# AGENDA

## JOINT LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

## SHIRES OF NARROGIN & CUBALLING

## 15 September 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 Tuesday, 15 September 2026, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 4.30pm.

Andrew Campbell
**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 ngiyan 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 PLAN 2017-27

SNAPSHOT

## VISION

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

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# JOINT LOCAL EMERGENCY COMMITTEE (LEMC) MEETING

# 15 SEPTEMBER 2026

## 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Leigh Ballard, 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 L Ballard – Shire of Narrogin President (Presiding Member)
Cr G Broad – Shire of Narrogin Deputy President
Cr A Kowald – Shire of Cuballing President (Presiding Member)
Cr R Harris – Shire of Cuballing Deputy President
S/Sgt M Glynn – WA Police, OIC Narrogin
C Powis – 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
J Spadaccini – 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
P Thomas DFES

**Employees (Non-voting)**
C Paget – Shire of Cuballing Chief Executive Officer
A Majid – Executive Manager Planning & Sustainability
P Gibson – Community Emergency Services Manager
L Boddy – Executive Support Coordinator

**Leave of Absence**

**Apologies**
G Stevens – District Officer DFES
S Panizza – Department of Education
L van Heerden – Executive Support Officer

**Absent**

**Visitors**
Anna Erickson – DPIRD

## 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 8 December 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 19 May 2026 be confirmed as an accurate record of the proceedings.

## 6. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

## 7. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Anna Erickson from Department of Primary Industries and Regional Development will do a presentation on Bird Flu.

# 8. MATTERS WHICH REQUIRE DECISIONS

## 8.1 ADOPTION OF THE JOINT LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

| | |
|---|---|
| File Reference | |
| 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 | LEMA, 30th June 2026 |
| Author | Paul Gibson – Community Emergency Services Manager |
| Authorising Officer | Adam Majid – Executive Manager Planning & Sustainability |
| Attachments | 1. LEMA Narrogin-Cuballing Public Document DRAFT<br>2. LEMA Incident Support Handbook 2026 - Draft<br>3. LEMC Work Plan - Draft |

**Summary**
The draft Joint Local Emergency Management Arrangements have been prepared to provide an updated and coordinated framework for emergency management within the participating local government. The Committee is requested to adopt the arrangements in principle and delegate final endorsement to the Chair once outstanding administrative edits and agreed feedback have been incorporated.

**Background**
Local governments are required to ensure that local emergency management arrangements are prepared and maintained for their districts. The Joint Local Emergency Management Committee has reviewed the draft arrangements as part of the ongoing process of ensuring local emergency management information, responsibilities and supporting arrangements remain current and fit for purpose.

The draft is substantially complete. Minor administrative amendments and the incorporation of feedback agreed by the Committee may remain following consideration of this item. Adoption in principle will allow those matters to be finalised without requiring the complete document to return to a further meeting solely for administrative changes.

**Consultation**
The draft arrangements have been provided to Joint Local Emergency Management Committee members and relevant emergency management stakeholders for review and comment. Feedback agreed by the Committee will be incorporated before final endorsement by the Chair.
Community members were engaged in ascertaining information required to fulfill the needs of resourcing.

**Statutory Environment**
Emergency Management Act 2005, Section 41 - Local emergency management arrangements.

The participating local governments are responsible for ensuring that local emergency management arrangements are prepared and maintained. The Committee's role includes advising and assisting the local governments in ensuring that effective local emergency management arrangements are established for the district.

**Policy Implications**
The arrangements are to be maintained consistently with the State Emergency Management Framework and any applicable local government policies and procedures.

**Sustainability Implications**

- Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
- Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.
- Social - Current and coordinated emergency management arrangements support community preparedness, response and recovery capability across the participating districts.

**Financial Implications**

There are no known meaningful financial implications relative to this matter beyond officer time and minor administrative costs associated with finalising and maintaining the arrangements.

**Strategic Implications**

| Shire of Narrogin Strategic Community Plan 2017-2027 | |
|---|---|
| Outcome: | 2.2 Build a healthier and safer community |
| Strategy: | 2.2.1 Support the provision of community security services and facilities |
| Outcome: | 4.1 An efficient and effective organisation |
| Strategy: | 4.1.1 Continually improve operational efficiencies and provide effective services |

**Risk Implications**

The principal risk is that delayed endorsement may result in emergency management arrangements remaining incomplete or out of date. This risk is reduced by adopting the document in principle, limiting the remaining changes to administrative edits and agreed feedback, and requiring substantive changes to be returned to the Committee for consideration.

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---|---|---|---|
| Local Emergency Management Arrangements not adopted | Unlikely (2) | Minor (2) | Low (1-4) | Work Health & Safety (WHS) | Accept Officer Recommendation |

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 four 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 draft arrangements provide an appropriate basis for coordinated local emergency management. Adoption in principle recognises that the substantive content has been considered while allowing minor administrative matters and agreed feedback to be completed efficiently.

Delegation to the Chair should apply only where the final changes do not materially alter the intent, responsibilities or operational content considered by the Committee. Any substantive amendment should be referred back to the Committee.

**Voting Requirements**
Simple Majority

**OFFICERS' RECOMMENDATION**

That the Joint Local Emergency Management Committee:

1. Adopt the Joint Local Emergency Management Arrangements in principle; and

2. Delegate final endorsement of the arrangements to the Chair following completion of any outstanding administrative edits and incorporation of feedback agreed by the Committee, provided that any substantive changes are referred back to the Committee for consideration.

# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

***Shires of Narrogin & Cuballing***
***2026***

Shire of
Narrogin
*Love the life*

SHIRE
OF
CUBALLING

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## Acknowledgement of Country

The Shires of Narrogin and Cuballing acknowledge the Traditional Custodians of the land on which we live and work, the Wiilman people of the Noongar Nation.

We recognise their continuing connection to land, waters, and community, and pay our respects to Elders past, present, and emerging.

## Authorisations

This Local Emergency Management Plan has been produced in consultation with community stakeholders and issued under the authority of *Section 41(1) of the Emergency Management Act 2005* and has been endorsed by the Narrogin–Cuballing Local Emergency Management Committee (LEMC) and the respective Councils of the Shires of Narrogin and Cuballing.

The Narrogin–Cuballing Local Emergency Management Committee is established under *Section 38* of the *Emergency Management Act 2005.*

## Aim

The aim of these Local Emergency Management Arrangements is to provide a coordinated framework to support effective prevention, preparedness, response, and recovery activities for emergencies affecting the Narrogin–Cuballing region, consistent with an all-hazards approach to emergency management. The arrangements seek to strengthen community resilience, support inter-agency coordination, and enhance the capability of local stakeholders to manage the impacts of emergencies on people, property, infrastructure, the environment, and community function.

## Purpose

The purpose of these arrangements is to:

- Outline the local emergency management framework for the Narrogin–Cuballing region
- Identify the roles and responsibilities of agencies, organisations, and stakeholders involved in emergency management
- Support coordinated decision-making, communication, and resource sharing during emergencies
- Provide a foundation for emergency preparedness, response, and recovery activities across all hazards
- Support compliance with the requirements of the Emergency Management Act 2005 and associated State Emergency Management policies and plans
- Promote community awareness, resilience, and preparedness across the region
- Support collaboration between local governments, Hazard Management Agencies, support organisations, industry, and the community.

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## Endorsements

Local Emergency Management Committee

Endorsed on: ___ / ___ / 20__

Shire of Narrogin Council

Adopted on: ___ / ___ / 20__

Shire of Cuballing Council

Adopted on: ___ / ___ / 20__

## Distribution

This Plan has been tabled for noting with the Great Southern District Emergency Management Committee and the State Emergency Management Committee (SEMC), in accordance with legislative requirements.

The Plan is publicly available via the Local Government websites:

www.narrogin,wa.gov.au

www.cuballing.wa.gov.au

A hard copy of this document is available for inspection during office hours, free of charge, at the front counters of the Shire of Narrogin and Shire of Cuballing Administration Offices.

Controlled distribution of this Plan includes, but is not limited to:

- Cuballing Volunteer Bush Fire Brigades
- Department of Biodiversity, Conservation and Attractions
- Department of Communities
- Department of Education
- Department of Fire and Emergency Services
- Department of Primary Industries and Regional Development
- Main Roads Western Australia
- Narrogin Cottage Homes
- Narrogin State Emergency Service
- Narrogin Volunteer Bush Fire Brigades
- Narrogin Volunteer Fire and Rescue Service
- Shire of Cuballing
- Shire of Narrogin
- St John Ambulance Australia
- WA Country Health Service
- Western Australia Police Force
- Western Power
- Water Corporation

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## Review and Amendments

This Plan will be reviewed to ensure it remains current, effective, and reflective of the local risk environment.

| Version | Date | Section/ Page Amended | Description of Amendment | Amended By | Approved By |
|---|---|---|---|---|---|
| 0.1 | 20/05/26 | Entire Document | Transfer of content from original draft to new template and internal review | P.Gibson | __ |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## Review Schedule

- **Minor review:** Every two (2) years
- **Major review:** Every five (5) years
- **Out-of-cycle review:** As required, including following:
    - Significant emergency events
    - Changes to legislation or policy
    - Outcomes of exercises or post-incident reviews

## Responsibility for Review

Responsibility for maintaining and reviewing this Plan rests with:

- The Local Government (designated Emergency Management Officer / CESM)
- The Local Emergency Management Committee, which provides oversight, input, and endorsement of updates

Amendments to the Plan will be documented and recorded, with updated versions distributed to relevant stakeholders.

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## Contact Details

For further information regarding this Local Emergency Management Plan, please contact:

**Shire of Narrogin**
Address: 89 Early Street, Narrogin WA
Phone: (08) 9890 0900
Email: enquiries@narrogin.wa.gov.au
Website: www.narrogin.wa.gov.au

**Shire of Cuballing**
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Phone: (08) 9883 6031
Email: enquiries@cuballing.wa.gov.au
Website: www.cuballing.wa.gov.au

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# Part 1 – Local Government Emergency Management

Emergency management is the process of minimising emergency risks and managing the impacts and consequences of hazards on the community.

Emergency management in Western Australia is guided by the *Emergency Management Act 2005* and the Western Australian State Emergency Management Policy, Plans and Procedures, collectively known as the State Emergency Management Framework.

The *Emergency Management Act 2005* defines emergency management as the management of the adverse effects of an emergency, including:

- Prevention: measures to prevent or reduce the likelihood of an emergency.
- Preparedness: arrangements to ensure that, should an emergency occur, communities, resources and services are prepared to respond appropriately.
- Response: actions taken in anticipation of, during and immediately after an emergency to minimise its effects.
- Recovery: the coordinated process of supporting communities impacted by emergencies in the reconstruction of physical infrastructure and the restoration of emotional, social, economic and physical wellbeing.

All levels of government, together with community organisations, households and businesses, contribute to emergency management—particularly in reducing risks and being prepared.

However the Hazard Management Agency has overall responsibility for a hazard, and the Controlling agency has responsibility for emergency response.

Under section 36 of the *Emergency Management Act 2005*, Local Government is responsible for maintaining Local Emergency Management Arrangements for its district and for managing recovery following an emergency affecting the community.

## Local Emergency Management Priorities

The Narrogin–Cuballing Local Emergency Management Arrangements support an all-hazards approach and focus on the following priorities across the Prevention, Preparedness, Response and Recovery spectrum:

### Prevention:

Supporting risk reduction activities through land use planning, mitigation works, community education, infrastructure resilience, and risk-informed decision making.

### Preparedness:

Strengthening local capability through planning, training, exercising, inter-agency coordination, public awareness, and maintaining effective emergency management arrangements.

### Response:

Supporting a coordinated and scalable multi-agency response that prioritises life safety, protection of critical infrastructure, community information, and effective resource coordination.

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Recovery:
Supporting communities to recover from emergencies through coordinated recovery arrangements that address social, economic, environmental, and built impacts while strengthening long-term resilience.

**In Western Australia, the Local Government role in emergency management is centered on:**

Community leadership:
Providing visible leadership, reassurance and direction to the community, including clear, coordinated public information in support of the Controlling Agency and partner agencies.

Community recovery:
Leading and coordinating local recovery in line with State arrangements, enabling a safe and timely transition from response to recovery for people, services and local economies.

Incident support:
Supporting the Controlling Agency and partner agencies during emergencies (e.g., local knowledge, public information support, logistics, operations, continuity of essential Local Government services), consistent with the State Emergency Management Framework.

Local Governments also continue key business as usual functions during emergencies wherever it is safe to do so, including:

- Managing local roads**,** including maintenance and traffic management on local roads and supporting emergency operations by enabling safe access for response agencies and reducing exposure to hazard areas.
- Providing essential waste services and managing emergency related waste impacts to protect public health, including debris, spoiled goods or contaminated materials generated by the incident.
- Protecting community health by monitoring, regulating and managing public and environmental health risks that may arise or escalate during an emergency, such as contamination, food safety issues, vector control or sanitation impacts**.**

The Shire of Narrogin and Shire of Cuballing Local Emergency Management Plan 2026 sets out how the Local Government meets its emergency management responsibilities and communicates to Council, staff and the community the strategic priorities for emergency management.

The Local Emergency Management Plan is supported by operational plans, procedures and guidance, including the Incident Support Handbook, which provides quick access to critical operational information when an emergency is imminent or occurring. Together, these documents form the Local Emergency Management Arrangements.

The Local Emergency Management Plan was developed in consultation with the Local Emergency Management Committee (LEMC), Council, emergency services and community stakeholders.

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## Commitment Statement

The Shire of Narrogin and Shire of Cuballing are committed to meeting their responsibilities under the Emergency Management Act 2005 and Bush Fires Act 1954, and to working in partnership with the Department of Fire and Emergency Services (DFES), Hazard Management Agencies, and the local community to reduce emergency risk and support effective response and recovery outcomes.

The Shires recognise that effective emergency management is underpinned by strong local capability, informed decision-making, and collaboration across agencies and the community. To achieve this, the Shires are committed to:

- Strengthening local emergency management capability through planning, training, exercising, and continuous improvement aligned with the State Emergency Management Framework and AIIMS principles.
- Supporting the Controlling Agency during emergencies by providing coordinated incident support functions, including local knowledge, logistics support, distributing public information, and continuity of essential Local Government services.
- Leading and coordinating community recovery to support the restoration of essential services, infrastructure, and the social, economic and environmental wellbeing of affected communities.
- Promoting community resilience and preparedness through engagement, education, and clear, consistent communication to ensure residents are informed, prepared, and able to respond to emergency risks.
- Maintaining critical Local Government services during emergencies, where safe to do so, including local road access, waste management, and environmental health functions to protect public safety and support emergency operations.

The Shires are committed to a proactive, risk-based approach to emergency management, ensuring that planning, mitigation and preparedness activities are aligned to local risk profiles, emerging threats, and the protection of human life, property, and critical infrastructure.

## Strategic Alignment

This Local Emergency Management Plan aligns with the Shire of Narrogin and Shire of Cuballing Strategic Community Plans and Corporate Business Plans, ensuring that emergency management contributes to the broader community vision of safe, resilient, and sustainable communities.

Emergency management is a core enabler of the Shires' strategic objectives, particularly those relating to community safety, infrastructure resilience, environmental stewardship, and sustainable development. This Plan supports these objectives by embedding a proactive, risk-based approach to prevention, preparedness, response and recovery across all areas of Local Government operations.

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The Local Emergency Management Plan forms part of the Shires' integrated planning and reporting framework and operates as a key informing strategy to the Strategic Community Plan. It ensures that emergency risk is considered in long-term planning, resource allocation, land use decision-making, and service delivery.

**There are local Emergency Management Policies incorporated in this plan. This Plan is supported by, and aligns with, a range of Local Government plans and frameworks, including:**

- Bushfire Risk Management Plan (BRMP) – guiding targeted mitigation activities, fuel load reduction, and protection of human settlements, infrastructure, and environmental assets.
- Business Continuity Plan (BCP) – ensuring the continuation of critical Local Government services during and after an emergency.
- Public Health Plan – supporting the management of public and environmental health risks arising from emergencies.
- Asset Management Plans – ensuring critical infrastructure is maintained and resilient to hazard impacts.
- Local Planning Strategy and Schemes – integrating emergency risk considerations into land use planning and development.

