



MINUTES

Local Emergency Management Committee Meeting

Held on:

Tuesday 15th September 2026

Shire of Brookton Council Chamber

14 White Street, Brookton

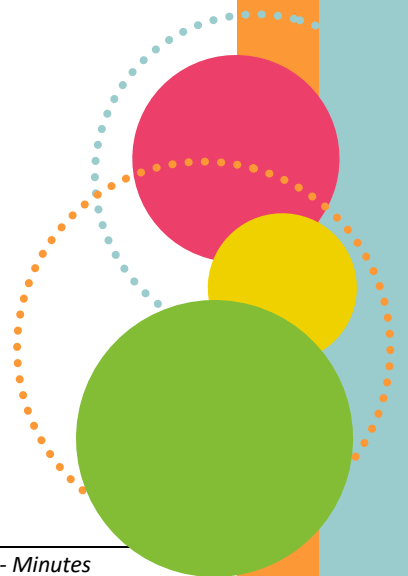


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Cr Rod Wallis, Shire President, opened the meeting at 2:00pm and welcomed Councillors, Committee Members and Staff.

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

Committee Members (Voting)

Rod Wallis	Shire President
Gary Crouch	Councillor
Patrick Olofsson	Brookton Police
Mark Charles	Community Emergency Services Manager (CESM)
Kris Dewson-Hall	Brookton District High School
Ian Dawson	St John Ambulance - <i>via teams</i>
Phillip Crute	Brookton - St Johns Ambulance
Joanne Spadaccini	Regional Officer - <i>via teams</i>
Jenny Brown	Brookton CWA
Lois Baxter	Brookton CWA

Staff (Non-Voting)

Jennie Mason	Governance Officer
Gary Sherry	Chief Executive Officer

Apologies received

Sandie Spencer	Local Recovery Coordinator/Executive Governance Officer
Travis Eva	CBFCO
Lachlan McCabe	Deputy Shire President
John Hennah	Brookton Police
Anna Erickson	DPIRD
Stacey Sinclair	District Officer Emergency Management DFES
Kristie Nottle	WA Country Health Service
Ben Davies	AO West - DFES

2.09.26 CONFIRMATION OF PREVIOUS MINUTES**2.09.26.01 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 16 JUNE 2026****LEMC 09.26-01****LEMC RESOLUTION****MOVED Cr Crouch SECONDED Mr Crute**

That the minutes of the Shire of Brookton Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers on 16th June 2026 be confirmed as a true and correct record of the proceedings.

CARRIED**3.09.26 PRESENTATIONS**

Nil.

4.09.26 STANDING ITEMS TO BE CONSIDERED AT EACH MEETING**4.09.26.01 UPDATE OF CONTACTS AND RESOURCES REGISTER**

Member agencies are required to review the document and provide details of required updates before next meeting.

- Any changes required for the current contacts and resources register?

4.09.26.02 CHANGE OF POSITION/LEAVE AND ACTING ARRANGEMENTS – NOTIFICATIONUpdates in **RED**.**1. Delegates & Proxy's:**

Organisation	Delegate	Proxy
Baptistcare	Lorraine Redhead	Nil
WAPOL	SGT John Hennah Const. Patrick Olofsson Const Blake Hathaway	
Dept. Communities	Joanne Spadaccini	Mark Schorer
Brookton Bushfire Brigades	Travis Eva CBFCO	DCBFCO's Tim Evans Brad Bassett
BDHS	Kris Dewson-Hall	
St Johns	Ian Dawson	
St Johns - Brookton	Phillip Crute	
DFES	Ben Davies Charlotte Powis – District Emergency Management Advisor	
DPIRD	Anna Erickson	
WACHS	Kristie Nottle	

Organisation	Delegate	Proxy
Brookton VFRS	William Wilkinson	
Brookton CWA	Jenny Brown Lois Baxter	
Shire of Brookton	Cr Rod Wallis – Shire President Cr Lachlan McCabe	Cr Gary Crouch

4.09.26.03 INCIDENT SUPPORT GROUP ACTIVATIONS

Nil.

4.09.26.04 RISK PROFILE CHANGE

Nil.

4.09.26.05 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Nil.

4.09.26.06 REPORT AND/OR DEBRIEF ON ANY LEMC EXERCISE(S)

Nil.

