gov.au	9780 1900	0428 100 491
Fifth Contact Haley Hibbitt Community Preparedness Advisor	Haley.Hibbitt@dfes.wa.gov.au	9780 1900	0429 986 480

DEPARTMENT OF FIRE AND EMERGENCY SERVICES (Lower South West Region) – SHIRE of BOYUP BROOK			
Functions Include: Logistics Support			

Name/Position	Email	Work Hours	After Hours Contact
First Contact Erin Hutchins – District EM Advisor	Erin.Hutchins@dfes.wa.gov.au	9780 1976	0429 688 130
Second Contact Phil Brandrett Superintendent	Philip.Brandrett@dfes.wa.gov.au	9771 6800	0408 015 872
Third Contact Nathan Hall District Officer Emergency Management	Nathan.Hall@dfes.wa.gov.au	9771 6800	0408 616 433

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Fourth Contact Phil Bresser District Officer – Natural Hazards	phil.bresser@dfes.wa.gov.au	9771 6800	0408 412 608
Fifth Contact Chris Sousa Area Officer	christopher.sousa@dfes.wa.gov.au	9771 6804	0447 362 006
Sixth Contact Linda Ashton Community Preparedness Advisor	linda.ashton@dfes.wa.gov.au	9771 6800	0429 991 629

Red Cross			
Functions include:			
* Registration and Reunification * 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 Pidgeon State Manager	JPidgeon@redcross.org.au	0409 749 345	Emergency Control 0408 930 811
Second Contact Erin Pelly ES Recovery & Resilience Coord	erpelly@redcross.org.au	0450 980 654	
Third Contact Karina Skipworth ES Operations/Workforce Coord	kskipworth@redcross.org.au	0437 989 602	

Country Women's Association			
Functions include:			
* Catering Support * Personal Support * Emergency clothing/personal requisites			
Name/Position	Email	Work Hours	After Hours Contact
Boyup Brook Amy Dyer	aimlessdyer@hotmail.com	9769 1161	9423 413 423
Collie Maria Thoumine	cwacollie@gmail.com methoumine@yahoo.com.au	0483 228 557 (CWA) 043 003 730	

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Lions Club of WA

Functions include:

* Catering * Personal Services * Management of Donated Goods

Name/Position	Email	Work Hours	After Hours Contact
Boyup Brook Mick Burgess		0439 376 242	
Collie - LEO Brian	collie.wa.@lions.org.au	0429 344 963	

Salvation Army

Functions include:

* Catering * Emergency Clothing / Personal Requisites * Personal Support

Name	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
Second Contact Captain Zoe Schatz	mark.schatz@salvationarmy.org.au	9791 5200	0427 957 558

St John Ambulance (Volunteers)

Functions include:

* First Aid only

Name	Email	Work Contact	After Hours Contact
St John – Apart from medical Emergencies all activations must be approved by the ESU on call Emergency Services Coordinator o 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@stjohnambulance.com.au	9334 6726	0417 985 296
Sam Ehrlich Assistant Regional Manager SW	Sam.Ehrlich@stjohnambulance.com.au	9334 6214	0408 904 040

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Department of Health Function Include * Personal Support *Health and Mental Health Response			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact (24/7) Health On Call Duty Officer Disaster Preparedness and Management Unit Department of Health Statewide Duty Officer – can organise a doctor at a welfare centre and/or write out prescriptions		9328 0553	Emergencies 000 112/ 106 9328 0553
2nd Contact (24/7) Collie Hospital		9735 1333	9735 1333
2 nd Contact Boyup Brook Soldiers Memorial Hospital	paige.weaver@health.wa.gov.au Health Service, Blackwood Region	9765 0222	0439 972 957

Education Department Functions include * Personal Support * Emergency Accommodation and Catering			
Name/Position	Email	Work Hours	After Hours Contact
Andrew Grono Coordinator Regional Services	andrew.grono@education.wa.edu.au	9791 0300	0434 002 780

Services Australia (formerly Dept of Human Services) Functions include: * Financial Assistance * Counselling			
Name/Position	Email	Work Hours	After Hours Contact
First contact Reba Royal	Reba.Royal@servicesaustralia.gov.au	0418 339 658	0418 339 658

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State Community Engagement Director			
Second contact Dean Keilty Program Manager Community Engagement	Dean.Keilty@servicesaustralia.gov.au	9234 5200	0457 568 782
Local contact Lisa Wilson Bunbury Service Centre Manager	lisa.wilson@servicesaustralia.gov.au	9792 8992	0429 637 001

Volunteer South West			
Functions include:			
* Management of Volunteers * Management of Donated Goods * Personal Support			
Name / Position	Email	Work Hours	After Hours Contact
Shamara Williams Manager	manager@volunteersw.org.au	9791 3214	0428 971 448

Youth Care			
Functions Include:			
Personal Support and Pastoral Care			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Darlene Herbert PCIR Coordinator/Head of Chaplaincy	pcir@youthcare.org.au	0477 008 346	0477 008 346
Second Contact Steve Jansz PCIR Coordinator	pcir@youthcare.org.au	0409 219 936	0409 219 936
PCIR Phone	pcir@youthcare.org.au	0407 413 855	0407 413 855

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Adventist Development Relief Agency (ADRA) Functions Include: * Assist with short to medium Accommodation Needs			
ADRA are activated by the ESU On Call Emergency Services Coordinator on 0418 943 835			
First Contact Luke Webster Director WA	luke.webster@adra.org.au	9398 7222	0403 704 064

Appendix 4 – Organisational Responsibilities

- Partnering agencies that may be engaged by Department of Communities (Communities) to assist in fulfilling their emergency relief and support obligations as part of the Local Emergency Relief and Support Plan.
- Communities as an emergency management support organisation coordinates emergency relief and support services when activated via this plan – the Local Emergency Relief and Support Plan.
- To coordinate emergency relief and support 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 Emergency Relief and Support Committee and Communities.
- At the local level, these responsibilities may be varied to suit the capabilities and availability of support 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 RERSC. 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 Support Agency	(1) Coordinate all functional areas of an emergency support response during emergencies; (2) Appoint the Local Emergency Support Coordinators to support each Local Government area; (3) If applicable, establish and manage the activities of the Emergency Relief and Support Coordination Group including the provision of secretariat support; (4) Provide staff and operate the Evacuation Centres if required; (5) Coordinate all support resources utilised under this plan; (6) Coordinate the functional domains of: (a) Emergency Accommodation; (b) Emergency Food; (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.