Through this alignment, the Shires ensure that emergency management is not a standalone function, but is integrated across governance, operations, and community engagement activities. This approach strengthens local capability, supports effective decision-making, and enhances the resilience of communities to withstand and recover from emergencies.

## Scope of the Local Emergency Management Plan

This Local Emergency Management Plan provides a strategic overview of the emergency management arrangements for the Shire of Narrogin and Shire of Cuballing. It outlines how the Local Governments meet their responsibilities under the Emergency Management Act 2005 and support the broader State Emergency Management Framework.

The LEMP is not an operational document. It does not replace hazard-specific operational plans, incident action plans, or the responsibilities of Hazard Management Agencies (HMAs) and Controlling Agencies. Instead, it defines governance, coordination, and support arrangements to enable an effective, integrated approach to emergency management.

This Plan is primarily focused on Local Government roles and responsibilities, including:

- Community leadership and public information support
- Incident support to the Controlling Agency
- Coordination of local recovery
- Continuity of essential Local Government services

Operational detail to support emergency response is contained within supporting documents, including the Incident Support Handbook, procedures, and agency-specific plans.

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The Shires recognise that emergencies may exceed local capability. Where this occurs, escalation arrangements are applied in accordance with the State Emergency Management Framework, enabling support at:

- District level (e.g. Incident Management Team expansion, District Emergency Coordinator support)
- State level (e.g. State Emergency Coordination Group, additional resources and capability)
- Commonwealth level, where required for significant or prolonged events

This ensures that emergencies are managed at the appropriate level, with access to the necessary resources, coordination, and support.

## Funding the Plan

The Shire of Narrogin and Shire of Cuballing fund emergency management activities through their annual budgeting processes, ensuring allocation of resources across prevention, preparedness, response, and recovery.

This includes funding for:

- Bushfire mitigation and fuel load reduction activities
- Training, exercising and capability development
- Support to Volunteer Bush Fire Brigades, including equipment and operational needs
- Emergency management planning and community engagement initiatives
- Recovery coordination and post-incident support activities

The Shires actively seek and utilise external funding sources to support emergency management outcomes, including:

- Mitigation Activity Fund (MAF) and other State mitigation programs to reduce bushfire risk and protect human settlements, infrastructure and environmental assets
- Disaster Recovery Funding Arrangements – Western Australia (DRFA WA) for eligible response, recovery and reconstruction costs following declared events
- Lord Mayor's Distress Relief Fund (LMDRF) to support community recovery for eligible disasters
- All West Australians Reducing Emergencies (AWARE) grant funding
- Other State, Commonwealth and corporate grant programs that enhance local capability, resilience and preparedness

During emergencies, the Chief Executive Officer (CEO) may exercise delegated authority to enable timely decision-making, including:

- Rapid procurement of goods and services
- Allocation and reallocation of resources
- Activation of emergency financial provisions

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Where required, the Shires may utilise emergency reserve funds or reallocation of budget resources to ensure immediate access to funding prior to reimbursement through external funding arrangements.

## Communication

The Shire of Narrogin and Shire of Cuballing are committed to ensuring the community is informed about emergency management arrangements and progress against this Local Emergency Management Plan.

Updates on the implementation and effectiveness of this Plan will be communicated through standard Local Government reporting and communication channels, including:

- Annual Report – summarising key achievements, improvements in capability, and progress against emergency management priorities.
- Government website – providing access to the LEMP, supporting documents, and relevant emergency management information.
- Newsletters, media releases and public notices – used to communicate updates, initiatives, and community safety messaging as required.

In addition to formal reporting, the Shires utilise local communication channels and community networks to support awareness and preparedness, particularly in relation to bushfire risk, seasonal readiness, and mitigation activities.

The development of this Plan has been informed through consultation with the Local Emergency Management Committee, emergency services, partner agencies, and key stakeholders. Community engagement activities, including workshops, forums and targeted communication, are undertaken where appropriate to ensure local knowledge, risks and expectations are considered.

The Shires are committed to clear, consistent and timely communication, supporting the Controlling Agency during emergencies and ensuring alignment with official warnings and advice.

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# Part 2 – Community Context

## Community Profile

The Shires of Narrogin and Cuballing are located within the Upper Great Southern region of Western Australia, approximately 190 kilometres south-east of Perth. The two local government areas are closely linked geographically, economically, and operationally, forming a connected rural district that functions as both an agricultural production area and a regional service centre.

The region is characterised by a predominantly broadacre agricultural landscape, with the Narrogin townsite acting as a key regional hub, supported by smaller communities including Cuballing and Popanyinning, along with dispersed rural properties. This interconnected settlement pattern creates a shared risk environment, particularly where townsites, infrastructure, and farmland interface with remnant vegetation and unmanaged areas.

Land use across the district is primarily agricultural, including cropping and livestock production, with additional land uses comprising:

- Rural-residential developments surrounding townsites
- Remnant vegetation and conservation reserves, including areas associated with the Dryandra Woodland complex
- Transport and infrastructure corridors, including major road and rail networks
- Utility corridors, including above-ground pipeline infrastructure

The landscape across the Narrogin–Cuballing region is varied, consisting of gently undulating farmland, broad valley systems, transport corridors, and areas of more complex terrain, particularly in the western portions of Cuballing and Narrogin where granite outcrops, ridgelines, and remnant bushland are more prevalent. These geographical features influence emergency management activities across a range of hazards by affecting access, mobility, communications, infrastructure resilience, and emergency response capability, particularly in areas where access may be constrained or isolated during an incident.

The region experiences a semi-arid Mediterranean climate, characterised by hot, dry summers and mild, wetter winters. Seasonal weather patterns contribute to a range of emergency management risks, including bushfire, severe weather, heatwave, storm impacts, and infrastructure disruption. Extended dry periods, extreme temperatures, strong winds, and episodic heavy rainfall events can increase pressure on communities, agriculture, transport networks, and essential services. These conditions are generally consistent across both local government areas and contribute to a shared all hazards risk environment requiring coordinated preparedness, response, and recovery arrangements.

Environmental and cultural values across the region include:

- Remnant vegetation communities within the Wheatbelt ecological systems
- Threatened Ecological Communities, including Eucalypt Woodlands of the Western Australian Wheatbelt
- Areas of cultural significance to the Wiilman people of the Noongar Nation
- Heritage buildings and sites within both Narrogin and smaller townships, reflecting early agricultural settlement

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## Population & Demographics

The combined population of the Shires of Narrogin and Cuballing represents a small but regionally significant rural community, with Narrogin providing a larger population base and service centre, and Cuballing contributing smaller, dispersed rural communities.

The population is primarily concentrated within the Narrogin townsite, with smaller populations located in Cuballing, Popanyinning, and surrounding rural farming areas. This dispersed population distribution influences emergency management planning across a range of hazards, including access to essential services, emergency response capability, communications, evacuation considerations, and recovery support requirements. Rural and isolated communities may experience increased vulnerability during emergencies due to longer response times, limited infrastructure redundancy, and reduced access to support services during prolonged or widespread incidents.

Key demographic characteristics across the region include**:**

- A stable population, with limited growth and influenced by regional economic conditions
- A median age higher than metropolitan areas, reflecting an ageing rural population
- A notable proportion of residents within vulnerable age groups (under 14 and over 65)
- A predominantly Australian-born population, with smaller culturally diverse groups
- A strong reliance on volunteer-based emergency services and community support networks

Socio-economic factors influencing vulnerability include:

- Dependence on agriculture and seasonal economic activity.
- Limited access to services in rural and outlying areas, particularly within the Cuballing district.
- Workforce pressures impacting volunteer availability, particularly during peak farming periods.

Population fluctuations may occur due to:

- Seasonal agricultural activities such as seeding and harvesting
- Tourism and visitation to natural attractions, including the Dryandra Woodland

## Critical Infrastructure

Critical infrastructure across the region includes:

- Transport networks, including the Great Southern Highway, regional road network, and Tier 2 rail corridor
- Water infrastructure, including the Water Corporation pipeline network and associated facilities
- Electricity distribution networks servicing both urban and rural areas
- Telecommunications infrastructure, critical for emergency communication and coordination

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These infrastructure systems are interconnected across both local government areas, meaning disruption in one area has the potential to impact the broader region. Bushfire impacts to transport corridors, power supply, or communications networks can result in cascading effects, including restricted emergency access, economic disruption, and reduced community connectivity.

## Community Facilities and Networks

The Narrogin and Cuballing communities are supported by a range of facilities and networks that contribute to community wellbeing, emergency response, and resilience.

Key facilities include:

- Recreation centres, sporting facilities, and community halls
- Libraries and civic buildings
- Visitor centres and public information points

Narrogin provides the majority of regional facilities and services, while Cuballing and surrounding localities rely on a combination of local infrastructure and access to services within Narrogin.

Community networks across the region include:

- Volunteer emergency services, forming the primary emergency response capability
- Sporting clubs and local associations
- Community service organisations and support providers

Volunteerism is a defining strength of the region, with strong participation in emergency service volunteering, mitigation activities, and community support roles. Local knowledge also play a significant role in supporting operational response and recovery efforts.

Additional support is provided through:

- Aged care and disability services
- Informal rural support networks
- Partnerships with State agencies and neighbouring local governments

These networks are critical in supporting preparedness, response, and recovery, particularly in rural areas where formal services are be limited.

## Community Resilience and Vulnerability

The Narrogin–Cuballing region demonstrates a high level of resilience within a diverse emergency management environment, supported by strong community networks, capable volunteer emergency services, and a well-established understanding of local risks and community needs. The region is exposed to a broad range of natural, technological, and human-caused hazards, including severe weather, infrastructure disruption, transport incidents, public health emergencies, and environmental events. This broad risk landscape supports the need for a coordinated, flexible, and adaptable all hazards approach to emergency management across prevention, preparedness, response, and recovery activities.

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Key strengths include:

- Strong and experienced volunteer emergency services capability, providing multi-hazard response capacity across fire, storm, rescue, and support functions
- High levels of community awareness and preparedness, particularly in relation to seasonal hazards, with a culture of self-reliance and local knowledge
- Established cross-boundary coordination between local governments, agencies, and industry, supporting effective resource sharing and regional response arrangements
- Local knowledge of hazard-prone environments, including transport corridors, agricultural landscapes, and critical infrastructure locations

Key vulnerabilities include:

- Dependence on critical infrastructure networks, including transport routes, power supply, telecommunications, and water systems, which are susceptible to disruption across multiple hazard types
- Limited population base impacting long-term volunteer sustainability, affecting capacity to maintain emergency response and recovery functions over time
- Vulnerable population groups, including elderly residents, isolated individuals, and those with access or mobility limitations, requiring targeted planning and support during emergencies
- Access constraints in areas of complex terrain and along key infrastructure corridors, which may delay response times and complicate emergency operations across a range of hazard scenarios
- Exposure to climate variability and extreme weather events, increasing the frequency and intensity of hazards such as heatwaves, storms, and bushfires

Understanding these strengths and vulnerabilities enables a targeted, risk-based approach to emergency management, ensuring that planning, mitigation, preparedness, response, and recovery activities are aligned to the region's all hazards risk profile. This supports both local governments in enhancing community safety, protecting critical infrastructure, and building long-term resilience across the Narrogin–Cuballing area.

## Likely Hazards and Emergency Risks

### Bushfire

Bushfire is the primary and most significant emergency risk across the Narrogin–Cuballing region.

The combination of the following factors influence bushfire risk:

- Extensive agricultural land with cured grasses and crop fuels
- Remnant vegetation and conservation reserves
- Rural–urban interface areas surrounding townsites
- Hot, dry summers and strong easterly winds creates conditions conducive to fast-moving, high-intensity fires.

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Bushfires may result in:

- Threats to life and property, particularly in rural and peri-urban areas
- Disruption to critical infrastructure, including transport, power, and communications
- Significant economic losses to agricultural operations
- Impacts to environmental and cultural assets

The likelihood of bushfire is **high**, particularly during the fire danger season (October–April), with consequences ranging from **moderate to extreme** depending on conditions and location.

### Severe Weather (Storm, Heatwave and Flood)

Severe weather, including thunderstorms, strong winds, intense rainfall, heatwaves, and localised flooding, presents a recurring risk to the region.

Severe Weather events may result in:

- Damage to buildings, infrastructure, and crops
- Fallen trees and debris impacting roads and access
- Localised flooding, erosion, and drainage issues
- Heat-related illness and increased demand on health services
- Power outages and disruption to communications

While often short in duration, severe weather events can result in **moderate to high consequences**, particularly where critical infrastructure or vulnerable populations are affected.

The likelihood is **moderate**, with seasonal peaks associated with summer storm activity and extreme heat events, with consequences ranging from moderate to extreme depending on conditions and location.

### Hazardous Materials (HAZMAT)

Hazardous materials incidents may occur within the region as a result of transport, agricultural, or industrial activities.

Potential sources include:

- Transport incidents along major road and rail corridors
- Agricultural chemical use, storage, and handling
- Industrial or commercial operations

These incidents may result in:

- Risks to public health and safety
- Environmental contamination of land and water
- Establishment of evacuation or exclusion zones
- Disruption to surrounding areas and infrastructure

The likelihood is **low**, however consequences may be **moderate to high** depending on the scale, substance, and location of the incident.

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### Transport Emergency

The region is serviced by key transport routes, including the Great Southern Highway, regional road networks, and a Tier 2 rail corridor, which support movement of people, goods, and agricultural freight.

Transport-related incidents may include:

- Road crashes, including those involving heavy vehicles
- Rail incidents or derailments

These incidents may result in:

- Injury or loss of life and risks to public safety
- Restricted or delayed emergency response due to access constraints
- Disruption to essential goods movement and regional supply chains
- Secondary impacts, including hazardous material release or fire

The likelihood is **moderate**, with consequences ranging from **low to high** depending on the severity and location of the incident.

### Animal and Plant Biosecurity

The Narrogin–Cuballing region has a strong reliance on agriculture, increasing its vulnerability to biosecurity threats affecting livestock, crops, and the natural environment.

These may include:

- Livestock disease outbreaks
- Crop pests and plant diseases
- Invasive species impacting agricultural or natural systems

Biosecurity incidents may result in:

- Economic losses to primary producers
- Disruption to local and regional supply chains
- Restrictions on movement of goods and livestock
- Long-term impacts on land productivity and environmental health

The likelihood is **low to moderate**, with consequences considered **moderate to high**, particularly where impacts occur at a regional or industry-wide scale.

### Critical Infrastructure Failure

Failure of critical infrastructure may occur as a standalone event or as a consequence of other hazards such as bushfire, storm, or heatwave.

Key infrastructure at risk includes:

- Power supply networks (e.g. Western Power)
- Water supply systems, including pipelines and pumping infrastructure
- Telecommunications networks
- Wastewater and sewage systems

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### Infrastructure failures may result in:

- Impacts to community safety, including reduced access to information and emergency warnings
- Disruption to essential services, including health, water, and sanitation
- Business continuity impacts across agriculture, industry, and local services
- Increased vulnerability of at-risk populations during prolonged outages

The likelihood is **moderate**, with consequences ranging from **moderate to high**, particularly where disruptions are widespread or prolonged.

