



WESTERN AUSTRALIA

## STATE EMERGENCY WELFARE PLAN

### ANNEX B

## THE RECEPTION OF AUSTRALIAN CITIZENS AND APPROVED FOREIGN NATIONALS EVACUATED FROM OVERSEAS

(May 2016)



Government of **Western Australia**  
Department for **Child Protection**  
and **Family Support**

Prepared by the Department for Child Protection and Family Support

Approved by the State Emergency Management Committee on

Date: 22 June 2016

Review Date: December 2017

## Contact Officer

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## Amendment List

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		INITIALS
	May 2016	Changed from Westplan Reception to State Emergency Welfare Plan Annex B Reception	AH
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Copies of this State Emergency Welfare Plan are available on

- the Department for Child Protection and Family Support internet site:  
[www.childprotection.wa.gov.au](http://www.childprotection.wa.gov.au)
- the State Emergency Management Committee internet site:  
[www.semc.wa.gov.au](http://www.semc.wa.gov.au)

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## **Part 1 Introduction**

### **1.1 Aim and Objectives**

To detail the arrangements for the reception into Western Australia of Australian citizens, permanent residents, their dependents and approved foreign nationals evacuated from overseas, in accordance with the Australian Government Plan for the Reception of Australian Citizens and Approved Foreign Nationals Evacuated from Overseas (AUSRECEPLAN).

The objectives for this annex are:

- To prescribe the state level organisation, concepts, responsibilities, mechanisms and procedures for statutory and non-statutory organisations involved in reception operations and delivery of emergency welfare services, and
- To establish a basis for the provision and control and coordination of emergency welfare services and resources at Reception Centres established for this purpose.

### **1.2 Scope**

The State Emergency Welfare Plan Annex B Reception details policy and arrangements adopted by the Department for Child Protection and Family Support (CPFS) to coordinate services requested through the Australian Government Plan for the Reception of Australian Citizens and Approved Foreign Nationals Evacuated from Overseas (AUSRECEPLAN), as outlined in this annex and other State level supporting plans.

### **1.3 Function Definition**

In this annex Reception refers to providing assistance, including emergency welfare services, to Australian citizens overseas or for other citizens for which the Australian Government accepts responsibility, who have been threatened as a result of a major overseas disaster and evacuated to Australia.

### **1.4 Related Documents**

Other documents related to this plan include:

- AUSRECEPLAN
- *Emergency Management Act 2005*, and associated regulations
- State Emergency Management Policy

- State Emergency Management Plan
- State Emergency Welfare Plan
- State Emergency Welfare Plan Annex A Registration and Reunification
- Local Emergency Welfare Plans
- WESTPLAN - Recovery Coordination
- WESTPLAN – Health
- Local Emergency Management Arrangements

## **1.5 Authority for this Annex**

The State Emergency Management Policy states –

### ***5.9.7 Reception***

*5.9.7.1 Under arrangements with the Australian Government, the State may provide a range of reception services in line with the Australian Government Plan for the Reception of Australian Citizens and Approved Foreign Nationals Evacuated from Overseas (AUSRECEPLAN).*

*5.9.7.2 Welfare services, including registration and reunification, may be provided and coordinated by CPFS*

## **1.6 Annex Responsibilities**

The development and maintenance of the annex will be conducted by CPFS in consultation with the State Emergency Management Committee (SEMC) and its Subcommittees, members of the State Welfare Emergency Committee and Perth Airport Aerodrome Emergency Committee.

The Perth Airport Aerodrome Emergency Committee acts as an advisory, consultative and referral group to assist in the planning and operations pertaining to this annex. The Perth Airport Welfare Subcommittee is tasked with the preparation and exercising of the Care of Uninjured Plan, elements of which may be activated if required.

## **1.7 Exercise and Review Periods**

### Exercising

CPFS will ensure this annex shall be exercised at least annually in accordance with State emergency management policy [SEMP 4.2].

### Reviews

CPFS will ensure the review period shall not be more than five years and may be more frequent if appropriate. Review period can be linked to any activation of the plan [SEMP 4.2].

## **1.8 Organisational Roles and Responsibilities**

As outlined in AUSRECEPLAN, once a Reception Point has been determined and the Department of the Prime Minister and Cabinet has obtained concurrence and agreement from the Premier of Western Australia, the following will apply:

- a) The State based services provided at a Reception Centre under AUSRECEPLAN, are managed in accordance with arrangements outlined in this annex, with the specific welfare services outlined in the State Emergency Welfare Plan.
- b) Commonwealth agency roles and responsibilities in support of this plan are outlined in AUSRECEPLAN.
- c) Other agencies supporting this plan are identified in AUSRECEPLAN, the State Emergency Welfare Plan, Perth Airport Aerodrome Emergency Plan or Local Emergency Management Arrangements.