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Agency / Organisation Name	Normal role if engaged
Department of Communities Disability Services	<ol style="list-style-type: none"> (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 support services to people with disabilities; (4) Assist with other functional domains where agreed.
Department of Communities Housing	<ol style="list-style-type: none"> (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 functional domains where agreed.
Australian Red Cross	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with Registration at Evacuation Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Attend Emergency Relief and Support Committees and assist with the provision of Personal Support Services; (5) Assist with other functional domains where agreed.
Country Women’s Association	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Emergency Food at Evacuation 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 functional domains where agreed.
Department of Education	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required ; (2) Provide access to facilities for Emergency Accommodation where available; (3) Provide access to facilities for Emergency Food 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 functional domains where agreed.
Department of Fire and Emergency Services (DFES) Community Liaison Unit	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Engage “face to face” two-way communication and liaison with affected communities through a point of public interface e.g., at an evacuation centre distributing relevant incident information such as traffic management information and support the facilitation of public meetings and other community-based communications.

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Agency / Organisation Name	Normal role if engaged
Department of Health	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Evacuation Centres; (5) Assist with other functional domains where agreed.
Services Australia – Centrelink, Medicare, and Child Support	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with Services Australia guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other functional domains where agreed.
Department of Local Govnment, Sport & Cultural Industries, including Office of Multicultural Interests Divsn	<p><i>Negotiate at the local level how the Department of Local Government, Sport and Cultural Industries could assist;</i></p> <ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; (3) Assist with other functional domains where agreed.
Aboriginal Legal Service of WA-Derby	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other functional domains where agreed.
Local Churches/ Church Ministers Fellowship	<ul style="list-style-type: none"> (1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other functional domains where agreed.
Local Government Emergency Support	<p><i>Negotiate at the local level with individual Local Governments any additional responsibilities e.g., Ranger Services.</i></p> <ul style="list-style-type: none"> (1) Provide a Local Government Liaison Officer as required; (2) Assist with the functional domain of Emergency Accommodation by utilising Local Government facilities as Evacuation Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities to provide the initial emergency support response to evacuating community members.

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Agency / Organisation Name	Normal role if engaged
	(4) Assist with other functional domains where agreed.
St John Ambulance	<p>Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106.</p> <p>(1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Evacuation Centres, where required and available; (3) Assist with other functional domains where agreed.</p>
<u>(Insert Local Name)</u> Volunteering WA	<p>(1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy and advice regarding the provision of volunteering services within the emergency management environment; (3) Manage affiliated and spontaneous non-affiliated Volunteers; (4) Assist with other functional domains where agreed.</p>
WA Police Force	<p>(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other functional domains where agreed..</p>
YouthCare	<p>(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Evacuation Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other functional domains where agreed.</p>
Other local organisations (Add in list above alphabetically)	<p><i>Negotiate at the local level how local organisations could assist, with one organisation per box.</i></p> <p>(1) Provide a Support Agency Officer/s as required; (2) XXX; and (3) Assist with other functional domains where agreed.</p>

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 e.g. stay with family or friends locally (if this is safe) or in another town.

Points of clarification:

5.1 Establishment of evacuation 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 evacuation centres including centres appropriate for the hazard. The evacuation 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 evacuation centres by Communities is on behalf of the HMA or Controlling Agency, in consultation with evacuation centre owners. This could be local governments or private facility owners. Evacuation centres are established as emergency facilities from which Communities coordinate accommodation, food, clothing, financial assistance, registration, personal support and other support services until alternative arrangements can be made.

5.2 Evacuation centres definition

In Western Australia evacuation 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. Evacuation 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 Evacuation Centres.

5.3 Safety considerations

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

- in Bushfire Emergency Warning areas, and will only establish evacuation 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 evacuation centres;
- if there are structural concerns about the facility, and/or health concerns e.g., 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.

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 an evacuation 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 evacuation support 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 Evacuation 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 evacuation centres

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

5.6 Responsibility for the evacuation centre premises

Communities will take responsibility for the premises utilised as evacuation 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 evacuation centres.

As Communities operate evacuation 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 an evacuation 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 evacuation 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 evacuation centre. Schools can evacuate to the community evacuation centre with the schools' students under the duty of care and responsibility of the evacuated school.

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

5.8 State Evacuation 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, support staff and volunteers. In these circumstances local governments or private facility owners may be asked for use of their facility as a 'State Evacuation Centre' to assist affected members of other local government areas. At these times it would be the expectation that the State Evacuation Centre would operate in a similar manner with the same procedures as if operating as a Local Evacuation Centre as outlined in this plan.

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

Appendix 5A - List of Pre-Determined Evacuation Centres

Evacuation Centres are pre-determined by Communities in partnership with the Local Government/s' LEMCs. The LEMCs are to ensure Local

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

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.

Population – 2021 Census

Shire of Boyup Brook 1,834; (Town of Boyup Brook 938; Benjinup 143; Dinninup 161; Kulikup 143; Mayanup 174)

Shire of Collie 8,812; (Town of Collie 7,599; Allanson 591; Cardiff 118; Harris River 98; Preston 125)

Primary Centre:

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
**Football Ground Beatty Street Ph: Fax:	Shire Office – 9765 1200 Shire Office – 9765 1200 Leonard Long, CEO 0427 919 621 Jason Forsyth, MWS 0419 777 033	No	No Own Gas	Hall and 2 squash courts	Yes	Yes	Kitchen facilities	No	Yes	Yes	No	Oval is prone to flooding

Note: Suitable as temporary evacuation centre pending completion of upgrade; due to lack of ablutions consider evacuating to the Bridgetown Leisure Centre ~30kms south west

Secondary Centres:

SHIRE OF BOYUP BROOK

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

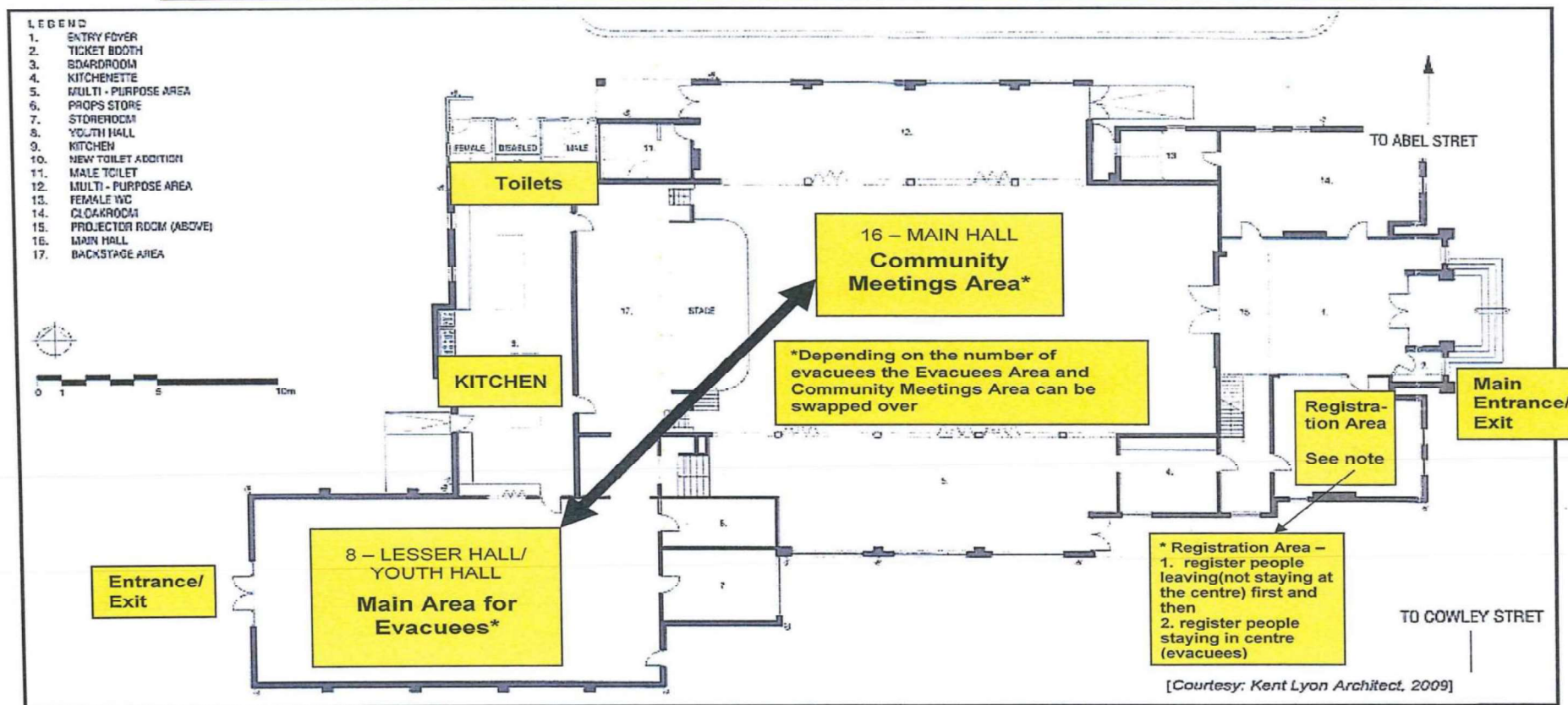
Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
Boyup Brook												
**Boyup Brook Town Hall & Lesser Hall 55 Abel Street (cnr Cowley St) Ph: 1st Preference	Shire Office – 9765 1200 Leonard Long, CEO 0427 919 621 Jason Forsyth, MWS 0419 777 033	No	Yes - 3 phase generator purchased 2012 for emergency power supply	Town Hall – max capacity 380pax CoVid-19 2m2 – 190 pax 4m2 – 95 pax sleeping Lesser Hall – Max capacity 160 pax CoVid-19 2m2 – 80 pax 4m2 – 40 pax	No	M F D Intl & External	Big kitchen Can cater for 160 sitting at tables	No	Yes	Yes	No	No

OTHER FACILITIES WITHIN THE SHIRE OF BOYUP BROOK												
Dinninup Hall** 20 kms north east of Boyup Brook BB Arthur Road	BB Shire Office – 9765 1200 A/H – see BB Town Hall above			Hall and sheds in showground		Yes	Kitchen					
Rylington Park Inst of Agriculture 27 kms south of	Shire leases to Management Committee rylington@wes.tnet.com.au Erlanda Deas	No	No	Dongas/shearing shed type of accommodation – 16 beds	Yes	Yes	Kitchen facilities	Yes		Yes		27 kms south of Boyup Brook

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Boyup Brook Cranbrook Road Mayanup Ph: 9765 3012 Fax: 9765 3083	0429 375 609											
Note: Distance from Boyup Brook and access to shops for food, pharmacy etc – suggest Bridgetown Leisure Centre ~30kms west of Boyup Brook												