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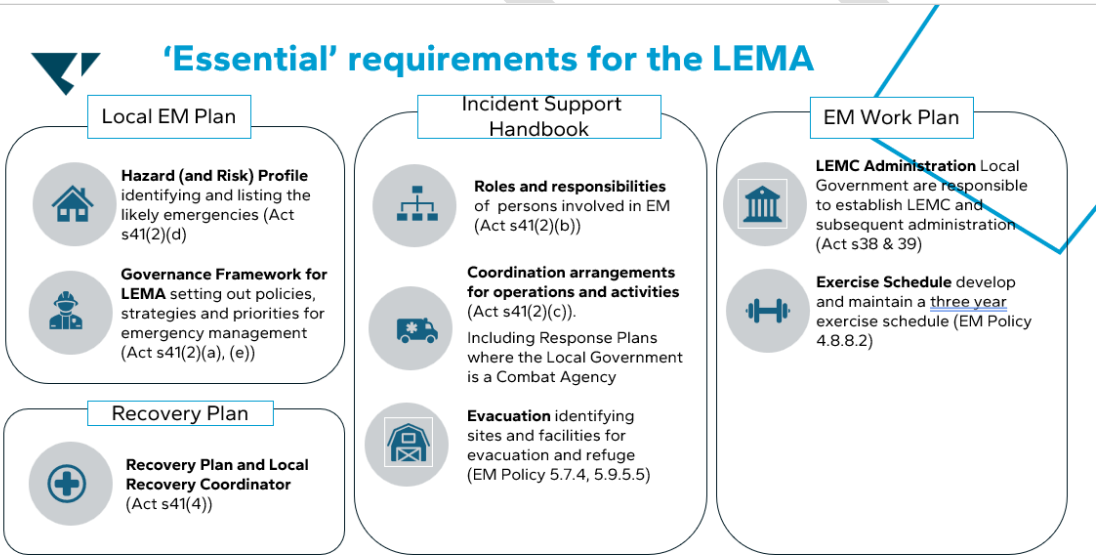
# Part 3 Preparing for Emergencies

## Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) comprises of a suite of documents that collectively outline the strategies, responsibilities, and processes for emergency management within the district, in accordance with Section 41(2) of the *Emergency Management Act 2005*.

This Local Emergency Management Plan is the overarching strategic document adopted by Council, establishing the framework for how emergency management is coordinated across the Shires of Narrogin and Cuballing. It provides high-level guidance and is supported by a range of operational, functional, and hazard-specific documents.

Together, these documents ensure a coordinated and consistent approach to prevention, preparedness, response, and recovery activities across the region.




## Emergency Management Roles and Responsibilities

Effective emergency management relies on the collaboration, coordination, and integration of activities across all relevant agencies, organisations, and levels of government.

This approach supports:

- Shared responsibility for resilience and response
- Efficient use of resources and expertise
- Clear roles and responsibilities for all partners
- Coordinated actions to protect life, property, and the environment

### Hazard Management Agencies (HMA)

A Hazard Management Agency (HMA) is the prescribed agency responsible for emergency management—including prevention, preparedness, response, and recovery—for a specific hazard under the *Emergency Management Act 2005*.

There are 28 prescribed hazards in Western Australia, each with a designated HMA and, where applicable, a Controlling Agency with responsibilities for managing the response to an incident.

### Local Governments - Incident Support Role

During an emergency, Local Government supports the Controlling Agency and Incident Management Team (IMT) within its capacity. This may include:

- Provision of plant, equipment, and personnel
- Support for logistics, access, and infrastructure
- Assistance with community information and local knowledge
- Support to evacuation centres and welfare arrangements
- Operational roles and responsibilities are detailed within the Local Government's internal Incident Support Plan.

## Overview of Local Government Incident Support Functions

The following section provides guidance on how a Local Government's role in an incident may be described. It is intended as a model to demonstrate Local Government incident support functions, with a particular focus on response support activities.

This content should be adapted to reflect local arrangements, capabilities, and community context.

| | Functional area | Local Government Incident Support in an Emergency |
|---|---|---|
| LG Act aligned Functions | Good Governance Provides for good governance wellbeing and community safety in their district | **Community Leadership:** Provides visible leadership, reassurance, and direction to the community during emergencies. Supports transition to community -led recovery |
| | Local roads Maintain, regulate and manage local infrastructure including roads in keeping with the Main Roads Act 1930 and the Traffic Management for Works on Roads Code of Practice. | **Traffic Management on Local Roads:** Implements traffic management required on local roads during an emergency, working under the direction of the Controlling Agency where required. |
| | Waste Provide, manage and regulate waste services and local waste facilities in keeping with the Waste Avoidance and Resource Recovery Act 2007 and associated environmental and public health requirements. | **Waste Management:** Continue to provide essential waste services and manages emergency waste impacts to protect public health, working under the direction of the Controlling Agency where required. |
| | Public Health / Environmental health Protect community health by monitoring, regulating and managing public health risks in keeping with the Public Health Act 2016 and associated environmental health requirements. | **Public Health/ Environmental Health:** Provides public health advice, inspections and controls to manage health risks arising from an emergency, working under the direction of the Controlling Agency where required. |

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| AIIMS Aligned Functions | Control Overall leadership of the incident — sets objectives, makes decisions, and coordinates all functions. | **Executive Leadership** Ensures strategic oversight, decision making, and coordination of LG resources and responsibilities in incident support and business continuity. |
| | Public Information Provides timely, accurate and consistent information to the community about the incident, what it means for them, and the actions they need to take to stay safe | **Public Information** Supports the controlling agency to provide timely, accurate, and coordinated information to the impacted community. |
| | Planning Works out what is happening and what might happen next — gathers information and produces the plan. | **Local Knowledge** Provides local knowledge, maintains situational awareness, identifies and collated impacts to the impacts to the community / LG assets and services. |
| | Operations Carries out the work — directs resources on the ground to achieve the incident objectives. | **Operations** Delivers operational support to the incident, including deploying staff, contractors, equipment and facilities; undertaking emergency works; and maintaining essential Local Government services as safely as possible. |
| | Logistics Provides what everyone involved in the response needs— people, equipment, supplies, facilities, transport and communications. | **Logistics** Sources, manages, and supports personnel, equipment, facilities, and services that the Local Government is providing to the incident. |
| State Support functions | Emergency Relief & Support Provides immediate, practical assistance to people affected by an emergency, ensuring their basic needs are met and connecting them with further support services. | **Evacuation Centres** Opens Local Government Evacuation Centres and provides logistical support, and coordination with the Department of Communities to deliver emergency relief and support. |
| | Animal Welfare Coordinates the protection, care and management of animals affected by an emergency | **Animal Welfare** Where there is capacity to do so provides facilities, logistical support, and coordination with the Department of Primary Industries and Regional Development to support animal welfare during emergencies. |

## Local Emergency Management Committee

The Shires of Narrogin and Cuballing have established the Narrogin–Cuballing Local Emergency Management Committee (LEMC) in accordance with Section 38(1) of the *Emergency Management Act 2005*.

The LEMC provides a formal mechanism for multi-agency coordination and collaboration in emergency management across the district. The Committee brings together Local Government, Hazard Management Agencies, support organisations, and key stakeholders to ensure a coordinated and integrated approach to emergency management.

A core function of the LEMC is the development, review, and testing of the Local Emergency Management Arrangements, ensuring they remain current, relevant, and reflective of the local risk environment. This includes:

- Identifying and reviewing local hazards and risks
- Supporting the development and maintenance of emergency management plans
- Facilitating interagency coordination and information sharing

- Supporting training, exercises, and continuous improvement
- Providing advice to Local Government on emergency management matters

The LEMC meets regularly throughout the year, with representation from relevant agencies including Local Government, the Department of Fire and Emergency Services (DFES), WA Police, health services, and key infrastructure providers.

## Agreements and Partnerships

### Local Government Collaboration

The Shires of Narrogin and Cuballing maintain a close working relationship, supporting:

- Shared emergency management planning and coordination
- Cross-boundary operational support during incidents
- Alignment of mitigation activities and priorities
- Shared use of resources where required
- This collaboration strengthens regional capability and ensures a coordinated approach to emergency management across both local government areas.

### Department of Fire and Emergency Services (DFES)

Both local governments operate in partnership with DFES through established arrangements, including:

- Provision of a Community Emergency Services Manager (CESM) supporting emergency management coordination across the region
- Support for volunteer bushfire brigade capability, training, and operational readiness
- Delivery of mitigation programs, including the Mitigation Activity Fund Grants Program (MAFGP)
- Ongoing engagement with District Officers and operational personnel

These arrangements ensure strong alignment between Local Government and the State's Hazard Management Agency for Fire.

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# Part 4 – Emergency Response and Recovery Arrangements

## Communicating in Emergencies

During an emergency, the Controlling Agency is the principal provider of public information, and Emergency WA is the official source for emergency warnings and updates.

The Shires of Narrogin and Cuballing will support the Controlling Agency by working collaboratively to help ensure the community receives clear, timely, and consistent information.

Where required, Local Government will assist by:

- Sharing and reinforcing official warnings and advice issued by the Controlling Agency
- Utilising established communication channels to reach the community, particularly in rural and remote areas

## Evacuation Centres

The Department of Communities is responsible for managing evacuation centres and coordinating emergency relief and support during emergencies, when required.

Emergency relief arrangements are outlined in the Local Emergency Relief and Support Plan (LERSP), developed in partnership with Local Government.

**This plan addresses six core functional domains:**

- Emergency accommodation – providing temporary shelter for displaced persons
- Emergency food – coordinating access to essential food supplies
- Emergency clothing and personal requisites – providing basic clothing and personal items
- Personal support services – delivering psychosocial support, counselling, and referrals
- Registration and reunification – assisting with locating and reconnecting family and friends
- Financial assistance – coordinating access to available financial support for eligible individuals

### Evacuation Centre Locations and Access

Local Government facilities, including community halls and recreation centres, may be utilised as evacuation centres where appropriate. The activation of evacuation centres is determined by the Incident Controller, in consultation with relevant agencies.

Depending on the nature, scale, and location of an emergency, community members may be directed to evacuation centres within:

- The Shire of Narrogin
- The Shire of Cuballing
- Neighbouring Local Government areas

This ensures flexibility and access to suitable facilities based on the circumstances of the incident.

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### Local Government Role

The Shires of Narrogin and Cuballing support evacuation arrangements by:

- Identifying and maintaining a list of suitable Local Government facilities that may be used as evacuation centres
- Facilitating access to these facilities when requested by the Incident Controller
- Supporting the establishment and operation of evacuation centres in coordination with the Department of Communities
- Providing local knowledge to assist with evacuation planning and community needs

Local Government maintains awareness of facilities and locations within the district that may include vulnerable or higher-risk populations. This information may be provided to the Incident Controller to support evacuation decision-making.

### Animals in Evacuation Centres

For health and safety reasons, animals are not permitted in evacuation centres, with the exception of registered assistance animals.

## Animals in Emergencies

Animal owners and carers are responsible for the welfare of their animals in an emergency, including deciding whether animals will be evacuated or remain on site, and how this will be managed safely.

Given the strong agricultural nature of the Narrogin–Cuballing region, this responsibility is particularly important for livestock, horses, and working animals, as well as companion animals within townsites and rural properties.

### Agency Roles and Responsibilities

If the Incident Controller identifies that additional support for animal welfare is required, the Department of Primary Industries and Regional Development (DPIRD) may be activated as the nominated support agency for animal welfare in emergencies, including:

- Livestock
- Horses
- Companion animals

The Department of Biodiversity, Conservation and Attractions (DBCA) supports animal welfare for native wildlife impacted by emergencies.

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## Recovering from Disasters

Recovery is the process of supporting an affected community following an emergency to restore, adapt, and strengthen social, economic, environmental, and built systems. Recovery activities may include restoring essential services and infrastructure, supporting community wellbeing and resilience, assisting local businesses and livelihoods, protecting environmental and cultural values, and helping communities adapt to the impacts of the emergency.

Recovery in Western Australia follows the principles of sustainable development and aims to *build back better*, reducing future risk and strengthening community resilience.

### Local Government Responsibility

Under the *Emergency Management Act 2005*, Local Government is responsible for managing recovery following an emergency within its district.

The Shires of Narrogin and Cuballing will lead and coordinate recovery activities within their respective local government areas, working closely with State agencies, support organisations, and the community.

### Recovery Coordination

Each Local Government has appointed a **Local Recovery Coordinator** to lead recovery activities.

#### In the event of an emergency:

- The relevant Shire will activate its Local Recovery Plan
- A Local Recovery Coordinator will be appointed (if not already in place)
- A Local Recovery Coordination Group will be established to oversee and coordinate recovery efforts

#### Recovery activities will be managed across the four key domains:

- Social – supporting individuals, families, and community wellbeing
- Built Environment – restoration of infrastructure, buildings, and essential services
- Economic – supporting local businesses, agriculture, and employment
- Natural Environment – rehabilitation of land, vegetation, and environmental assets

### Multi-Agency Support

Recovery is a shared responsibility, supported by all levels of government and partner agencies.

#### State agencies will contribute through:

- Restoration of essential services
- Provision of specialist recovery programs and support
- Financial assistance and grants (where applicable)
- Technical and environmental expertise

If the scale or complexity of an emergency exceeds Local Government capacity, the State Government may assume a greater coordination role to support recovery efforts.

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# Part 5 – Accountability and Improvement

## Exercising and Lessons Management

Exercising emergency management arrangements, undertaking post-incident reviews, and incorporating lessons identified into planning are essential to maintaining readiness, identifying capability gaps, improving coordination, and building confidence in response capability.

### Local Exercising

The Narrogin–Cuballing Local Emergency Management Committee (LEMC) supports a program of exercising to test and validate local arrangements.

This includes:

- Regular discussion-based exercises (e.g. scenario workshops) conducted through LEMC meetings
- Participation in district and multi-agency exercises, coordinated through DFES and the District Emergency Management Committee
- Periodic functional or practical exercises, where feasible, to test coordination, communication, and response arrangements

These activities ensure Local Emergency Management Arrangements are reviewed and remain relevant and effective in the local context.

### Post Incident Reviews

Following significant incidents or operations, post-incident reviews (After Action Reviews) are undertaken

The reasons for Post Incident reviews include:

- Assess the effectiveness of response and coordination
- Identify strengths and areas for improvement
- Capture lessons identified across agencies

Where Local Government acts as the Controlling Agency for bushfire, post-incident reviews are conducted in accordance with relevant State Emergency Management requirements.

The LEMC may be engaged to:

- Review outcomes of significant incidents
- Share lessons across agencies and stakeholders
- Support continuous improvement in local arrangements

### Lessons Management and Continuous Improvement

Lessons identified through exercises, incidents, and operational debriefs are incorporated into a continuous improvement cycle, including:

- Updates to Local Emergency Management Arrangements (LEMA)
- Refinement of supporting plans and procedures
- Improvements to coordination, communication, and capability

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- Identification of training and exercising priorities

This approach ensures that emergency management arrangements evolve in response to emerging risks and operational experience.

