



AGENDA

JOINT LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

SHIRES OF NARROGIN & CUBALLING

19 May 2026

NOTICE OF JOINT LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING

Dear Committee Members

A Joint Local Emergency Management Committee (LEMC) meeting of the Shires of Cuballing and Narrogin will be held on 19 May 2026, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 4.30pm.

Michael Cole
Chief Executive Officer

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyen Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website www.narrogin.wa.gov.au

Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille



Shire of
Narrogin

Love the life

STRATEGIC COMMUNITY

SNAPSHOT

PLAN
2017-27

VISION

To be a leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

In achieving the Vision and Mission, we will set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability. In doing so we will:

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

OUR VALUES

Care with Trust & Teamwork

Caring - We display kindness and concern for one another and our community

Accountability - We accept responsibility for our actions and outcomes

Respect - We treat everyone how we would like to be treated

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the Region
- Promote Narrogin's health and aged services including aged housing

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

- Maintain and improve road network in line with resource capacity
- Review and implement the Airport Master Plan

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

A broad range of quality education services and facilities servicing the region

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

ENVIRONMENT



Conserve, protect and enhance our natural and built environment...

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



Continually enhance the Shire's organisational capacity to service the needs of a growing community...

An efficient and effective organisation

- Continually improve operational efficiencies and provide effective services
- Continue to enhance communication and transparency

An employer of choice

- Provide a positive, desirable workplace

DISCLAIMER

Council and Committee agendas, recommendations, minutes, and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

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In accordance with Regulation 14I of the Local Government (Administration) Regulations 1996, the Shire of Narrogin records all Council Meetings. Recordings are publicly available within 14 days and retained for at least 5 years. Copies may be provided to the Departmental CEO upon request.

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JOINT LOCAL EMERGENCY COMMITTEE (LEMC) MEETING

19 MAY 2026

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Kowald, declared the meeting open at ____ pm.

While Section 9.57A of the Local Government Act 1995 provides the Local Government with limited protection from defamation liability for content published on its official website as part of a broadcast or recording of council proceedings (council or a committee of the council), this does not extend to Elected Members or Employees and I encourage all participants to ensure their contributions are respectful, professional, and consistent with the standards expected of council and committee meetings. Please remember that all comments will form part of the public record.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Members (Voting)

Cr A Kowald – Shire of Cuballing President (Presiding Member)

R Harris – Shire of Cuballing Deputy President

Cr G Broad – Shire of Narrogin Deputy President

S/Sgt M Glynn – WA Police, OIC Narrogin

V Gardiner – Department of Fire and Emergency Services, Narrogin Regional Officer

K Nottle – Narrogin Regional Hospital

P Porter – Narrogin Volunteer Bush Fire Brigades

A Mort – Cuballing Volunteer Bush Fire Brigades

B Halford – Narrogin VFRS Unit

P Erickson – Narrogin State Emergency Services Unit

T Peplow – Water Corporation

B Dew – Western Power, Narrogin

M Phillips – Department of Communities

G Keals – Department of Biodiversity, Conservation & Attractions (Parks & Wildlife Services)

A Erickson – Department of Primary Industry & Regional Development

To Be Confirmed – Narrogin St John Ambulance Sub-centre

S Panizza – Department of Education

Employees (Non-voting)

C Paget – Shire of Cuballing Chief Executive Officer

A Majid – Executive Manager Planning & Sustainability

P Gibson – Community Emergency Services Manager

L van Heerden – Executive Support Officer

Leave of Absence

Apologies

L Ballard – Shire of Narrogin President (Presiding Member)

Absent

Visitors

3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Name	Item No	Interest	Nature

4. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 15 September 2026.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.1 Joint Local Emergency Management Committee (LEMC) Meeting

OFFICER’S RECOMMENDATION

That the minutes of the Joint Local Emergency Management Committee (LEMC) Meeting held on 17 February 2026 be confirmed as an accurate record of the proceedings.

6. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

7. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

8. MATTERS WHICH REQUIRE DECISIONS

8.1 ADOPTION OF THE LOCAL EMERGENCY RISK SHARING PLAN (LERSP)

File Reference	9.8.8
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	13 May 2026
Author	Leandri van Heerden – Executive Support Officer
Authorising Officer	Michael Cole – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Local Emergency Risk Sharing Plan (LERSP) – Wheatbelt Narrogin (Including Kent) – November 2025

Summary

The purpose of this report is to present the Local Emergency Risk Sharing Plan (LERSP) – Wheatbelt Narrogin (Including Kent) – November 2025 to the Joint Local Emergency Management Committee (JLEMC) for consideration and adoption.

The LERSP has been developed to strengthen emergency management preparedness, improve interagency coordination, and provide a consistent regional framework for sharing resources and managing identified emergency risks across participating local governments and stakeholders.

