



Shire of **Ngaanyatjaraku**
ON A JOURNEY

Local Emergency Management Arrangements

2021 - 2026

Local Emergency Management Arrangements

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



Les Morgan

Date: 15th December 2021

Director Infrastructure

Shire of Ngaanyatjaraku

Local Emergency Management Committee – Chair and Executive Officer.



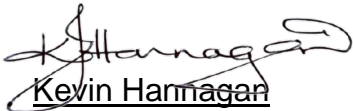
Damien McLean

Date: 15th December 2021

President

Shire of Ngaanyatjaraku

Endorsed by Council Resolution #13.1, 15 December 2021



Kevin Hannagan

Date: 15th December 2021

Chief Executive Officer

Shire of Ngaanyatjaraku

Chief Executive Officer

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Distribution list	
Organisation	Number of copies
Shire of Ngaanyatjaraku	1
Warburton Police	1
Blackstone Police	1
Warakurna Police	1
Dept. Child Protection & Family Support, Warburton	1
Ngaanyatjarra Health Service & Clinics	10
Ngaanyatjarra Council & Communities	12
Ngaanyatjarra Services RAESP	1
Ngaanyatjarra Lands School / Campuses	8
Warburton Work Camp / Dept Corrective Services	1
Warburton Roadhouse	1
Warakurna Roadhouse	1
Goldfields Esperance DEMC	2
SEMC	1

No.	Date	Amendment summary	Author
	May 2016	Review & Re-issue	Chris Paget, CEO Shire of NG
1	Oct 2019	Review Contacts / Equipment	Kevin Hannagan, CEO Shire of NG
2	Dec 2021	5 Year Review	Les Morgan, Director Infrastructure, Shire of NG
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For additional information in regard to the Glossary of terms, refer to the current Emergency Management Glossary for Western Australia.

COMBAT AGENCY: Public authority, or other person, prescribed by regulations to be a Combat Agency which, because of the agency's functions under any law or knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations [s.6(2) of the EM Act]. Combat Agency undertakes tasks at the request of the Controlling Agency in accordance with legislative responsibilities or specialised knowledge.

COMMUNITY EMERGENCY RISK MANAGEMENT: See RISK MANAGEMENT.

COMPREHENSIVE APPROACH: Development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases.

COMMAND: Direction of members and resources in performing the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation.

CONTROL: Overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

CONTROLLING AGENCY: Agency nominated to control the response to a specified emergency.

COORDINATION: Bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also CONTROL and COMMAND:

DISTRICT: An area that is declared to be a district under section 2.1 Local Government Act 1995.

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

EMERGENCY MANAGEMENT: Management of the adverse effects of an emergency including:

- Prevention – lessening of the probability of an emergency and the potential effects.
- Preparedness – preparation for response to an emergency
- Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY: A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the Emergency Management Act 2005.

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

ESSENTIAL SERVICES: Systems Providing services that the well-being of the community depends, including life support services (water, energy, sanitation, communications and transport).

HAZARD:

- a cyclone, earthquake, flood, storm, tsunami or other natural event
- a fire
- a road, rail or air crash
- a plague or an epidemic
- a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code 1995 of the Commonwealth
- any other event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals or
- destruction of or damage to property or any part of the environment and is prescribed by Emergency Management Regulations 2006

HAZARD MANAGEMENT AGENCY (HMA): A public authority or other person, prescribed by regulations because of that agency's functions under any law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

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

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

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC): Means a committee established under section 38 of the Emergency Management Act 2005

MUNICIPALITY: Means the district of the local government.

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

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

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

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

RECOVERY: The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also COMPREHENSIVE APPROACH.

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

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

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

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

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

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

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

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

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

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child Protection and Family Support
DC	Department of Communities
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
RAESP	Remote Area Essential Services Program
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SofNG	Shire of Ngaanyatjaraku
SOP	Standard Operating Procedures

Part One – Introduction

The Shire covers an area of 159,948 km². This area is located in the Ngaanyatjarra lands which is an indigenous protected area, inhabited by the Ngaanyatjarra people.

The Shire includes the communities of Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina with a combined population of approx. 1600 people (see Page 19 for individual township numbers). Comprising of 46% male and 54% female residents and there are approximately 585 dwellings within the Shire. The Shire has a higher percentage of residents aged between 0-24 years and a lower proportion of residents aged 55+ years compared with the wider Australian population.

The Shire's main township is Warburton, which is the largest of the 10 Indigenous communities within the Shire. Warburton is positioned 1,542km north/east of Perth, 541 km of gravel road north/east of Laverton, 940km north/east of Kalgoorlie and 1,050km south/west of Alice Springs.

The Shire Administration Centre is in Warburton on the Great Central Road and is the primary administration centre for most services. Each community is serviced by a community store, a powerhouse, a school and water supply and has a coordinator based in the community office. The Shire is serviced by 3 Police Stations located in Blackstone, Warakurna and Warburton.

The geographic location of the Shire brings with it the problem of logistics when dealing with emergency issues or in fact general everyday provision of supplies and commodities. All access is by unsealed road or small aircraft. Communication can at times be difficult.

Because of the unique nature of the Shire, which encompasses the above 10 separate communities, community consultation was done (for 2021-2026 LEMA) through the offices of the community development advisors in each instance, staff of the three Police Stations and through the LEMC members. This was achieved through email of the 'draft' and one on one discussion with the communities and with each of the Police Stations and DEMC for comment prior to consideration by Council and forwarding to DEMC / SEMC.

Copies of these arrangements shall be distributed to and accessible at the following:

- Each of the above 10 Community Offices, and
- Each of the three Police Stations.

Copies of these arrangements shall also be accessible at the following and copies will be made free of charge during office hours:

- Shire's Administration Office, Tjulyuru Cultural and Civic Centre, Warburton Community (hard copies will also be mailed on request), and
- Shire's Website, www.ngaanyatjaraku.wa.gov.au

These Arrangements cover the geographic area of the Shire of Ngaanyatjaraku (see Appendix 5, Map of the District).

The aim of the Shire of Ngaanyatjaraku, Local Emergency Management Arrangements is to provide a working document to address any perceived Emergency arising within the Shire.

The purpose of these emergency management arrangements is to set out:

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the LGA prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the Act).

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans. Furthermore:

- This document applies to the local government district of the Shire of Ngaanyatjaraku;
- This document covers areas where the Shire of Ngaanyatjaraku provides support to HMAs in the event of an incident;
- This document details the Shire of Ngaanyatjaraku's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire's responsibilities in relation to recovery management.

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

Local Emergency Management Policies

The following Shire of Ngaanyatjaraku policies relate to emergency management:

1.5 – Approvals at Short Notice; and

1.12 – Committees.

Existing plans & arrangements

The following relevant plans and arrangements that exist for the area are listed for reference purposes (on next page).

Table 1: Local plans

Document	Owner	Location	Date
Business Continuity Disaster Recovery Plan.	Shire of Ngaanyatjaraku	Shire Office Warburton	2015 (currently under review)
Local Welfare Plan	Department of Communities	DC Goldfields Region	2016
CPFS Local Welfare Plan	Department of Child Protection and Family Support	DCPFS Goldfields Region	2016
WA Police Local Hazard Plan - Air Crash	WAPol	Police Station Warburton	2016

WA Police Local Hazard Plan – Road Crash	WAPol	Police Station Warburton	2016
WA Police Local Hazard Plan – Land Search	WAPol	Police Station Warburton	2016

No other current emergency service local plans are in existence.

Agreements, understandings & commitments

The Shire does not have any formal agreements with other local governments, organisations or industries in relation to the provision of assistance during times of need.

However, the Shire does have informal arrangements with neighbouring local governments and the local Ngaanyatjarra Council (Aboriginal Corporation) to provide each other with assistance if requested. It hasn't been possible to document these arrangements due to the varying potential incident locations across the Shire and resources required to do so. However, history has shown that the local communities 'rally together' to help, regardless of who is 'in-charge' at the time.

Special considerations

The following are special factors peculiar to the Shire of Ngaanyatjaraku that need to be considered in framing this document.

Table 2: Special Considerations

Description	Time of Year	Impact / No of People
Remote community locations and Isolation	All year round	1600
Geographic Location on the Great Central Road	All year round	25,000 (60% independent travellers – grey nomads)
Commuters unaware of conditions associated with gravel roads, distance and isolation	All year round	25,000 (60% independent travellers – grey nomads)
Fuel & food supplies to communities isolated by flood	December to March	1600
Cultural responsibilities (e.g., funeral attendance)	All year round	Unknown

The main providers of resources for the district are the Ngaanyatjarra Council (Aboriginal Corporation) and the Shire, Appendix 4 contains a more detailed list of NCAC, Shire and Breakaway Earthmoving machinery. It must be noted that the Shire does not own any graders or other road construction / maintenance equipment as these functions are contracted out. Contractors will be in different locations throughout the year and their ability to respond will be dependent on actual location and local restraints at the time (e.g. may be rained in). Other resources may be available from contacts listed in Appendix 4. It has not been possible to obtain from these contacts a copy of their 'Asset Register' or a list of available resources, but Shire Officers have a general idea of what machinery they have from observation in their depots.

Local roles and responsibilities

The specific roles and responsibilities for officers in the Ngaanyatjarra lands are as below.

Table 3: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Ngaanyatjaraku Shire are defined in s.36 of The Act.
Local emergency coordinator	The responsibilities of the LEC are defined in s.36 of The Act

Local role	Description of responsibilities
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase.
LG welfare liaison officer	During an evacuation where a local government facility is used by CPFS, to provide advice, information and resources regarding operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implementing procedures that assist the community and emergency services deal with incidents • Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.

Appendix 7 contains contact details for the above mentioned.

LEMC roles and responsibilities

The Shire of Ngaanyatjaraku has established a Local Emergency Management Committee (LEMC) under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements. The LEMC includes representatives from agencies, organisations and community groups relevant to the identified risks and emergency management arrangements for the community. The LEMC is not an operational committee, but the organisation established by the local government to assist in developing local emergency management arrangements for its district. The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

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

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"> • Provide secretariat support including, meeting agenda, minutes and action lists, correspondence and maintain committee membership contact register;

Local role	Description of responsibilities
	<ul style="list-style-type: none"> Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including, Annual Report, Annual Business Plan and Maintain Local Emergency Management Arrangements; Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and Participate as a member of sub-committees and working groups as required;

Appendix 7 contains contact details for the above mentioned.

Agency roles and responsibilities

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

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> Undertake responsibilities where prescribed for these aspects [EM Regulations] Appointment of Hazard Management Officers [s55 Act] Declare / Revoke Emergency Situation [s 50 & 53 Act] Coordinate the development of the Westplan for that hazard [SEMP 2.2] Ensure effective transition to recovery by Local Government
Combat Agency	<p>A combat agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (EMWA Glossary Version:2011)</p>

Part Two – Managing Risk

Risk Management is a critical part of the emergency management process. A sound knowledge of the hazards and risks likely to impact the community enable the Shire and LEMC to work together to implement treatments. This process helps build the capacity and resilience of the community and organisations which enable them to better prepare, respond to and recover from an emergency. The mandate for local government to undertake risk management is detailed in State Emergency Management Policy 3.2 'Management of Emergency Risks'

The Shire is required to develop and maintain an ERM plan for hazards relevant to the locality as part of its Local Emergency Management Arrangements (LEMA). The Shire of Ngaanyatjaraku does not have the resources to undertake an ERM process. However, DEMC have advised that it intends with the support of SEMC to undertake a regional approach to development of ERM Plans for Shires within the Goldfields Esperance District. The Shire of Ngaanyatjaraku supports this approach and will be part of this process.

Critical Infrastructure is assets that are essential for the functioning of the community and economy within the district. They may include power generation, water supply, transport networks and other facilities that the community and others rely on to function. These assets are identified to ensure that planning to mitigate the effects of an emergency is undertaken by the agency responsible. A list of Critical Infrastructure in the community and its vulnerability to hazards are at Appendix 1.

The following table lists emergencies that are likely to occur within the Shire.

Table 4: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Road Transport	WA Police	Commissioner for Police	Goldfields DFES	Ngaanyatjarra Health Service	Crash Emergency 2021	
Storm	DFES	Fire & Emergency Services Commissioner	SES Community CDA	Shire, Ng Services AESP	Storm 2016	
Air Transport	WA Police	Commissioner for Police	FESA SES	Shire	Crash Emergency 2021	
Flood	DFES	Fire & Emergency Services Commissioner	Shire, Community CDA	Shire	Flood 2016	
Rural Fire	Shire	Fire & Emergency Services Commissioner	Shire	Shire and contractors	Fire 2020	
Fuel Shortage	Department of Commerce	Energy Safety	Community CDA	NG Services	Energy Supply Disruption 2020	

Arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for the hazard.

The local priorities for addressing these risks and the strategies or treatments that are intended to be applied for the above mentioned Hazards are in Appendix 3.

Part Three – Coordination of emergency operations

It's recognised that HMAs and combat agencies may need local government resources and help in emergency management. The Shire of Ngaanyatjaraku is committed to providing assistance if the required resources are available through the Incident Support Group when and if formed.