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# Appendices

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## Appendix 1 – Glossary & Acronyms

| Term | Definition |
|---|---|
| **Bushfire Risk** | The likelihood and consequence of bushfire impacting people, property, infrastructure, the environment, or community function. |
| **Community Resilience** | The ability of a community to resist, absorb, adapt to, and recover from the effects of hazards in a timely and efficient manner. |
| **Controlling Agency** | An agency nominated to control the response activities to a specified type of emergency. |
| **Critical Infrastructure** | Essential assets, networks, and systems that provide services necessary for community safety, health, economic activity, and continuity of essential services. |
| **Emergency** | The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response. |
| **Emergency Management** | The management of the adverse effects of an emergency through prevention, preparedness, response, and recovery activities. |
| **Emergency Public Information** | Information provided to the community during emergency situations with instructions on how to protect personal health, safety, and property or access assistance. |
| **Evacuation** | The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. |
| **Evacuation Centre** | A centre that provides individuals impacted by an emergency with basic human needs which may include accommodation, food, personal support, clothing and personal requisites, registration and reunification, and financial assistance. |
| **Hazard** | An event, situation, or condition capable of causing or resulting in loss of life, injury, harm to health, damage to property, infrastructure, the environment, or disruption to community function. |
| **Hazard Management Agency (HMA)** | A public authority or other person prescribed by the Emergency Management Regulations 2006 to be responsible for emergency management of a specific hazard. |

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|---|---|
| **Incident** | The occurrence or imminent occurrence of a hazard. |
| **Incident Controller** | The person designated by the relevant Controlling Agency to be responsible for the overall management and control of an incident within an incident area. |
| **Incident Support** | Assistance provided by Local Government or supporting agencies to support the Controlling Agency during an emergency. |
| **Local Emergency Management Committee (LEMC)** | A committee established under section 38 of the Emergency Management Act 2005 to support local emergency management planning and coordination. |
| **Local Recovery Coordinator** | The person appointed by Local Government to coordinate recovery activities following an emergency. |
| **Preparedness** | Preparation for response to an emergency. |
| **Prevention** | The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency. |
| **Recovery** | The restoring or improving of livelihoods and health, as well as economic, physical, social, cultural, and environmental assets, systems, and activities of an emergency-affected community. |
| **Resilience** | The ability of individuals, communities, organisations, and systems to resist, absorb, adapt to, and recover from the effects of hazards. |
| **Response** | The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and support to speed recovery. |
| **Risk** | The likelihood and consequence of a hazard impacting people, property, infrastructure, the environment, or community function. |
| **Support Organisation** | A public authority or other person responsible for providing support functions during an emergency due to specialised knowledge, expertise, or resources. |
| **Vulnerable Persons** | Individuals or groups who may have difficulty preparing for, responding to, or recovering from an emergency due to age, disability, isolation, health, or other factors. |

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| Acronym | Meaning |
|---|---|
| **AIIMS** | Australasian Inter-service Incident Management System |
| **AWARE** | All West Australians Reducing Emergencies |
| **BRMP** | Bushfire Risk Management Plan |
| **CA** | Controlling Agency |
| **CESM** | Community Emergency Services Manager |
| **DBCA** | Department of Biodiversity, Conservation and Attractions |
| **DEMC** | District Emergency Management Committee |
| **DFES** | Department of Fire and Emergency Services |
| **DPIRD** | Department of Primary Industries and Regional Development |
| **DRFA WA** | Disaster Recovery Funding Arrangements Western Australia |
| **HAZMAT** | Hazardous Materials |
| **HMA** | Hazard Management Agency |
| **IMT** | Incident Management Team |
| **LEMA** | Local Emergency Management Arrangements |
| **LEMC** | Local Emergency Management Committee |
| **LEMP** | Local Emergency Management Plan |
| **LERSP** | Local Emergency Response Support Plan |
| **LMDRF** | Lord Mayor’s Distress Relief Fund |
| **MAF** | Mitigation Activity Fund |
| **SEMC** | State Emergency Management Committee |

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## Appendix 2 – Hazard Management Agency

| Hazard management agency | Hazard | Controlling agency (ca) | Contact |
|---|---|---|---|
| **Police Commissioner** | Air Crash<br>Hostile Act<br>Land Search and Rescue<br>Marine Search and Rescue<br>Space Debris Re-entry | Western Australia Police Force | 000<br>131 444 |
| **Fire and Emergency Services Commissioner** | Fire | Department of Fire and Emergency Services (Gazetted Fire District)<br><br>Department of Biodiversity, Conservation and Attractions (DBCA managed land outside Gazetted Fire Districts)<br><br>Local Governments (Local Government district outside gazetted fire district and DBCA managed land) | 000 |
| **Fire and Emergency Services Commissioner** | Collapse (structure or landform<br>Cyclone<br>Earthquake<br>Flood<br>HAZMAT (Chemical / Radiological)<br>Storm<br>Radiation Escape – Nuclear Powered Warship | Department of Fire and Emergency Services | 000 |

DRAFT

| | | | |
|---|---|---|---|
| **Director General Agriculture** | Biosecurity – Animal and Plant diseases | Department of Primary Industry and Regional Development | National Emergency Animal Disease Hotline<br>1800 675 888<br>National Emergency Plant Disease Hotline<br>1800 084 881 |
| **Coordinator of Energy** | Energy Supply Disruption (Gas, Power, Liquid fuel) | Energy Policy WA | 000<br>Western Power Emergencies and Outages<br>13 13 51<br>Horizon Power Faults and Emergencies<br>13 23 51 |
| **Chief Executive Officer Department of Health** | Biosecurity - Human Epidemic<br>HAZMAT – Biological<br>Heatwave | Department of Health | 000 |
| **Chief Executive Officer Department of Transport** | Marine Oil Pollution<br>Marine Transport Emergency | Department of Transport<br>(State waters, shipping and pilotage waters, port waters (Level 2/ 3)<br>Port Authority<br>(Port waters (Level 1)<br>Petroleum Titleholders<br>(State waters (Level 1), Marine Transport only) | 000<br>WA Marine Oil Pollution and Maritime Environmental Emergency Reporting Line<br>08 9480 9924 |
| **Public Transport Authority** | Rail Crash - Public Transport Authority Network<br>Public Transport Authority | Public Transport Authority, escalating to Western Australian Police Force of Department of Fire and Emergency Service | 000 |

# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Narrogin
Love the life

SHIRE OF CUBALLING

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# INCIDENT SUPPORT HANDBOOK 2026

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# PART 1

## INCIDENT SUPPORT FUNCTIONS AND ROLES

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# PREPARING FOR AN IMMINENT EMERGENCY

When an imminent emergency does or is expected to occur within the Shire of Narrogin or Shire of Cuballing, the Local Governments will undertake coordinated preparedness activities to support community readiness and provide timely, accurate local intelligence to the Incident Management Team (IMT).

These activities focus on identifying risks to essential services, supply chains, infrastructure and vulnerable communities, and ensuring Local Government resources, facilities and staff are ready to support the response.

Preparedness actions are scaled to the nature and severity of the threat and are undertaken in coordination with Hazard Management Agencies, the Controlling Agency and Local Emergency Management Committee (LEMC) member agencies.

Preparedness activities may include:

- Participating in pre-incident coordination, including Incident Support Group (ISG) meetings where established
- Confirming availability and status of Local Government resources, facilities and personnel
- Preparing Local Government facilities for potential use (e.g. evacuation centres, depots, plant)
- Gathering, validating and sharing local intelligence with the IMT
- Supporting the dissemination of consistent, approved public information through Local Government communication channels
- Identifying immediate risks to community safety, infrastructure and essential services

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## Escalation & Coordination

Emergency management in Western Australia operates under an all-agencies, coordinated approach. Each prescribed hazard has a Hazard Management Agency (HMA) responsible for prevention, preparedness, response and recovery, and a Controlling Agency responsible for leading the response to an incident.

## Incident Escalation Framework

Western Australia uses a three-tiered incident level system to guide escalation and coordination.

- Level 1
- Level 2
- Level 3

The Incident Controller determines the incident level based on complexity, impact and resource requirements. As incidents escalate, additional coordination arrangements are activated.

Incident management is led by an Incident Management Team (IMT) and may be supported by:

- **Incident Support Group (ISG)** – provides local coordination, intelligence and agency support
- **Operational Area Support Group (OASG)** – provides district or regional coordination for complex or multi-agency incidents

The Shires will participate in these arrangements as required and provide local knowledge, resources and support to the IMT.

## Local Government Escalation and Coordination

The Shire of Narrogin and Shire of Cuballing maintain internal arrangements to support timely escalation, coordination and decision making during an emergency.

### Activation Triggers

Local Government incident support arrangements may be activated when:

- An incident is likely to impact the community, infrastructure or essential services
- The Controlling Agency requests Local Government support
- Local Government resources or facilities are required
- There is a need to coordinate internal Local Government functions or community messaging

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## Internal Escalation

The Emergency Management Lead (CESM or delegated officer) is responsible for:

- Coordinating local Government Incident Support
- Acting as the primary liaison with the Incident Management Team
- Escalating issues to the Chief Executive Officer as required
- Engaging the Local Recovery Coordinator during the initial phase of an emergency to support situational awareness, continuity of operations and transition into recovery activities where required

### The Chief Executive Officer (CEO):

- Provides strategic oversight and authorises significant resource allocation and expenditure
- Supports whole of organisation coordination
- Supports community leadership and public information

Relevant Local Government business units (Works, Rangers, Environmental Health, Administration, Communications) are activated as required to support incident operations and recovery activities.

### Incident Support Functions

The Shires will provide incident support in line with capacity and capability, which may include:

- **Local Knowledge (Planning)**
  Providing information on local infrastructure, risks, vulnerable communities and access routes.

- **Operations**
  Deploying staff, plant and contractors to support emergency works and maintain essential services.
- **Logistics**
  Providing facilities, equipment and resources.
- **Public Information**
  Supporting the Controlling Agency by sharing approved messaging and providing local updates.
- **Community Leadership**
  Providing visible leadership and supporting the transition to recovery.
- **Recovery**
  Supporting the coordination of local recovery activities, including restoration of essential services, community support, impact assessment, and transition from response to recovery in accordance with the Local Recovery Plan.

## Information Flow and Situational Awareness

The Shires will:

- Maintain situational awareness of:
  - Community impacts
  - Infrastructure and service disruptions
  - Emerging risks
- Ensure information is:
  - Collected through Local Government staff and local networks
  - Validated and shared with the IMT

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## Information Flow to the IMT

Local Government plays a key role in two-way information flow.

The Shires will:

- Collect community intelligence through:
  - Customer service
  - Rangers and works crews
  - Community networks
- Escalate relevant information to the IMT, including:
  - Emerging risks or impacts
  - Community concerns
  - Misinformation or confusion

This supports improved situational awareness and decision making.

## Bushfire – Controlling Agency Role

The Shire of Narrogin and Shire of Cuballing are Controlling Agencies for bushfire within their districts (outside gazetted fire districts and DBCA managed land).

Bushfire response is undertaken in accordance with:

- *The State Hazard Plan – Fire*
- *The Bush Fires Act 1954*
- Local Government Bush Fire Response Procedures

Volunteer Bush Fire Brigades play a critical role in delivering bushfire response, supported by Local Government coordination and resources.

# PUBLIC INFORMATION, MEDIA AND COMMUNICATIONS

During an emergency, the Controlling Agency is the principal provider of public information, and Emergency WA is the official source for warnings and updates.

The Shire of Narrogin and Shire of Cuballing will support the Controlling Agency by assisting with the distribution of approved information and providing local context to help the community understand impacts within the district.

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Local Government communication will be coordinated to ensure messaging is:

- Clear, consistent and in plain English
- Timely and aligned with official warnings and advice
- Relevant to local conditions, impacts and community needs
- Delivered through appropriate local communication channels
- Monitored to identify and correct misinformation where possible

## Roles and Responsibilities

### Official Spokesperson

The Chief Executive Officer (CEO) is the primary Local Government spokesperson during an emergency.

The CEO may delegate this function to:

- Shire President
- Deputy CEO / Senior Executive
- Community Emergency Services Manager (CESM) *(where appropriate)*

All media engagement and public statements will be coordinated to ensure consistency with the Controlling Agency.

### Public Information Support

Local Government will support public information through:

- Sharing approved warnings and updates from the Controlling Agency
- Providing localised information on:
    - Road closures and access
    - Local facilities and services
    - Availability of resources (e.g. sandbags, waste facilities)
- Supporting delivery of community meetings (if requested)
- Monitoring community concerns and escalating relevant information to the IMT

### Internal Coordination

- The Delegated Emergency Management Lead is responsible for:
    - Coordinating Local Government public information support
    - Liaising with the IMT / Public Information Officer
    - Briefing the CEO and spokesperson
- Communications staff (where available) will:
    - Prepare and distribute messaging
    - Manage Local Government communication channels
    - Monitor media and community feedback

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## Community Messaging Principles

When communicating with the community, Local Government messaging will align with information and warnings issued by the Controlling Agency to ensure consistent, accurate and coordinated public information. Messaging should follow the below structure:

- Acknowledge community impacts and concerns
- Provide a clear situation overview (what is known and unknown)
- Reinforce what the community needs to do now
- Outline what Local Government and agencies are doing
- Direct the community to support services where required
- Provide clear instructions on where to access official updates
- Reinforce key safety messaging (including when to call 000)

## Communication Channels

Local Government may use the following channels to support the dissemination and reinforcement of official emergency information to the community:

- Shire websites
- Social media platforms
- SMS / emergency notification systems (if available)
- Local radio and media outlets
- Community networks and noticeboards

All Local Government public information and community messaging will align with warnings, advice and approved communications issued by the Controlling Agency to ensure consistent, accurate and coordinated messaging across all agencies.

## Community Meetings

Where required, the Shires will support the Controlling Agency in the planning and delivery of community meetings by:

- Providing suitable venues and facilities.
- Supporting logistics and coordination.
- Assisting with communication to the community.
- Providing local context and support information.
- Providing a Shire spokesperson for community Meetings to address LG related questions.
- The Controlling Agency remains responsible for operational briefings and incident updates.

## Media Enquiries

- All media enquiries will be directed to the ***CEO or authorised spokesperson***
- Staff are not authorised to provide comment unless approved
- Media responses will be coordinated to ensure alignment with the Controlling Agency

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# EMERGENCY PROCUREMENT AND FINANCIAL DELEGATIONS

During an emergency, financial management and procurement will be undertaken in accordance with State Emergency Management Policy Section 5.12 – Funding Arrangements for Emergency Response, together with applicable Local Government policies, procurement requirements and financial delegations.

Generally, the Hazard Management Agency or Controlling Agency is responsible for costs associated with emergency response. Local Government must seek authorisation from the Incident Controller or Controlling Agency prior to committing to significant expenditure on their behalf.

Under the delegated authority provided by Council, the Chief Executive Officer (CEO) may approve and delegate financial authority and expenditure responsibilities to relevant Executive Managers or authorised officers as required to support emergency response and recovery operations.

***The Shire of Narrogin and Shire of Cuballing may incur costs associated with:***

- Incident support activities
- Emergency works to protect life and property
- Early recovery actions

***Where possible, the Shires will liaise with:***

- Incident Controller
- Department of Communities (Emergency Relief and Support)
- State Recovery Coordinator

to confirm cost eligibility and reimbursement pathways (including DRFA-WA).

Fire Control Officers (FCOs) may incur or authorise limited expenditure during bushfire response operations where necessary to support the protection of life and property. Any expenditure must be reasonable, operationally justified, and undertaken in accordance with Local Government financial delegations, procurement requirements and established administrative procedures. Where practicable, expenditure requests and approvals are to be coordinated through the Emergency Management Lead (CESM or delegated officer), with escalation to the relevant Executive Manager or Chief Executive Officer (CEO) where required under delegated financial authority.

All expenditure, approvals and procurement decisions will be documented in accordance with Local Government financial management requirements to support accountability, auditing and potential reimbursement processes.

## Financial Delegations and Approvals

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During an emergency:

- The ***Chief Executive Officer (CEO)*** retains overall financial authority
- Delegated officers may approve expenditure in line with Local Government financial delegations
- Where urgent decisions are required, emergency provisions may be applied in accordance with Local Government policy

Approval processes will include:

- Authorisation of emergency expenditure
- Approval of overtime and additional staffing
- Engagement of contractors and suppliers

After-hours approvals will be escalated through:

- CESM / Emergency Management Lead
- Deputy Chief Executive Officer or relevant Executive Manager
- Chief Executive Officer

## Emergency Procurement

To support timely response, procurement may be expedited where required.

***This may include:***

- Use of pre-approved suppliers and existing contracts
- Activation of local contractors and service providers
- Waiving standard quotation or tender requirements under emergency provisions (where permitted)
- (Fire) Fire Control Officers granted permissions by the Chief Executive Officer to act on behalf of the Shire to procure equipment as needed.

***Staff must:***

- Confirm approval prior to procurement (where practicable)
- Record all purchases, hire arrangements and contractor engagements
- Allocate costs to appropriate cost centres
- Retain documentation (invoices, approvals, communications)

## Financial Record Keeping

Accurate record keeping is critical to support:

- Financial accountability
- Insurance and audit requirements
- Disaster Recovery Funding Arrangements (DRFA-WA) claims

The Shires will:

- Maintain records of all expenditure, decisions and approvals
- Track resource use, contractor engagement and operational costs
- Document discussions with the Controlling Agency regarding cost responsibility

# TRANSITION TO RECOVERY

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Recovery is the coordinated process of supporting the community to return to normal functioning, or improve its wellbeing, following an emergency.

Under the *Emergency Management Act 2005*, Local Government is responsible for coordinating recovery within its district.

## Early Transition to Recovery

The Shire of Narrogin and Shire of Cuballing will initiate recovery during the response phase, where impacts to the community are identified or anticipated.

Early activation supports:

- Faster identification of impacts and community needs
- Improved coordination of recovery activities
- Collection of evidence to support DRFA-WA funding
- Better long-term outcomes for the community

## Triggers for Recovery Coordination

Recovery actions may be initiated where there is:

- Damage to essential services or infrastructure
- Disruption to community services (health, education, welfare)
- Impacts to local businesses, agriculture or employment
- Community displacement or loss of housing
- Breakdown of community networks or support systems

## Recovery Coordination

The Local Recovery Coordinator is responsible for:

- Activating the Local Recovery Plan
- Establishing a Local Recovery Coordination Group
- Coordinating recovery across social, built, economic and natural environments

The Shires will work with:

- State agencies
- Department of Communities
- District Emergency Management Advisor (DEMA)
- State Recovery Coordinator

Where recovery requirements exceed Local Government capacity, coordination may escalate to the State level.