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Department of Communities



Agenda Item – Brookton 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 Brookton 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 Brookton:

Facility	Address	Capacity	Hazard considerations
WB Eva Pavilion	Brookton Highway, near Bodey Street, Brookton	150	Bushfire Prone Zone
Brookton Country Club	11207 Brookton Highway, Brookton	120	Bushfire Prone Zone

The Department of Communities requests that:

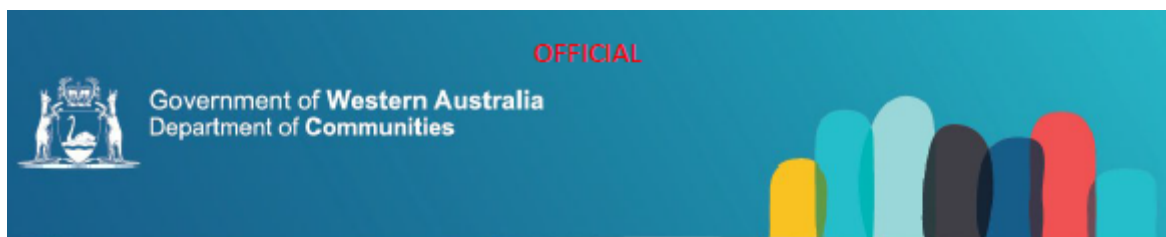
1. LEMC members:
 - Review the nominated facilities.
 - Confirm their ongoing suitability for the hazards relevant to the district.
 - Identify any known operational limitations or upcoming infrastructure projects (within the 2026-27 season).
 - Recommend any additions, removals or amendments to the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

LEMC 5.09.26-01**LEMC RESOLUTION****MOVED Cr Crouch****SECONDED Kris Dewson-Hall**

The Shire of Brookton LEMC Committee confirms the Shire of Brookton Evacuation Facilities included in Attachment 5.09.26.01 for inclusion in the Department of Communities State Evacuation Register 2026/27.

CARRIED



Emergency Relief and Support

LEMC REPORT FOR DISTRIBUTION

1st Quarter 2026-2027

Regional Emergency Relief and Support contact	
Activation of Emergency Relief and Support (ERS) services is via Communities Emergency Operations Coordinator (EOC) M: 0418 943 835 and Email: emergencyservices@communities.wa.gov.au	
Regional Officer	
Regional Coordinator	Jo Spadaccini – 0429 102 614 jo.spadaccini@communities.wa.gov.au
Regional Manager	Mark Schorer – 0429 108 226 mark.schorer@communities.wa.gov.au
Region specific update	
Micheal Phillips has been seconded to the Kimberley and Pilbara till March 2027. Jo Spadaccini will be acting in the Regional Coordinator role during this time. Jo's contact details are above. Activation of Communities: To activate Communities in an Emergency event the 24/7 contact is 0418 943 835. Training Update: Shire CEOs have been emailed a survey requesting details on staff availability for upcoming training sessions. The survey also provides an opportunity for Shires to indicate their interest in hosting a training session for neighbouring and local Shires within their region. This information will assist with planning training delivery and identifying suitable host locations. Once survey responses have been received and training sessions have been allocated, a full training schedule will be distributed to all CEOs. CEOs will then be able to register staff for attendance at their preferred training sessions.	
Emergency Relief and Support update	
Assessment of Evacuation Centres and local hazard risks Communities is seeking to confirm Local Government facilities included in the State register as part of an annual preparedness activity. Communities encourage local governments and LEMCs to review the community facilities identified as evacuation centres against local hazard risks. Why it Matters Ensuring evacuation centres are properly assessed, approved, and aligned with local risk profiles strengthens community safety and readiness during emergencies. Accurate information in the State register reduces confusion during response, supports timely evacuation, and ensures only fit-for-purpose facilities are activated. This improves coordination with Hazard Management and Controlling agencies and helps ensure affected communities can be safely accommodated.	

Key Dates

Local Emergency Management Committees meetings from July will be provided with a list of evacuation centres from the State register, for review and confirmation for inclusion for the 2026-27 year.

Please contact Communities – Jo Spadaccini – A / Regional Coordinator, if a building identified as an Evacuation centre undergoes renovations, building works, cannot be accessed or is closed.

