

CONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

I certify that the minutes of the meeting of the Local Emergency Management Committee held 7 June 2019 were confirmed on 13 September 2019.

Chairperson



CONFIRMED MINUTES LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 7 JUNE 2019

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING COMMITTEE ROOM, SHIRE OF MUNDARING – 10.00AM

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 10.00am welcoming all in attendance.

Acknowledgment of Country

Shire of Mundaring respectfully acknowledges the Whadjuk of the Noongar Nation, who are the traditional custodians of this land. We wish to acknowledge Elders past, present and emerging and respect their continuing culture and contribution they make to the region.

1.1 Announcement of Visitors

1.2 Attendance/Apologies

Members	Cr Stephen Fox	Chairperson
	Adrian Dyson	LEMC Executive Officer
	Megan Griffiths	A/CEO
	Stan Kociac	A/Director Corporate Services
	Merveen Cross	DFES District Emergency Management Advisor
	Claire Silveira	Red Cross
	Paul Morris	Woorooloo Prison
	Jeff Taylor	OIC Mundaring Police
	Ryan Hamblion	Department of Communities
	Cassie Kelly	Department of Communities
	Paul Larkin	Department of Education
	William Newell	Acacia Prison
Staff	Jenine Banks	Minute Secretary
	Craig Cuthbert	Co-ordinator Community Safety & Emergency Management
Apologies	Simon Robbins	RISE Group

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Elected Members must disclose the nature of their interest in matters to be discussed at the meeting (Part 5 Division 6 of the Local Government Act 1995).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (Sections 5.70 and 5.71 of the Local Government Act 1995).

3.2 Declaration of Interest Affecting Impartiality

An Elected Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C).

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the minutes of the meeting of the Local Emergency Management Committee held Friday 15 March 2019 be confirmed.

COMMITTEE DECISION			DLEMC1.06.19		
Moved by:	Adrian Dyson	Seconded by:	Claire Silviera		

CARRIED 12/0

5.0 PRESENTATIONS

SEMC Report –refer Attachment 1 (pages 1-6)

Red Cross LEMC Update – Refer Attachment 2 (pages 1-2)

6.0 REPORTS OF EMPLOYEES

6.1 2019 Annual And Preparedness Report Capability Survey

Adrian Dyson said that he had completed the SEMC Capability Survey Report, which was designed to gather information from LG's on a range of factors some of which included: Infrastructure protection, business continuity, incident management, volunteering and evacuation. Adrian noted that the Shire of Mundaring could do better with more resources. Merveen Cross told the meeting that each LG will receive its own personal report as well as a district report for each DEMC once the survey results have been collated by the SEMC.

6.2 Local Emergency Welfare Plan - Midland Region

Adrian Dyson advised that the Local Emergency Welfare Plan was regularly reviewed/updated by the Department of Communities, with the document forming part of the Shire of Mundaring's LEMA. Due to the sensitivity of some part of the document (contact names and telephone numbers), the document will not appear on the Shire's website. Ryan Hambilion commended the Shire of Mundaring for being one of the few proactive LG's in regards to using the Plan and contacting Department of Communities where/when required.

6.3 SOM 2018/2019 Exercise

Adrian Dyson advised that the 2018/2019 Exercise will be held late 2019. Commencing 20/21 it will be a requirement that the LEMC Exercise accords with the State's exercise framework.

A brief discussion was held around a possible scenario, with the general consensus being around a bushfire near a school. Further discussions will take place in near future LEMC meetings.

6.4 Bushfire Season Review

In the absence of the CESM, Adrian Dyson told the meeting that the Shire had extended the Restricted Burning season until 14 June 2019 due to dry weather conditions.

6.5 Local Level Risk Workshop - Fire

Adrian Dyson said that the Local Level Risk Workshop was held at the Shire of Mundaring on 6 June 2019 with Kalamunda, Gosnells, Swan and Serpentine/Jarradale in attendance, as well as SEMC representatives Merveen Cross and Quinta La Rosa also in attendance. The workshop risk category assessed was fire.