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources. The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

The triggers for an incident support group are defined in State Emergency Management Policy 5.1 'Incident Management'. These are;

- a) where an incident is designated as "Level 2" or higher;
- b) multiple agencies need to be coordinated.

The Incident Support Group is made up of agencies representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and consequences caused by the emergency. Agencies supplying staff for the ISG must ensure that the representative(s) have authority to commit resources and/or direct tasks.

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

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. Suitable locations where they can meet within the District, facilities available and details of contacts who may be asked to open these sites are at Appendix 8: Incident Support Group Meeting Locations.

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

During emergencies one of the critical components of managing incidents is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

There is no formal public warning system in place for any of the remote communities. However, there are local systems in place for dissemination of information, such as:

- Local community leaders are familiar with their environment and are resilient enough to cope with most contingencies at a local level and disseminate information.

- Community notice boards are at each community.
- NG Media provide a community radio service (Radio NGM) from Wingelina and Warburton.
- Facebook is a very good medium used in other emergency situations. The Shire has a Facebook page, and this could be used in an emergency.
- The Shire Website could also be updated to provide information depending on the incident.

State Emergency Management Policy (SEMP 4.2) outlines responsibilities for funding during multi-agency emergencies. While recognising the provisions of SEMP 4.2, the Shire of Ngaanyatjaraku is committed to expending necessary funds within current budgetary constraints as required to ensure the safety of residents and visitors. The Chief Executive Officer should be approached immediately in an emergency event requiring resourcing by the Shire of Ngaanyatjaraku occurs to ensure the desired level of support is achieved. Relevant practices for the Shire and financial references from the Local Government Act are outlined below:

- Understanding and treating risks to the community through appropriate risk management;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This still requires formal decision of Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or MRWA.

Part Four – Evacuation and welfare

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA, the local government with the assistance of their LEMC have clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments. However, given the Shire's remote location on the WA/NT/SA border, this is unlikely to eventuate. To assist with emergency evacuation planning SEMC has endorsed the "Western Australian Community Evacuation in Emergencies Guide", which has a section on pre emergency evacuation planning for local governments and LEMCs and items for consideration.

This section lists 'at risk' groups within the community. The purpose behind this is so that a Controlling Agency planning evacuation will be able to identify locations which require special attention or resources. Each section of the section of the community mentioned above should have their own evacuation arrangements, where possible this has been confirmed with them.

A table containing a list of special needs groups, including physical location, contacts, size and whether current evacuation plans exist is attached at Appendix 2: Special Needs Groups.

Appendix 5: Map of the District, provides a map of the locality and identifies:

- Road types and distances
- Towns / communities
- Homesteads
- Localities (local land marks, e.g. bores, lakes, ranges, etc.)
- Health Clinics and Ambulance
- Roadhouse / Fuel
- Airstrips (by category)

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS have developed a 'draft' Local Welfare Plan covering the Shires of Leonora, Laverton, Menzies and Ngaanyatjaraku (available by contacting the LEMC Executive Officer)

The CPFS District Director has appointed the District Emergency Services Officer, Goldfields as its Local Welfare Coordinator to:

- a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b) Prepare, promulgate, test and maintain the Local Welfare Plans;
- c) Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d) Establish and maintain the Local Welfare Emergency Coordination Centre;
- e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;

- f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g) Represent the department on the Incident Management Group when required

Appendix 7: Contacts, details the Local Welfare Coordinator's contacts.

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

The Shire of Ngaanyatjaraku has appointed the Coordinator Finance & Administration as its liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It's important to identify initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for CPFS to arrive. Appendix 7: Contacts, details the Liaison Officer contacts.

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas CPFS has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved CPFS have reciprocal arrangements with the Red Cross to assist with the registration process. It must be noted that there are no local Red Cross within the Shire.

The safety and welfare of animals or pets during an emergency event is the responsibility of the animal / pet owner. The Shire of Ngaanyatjaraku has no arrangements in place, in the event of an emergency to house animals as it does not have the infrastructure or resources to do so.

The following schedule identifies the preferred evacuation centres in each community.

Community	Current Population	Evacuation Centre (Local)	Capacity
Warburton	720	Community Hall	300
Jameson	140	Community Hall	100
Blackstone	202	Community Hall	100
Wingelina	172	Community Hall	100
Tjukurla	94	Community Hall	100
Warakurna	194	Community Hall	150
Wanarn	161	Community Hall	100
Patjarr	59	Store	50
Tjirrkarli	55	Store	50
Kanpa	43	Store	50

Note: In the event of a whole community having to be evacuated the residents would prefer to be relocated to another community of their choice.

Part Five – Recovery

Shire of Ngaanyatjaraku

October 2021

The Local Recovery Plan has been prepared in accordance with Section 41(4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Management Arrangements for the Shire of Ngaanyatjaraku. This plan has been endorsed by the Shire, Local Emergency Management Committee and has been tabled for information and comment with the Goldfields - Esperance, District Emergency Management Committee. This plan has been approved by the Shire of Ngaanyatjaraku.

The purpose of the Local Recovery plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Ngaanyatjaraku
- Establish a basis for the coordination of recovery activities at the local level
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management
- Provide a framework for recovery operations

The scope of this recovery plan is limited to the boundaries of the Shire of Ngaanyatjaraku and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

The following Shire of Ngaanyatjaraku policies relate to emergency management:

1.5 – Approvals at Short Notice; and

1.12 – Committees.

The following plans and arrangements that exist for the area are listed for reference purposes.

Table 3: Local plans

Document	Owner	Location	Date
Business Continuity and Disaster Recovery Plan.	Shire of Ngaanyatjaraku	Shire Office Warburton	2015 (currently under review)
CPFS Local Welfare Plan	Department of Child Protection and Family Support	DCPFS Goldfields Region	2016
WA Police Local Hazard Plan – Air Crash	WAPol	Police Station Warburton	2016
WA Police Local Hazard Plan – Road Crash	WAPol	Police Station Warburton	2016
WA Police Local Hazard Plan – Land Search	WAPol	Police Station Warburton	2016

No other current emergency service local plans are in existence.

The Shire does not have any formal agreements with other local governments, organisations or industries in relation to the provision of assistance during times of need.

However, the Shire does have informal arrangements with neighbouring Shires and the local Ngaanyatjaraku Council (Aboriginal Corporation) to provide each other with assistance if requested. It has not been possible to document these arrangements due to the varying nature of potential incident locations across the Shire and resources required to do so. However, history has shown that the local communities do 'rally together' to help, regardless of who is 'in-charge' at the time.

The resources available and contact details for recovery have been identified and are included in **Attachment 1** of this Recovery Plan. The following table identifies suitable Local Recovery Coordination Centres in the local government area:

CENTRE NAME	ADDRESS	CAPACITY AND AVAILABLE RESOURCES	CONTACTS
Council Chamber, Shire of Ngaanyatjaraku	Tjulyuru Cultural and Civic Centre, Warburton Community.	Telephone, Satellite Internet, Conference Table & Chairs, Whiteboard, Butchers Paper / Stationery, Parking, Tea / Coffee making	Kevin Hannagan PH: 0889567966 MB: 0428848916
WAPol Police Station	Second Street, Warburton Community	Telephone, Internet, Conference Table & Chairs, Telephone, Internet, Whiteboard, Butchers Paper / Stationery, Parking, Tea / Coffee making	OIC PH: 08 9107 9810 MB: 0436 864 170

The Shire of Ngaanyatjaraku has arrangements in place with Local Government Insurance Services to insure its assets as per its Asset Register. The following arrangements could be used to fund recovery activities if necessary:

- Retained Earnings - enabling expenditure not included in the annual budget to be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council.
- Strategic Reserve, Cultural Centre Reserve or Asset Replacement / Acquisition / Development Reserve - may be accessed by using Local Government Financial Management Regulations 1996 – regulation 18(a) that provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.

The State Emergency Management Plan for State level Recovery Coordination (Westplan-Recovery Coordination) outlines the States recovery funding provisions. Relief programs include:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Centrelink

Information on these relief arrangements can be found in the State Emergency Management Plan for State level Recovery Coordination (Westplan – Recovery Coordination, 2014).

The roles and responsibilities of those involved in recovery management are outlined below.

The Director Infrastructure has been appointed as the Local Recovery Coordinator in accordance with the Emergency Management Act 2005, S 41. (4). The Director Governance & Strategic will act in the role when the primary appointee is unavailable when an emergency occurs.

The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government. The role and functions of the LRC can be found in [Attachment 2](#) of this Recovery Plan. [Attachment 3](#) of this Plan provides a Local Recovery Coordinator/Coordinating Group Action Checklist.

The Local Recovery Coordinating Group will comprise a core membership of the Local Recovery Coordinator, Local Government, Hazard Agencies and Community organisations. The membership for each emergency will be drawn by the LRC from the Recovery Resource & Contact Listing (Att. 1) dependent on the location and type of emergency. The role of the Local Recovery Coordinating Group is to coordinate and support local management of the recovery processes within the community. The functions of the Local Recovery Coordinating Group can be found in [Attachment 4](#) of this Recovery Plan.

Given the small number of available personnel within the Shire (many with dual roles) it is not appropriate to consider establishing subcommittees to assist the Local Recovery Coordinator and Coordinating Group for addressing specific components of the recovery process.

A Communication Strategy has been developed taking into account the demography of the local community and the time and resources available. Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are in [Attachment 5](#) of this recovery Plan.

This listing was last updated May 2016.

NAME	RESOURCE TYPE (role, service, volunteer, equipment, community group etc.)	ORGANISATION LOCATION/	CONTACT DETAILS	OTHER RELEVANT DETAILS
Les Morgan	Local Recovery Coordinator	Shire of Ngaanyatjaraku	PH: 0889567966 MB: 0437170709	
Cary Green	Local Recovery Coordinator (Proxy)	Shire of Ngaanyatjaraku	PH: 0889567966 MB: 0400208710	
Damian McLean	Council Representative	Shire of Ngaanyatjaraku	PH: 0889567966 MB: 0439940449	
Operations Coordinator	Equipment	Shire of Ngaanyatjaraku	PH: 0889567966	Appendix 4 for list of equipment available.
Manager	Community Health	NG Health	PH: 0889567685	
Community Service Officer	Aboriginal Community Liaison	Ngaanyatjarra Council	See Appendix 7 for contacts	Dependent on incident location
Board Member	Community	Ngaanyatjarra Council	See Appendix 7 for contacts	Dependent on incident location
OIC	EM Agency	WAPol	See Appendix 7 for contacts	Dependent on incident location

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

FUNCTIONS

- Ensure the Local Recovery Plan is established
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies, for:
- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Group
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinating Group.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Group and State Recovery Coordinating Group, if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery.
- Ensure the recovery activities are consistent with the principles of community engagement.
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

Task Description	Complete
Within 48 hours*	✓
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordinating Group to be convened and its members briefed, in conjunction with the local government	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	
Within 1 week	✓
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Consider establishing a call centre with prepared responses for frequently asked questions	
Manage restoration of essential infrastructure/utilities.	
Brief media on the recovery program.	
Within 12 months	✓
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

Note: *Timeframes are approximate only

ROLE

The role of the Local Recovery Coordinating Group is to coordinate and support local management of the recovery processes within the community.

FUNCTIONS

- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate.
- Developing an operational plan for the coordination of the recovery process for the event that:
 - o takes account of the local government long term planning and goals;
 - o includes an assessment of the recovery needs and determines which recovery functions are still required;
 - o develops a timetable and identifies responsibilities for completing the major activities;
 - o considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
 - o allows full community participation and access; and
 - o allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities
- Facilitating the provision of services, public information, information exchange and resource acquisition.
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies.
- Ensuring a coordinated multi agency approach to community recovery.
- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Who needs information?	How – what communication methods will be used?	Where will the information be provided?
<ul style="list-style-type: none"> Local Communities 	<ul style="list-style-type: none"> Written Notices Face to Face Social Media NGM Radio 	<ul style="list-style-type: none"> Community Services Office / Roadhouse / General Store – Noticeboards Community Hall Facebook FM Band (various)
<ul style="list-style-type: none"> Special Needs Groups (see App 2) 	<ul style="list-style-type: none"> Telephone Written Notices Email 	<ul style="list-style-type: none"> Office Office Office
<ul style="list-style-type: none"> Hazard Agencies & Other Government Departments 	<ul style="list-style-type: none"> Face to Face Telephone Email 	<ul style="list-style-type: none"> Contacts List
<ul style="list-style-type: none"> Tourists 	<ul style="list-style-type: none"> Website: Shire Road Condition Report NGM Radio 	<ul style="list-style-type: none"> https://www.ngaanyatjaraku.wa.gov.au/index.php/tourist-information/road-reports FM Band (various)
<ul style="list-style-type: none"> Media 	<ul style="list-style-type: none"> Telephone Email 	<ul style="list-style-type: none"> Contacts List
<ul style="list-style-type: none"> Critical infrastructure Owners (see App 1) 	<ul style="list-style-type: none"> Telephone Email 	<ul style="list-style-type: none"> Contacts List
<ul style="list-style-type: none"> LEMC 	<ul style="list-style-type: none"> Face to Face 	<ul style="list-style-type: none"> LRC Group meetings

Part Six – Exercising, reviewing and reporting

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

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

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Policy 2.5 – State Emergency Management Policy, and Policy 3.1 Managing Exercises Guideline requires the LEMC to exercise their arrangements on at least an annual basis. The LEMC is supported by response agencies also conducting exercises, e.g. DCPFS coordinating a mock welfare centre setup (July 2016 for the Goldfields District) to work through scenarios and enable agencies to become more familiar with their responsibilities.