Emergency Relief and Support Training

As we move into the preparedness and capability development season, Communities will be rolling out updated training across local government, partner organisations, and to our internal staffing group. This 2.5-hour session (which can be adapted to suit local needs) is designed to support local government staff who may be asked to support Communities to open an evacuation centre prior to Communities' arrival.

This practical based training builds knowledge of key processes, common challenges, and the adaptations required for different cohorts and scenarios. Multiple scenarios and exercises targeting local government preparedness are included.

Contact Jo Spadaccini 0429 102 614 to arrange dates for this training

Exercising

Local governments are encouraged to include ERS early in all hazard emergency exercise planning to strengthen coordination across response and recovery.

At-Risk groups in emergencies

During the 2025-26 high threat season, a number of events highlighted the importance of planning for people at risk / vulnerable groups in our communities during emergencies.

Communities has portfolio responsibility across a range of at risk and vulnerable cohort groups, including people with a disability, those experiencing homelessness and family and domestic violence. ERS is collaborating to strengthen service linkages and engagement opportunities ahead of the 26-27 high threat season. A key message for Service providers is to have a clear business continuity plan outlining safe alternative arrangements in the event of an emergency. ERS is available to support and facilitate connections for local governments or agencies if planning activities for vulnerable or at-risk groups in emergencies are being undertaken.

AusAlert

AusAlert will enable Australian emergency services to issue national or local alerts about impending or existing disasters, including natural hazards such as bushfires, floods, cyclones and tsunamis, as well as other emergencies, including public health, security and biosecurity incidents. The system includes two alert types:

1. Priority alerts, which users can manually silence; and
2. Critical alerts, which override silent and 'do-not-disturb' settings and cannot be disabled through standard device settings.

A national test of a [Critical AusAlert](#) will be held on 27 July 2026, in WA this will be at 12:00 pm.

No decision has been made regarding when AusAlert will be introduced in Western Australia. It is important to note that Emergency WA remains the official and authoritative source of emergency information in Western Australia. The Emergency Alert telephone warning system will continue to be used during the coming summer.

Response ERS activations

Between 1 July 2025 and 8 June 2026, Communities responded to 41 emergency events, opening 48 centres to support shelter and information to impacted people.

The State Support Plan – Emergency Relief and Support was activated on 26 March, as a result of Severe Tropical Cyclone Narelle with 5 evacuation centres opened and more than 180 people supported. Exmouth experienced widespread damage to homes and critical infrastructure, prolonged power and water disruptions, telecommunications outages and flooding, while Carnarvon experienced major flooding affecting homes and plantations.

Communities have continued coordinating welfare in the State Social Recovery Domain, in partnership with relevant government and non-government organisations. Key community needs identified include housing damage, increased costs and limited availability of essentials, requests for financial and wellbeing support, limited face-to-face services, and heightened environmental health concerns.

Other updates

Monitoring H5 Avian Influenza

DPIRD is leading the State response to recently detected H5 avian influenza with enhanced surveillance and monitoring activities are underway in partnership with relevant agencies. ERS is not an active participant in the operational response and is maintaining situational awareness through established emergency management arrangements. Should the situation escalate and require broader whole-of-government coordination or support to impacted communities, ERS will work within existing emergency management frameworks to support recovery activities.

5.09.26.03 COMMUNITY EMERGENCY SERVICES MANAGER – MARK CHARLES

The Shire of Brookton Restricted Burning period commences 19/09/2026.

DFES are reporting soil moisture levels significantly lower than average due to reduced winter rainfall.

5.09.26.04 ST JOHNS AMBULANCE – PHILLIP CRUTE

Brookton St Johns Ambulance have added a new volunteer but still require additional volunteer support.

Brookton St Johns Ambulance anticipate the arrival of a new, refurbished ambulance by the end of the year. This ambulance will have a modified internal set out and the ability to cater for the new Stryker stretchers

5.09.26.05 DEPARTMENT OF COMMUNITIES – JO SPADACCINI

The Department of Communities are conducting Evacuation Centre activation training and exercises with LEMC's/local government. The training includes an exercise telephone call to activate an Evacuation Centre and then monitors/tests how the local government conducts the activation. This exercise allows staff to obtain an understanding of how a centre will activate and what happens at the centre. The exercise tests the prepared evacuation centre equipment kits and takes about 3 hours.