## **Part 2 Preparedness**

### **2.1 Responsibility for Preparedness**

As per the State Emergency Management Policy 5.9.7 Reception and Plan 5.5.4 Welfare, Other functions, Reception

### **2.2 Preparedness Arrangements**

As per the State EM Policy and Plan, EM planning must consider where special arrangements will be required, for example any groups whose circumstances may create barriers to obtaining information, understanding instructions, or reacting to an emergency. This includes, but is not limited to:

- children;
- individuals from Culturally and Linguistically Diverse (CaLD) backgrounds;
- at risk and special needs groups; and
- isolated individuals and communities.

### **2.3 Resources**

CPFS has the primary responsibility for managing and coordinating Reception welfare services resources. The annex is based on the utilisation of existing resources and to supplement those resources when required at the inter-agency State and Australian Government level.

### **2.4 Training**

Training, both internally and inter-agency, will be determined by the member agencies of State Welfare Emergency Committee, the Perth Airport Aerodrome Emergency Committee and CPFS, so staff and volunteers of CPFS and partnering agencies are provided with the necessary skills to ensure the provision of services under this annex.

## Part 3 Operation of Annex

### 3.1 Annex Activation Procedures

CPFS will normally receive between four and seven days warning from the Attorney-General's Department Emergency Management Australia (AGD EMA), that an evacuation is likely to, or will occur. However short notice evacuations may occur, which would involve some or all of the alerts and levels of response to be initiated simultaneously.

As outlined in AUSRECPLAN, AGD EMA advises the CPFS State Welfare Coordinator, or Executive Director of SEMC.. The State Welfare Coordinator is advised and will activate this annex.

After initial advice, the Emergency Services Coordinator will establish direct communications and liaison with AGD EMA, and notify relevant agencies should support be required.

### 3.2 Operations/Coordination Management Structure

Overall control and coordination of the Reception Centres is the responsibility of CPFS through the designated State Welfare Coordinator. CPFS prioritises its response in line with its operational capacity and relies on other government agencies, and non-government agencies as available, to provide assistance when requested.

CPFS staff and participating agencies will be familiar with the Australasian Inter Service Incident Management System (AIIMS). However, current internal CPFS and participating agency management procedures shall continue to operate.

### 3.3 Levels of Response

Alerts are as outlined in AUSRECEPLAN -

*Activation will be:*

- a. **AUSRECEPLAN WHITE** – ‘Evacuation Possible’, Alert, commencement of detailed planning (this will include advice on authorisation to commit resources to make preparations);
- b. **AUSRECEPLAN YELLOW** – ‘Evacuation Probable’, Warning, detailed planning to be confirmed, operations instructions will be issued;
- c. **AUSRECEPLAN RED** – ‘Evacuation Imminent or underway’, Activate reception operations; and
- d. **AUSRECEPLAN GREEN** – Cancel Activation of AUSRECEPLAN.’

The organisation for the provision of emergency reception operations is based on the following:



- The State Welfare Coordinator to manage this responsibility at the State level,
- The CPFS Emergency Services Coordinator to coordinate the initial response according to this annex,
- Partnering agencies to be responsible for the provision of welfare support services, as per 1.8 above.

The level of response will be determined by the State Welfare Coordinator on the basis of information supplied by AGD EMA or the State Emergency Coordinator. The Emergency Services Coordinator will attend and/or provide advice to the State Emergency Coordination Group where required.

See the State Emergency Welfare Plan for arrangements for Emergency Situation Declaration and State of Emergency levels of response.

### **3.4 Functional Management Centres**

#### **3.4.1 State Welfare Coordination Centres**

The State Welfare Coordination Centre coordinates the welfare response to emergencies. The provision of such facilities, their staffing and operating procedures is the responsibility of CPFS.

The primary and alternate facilities designated as the State Welfare Coordination Centre are as follows:

*Primary*      Department for Child Protection and Family Support  
6-8 Bennett Street  
East Perth WA 6004

*Alternate*     Department for Child Protection and Family Support District Office or other available location

Contact State Welfare Coordinator on alternative being activated

#### **3.4.2 State Support Agency Liaison Officers**

During response/recovery activities, Support Agency Liaison Officers are provided by each of the participating organisations to assist the CPFS Emergency Services Coordinator. These officers will need to be located at the designated Coordination Centre or Local Welfare Centre as and when advised. The State Welfare Emergency Coordination Centre may be used for this purpose.

The AGD EMA will provide a Liaison Officer to advise the State Welfare Coordinator; and if necessary CPFS will provide a Liaison Officer to the AGD EMA.

### **3.5 Resources**

A detailed Action Plan for specific agency tasks for the Provision of Reception Centre Support, which is reflective of AUSRECEPLAN, is attached as Appendix 2.