The Shire of Ngaanyatjaraku LEMC exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7. Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

Some examples of exercises types include:

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

In alignment with section 4.7 of the State Emergency management Plan, an exercise report should be developed as soon as practical at the completion of the exercise and sent to the Wheatbelt DEMC executive officer for tabling at the next meeting.

Reviewing:

In alignment with State EM Policy sections 2.5.2, 2.5.3 and 6.3.2 and State EM Preparedness Procedure 3.8, an entire review of the emergency management arrangements should be undertaken

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination.
- Every five years and;
- Whenever the local government considers it appropriate.

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting:

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the preparedness Capability Survey as directed each year by the SEMC.

Part Seven – Appendices

Appendix 1: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Power	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina	Powerhouse and distribution infrastructure	NG Council	NG Services, RAESP 0893631800	Loss of power to housing and other infrastructure (e.g. hospital, schools, etc.)
Water	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina	Treatment plant and distribution infrastructure	NG Council	NG Services, RAESP 0893631800	Loss of potable water to housing and other infrastructure (e.g. hospital, schools, etc.)
Phone / Data	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina	Phone Exchange and distribution infrastructure	Telstra	Account Executive, Telstra Business, 132255	Loss of communication and impact to businesses needing data transfer
Television	Warburton, Blackstone	Redistribution only	NG Shire	Les Morgan, DIS 0437170709	Loss of television / radio
Radio	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina	Radio Repeater Tower WA Pol,	WA Pol	OIC Warburton 0436860490	Loss of emergency services communication
Road	Great Central Highway	Traverses West - East LGA borders	NG Shire	Les Morgan, DIS 0437170709	Loss of access to essential supplies (fuel, food, etc)
Airstrips	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Patjarr and Wingellina	Runway and fuel depot	NG Council	NG Services RAESP 0893631800	Loss of transport out of the Shire for medical, business, etc
Roadhouse	Great Central Road, Warburton	Fuel, food, travel accommodation	NG Council	Manager 0889567656	Loss of fuel / food supply and accommodation
Roadhouse	Great Central Road, Warakurna	Fuel, food, travel accommodation	NG Council	Manager 0889567344	Loss of fuel / food supply and accommodation
General Store	Great Central Road, Warburton	Store	NG Council	Manager 0889567637	Loss of fuel, food & general supplies
General Store	Blackstone	Store	NG Council	Manager 08 8956 7765	Loss of fuel, food & general supplies
General Store	Warakurna	Store	NG Council	Manager 0889567343	Loss of food & general supplies
General Store	Jameson	Store	NG Council	Manager 0889567608	Loss of food & general supplies
General Store	Tjirrkarli	Store	NG Council	Manager 0889567686	Loss of food & general supplies
General Store	Wanarn	Store	NG Council	Manager 0889548214	Loss of food & general supplies
General Store	Wingellina	Store	NG Council	Manager 0889567513	Loss of food & general supplies
Weather Station	Giles	Weather Station	Bureau of Meteorology	www.bom.gov.au Giles: 0889567358	Loss of Weather information

Appendix 2: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Kungkarrangkalpa Aged Care	Aged Care Facility	Wanarn Community	Healthy Aging & Disability Program Manager 08 8955 8068	Acting Manager Denise Cullinane 0417 045 159	18 beds, 12 – 16 staff	Yes, Acting Manager, No
Early Years Learning Centre	Pre-school	Thirteenth St, Warburton Community	Joy McGinley Mb: 0477 678 154		Adults 2 – 5 Children 10 – 20	No, follow Warburton Schools evacuation plan.
Warburton Roadhouse	Caravan Park	Great Central Road, Warburton	Brian Richardson, Manager 08 8956 7656		Van sites:10 Camp Sites:8 Cabins: 44	Yes, Roadhouse Manager, Yes
Warakurna Roadhouse	Caravan Park	Great Central Road, Warakurna	Manager 08 8956 7344	Darren 0447 035 032	Van sites: 10 Camp Sites: 6 Cabins: 4 Backpacker: 10	Yes, Roadhouse Manager, Yes
Metalsx P/L	Camp Accommodation	Wingellina Camp	Max Maczurad Manager, 0427 426 100	max.maczurad@metalsx.com.au	Cabins: 20	Yes, Manager, Yes
Campus	School	Blackstone	Mel Grindal, Principal 08 8954 9550		Staff: 7 Students: 38	Yes, Dept Ed, Yes
Campus	School	Jameson	Charles Coffman Principal 08 8956 7622	charles.coffman@education.wa.edu.au 0407 705 275	Staff: 4 Students: 26	Yes, Dept Ed, Yes
Campus	School	Kiwirrkurra	Principal 08 8956 8620		Staff: 7 Students: 42	Yes, Dept Ed, Yes
Campus	School	Tjukurla	Teacher in Charge 08 8956 7383		Staff: 2 Students: 11	Yes, Dept Ed, Yes
Campus	School	Wanarn	Sandy Robertson Principal 08 8956 7703		Staff: 5 Students: 24	Yes, Dept Ed, Yes
Campus	School	Warakurna	Principal 08 8954 9507		Staff: 10 Students: 53	Yes, Dept Ed, Yes
Campus	School	Warburton	Michelle Pass, Principal 08 8954 9514 08 8954 9510	0427 402 753	Staff: 15 Students: 121	Yes, Dept Ed, Yes
Campus	School	Wingellina	Principal 0439 528 893		Staff: 7 Students: 32	Yes, Dept Ed, Yes

Appendix 3: Local EM Strategies and Priorities

Priority Order	Strategies	Treatments
Road Transport	<ul style="list-style-type: none"> Correct labelling of materials on road transport using hazardous material codes (Road transport companies) Trained response personnel and strategically placed equipment (FESA Kalgoorlie) Mine Rescue crews (Mining Industry) Roads upgrades to remove black spots and dangerous conditions (MRWA, SofNG) 	<ul style="list-style-type: none"> Spot checks of road train material loads to ensure compliance with dangerous goods signage. (WAPol, Main Roads Heavy Haulage Inspectors, DOR dangerous goods inspectors) Highway and secondary roads signage making motoring public aware of road hazards and conditions. (MRWA, Roadwise, Shire)
Flood	<ul style="list-style-type: none"> Water depth warning signs on roads (MRWA, SofNG) Floodways on major and secondary roads to compliment culverts (MRWA, SofNG) Media flood warnings (LEMC, Dept Meteorology) 	<ul style="list-style-type: none"> Continuous upgrading of culverts and floodways in flood prone areas ((MRWA, SofNG) Improved signage on roads in flood prone areas (MRWA, SofNG) Lobby Governments for additional funding to upgrade road networks to all weather roads (SofNG)
Storm	<ul style="list-style-type: none"> SofNG road crew mobilization capability (SofNG) NG Services RAESP emergency response callout crew (NG Services RAESP) 	<ul style="list-style-type: none"> Education campaign for residents and commercial property owners in close proximity to large trees advising of risk (SofNG LEMC)
Air Transport	<ul style="list-style-type: none"> Aerodrome Emergency Plan contingencies (NG Community) 	<ul style="list-style-type: none"> Regular interagency exercises to test plans or turnout procedures (SofNG LEMC)

Appendix 4: Resources

Shire of Ngaanyatjaraku
 Contact, Les Morgan, DIS
 PH: 08 8956 7966 MB: 0437170709

Item description	Number of items
WARBURTON	
2007 Ford PJ Ranger Super Cab Chassis XL 4x4 Manual Diesel Utility	1
Mitsubishi Triton Club Cab Utility (manual diesel) - steel tray	1
Nissan Navara Dual Cab Utility (Manual Diesel) - with rear canopy	1
Toyota Prado VX Wagon (Auto diesel)	1
Prado DSL Wagon GXL	1
Toyota Landcruiser Personnel Carrier	2
Toyota Landcruiser 200 Series GX Wagon (Auto Diesel)	2
Landcruiser 200 series 4.5L turbo diesel GXL	2
John Deer 5210 tractor	1
Toyota 30-5SDK8 Skid-steer and custom trailer	1
Coastal Machinery dual axle caged tipping trailer	1
Satellite Phones	6
Toyota Dyna II 6500 3-tonne tip truck 2002	1
Trailer - ex Environmental Health	1
Spray Unit Pest Control	1
2001 VANTRL Custom-Made Emergency Response Trailer (ex FESA)	1
WANARN – NIL	
WARAKURNA	
2002 VANTRL Custom-Made Emergency Response Trailer (ex FESA) – Warakurna Police	1
JAMESON – NIL	
KANPA – NIL	
WINGELINA – NIL	
BLACKSTONE – NIL	
Custom-Made Emergency Response Trailer (ex FESA) – Blackstone Police	1
TJUKURLA – NIL	
TJIRRKARLI – NIL	

Breakaway Earthmoving
 Contact, Kerry Hinds
 PH: 0419 336 428

Item description	Number of items
John Deer 770 Grader	2
John Deer 670 Graders	2
Double Side Tippers	2
Cat 950 Loader	2
John Deer Tractor and Grid Roller attached	2
Cat D7R Dozer	1
Cat D8R Dozer	1

Warburton Roadhouse & Store
 Contact, Manager, Scott Peers
 PH: 08 8956 7656

Item description	Number of items
Komatsu 30 Forklift	1
Golf Buggy with small trailer	2
Hilux 4x4	2
Toyota Community Bus (seats 10)	2
2 club cars	1
Firefighting mobile trailer and water pump	1
Dingo	1

NG Services, Warburton
 Contact, Manager
 PH: 08 9363 1800

Plant Manager, (Alice Springs)
 Fred Twine: 08 8950 1711

Note: Equipment generally available, depending on serviceability at the time.

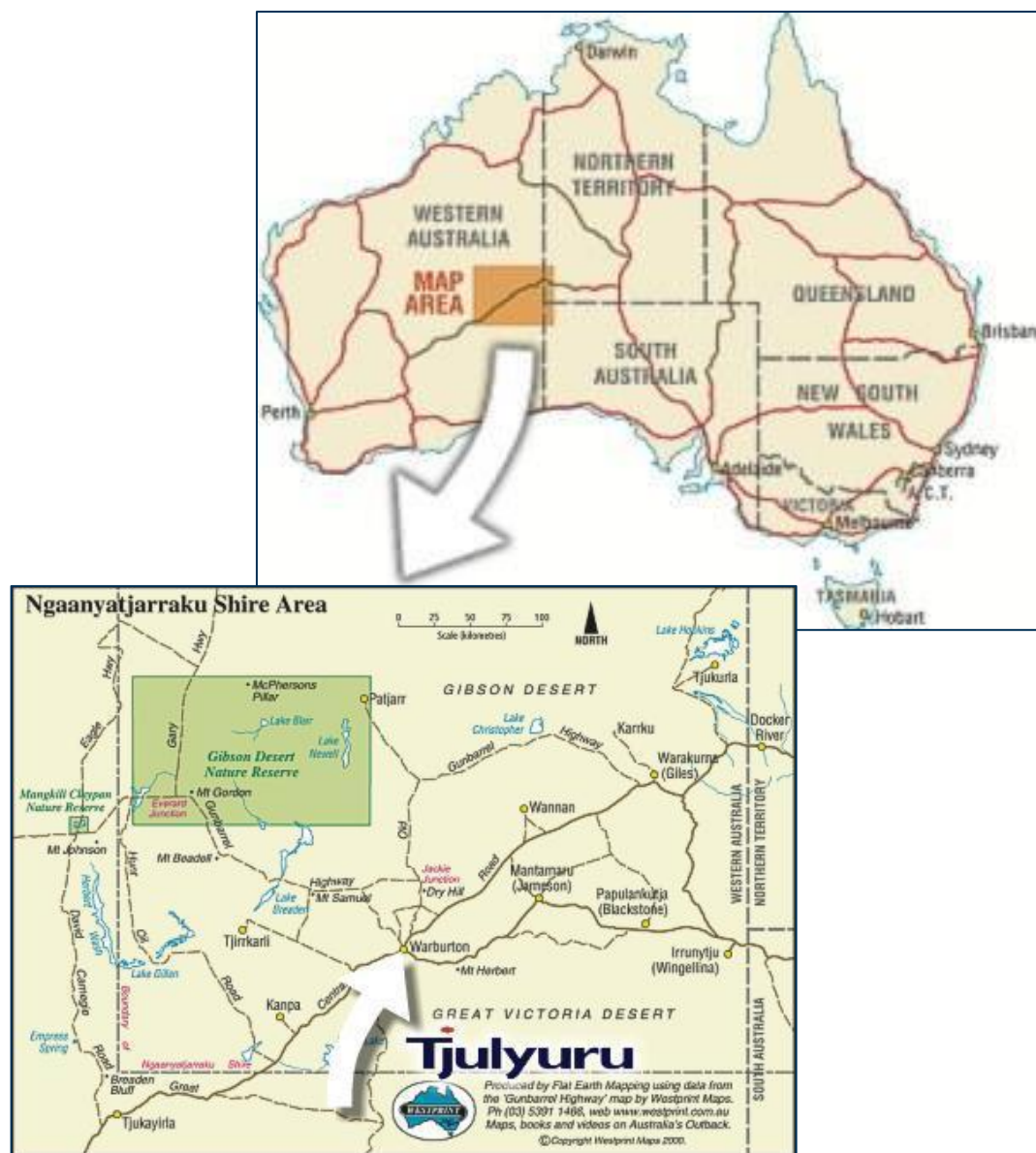
Item description	Number of items
Mitsubishi 15T flat top truck	1
Komatsu 1020 Bobcat	1
Komatsu trench digger	1
Komatsu 138 excavator	1
CAT Backhoe with bucket and loader	1
CAT Bobcat	1
930 Loader & Rippers	1