Merveen Cross congratulated Adrian on a successful and well organised workshop.

6.1 CORRESPONDENCE IN/OUT

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26.03.19	M Cross – DFES, City of Perth Emerge Portal Forum
01.04.19	C Silveira – Red Cross, Preparedness Research Survey
09.04.19	M Cross – DFES, DEMC Meeting Papers
11.04.19	M Cross – DFES, 2019 Annual Preparedness & Capability Report Survey
12.04.19	B Pianta – DFES, Resilient Australia Awards
15.04.19	M Cross – DFES, Aware Grant Funding Round Notification & Forms
06.05.19	R Armstrong – DFES, Fire Chat Research Survey
08.05.19	E Devitt-Rix – WALGA, DFES At Risk Communities Program
16.05.19	K Edmeades – Red Cross, Recovery Training Information
Out	
26.03.19	J Banks – All Schools – Emergency Details Contact Update Request Form

7.0 STANDARD MEETING ITEMS

- 7.1 Contact Details
- 7.2 Post Incident Reports
- 7.3 Post Exercise Reports

7.4 Funding Nominations and Applications Progress

Adrian Dyson said the Mundaring, Swan, Kalamunda and Red Cross had jointly submitted a grant application around a Preparedness project. Merveen Cross said that there had been a huge interest, with the application now at the Ministers discretion.

7.5 Emergency Risk Management/Treatment Strategies Progress

Adrian Dyson advised that OBRM had endorsed the BRMP document (February 2019) and that Council approved the BRMP at its meeting on 14 May 2019.

7.6 Review Local Emergency Management Arrangements (LEMA)

Adrian Dyson advised that a full review of the LEMA is due next year.

7.7 Review LEMC Business Plan Strategies & Record Key Achievements

8.0 URGENT BUSINESS (LATE REPORTS)

Ryan Hamblion said that the Department of Communities will have a training session on 25 June 2019, and another one will be held in July 2019.

Paul Larkin reminded Shire staff of before and after school care, which included all school holidays. Craig Cuthbert said that the Shire have Camp Australia's contact details and will touch base with Camp Australia before the 2019/2020 summer school holidays.

Claire Silveria advised that the Red Cross will hold Recovery Training, encouraging the meeting to look at the dates and attend were possible.

9.0 CLOSING PROCEDURES

9.1 Date, Time and Place of the Next Meeting

The next meeting will be held at 10am on 13 September 2019, in the Committee Room.

9.2 Closure of the Meeting

The Chairman closed the meeting at 11.33am, thanking all in attendance.

Attachment 1





MUNDARING LOCAL EMERGENCY MANAGEMENT COMMITTEE DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT 7 JUNE 2019

STATE NEWS

HAZARDOUS AND EMERGENCY EVENT SERVICES

WALGA has established a Preferred Supplier Arrangement (PSA) to assist its Members to directly access Hazardous & Emergency Event Waste Clean-up Services from a prequalified panel of service providers.

This PSA is particularly useful in situations where the activities of both State and Local Government have been hindered by issues that arise in managing unexpected hazardous wastes. One such example involves the appointment of suitable contractors to collect and dispose of illegally dumped hazardous material on either State or Local Government managed land.

The management of hazardous waste arising from an emergency situation such as that caused by bushfires, cyclonic activity or flooding is also generally time critical.

In recovery, the management of hazardous wastes generated in an emergency has the potential to cause significant problems and delays. The waste management issues arising from the 2016 Yarloop fires are well documented. The cost of removing these wastes and remediating properties within tight timeframes ran into many millions of dollars.

The appointment of suppliers to the PSA has allowed for an efficient means to access solutions through prequalified suppliers, including an Aboriginal enterprise, across a broad scope which is outlined and can be viewed here in more detail, along with the pre-qualified supplier list and category appointment.

For more information, please contact WALGA Procurement and Category Manager, Community, Dale Chapman via email or telephone 08 9213 2095.