**BOYUP BROOK TOWN HALL AND LESSER HALL –
TO USE AS A LOCAL WELFARE EVACUATION CENTRE**

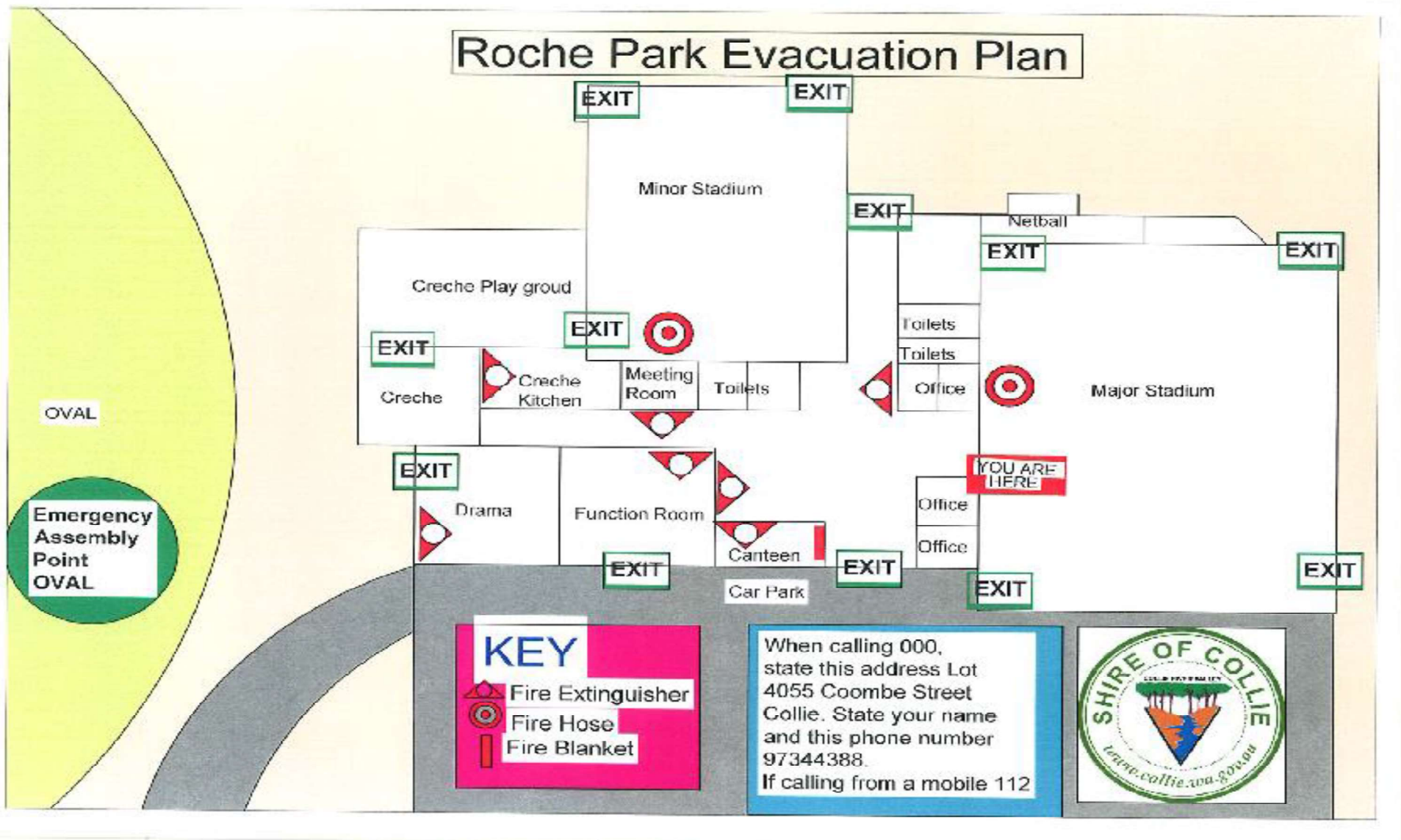


Note: Please consider wheelchair/disabled access when utilizing the facility as an Emergency Evacuation Centre. This facility is on 2 levels with steps to the Main Entrance; the Main Entrance and Main Hall are joined by stairs to the upper Lesser/Youth Hall and Kitchen areas. The Lesser Hall is also accessible from the rear carpark and the Main Hall is accessible via the entry near the Outside Toilets and carpark; consider having the Registration Area in the room 5 (refer Legend) Multi-Purpose Area, which is accessible through the doorway to the left of the Main Entrance.

Local Emergency Relief and Support - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Primary Centres:

SHIRE OF COLLIE												
Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Facilities	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
Collie ** SHIRE OWNED FACILITY												
**Roche Park Recreation Centre Coombes Street Ph: 9734 4388 Fax: 9734 3933 1 st preference – good facility See details at the end of this Appendix	Scott Geere, Manager Building Services – 0409 857 777 Kellie Geere – Manager Roche Park – 0417 704463 Hospital may also use this facility as their evacuation centre	Yes – Dataline Visual Link – 9725 6528 – diverts to mobile	Emergency Lighting, solar lighting in car park Recreation Centre Staff are trained in first aid	Max capacity 600 pax Main & Minor Courts; Playroom and Dance Theatre CoVid-19 Main Crt - 400 2m2 – 200pax 4m2 – 100pax Minor Crt - 150 2m2 – 75 pax 4m2 – 35 pax Playroom 50 2m2 - 25 pax 4m2 – 12 pax	2 stadiums, 5 smaller areas - drama rm, crèche, function rm, crèche, kiosk - aircon/ heating in function rm, group fitness, crèche & offices	3 male 3 female No Disabled showers	4 M 4 F 1 x D Washing machine, drier	Upgraded to a commercial kitchen Aug 2012 Electric stove, large cool room	None Some gym mats	Yes	Yes	Outside
Collie Italian & Sporting Club 19 Ewing St Collie WA 6225	Joe Chiellini 0418 890 061 Steve De Angelis 0474 776 705											Adjacent bushland



Appendix 5B – Alternative Temporary Accommodation Services

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

If a small number of people were required to evacuate, 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 ERS 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 **ERS On Call Duty Officer – 0418 943 835** and the Officer will activate ADRA if appropriate.

Shire of Boyup Brook			
Name	Address	Contact	After Hours Contact
Boyup Brook Bed & Breakfast / Self Contained Units	30 Bridge St, Boyup Brook - www.boyupbrookaccommodation.com.au	9765 1223	0407 448 940 Raema & Richard Chudziak
Boyup Brook Caravan Park & Flax Mill	Jackson Street, Boyup Brook	9765 1200 Boyup Brook Shire	CMCA 02 4978 8788

Shire of Collie			
Name	Address	Contact	After Hours Contact
Banksia Motel	44 Wittenoom St, Collie	9734 5655	
Club Hotel	Cnr Atkinson & Forrest St, Collie	9734 1722	www.clubhotelcollie.com.au
Collie Caravan Park	1 Porter St, Collie	9734 5088	0412 095 234 Patrick & Lorna Honewill

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook & Collie Local Governments

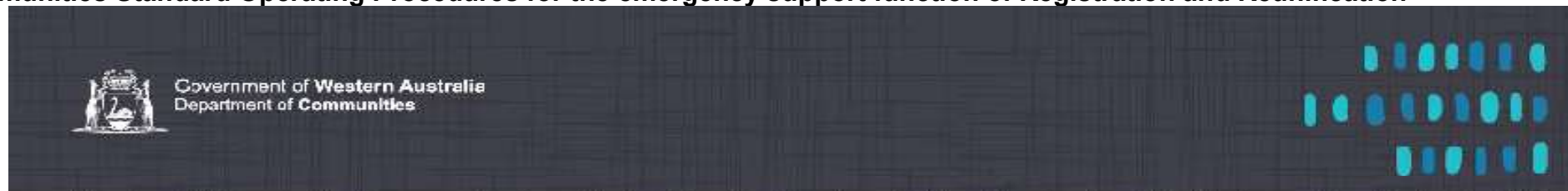
Collie Forest Motel	67 Atkinson St, Collie	9734 1166	Nil (Kathleen/Tom) collie.motel1@bigpond.com
Ridge Motel	Coalfields Highway, Collie	9734 6666	collieridgemotel.com.au

Appendix 6 – Support 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 evacuation 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 support function of Registration and Reunification.