Background

The Local Emergency Risk Sharing Plan (LERSP) has been prepared as part of the ongoing commitment of local governments and emergency management stakeholders within the Wheatbelt region to improve emergency preparedness, response capability, and regional collaboration.

The LERSP identifies shared emergency risks affecting the region and outlines coordinated arrangements for resource sharing, support mechanisms, and operational cooperation between participating agencies and local governments during emergencies and recovery operations.

The Joint Local Emergency Management Committee is responsible for reviewing emergency management arrangements and providing recommendations relating to emergency preparedness and risk management within the district. Adoption of the LERSP will support compliance with emergency management obligations and strengthen regional resilience.

Consultation

Consultation has been undertaken with the following stakeholders during the preparation and review of the LERSP:

Internal Consultation

- Relevant local government officers;
- Local Emergency Management Committee representatives; and
- Chief Executive Officers and authorised officers of participating local governments.

External Consultation

- Department of Fire and Emergency Services (DFES);
- Western Australia Police Force;
- State Emergency Service (SES);
- St John WA;
- Bush Fire Brigades;
- Participating neighbouring local governments; and
- Relevant emergency management stakeholders within the Wheatbelt region.

Consultation undertaken aligns with the principles established in Council Policy 1.14 Community Engagement through collaboration with relevant stakeholders and agencies involved in emergency management planning and response.

No public community engagement was considered necessary, as the LERSP relates primarily to operational emergency management arrangements between agencies and participating local governments.

Statutory Environment

The following legislation is relevant to this matter:

- Emergency Management Act 2005;
- Emergency Management Regulations 2006;
- Local Government Act 1995, Section 3.1 – General Function of Local Governments; and
- State Emergency Management Policy Framework.

The Emergency Management Act 2005 establishes the framework for emergency management arrangements within Western Australia and outlines the responsibilities of local governments in relation to emergency management planning and preparedness.

The proposed adoption of the LERSP supports compliance with the legislative framework and contributes to coordinated emergency management arrangements across the region.

Policy Implications

The Council's Policy Manual contains no policies that directly relate to this matter and nor are there any proposed.

Sustainability & Climate Change Implications

Environmental - The adoption of the LERSP supports improved preparedness and coordinated responses to environmental emergencies, including bushfire, severe weather events, and other natural hazards potentially impacted by climate change.

Economic - The LERSP supports regional cooperation and resource sharing arrangements, which may reduce duplication of resources and improve emergency response efficiency during significant emergency events.

Social – The adoption of the LERSP will contribute positively to community safety, resilience, and emergency preparedness outcomes for the Wheatbelt region and participating local governments.

Financial Implications

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

The proposal has no impact on the Council’s Long Term Financial Plan (LTFP).

Any future operational costs associated with emergency response activities would be managed in accordance with existing emergency management arrangements and budget processes.

Strategic Implications

Support and strengthen emergency management preparedness, response capability, and community resilience through collaboration with relevant agencies and neighbouring local governments.

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt the LERSP may result in inconsistent regional emergency response coordination and reduced preparedness capability.	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Adoption and implementation of the LERSP with ongoing review and stakeholder collaboration.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of nine (9) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Local Emergency Risk Sharing Plan (LERSP) provides a coordinated and collaborative framework for managing shared emergency risks within the Wheatbelt region.

Adoption of the LERSP will strengthen interagency cooperation, improve regional emergency preparedness, and support effective response and recovery arrangements during emergency incidents.

The LERSP has been prepared in consultation with relevant stakeholders and aligns with legislative requirements and emergency management best practice. Officers consider the adoption of the LERSP to be beneficial in supporting regional resilience and coordinated emergency management outcomes.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That the Joint Local Emergency Management Committee, with respect to the Local Emergency Risk Sharing Plan (LERSP) – Wheatbelt Narrogin (Including Kent) – November 2025:

1. Accepts and adopts the Local Emergency Risk Sharing Plan (LERSP) – Wheatbelt Narrogin (Including Kent) – November 2025; and
2. Notes that the LERSP will be subject to ongoing review and amendment as required in consultation with participating agencies and local governments.



Local Emergency Relief and Support plan

Wheatbelt Region – Narrogin District – (Including Shire of Kent from the Great Southern Region due to the Lakes combined LEMC.)