## Local Recovery Arrangements

Recovery will be managed in accordance with:

- Local Recovery Plan
- State Recovery Framework
- Disaster Recovery Funding Arrangements WA (DRFA-WA)

The Shires will:

- Contribute to impact assessments
- Support affected community members and businesses
- Coordinate clean-up and restoration of services
- Facilitate access to recovery support and funding

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# AFTER ACTION REVIEWS AND LESSONS MANAGEMENT

The Shire of Narrogin and Shire of Cuballing are committed to continuous improvement of emergency management arrangements through structured review and lessons management.

## After Action Reviews

An After Action Review (AAR) may be conducted following:

- Emergency incidents
- Exercises
- Significant activations of Local Government resources

The level of review will be proportionate to the scale of the event and may include:

- Informal debrief discussions
- Internal written summaries
- Participation in multi-agency reviews led by the Controlling Agency

## Review Focus

Reviews will capture:

- What worked well
- What could be improved
- Gaps in capability, coordination or communication
- Opportunities to strengthen plans, procedures or training
- Issues requiring escalation to partner agencies

## Recording and Implementation

The Shires will:

- Document outcomes of AARs and debriefs
- Track actions and improvements identified
- Update relevant plans, procedures and arrangements
- Share key findings with:
    - Local Emergency Management Committee (LEMC)
    - Partner agencies (where relevant)

Lessons identified will inform:

- Future planning and preparedness
- Training and exercising
- Updates to the Incident Support Handbook and LEMA

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## Staff Wellbeing

The Shires recognise the impact emergency events may have on staff and volunteers.

Where required, support may include:

- Internal debriefs and peer support
- Access to employee assistance programs (EAP)
- Referral to external support services

# PART 2

# LOCAL EMERGENCY MANAGEMENT DIRECTORY

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# LOCAL EMERGENCY MANAGEMENT COMMITTEE

| ORGANISATION | NAME | PHONE | EMAIL |
|---|---|---|---|
| Western Australia Police | [redacted] | [redacted] | [redacted] |
| | | | |
| Department of Fire & Emergency Services | District Officer Narrogin | [redacted] | [redacted] |
| | District Emergency Management Advisor | | [redacted] |
| | | | |
| St John Ambulance WA | [redacted] | [redacted] | [redacted] |
| | [redacted] | [redacted] | [redacted] |
| | | | |
| Department of Communities | [redacted] | [redacted] | [redacted] |
| | | | |
| Department of Primary Industries and Regional Development | [redacted] | [redacted] | [redacted] |
| | | | |
| Department of Biodiversity, Conservations and Attractions | [redacted] | | [redacted] |
| | [redacted] | | [redacted] |
| | | | |
| WA Country Health Service | [redacted] | | [redacted] |
| | | | |
| Department of Education | [redacted] | [redacted] | [redacted] |
| | [redacted] | [redacted] | [redacted] |
| | | | |
| Water Corporation | [redacted] | [redacted] | [redacted] |
| | | | |
| Western Power | [redacted] | [redacted] | [redacted] |
| | | | |
| Shire of Narrogin | [redacted] | [redacted] | [redacted] |

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| | | | |
|---|---|---|---|
| | [redacted] | [redacted] | [redacted] |
| | [redacted] | [redacted] | [redacted] |
| | [redacted] | [redacted] | [redacted] |
| | | | |
| Shire of Cuballing | [redacted] | [redacted] | [redacted] |
| | [redacted] | | [redacted] |

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# LOCAL EMERGENCY SERVICES

| Department of Biodiversity Conservation and Attractions | | |
|---|---|---|
| **Position** | **Contact Number** | **Email** |
| Regional Manager | [redacted] | [redacted] |
| Regional Operations Manager | [redacted] | [redacted] |
| District Fire Coordinator | [redacted] | [redacted] |
| On-Call number | [redacted] | |
| **Department of Fire and Emergency Services** | | |
| **Position** | **Contact Number** | **Email** |
| Superintendent Upper Great Southern | [redacted] | [redacted] |
| District Officer Emergency Management UGS | [redacted] | [redacted] |
| District Officer Narrogin (Fire) | [redacted] | [redacted] |
| District Officer Natural Hazards UGS | [redacted] | |
| Area Officer Narrogin West (Fire) | [redacted] | [redacted] |
| Area Officer Narrogin East (Fire) | [redacted] | [redacted] |
| Regional Duty Coordinator UGS | [redacted] | [redacted] |
| **Shire of Narrogin – Bushfire and State Emergency Service** | | |
| **Position** | **Contact Number** | **Email** |
| Community Emergency Services Manager | [redacted] | [redacted] |
| Chief Bushfire Control Officer (Vol) | [redacted] | |
| Deputy Chief Bushfire Control Officer 1 (Vol) | [redacted] | |
| Deputy Chief Bushfire Control Officer 2 (Vol) | [redacted] | |
| Narrogin Shire Fire Control Officer / Senior Ranger | [redacted] | [redacted] |
| State Emergency Services Unit Manager (Vol) | | |
| Narrogin Central Bushfire Brigade Captain (Vol) | [redacted] | |

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| Shire of Cuballing – Bushfire | | |
|---|---|---|
| **Position** | **Contact Number** | **Email** |
| Community Emergency Services Manager | [redacted] | [redacted] |
| Chief Bushfire Control Officer (Vol) | [redacted] | |
| Deputy Chief Bushfire Control Officer (Vol) | [redacted] | |
| Popanyinning Bushfire Brigade Captain (Vol) | [redacted] | |
| Shire Ranger | [redacted] | [redacted] |
| **St John Ambulance WA – Narrogin Sub Centre** | | |
| **Position** | **Contact Number** | **Email** |
| Duty Phone | [redacted] | |
| Operations Manager | [redacted] | |
| **Western Australia Police Force – Narrogin Police** | | |
| **Position** | **Contact Number** | **Email** |
| Officer In-Charge / Emergency Contact | [redacted] | [redacted] |
| 2IC | [redacted] | |
| **Narrogin Volunteer Fire & Rescue Service** | | |
| **Position** | **Contact Number** | **Email** |
| Captain (Vol) | [redacted] | |
| Lieutenant (Vol) | [redacted] | |

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# CRITICAL INFRASTRUCTURE, SERVICES, UTILITIES and SUPPLY

| Main Roads Western Australia | | |
|---|---|---|
| **Name** | **Contact Number** | **Email** |
| - | - | - |
| **Water Corporation** | | |
| **Name** | **Contact Number** | **Email** |
| Tony Peplow | [redacted] | [redacted] |
| **Western Power** | | |
| **Name** | **Contact Number** | **Email** |
| Brett Dew | [redacted] | [redacted] |
| **Narrogin Hospital** | | |
| **Name** | **Contact Number** | **Email** |
| Kristie Nottle / *On-Call* | [redacted] | [redacted] |

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# AT RISK GROUPS

## Aged Care Facilities & Senior Centres

### Narrogin

**Narrogin Cottage Homes & Karinya**
50 Felspar Street, Narrogin 6312

| Contacts | | Max Pax | Evacuation Plan | Comments |
|---|---|---|---|---|
| **Business Hours** | **After Hours** | [redacted] | Y | [redacted] |
| [redacted] | [redacted] | | | • [redacted] |

**Residency by Dillons**
52 Williams Road, Narrogin 6312

| Contacts | Max Pax | Evacuation Plan | Comments |
|---|---|---|---|
| **All Hours:** | [redacted] | Y | Open 24/7 |
| [redacted] | | | |

**Narrogin & District Senior Citizens Centre**
1/3 Fathom Street, Narrogin 6312

| Contacts | Max Pax | Evacuation Plan | Comments |
|---|---|---|---|
| **All Hours:** | [redacted] | Y | Mon: Closed<br>Tues: 8.30am-1.30pm<br>Wed & Thurs: 8.30am-12pm<br>Fri: 8.30am-3.30pm<br>Weekends & public holidays closed<br>• [redacted] |
| [redacted] | | | |

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| **Jessie House**<br>30 Clayton Road, Narrogin 6312 | | | | |
|---|---|---|---|---|
| **Contacts** | | **Max Pax** | **Evacuation Plan** | **Comments** |
| **Business Hours** | **After Hours** | [redacted] | Y | Mon-Fri: 08.30am-4.30pm<br>• Transport available |
| [redacted] | [redacted] | | | |

## Cuballing

| **Independent Aged Care Living Units**<br>82-83 Austral Street, Cuballing 6311 | | | | |
|---|---|---|---|---|
| **Contacts** | | **Max Pax** | **Evacuation Plan** | **Comments** |
| **Business Hours** | **After Hours** | | N | [redacted] |
| [redacted] | [redacted] | | | |

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| **Popanyinning Community Hub**<br>1/3 Fathom Street, Narrogin 6312 | | | |
|---|---|---|---|
| **Contacts** | **Max Pax** | **Evacuation Plan** | **Comments** |
| **All Hours:** | [redacted] | Y | Tuesdays<br>9:00am – 3:00pm |
| [redacted] | | | |

# Education and Childcare

## Narrogin

| **Narrogin Senior Highschool**<br>45 Gray Street, Narrogin 6312 | | | | |
|---|---|---|---|---|
| **Contacts** | **Max Pax** | **Evacuation Plan** | **Comments** | |
| **All Hours:**<br>[redacted] | [redacted] | Y | Mon-Fri:<br>7.30am-4pm<br>Closed public holidays & weekends | Term 1: 2 Feb - 2 April<br>Term 2: 20 Apr - 3 July<br>Term 3: 20 July - 25 Sep<br>Term 4: 12 Oct - 17 Dec |

| **Narrogin Primary School**<br>22-24 Williams Road, Narrogin 6312 | | | | |
|---|---|---|---|---|
| **Contacts** | **Max Pax** | **Evacuation Plan** | **Comments** | |
| **All Hours:**<br>[redacted] | [redacted] | Y | Mon-Fri:<br>8.00am-4pm<br>Closed public holidays & weekends | Term 1: 2 Feb - 2 April<br>Term 2: 20 Apr - 3 July<br>Term 3: 20 July - 25 Sep<br>Term 4: 12 Oct - 17 Dec |

| **East-Narrogin Primary School**<br>Homer Street, Narrogin 6312 | | | | | |
|---|---|---|---|---|---|
| **Contacts** | | **Max Pax** | **Evacuation Plan** | **Comments** | |
| **Business Hours** | **After Hours** | [redacted] | Y | Mon-Fri:<br>8.00am-4pm<br>Closed public holidays & weekends | Term 1: 2 Feb - 2 April<br>Term 2: 20 Apr - 3 July<br>Term 3: 20 July - 25 Sep<br>Term 4: 12 Oct - 17 Dec |
| [redacted] | [redacted] | | | | |

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**St Matthews School**
9 Glyde Street, Narrogin 6312

| Contacts | Max Pax | Evacuation Plan | Comments | |
|---|---|---|---|---|
| **All Hours:**<br>[redacted] | [redacted] | Y | Mon-Fri:<br>8.00am-4pm<br>Closed public holidays & weekends | Term 1: 2 Feb - 2 April<br>Term 2: 20 Apr - 3 July<br>Term 3: 20 July - 25 Sep<br>Term 4: 12 Oct - 17 Dec |

**West Australian College of Agriculture**
216 Cooraminning Road, Narrogin 6312

| Contacts | | Max Pax | Evacuation Plan | Comments | |
|---|---|---|---|---|---|
| **Business Hours** | **After Hours** | [redacted] | Y | Mon-Fri:<br>College: 8.30am-4pm<br>Residential: 3pm-9am following morning<br><br>Weekends:<br>College: Closed<br>Farm: 8am-4pm<br>Residential: 24hrs<br><br>Public holidays:<br>College: Closed<br>Residential: varies, normally 3pm-midnigh | Term 1: 2 Feb - 2 April<br>Term 2: 20 Apr - 3 July<br>Term 3: 20 July - 25 Sep<br>Term 4: 12 Oct - 17 Dec |
| [redacted] | [redacted] | | | | |

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**REED Narrogin (Childcare)**
Cnr William Kennedy Way & Park Street, Narrogin 6312

| Contacts | | Max Pax | Evacuation Plan | Comments | |
|---|---|---|---|---|---|
| **Business Hours** | **After Hours** | [redacted] | Y | Mon-Fri:<br>7.45am-5.45pm<br>Closed public holidays & weekends | [redacted] |
| [redacted] | [redacted] | | | | |

| **Girlie Joy Vicedo (Childcare)**<br>22-24 Williams Road, Narrogin 6312 | | | | |
|---|---|---|---|---|
| **Contacts** | **Max Pax** | **Evacuation Plan** | **Comments** | |
| **All Hours:**<br>[redacted] | [redacted] | Y | Home Childcare<br>Mon-Fri: 7am-5.30pm | [redacted] |

| **Menai's Mini's (Childcare)**<br>90 Palmer Street, Narrogin 6312 | | | | |
|---|---|---|---|---|
| **Contacts** | **Max Pax** | **Evacuation Plan** | **Comments** | |
| **All Hours:**<br>[redacted] | Staff: Tbc<br>Children: Tbc | | | |

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# Hospitals

## Narrogin

| Narrogin Hospital<br>43 Williams Road, Narrogin 6312 | | | | |
|---|---|---|---|---|
| Contacts | | Max Pax | Evacuation Plan | Comments |
| Business Hours | After Hours | | | |
| [redacted] | [redacted] | [redacted] | Y | [redacted] |

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# WELFARE

## Narrogin

| Narrogin Fruit & Vege Market<br>19 Fortune, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | 7 Days<br>5:00am – 7:30pm | Meat & Salad Sandwich/ Rolls<br>Fruit<br>Pizza<br>Other Hot Foods<br>*Can invoice. |

| Bill and Bens Hot Bread Shop<br>Smith Street, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | Mon-Fri:<br>6:00am - 5:00pm<br>Sat:<br>6:00am - 12:30pm<br>Closed Public Holidays | Meat & Salad Sandwich / Rolls<br>Variety of Sweets<br>Other Hot Foods<br>*Would need approx. 1.5hrs notice for 40 serves. Can invoice.<br>*Available to help after hours between 5:30pm and 2am. |

| New Cornwall Hotel<br>12 Doney Street, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | 7 Days<br>11:30am - 2:30pm<br>5:00pm – 8:30pm<br>(Kitchen) | Pizza<br>Other Hot Foods<br>*Can deliver pending availability. |

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## Cuballing

| Cuballing Tavern<br>8 Alton Street, Cuballing 6311 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | 7 Days<br>Closed Good Friday and Christmas Day | Counter Meals<br>Burgers<br>Sandwiches |

| Cuballing Road House<br>Great Southern Highway, Cuballing 6311 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | 7 Days | Hot Food<br>Cold Food<br>Drinks |

| S & Ds Catering Service<br>Cuballing 6311 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | Adhoc | Hot Food<br>Cold Food<br>Drinks |

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# ACCOMODATION

## Narrogin

| Albert Facey Motor Inn<br>78 Williams Road, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | 7 Days<br>Including Public Holidays | [redacted] |

| Narrogin Motel<br>56 Williams Road, Narrogin 6312 | | | |
|---|---|---|---|
| **Contacts** | | **Opening Hours** | **Capability** |
| **Business Hours** | **After Hours** | 7 Days<br>Including Public Holidays | [redacted] |
| [redacted] | [redacted] | | |

| Albert Facey Motor Inn<br>78 Williams Road, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | 7 Days<br>Inc Public Holidays | [redacted] |

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## Cuballing

| **Cuballing Tavern**<br>8 Alton Street, Cuballing 6311 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | 7 Days<br>Closed Good Friday and Christmas Day | [redacted] |

| **Cuballing RV**<br>8 Alton Street, Cuballing 6311 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | 7 Days<br>Closed Good Friday and Christmas Day | [redacted] |

| **Lazeway Caravan Park**<br>15231 Great Southern Highway, Popanyinning 6309 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | 7 Days<br>Closed Good Friday and Christmas Day | [redacted] |