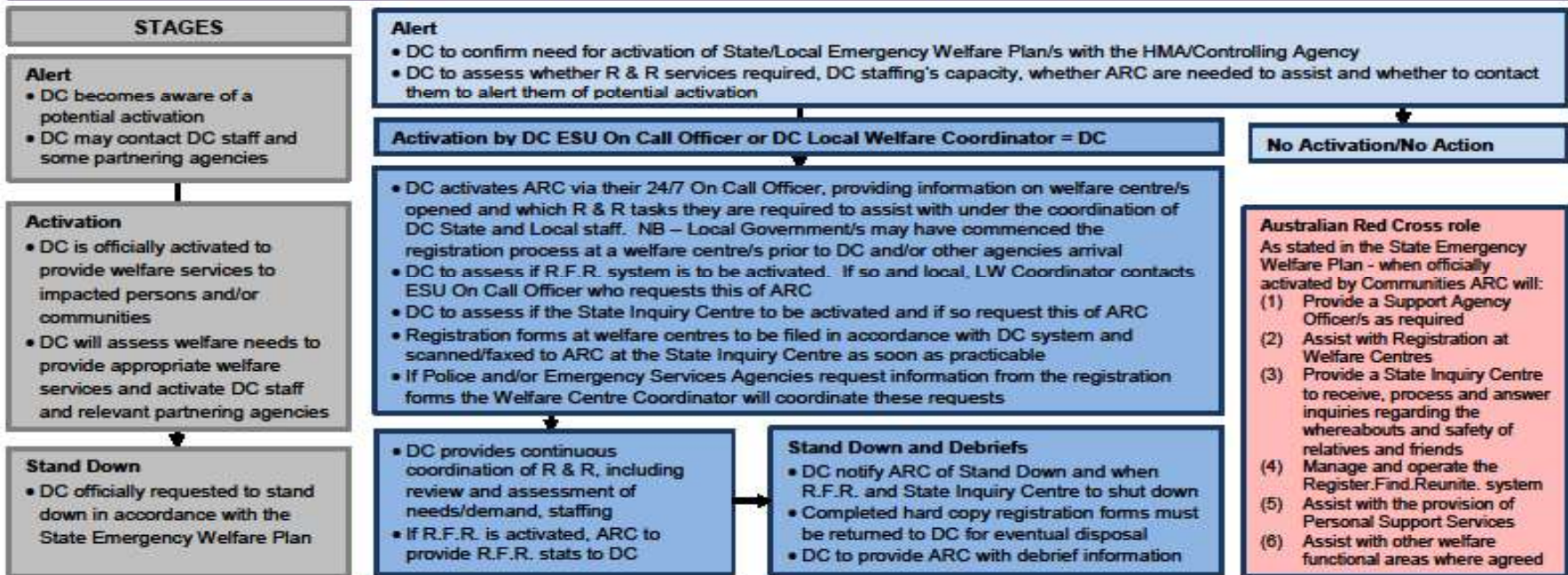
Communities Standard Operating Procedures for the emergency support function of Registration and Reunification



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

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

Registration and Reunification Standard Operating Procedures – State and Local Levels



Appendix 7 – Emergency Food Services

Communities will coordinate the establishment of an emergency food service for those rendered homeless, evacuees and evacuation centre support staff 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-evacuation emergency centre is the responsibility of the HMA/Controlling Agency.

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

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

Shire of Boyup Brook

Name	Address	Contact
Brook Takeaway (Susan Aldershore)	Meals/Takeaway/Catering	9765 1084/ (A/H: 0427 545 440)
Tree House Coffee Lounge	Takeaway	9765 2888
Boyup Brook IGA (Mgr: Anne Thompson)	Supermarket lines/ Catering (anne@bbiga.com)	9765 1204 (Mon-Fri 8am-6pm; Sat 8am-4pm) 0427 030 167
Boyup Brook Club Inc	81-83 Railway Parade Boyup Brook	0491 968 743
** Note: Refer Bridgetown ~30km or Collie ~70km		

Shire of Collie

Name	Address	Contact
Coles – Collie	49 Johnston St Collie	9734 1633 (Mon-Wed and Fri 8am-8pm; Thurs 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Woolworths - Collie	Lot 534 Johnston St Collie	9735 2600 (Mon-Wed and Fri 8am-8pm; 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)
Domino's Pizza	90 Forrest St Collie	9735 2020 (Mon-Wed 11am-10pm; Thurs & Sun 11am-10pm; Fri & Sat 11am-11pm)
McDonald's Collie	88 Throssell St, Collie	9734 2084 (Mon-Sun 5.30am-10.30pm)
Chicken Treat	Cnr Princep & Forrest St Collie	9734 3666 (Mon-Fri 11am-9pm; Sat-Sun 10am-9pm)
The Kebab & Pizza Collie	103 Throssell St Collie	9734 7174 (Tue-Thurs and Sun 5pm-9pm; Fri & Sat 5pm-2am)
Golden Eagle	115 Throssell St Collie	9734 5055 (Tue-Sat 11.30-2pm and 4.30pm-9pm; Sun 4.30pm-9pm; Mon closed)
Golden Bowl	78 Forrest St Collie	9734 2538 (Mon-Fri 11am-2.30pm and 5-10pm; Sun 5pm-9pm)
Forrest French Hot Bread	66 Forrest St Collie	9734 2734 (Mon-Fri 5.30am-4pm; Sat-Sun 5am-4.30pm)
Collie Hills Village	Cnr of Williams & Hodd Road, 4kms from Collie Breakfast & Dinner Sit-down meals (no takeaway)	9780 2888
Amaroo Deli & Cafe	140 Atkinson St N, Collie	9734 1387 (Mon 5am-5pm; Sat & Sun 6am-2pm)
Steere St Deli	178 Steere St N, Collie	9734 5747 (Darcy Buckle) (Mon-Sun 4am-11pm)
View St Fish & Chips	2 View St, Collie	9734 5066 (John Colombera) (Mon-Fri 5am-8pm; Sat & Sun 11.30-2pm and 5pm-8pm)
Wilson Pk Deli	39 Moore St Collie	9734 1692 (Mon-Fri 8am-5.30pm; Sat 9am-4pm; Sun 11am-2pm)
Club Hotel	138 Forrest St Collie	9734 1722