Remote Area Services, Alice Springs
 Contact, Manager
 PH: 08 8953 1231

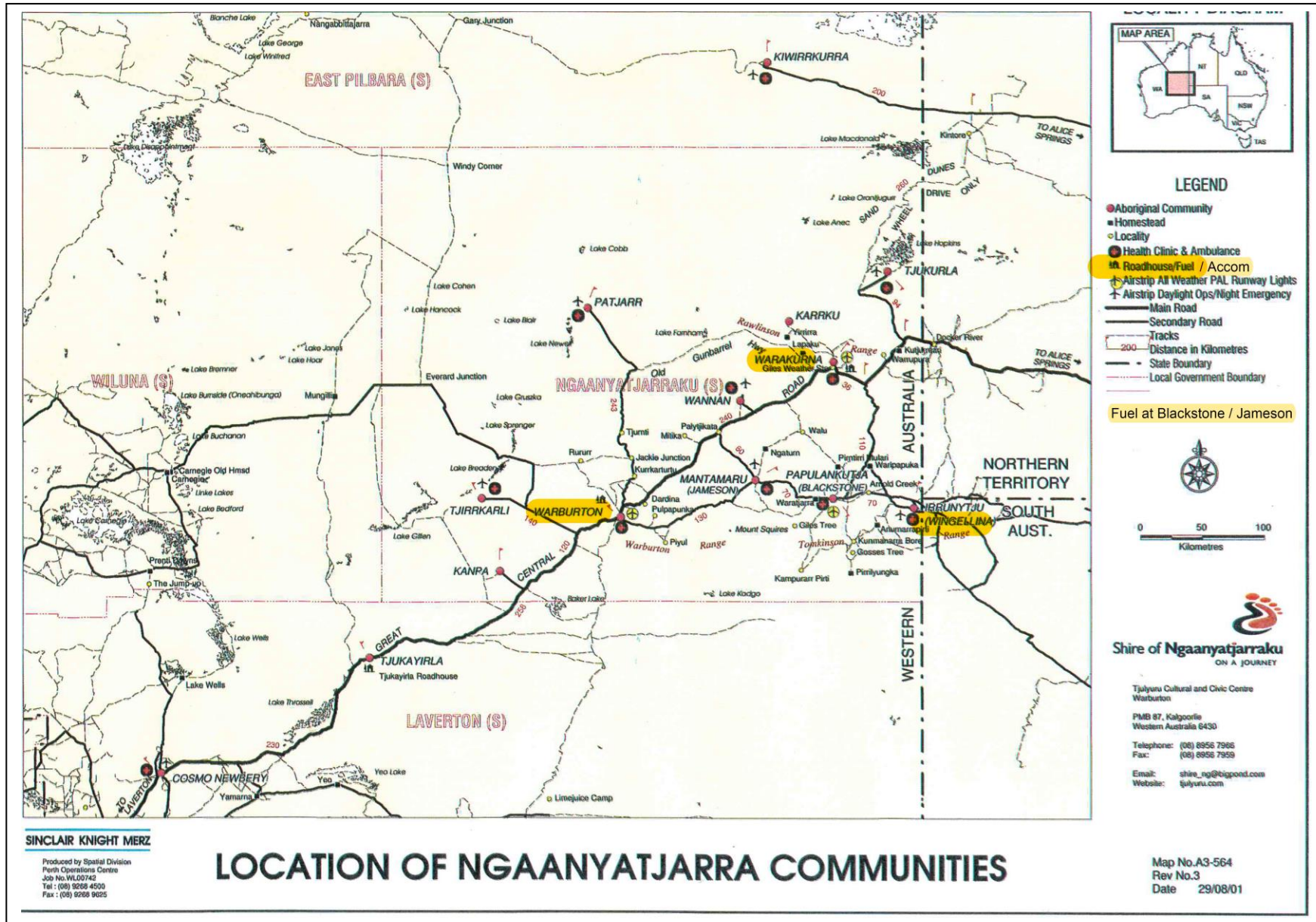
Note: Equipment may be available, depending on work being done in the region at the time.

Item description	Number of items
Prime Mover (2 trailers)	1
Kubota KX161-3 digger	1
CAT Bobcat	1
Excavator 20T	1

Appendix 5: Map of the District



Appendix 6: Map of the District



Appendix 7: Contacts

Note: When developing your contact lists also consider contacts outside the LEMC such as Pastoral Station owners who may need to be contacted during an emergency but may not sit on the LEMC.

Name	Organisation	Address	Phone	Mobile	Email	Fax
Damian McLean, Shire Representative LEMC	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0439 940 449	damian.mclean@ngcouncil.org.au	0889567959
Les Morgan, LEMC Chair / Executive Officer	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0437 170 709	les.morgan@ngaanyatjaraku.wa.gov.au	0889567959
Dinesh Singh, Local Emergency Coordinator	WAPol	Police Station, Warburton	08 9107 9810	0436 864 170	Warburton@police.wa.gov.au	0889558295
Les Morgan, Local Recovery Coordinator	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0437 170 709	les.morgan@ngaanyatjaraku.wa.gov.au	0889567959
Kevin Hannagan, LG liaison officer (to the ISG/IMT)	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0428 848 916	kevin.hannagan@ngaanyatjaraku.wa.gov.au	0889567959
Geoff Handy, Local Welfare Liaison Officer	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0488 030 707	geoff.handy@ngaanyatjaraku.wa.gov.au	0889567959
Local Welfare Coordinator	CPFS	Perth	08 9022 0704	0429 372 266		
Daniel Birleson, Area Officer Goldfields NE	DFES	Kalgoorlie	08 9026 4100	0428 563 378	daniel.birleson@dfes.wa.gov.au	0890215577
Officer in Charge	WAPol	Warburton	08 9107 9810	0436 864 170	Warburton@police.wa.gov.au	0889558295
Officer in Charge	WAPol	Warakurna	08 8956 7099		WarakurnaMFPFS@police.wa.gov.au	0889567122
Officer in Charge	WAPol	Blackstone	08 8954 8088		BlackstoneMFPFSMAIL@police.wa.gov.au	0889548088
Public Health Coordinator	Ngaanyatjarra Health Service	Alice Springs	08 8955 4700		info@nghealth.org.au	0889534581
Health Clinic	Ngaanyatjarra Health Service	Warburton	08 8956 7685		warburton@nghealth.org.au	0889567950
Area Manager	NG Services	Perth	08 9363 1800		reception@ngcouncil.org.au	
Steve Austin Community Office	Ngaanyatjarra Council	Warburton	08 8956 7642	0437 386 622	cda.wbrcom@bigpond.com	0889567647
Community Office	Ngaanyatjarra Council	Blackstone	08 8956 7717	0437 669 881	mso.blackstone@ngcouncil.org.au	0889567603
Mark Penman Community Office	Ngaanyatjarra Council	Jameson	08 8956 7678	0437 559 848 0417 161 076	jameson.cda@ngcouncil.org.au	0889567679
Stan (Marty) Matenga Community Office	Ngaanyatjarra Council	Wanarn	08 8954 0161	0429 007 275 0417 149 446	wanarn.cda@ngcouncil.org.au	0889567375

Name	Organisation	Address	Phone	Mobile	Email	Fax
Gina Livesay Community Office	Ngaanyatjarra Council	Warakurna	08 8956 7974	0477 660 860 0405 894 731	warakurna.cda@ngcouncil.org.au	0889567367
Lee Evans Community Office	Ngaanyatjarra Council	Tjukurla	08 8956 7388		tjukurla.cda@ngcouncil.org.au	0889567389
Simon Henshall Community Office	Ngaanyatjarra Council	Patjarr	08 8956 7900		patjarr.cda@ngcouncil.org.au	0889567609
Mark Vegera Community Office	Ngaanyatjarra Council	Wingelina	08 8956 7998	0417 190 228	irrunytjucsm@ngcouncil.org.au	0889567514
Debbie Watson Community Office	Ngaanyatjarra Council	Tjirrkarli	08 8956 7686		tjirrkarli.cda@ngcouncil.org.au	0889567627
Preston Thomas Community Office	Ngaanyatjarra Council	Kanpa	08 9037 1131		kanpa.office@bigpond.com.au	
NG Radio	NGM Media	Wingellina	08 8956 7307		info@ngmedia.org.au	
	Aerodrome Management Services	Perth	08 9221 6777		admin@amsaustralia.com	
	Chartair	Alice Springs	08 8952 6666		info@chartair.com.au	
	Goldfields Air Service	Perth	08 9093 2116			
	RFDS		08 9417 6300 08 9417 6364 08 8088 1188			
Zoran Seat	OZ Minerals Site Manager`	Jameson	0499 312 992			
Geoff Smith Manager WHSE	OZ Minerals	Jameson	08 8229 6600	0429 086 919	Geoff.Smith@ozminerals.com	

Appendix 8: Incident Support Group Meeting Locations

Council Chamber, Shire of Ngaanyatjaraku, Tjulyuru Cultural and Civic Centre, Warburton Community.

Facilities available:

Telephone, Satellite Internet, Conference Table & Chairs, Whiteboard, Butchers Paper / Stationery, Parking, Tea / Coffee making.

	Name	Phone	Phone
1 st Contact	Les Morgan	08 8956 7966	0437 170 709
2 nd Contact	Damian McLean	08 8956 7642	0439 940 449

Meeting Room, Police Station, Second Street, Warburton Community.

Facilities available:

Telephone, Internet, Conference Table & Chairs, Telephone, Internet, Whiteboard, Butchers Paper / Stationery, Parking, Tea / Coffee making.

	Name	Phone	Phone
1 st Contact	OIC	08 9107 9810	0436 864 170

Note: No second contact as phones are passed from OIC to OIC with each shift.



LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

**Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of
Ngaanyatjarraku**

Updated November 2021

PREPARED BY

The Department Of Communities District Emergency Services Officer

TABLED AT THE

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Shire of Menzies TBA

Shire of Leonora 30 November 2021

Shire of Laverton 7th December 2021

Shire of Ngannyatjarraku 15 December 2021



**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 Emergency Services Unit On Call Duty
Officer **0418 943 835** 24 hours/7 days**

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Contact details - To make comment on this plan please contact:

Liz Hatton
District Emergency Services Officer
Goldfields District
Department of Communities
E: Elizabeth.hatton@communities.wa.gov.au
M: 0437 224 270

Amendment List

AMENDMENT		DETAILS		AMENDED BY
NO.	DATE			NAME
		Complete Review and Reissue.		
1	October 2020	R & R		Ashleigh Thurn
2	November 2021	R & R		Liz Hatton
3				
4				
5				
6				

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

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1.0 Introduction

1.1 Outline

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

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

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

1.2 Exercise and review period

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

1.3 Welfare services definition

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

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

2.0 Preparedness and Operation of this Plan

2.1 Organisational responsibilities

The development and maintenance of this plan is allocated to the Communities District Emergency Services Officer, in consultation with members of the Emergency Welfare Coordination Group (EWCG), if there is one, and the Local Emergency Management

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Committee (LEMC). A contact list of the organisations that constitute the EWCG is provided in Appendix 3 and their agreed organisational responsibilities are provided in Appendix 4.