Supporting the Shires of Brookton, Corrigin, Cuballing, Dumbleyung, Kent, Kondinin, Kulin, Lake Grace, Narrogin, Pingelly, Wagin, Wandering, West Arthur, Wickepin, Williams Local Emergency Management Committee

Prepared by Department of Communities, Emergency Relief and Support

Tabled and accepted at the Local Emergency Management Committee on;

Shire of Brookton on 7 May 2025

Shire of Corrigin on 10 February 2025

Shire of Cuballing

Shire of Dumbleyung 27 March 2025

Shire of Kent

Shire of Kondinin

Shire of Kulin

Shire of Lake Grace 27 March 2025

Shire of Narrogin

Shire of Pingelly 26 March 2025

Shire of Wagin

Shire of Wandering 26 March 2025

Shire of West Arthur 30 October 2025

Shire of Wickepin

Shire of Williams

For activation of Emergency Relief and Support services for hazards defined under the WA Emergency Management arrangements call

0418 943 835

Activation summary

Alert – stage one

- The Hazard Management Agency (HMA) or Controlling Agency is responsible for placing the Department of Communities (Communities) and the relevant Local Government/s on alert.
- Communities may engage with the Local Government/s, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

Activation for response – stage two

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the Local Emergency Relief and Support Plan (LERSP) arrangements, to enable emergency relief and support service delivery for the response to the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.
- All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on Media@communities.wa.gov.au.

Stand down – stage three

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.
- The Local Government is responsible for managing the overall recovery efforts affecting their community.
- When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

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Document control

Department of Communities is responsible for the development, maintenance and annual review of this Local Emergency Relief and Support Plan. This is completed in consultation with the Local Government and Local Emergency Management Committee.

Publication date	02 2025
Review date	January 2026
Owner	Executive Director, Emergency Relief and Support
Custodian	Assistant Director, Regional Preparedness and Coordination

Amendments

Version	Date	Author	Description
1	November 2025	Regional Coordinator Wheatbelt	Adding Shire of Kent to the Narrogin District LERSP, as it incorporates The Lakes LEMC
2	January 2026	Regional Coordinator Great Southern	Updated Appendices A & B for Great Southern
3	Month/year	[position title – not name]	

Document contact

Contact	ERSRegions@communities.wa.gov.au
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Acknowledgement of Country

The Department of Communities acknowledges the Aboriginal and Torres Strait Islander people as the traditional custodians of all the lands in Western Australia.

We recognise their continuing connection to their lands, waters and sky. We pay our respects to the Aboriginal and Torres Strait Islander people with whom we work, who we serve and protect. We also pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their Elders past and present.

Introduction

The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards, as specified in the emergency management legislation.

The Local Emergency Relief and Support Plan (LERSP) details the operational activities for the management and coordination of emergency relief and support services under the Local Emergency Management Arrangements (LEMA).

This LERSP is to be read in conjunction with the LEMA and [the State Support Plan - Emergency Relief and Support](#). This LERSP refers to a range of existing plans and documents relating to emergency relief and support services, including directions to websites and other sources where further information can be obtained.

Purpose

The purpose of this LERSP is to detail the activities for the activation and coordination of emergency relief and support services before, during and after emergencies within the Local Emergency Management Committee or Local Government boundary.

The objective of this LERSP is to outline:

- the activation, and stand-down protocols of Communities and partner agencies
- Communities' responsibilities for the preparedness, response and recovery coordination of emergency relief and support services and resources, and
- the responsibilities of partner agencies to support emergency relief and support service delivery.

Scope of activated services

Emergency relief and support services provide immediate and ongoing social supports to alleviate, as far as practicable, the effects on people impacted by an emergency. These are provided across six functional domains:

- Emergency accommodation - the provision of temporary shelter for impacted people evacuating from or displaced by an emergency.
- Emergency food – coordination of basic and essential food support for impacted people without the capacity to self-manage resulting from an emergency.
- Emergency clothing and personal requisites – coordination of basic and essential clothing, and personal items for emergency impacted people.
- Emergency personal support services – the provision of a variety of assistance for emergency impacted people. This can include early psychosocial support, practical assistance, and referral to advisory services, counselling or psychological services.
- Registration and reunification – the process of enabling emergency impacted people in a community to be traced and reunited with family and friends.
- Financial assistance – the coordination of financial assistance which, depending on the nature of an emergency, may be available to eligible impacted people affected by the event.

Levels of response

When activated, Communities utilises the Australasian Inter-service Incident Management System (AIIMS) model to support decision making and delivery of emergency relief and support services. This includes establishing a management structure designed to deliver the key functions of control, planning, operations and logistics.

Communities is responsible for determining and implementing the appropriate response operating model based on the scale of the emergency event. This approach involves conducting an assessment on the severity and specific requirements to decide the level of emergency relief and support services required.

Communities may undertake pre-emptive preparedness activities before an Australian Warning System (AWS) Alert is provided.

The potential or actual severity of the emergency events are broadly classified as:

- Level 1 – minor community and infrastructure impact, locally managed, supported by resources from the Local Government.
- Level 2 – medium complexity, locally managed, supported by resources from the region and if required State-wide resources.
- Level 3 – high complexity, centrally manage, supported by State-wide resources.