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Collie Motel/Forest	127/133 Throssell St Collie	9734 1166
Federal Hotel	47/49 Throssell St Collie	9734 2010
Ridge Motel	185-195 Throssell St Collie	9734 6666
Victoria Hotel	119 Throssell St Collie	9734 1138

WATER SUPPLIES

Name	Type of Supplies	Contact Details including After Hours
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

Appendix 8 – Emergency Clothing and Personal Requisites

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

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

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

Shire of Boyup Brook		
Name	Address	Contact
Boyup Brook Co-Op	10/12 Bridge St Boyup Brook	9765 1001 (Mon-Fri 8am-5.30pm; Sat 8am-12pm; Sun closed)
Boyup Brook Agricultural Supplies	36 Forrest St, Boyup Brook	9765 1017
Youanme	Shop 3, 80 Abel St, Boyup Brook	9765 1177 0429 651 316
Boyup Brook Pharmacy	80 Abel St Boyup Brook	9765 1066 (Mon-Fri 9am-5pm; Sat 9am-12pm; Sun closed)
Boyup Brook IGA (Mgr.: Anne Thompson)	Supermarket lines/ Catering (anne@bbiga.com)	9765 1204 / 0427 030 167 (Mon-Fri 8am-6pm; Sat 8am-4pm Sun 9am-12pm)

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Shire of Collie		
Name	Address	Contact
Woolworths Collie	Lot 534 Johnston St Collie	9735 2600 (Mon-Wed and Fri 8am-8pm; Thurs 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)
Coles Collie	49 Johnston St Collie	9734 1633 (Mon-Wed and Fri 8am-8pm; Thurs 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)
Camping World Collie	64 Johnston St Collie	9734 2866 (Mon-Sat 8.30am-5pm; Sun 10am-1pm)
Terry White Chemmart	Shop 8&9 Central, Forrest St Collie	9734 3700 (Mon-Fri 8am-6pm; Sat 8am-5pm; Sun 11am-5pm)
Greg's Discount Chemist / healthSAVE Collie Pharmacy	121 Throssell St Collie	9734 4446 (Mon-Fri 8am - 6pm; Sat 8am-1pm; Sun closed)
Henderson's Hardware	137 Throssell St Collie	9734 1322 (Mon-Fri 7am-5pm; Sat 7.30am-12.30pm; Sun closed)
Collie Salvage & Hardware	Rowlands Rd Collie	9734 2785 (Mon-Fri 7.30am-5pm; Sat 8am-12pm; Sun 9am-12pm)
Taree Fashions	Jones Arcade 65 Steere Street, Collie – Clothing Store	9734 1707 / 0417 834 298 (Kylie)
Pete's	Jones Arcade, 71 Steere St, Collie – Clothing Store	9734 3434
Tosca's	52 Forrest St, Collie – Clothing, Coffee, Sandwiches etc.	0477 010 375 / 0437 415 399 (Owner Greta Moloney)
Good Times Party Hire	Crockery/Cutlery/Gazebo/Chairs	9734 5678 / 0428 880 089 (Tony Briggs)

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Mattresses, Bedding, Clothing etc.		
Name	Products/Goods/Service Supplies	Contact
Emergency Relief and Support	Stock Available from stores in Perth. Allow minimum 4-5 hours	0418 943 835
SW Regional Coordinator Vehicle	Vehicle holds: Tub 1 – Administrative Tub 2 – Equipment Tub 3 – Catering Tub 4 – Personal Requisites Tub 5 – Baby Tub 6 – PPE Bedding for 20 including: 4 x stretcher beds 5 x double high air mattresses 11 x single mattresses 20 each pillows, blankets, sheets	Regional Coordinator – 0427 476 658
South West Trailer stored at Spencer St Bunbury carpark	Trailer contents : 15 Stretcher beds 65 x air mattresses (20 dble/queen & 45 sgle/king) 80 x pillows (50 disposable & 30 Inflatable) 130 blankets (80 x cellular & 50 disposable) 80 x sheets (20 disposable & 60 non disposable) 80 x bath towels (40 x disposable & 40 x cloth) 1 x portable baby cot 5 x pumps (3 electric/2 foot) 1 x Catering Pack (all disposable): 100 each of plates, bowls, spoons and teaspoons Water x 96 (x600ml) 250 Dental Kits 200 Shampoo/Conditioner x 15ml 200 Shower Gel x 15ml 5 x Duffle bags 1 x Trailer – Coupling Lock	Regional Coordinator - 0427 476658

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

	<p>2 x Wood chocks for trailer wheels 1 x Sign – Emergency Evacuation (metal, 2 sided)</p>	
<p>Communities Trailer stored at Augusta Recreation Centre shed</p>	<p>Trailer contents: 10 Air Mattress (Double/Queen) - high 10 Air Mattress - Double/Queen – Low 45 Air Mattress - Single/King Single 2 Air pumps – electric 2 Air pumps – foot/hand 15 Stretchers 80 Cellular Blankets or Sleeping bag 50 Disposable Blankets 80 Inflatable/Disposable Pillows 1 Portacot 80 Disposable flat sheets 80 Disposable bath towels 100 Catering Pack 1 Trolley (collapsible, rated 70kg+)</p>	<p>Keys for the shed housing the trailer at Augusta Recreation Centre with -</p> <ul style="list-style-type: none"> • Dylan Brown, Rec Centre Manager (in MR), phone 0408 572 176 • Jason Cleary, Local Recovery Coordinator, phone 0447 274 132
<p>Communities Trailer Stored at the Walpole Fire Station on Brazier Street</p>	<p>Trailer contents: 10 x stretcher beds 40 x air mattresses 1 x portacot 50 x inflatable/disposable pillows 50 x cellular blankets (in 5 duffle bags) 50 x disposable blankets 50 x disposable flat sheets 50 x disposable bath towels 5 x air pumps (3 electric, 2 foot/hand)</p>	<p>Stephen Petersen – District Officer, Great Southern Region Phone: 6002 8001</p>