2.2 Special considerations

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

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

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

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

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

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

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

2.3 Resources – Preparedness and Operational

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

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Communities State Welfare Coordinator (SWC)	<p>The title "State Welfare Coordinator" used throughout this plan is the Communities representative appointed by the Communities Director General (DG). This role is delegated to the Director Emergency Services. Responsibilities include:</p> <ul style="list-style-type: none"> (a) Coordination of all emergency welfare support services at the State level; (b) Represent the DG on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required; (c) Act as the DG's representative on the following: <ul style="list-style-type: none"> • SEMC Response and Capability Subcommittee; • SEMC Recovery Subcommittee; • SEMC Community Engagement Subcommittee; • Other State and national level committees as appropriate. (d) Chairing the State Welfare Emergency Committee (SWEC); (e) Coordination of all partnering agencies within State Welfare Coordination Centre.
Communities Emergency Services Coordinator (ESC)	<p>This role may be delegated by Communities Emergency Services (ES) Director to the rostered Communities ES On Call Officer during activation and operations to carry out Communities emergency management functions. The ESC is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency. The ESC is authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements. Responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish the State Welfare Coordination Centre and manage centre functions during operation; (b) Activate responses to emergency situations, authorise emergency expenditure and utilise resources to meet those responses; (c) Assist the State Welfare Coordinator with their functions as required; (d) Manage emergency welfare services functions as required; (e) Provide support to country staff/offices involved in emergencies; (f) Represent Communities on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required.
Communities District Welfare Representatives	<ul style="list-style-type: none"> (a) Represent Communities on District Emergency Management Committees (DEMCs) to address emergency welfare support matters (Communities District Director or proxy); (b) Ensure the arrangements of this plan are clearly understood at the district level; (c) Clarify Communities policy on emergency welfare matters where required; (d) Refer matters of a contentious nature to Communities Emergency Services for resolution; (e) Ensure development, testing and maintenance of Local Emergency Welfare Plans for the district in which the Local Government (LG) areas fall; (f) Appointing Local Welfare Coordinators for each Local Emergency Management Committee (LEMC); (g) Represent Communities on Operational Area Support Groups (OASGs) as required.
District Emergency Services Officer (DESO)	<ul style="list-style-type: none"> a) As a local emergency management resource, develop local arrangements, procedures and resources eg EM Kits; b) Develop, test and maintain the Local Emergency Welfare Plans for the district in which the LG areas fall; c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions and exercises annually; d) Liaise and establish networks and partnerships with agencies;

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	e) Assist with activations if available; f) Assist and support the District Welfare representatives and Local Welfare Coordinators to carry out their roles.
Communities Local Welfare Coordinators (LWC)	Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within an LG area/s. A Communities LWC responsibilities include: (a) Establish and manage the activities of the local Emergency Welfare Coordination Groups (EWCG), where determined appropriate by the District Director; (b) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees; (c) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services; (d) Represent Communities on the Incident Support Group (ISG) when required.
Communities Welfare Centre Coordinator (WCC)	In some circumstances Welfare Centre Coordinators (WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include: (a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate welfare services to the evacuees in the welfare centre. (b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC; (c) Remaining at the centre to manage the centre operations.
Local Government Welfare Support	a) When an emergency event takes places within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial welfare response to evacuating community members. This is primarily due to their close proximity to the emergency event and their ability to quickly identify and open a pre-determined welfare centre. If the activation request is from the HMA the LG should contact Communities to inform and consult with them of the activation to open a welfare centre. The role of the LG in these early stages would be to ensure that evacuees have a safe location to relocate to, and that they can be provided with basic needs and services until such time as Communities can arrive to take on the coordination role of the welfare centre. Basic needs and services may include refreshments, registration, basic information, and personal support. On arrival of Communities, the LG would then provide a handover to the designated Communities Welfare Coordinator and take on the LG Welfare Liaison Officer role as a support to Communities. b) In some circumstances the emergency event may not escalate to a significant level, and the LG may determine that they are able to continue to operate the welfare centre without the need for deployment of Communities staff. If this situation arises the LG must seek approval from Communities to retain the coordination role and have this decision documented formally. c) In some circumstances it may not be possible for Communities to attend the welfare centre due to geographical distances, road conditions, conflicting events, or other unforeseen circumstances. In these cases, the LG may be asked to continue to provide the coordination role for the welfare centre, with support and advice being available from Communities via telephone or other means. In these situations, Communities would approve in advance any required expenditures in relation to operating the welfare centre and would meet these costs if required. If LGs elect to undertake their own welfare arrangements without Communities consultation, LGs are responsible for their own costs.

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Welfare Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to provide appropriate welfare services under this plan, and in accordance with their roles and responsibilities.

2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

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

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

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

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

2.6 Plan Activation Stages

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

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

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

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

2.7 Public Information Management

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

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

2.8 Exchange of Information

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

2.9 Debriefs and Post Operation Reports

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

3.0 Recovery

3.1 Recovery Definition

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

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

3.2 Emergency relief and assistance in recovery

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

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

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

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

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

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

- **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
- **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster.
- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

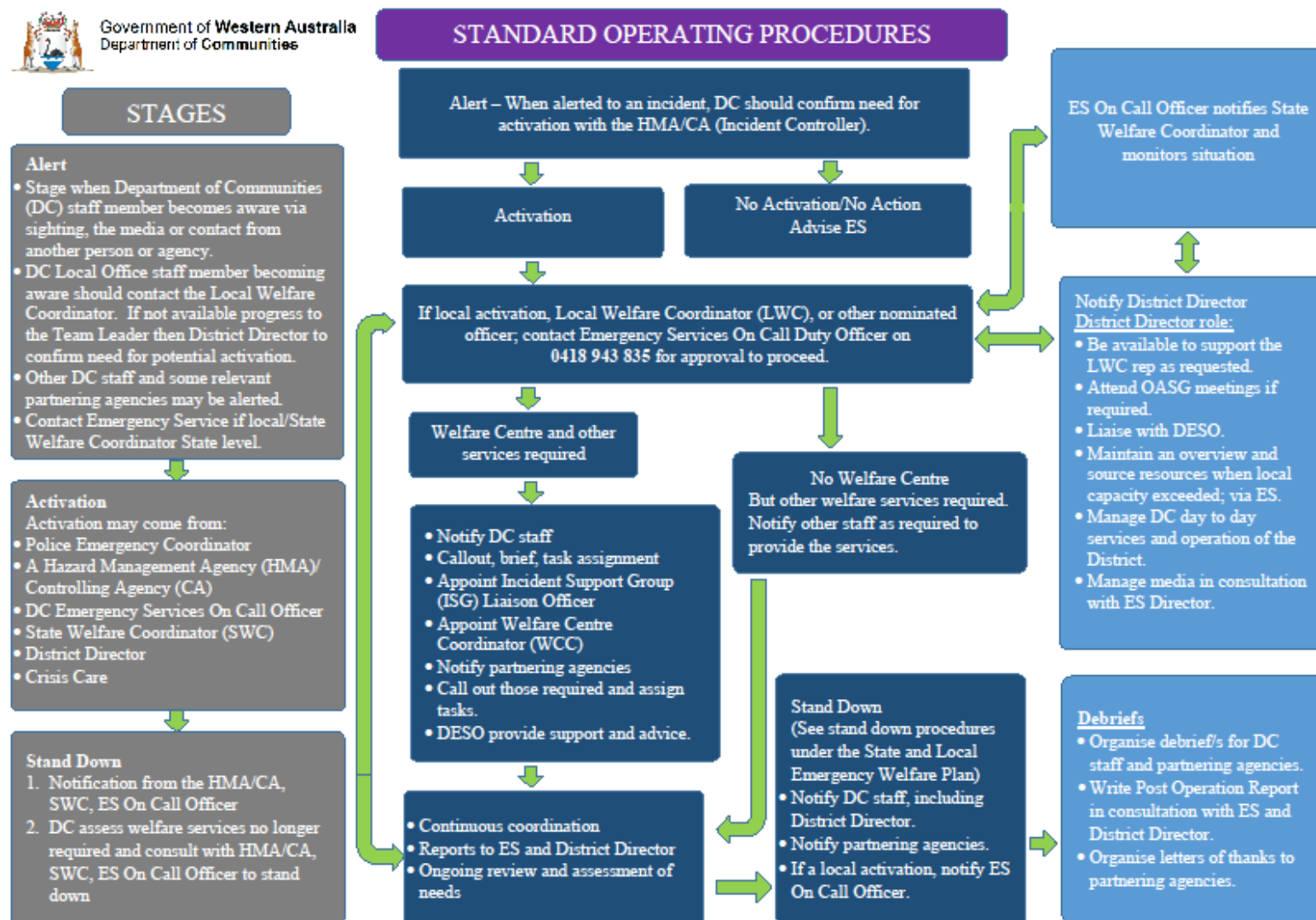
3.4 Cessation of recovery

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

3.5 Review of recovery activities

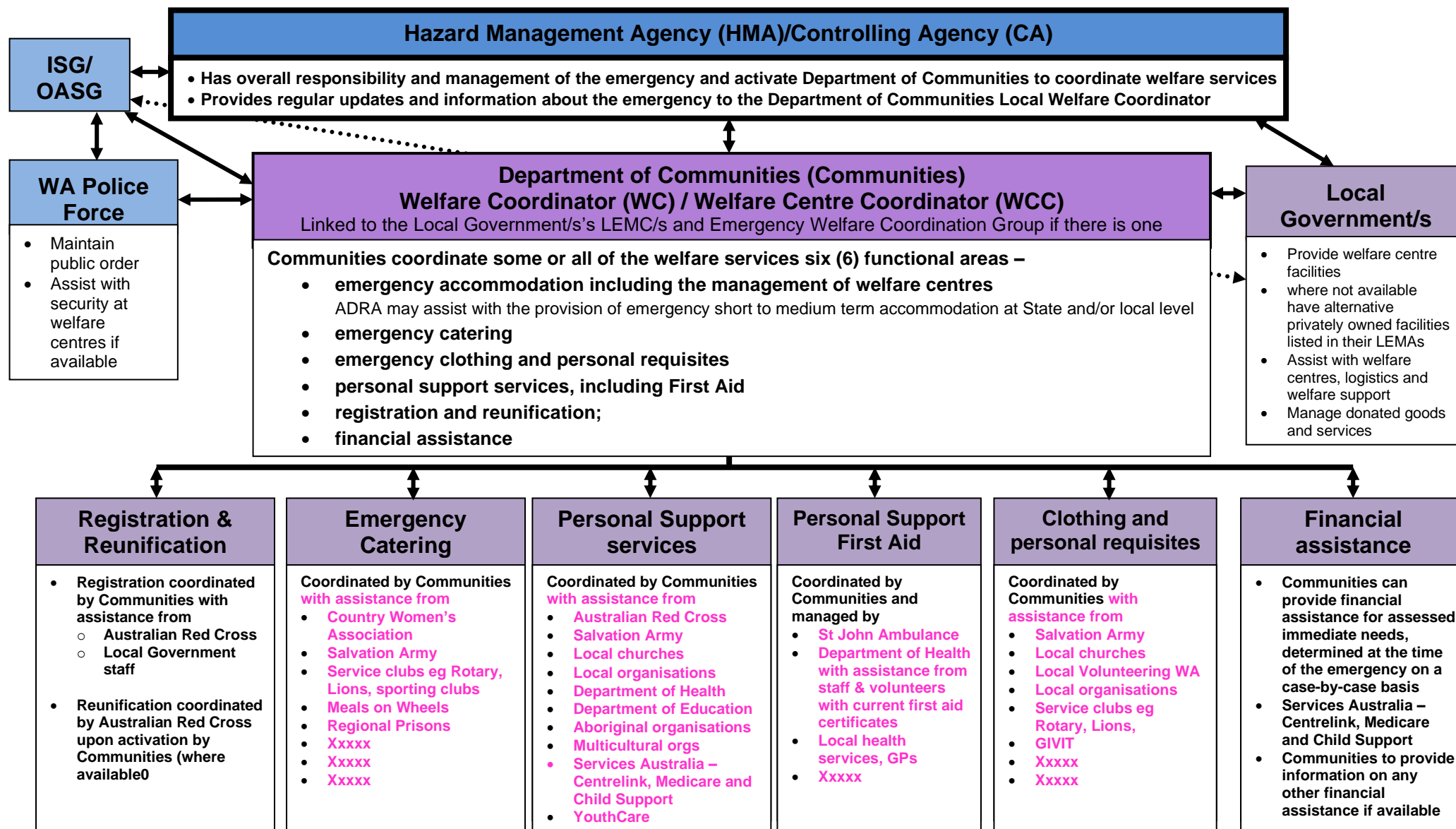
Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

Appendix 1 – Department of Communities Standard Operating Procedures



Appendix 2 – Local Emergency Welfare Coordination

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



Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

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 (Communities)		
Functions include: Overall Coordination * Accommodation * Financial Assistance * Counseling * Personal Support * Personal Requisites * Registration		
Name/Position	Work Contact	A/Hours
1st contact Liz Hatton, District Emergency Services Officer	0437 224 270 Elizabeth.hatton@communities.wa.gov.au	0437 224 270
2nd contact Andrea Speer, Regional Executive Director	0448 016 237 Andrea.speer@communities.wa.gov.au	0448 016 237
Shire of Leonora		
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets		
1st contact Jim Epis, CEO	9037 6044 ceo@leonora.wa.gov.au	0418 118 220
2nd Contact Lee-Anne Trevenen, Deputy CEO	9037 6044 dceo@leonora.wa.gov.au	0429 376 044
Shire of Laverton		
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets		
1st contact Peter Naylor, CEO	9031 1202 ceo@laverton.wa.gov.au	0427 061 674
2nd contact Gary Smith, Works Supervisor	9031 1202 ws@laverton.wa.gov.au	0437 936 039
3rd Contact Isaac Stout, Engineering Technical Officer	9031 1202 eto@laverton.wa.gov.au	0419 726 169
Shire of Menzies		
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets		
1st contact Brian Joiner, CEO	9024 2041 ceo@menzies.wa.gov.au	0409 114 509
2nd Contact Greg Dwyer, Shire President	9031 3031 Shire.president@menzies.wa.gov.au	0429 313 031
Shire of Ngaanyatjaraku		
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets		
1st contact Geoff Handy, Finance Manager	8956 7966 finance@ngaanyatjaraku.wa.gov.au	0488 030 707
2nd Contact Damian McLean, Shire President	8956 7966 cda.wbrcom@bigpond.com	0439 940 449