Via the Communities on-call number 0418 943 835, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP, at any level will concurrently activate the State Support Plan - Emergency Relief and Support.

Depending on the nature of the emergency, and the scale of service demand, emergency relief and support services may be provided through the following approaches:

- remotely, by establishing the Disaster Response Hotline (1800 032 965)
- providing outreach via mobile teams for identified on-ground face-to-face support, or
- static service delivery from a designated physical location such as an evacuation centre or recovery hub.

The appropriate mode of delivery will be agreed in consultation with the HMA or Controlling Agency.

Partner agencies

Communities is responsible for identifying partner agencies at local and regional levels, capable of supporting a sustainable and scalable delivery of emergency relief and support services during the response and recovery stages of an emergency. Partner agencies may include other government, industry, and social sector organisations.

Communities is responsible for the costs associated with the delivery of emergency relief and support services, where a partner agency is engaged. Communities is not responsible for self-activated agency's costs during an emergency event.

Communities and partner agencies negotiate prior to activation for the required operating resources to deliver emergency relief and support.

State-level partner agency responsibilities supporting the delivery of emergency relief and support services can be viewed in the [State Support Plan – Emergency Relief and Support](#), appendix B.

Exchange of information

Communities may establish exchange of information agreements with HMAs, Local Governments and partner agencies. This is completed in preparation for an emergency response and recovery to ensure:

- disclosure and exchange of personal information of impacted people affected by an emergency.
- allows relevant information to be shared between HMA's, authorised officers and agencies for the purposes of emergency management.

Media enquiries and public information

All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on Media@communities.wa.gov.au

The HMA or Controlling Agency is responsible for the public information management function. This includes preparing and distributing timely information and instructions in the relevant language(s) to identified cultural groups living within the Local Government.

Prevention and preparedness

Prevention

Prevention is defined as the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Communities does not have any assigned responsibilities for prevention.

HMAs are assigned responsibility for prevention within emergency management legislation. Other emergency management agencies may also undertake prevention activities.

Preparedness

Preparedness is defined as the 'preparation for response to an emergency'.

- Communities is responsible for undertaking emergency relief and support planning and preparedness activities to ensure efficient service delivery should this LERSP be activated. This includes an understanding of partner agency capabilities to support Communities when requested.
- Partner agencies, with support from Communities, are responsible for developing plans in readiness for response and recovery mobilisation.
- Support organisations providing support to people at higher risk during emergencies are responsible for the planning provisions to cater for their specific needs throughout the emergency, such as an evacuation.

- Hazard Management Agencies are responsible for emergency management preparedness activities for their prescribed hazards. Local planning arrangements are provided in the LEMA.

Pre-determined evacuation centres

Communities establishes evacuation centres as an emergency shelter option, from which to coordinate emergency relief and support services. These centres remain operational until alternative arrangements can be made for persons impacted by the emergency.

Communities is responsible for working cooperatively with the HMA, Local Government and LEMC members to identify suitable facilities that can be used as evacuation centres appropriate for hazards that are high risk to the region.

Communities, with support from the Local Government is responsible for conducting an annual risk assessment and audit of each pre-determined evacuation centre. The purpose of the audit is to identify evacuation centres that are appropriate for the hazard-specific risks relevant to the region and to identify opportunities for Local Governments to upgrade facilities to mitigate risks.

Pre-determined evacuation centres can be found in appendix A

Pre-positioning of emergency equipment

Communities is responsible for the placement of equipment and supplies to support an emergency event. Generally, this placement is aligned with an evacuation centre or Communities regional office location.

Communities is responsible for conducting an annual audit on pre-positioned emergency relief and support emergency equipment and supplies. This audit ensures that there is adequate fit for purpose stock, ready to be deployed quickly and efficiently in the event of an emergency.

Pre-positioned emergency equipment can be found in appendix B

Response

The *Emergency Management Act 2005* defines response, as combating the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

When activated, Communities is responsible for supporting the HMA or Controlling Agency through the coordination and delivery of emergency relief and support services to the community.

The HMA or Controlling Agency is responsible for the overall response in an emergency.

If requested by the Local Government, Communities can support with recovery activities.

Stages of response

Communities operates a graduated response model to determine and implement the appropriate scale of emergency relief and support services. This approach involves conducting a needs assessment to determine the specific requirements and level of services required.

As mentioned, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.

Alert – stage one

- The HMA or Controlling Agency is responsible for placing Communities and the Local Government on alert.
- Communities may engage with the Local Government, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

Activation for response – stage two

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the LERSP arrangements, to enable emergency relief and support service delivery for the response for the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm Communities is being activated.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.

Stand down – stage three

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm this direction.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.

At-risk community groups

The HMA or Controlling Agency is responsible for directing organisations that support at-risk community groups to shelter in-place or evacuate.