Westralia's Airport Corporation Control Centre, which is operated on a 24 hour basis, will be requested by the CPFS Emergency Services Coordinator to activate the Care of Uninjured Plan, as developed by the Perth Airport Welfare Subcommittee.

### **3.6 Media and Public Information Management**

AUSRECEPLAN outlines the principles for the provision of Public Information and Media Management. CPFS and other participating support agencies to this annex should only provide information to the public and the media on issues that are directly their responsibility.

All such releases are to be made through the State Welfare Coordinator, or the State Emergency Public Information Coordinator (SEPIC) as detailed in the State Public Information Emergency Management Support Plan – WESTPLAN - Emergency Public Information.

### **3.7 Activation of Other Plans in Support of This Plan**

Other Plans that may be activated in support of this annex include:

- State Emergency Welfare Plan,
- State Emergency Welfare Plan Annex A – Registration and Reunification;
- WESTPLAN – Emergency Public Information
- WESTPLAN – Health

Procedures for the activation of these plans are contained within those plans.

### **3.8 Financial Arrangements for Response**

The financial arrangements for the activation of this plan are as outlined in AUSRECEPLAN. All participating agencies should maintain accurate records of costs incurred in conducting reception operations. CPFS shall consolidate these costs and submit these for processing with AGD AEM as described in AUSRECEPLAN.

The guide associated with AUSRECEPLAN relating to costs that may be claimed is reproduced as Appendix 3.

In addition, State Emergency Management Policy No. 4.2 Funding for Emergencies (SEMP 4.2) will be applied if required, unless other arrangements are negotiated and approved by the State Welfare Coordinator.

### **3.9 Stand Down and Debriefs**

Stand Down is to occur on advice from AGD EMA and will be conducted as per the State Emergency Welfare Plan 3.3 Stages of Activation, with participating agencies stood down on completion of tasks by the State Welfare Coordinator.

Welfare Support Services may continue beyond this time by agreement with AGD EMA and the State Welfare Coordinator. Ongoing services will be monitored by the CPFS Emergency Services Coordinator, on behalf of the State Welfare Coordinator. Participating agencies will be responsible for submitting ongoing and debrief reports to the Emergency Services Coordinator.

The Emergency Services Coordinator, on behalf of the State Welfare Coordinator, conducts a debrief of participating staff and agencies as soon as practical when all agencies are stood down.

### **3.10 Post Operation Reports**

As part of the incident analysis / review, agencies involved in any activation in support of this annex may provide a post incident analysis or review to the CPFS Emergency Services Coordinator. These reviews may be used for consultative purposes and may be included in the Post Operation Report as outlined in State Emergency Management Policy 4.3 Post Operation Reports (SEMP 4.3), and retained by CPFS.

The Emergency Services Coordinator, on behalf of the State Welfare Coordinator, prepares and distributes Post Operation Reports in accordance with SEMC Policy 4.3.

## Appendix 1 – Distribution List

This annex is distributed in electronic form.

Agencies below are advised when an updated version as approved by the SEMC is published on the SEMC internet site - [www.semc.wa.gov.au](http://www.semc.wa.gov.au) .

Copies of this plan are distributed to:

- **Commonwealth Attorney-General's Department**
  - Emergency Management Australia
  - National Emergency Management Coordination Centre
  - EMA Institute Library (2 copies)
- **State Government Ministers**
  - Minister responsible for administration of the Emergency Management Act 2005
  - Minister for Child Protection and Family Support
- **State Emergency Management Committee**
  - SEMC Members
  - SEMC Subcommittee Members
- **Perth Airport Aerodrome Emergency Committee Members**
- **Library Deposits (bound copies with contact details removed)**
  - National Library of Australia, Legal Deposits Unit (2 copies)
  - State Library of Western Australia, Battye Library (4 copies)

## Appendix 2 – Action Plan for the Provision of Reception Centre Support

\*Serial's in this Action Plan are developed to be aligned, read and actioned in conjunction to Annex G to AUSRECEPLAN. Local Emergency Management Arrangements and the State Emergency Welfare Plan may be activated where required in support of this plan.