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WA Police Functions include: Maintain public order at Evacuation Centres as required		
Name/Position	Work Contact	After Hours
1st Contact - Leonora Carl Logan, OIC Kalgoorlie Police Station	9028 6700 Carl.logan@police.wa.gov.au Leonora.police.station@police.wa.gov.au	0436 864 174
1st Contact - Laverton James Brooks, OIC Laverton Police Station	9088 2777 James.BROOKS@police.wa.gov.au Laverton.police.station@police.wa.gov.au	0436 863 131
1st Contact - Leinster Gerry Rafferty, OIC Leinster Police Station	9055 8555 Gerard.RAFFERTY@police.wa.gov.au Leinster.police.station@police.wa.gov.au	0436 859 834
1st Contact - Warburton Mitch Hands, OIC Warburton Police Station	(08) 9107 9810 Mitch.HANDS@police.wa.gov.au WarburtonPoliceStationSMail@police.wa.gov.au	0436 863 742
1st Contact - Blackstone Steve Page, OIC Blackstone Police Station	(08) 8954 8088 Steve.PAGE@police.wa.gov.au BlackstoneMFPFMAIL@police.wa.gov.au	0436 861 408
1st Contact - Warakurna Revis Ryder, OIC Warakurna MFPF	(08) 8960 8550 Revis.Ryder@police.wa.gov.au WarakurnaMFPF@police.wa.gov.au	0436 853 922
Department for Fire and Emergency Services Functions Include: Logistics Support		
1st Contact Goldfields Head Office	(08) 9026 4100 (24 hr Diverts to Regional Duty Coordinator 'On Call' Duty Officer a/hrs)	1800 966 077
2nd Contact Kyle Pollitt, Area Officer North East Goldfields	9026 4100 Kyle.pollitt@dfes.wa.gov.au	0429 372 360
3rd Contact Daniel Birleson, District Officer	90264100 Daniel.Birleson@dfes.wa.gov.au	0428 563 378
Department of Health Functions Include: Medical Services * Personal Support Services		
1st contact Disaster Preparedness & Management Unit - can organise a doctor at a welfare centre/ prescriptions	08 9328 0553 Duty Officer 24/7	Emergencies 000 / 112 / 106
2nd contact Elissa Stout. Regional Manager	9080 5771 Elissa.Stout@health.wa.gov.au	0407 028 485 24hr on call - 9080 5733
St. John Ambulance Functions Include: First Aid * Personal Support Services		
St. John Ambulance - Call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA		
1st contact Communication Centre - Perth	9334 1234	Emergencies 000 / 112 / 106
2nd Contact Adam Owen, Station Officer (Kalgoorlie)	(08) 9026 2000 Adam.Owen@stjohnambulance.com.au	0427 917 580
3rd Contact Nadine McLoughlin, Regional Manager-Goldfields	(08) 9026 2005 Nadine.mcloughlin@stjohnwa.com.au	0427 197 546
Bega Garbarringu Health Service Functions Include: Personal Support		
1st Contact Robert Bell, Manager Clinical Services	(08) 9022 5500 robert.bell@bega.org.au	No A/H contact

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Department for Human Services (Centrelink) Functions Include: Financial Assistance * Personal Support		
1st Contact Deepac Rangila, Manager	(08) 9092 5430 Deepac.rangila@humanservices.gov.au	0429 110 698
Department of Education Functions Include: Accommodation * Personal Support * Catering		
1 st Contact Diana Kirkland, Coordinator Regional Services	(08) 9093 5600 Diana.kirkland@education.wa.edu.au	0432 381 807
2 nd Contact Saeed Amin, Director of Education	9093 5600 Saeed.Amin@education.wa.edu.au	0407 444 987
Red Cross Functions include: Registration of evacuees * Manage Inquiry * Personal support (2 nd and 3 rd contact used for day to day business, EWCG meetings etc. - NOT for emergency responses. For emergency responses refer to First Contact		
1 st contact Emergency Control Centre - 24/7 Duty Phone	0408 930 811 – ring to activate local teams	24/7 Duty Phone (Perth)
2 nd Contact Lilian Walters (in Kalgoorlie), Emergency Services Coordinator	Slbwalters1@gmail.com	0400 185 571
3 rd Contact Elizabeth Smith (Anglican priest- in Kalgoorlie), Emergency Services Project Coordinator	92258856 Esmith@perth.anglicare.org Kalganglicareoffice@gmail.com	0417 348 997
Salvation Army Functions include: Catering * Emergency Clothing/Personal requisites * Personal support		
1 st Contact Lieutenant Bethany Baillie	9021 2255 bethany.baillie@salvationarmy.org.au	0414 958 973
2 nd Contact Lieutenant BJ Baillie	9021 2255 BJ.baillie@salvationarmy.org.au	0437 934 104

Appendix 4 – Organisational Responsibilities

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

Please note this List of Agencies is state level agencies as per the State Westplan – Welfare. Adventist Development and Relief Agency, Centrecare,

Department of Communities, Education (Department of), Health (Department of), Human Services (Department of) – Centrelink, Local Government and Communities (Department of), Local Government Authority/ies – relevant to this plan, Multicultural Interests (Office of), Red Cross (Australia), Salvation Army, St John Ambulance, Volunteering WA, WA Country Health Services – Goldfields Kalgoorlie Hospital, WA Police.

Agency Name	Normal role if engaged
Department of Communities (Communities) – Lead Welfare Agency	<ul style="list-style-type: none"> (1) Coordinate all functional areas of an emergency welfare response during emergencies; (2) Appoint the Local Welfare Coordinators to support each Local Government (LG) area; (3) If applicable, establish and manage the activities of the Emergency Welfare Coordination Group including the provision of secretariat support; (4) Provide staff and operate the Welfare Centres if required; (5) Coordinate all welfare resources utilised under this plan; (6) Coordinate the welfare functional areas of: <ul style="list-style-type: none"> (a) Emergency Accommodation; (b) Emergency Catering; (c) Emergency Clothing and Personal Requisites; (d) Personal Support Services; (e) Registration and Reunification; (f) Financial Assistance; (7) Provide representatives to various emergency management committees and coordination groups as required.

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Agency Name	Normal role if engaged
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 welfare functional areas 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 Welfare Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
Centrecare	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Welfare Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other welfare functional areas where agreed
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 Catering where available; (4) Provide access to staff to assist with Personal Support Services, including School Psychology Service where agreed and available; (5) Assist with other welfare functional areas where agreed.
Department of Fire and Emergency Services (DFES) Community Liaison Unit	<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 a welfare centre distributing relevant incident information such as traffic management information and support the facilitation of public meetings and other community based communications.
Department of Health	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Welfare Centres; (5) Assist with other welfare functional areas where agreed.
Services Australia – Centrelink, Medicare and Child Support	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with Services Australia guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other welfare functional areas where agreed.
GIVIT – online donation management system	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer as required to be a reference source regarding donated goods.
Legal Aid Western Australia	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other welfare functional areas where agreed.
Local Churches/ Church Ministers Fellowship	<ol style="list-style-type: none"> (1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other welfare functional areas where agreed.
Local Government Welfare Support	<p><i>Negotiate at the local level with individual Local Governments any additional responsibilities e.g., Ranger Services.</i></p> <ol style="list-style-type: none"> (1) Provide a Local Government (LG) Welfare Liaison Officer as required; (2) Assist with the welfare functional area of Emergency Accommodation by utilising LG facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities -to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (4) Assist with other welfare functional areas where agreed.

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Agency Name	Normal role if engaged
Salvation Army	(1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Welfare Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
St John Ambulance	Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required, please call 000/112/106. (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Welfare Centres, where required and available; (3) Assist with other welfare functional areas where agreed.
WA Police Force	(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other welfare functional areas where agreed.

Appendix 5 – Emergency Accommodation

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

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

Points of clarification:

5.1 Establishment of welfare centres

As per State EM Policy -

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

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

5.2 Welfare centres definition

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

5.3 Safety considerations

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

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- in Bushfire Emergency Warning areas, and will only establish welfare centres in Bushfire Watch and Act areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so;
- if there is not safe access routes to the welfare centres;
- if there are structural concerns about the facility, and/or health concerns 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's necessary to evacuate to a welfare centre, supervisory staff or members with responsibility for 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 responsible adult approved by that agency, organisation or educational and care facility.

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

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

5.5 Animals in welfare centres

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

5.6 Responsibility for the welfare centre premises

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

As Communities operate welfare centres on behalf of the relevant HMA/Controlling Agency, in the event of any claim for unusual damage incurred as a result of the use of a facility as a welfare centre, Communities will facilitate processes with the HMA/Controlling Agency to

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

5.7 School evacuations

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

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

5.8 State Welfare Centres

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

Appendix 5A List of Pre-determined Welfare Centres in the Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

LEONORA Shire	Contact Details	Capacity	Information
Leonora Recreation and Aquatic Centre 96 Tower Street Leonora Lat/Lon 28.880604/121.330045	Jim Epis (CEO), 9037 6044 / 0418 118 220, ceo@leonora.wa.gov.au Lee-Anne Trevenen (D/CEO) 9037 6044 / 0429 376 044 dceo@leonora.wa.gov.au	Sitting - 400 Sleeping – 80 COVID Sitting - 200 Sleeping-20	Toilets (incl disabled), showers, cooking facilities, aircon / heating
Leonora Sporting Complex Lot 3410 Briggs Avenue Leonora. Lat/Lon 28.8938635/121.3069914,	Jim Epis (CEO), 9037 6044 / 0418 118 220, ceo@leonora.wa.gov.au Lee-Anne Trevenen (D/CEO) 9037 6044 / 0429 376 044 dceo@leonora.wa.gov.au	Sitting - 150 Sleeping – 30 COVID Sitting - 75 Sleeping - 7	Toilets (incl disabled), showers, cooking facilities, aircon / heating
Leonora District High School 157 Gwalia Street Leonora Lat/Lon 29.5094806/117.6947975	9037 6143 1st Contact , Diana Kirkland Coordinator Regional Operations 9093 5600 / 0432 381 807 2nd Contact , Saeed Amin, Regional Executive Director, 0407 444 987		Only considered as last resort, where no other option exists.