Aligned with their organisation's own emergency activation plans, as a first option, support organisations are requested to evacuate to a similar facility in a safer location. Where required, Communities may be directed to support evacuated at-risk community groups.

Emergency accommodation

The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.

Communities is responsible for coordinating and assessing the provision of temporary accommodation for people displaced by an emergency or evacuating from an emergency. Communities may utilise a range of emergency accommodation options to support people impacted by an emergency.

Expenses related to the activation of evacuation centres that are not approved by the HMA and/or Controlling Agency, will not be covered by Communities.

To ensure the safety of evacuees, staff and volunteers, Communities will not support the HMA/Controlling Agency to establish evacuation centres:

- in bushfire emergency warning areas, and will only establish evacuation centres in Bushfire Watch and Act areas, with Incident Controller confirmation it is safe
- if there are no safe access routes to the evacuation centres, and
- if there are structural and/or health concerns with the evacuation centre.

In circumstances where an evacuation centre is already established in a bushfire emergency warning area, in consultation with the Incident Controller, Communities will:

- conduct a risk assessment, and
- implement mitigation strategies.

In the event of an unusual damage claim resulting from the use of the facility as an evacuation centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim.

Alternate accommodation sites

In large scale state-level impact emergencies, local facilities may be inadequate to ensure the safety of all evacuees, staff, and volunteers. Communities is responsible for requesting the use of facilities from Local Governments or private owners to support impacted people from other Local Governments.

Animal welfare in emergencies

No pets or animals are allowed in an evacuation centre due to health and safety considerations, except for assistance animals, like guide and hearing dogs.

Owners or caregivers are responsible for their animals and are encouraged to make arrangements to ensure their welfare throughout all stages of an emergency.

The Department of Primary Industries and Regional Development has been assigned the role and responsibility for coordinating animal welfare services in emergencies. This is supported by the Local Government, where possible.

Further details can be found in the [State Support Plan – Animal Welfare in Emergencies](#) or the Local Animal Welfare Plan in the LEMA (if applicable).

Emergency food

The HMA or Controlling Agency may coordinate food security during an emergency event, such as where there is limited food access due to geographical isolation.

Communities is responsible for coordinating emergency food provision to people impacted by an emergency where emergency relief and support service delivery is activated. This does not include food provision to staff from other emergency management organisations or partner agencies.

Communities cannot accept food prepared by any person or organisation without a Food Handling Certificate issued by the Local Government.

Emergency personal support services

Communities is responsible for coordinating and connecting people impacted by an emergency to personal support services.

Emergency personal support services aim to assist impacted people to cope with the psychosocial, well-being, personal and practical needs following an emergency. These services can encompass a variety of supports to community and impacted people to build capacity and to complement natural supports.

Communities may engage partner agencies to support the coordination of services personal support to impacted people and communities.

Emergency financial assistance

Communities is responsible for coordinating and connecting eligible people impacted by an emergency to financial assistance and related services.

The below categories of financial assistance may be provided on a case-by case basis to people deemed eligible.

- Immediate financial assistance (Category 1) – non-means tested short term assistance provided to impacted people to buy food, clothing, and personal requisites. Category 1 financial assistance is capped at a nominal amount per person, per household and is provided to impacted people based on an assessment of need.

- Temporary accommodation assistance (Category 2) – non-means tested assistance provided to impacted people based on an assessment of need.
- Essential household contents (Category 3) – means tested assistance provided to impacted people, whose contents within their primary place of residence has been directly impacted by an emergency. This assistance is to maintain a basic standard of living by contributing towards the replacement of essential household items (e.g., cooking utensils, bedding, furniture, and whitegoods). This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.
- Essential structural repairs (Category 4) – means tested assistance provided to impacted home owner-occupiers to undertake essential repairs to their principal residences. This assistance enables the impacted person to make their home condition safe to inhabit. This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.

Emergency clothing and personal requisites

Communities is responsible for coordinating and connecting people impacted by an emergency to clothing and personal requisites. These services can encompass a variety of supports to community and impacted people to compliment natural supports.

Communities will coordinate and provide personal requisites when:

- impacted people do not have access to their own provisions, or
- impacted people cannot fund their own provisions due to financial restraints.

Communities is not responsible for the provision of medication or coordination of donated funds, goods and services.

Registration and reunification

The registration of impacted people in an emergency enables reunification with family and friends. Enquiries about impacted people can be coordinated, intrastate, interstate or internationally. To facilitate the reunification of impacted people, Communities may activate an appropriate system to facilitate registration and reunification services.

Communities will support the HMA or Controlling Agency to ensure appropriate public messaging is provided when activated.