SEMC STRATEGIC PLAN 2019 - 2022

The current State Emergency Management Committee (SEMC) and Office of Emergency Management (OEM) Strategic Plan for 2017-2020 was approved in August 2017. There have been a number of changes since the 2017-20 plan was approved, including the issuing of the Ministerial Statement of Intent and the machinery of government changes to amalgamate the OEM into the Department of Fire and Emergency Services.

Further, many of the current members of the SEMC were not involved in the approval of the current plan. Given these changes, and that the current strategic plan is nearing its end date, it is timely to review achievements made under the 2017-20 plan and to establish an SEMC Strategic Plan for the next period (2021-24).

The SEMC approved the commencement of work to review and redevelop the SEMC Strategic Plan with a goal of releasing the revised plan in December 2019.

The District Emergency Management Committee business plans will align with the SEMC strategic plan once the SEMC business plan is released.

AMENDMENTS TO THE STATE EMERGENCY MANAGEMENT DOCUMENTS

The State Emergency Management Committee (SEMC) approved amendments to the suite of State Emergency Management (EM) documents and approved the new **State Hazard Plan – Human Biosecurity**, effective from 24 May 2019.

Please note:

- Significant amendments were made to the State EM Policy, State EM Plan and State EM Procedures in regard to the new **State EM exercise framework**. Minor statement of fact amendments were made to some State EM guidelines to reflect changes to the State EM Policy.
 - o The State EM exercise framework includes:
 - ✓ the formation of the State Exercise Coordination Team (SECT) to support the State EM exercise framework;
 - ✓ a capability-based exercise program requiring agencies to develop and report on 3-year exercise schedules; and
 - ✓ a State EM Exercise, to occur every 3 years.
 - A 6-month transitional period will commence on 1 July 2019, allowing agencies time to adopt the new framework.
 - Upon request and subject to resourcing, the SECT will work with agencies and organisations in the preparation, coordination, delivery, and evaluation of exercise activities.
 - o The 3-year exercise cycle will commence 1 January 2020 and the first State EM Exercise will occur in 2022.
 - The SECT now has an official email address: <u>SECT@dfes.wa.gov.au<mailto:SECT@dfes.wa.gov.au>.</u>
 This address is to be used for all agency correspondence relating to exercising. The address will be where agencies and DEMC's send Exercise Reports to and where updates and correspondence will be distributed from.

The State Operations Command Centre has updated their email address: StateOperationsCommandCentre@police.wa.gov.au

<u>State Hazard Plan – Human Biosecurity</u> has been created as part of the SEMC Policy and Governance Review Project, Phase 7: Westplan Rationalisation. These arrangements have undergone a full content review and **replace Westplan Human Epidemic.** Please remove or archive old copies of Westplan Human Epidemic you may have and update any references to the plan.

It is strongly advised that all agencies review the updated documents. Full details of the amendments are available on the <u>SEMC Policy Amendments webpage</u>.

STATE EXERCISE COORDINATION TEAM (SECT) UPDATE

Draft Work Plan – on the 11th April a small working group convened by the SECT Chair met for the purposes of developing a Draft SECT Work Plan for the State Exercise, a proposed high level Transition Brief to inform SEMC of the work to be done in preparation for the State Exercise and a SEMC paper proposing the hazards to be exercised in the State Exercise 2022. The State Exercise is to be Human Epidemic and a Structural Fire at a major hospital. On the 10th May the SEMC approved the proposed State Exercise.

State EM Suite - The Policy Team have also completed all the updates on exercising to the State EM Suite (Policy, Plan & Procedures) and on the 10th May SEMC approved the amendments (Amendment List attached). The effective date of the new amendments was the 24th May 2018. Agencies will be required to comply with the new sections in respect to reporting on exercising and submitting exercise schedules when the exercise cycle commences on the 1st January 2020. The period between now and the 31st December 2019 is a transition period where agencies can commence doing their capability analysis and developing their exercise schedules to align with the hazards identified for the State Exercise.