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# TRANSPORTATION

## Narrogin

| Nicholls Bus and Coach Services<br>6 Quiqley Street, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | Available 7 Days<br>Including Public Holidays | [redacted] |

# MEDICAL CENTRES (GP)

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| Earl Street Surgery<br>92 Earl Street, Narrogin 6312 | | | | |
|---|---|---|---|---|
| **Contacts** | **Max Pax** | **Evacuation Plan** | **Comments** | |
| **All Hours:**<br>[redacted] | [redacted] | Y | Opening Hours:<br>Mon, Tues & Fri:<br>8.30am-4pm<br>Wed & Thurs:<br>8.30am-5pm | [redacted] |

| John Parry Medical Centre<br>57 Williams Road, Narrogin 6312 | | | | |
|---|---|---|---|---|
| **Contacts** | | **Max Pax** | **Evacuation Plan** | **Comments** |
| **Business Hours** | **After Hours** | [redacted] | Y | Mon-Fri:<br>8.30am-5pm<br>Closed public holidays & weekend |
| [redacted] | [redacted] | | | |

# ANIMAL WELFARE

## Narrogin

| Herald Street Veterinary Clinic<br>89 Herald Street, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:** | Mon, Wed & Fri:<br>9am-2pm | Emergency Animal Care<br>Can be contacted after hours for Emergencies |
| [redacted] | | |

| Narrogin Veterinary Hospital<br>200 Earl Street, Hillside 6312 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:** | Mon-Fri:<br>9am-5pm<br>Sat-Sun:<br>Closed | Emergency Animal Care |
| [redacted] | | |

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| **Shire of Narrogin & Cuballing Rangers**<br>89 Earl Street, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | Mon-Fri:<br>9am-5pm<br>Sat-Sun:<br>Closed | Emergency Animal Care |

## Cuballing

| **Mobile Vet**<br>Hart Street, Cuballing 6311 | | |
|---|---|---|
| **Contacts** | **Opening Hours** | **Capability** |
| **All Hours:**<br>[redacted] | TBC<br>Adhoc | New Business – Splits time between Karratha and Cuballing |

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# MACHINERY

## Narrogin

| **Shire of Narrogin – Works Depot**<br>89 Herald Street, Narrogin 6312 | |
|---|---|
| **Contacts** | **Capability** |
| **All Hours:**<br>[redacted] | |

| **Narrogin Earth Moving and Concrete**<br>174 Federal Street, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Capability** | |
| **All Hours:**<br>[redacted] | Bob Cat<br>Bulldozer<br>Excavators (Misc)<br>Float<br>Grader | Roller (Misc)<br>Sider Tipper (Misc)<br>Water Carts |

| **Halanson Earth Moving**<br>337 Earl Street, Narrogin 6312 | |
|---|---|
| **Contacts** | **Capability** |
| **All Hours:**<br>[redacted] | Water Cart<br>Bull Dozer<br>Roller<br>Excavator<br>Grader |

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| **SimRon Transport**<br>, Narrogin 6312 | |
|---|---|
| **Contacts** | **Capability** |
| **All Hours:** | Bulk Water |
| | |

| **Allan's Bobcat, Excavator and Truck Hire**<br>, Narrogin 6312 | |
|---|---|
| **Contacts** | **Capability** |
| **All Hours:** | Excavator<br>Bobcat |
| [redacted] | |

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## Cuballing

| **Shire of Cuballing – Works Depot**<br>174 Federal Street, Narrogin 6312 | | |
|---|---|---|
| **Contacts** | **Capability** | |
| **All Hours:**<br>[redacted] | Loader x 2<br>Water Tanker x 2 – 10,000ltr & 30,000ltr<br>Excavator x 1<br>Grader x 2<br>Fast Fill Trailer x 1<br>On Site Fuel Pod x 1 | UTE – Fire Unit x 1<br>Roller<br>Mini Loader Truck x 1 – 3 Tonne<br>Prime Mover x 2<br>Side Tipper x 2<br>Road Construction Capability |

| **Dews Contracting**<br>Wickepin Based | |
|---|---|
| **Contacts** | **Capability** |
| **All Hours:**<br>[redacted] | Loader<br>Small Excavator<br>Skid Steer<br>Truck |

| **Graeme Hobbs Contracting**<br>6 Cuballing East Road, Cuballing 6311 | |
|---|---|
| **Contacts** | **Capability** |
| **All Hours:**<br>[redacted] | Misc Equipment<br>TBC |

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| **Phill Watts Bulldozing**<br>Popanyinning 6309 | |
|---|---|
| **Contacts** | **Capability** |
| **All Hours:** | D-7 |
| [redacted] | |

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# APPENDICES

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# Appendix 1 – Evacuation Centres

| Shire of Narrogin | | | | |
|---|---|---|---|---|
| **NAME OF CENTRE** | **CAPACITY** | **ADDRESS** | **CONTACT** | **COMMENTS** |
| Primary<br>Narrogin Regional Leisure & John Higgins community Complex | 1000 | Clayton Road Narrogin | [redacted] | |
| Secondary<br>Narrogin Senior High School | 600 | Cnr Homer and Grey Street Narrogin | [redacted] | |
| Secondary<br>Narrogin Town Hall | 600 | Federal Street Narrogin | [redacted] | |
| **Shire of Cuballing** | | | | |
| Primary<br>Cuballing Recreation Centre | 100 | Campbell Street Cuballing | [redacted] | |
| Secondary<br>Cuballing Agricultural Hall | 150 | 191 Campbell Street Cuballing | | |
| Secondary<br>Cuballing CWA Hall | 60 | Campbell Street Cuballing | | |
| Secondary<br>Dryandra Equestrian Centre | 150 | Darcy Street Cuballing | | No Aircon |
| Primary<br>Popanyinning Hall | 100 | Francis Street Popanyinning | [redacted] | |

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# Appendix 2 - Critical Infrastructure Assets Register

## Narrogin

| Asset ID | Asset Name | Location |
|---|---|---|
| NRGNAR0005 | [redacted] | [redacted] |
| NRGNAR0006 | [redacted] | [redacted] |
| NRGNAR0007 | [redacted] | [redacted] |
| NRGNAR0008 | [redacted] | [redacted] |
| NRGNAR0009 | [redacted] | [redacted] |
| NRGNAR0010 | [redacted] | [redacted] |
| NRGNAR0011 | [redacted] | [redacted] |
| NRGNAR0012 | [redacted] | [redacted] |
| NRGNAR0013 | [redacted] | [redacted] |
| NRGNAR0014 | [redacted] | [redacted] |
| NRGNAR0016 | [redacted] | [redacted] |
| NRGNAR0017 | [redacted] | [redacted] |
| NRGNAR0018 | [redacted] | [redacted] |
| NRGNAR0019 | [redacted] | [redacted] |
| NRGNAR0020 | [redacted] | [redacted] |
| NRGNAR0021 | [redacted] | [redacted] |
| NRGNAR0039 | [redacted] | [redacted] |
| NRGNAR0061 | [redacted] | [redacted] |
| NRGNAR0088 | [redacted] | [redacted] |
| NRGNAR0089 | [redacted] | [redacted] |
| NRGNAR0097 | [redacted] | [redacted] |
| NRGNAR0098 | [redacted] | [redacted] |
| NRGNAR0121 | [redacted] | [redacted] |
| NRGNAR0188 | [redacted] | [redacted] |
| NRGNAR0349 | [redacted] | [redacted] |

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# Appendix 3 – Critical Infrastructure Assets Register

## Cuballing

| Asset ID | Asset Name | Location |
|---|---|---|
| CUBCBL0006 | [redacted] | [redacted] |
| CUBCBL0007 | [redacted] | [redacted] |
| CUBCBL0008 | [redacted] | [redacted] |
| CUBCBL0009 | [redacted] | [redacted] |
| CUBCBL0010 | [redacted] | [redacted] |
| CUBCBL0011 | [redacted] | [redacted] |
| CUBCBL0012 | [redacted] | [redacted] |
| CUBCBL0013 | [redacted] | [redacted] |
| CUBCBL0014 | [redacted] | [redacted] |
| CUBCBL0015 | [redacted] | [redacted] |
| CUBCBL0016 | [redacted] | [redacted] |
| CUBCBL0017 | [redacted] | [redacted] |
| CUBCBL0018 | [redacted] | [redacted] |
| CUBCBL0019 | [redacted] | [redacted] |
| CUBCBL0020 | [redacted] | [redacted] |
| CUBCBL0021 | [redacted] | [redacted] |
| CUBCBL0022 | [redacted] | [redacted] |
| CUBCBL0023 | [redacted] | [redacted] |

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# Appendix 4 – Major Events

## Narrogin

| Shire of Narrogin | | | | |
|---|---|---|---|---|
| **NAME OF EVENT** | **EXPECTED PAX** | **ADDRESS** | **CONTACT** | **COMMENTS** |
| Narrogin Agricultural Show | 3000-4000 avg | 50 Clayton Road Narrogin 6312 | [redacted] | 9am Til Late<br>Utilises Football Oval, Racetrack and Evacuation Centre located at the NRLC |
| Narrogin Rev Heads | 2000-3000 avg | Cnr Homer and Grey Street Narrogin | [redacted] | Date TBC |

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## Cuballing

| Shire of Cuballing | | | | |
|---|---|---|---|---|
| **NAME OF EVENT** | **EXPECTED PAX** | **ADDRESS** | **CONTACT** | **COMMENTS** |
| Cuby GrooveFest | 1400-3000 | Campbell Street Cuballing 6311 | [redacted] | 18th – 20th September<br>Camping<br>Craft Alcohol |
| | | | | |

# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Narrogin
Love the life

SHIRE OF CUBALLING

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# LOCAL EMERGENCY MANAGEMENT COMMITTEE WORK PLAN

# 2026

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# Purpose

The Narrogin and Cuballing Local Emergency Management Work Plan is an operational document that supports the implementation, maintenance and continuous improvement of the Narrogin and Cuballing Local Emergency Management Arrangements (LEMA). The Work Plan is reviewed and updated on a rolling annual basis through the Narrogin and Cuballing Local Emergency Management Committee (LEMC).

The purpose of the Work Plan is to:

- Support implementation of the Narrogin and Cuballing Local Emergency Management Arrangements.
- Translate identified risks, agreed priorities, lessons identified, legislative obligations and strategic objectives into clear actions, responsibilities and timeframes.
- Provide a mechanism for monitoring progress, tracking outcomes and reporting on emergency management activities.
- Support assurance, governance, capability development and continuous improvement across prevention, preparedness, response and recovery activities.
- Ensure local emergency management arrangements remain contemporary, relevant and responsive to changing community risks and organisational priorities.

The Work Plan complements the Narrogin and Cuballing Local Emergency Management Arrangements by focusing on the actions required to maintain and strengthen local emergency management capability over time.

The Work Plan does not:

- Introduce new emergency management arrangements or policy positions.
- Assign incident management, control, coordination or combat agency responsibilities.
- Replace the statutory responsibilities of Hazard Management Agencies, Controlling Agencies, Combat Agencies or Local Governments under the Emergency Management Act 2005.

The Work Plan is intended to be a living document and may be amended as priorities change, actions are completed, lessons are identified through incidents and exercises, or new risks and opportunities emerge.

# Distribution

This Plan has been tabled for noting with the Great Southern District Emergency Management Committee and the State Emergency Management Committee (SEMC), in accordance with legislative requirements.

Controlled distribution of this Plan includes, but is not limited to:

- Cuballing Volunteer Bush Fire Brigades
- Department of Biodiversity, Conservation and Attractions
- Department of Communities
- Department of Education

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- Department of Fire and Emergency Services
- Department of Primary Industries and Regional Development
- Main Roads Western Australia
- Narrogin Cottage Homes
- Narrogin State Emergency Service
- Narrogin Volunteer Bush Fire Brigades
- Narrogin Volunteer Fire and Rescue Service
- Shire of Cuballing
- Shire of Narrogin
- St John Ambulance Australia
- WA Country Health Service
- Western Australia Police Force
- Western Power
- Water Corporation

# Review and Amendments

This section outlines the update and review schedule for the Local Emergency Management Work Plan.

The Local Emergency Management Work Plan should be:

- reviewed regularly through LEMC meetings.
- updated to reflect changes in risk, membership or capability; and
- used as a live tool to support coordination and accountability.

| Version | Date | Section/ Page Amended | Description of Amendment | Amended By | Approved By |
|---|---|---|---|---|---|
| 0.1 | 25/05/26 | Entire Document | Document Creation | P.Gibson | __ |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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# Minimum Requirements

The following minimum requirements reflect core governance, reporting and exercising obligations and recommended practices drawn from the Emergency Management Act 2005 and the State Emergency Management Framework documents

The Work Plan captures governance, preparedness, exercising, reporting and improvement activities within Local Government and LEMC functions. It does not restate State or agency operational plans, or allocate responsibilities that sit with hazard management agencies

## Requirement Checklist

### Governance and Administration

- LEMC meetings are scheduled, conducted and documented.
- LEMC membership is current and reviewed regularly.
- Membership reflects local risks and community demographics, including people at higher risk in emergencies.
- Emergency management contact details and resource directories are kept up to date.
- Each Work Plan action has a clearly identified lead responsible role.

### Liaison and Reporting

- Ongoing liaison with agencies and stakeholders is maintained.
- Emerging and current emergency management issues are communicated to the DEMC as required.
- An annual report of LEMC activities is prepared and provided to the DEMC.
- Progress against actions is monitored and reported through LEMC meetings.

### Exercising and Evaluation

- At least one emergency management exercise is conducted each year.
- Exercises are informed by locally identified risks.
- Relevant agencies are invited to participate.
- Post-exercise reports are prepared and submitted to the DEMC.
- Lessons identified are captured and acted upon.

### Preparedness and Capability

- Training and capability-building activities are included where appropriate.
- Actions include realistic timeframes and resource considerations.

### Response and Recovery Readiness

- Actions support Local Government and LEMC functions only.
- Recovery preparedness actions align with State recovery guidance.