Recovery

Recovery is defined in the *Emergency Management Act 2005* as ‘the support of emergency-affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psycho-social and economic wellbeing’. The recovery process begins as soon as the emergency impact occurs. Recovery operates in parallel to the response phase and may continue after the response phase is complete.

Under the *Emergency Management Act 2005*, Local Government is responsible for managing recovery following an emergency affecting their community. Local Governments

are guided by their Local Recovery Plans within their LEMA and may appoint a Local Recovery Coordinator. The Local Government may seek support from Communities during recovery.

When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

Approach to recovery

Communities' recovery activities are underpinned by the National Principles for Disaster Recovery. This is delivered across the social, built, economic and natural environments.

Communities operates within a scalable recovery model to determine and implement the appropriate level of emergency relief and support services required to respond to the needs of impacted people and community.

To support the needs of the community during large scale recovery programs, Communities emergency relief and support services may be funded under the Disaster Recovery Funding Arrangements.

Communities will undertake an evaluation of the effectiveness of recovery activities, including an assessment of preparedness activities for future impacts.

Cessation of recovery

Cessation of emergency relief and support services as part of a recovery program will be determined in consultation with the Local Government and may be dependent on community needs, access to other support services, impacted people and the community's resilience.

Appendices

A) Local evacuation centres

Name of centre	Capacity	Address	Contact	Comments
Shire of Brookton				
<u>Primary</u> WB Eva Pavilion	150	Brookton Highway, near Bodey Street Brookton	CEO 9642 1106, 0427 421 032	
<u>Secondary</u> Brookton Country Club	120	11207 Brookton Highway Brookton	Katrina Crute 0439 373 282	
Shire of Corrigin				
Corrigin Recreation and Events Centre	600	Larke Crescent, near Kirkwood St Corrigin	Shire 9063 2203, A/H 0427 425 727	
Corrigin Town Hall	400	21 Goyder St, near Campbell St	Shire 9063 2203, AH 0427 425 727	
Shire of Cuballing				
<u>Primary</u> Cuballing Recreation Centre (Oval)	100	Campbell St Cuballing	BH – Shire 9883 6031 AH – CEO 0427 836 031 CDO 0427 619 591	
<u>Secondary</u> Cuballing Agricultural Hall	150	191 Campbell St Cuballing	BH – Shire 9883 6031 AH – CEO 0427 836 031 CDO 0427 619 591	
Cuballing CWA Hall	60	Campbell Street Cuballing		
<u>Secondary</u> Dryandra Equestrian Centre	150	Darcy Street Cuballing	BH – Shire 9883 6031 AH – CEO 0427 836 031	

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			CDO 0427 619 591	
<u>Primary</u> Popanyinning Hall	100	Francis St Popanyinning	BH – Cuballing Shire 9883 6031 or Popanyinning General Store 9887 5033 AH – CEO 0427 836 031 CDO – 0427 619 591 Popanyinning General Store 9887 5033	
Shire of Dumbleyung				
<u>Primary</u> Dumbleyung Town Hall	260	32 Harvey Street Dumbleyung	CEO – Gavin Treasure – 0460 416 959 Director of Infrastructure – Craig Elefsen - 0427 634 012 Welfare Liaison Officer – Krissy Pearce - 0474723875 Shire of Dumbleyung 9863 4012 CESM – Ryan Sutherland - 0436 668 242	
<u>Secondary</u> Dumbleyung Stubbs Park Pavilion	150	70 Bahrs Road Dumbleyung	CEO – Gavin Treasure – 0460 416 959 Director of Infrastructure – Craig Elefsen - 0427 634 012 Welfare Liaison Officer – Krissy Pearce - 0474723875 Shire of Dumbleyung 9863 4012 CESM – Ryan Sutherland - 0436 668 242	
<u>Primary</u>	240	37 – 39 Scadden St, Kukerin	CEO – Gavin Treasure – 0460 416 959	

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Kukerin Town Hall			<p>Director of Infrastructure – Craig Elefsen - 0427 634 012</p> <p>Welfare Liaison Officer – Krissy Pearce - 0474723875</p> <p>Shire of Dumbleyung 9863 4012</p> <p>CESM – Ryan Sutherland - 0436 668 242</p>	
<p><u>Secondary</u></p> <p>Kukerin Nenke Park Pavilion</p>	150	89 Bennett St, Kukerin	<p>CEO – Gavin Treasure – 0460 416 959</p> <p>Director of Infrastructure – Craig Elefsen - 0427 634 012</p> <p>Welfare Liaison Officer – Krissy Pearce - 0474723875</p> <p>Shire of Dumbleyung 9863 4012</p> <p>CESM – Ryan Sutherland - 0436 668 242</p>	
Shire of Kent				
<p><u>Primary</u></p> <p>Pingrup Sporting Complex</p>	120	50 Gaby Street, Pingrup	<p>Christie Smith Chief Executive Officer 0429 993 986</p> <p>David Bentley Deputy Chief Executive Officer 0429 993 985</p> <p>Gary Mathewson Manager Infrastructure 0429 993 987</p>	