Serial*	Type of Support	Responsibility	AUSRECEPLAN WHITE	AUSRECEPLAN YELLOW	AUSRECEPLAN RED	Comments
4	Catering	Department for Child Protection and Family Support	As per State Emergency Welfare Plan 3.3.3 <u>Stage 1 - Alert</u>	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	AUSRECEPLAN GREEN is as per 4.3.3 <u>Stage 3 - Stand Down</u> of STATE EMERGENCY WELFARE PLAN in all Serials  Perth Airport Welfare Subcommittee manage functions under Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan
5	Temporary Shelter and Accommodation	Department for Child Protection and Family Support	As per State emergency Welfare Plan.3.1 <u>Stage 1 - Alert</u>	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	Perth Airport Welfare Subcommittee manage functions under Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan
6	Communications	Department for Child Protection and Family Support	As per State emergency Welfare Plan.3.1 <u>Stage 1 - Alert</u>	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>	State Public Information Emergency Management Support Plan – WESTPLAN - Emergency Public Information  Airport Aerodrome Emergency Committee manage functions under Airport Emergency Plan

Serial*	Type of Support	Responsibility	AUSRECEPLAN WHITE	AUSRECEPLAN YELLOW	AUSRECEPLAN RED	Comments
7	Banking	Banks and Department for Child Protection and Family Support	As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	Perth Airport Welfare Subcommittee manage functions under elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan
8	Welfare	Department for Child Protection and Family Support	As per State Emergency Welfare Plan.3.3.3 <u>Stage 1 - Alert</u>	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	Perth Airport Welfare Subcommittee manage functions under elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan
9	Personal Support	Department for Child Protection and Family Support	As per State Emergency Welfare Plan.3.3.3 <u>Stage 1 - Alert</u>	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	Perth Airport Welfare Subcommittee manage functions under elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan
10	Medical	Health Department	As per Westplan Health <u>Stage 1 – Alert</u>	As per Westplan Health <u>Stage 2 – Standby</u>	As per Westplan Health <u>Stage 3 – Response</u>	Perth Airport Welfare Subcommittee, which includes the Department of Health, manage functions under elements of Airport Aerodrome Emergency Plan 6.1 Care of

Serial*	Type of Support	Responsibility	AUSRECEPLAN WHITE	AUSRECEPLAN YELLOW	AUSRECEPLAN RED	Comments
						Uninjured Plan
12	Registration	Department for Child Protection and Family Support	As per State Emergency Welfare Plan.3.3.3 <u>Stage 1 - Alert</u>  As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>  As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	Activated in conjunction with State Emergency Welfare Plan Annex A – Registration and Reunification
13	Media	AGD AEM/DFAT/ Department for Child Protection and Family Support/Airline/Perth Airport	As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	As per activation of elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	Westplan -Emergency Public Information may be activated in support of this plan
14	Social Security Assistance	Department of Human Services Centrelink	Advise and arrange for income support payments as necessary	As per Department of Human Services Centrelink Arrangements	As per Department of Human Services Centrelink Arrangements	Liaise with Department for Child Protection and Family Support and Perth Airport Welfare Subcommittee
15	Air Transport	Infrastructure/AGD AEM/ State	Liaise with airport owners		Assist with arranging commercial air services from remote Reception Centres	Liaise with Department for Child Protection and Family Support and Perth Airport Welfare Subcommittee
16	Travel Assistance	Department for Child Protection and Family Support	As per State Emergency Welfare Plan.3.3.3 <u>Stage 1 - Alert</u>	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>	As per State Emergency Welfare Plan.3.3.3 <u>Stage 2 – Activation</u>	Perth Airport Welfare Subcommittee manage functions under elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan
17	Reception	AFP and WA Police	As per activation of	As per activation of	As per activation of	Perth Airport Welfare

Serial*	Type of Support	Responsibility	AUSRECEPLAN WHITE	AUSRECEPLAN YELLOW	AUSRECEPLAN RED	Comments
	Point/Reception Centre Security		elements of the Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	elements of the Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	elements of the Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan	Subcommittee manage functions under elements of Airport Aerodrome Emergency Plan 6.1 Care of Uninjured Plan



## **Appendix 3 – Indicative Categories of Claimable Expenditure**

*As outlined in ANNEX J to AUSRECEPLAN*

1. Costs that could be incurred during reception operations and for which Australian Government reimbursement may be claimed are as follows:
  - a. Overtime and allowances including Travel Allowance;
  - b. Wages and allowances for agencies contracted to supply specialist services;
  - c. Meals;
  - d. Temporary employment costs;
  - e. Transportation/Charter costs;
  - f. Travel expenses (air fares/taxis/vehicles/parking);
  - g. Facilities/Plant hire;
  - h. Fuels (including lubricants);
  - i. Consumables;
  - j. Repair and replacement of damaged equipment;
  - k. Reception Point and Reception Centre costs;
  - l. Emergent medical, public health/safety matters, including health assessment costs;
  - m. Temporary accommodation costs;
  - n. Communications costs (internet/phone/facsimile);
  - o. Personal hardship and distress costs for evacuees;
  - p. Other costs directly attributed to the reception operation; and
  - q. Debrief, planning etc.

## **Appendix 4 – Participating Agencies and Contact Details**

*(Restricted Information - Not included in Public Release Document.)*