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

	<p>1 x catering pack (100 disposable plates, bowls, cutlery, cups) 96 x bottles water 600ml 250 x dental kits 50 x hair combs 200 x shampoo/conditioner 200 x shower gel 1 x hand trolley 1 x Trailer – Coupling Lock 1 x Sign – Emergency Evacuation (metal, 2 sided)</p>	<p>Mobile: 0427 002 718</p>
<p>WAPOL Police Station Walpole)</p>	<p>Holds: 10 single sleeping bags 10 Blankets (disposable) 10 Towels (disposable) 10 Sheets (disposable) 10 Inflatable Pillows 10 Single Air Mattresses</p>	<p>OIC - Walpole</p>
<p>SW Development Commission – 3 x Trailers held at Bridgetown, Nannup and Collie (NB: Project by Billy Wellstead SWDC Coord (9777 1555/ 0448 016 480)</p>	<p>Each trailer holds: 50 single sleeping bags 50 single air mattresses 50 dual pack pillows 25 air pumps (12V & 240) Bags to store items</p>	<p>Bridgetown- Lyndon Pearce (9761 0901/ 0428 611 125) Nannup- David Taylor (9756 1275/ 0424 841 889) Collie – Kohdy Flynn (0476 850 076)</p>

Appendix 9 – Personal Support Services

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

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

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

A list of relevant agencies and services is included below.

Advocacy and Counselling Services

Name	Contact Person and Address	Contact Details	After Hours Contact
Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
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	Find a health service. Find health information	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 24/7 advice and support	
Lifeline	24-hour telephone service	13 11 14 Available 24/7	

Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Crisis support, suicide prevention	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		
Samaritans Crisis Line Anonymous Crisis Support	24-hour telephone service	135 247 Samaritans Help Line	9381 5725 Samaritans Administration & Friends
Suicide Call Back Service Telephone, video and online professional counselling	Suicide Call Back Service is a free nationwide service providing 24/7 phone and online counselling to people affected by suicide. Online chat and video counselling – https://www.suicidecallbackservice.org.au/need-to-talk/	1300 659 467	
Crisis support for Aboriginal & Torres Strait Islanders	Provide crisis support 24/7 without judgement and provide a confidential, culturally safe place	13 92 76 (13YARN) 24 hours/7 days	
Darkan Primary School Chaplain	Every Wednesday	9736 1299	
Non-Government Psych Services – CEWA Regional Office, Bunbury	Ruth Gadd	9726 7200	0419 919 696
Dept of Human Services – Centrelink	Collie SW Service Centre Support Manager– Lisa Wilson	9792 8992	0429 637 001
MensLine Australia	Professional telephone and online support and information service for Australian men 24/7	1300 78 99 78	https://mensline.org.au/

Special Needs Interest Groups

Disability Services Commission Freecall – 1800 998 214 (Freecall) TTY - 9426 9315	Multicultural Services Centre of WA – Perth - 93282699 Bunbury – 9791 5281
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Local Emergency Relief and Support Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

35 Milligan Street, College Grove

Translation, Interpretive and Hearing (AUSLAN) Services

Translating and Interpreting Service (TIS National) 24/7

Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information.

Costs are a guide only as they may change –

- 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

Text Emergency Calls TTY – Dial 106

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 Medical Practices / GP's	Phone - Address
Boyup Brook Boyup Brook Medical Centre	9765 1026 – 78B Abel St Boyup Brook
Collie Collie River Valley Medical Collie Medical Group South West Aboriginal Medical Service - Collie	9734 4111 – 24 Harvey St Collie 9734 1233 – 17 Johnston St Collie 9786 3003 – 72 Steere St N, Collie

Churches and Religious Organisations

Church	Address	Phone Number	Email
Boyup Brook Baptist Church	79 Cailles Street, Boyup Brook	0427 845 779	

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Hope Community Fellowship Seventh Day Adventist Church St Mary's Catholic Parish St Saviour's Anglican Church Collie St Brigid's Catholic Church All Saints Anglican Church Collie Church of Christ Collie Foursquare Church Collie Seventh-Day Adventist Church Collie Baptist Church Kingdom Hall of Jehovah's Witnesses	27 Cowley St Boyup Brook Jayes Rd & Knapp St Boyup Brook Catholic School Grounds 20 Barron St Boyup Brook 13 Medic St Collie 46 Venn St W, Collie 165 Prinsep St N, Collie 46 Johnston St Collie 61 Wittenoom St Collie 224 Prinsept St N, Collie Lot 2809 Patstone Rd Collie	0428 158 138 – Ben Creek 9765 2862 - Margaret 9761 1241 – Father Roshan Femando 0428 601 074 or 0428 680 008 9734 2183 0439 375 598 9734 1361 9734 3796 9734 5031	
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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	http://www.bom.gov.au/index.php
WA Tropical Cyclone Information	1300 659 210
WA Land Weather and Flood Warnings	1300 659 213
WA Coastal Marine Warnings	1300 659 223
Australian Tsunami Threat Information (1300 TSUNAMI)	1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 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	132 500

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<p>Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209.</p> <p>NB – SES may have limited capacity to assist due to other DFES operational requirements</p>	
Telstra	<p>Faults – 13 20 00</p> <p>Head Office – 13 22 03</p>
<p>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</p>	<p>Public assistance – General – 9420 2420 Faults (public no) -13 13 75 if urgent Translation and Interpreter Service -</p> <ul style="list-style-type: none"> • 13 13 85 - account enquiries • 13 13 75 - faults, emergencies and security • 13 13 95 - building services <p>Hearing or speech impaired – 13 36 77</p>

LOCAL CONTACTS			
Organisation	Name	Contact	Email
<p>Shire of Boyup Brook Abel St Boyup Brook 9765 1592 shire@boyupbrook.wa.gov.au</p>	<p>Richard Walker Shire President / LEMC Chair</p>	<p>0429 661 051</p>	<p>wambenger@westnet.com.au</p>
<p>Shire of Collie 87 Throssell St Collie I 9734 9000 colshire@collie.wa.gov.au</p>	<p>Cr Sarah Stanley Shire President / LEMC Chair Stuart Devenish Chief Executive Officer Nicole Wasmann Director of Corporate Services Matthew Young</p>	<p>0408 344 833</p>	<p>sarah.stanley@collie.wa.gov.au</p>