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Shire of Kondinin				
<u>Primary</u> Kondinin Memorial Hall	200	19 Jones Street Kondinin	Shire 9889 1006	
<u>Secondary</u> Kondinin Pavilion & Country Club	200	Gordon Street near Graham Street Kondinin	Shire 9889 1006 / CEO 0429 891 006/ Country Club Manager - Marg Pool - 0409 891 020	
<u>Secondary</u> Kondinin Primary School	120	75 Graham Street Kondinin	Principal 9889 1047	
<u>Primary</u> Karlgarin Hall	200	12 – 13 Melba Street Karlgarin	Jill Fotheringhame - 9889 5054 Laurel Trestrail - 9889 5024	
<u>Secondary</u> Karlgarin Country Club	150	24 Federal Street Karlgarin	Club House 9889 5013	
<u>Primary</u> Hyden Recreation centre	150	Hyden Sports ground Brookton Highway Hyden	Hyden office 9880 5160	
<u>Secondary</u> Hyden Memorial Hall	250	80 Lynch Street near Marshall Street	Hyden office 9880 5160/Kondinin Shire 9889 1006	
<u>Secondary</u> Hyden Primary School	150	36 Naughton Street Hyden	Lauren Smart (Principal) 98805053 Carolyn Burns (Registrar) Melinda Ditchburn (Registrar)	
Shire of Kulin				
<u>Primary</u> Freebairn Recreation Centre	1500	24 Johnston Street near Kulin-Lake Grace Road Kulin	Kulin Shire - 9880 1204 Centre Manager - 9880 1000 A/H CEO Alan Leeson - 0497 801 204	

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<u>Secondary</u> Kulin District High School	1000	Gordon Street near Day Street Kulin	School 9880 1264	
Shire of Lake Grace				
<u>Primary</u> Lake Grace Sports Pavilion	300	Bishop Street Lake Grace	Shire of Lake Grace - 9890 2500 CEO – 0460 416 959 DCEO – 0400 631 052 Joanne Oatridge – 0457 132 892 CESM - 0436 668 242	
<u>Secondary</u> Lake Grace Town & Lesser Hall	350	Cnr McMahon and Bennett Streets Lake Grace	Shire of Lake Grace - 9890 2500 CEO – 0460 416 959 DCEO – 0400 631 052 Joanne Oatridge – 0457 132 892 CESM - 0436 668 242	
Newdegate Indoor Recreation Centre	300	Waddell Drive Newdegate	Shire of Lake Grace - 9890 2500 CEO – 0460 416 959 DCEO – 0400 631 052 Joanne Oatridge – 0457 132 892 CESM - 0436 668 242	
Lake King Hall	160	Newdegate - Lake King Road Lake King	Shire of Lake Grace - 9890 2500 CEO – 0460 416 959 DCEO – 0400 631 052 Joanne Oatridge – 0457 132 892 CESM - 0436 668 242 Katie Wilson – 0409 954 137 Rachael Winyard – 0407 532 128	
Lake King Pavilion	120	Newdegate - Lake King Road Lake King	Shire of Lake Grace - 9890 2500 CEO – 0460 416 959 DCEO – 0400 631 052 Joanne Oatridge – 0457 132 892	

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			CESM - 0436 668 242 Katie Wilson – 0409 954 137 Rachael Winyard – 0407 532 128	
Varley Hall	160	Thomas Street Varley	Shire of Lake Grace - 9890 2500 CEO – 0460 416 959 DCEO – 0400 631 052 Joanne Oatridge – 0457 132 892 CESM - 0436 668 242 Carla Hyde – 0428 980 043	
Varley Sports Pavilion	80	Carstairs Road Varley	Shire of Lake Grace - 9890 2500 CEO – 0460 416 959 DCEO – 0400 631 052 Joanne Oatridge – 0457 132 892 CESM - 0436 668 242 Carla Hyde – 0428 980 043	
Shire of Narrogin				
<u>Primary</u> Narrogin Regional Leisure & John Higgins community Complex	1000	Clayton Road Narrogin	Shire 9890 0900 CEO 0437 698 912 Rec Centre 9881 2651 Rec Ctr Manager Brendan Firman	
<u>Secondary</u> Narrogin Senior High School	600	Cnr Homer and Grey Street Narrogin	School Admin 9881 9300	
<u>Secondary</u> Narrogin Town Hall	600	Federal Street Narrogin	Shire 9890 0900 CEO 0437 698 912	
Shire of Pingelly				
<u>Primary</u> Pingelly Recreation & Cultural Centre	1900	Lot 201 (4) Somerset St Pingelly	Shire 9887 1066, 0427 852 426	