The amendments to the suite include:

- minor amendments throughout the suite of State EM documents to implement the State Exercise Framework
- amendments to State EM Policy sections 4.8-4.11 Exercising;
- amendment to State EM Plan section 4.7 Exercises and Training;
- amendment to State EM Preparedness Procedure 19 Exercise Management;
- amendment updates to State Hazard Plans Search and Rescue, Energy Supply Disruption, HAZMAT, Terrorism; and
- statement of fact changes to provide consistency of language throughout the documents.

DISTRICT NEWS

CHANGES TO THE COMPREHENSIVE IMPACT ASSESSMENT AND TRANSFER OF CONTROL

Background

Under the State Emergency Management Recovery Procedure 4, it is a requirement for a Comprehensive Impact Assessment (CIA) to be completed prior to the cessation of the response phase of an emergency.

As prescribed in the State Emergency Management Recovery Procedures Sect 4, a Comprehensive Impact Assessment (CIA) is to be completed prior to the cessation of the response phase, in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator.

The CIA captures data on loss and damage post-emergency. It is the responsibility of the Controlling Agency and is to be completed prior to the cessation of the response phase when there are significant impacts requiring recovery activity.

A review of the CIA document and process is being undertaken by the DFES Recovery Directorate. Storybox Consulting has been engaged to conduct the review in two stages.

An initial review of the CIA use across DFES hazards, was conducted in 2018 resulting in the revised **Impact Statement Template** and **Guideline**. The Impact Statement and Guideline have been trialled over the 2018/19 summer/autumn period.

Recovery Tools

A number of useful recovery tools are available on the SEMC website including:

- <u>Local Recovery Guideline</u> (currently being reviewed, with the next 12 months focussing on the development of online tools and resources that support local government's recovery capabilities).
- Communicating in Recovery Guidelines
- <u>Aide-Memoire</u> Local Recovery Coordinator
- Recovery Network Webinars: DFES Recovery Directorate and WALGA have partnered to support a recovery network. The goal of the Recovery Network is to facilitate the sharing of recovery best practice, processes, experiences, case studies and lessons learnt. DFES is seeking input on content for future Recovery Network webinars, including examples of innovative solutions to an ongoing recovery issue. Please send suggestions to <u>Suzanne.Blyth@dfes.wa.gov.au</u>
- Recovery Training Project: A consultant has been engaged by DFES Recovery to conduct: an environmental scan of recovery training that is currently being offered by agencies, consultation with local government and other agencies on what the gaps in training are and what they would like to see and; research on best practice in training and education.
- Community Recovery Handbook

LOCAL NEWS

EOI: LOCAL GOVERNMENT ANIMAL WELFARE IN EMERGENCIES WORKSHOPS

The workshops will provide Local Governments with the opportunity to learn about integrating animal welfare considerations into their emergency management planning.

The new State Support Plan - Animal Welfare in Emergencies (Interim) came into effect on the Wednesday, 13 March and documents WA's strategic arrangements for the coordination of animal welfare services during emergencies. The Department of Primary Industries and Regional Development (DPIRD) and WALGA will be hosting a two workshops on Animal Welfare in Emergencies for Local Governments. The workshops will offer the opportunity to learn about integrating animal welfare considerations in the development of plans, policies and procedures and the benefits it has for building community resilience for emergencies.

The full day workshops will offer opportunities to network and learn from case studies and experienced professionals on planning for and responding to animal welfare in emergencies. The first workshop will be held in the metropolitan region, with a second to follow in a yet to be confirmed regional location, both on the week **Monday**, 19 to Friday, 23 August.

To express your interest in the workshop, please contact State Animal Welfare Emergency Coordinator Amanda Nardi-Wallace:

Amanda.Nardi Wallace@dpird.wa.gov.au

WALGA EMERGENCY MANAGEMENT ENGAGEMENT WORKSHOP: BEFORE - DURING - AFTER

The Emergency Management: Before - During - After Project will identify challenges and opportunities for improvement within Local Government systems, and set a clear direction for WALGA's representative, advocacy and capacity building activities into the future.