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Department of Fire and Emergency Services
Area Officer Narrogin West
Pre-High Threat Period LEMC Report

Seasonal Outlook

The 2026/27 bushfire season is expected to present an elevated risk across the Upper Great Southern. Strong vegetation growth earlier in the year has resulted in increased fuel loads across many areas. However, a notably dry winter, declining soil moisture, and reduced water availability are contributing to the rapid curing of fuels ahead of summer.

Seasonal forecasts indicate a warmer and drier than average spring, with the potential for a developing El Niño pattern to further increase fire risk through late spring and summer. Crops across parts of the Wheatbelt are also maturing earlier than normal, which may lead to an earlier commencement of harvest activities and an extended period of elevated bushfire risk.

Key Message:

Stakeholders should plan for a potentially above-average bushfire season, with elevated fuel loads, reduced water availability, earlier crop curing and prolonged periods of heightened fire danger likely to increase the likelihood and complexity of bushfire incidents across the region.

Lessons Identified from the 2025/2026 Season

Several significant bushfires occurred across the Upper Great Southern during the 2025/26 season. Post-incident reviews highlighted strong interagency cooperation, effective public information, and a committed local volunteer response.

Key themes identified included the importance of establishing incident control early, requesting support resources before incidents escalate, maintaining reliable communications and contingency arrangements, and ensuring agencies understand their emergency management roles and responsibilities. Early engagement between response agencies, local governments, critical infrastructure providers and Incident Support Groups was consistently identified as a key factor in successful incident management.

Key Message:

Early coordination, clear leadership, and proactive planning remain critical to managing complex and extended-duration bushfires.

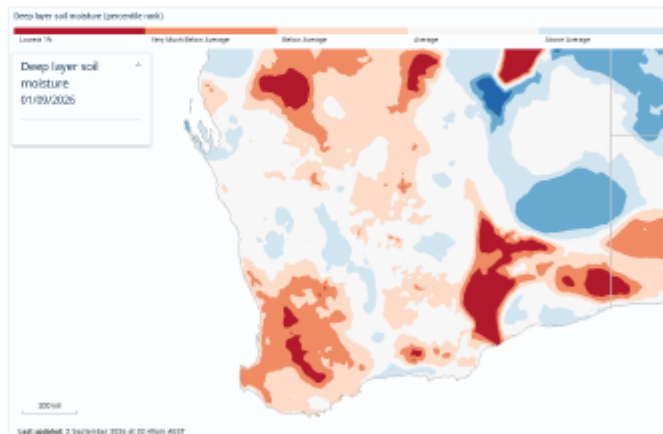
Preparedness Considerations for Agencies

In preparation for the upcoming season, agencies and stakeholders are encouraged to:

- Review continuity and emergency management arrangements and plans.
- Confirm emergency contacts and any duty officer arrangements.
- Review backup power, water and communications capabilities.
- Ensure response and recovery plans can be activated at short notice.



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Pre-High Threat Period Report

- Participate in local and regional preparedness activities.
- Promote bushfire preparedness information within communities and workforces.

Key Message:

Preparation undertaken before the season begins significantly improves an organisation's ability to respond effectively during emergencies.

DFES Seasonal Preparedness Updates

Pre-Season Operational Briefings

DFES Upper Great Southern Region will be holding two Pre-Season Operational Briefings across the region, one East and one West for Operational Firefighters, Brigade Leaders and Fire Control Officers. This will cover the Seasonal Outlook, Key Message/focus for this season of Identify, Resource and Sectorise - Establishing Control at Fires and Communication Strategies.

Grain Harvest Strategy Aviation Support

Water bomber aircraft are planned to be positioned at Narrogin, Esperance and Geraldton to support the upcoming Grain Harvest Strategy. During the 2025/26 harvest period, aviation resources were activated 152 times, delivering approximately 997 flight hours in support of fire suppression and rapid response activities.

Bushfire Preparedness

As the bushfire season approaches, the community is encouraged to review their Bushfire Plan and have one in place. This period also provides an opportunity and timely reminder to review their own Bushfire Plans as well as assist us in promoting preparedness messaging within local communities.