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	Director of Development Services		
Dept of Health – WA Country Health Services WA (WACHS)	Kerry Winsor, Regional Director	0407 988 161 9781 2309	Kerry.winsor@health.wa.gov.au
Dept of Health - Mental Health SW	Debbie Easter	0429 914 355 9781 2312	Debbie.easter@health.wa.gov.au
Main Roads	Tom Engelke, Mgr. Project Delivery Bruce Hancock, Maintenance Planning Mgr	0408 929 761 9724 5643 0419 966 692 9724 5609	Tom.engelke@mainroads.wa.gov.au Bruce.hancock@mainroads.wa.gov.au
Education Department	Andrew Grono, Coordinator Regional Servs	0434 002 780 9791 0300	andrew.grono@wa.edu.au
DFES – Regional Duty Coordinator 24/7 (Internal Use only)	South West Lower SW Great Southern Upper GS	1800 411 742 1800 512 111 1800 314 644 1800 865 103	
DBCA (Parks & Wildlife Service) – SW region	Bunbury Kirup Wellington Blackwood Nannup Harvey	9725 4300 9731 6232 9735 1988 9752 5555 9756 0211 9729 1505	Dodson & SW Hwy Bunbury SW Hwy Kirup 147 Wittenoom St Collie 14 Queen St Busselton Warren Rd Nannup 64 Weir Rd Harvey
Warren Region	Headquarters Manjimup Frankland Donnelly Northcliffe William Bay	9771 7988 9771 7988 9840 0400 9776 1207 9776 7095 9840 9624	Brain St Manjimup South Coast Hwy Pemberton South Coast Hwy Walpole Kennedy St Pemberton Wheatley Coast Rd Northcliffe William Bay Rd Denmark
Western Power	David McMillan	0408 441 034 9780 6343	
Water Corporation	Alf Read		
Department of Mines, Industry Regulation and Safety – Consumer Protection	Annetta Bellingeri, Regional Coordinator, SW region Consumer Protection	9722 2888 Call Centre – 1300 304 054	*Advice for tenants and landlords when a property is destroyed (incl partially) or not fit for human habitation.

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National Emergency Management Agency (NEMA)	Sam Ramsay, Recovery Support Officer SW	0400 784 465	sam.ramsay@nema.gov.au
Boyup Brook Community Resource Centre (CRC)	Jodi Nield, Centre Manager	9765 1169 0427 095 533	crc@boyupbrook.org

Appendix 11 – Sanitary, Waste Disposal, Hire Services:

Shire of Boyup Brook

Name	Products/Goods/Service Supplies	Contact
Water Cartage - Peter Lloyd	Water Cartage	9765 3035 / 0428 653 020 – Peter Lloyd
Shire of Boyup Brook	Rubbish Removal, recycling	9765 1200
Keybrook Utility Services	Cleaning up, demolition, skip bins	9765 1466

Shire of Collie

Name	Products/Goods/Service Supplies	Contact
Shire of Collie	Rubbish and waste collection	9734 9000 Kerbside Collection or 9734 5372 Waste Transfer Station
Collie Bin Hire & Recycling/A1 Bin Hire	Bin/Skip Hire	0427 102 054
Hastie Waste	Bin/Skip Hire	9731 0296
Coates Hire - Collie	Hire portable toilets, ablution blocks, generators	9734 0000

CLEANING SERVICES

Name	Products/Goods/Service Supplies	Contact
Bowbright Cleaning	Cleaning Services	0416 120 056
Cape to Cape Carpet Cleaning	Carpet Cleaning	9755 3388
MargRitz Cleaning	Cleaning Services	9758 7222 / 0418 937 618
South West Pressure Cleaning & Water Cartage	Pressure Washing	0428 058 157

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Samurai Cleaning Services	Cleaning Services	9757 9528
Advanced Cleaning South West	Cleaning Services - Bunbury	9754 2911 / 0419 542 911
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	9791 4344
Bunbury Ezy Bins	Domestic/comm/industrial	9725 0725
Cleanaway – Southwest	Household/commercial/ industrial waste	9724 6400 / 13 13 39
Fill A Bins - Australind	Skip Bins	9796 0092
South West Hygiene	Sanitary bins	0427 980 939
Total Hygiene	Sanitary and nappy disposal	9791 9777
Coates Hire - Bunbury	Hire portable toilets, ablution blocks, generators	9722 8000
Coates Hire – Welshpool	Hire portable toilets, ablution blocks, potable showers, generators	9359 7000
Stanley Road Waste Management Facility – Australind (Bunbury Harvey Regional Council)	Waste Management Service	9797 2404
Bunbury Machinery	Generators (1 x 30kva generator however 9 generators in total avail)	9792 3923
Sita-Medi Collect (8am – 4pm)	All clinical waste, Perth	13 13 35

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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 – Perth Metro only (no service delivery in Southwest)	Temporary fencing, barrier and equipment hire (www.tfh.com.au)	0418 666 605

Appendix 12 – Security Companies:

If security assistance is needed at an evacuation centre and the WA Police Force are not available a security company/guard and patrol services can 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	9747 6004
Safe & Sure Security	Security - Dunsborough	9756 7814 / 0419 903 783
Redback Security	www.redbacksecuritywa.com.au	0428 913 112 - Jon
Nightguard Security Services	Security - Bunbury	0418 906 909
Procure Locksmiths	Locksmith Services - Busselton	9750 5300
Summit Protection Group	Security -Busselton	0401 011 275

Appendix 13 – Financial Assistance

In Western Australia there are a number of financial assistance programs that may be put in place following a major emergency.

Communities may provide access to financial assistance following a major emergency. Eligibility 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 Relief and Support Coordinator/ Communities Emergency Services Coordinator.

The four categories for assistance which may be available are:

- Category 1 - Emergency Assistance
- Category 2 - Temporary Living Expenses
- Category 3 - Replacement of Essential Household Contents
- Category 4 - Housing Repairs

Category 1 and 2 financial assistance is made available for assessed immediate needs.

Please note that Categories 3 and 4 are not available unless advised by the ERS Director/ERS Coordinator. These two categories may be available if the disaster is proclaimed an eligible disaster under the Disaster Relief Funding Arrangements WA (DRFAWA). DRFAWA is a joint State and Commonwealth disaster relief and recovery arrangement.

Appendix 14 - Distribution List:

This plan has been distributed electronically to:

Local Emergency Management Committee

- *Shire of Boyup Brook and Shire of Collie* 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)

Department of Communities

- South West staff (Sharepoint)
Plus 2 hard copies – located in the DC Collie office –
 - Local Emergency Welfare Plan – purple file
 - Local Welfare Centre Coordinator pack
- Emergency Relief and Support staff (Sharepoint)
- SW District Emergency Services Officer
plus, a hard copy stored in the DESO vehicle