Date: Tuesday, 6 August

Time: 9:00am to 12:00pm (registration from 8:30am)

Venue: Perth Convention and Exhibition Centre, 21 Mounts Bay Road, Perth

Cost: Free Event

This workshop will provide an opportunity for Local Government representatives to inform the Before - During - After Project, by sharing information on their current awareness and activities in Emergency Management, and defining how WALGA can assist the sector before, during and after emergencies. The Workshop will run one day prior to the WALGA Local Government Convention, providing the potential for regional delegates travelling to Perth for the Convention to attend.

The half-day workshop will include facilitated discussion on the current status and future aspirations for WA Local Governments. Local Government Elected Members, CEOs and Officers are encouraged to attend.

For more information, or to express your interest in attending the workshop, please email WALGA Senior Policy Advisor, Emergency Management Evie Devitt-Rix or call on (08) 9213 2082.

EMERGENCY MANAGEMENT TRAINING AND CONFERENCES

2019	Conference / Seminar / Training	Location
12 & 13 June	A&NZ Disaster & Emergency Management Conference	Gold Coast
12 June	The 'New Normal': Emergency Management in a Changing Climate, WALGA	West Leederville
17, 18 & 19 June	12 th Australasian Natural Hazards Management Conference	Canberra
17 June	Communicating in Recovery, Australian Red Cross	Fraser Suites, East Perth
27 June	Community Recovery, Australian Red Cross	Fraser Suites, East Perth
23-24 July	Community Recovery	TBA
29 July	Communicating in Recovery	TBA
5 August	Participate in Local Government Emergency Management Preparation	
12-13 August	Community Recovery	TBA
6 August	Manage Recovery Activities for Local Government	WALGA
6 August	WALGA Emergency Management Engagement Workshop: before - during - after	Perth Convention and Exhibition Centre
7 August	WALGA Local Government Convention	Perth Convention and Exhibition Centre
19 August	Psychological First Aid	TBA
20-21August	Local Recovery Coordinator	WALGA
22 August	Communicating in Recovery	TBA
28 & 29 Aug	Australian Disaster Resilience Conference 2019	Melbourne
16-17 Oct	Community Recovery	TBA
21 October	Psychological First Aid	TBA
4 Nov	Communicating in Recovery	TBA

2019 SEMC MEETING SCHEDULE

- Friday 2 August 2019
- Friday 4 October 2019
- Friday 6 December 2019

District Emergency Management Advisor Metropolitan Operations Department of Fire and Emergency Services

Australian Red Cross Emergency Services LEMC Update

May 2019

Detailing activities February 2019 – April 2019

1. PREPAREDNESS

- Red Cross is partnering with DFES and AIDR to deliver the DRANZSEN WA FORUM on 25
 June. The session is designed for teachers and emergency services personnel who are involved
 with youth and disaster resilience education
 https://www.aidr.org.au/events/20253?locationId=20254
- 'PILLOWCASE' PREPAREDNESS SESSIONS FOR COMMUNITY & CHILDREN: Red Cross Pillowcase presenters have begun running sessions in primary schools in the Metropolitan and South West Regions, reaching more than 250 students in March and April. We are currently training new presenters in Perth and the Bunbury region.

2. RESPONSE/EARLY RECOVERY (incl. REGISTER.FIND.REUNITE.)

- SHADY HILLS FIRE Red Cross attended community meetings, providing PFA to affected communities members and a wellbeing presentation
- **LEWANA FIRE** Red Cross attended local recovery meetings and undertook phone outreach to 62 fire affected families in Nannup and Balingup areas.
- CYCLONE VERONICA Register. Find. Reunite. was activated for cyclone Veronica with 1086 registrations being taken, 878 of these were online registrations. Red Cross attended recovery meetings, both local and state. Phone outreach for Town of Port Hedland and City of Karratha following was undertaken. Utilising 57 volunteers and taking more than 300 hours, Red Cross made more than 1800 phone calls to reach more than 600 households.