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# LEMC Activity and Meeting Cycle

| Quarter | Strategic focus | Key activities | Meeting focus | Key outputs |
|---|---|---|---|---|
| **Q1 (Jul–Sep)** | Preparedness & community awareness | Adopt Work Plan; confirm registers; seasonal messaging | Standing items; endorse Work Plan | Endorsed plan; minutes; comms records |
| **Q2 (Oct–Dec)** | Organisational preparedness | Circulate plans; validate contacts; briefings | Standing items | Evidence of circulation; minutes |
| **Q3 (Jan–Mar)** | Response readiness & capability | Plan annual exercise; address gaps | Standing items; exercise endorsement | Exercise plan; actions |
| **Q4 (Apr–Jun)** | Recovery & response lessons learned | Annual report; review lessons; draft next Work Plan | Annual reflection | Annual report; improvement actions |

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# Local Emergency Management Work Plan

## *Governance, Liaison and Reporting*

| Ref | Action (minimum requirement) | Lead | Partners | Timeframe | Resources | Status | Evidence / Notes |
|---|---|---|---|---|---|---|---|
| 1.1 | Prepare and submit an Annual Report to the DEMC summarising LEMC activities, exercising, training and capability improvements. | LEMC EO | LG EM staff, DEMC | Annual | Staff time | | DEMC acknowledgement |
| 1.2 | Validate and maintain LEMC membership to ensure currency, effectiveness and representation of local risk and community demographics. | LEMC Chair/ EO | LEMC members | Annual/ Ongoing | Staff time | | Membership review noted in minutes. |
| 1.3 | Maintain emergency management contact and resource directories | LEMC EO | LG administration, agencies | Ongoing | Staff time | | Updated registers. |
| 1.4 | Maintain liaison with agencies and communicate emerging EM issues to the DEMC. | LEMC EO | DEMC, agencies | Ongoing | Staff time | | Correspondence, agenda items |
| 1.5 | Ensure LEMC meetings are scheduled, conducted and documented. | LEMC EO | LEMC members | Ongoing | Staff time | | Meeting agendas and minutes |

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## Exercising, Evaluation and Continuous Improvement

| Ref* | Action (minimum requirement) | Lead | Partners | Timeframe | Resources | Status | Evidence / Notes |
|---|---|---|---|---|---|---|---|
| 2.1 | Plan and conduct at least one emergency management exercise annually, informed by locally identified hazards. | LEMC Chair/ EO | LEMC members, agencies | Annual | Staff time/ venue | | Exercise plan |
| 2.2 | Prepare and submit a post-exercise report to the DEMC as soon as practicable. | LEMC EO | Participants | Post-exercise | Staff time | | Submitted report |
| 2.3 | Capture and track lessons identified from exercises and incidents. | LEMC EO | LEMC members | Ongoing | Staff time | | Actions register |

## Preparedness and Capability Development

| Ref | Action (minimum requirement) | Lead | Partners | Timeframe | Resources | Status | Evidence / Notes |
|---|---|---|---|---|---|---|---|
| 3.1 | Support participation in emergency management training and capability development (as available). | LEMC EO/ Members | DFES, training providers | Annual/ As available | Staff time/ training budget | | Training records |
| 3.2 | Monitor preparedness and capability activities through LEMC governance. | LEMC EO | LEMC members | Ongoing | Staff time | | Progress reports |

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## Response Readiness

| Ref | Action (minimum requirement) | Lead | Partners | Timeframe | Resources | Status | Evidence / Notes |
|---|---|---|---|---|---|---|---|
| 4.1 | Include actions that support Local Government and LEMC response readiness within their statutory functions. | LG EM / LEMC EO | Agencies | Ongoing | Staff time | | Readiness actions |
| 4.2 | Confirm the Work Plan does not assign incident control or combat responsibilities to the LEMC. | LEMC Chair | LEMC | Annual | Nil | | Scope statement |

## Recovery Readiness

| Ref | Action (minimum requirement) | Lead | Partners | Timeframe | Resources | Status | Evidence / Notes |
|---|---|---|---|---|---|---|---|
| 5.1 | Identify recovery preparedness actions consistent with State recovery policy and guidance. | LG Recovery Coordinator | LEMC, partners | Ongoing | Staff time | | Recovery actions |
| 5.2 | Review or test recovery arrangements where appropriate. | LG Recovery Coordinator | LEMC, agencies | Periodic | Staff time | | Review records |

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## 8.2 CONFIRMATION OF EVACUATION CENTRES ON STATE EVACUATION REGISTER 2026-27 – SHIRES OF CUBALLING AND NARROGIN

| | |
|---|---|
| File Reference | 9.8.4 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure. |
| Applicant | Department of Communities |
| Previous Item Numbers | Nil. |
| Date | 24 August 2026 |
| Author | Leandri van Heerden – Executive Support Officer |
| Authorising Officer | Adam Majid – Executive Management Planning and Sustainability |
| Attachments | 1. Shire of Cuballing LEMC Agenda Item - Confirmation of Facilities on State Evacuation Register<br>2. Shire of Narrogin LEMC Agenda Item - Confirmation of Facilities on State Evacuation Register<br>3. LERSP – Wheatbelt – Narrogin (Including Kent) – November 2025 |

**Summary**

The purpose of this report is for the Joint Local Emergency Management Committee (LEMC) to review the facilities currently nominated for the Shires of Cuballing and Narrogin on the Department of Communities State Evacuation Register for 2026-27. The Joint LEMC members are requested to confirm the ongoing suitability of the nominated facilities and recommend any additions, removals or amendments to the Register before the information is submitted to the Department of Communities.

**Background**

The State Support Plan – Emergency Relief and Support documents the arrangements for the strategic management and coordination of emergency relief and support services under Western Australia's State Emergency Management arrangements.

Under the State's emergency management arrangements, local governments are required to identify evacuation centres suitable for relevant hazards and communities. Potential evacuation centre locations are considered by the local government, in collaboration with the Joint Local Emergency Management Committee and relevant emergency management agencies, to determine whether facilities are appropriate for hazards that present a high risk to the area.

The Department of Communities maintains the State Evacuation Register and provides information from the Register to Hazard Management Agencies or Controlling Agencies, as required, to support emergency evacuation planning and response activities. The State Evacuation Register is not a public register.

The Wheatbelt Local Emergency Relief and Support Plan – Narrogin District (including Cuballing) has previously been accepted by the Joint Local Emergency Management Committee. The current review does not seek to reconsider that Plan; rather, it provides the annual opportunity to confirm that the facilities recorded on the State Evacuation Register remain appropriate having regard to local hazard risks, community requirements and operational considerations.

The Department of Communities agenda item identifies the following facilities currently recorded for the Shire of Narrogin:

- Narrogin Regional Leisure & John Higgins Community Complex (Primary), Clayton Road, Narrogin – capacity 1500/750;
- Narrogin Senior High School (Secondary), corner Homer and Grey Streets, Narrogin – capacity 600/300; and
- Narrogin Town Hall (Secondary), Federal Street, Narrogin – capacity 600/300.

The Department of Communities agenda item identifies the following facilities currently recorded for the Shire of Cuballing:

- Cuballing Recreation Centre (Oval) (Primary), Campbell St, Cuballing – capacity 100/50;
- Dryandra Equestrian Centre (Secondary), Darcy Street, Cuballing – capacity recorded as 150/75;
- Cuballing Agricultural Hall (Secondary), 191 Campbell St, Cuballing – capacity NA. Identified for removal as an evacuation centre and listing as a Hub, pending the Local Emergency Management Arrangements update;
- Cuballing CWA Hall, Campbell Street, Cuballing – capacity NA. Identified for removal as an evacuation centre and listing as a Hub, pending the Local Emergency Management Arrangements update; and
- Popanyinning Hall (Primary), Francis St, Popanyinning – capacity NA. Identified for removal as an evacuation centre and listing as a Hub, pending the Local Emergency Management Arrangements update.

**Consultation**

The Department of Communities has requested that the Joint LEMC members review the nominated facilities and provide advice regarding their ongoing suitability. Hazard Management Agency representatives are specifically requested to identify any hazard-specific concerns that may affect the suitability of a facility for evacuation, refuge or shelter purposes.

The review is to consider matters including flood inundation, bushfire exposure, cyclone vulnerability, hazardous materials risks, access and egress constraints, isolation risks, operational limitations and any known infrastructure projects during the 2026-27 season. Where concerns are identified, members should recommend alternative facilities or appropriate mitigation measures.

**Statutory Environment**

Emergency Management Act 2005 and the State Emergency Management arrangements provide the framework for emergency management in Western Australia.

The State Support Plan – Emergency Relief and Support sets out arrangements for the strategic management and coordination of emergency relief and support services, including the identification and maintenance of information relating to evacuation centres.

**Policy Implications**

The Council's Policy Manual contains no policies that directly relate to the annual confirmation of facilities on the State Evacuation Register

**Sustainability Implications**

- Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation
- Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.
- Social - Maintaining current and suitable evacuation centre information supports emergency preparedness and assists agencies to respond to the needs of the community during an emergency.

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

**Strategic Implications**

| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
|---|---|---|
| Objective: | 2. | Social Objective (To provide community facilities and promote social interaction) |
| Outcome: | 2.2 | Build a healthier and safer community |
| Strategy: | 2.2.1 | Support the provision of community security services and facilities |

| | | |
|---|---|---|
| Objective: | 4. | Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community) |
| Outcome: | 4.1 | An efficient and effective organisation |
| Strategy: | 4.1.1 | Continually improve operational efficiencies and provide effective services |

**Risk Implications**

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---|---|---|---|
| Inaccurate or outdated evacuation centre information may reduce the effectiveness of emergency evacuation planning and response. | Unlikely (2) | Moderate (3) | Medium (5-9) | Compliance Requirements | Manage by annual Joint Local Emergency Management Committee and Hazard Management Agency review; update Register as required. |

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 six 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 annual review of facilities on the State Evacuation Register provides the Joint LEMC with an opportunity to confirm that nominated evacuation centres remain suitable and that the Register reflects current local conditions.

The Joint LEMC members are requested to review the facilities currently listed for the Shires of Cuballing and Narrogin and consider their suitability against locally identified hazards and community requirements. For Cuballing, this includes consideration of the proposed removal of the Cuballing Agricultural Hall, Cuballing CWA Hall and Popanyinning Hall as evacuation centres and their proposed listing as Hubs, pending the Local Emergency Management Arrangements update. Members should also identify any operational limitations or planned infrastructure works that may affect a facility during the 2026-27 season.

Hazard Management Agency representatives are requested to advise of any hazard-specific concerns, including risks associated with flood, bushfire, hazardous materials, access and egress, isolation or other operational matters. Where a facility is considered unsuitable or requires qualification, members should recommend an alternative facility, mitigation measure or amendment to the facility record.

Following the Joint LEMC's review, the endorsed evacuation centre information for both the Shire of Cuballing and the Shire of Narrogin, together with any recommended additions, removals or amendments, will be provided to the Department of Communities for update of the State Evacuation Register.

**Voting Requirements**
Simple Majority

**OFFICERS' RECOMMENDATION**

That with respect to the Confirmation of Evacuation Centres on State Evacuation Register 2026-27 – Shire of Cuballing and Narrogin, the Joint Local Emergency Management Committee:

1. Review and endorse the facilities identified on the Department of Communities State Evacuation Register for the Shires of Cuballing and Narrogin for 2026-27.
2. Confirms that the nominated facilities have been considered against locally identified hazard risks, community requirements and operational considerations.
3. Notes the Shire of Cuballing facility records identifying the Cuballing Agricultural Hall, Cuballing CWA Hall and Popanyinning Hall for removal as evacuation centres and listing as Hubs, pending the Local Emergency Management Arrangements (LEMA) update.
4. Requests Hazard Management Agency representatives to advise of any hazard-specific concerns that may affect the suitability of the identified facilities for evacuation, refuge or shelter purposes.
5. Recommends any additions, removals or amendments to the facility records for the Shires of Cuballing and Narrogin prior to submission to the Department of Communities

Government of **Western Australia**
Department of **Communities**

# Agenda Item – Cuballing LEMC

**MEETING DATE:** 15th September 2026

**TITLE: Confirmation of facilities on the State Evacuation Register 2026-27**

**PREPARED BY:** Jo Spadaccini – A/Regional Coordinator - Wheatbelt, Emergency Relief and Support, Department of Communities

**RESOLUTION:**
The Shire of Cuballing Local Emergency Management Committee:

1. Review and endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.
2. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.
3. Request Hazard Management Agency representatives to advise of any hazard-specific concerns that may affect the suitability of the identified facilities for evacuation, refuge, or shelter purposes.
4. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities.

**BACKGROUND:**
The State Support Plan – Emergency Relief and Support documents the arrangements for the strategic management and coordination of emergency relief and support services under the Western Australian's State Emergency Management arrangements.

Under the State's Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities. When identifying potential evacuation centre locations, the Local Government Authority, in collaboration with the Local Emergency Management Committee and relevant emergency management agencies, determine that facilities are appropriate for hazards that are high risk to the area.

The Arrangements identifies the Department of Communities to maintain a record of evacuation centres across the State and to provide this to Hazard Management or Controlling Agencies as required, for consideration during emergency evacuation planning and response activities. The State Evacuation Register is not a public register.

Annual review of facilities provides an opportunity for Local Governments and emergency management partners to confirm that facilities remain appropriate having regard to local hazard risks, community requirements and operational considerations.

**CURRENT SITUATION:**
The following facilities are currently recorded on the Department of Communities State Evacuation Register for the Shire of Cuballing:

| Facility | Address | Capacity | Hazard considerations |
|---|---|---|---|
| Cuballing Recreation Centre (Oval) (Primary) | Campbell St, Cuballing | 100/50 | |
| Dryandra Equestrian Centre (Secondary) | Darcy Street, Cuballing | 15075 | |
| Cuballing Agricultural Hall (Secondary) | 191 Campbell St, Cuballing | NA | To be removed as EC and listed as Hub. Waiting on LEMA update |
| Cuballing CWA Hall | Campbell Street, Cuballing | NA | To be removed as EC and listed as Hub. Waiting on LEMA update |
| Popanyinning Hall (Primary) | Francis St, Popanyinning | NA | To be removed as EC and listed as Hub. Waiting on LEMA update |

The Department of Communities requests that:
1. LEMC members:
   - Review the nominated facilities.
   - Confirm their ongoing suitability for the hazards relevant to the district.
   - Identify any known operational limitations or upcoming infrastructure projects (within the 2026-27 season).
   - Recommend any additions, removals or amendments to the Register.

2. HMA representatives confirm whether any known hazard-specific considerations would affect the suitability of the identified facilities, including:
   - flood inundation;
   - bushfire exposure;
   - cyclone vulnerability;
   - hazardous materials risks;
   - access and egress constraints;
   - isolation risks; and
   - any other operational considerations.

Where concerns are identified, members are requested to provide recommendations for alternative facilities or mitigation measures.

**ATTACHMENTS REFERENCED:**

Local Emergency Relief and Support plan – Wheatbelt Region – Narrogin District

Government of **Western Australia**
Department of **Communities**

# Agenda Item – Shire of Narrogin LEMC

**MEETING DATE:** 15th September 2026

**TITLE: Confirmation of facilities on the State Evacuation Register 2026-27**

**PREPARED BY:** Jo Spadaccini – A/Regional Coordinator - Wheatbelt, Emergency Relief and Support, Department of Communities

**RESOLUTION:**
The Shire of Narrogin Local Emergency Management Committee:

1. Review and endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.
2. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.
3. Request Hazard Management Agency representatives to advise of any hazard-specific concerns that may affect the suitability of the identified facilities for evacuation, refuge, or shelter purposes.
4. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities.

**BACKGROUND:**
The State Support Plan – Emergency Relief and Support documents the arrangements for the strategic management and coordination of emergency relief and support services under the Western Australian's State Emergency Management arrangements.

Under the State's Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities. When identifying potential evacuation centre locations, the Local Government Authority, in collaboration with the Local Emergency Management Committee and relevant emergency management agencies, determine that facilities are appropriate for hazards that are high risk to the area.

The Arrangements identifies the Department of Communities to maintain a record of evacuation centres across the State and to provide this to Hazard Management or Controlling Agencies as required, for consideration during emergency evacuation planning and response activities. The State Evacuation Register is not a public register.

Annual review of facilities provides an opportunity for Local Governments and emergency management partners to confirm that facilities remain appropriate having regard to local hazard risks, community requirements and operational considerations.

**CURRENT SITUATION:**
The following facilities are currently recorded on the Department of Communities State Evacuation Register for the Shire of Narrogin:

| Facility | Address | Capacity | Hazard considerations |
|---|---|---|---|
| Narrogin Regional Leisure & John Higgins Community Complex (Primary) | Clayton Road, Narrogin | 1500/750 | |
| Narrogin Senior High School (Secondary) | Cnr Homer and Grey Street, Narrogin | 600/300 | |
| Narrogin Town Hall (Secondary) | Federal Street, Narrogin | 600/300 | |

The Department of Communities requests that:

1. LEMC members:
   - Review the nominated facilities.
   - Confirm their ongoing suitability for the hazards relevant to the district.
   - Identify any known operational limitations or upcoming infrastructure projects (within the 2026-27 season).
   - Recommend any additions, removals or amendments to the Register.

2. HMA representatives confirm whether any known hazard-specific considerations would affect the suitability of the identified facilities, including:
   - flood inundation;
   - bushfire exposure;
   - cyclone vulnerability;
   - hazardous materials risks;
   - access and egress constraints;
   - isolation risks; and
   - any other operational considerations.

Where concerns are identified, members are requested to provide recommendations for alternative facilities or mitigation measures.