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			(Centre 9887 0092, when in use) Manager 0497 009 277	
Shire of Wagin				
<u>Primary</u> Wagin Recreation Centre/ Sports Pavilion	500	Ballagin Street Wagin	Shire 9861 1177 Dr Kenneth Parker 0429 611 493	
<u>Secondary</u> Wagin Town Hall	100	Tavistock Street Wagin	Shire 9861 1177 Dr Kenneth Parker 0429 611 493	
Shire of Wandering				
<u>Primary</u> Wandering Community Centre	300	11 Down Street Wandering	Shire 9884 1056 CEO Alistair Pinto – 0410 325 181	
Shire of West Arthur				
<u>Primary</u> Darkan Town Hall	300	Cnr Hillman Street and Butler Street	Shire office - 9736 2222 Chief Executive Officer – Vin Fordham Lamont 0473 072 017	
Darkan Sport and Community Centre	150	Memorial Drive Darkan	Shire office - 9736 2222 Nathan King – President – 0488 582 455 Teleah Hulse – Secretary – 0488 361 220	
Duranillin Hall	150	Horley Road	Contact Shire 9736 2222 Robyn Quill 9862 9010 or 0447 629 010	
Moodiarrup Sports Complex	175	Arthur River - Boyup Brook Road Moodiarrup	Contact Shire - 9736 2222 Janette Whitaker – 9863 1056	

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Arthur River Hall	250	Albany Highway	John Pascoe - 0400 080 622	
Arthur River Country Club Inc	100	East Arthur Road Arthur River	B Carter - 0429 999 943	
Shire of Wickepin				
<u>Primary</u> Harrismith Golf Club	100	Wickepin Harrismith Road Harrismith	Shire 9888 1005 A/Hrs CEO David Burton 0429 207 855 Manager of Works Grant Cross 0429 882 871	
<u>Primary</u> Wickepin Community Centre	500	Corner Johnson Street and Campbell Street Wickepin	Shire 9888 1005 A/Hrs CEO David Burton 0429 207 855 Manager of Works Grant Cross 0429 882 871	
<u>Yealering Hall</u>	190	Wickepin Corrigin Road Yealering	Shire 9888 1005 CEO David Burton 0429 207 855 Manager of Works Grant Cross 0429 882 871 Yealering Shop - 9888 7106 Yealering Ag Parts - 9888 7095 or 0428 881 018	
Shire of Williams				
<u>Primary</u> Williams Main Hall & RSL Hall	270	9 Brooking Street Williams	CEO Geoff 9885 1005 - 0429 900 005 Britt Logie - 0428 851 357	
<u>Secondary</u> Williams Recreation Grounds Pavilion		Albany Highway Williams	CEO Geoff 9885 1005/ 0429 900 005 Britt Logie - 0428 851 357	

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Secondary Convention Centre (Earnshaw)	600	853 Williams Darkan Road Williams	CEO Geoff 9885 1005 – 0429 900 005 David Earnshaw - 0427 950 835	

B) Communities' pre-positioned equipment

Storage option	Address	Capacity	Access / comments
Evacuation Centre - Narrogin Regional Leisure & John Higgins community Complex	Clayton Road Narrogin	20 air mattresses, 25 blankets, 10 sleeping bags, 20 dental kits, 20 shampoo and conditioner and 20 shower gels.	
Evacuation Centre – Pingelly Recreation and Cultural Centre (PRACC)	Sommerset St, Pingelly	20 sets of bedding	
ERS Great Southern Trailer - Albany	25 Duke Street, Albany	100	Pin code padlock on trailer
ERS Great Southern Trailer - Katanning	Reidy House, 25 Amherst Street, Katanning WA	80	Secured inside yard (08) 6277 4100
ERS Great Southern Regional Coordinator Vehicle - FORD Ranger 4WD	25 Duke Street, Albany	20	Keys in safe at 11 & 25 Duke Street offices
ERS Great Southern - Sea Container	Barker Rd, Albany (off Stead Road) Located behind ALAC in a compound	100+	Pin code padlock on sea container
ERS Trailer	7 Wald Street Narrogin	70 sets of go bags	Behind a locked fence. Contact DFES RDC 1800 865 103

9. GENERAL BUSINESS

9.1. UPDATE OF CONTACT INFORMATION LIST

Attachment 2 – JLEMC contact list (confidential – sent separately).

Committee members are requested to review the attached contact list and advise the Executive Support Officer of any changes that they are aware of.

10. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

11. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at ___ pm and reminded Committee Members of the next Joint Local Emergency Management Committee Meeting, scheduled for 4.30 pm on Tuesday 15 September 2026, at this same venue.



Shire of
Narrogin
Love the life

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