3. RECOVERY

- CHRISTCHURCH SHOOTING TRAGEDY: Red Cross provided psychosocial support to more than 3000 people attending 9 Vigil events across the State, including Forrest Chase, UWA, Perth and Thornlie Mosques and Kings Park in the City of Perth area, Australind and two in Kalgoorlie. We also provided the memorial guidelines to City of Perth, UWA and the Perth Mosque to help with management of the spontaneous memorials which appeared.
 Red Cross Messaging on helping children cope in a crisis and looking after yourself was distributed to schools across the state by the Education department. Training in providing psychosocial support was provided to approximately 55 teachers at the Islamic College
- CYCLONE VANCE 20 YEAR ANNIVERSARY Red Cross provided resources and personnel to support an anniversary event held in Exmouth. 60 community members attended.
- COMMUNITY RECOVERY TRAINING FOR LOCAL GOVERNMENTS: Red Cross will be rolling out dedicated recovery training throughout the State over the next year. With a focus across short, medium and long term recovery the training explores the physical and psychological challenges which affected communities may face after a disaster. Full of activities and discussion opportunities, the training will provide you an opportunity to consider practical aspects of community recovery whilst networking with fellow recovery workers. The training is

augmented by a desktop discussion exercise.

- COMMUNICATING IN RECOVERY TRAINING: Australian Red Cross 'Communicating in Recovery'
 training is now available for local governments, state government agencies, community groups
 and other stakeholders involved in community recovery. The 'Communicating in Recovery
 Guidelines for Local Government', produced by the State Emergency Management Committee's
 Public Information Reference Group is based on Red Cross resources. RECOVERY TRAINING
 SCHEDULE ATTACHED
- **COLLECTIVE TRAUMA PRESENTATIONS** Delivered to the Bayswater and Mundaring LEMCs. These presentations outline the Collective Trauma Guidelines and provide information about the activities undertaken in response to the Osmington tragedy
- COMMUNICATING IN RECOVERY WEBINAR Red Cross co-presented in the webinar along with the Shire of Harvey. The webinar can be accessed here: <u>Communicating in Recovery Webinar</u>

4. VOLUNTEER ENGAGEMENT

VOLUNTER TRAINING and ENGAGEMENT: The 2019 WA Volunteer Leadership Program was held in Mandurah, 29-31 March 2019, facilitated by Australian Red Cross on behalf of the Australian Institute of Disaster Resilience (AIDR). This training provides opportunities for Emergency Services volunteers across the country to learn skills in leadership and organisational management. The program builds individual and organisational capability, and promotes collaboration and innovation across the ES sector. There were 32 participants from the following agencies: St John Ambulance, Surf Lifesaving WA, Australian Red Cross, Volunteer Marine Rescue, and DFES (SES, Rural Fire, etc).

5. NATIONAL ACTIVITIES OF INTEREST

- Red Cross people from across the country, including WA, supported the response to the QLD Monsoon. Red Cross provided 2169 personnel, supporting evacuation centres, recovery hubs and outreach on the ground, supporting more than 30, 000 affected community members. In addition Red Cross also undertook phone outreach on behalf of QLD Dept of Communities, making more than 21,800 calls.
- In 2018 Red Cross launched a Disaster Relief and Recovery Appeal, which raised \$11.2 million for drought affected communities. Through the BHP Billiton Foundation, Australian Red Cross has now received funding to help drought affected individuals and families over a two year project manage the psychosocial impacts of drought, building capacity of local agencies and advocating for improved policy and practice as communities adapt to a changing climate.
- The Red Cross were involved through extensive consultation in the development of the recently launched Emerging Minds Community Trauma Toolkit. Red Cross personnel are included in the resources for example in the podcasts advising on community recovery needs. This is a suite of resources to help workers and parents/carers to support children before, during and after a disaster or traumatic event. https://emergingminds.com.au/resources/toolkits/community-trauma-toolkit/

All Red Cross resources mentioned within the report can be accessed on the Red Cross website https://www.redcross.org.au/ For further information, please contact:

Erin Fuery

State Manager, Emergency Services

Tel +61 8 9225 8865 | Mobile +61 (0)448 991 399 | Fax +61 8 9325 9040 | Email efuery@redcross.org.au