**ATTACHMENTS REFERENCED:**

Wheatbelt Local Emergency Relief and Support Plan – Narrogin District

Government of **Western Australia**
Department of **Communities**

## 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 Cuballing

Shire of Kent

Shire of Kulin

Shire of Narrogin

Shire of Wagin

Shire of West Arthur 30 October 2025

Shire of Williams

Shire of Corrigin on 10 February 2025

Shire of Dumbleyung 27 March 2025

Shire of Kondinin

Shire of Lake Grace 27 March 2025

Shire of Pingelly 26 March 2025

Shire of Wandering 26 March 2025

Shire of Wickepin

12/2024

**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 |

## 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 – Updated 10/03/2026 | | | | |
| Primary<br>WB Eva Pavilion | 150 | Brookton Highway, near Bodey Street Brookton | BH 9642 1106,<br>CEO 0427 421 032<br>CESM 0448 494 027 | |
| Secondary<br>Brookton Country Club | 120 | 11207 Brookton Highway Brookton | CEO 0427 421 032<br>CESM 0448 494 027<br>Country Club – Colin 0408 919 381 | |
| Shire of Corrigin – Updated 23/12/2025 | | | | |
| Corrigin Recreation and Events Centre | 600 | Larke Crescent, near Kirkwood St Corrigin | Shire 9063 2203,<br>A/H CEO Natalie Manton 0427 425 727 | |
| ~~Corrigin Town Hall~~ | ~~400~~ | ~~21 Goyder St, near Campbell St~~ | ~~Shire 9063 2203, AH 0427 425 727~~ | Shire request to use as a recovery hub, not Evac Centre. Dec 2025 |
| Shire of Cuballing – Updated 10/02/2026 | | | | |
| Primary<br>Cuballing Recreation Centre (Oval) | 100 | Campbell St Cuballing | BH – Shire 9883 6031<br>AH – CEO 0427 836 031<br>CDO 0427 619 591 | |
| ~~Secondary~~<br>~~Cuballing Agricultural Hall~~ | ~~150~~ | ~~191 Campbell St Cuballing~~ | ~~BH – Shire 9883 6031~~<br>~~AH – CEO 0427 836 031~~<br>~~CDO 0427 619 591~~ | To be removed as EC and listed as Hub. Waiting on LEMA update |

| | | | | |
|---|---|---|---|---|
| ~~Cuballing CWA Hall~~ | ~~60~~ | ~~Campbell Street Cuballing~~ | | To be removed as EC and listed as Hub. Waiting on LEMA update |
| Secondary<br>Dryandra Equestrian Centre | 150 | Darcy Street Cuballing | BH – Shire 9883 6031<br>AH – CEO 0427 836 031<br>CDO 0427 619 591 | |
| ~~Primary~~<br>~~Popanyinning Hall~~ | ~~100~~ | ~~Francis St Popanyinning~~ | ~~BH – Cuballing Shire 9883 6031 or Popanyinning General Store 9887 5033~~<br>~~AH – CEO 0427 836 031~~<br>~~CDO – 0427 619 591~~<br>~~Popanyinning General Store 9887 5033~~ | To be removed as EC and listed as Hub. Waiting on LEMA update |
| Shire of Dumbleyung – Updated 11/12/2025 | | | | |
| Primary<br>Dumbleyung Town Hall | 260 | 32 Harvey Street Dumbleyung | CEO – Gavin Treasure – 0460 416 959<br><br>Director of Infrastructure – Craig Elefsen - 0427 634 012<br><br>Welfare Liaison Officer – Krissy Pearce - 0474723875<br><br>Shire of Dumbleyung<br>9863 4012<br><br>CESM – Ryan Sutherland - 0436 668 242 | |
| Secondary<br>Dumbleyung Stubbs Park Pavilion | 150 | 70 Bahrs Road Dumbleyung | CEO – Gavin Treasure – 0460 416 959 | |

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|---|---|---|---|---|
| | | | Director of Infrastructure – Craig Elefsen - 0427 634 012<br><br>Welfare Liaison Officer – Krissy Pearce - 0474723875<br><br>Shire of Dumbleyung<br>9863 4012<br><br>CESM – Ryan Sutherland - 0436 668 242 | |
| <u>Primary</u><br><br>Kukerin Town Hall | 240 | 37 – 39 Scadden St, Kukerin | CEO – Gavin Treasure – 0460 416 959<br><br>Director of Infrastructure – Craig Elefsen - 0427 634 012<br><br>Welfare Liaison Officer – Krissy Pearce - 0474723875<br><br>Shire of Dumbleyung<br>9863 4012<br><br>CESM – Ryan Sutherland - 0436 668 242 | |
| <u>Secondary</u><br><br>Kukerin Nenke Park Pavilion | 150 | 89 Bennett St, Kukerin | CEO – Gavin Treasure – 0460 416 959<br><br>Director of Infrastructure – Craig Elefsen - 0427 634 012<br><br>Welfare Liaison Officer – Krissy Pearce - 0474723875<br><br>Shire of Dumbleyung | |

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|---|---|---|---|---|
| | | | 9863 4012<br><br>CESM – Ryan Sutherland - 0436 668 242 | |
| Shire of Kent – Updated 10/12/2025 | | | | |
| Primary<br>Pingrup Sporting Complex | 120 | 50 Gaby Street, Pingrup | Christie Smith<br>Chief Executive Officer<br>0429 993 986<br><br>David Bentley<br>Deputy Chief Executive Officer<br>0429 993 985<br><br>Gary Mathewson<br>Manager Infrastructure<br>0429 993 987 | |
| Shire of Kondinin - Updated 10/02/2025 | | | | |
| Primary<br>Kondinin Memorial Hall | 200/100 | 19 Jones Street Kondinin | Shire 9889 1006<br>AH – CEO 0429 891 006<br>AH – MOW – 0427 981 812<br>Country Club Manager - Marg Pool - 0409 891 020 | |
| Secondary<br><br>Kondinin Pavilion & Country Club | 200/100 | Gordon Street near Graham Street Kondinin | Shire 9889 1006<br>CEO 0429 891 006<br>Country Club Manager - Marg Pool - 0409 891 020 | |
| Secondary<br>Kondinin Primary School | 120/60 | 75 Graham Street Kondinin | Shire 9889 6031<br>CEO 0429 891 006<br>Principal 9889 1047 | |

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|---|---|---|---|---|
| Primary<br>Karlgarin Hall | 200/100 | 12 – 13 Melba Street Kalgarin | Shire 9889 6031<br>CEO 0429 891 006<br>Jill Fotheringhame - 9889 5054<br>Laurel Trestrail - 9889 5024 | |
| Secondary<br>Karlgarin Country Club | 150/38 | 24 Federal Street Karlgarin | Shire 9889 6031<br>CEO 0429 891 006<br>Club House 9889 5013 | |
| Primary<br>Hyden Recreation centre | 150/38 | Hyden Sports ground Brookton Highway Hyden | Hyden office<br>9880 5160<br>Kondinin Office 9889 1006<br>AH – CEO 0429 891 006<br>AH – MOW – 0427 981 812 | |
| Secondary<br>Hyden Memorial Hall | 250/75 | 80 Lynch Street near Marshall Street | Hyden office 9880 5160/Kondinin Shire 9889 1006<br>AH – CEO 0429 891 006<br>AH – MOW – 0427 981 812 | |
| Secondary<br>Hyden Primary School | 150/38 | 36 Naughton Street Hyden | BH - Hyden office 9880 5160<br>AH – CEO 0429 891 006<br>Mrs Sharon McCarthy - Principal 08 9684 0800 | |
| Shire of Kulin – Updated 18/02/2026 | | | | |
| Primary<br>Freebairn Recreation Centre | 1500/600 | 24 Johnston Street near Kulin-Lake Grace Road Kulin | Kulin Shire - 9880 1204<br>Centre Manager - 9880 1000<br>A/H CEO Alan Leeson - 0497 801 204 | |
| Secondary<br>Kulin District High School | 1000/350 | Gordon Street near Day Street Kulin | Kulin Shire - 9880 1204<br>School 9880 1264 | |

| Shire of Lake Grace – Updated January 2026 | | | | |
|---|---|---|---|---|
| Primary<br>Lake Grace Sports Pavilion | 300 | Bishop Street Lake Grace | Shire of Lake Grace - 9890 2500<br>CEO – 0460 416 959<br>DCEO – 0400 631 052<br>Joanne Oatridge – 0457 132 892<br>CESM - 0436 668 242 | |
| Secondary<br>Lake Grace Town & Lesser Hall | 350 | Cnr McMahon and Bennett Streets Lake Grace | Shire of Lake Grace - 9890 2500<br>CEO – 0460 416 959<br>DCEO – 0400 631 052<br>Joanne Oatridge – 0457 132 892<br>CESM - 0436 668 242 | |
| Newdegate Indoor Recreation Centre | 300 | Waddell Drive Newdegate | Shire of Lake Grace - 9890 2500<br>CEO – 0460 416 959<br>DCEO – 0400 631 052<br>Joanne Oatridge – 0457 132 892<br>CESM - 0436 668 242 | |
| Lake King Hall | 160 | Newdegate - Lake King Road Lake King | Shire of Lake Grace - 9890 2500<br>CEO – 0460 416 959<br>DCEO – 0400 631 052<br>Joanne Oatridge – 0457 132 892<br>CESM - 0436 668 242<br>Katie Wilson – 0409 954 137<br>Rachael Winyard – 0407 532 128 | |
| Lake King Pavilion | 120 | Newdegate - Lake King Road Lake King | Shire of Lake Grace - 9890 2500<br>CEO – 0460 416 959<br>DCEO – 0400 631 052<br>Joanne Oatridge – 0457 132 892<br>CESM - 0436 668 242<br>Katie Wilson – 0409 954 137<br>Rachael Winyard – 0407 532 128 | |

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|---|---|---|---|---|
| Varley Hall | 160 | Thomas Street Varley | Shire of Lake Grace - 9890 2500<br>CEO – 0460 416 959<br>DCEO – 0400 631 052<br>Joanne Oatridge – 0457 132 892<br>CESM - 0436 668 242<br>Carla Hyde – 0428 980 043 | |
| Varley Sports Pavilion | 80 | Carstairs Road Varley | Shire of Lake Grace - 9890 2500<br>CEO – 0460 416 959<br>DCEO – 0400 631 052<br>Joanne Oatridge – 0457 132 892<br>CESM - 0436 668 242<br>Carla Hyde – 0428 980 043 | |
| Shire of Narrogin – Updated Feb 2026 | | | | |
| Primary<br>Narrogin Regional Leisure & John Higgins community Complex | 1500/750 | Clayton Road Narrogin | Shire 9890 0900<br>CEO 0437 698 912<br>Rec Centre 9881 2651<br>Rec Ctr Manager Brendan Firman | |
| Secondary<br>Narrogin Senior High School | 600/300 | Cnr Homer and Grey Street Narrogin | School Admin 9881 9300 | |
| Secondary<br>Narrogin Town Hall | 600/300 | Federal Street Narrogin | Shire 9890 0900<br>CEO 0437 698 912 | |
| Shire of Pingelly – Updated 09/12/2025 | | | | |
| Primary<br>Pingelly Recreation & Cultural Centre | 1900 | Lot 201 (4) Somerset St Pingelly | Shire 9887 1066,<br>CEO 0420 385 412<br>(Centre 9887 0092, when in use)<br>Rec Centre Manager - 0400 155 450 | |
| Shire of Wagin – Updated 16/02/2026 | | | | |
| Primary | 1000/500 | Ballagin Street Wagin | Shire 9861 1177 | |

| | | | | |
|---|---|---|---|---|
| Wagin Recreation Centre/ Sports Pavilion | | | Dr Kenneth Parker 0429 611 493 | |
| Secondary<br>Wagin Town Hall | 300/100 | Tavistock Street Wagin | Shire 9861 1177<br>Dr Kenneth Parker 0429 611 493 | |
| Shire of Wandering – Updated 10/022026 | | | | |
| Primary<br>Wandering Community Centre | 300/100 | 11 Down Street Wandering | Shire office 6828 1800<br>CEO 0410 325 181 | |
| Shire of West Arthur – Updated October 2025 | | | | |
| Primary<br>Darkan Town Hall | 300 | Cnr Hillman Street and Butler Street | Shire office - 9736 2222<br>Chief Executive Officer – Vin Fordham Lamont 0473 072 017 | |
| Darkan Sport and Community Centre | 150 | Memorial Drive Darkan | Shire office - 9736 2222<br>Nathan King – President – 0488 582 455 Teleah Hulse – Secretary – 0488 361 220 | |
| ~~Duranillin Hall~~ | ~~150~~ | ~~Horley Road~~ | ~~Contact Shire 9736 2222~~<br>~~Robyn Quill 9862 9010 or 0447 629 010~~ | |
| ~~Moodiarrup Sports Complex~~ | ~~175~~ | ~~Arthur River - Boyup Brook Road Moodiarrup~~ | ~~Contact Shire - 9736 2222~~<br>~~Janette Whitaker – 9863 1056~~<br>- | |

| | | | | |
|---|---|---|---|---|
| ~~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 – Updated 24/10/2025 | | | | |
| Primary<br>Harrismith Golf Club | 100 | Wickepin Harrismith Road Harrismith | Shire 9888 1005<br>A/Hrs CEO David Burton 0429 207 855<br>Manager of Works Grant Cross 0429 882 871 | |
| Primary<br>Wickepin Community Centre | 500 | Corner Johnson Street and Campbell Street<br>Wickepin | Shire 9888 1005<br>A/Hrs CEO David Burton 0429 207 855<br>Manager of Works Grant Cross 0429 882 871 | |
| Yealering Hall | 190 | Wickepin Corrigin Road<br>Yealering | Shire 9888 1005<br>CEO David Burton 0429 207 855<br>Manage er of Works Grant Cross 0429 882 871<br>Yealering Shop - 9888 7106<br>Yealering Ag Parts - 9888 7095 or 0428 881 018 | |
| Shire of Williams – Updated 09/12/2025 | | | | |
| Primary<br>Williams Main Hall & RSL Hall | 270 | 9 Brooking Street Williams | 9885 1005 –<br>CEO Peter Stubbs 0429 900 005<br>Tony Kett, Works Manager 0419941829 | |
| Secondary | | Albany Highway Williams | 9885 1005 –<br>CEO Peter Stubbs 0429 900 005 | |

| | | | | |
|---|---|---|---|---|
| Williams Recreation Grounds Pavilion | | | Tony Kett, Works Manager 0419941829 | |
| ~~Secondary Convention Centre (Earnshaw)~~ | ~~600~~ | ~~853 Williams Darkan Road Williams~~ | ~~CEO Geoff 9885 1005 – 0429 900 005 David Earnshaw - 0427 950 835~~ | To be removed as EC. Waiting on LEMA update |
| | | | | |

**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)<br>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 9.1.1 – Joint LEMC contact list

Committee members are requested to review the attached contact list and advise the Executive Support Coordinator 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 8 December 2026, at this same venue.

## Joint Local Emergency Management Committee Contact list:

| SURNAME: | NAME: | PHONE: | EMAIL: |
|---|---|---|---|
| Glynn | Martin | 0436 945 156 | martin.glynn@police.wa.gov.au |
| Gardiner | Vivienne | 0429 104 007 | viv.gardiner@dfes.wa.gov.au |
| Stevens | Gavin | 0427 580 481 | DONarrogin@dfes.wa.gov.au |
| Nottle | Kristie | | Kristie.Nottle@health.wa.gov.au |
| Porter | Philip | 0429 859 041 | highburyeastbfb@gmail.com |
| Mort | Anthony | 0429 898 214 | emergencyservices@cuballing.wa.gov.au |
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| Erickson | Peter | 0429 813 070 | peter@aishling.net |
| Peplow | Tony | 0488 900 452 | tony.peplow@watercorporation.com.au |
| Dew | Brett | 0428 868 783 | brett.dew@westernpower.com.au |
| Phillips | Michael | 0455 560 041 | Michael.PHILLIPS@communities.wa.gov.au |
| Spadaccini | Jo | 0429 102 614 | jo.spadaccini@communities.wa.gov.au |
| Keals | Graeme | 0429 088 271 | Graeme.Keals@dbca.wa.gov.au |
| Erickson | Anna | 0437 801 416 | anna.erickson@dpird.wa.gov.au |
| Panizza | Sally | 0439 434 873 | sally.panizza@education.wa.edu.au |
| Harrison | Yvette | 0409 082 730 | yvette.harrison@education.wa.edu.au |
| Forsythe | Jessica | 0439 780 396 | Operations.WBTSouth@stjohnwa.com.au |
| O'Brien | Sam | 0439 780 396 | Operations.WBTSouth@stjohnwa.com.au |
| Faithfull | Nicola | 0427 981 426 | CP.WBT55@stjohnwa.com.au |
| Taylor | Sharon | 0409 306 509 | ceo@nch.org.au |

Shire of
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*Love the life*

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