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LEINSTER	Contact Details	Capacity	Information
Leinster Recreation Centre Mainsbridge St Leinster Lat/Lon 27.5443 S/120.41.49 E	Peter Craig 0418 950 572 Jim Epis (CEO) 9037 6044 / 0418 118 220	Sitting – 150 Sleeping – 80 COVID, Sitting – 75, Sleeping - 20	Toilets, (Inc disabled) showers (Pool area) cooking facilities, aircon/ heating
LAVERTON Shire	Contact Details	Capacity	Information
Laverton Shire Hall 9 MacPherson Pl Laverton Lat/Lon 28.6256707 / 122.3950146	Peter Naylor (CEO), 9031 1202 / 0427 061 674, ceo@laverton.wa.gov.au Isaac Stoot, Engineering Technical Officer, 9031 1202 / 0419 726 169, eto@laverton.wa.gov.au	Sitting – 200 Sleeping – 100 COVID Sitting – 100 Sleeping - 50	Toilets, (Inc disabled), showers (not disabled), cooking facilities, aircon
Laverton Sports Oval Weld Drive Laverton Lat/Lon 28.6274388 / 122.4036812	Peter Naylor (CEO), 9031 1202 / 0427 061 674, ceo@laverton.wa.gov.au Isaac Stoot, Engineering Technical Officer, 9031 1202 / 0419 726 169 eto@laverton.wa.gov.au	25,000m2. Caravan parking	Access to toilets (no disabled)
Laverton Racecourse Racecourse Rd Lat/Lon 25.30905990922164 2C114.9605891629499	Peter Naylor (CEO), 9031 1202 / 0427 061 674 ceo@laverton.wa.gov.au Isaac Stoot, Engineering Technical Officer, 9031 1202 / 0419 726 169 eto@laverton.wa.gov.au	Caravan parking	Access to toilets and shower (no disabled)
Laverton Sports Club Great Central Road Laverton Lat/Lon 28.37268 / 122.2417.3	Peter Naylor (CEO), 9031 1202 / 0427 061 674, ceo@laverton.wa.gov.au Isaac Stoot, Engineering Technical Officer, 9031 1202 / 0419 726 169 eto@laverton.wa.gov.au	Sitting – 80 Sleeping – 20 COVID Sitting – 30 Sleeping - 8	Toilets, aircon
Laverton Primary School Lancefield Street Laverton Lat/Lon 28.6274044, 122.4039197	1st Contact , Diana Kirkland, Coordinator Regional Operations, 9093 5600 / 0432 381 807 2nd Contact , Saeed Amin, Regional Executive Director, 0407 444 98		Only considered as last resort, where no other option exists.
MENZIES Shire	Contact	Capacity	Information
Menzies Shire Hall 124 Shenton Street Menzies Lat/Lon 29°41'37"S / 121°1'44"E	Brian Joiner (CEO), 9024 2041 / 0409 114 509, ceo@menzies.wa.gov.au Greg Dwyer, 9031 3031 / 0429 313 031 Shire.president@menzies.wa.gov.au	Sitting – 162 Sleeping – 50 COVID Sitting – 75 Sleeping - 10	Toilets (incl disabled), Showers (not disabled) Cooking facilities, aircon
Menzies Community Resource Centre 37 Shenton Street Menzies. Lat/Lon 37.9656056 / 145.2094237	Brian Joiner (CEO), 9024 2041 / 0409 114 509, ceo@menzies.wa.gov.au Greg Dwyer, 9031 3031 / 0429 313 031 Shire.president@menzies.wa.gov.au	Sitting – 50 Sleeping – 15 COVID Sitting – 12 Sleeping - 6	Has 6 rooms with access to toilets (incl disabled), showers (not disabled) cooking facilities, aircon
Menzies Youth Centre 124 Shenton Street Menzies. Lat/Lon 29.693991 / 121.0294313	Brian Joiner (CEO), 9024 2041 / 0409 114 509, ceo@menzies.wa.gov.au Greg Dwyer 9031 3031 / 0429 313 031 Shire.president@menzies.wa.gov.au	Sitting – 40 Sleeping – 10 COVID Sitting – 12 Sleeping - 2	Access to toilets (incl disabled), showers (not disabled) cooking facilities, aircon
Menzies School Gregory Street Menzies Lat/Lon 29.6909182 / 121.0268261	1st Contact , Diana Kirkland, Coordinator Regional Operations, 9093 5600 / 0432 381 807 2nd Contact , Saeed Amin, Regional Executive Director, 0407 444 987		Only considered as last resort, where no other option exists.
Tjuntjuntjara – Remote Aboriginal Community Community Hall (Called the BARN) Lat/Lon 29.339694 / 127.096933	Moray Ralph. Community Advisor. 9037 1100	Sitting 40 Sleeping – 10 COVID Sitting – 12 Sleeping - 2	Transline access road. 700 ks from Kalgoorlie. Access to toilets, showers, cooking facilities.

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NGAANYATJARRAKU Shire	Remote Aboriginal Communities		
WARBURTON Community Hall Lat/Lon 26.0800 / 126.3500	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 300 Sleeping 60 COVID Sitting -150 Sleep - 15	
JAMESON Community Hall Lat/Lon 24.1570548 / 126.9745609	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep - 5	
BLACKSTONE Community Hall Lat/Lon 25.9983639 / 128.2814456	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep- 5	
WINGELINA Community Hall Lat/Lon 26.0401 / 128.5578	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep - 5	
TJURKURLA Community Hall Lat/Lon 24.22179 / 128.4415	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep - 5	
WARAKURNA Community Hall Lat/Lon 25.023638 / 128.181152	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 150 Sleeping 30 COVID Sitting - 75 Sleep - 7	
WANARN Community Hall Lat/Lon 25.1756 / 127.3337	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep - 5	
PATJARR Store Lat/Lon 24.3700 / 126.1851	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 50 Sleeping 10 COVID Sitting - 25 Sleep - 2	
TJIRRAKARLI Store Lat/Lon 26.000887 / 125.473131	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 50 Sleeping 10 COVID Sitting - 25 Sleep - 2	
KANPA Store Lat/Lon	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030707	Sitting 50 Sleeping 10 COVID Sitting - 25 Sleeping - 2	

As per Shire of Ngaanyatjaraku LEMA, in the event of a whole community having to be evacuated the residents would be relocated to another community of their choice.

Appendix 5B – Alternative Temporary Accommodation Services

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

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

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

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

Name	Address	Contact Details	After Hours Contact
Hotels/Motels/Backpackers/Caravan Parks			
LEONORA			
Leonora Motor Inn	48 Tower Street Leonora	9037 6444	
Whitehouse Hotel	120 Tower Street Leonora	9037 6030	
Central Hotel	Tower Street Leonora	9037 6042	
Leonora Caravan Park	42 Rochester Street Leonora	9037 6568	0488 068 483
Leonora Lodge	1126 Otterburn Street Leonora	9037 7053	0419 177 232
Hoover House Bed and Breakfast	Gwalia Street Gwalia	9037 7122	0419 958 199
Morapoi Station Stays and Tours	Morapoi Station	9031 3380	0417 911 485
LEINSTER			
Leinster Lodge	Mainsbridge St Leinster	9037 9556	0418 471 514
Leinster Caravan Park	Mainsbridge St Leinster	0436 661 725	
LAVERTON			
Laverton Caravan Park	211 Weld Drive Laverton	9031 1072	
Desert Inn Hotel	2 Laver Place Laverton	9031 1188	0422 965 239
Laverton Chalet Motel	29 Augusta St Laverton	9031 1130	
Laverton Downs Station Single/double rooms, power van sites	20kms east of Laverton	9037 5998	

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

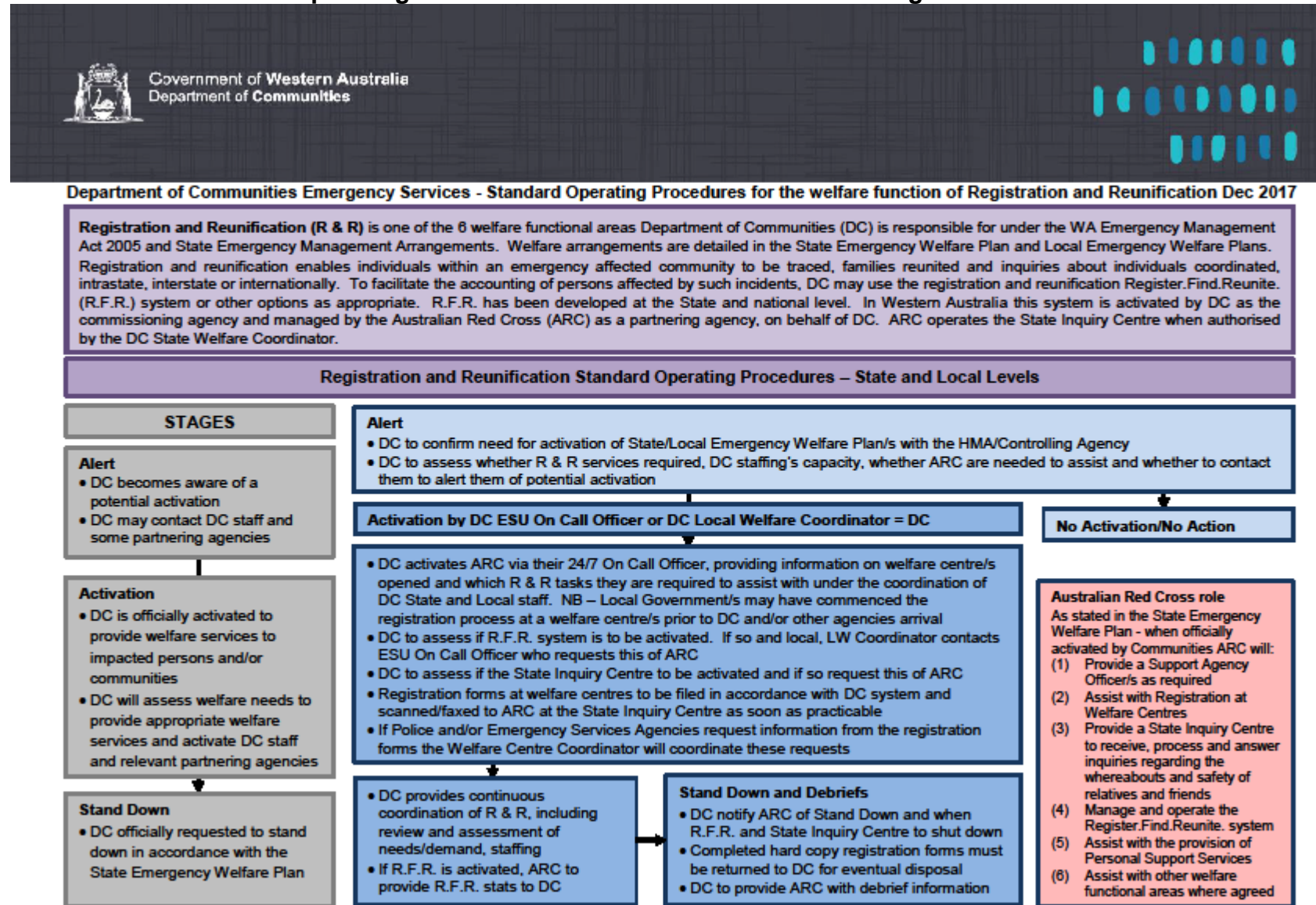
MENZIES			
Menzies Hotel	Shenton Street Menzies	9024 2016	
Tjuntjuntjara	Transline access road. Buildings in community: Office, Clinic, School	9037 1100	Moray Ralph. Community Advisor.
NGAANYATJARRAKU			
Warburton Roadhouse	Great Central Road Warburton. PMB 87 via Kalgoorlie	8956 7656. <i>A/H number is for all NG communities</i>	Geoff Handy Shire Finance Manager 0428 030 707
Warakurna Roadhouse	Great Central Road. PMB 62, Via Alice Springs,	8956 7344	Geoff Handy Shire Finance Manager 0428 030 707
Patjarr. Visitor's residence, modified Nomad, 3 bedroom. Visitors accommodation is also provided in a 3- berth, fully serviced caravan.	Clutterbuck Hills. 240 ks NE of Warburton. PMB 141 Via Alice Springs	Office/Store - 8956 7900 Advisor – 8956 7472	Geoff Handy Shire Finance Manager 0428 030 707

Appendix 6 – Welfare function of Registration and Reunification

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

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

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



Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Appendix 7 – Emergency Catering Services

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

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

Name	Address/capabilities	Contact Details	After Hours Contact
LEONORA			
Leonora Supermarket	75 Tower St. Mon-Fri 9am-5.30pm, Thur 9pm, Sat 9am-1pm.	9037 6002	
Leo's Country Kitchen/Cafe	75 Tower St. Mon-Sat 9am-7.30pm	9037 6002	
Leonora Roadhouse	724 Tower St. Mon-Fri 4.30am-7pm, sat-Sun 6am-6pm	9037 6110	
Shell Coles Express	121 Tower St. 7 days 5am-9pm	9037 6011	
Leonora Lodge	1126 Otterburn St Leonora	9037 7053	
Leonora Motor Inn	48 Tower St	9037 6444	
Central Hotel	Tower St	9037 6042	
Leonora Lodge	1126 Otterburn St	9037 7053	
Hoover House	1127 Tower St. Gwalia (B&B)	9037 7122	
LAVERTON			
Laverton Supermarket	6 Cox St	9031 1675	
Desert Inn Hotel	2 Laver Place	9031 1188	
LEINSTER			
Leinster Supermarket	Mansbridge St	0436 661 725	
Leinster Mess	29 Gledden Drive. Mon-Sun. 4am-8.30am, 4pm-8.30pm	9037 9151	
Leinster Tavern	Mansbridge St Leinster. Closes 10pm	9037 9556	
MENZIES			
Menzies Hotel	22 Shenton St	9024 2016	
NGAANYATJARRAKU A/H contact is for all NG communities Geoff Handy, Shire Finance Manager 0428 030707			
Blackstone Store		8956 7765	
Jameson Store		8956 7608	
Kanpa Store		9037 1134	
Patjarr Store		8956 7900	
Tjirrkarli Store		8956 7987	
Tjukurla Store		8956 7387	
Wanarn Store		8954 8214	
Warakurna Roadhouse	PMB 62 Via Alice Springs	8956 7344	
Warakurna Store	PMB 62 Via Alice Springs	8956 7343	
Warburton Roadhouse	Great Central Road Warburton	8956 7656	
Warburton Store	Great Central Road Warburton	8956 7637	

See each Ngaanyatjaraku Clinic listed at 'Medical Treatment' (pg 36) for HACCC catering option

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Water Corporation Manager Control Centre Operations (MCCO) Kalgoorlie Regional Office	Assist with water and wastewater infrastructure, assets, access to key personnel, reps at all Hazard Liaison Group meetings, support for ISG, OASG and IMT, support or info during operational situations. Can supply drinking water	13 13 85	13 13 75 24hr faults/ emergencies
Gibson Soak Water Co Drinking Water Supplies & Accessories	Drinking Water	6a Coventry St Kalgoorlie 9022 7800	
Refresh Waters	Unit 33/46 Great Eastern Highway, West Kalgoorlie	9022 2266	
The Fresh Pure Water	33/46 Great Eastern Highway	9091 7334	