<https://mybushfireplan.wa.gov.au/>

Emergency Management Information

State Hazard Plan - Fire

The State Hazard Plan - Fire has recently been reviewed and updated, providing the overarching framework for fire prevention, preparedness, response, and recovery arrangements across Western Australia. The updated Plan was republished on 21 August 2025.

Further information is available at:

State Hazard Plan – Fire at https://www.wa.gov.au/system/files/2025-08/shp_fire_v3.00.pdf

Stakeholders are encouraged to familiarise themselves with the updated State Hazard Plan - Fire and ensure local arrangements remain aligned with current emergency management frameworks.

Local Government Emergency Management Knowledge Hub

The **Local Government Emergency Management Knowledge Hub (EM Hub)** provides a central resource outlining local government roles and responsibilities under the *Emergency Management Act 2005* and the State Emergency Management Framework. The Hub consolidates key emergency



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management information, guidance, and reference materials into a single location, assisting local governments to develop, maintain, and review their emergency management arrangements. Further information is available at <https://www.dfes.wa.gov.au/local-government/em-knowledge-hub>

Training and Capability Development

The **Upper Great Southern DFES Training Calendar** for 2026 is nearing completion as the region prepares for the High Threat Period. Training activities throughout the year have focused on strengthening incident management capability, developing new trainers, and building local leadership capacity.

As a result, a number of Brigades and Local Government have enhanced their operational capability through Level 1 Incident Controller training, along with broader incident management and emergency leadership development opportunities.

Bushfire Training and Awareness

Agencies, businesses and stakeholders are encouraged to consider bushfire awareness training for staff ahead of the upcoming season. DFES offers two free online courses through the eAcademy portal that provide practical knowledge to support bushfire preparedness and safety.

Bushfire Fundamentals is designed for personnel who may support emergency response activities, including local government staff, utilities, contractors and partner agencies.

Rural Fire Awareness is aimed at farmers, seasonal workers and rural community members, covering fireground safety and basic bushfire suppression principles.

Both courses can be completed online at any time via the DFES eAcademy portal:

- DFES eAcademy: <https://eacademy.dfes.wa.gov.au/?client=externaltenant>
- Bushfire Fundamentals: <https://publications.dfes.wa.gov.au/publications/course-information-online-bushfire-fundamentals>
- Rural Fire Awareness: <https://publications.dfes.wa.gov.au/publications/course-information-online-rural-fire-awareness>

Key Message: Building bushfire awareness and preparedness before the season commences helps organisations and communities make safer and more informed decisions during emergencies.

Emergency WA

Emergency WA remains the primary public source of warning and incident information for emergencies across Western Australia. Stakeholders are encouraged to utilise the Emergency WA website and mobile application to monitor incidents, establish watch zones, and receive timely updates.

Key Message:

Emergency WA should be promoted as the single source of truth for warnings and incident information.



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Pre-High Threat Period Report

DFES Narrogin Information

Local Staff Changes

DFES has recently welcomed several new team members to the Upper Great Southern Region. Following the departure of **Superintendent Craig Smith**, we welcome **Superintendent Peter Thomas AFSM** to the region. Peter has previously undertaken relieving duties within the Upper Great Southern and brings extensive operational and leadership experience. He is currently leading several strategic projects across the region.

We also welcome:

- Renae Tucci as our Business Training Support Officer
- Chanel Mills as our Volunteer Management Support Officer

DFES Narrogin is currently supporting the **Shires of Boddington and Wandering** with recruitment for the shared **Community Emergency Services Manager (CESM)** position, which will play an important role in supporting local emergency management capability and preparedness across both local government areas.

Emerging Risks

Lithium-ion batteries continue to be an emerging and increasing fire risk across Western Australia, with incidents occurring in homes, vehicles, workplaces and agricultural settings. As the use of battery-powered devices and equipment continues to increase, agencies and community members are encouraged to understand safe charging, storage and disposal practices.

Key Message:

Awareness and safe management of lithium-ion batteries can significantly reduce the risk of fire and associated impacts.



Apologies I am unable to be there today as I am on the last three-week training block of an 8-week training program at the DFES academy in Forrestfield.