Appendix 8 – Emergency Clothing and Personal Requisites

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

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

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

Name	Address	Contact Details	After Hours Contact
Supermarkets/General Stores			
LEONORA			
Leonora Super -market: Food/ General Stores	75 Tower Street. Mon-Fri 9am-5.30pm, Thur 9pm, Sat 9am-1pm.	9037 6002	
Shell Coles Express	Lot 121 Tower Street Leonora 7 days 5am-9pm	9037 6011	
Caltex	Cnr Tower & Rochester Street. Mon-Fri 4.30am- 7pm, Sat-Sun 6am-6pm	9037 6110	
LEINSTER			
Leinster supermarket	1 Mainsbridge Street. 7 days. 9am – 7.30pm	9037 9136 0436 661 725	
Leinster News Agents	1 Mainsbridge Street	9037 9226	
LAVERTON			
Laverton Supermarket	8 Cox St. Mon-Fri 8.30am--5.30pm, Sat 1pm.	9031 1675	
MENZIES			
Caltex	29 Shenton St Menzies	9024 2046	
NGAANYATJARRAKU			
NG Stores	Refer to page 32-33		
Fuel # Eagle Petroleum can deliver fuel supplies to outback/remote and mining communities via unmanned card machine sites, roadhouses and service stations: Menzies, Leonora Roadhouse, Laverton, Leinster Roadhouse. https://www.eaglepetroleum.com.au			

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

LEONORA			
BP Service Station	Lot 1108 Forrest St. 7 days 24hr	9881 1962	
Shell Roadhouse	Lot 121 Tower Street Leonora.	9037 6011	
Caltex Roadhouse	Cnr Tower & Rochester Street. Mon-Fri 4.30am-7pm, Sat-Sun 6am-6pm	9037 6110	
Ampol	10 Cayzer St. 24hr	0429 808 711	
LEINSTER			
Eagle Roadhouse	Cnr Mainsbridge St & Agnew Rd	9022 7711	
LAVERTON			
Laverton Roadhouse	8 Cox St. Mon-Fri 7am-5.30pm, Sat 3pm, Sun 8am-3pm		
Caltex	Beria Rd. 24hr	0419 299 431	
BP	203 Beria Road Laverton	9088 2600	
MENZIES			
Caltex	29 Shenton St Menzies	9024 2046	
NGAANYATJARRAKU			
Warburton Roadhouse	Great Central Road Warburton	8956 7656	
Warakurna Roadhouse	PMB 62 Via Alice Springs Warakurna	8956 7344	
Mattresses, Bedding, Clothing, Household Goods etc			
Communities Emergency Services	Mattresses from stores in Kalgoorlie. Allow 4-5 hours	ON CALL PH	0418 943 835
Leonora Supermarket/ Hardware	75 Tower St. Mon-Fri 9am-5.30pm, Thur 9pm, Sat 9am-1pm.	9037 6002	
Laverton Super – market.	8 Cox St. 8 Cox St. Mon-Fr 8.30am--5.30pm, Sat 1pm.	9031 1675	
Hardware Supplies			
Leonora Supermarket	75 Tower St. Mon-Fri 9am-5.30pm, Thur 9pm, Sat 9am-1pm.	9037 6002	
Laverton Supermarket.	8 Cox St. 8 Cox St. Mon-Fr 8.30am--5.30pm, Sat 1pm.	9031 1675	

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 provided by Communities, such as availability of grants and other forms of financial assistance, healthcare, provision of childcare and financial counselling. A list of relevant agencies and services is included below.

Advocacy and Counselling Services

Name	Contact Person and Address	Contact Details	After Hours Contact
Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
Mental Health Services – Dept of Health	Hospital ED's		Refer to Medical treatment pg 36
Dept of Human Services - Centrelink	Deepac Rangila, Manager	9092 5430	0429 110 698
Dept of Education School Psychologists	Saeed Amin, Regional Executive Director	9093 5600	0407 444 987
Centrecare	Darren Burns, Executive Manager	9080 0333	
Regional Chaplaincy Services		0419 715 367	0419 715 367
Salvation Army	Lieutenant Bethany Baillie	90212255	0414 958 973
Bega Aboriginal Health Service	16-18 MacDonald St Kalgoorlie	9022 5500	No A/H contact

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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	On call	1800 552 002 1800 720 101 - TTY
HealthDirect		On call	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.	On call	13 1126 – 24 hour service
Beyondblue Support Service	24 hour telephone service Chat online (3pm - 12am) - https://www.youthbeyondblue.com	On call	1300 22 4636
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline - https://www.lifeline.org.au/get-help/online-services/crisis-chat	On call	13 11 14
Samaritans Crisis Line Anonymous Crisis Support	24 hour telephone service	On call	135 247
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved Online chat and video counselling – https://www.suicidecallbackservice.org.au/need-to-talk/	On call	1300 659 467

Medical Treatment

Health Direct - 1800 022 222 - 24hr advice. Poisons Information Centre – 13 1126 0 - 24hr advice.	Laverton Hospital 2 Beria Rd Laverton 9088 2600
St John Ambulance, Emergency Calls – Phone 000 Non-Emergency Calls – Phone 9026 2000	Laverton Community Health Service, Laver Place, Laverton 9031 1311
Royal Flying Doctor Service (RFDS), Medical Emergency Calls (24 hours), 1800 625 800, Satellite phone calls – 08 9417 6389 Admin - 9417 6300	Menzies Nursing Post Mercer Street Menzies 9024 2044
Leonora Hospital 967 Sadie Canning Dr, 9080 4300	Leinster Medical Centre. 25 Link Rd Leinster 9037 9025
Leonora Community Health Service, 95 Tower Street 9037 6083	NGAANYATJARRAKU Aboriginal Health Service 44 Scotia St Wiluna 9981 8600
Leonora Medical Practice. 967 Sadie Canning 9037 6238	Spinifix Health Service. Millen St Bdr 6188 0160 Tjuntjuntjara 9037 1102
Blackstone (Papulankutja) Clinic 8956 7675	Cosmo Newberry Clinic 9037 5949
Warburton Clinic 8956 7685	Wingellina (Irrunytju) Clinic 8956 7515
Jameson (Mantamaru) Clinic 8954 6111	Kiwirrkurra Clinic 8956 8618
Warakurna Clinic 8956 7323	Patjarr Clinic 8956 7912
Tjirrkarli Clinic 8956 7683	Tjukurla Clinic 8955 8048
Wanarn Clinic 8956 7304	Kungkarrangkalpa Aged Care (Wanarn) 8955 8068
Ngaanyatjaraku Health Service – NG Health Alice Springs (08) 8955 4700 (Head Office)	

Chemists/Pharmacy supplies

Leonora Pharmacy, 72 Tower Street Leonora 9037 6820 Mon-Fri 9am-5.30pm	Leinster medical Centre. 1 Link Rd 9037 9025
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Refer to Goldfields Primary Health Service Directories website for **Medical/Chemists/Pharmacist/**

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Advocacy, Support and Counselling Services uploaded bi-monthly on the Primary health Exchange – [My Region-Goldfields](#)

WAPHA Kalgoorlie-Boulder Region Service Directory: (includes northern Goldfields)

https://phexchange.wapha.org.au/my-region-Goldfields/forum_topics/goldfields

WAPHA Mental Health Service Directory – Goldfields:

https://phexchange.wapha.org.au/my-region-Goldfields/forum_topics/wapha-mental-health-service-directory-goldfields

Medical Supplies and Equipment including Wheelchairs

Refer to Medical/Chemists (above)	
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Medical Waste Contractors

Refer to Hospitals (above)	
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Disability Support Services

Goldfields Individual and Family Support Service (GIFSA)	23 Federal Road Kalgoorlie 90914356
Life Without Barriers (LWB)	8/35 Brookman St Kalgoorlie 9092 2900

Translation, Interpretive and Hearing (AUSLAN) Services

<p>Translating and Interpreting Service (TIS National) 24/7. Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information.</p> <p>Costs are a guide only as they may change –</p> <ul style="list-style-type: none"> • Immediate phone interpreting including ATIS phone interpreting: 131 450 - 15mins @ \$34.22 - 4.1.18 • Pre booked Service – 1300 655 081 - 30mins @ \$82.89 – 4.1.18 <p>Text Emergency Calls TTY – Dial 106</p>	<p>Goldfields Aboriginal Language Centre 2 Burt Street Boulder WA 6432 9021 3788</p>
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Community and Aged Care Services and Facilities

<p>Home & Community Care Leonora: 9080 2600 9037 6299</p>	<p>Laverton: 9080 2600 9088 2602</p>
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Taxi Services/Transport – HMAs/Controlling Agency are responsible for transporting evacuees to and from Welfare Centres

Taxis/transport local	
Gold Rush Tours Buses and Coaches available or self-drive	19 Epis Street Kalgoorlie WA 6430 9092 6000
WASP Party Tours and Charters Buses and Coaches available	14 Evans Street Kalgoorlie WA 6430 9021 7744
Public Transport	Emergency (public no) – 9220 9999 Head Office – 136 213 Kalgoorlie - 9021 2655

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Appendix 10 – Key Contact Lists

Key contacts are listed in **Appendix 3** – Local Welfare Plan Emergency Welfare Coordination Group/ Partnering Agencies and **Appendix 9** – Personal Support Services.

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
Western Power	13 13 87
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Telstra	Faults – 13 20 00 Head Office – 13 22 03
Optus	131 344
SES – Public assistance Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	132 500
Water Corporation Inter-agency Emergency Management Coordinator – Alf Fordham - 9420 3964 / 0472 869 491 Alf.Fordham@watercorporation.com.au 629 Newcastle St, LEEDERVILLE WA 6007 PO Box 100, LEEDERVILLE WA 6902 Out of hours operational issues - 1300 483 514 OC_Statewide_OPS_Mgr@watercorporation.com.au Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	Public assistance – General – 9420 2420 Faults (public no) -13 13 75 if urgent Translation and Interpreter Service - <ul style="list-style-type: none"> • 13 13 85 - account enquiries • 13 13 75 - faults, emergencies and security • 13 13 95 - building services Hearing or speech impaired – 13 36 77
SES	132 500

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Sanitary, Waste Disposal, Hire Services:

Name	Type of Supplies	Contact Details	After Hours Contact
Contact Shires		Refer to page 16	
Water Corporation Manager Control Centre Operations (MCCO)	Water and wastewater infrastructure, Access to assets, key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT. Info/support during operational situations	1300 483 514 Regional Office	1300 483 514 13 13 85
Leinster Contracting Services (Agent for Coates Hire)	Lot 403 Mainsbridge Rd Leinster	9037 9191	0418 950 572
Coates Hire (Kalg-Bdr based)	Hire portable toilets, ablution blocks, generators	9021 0400	

Cleaning/laundry Services

Name	Contact Details	After Hours Contact
Bidarn Commercial/Industrial Cleaning	Lot 111 Otterburn Street Leonora	9037 6376

Animal Vets/accommodation

Name	Address	Contact details
The animal hospital and motel	46 Hannan St	9021 6000, A/H 0417910 043
Kaloorlie Veterinary Clinic	131 Boulder Rd	90213965
Kaloorlie-Boulder Boarding Cattery		9091 6242
Seven Oaks Boarding Kennels cattery	6 Hunter St Kalgoorlie	9091 8773

Appendix 11– Distribution List:

Department of Communities

This plan has been distributed electronically to:

- **Electronic copies:** Regional Director, District Director, Local Welfare Coordinator
Hard Copies: Regional Office 106 Hannan St, District Office Maritana St (**RED FILE**), Local Welfare Centre Coordinator Pack Laverton, Warburton
- Emergency Services SharePoint site
- Goldfields District Emergency Services Officer (DESO) plus a hard copy stored in DESO vehicle.

Local Emergency Management Committee

- Shires of Menzies, Leonora, Laverton and Ngannjatjarraku Local Emergency Management Committees (**Ensure edited version for any copies the public have access to – Appendices not included as contain personal names and phone numbers. This is for people's confidentiality and particularly Department of Communities staff**)

Appendix 12 – WELFARE CENTRE SAFETY INSPECTION

Facility Name & Address

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

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

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

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

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

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

Safety Inspection completed by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		

WELFARE CENTRE CONDITION REPORT

Facility Name & Address

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

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

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

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

Condition report completed by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		

WELFARE CENTRE HANDOVER REPORT

Facility Name & Address

Report Date/Time: _____

Name:		Address:	
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Facility Coordinators

Local Government Welfare Coordinator:	
DC Local Welfare Coordinator:	

Facility Handover Info

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

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

**Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies
and Shire of Ngaanyatjaraku**

<p>1. Are other community members/groups going to be utilising the centre whilst it is open as a Welfare Evacuation Centre and will disturb its current purpose? Has the community been made aware of this centre being used as a Welfare Evacuation Centre? Have alternative plans been made for activities?</p> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
<p>2. Are there any other concerns or issues that have arisen since the opening of the centre or any that you foresee being an issue whilst the centre is open as a Welfare Evacuation Centre?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
<p>3. Other Notes?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>

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

Handover report completed/acknowledged by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		