For all Emergencies - Call 000 (Reporting Fires and Emergencies)

For DFES Narrogin Support, the Regional Duty Coordinator Contact - 1800 865 103 (24hr Duty Officer)

September 2026

Ben Davies – Area Officer Narrogin West



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6.09.26 EXERCISE

The LEMA Committee is expected to conduct exercises throughout the year. Committee members are encouraged to put forward ideas and suggestions for exercises they would like to see undertaken.

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SEMC COMMUNIQUE



August 2026

State Emergency Management Policy Communique - LEMA

The purpose of this communique is to provide clarification on Local Emergency Management Arrangements (LEMA) requirements for Western Australian local governments, following completion of Phase 1 of the SEMC-sponsored LEMA Improvement Program and a March 2026 SEMC resolution relating to emergency risk management planning.

The key messages below may be used to brief local governments, Hazard Management Agencies, Support Agencies and other relevant stakeholders. Emergency Management Agencies are responsible for ensuring this information is communicated within their organisations and to advisory groups as required.

Key Messages

- Local governments must review their Local Emergency Management Arrangements (LEMA) at least every five years.
- A LEMA will be considered compliant where it incorporates all the minimum 'Essentials' requirements.
- New LEMA templates have been developed to support the 'Essentials' requirements and are available for use and feedback for a 12-month period.
- Use of the new templates are optional. Local governments may continue to use the existing LEMA template in the LEMA Guideline or an alternative format.
- Following the 12 months consultation period, a suite of proposed amendments to the Emergency Management Framework, including revisions to the LEMA Guidelines, will be provided to SEMC for approval.
- Local governments must ensure that local emergency management planning is risk informed but are not required to use the methodology set out in the Emergency Risk Management Guideline.
- Local governments are encouraged to expand their LEMA beyond the minimum requirements to enhance risk prevention and emergency preparedness.

Policy Guidance

Minimum LEMA requirements

SEMC will consider a LEMA to be compliant with the *Emergency Management Act 2005* and the State Emergency Management Framework where it is specific to the local government district and includes, at a minimum:

- policies, strategies and priorities for emergency management, informed by an understanding of local risk
- clearly defined roles and responsibilities of local government personnel and agencies involved in emergency management, including coordination arrangements and contact details
- identification and description of emergencies most likely to occur within the local government district

- recovery arrangements for the local government area (including a Local Recovery Plan and nomination of a Local Recovery Coordinator)
- a list of sites and facilities for evacuation and refuge
- a three-year exercise schedule
- administration and governance arrangements for the Local Emergency Management Committee.

This list does not exempt local governments from responsibilities and obligations established under other legislation, including the *Bushfires Act 1954*, and consequent requirements for Bushfire Risk Management Planning as defined in the State Hazard Plan Fire.

Local governments are encouraged to include further details or arrangements in their LEMA to enhance emergency management capability and preparedness, based on their capacity and local risk profile. It is recommended that any additions are guided by an understanding of emergencies most likely to occur locally, with input from Hazard Management and Support Agencies where applicable.

Use of templates and guidance

New LEMA guidance and templates have been developed through the LEMA Improvement Program to support local governments meet their essential LEMA requirements. The new guidance and templates are available on [EngageWAEM](#) for use. A feedback page has also been established by the SEMC to enable local governments and other stakeholders to provide feedback on the templates.

Local governments may continue to use the existing LEMA template contained in the LEMA Guideline or an alternative format. However, the Guideline is currently under review, and its content may not align with the interim guidance set out in this communicate. Where any inconsistency arises, this communicate prevails.

Approach to local emergency risk management planning

Local governments are required to identify and describe, within their LEMA, the emergencies most likely to occur in their district, to ensure local emergency management planning is risk-informed.

In doing so, local governments may draw on existing information and resources, such as District Risk Profile Reports, to develop an understanding of likely consequences for the community and to inform arrangements that support prevention and mitigation, preparedness, response and recovery.

Local governments may, but are not required to, use the methodology set out in the Emergency Risk Management Guideline, and may instead apply an alternative, scaled approach for risk assessment that is appropriate to their capacity and local context.

Support

For further information or support in preparation of LEMAs please contact your District Emergency Management Advisor.

8.09.26 NEXT MEETING & CLOSURE

The next LEMC Meeting will be held at 2pm on Tuesday 8th December 2026.

There being no further business, Shire President Cr Wallis, declared the meeting closed at 2:24pm