MINUTES

Local Emergency Management Committee Meeting

Held on **Wednesday 7th May 2025 at 5:30pm**
Shire of Brookton Council Chamber
14 White Street, Brookton

These minutes were confirmed by Local Emergency Management
Committee as a true and correct record of proceedings by the Local
Emergency Management Committee Meeting held on ....7. / 10. / 25

Presiding Member: .... **Date:** ....7th October 2025 -

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1.05.25	DECLARATION OF OPENING/ATTENDANCE

The Presiding Member will declare the meeting open at 5.30pm.

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)
Katrina Crute	Shire President
David Johnstone	Brookton Police
Kris Dewson-Hall	Brookton District High School
Phillip Crute	Brookton - St Johns Ambulance
Jenny Menasse	WA Country Health Service
Michael Phillips	Department of Communities
Kent Watson	Department of Fire & Emergency Services

Staff (Non-Voting)
| Gary Sherry | Chief Executive Officer |
| Sandie Spencer | Local Recovery Coordinator/Executive Governance Officer |

Apologies received
Lachlan McCabe	Councillor
Anna Erickson	DPIRD
Ben Davies	AO West - Department of Fire & Emergency Services
Charlotte Powis	DFES District Emergency Management Advisor
Jason Carrall	Community Emergency Services Manager (CESM)
Joanne Spadaccini	Department of Communities
Lorraine Redhead	Baptistcare – Kalkarni
Rodney Thornton	RoadWise (WALGA)
Travis Eva	CBFCO
Ian Dawson	St Johns Ambulance

2.05.25	CONFIRMATION OF PREVIOUS MINUTES

2.05.25.01	LOCAL EMERGENCY MANAGEMENT COMMITTEE – 10 SEPTEMBER 2024

LEMC   05.25.01
LEMC RESOLUTION
MOVED P Crute   SECONDED M Phillips

That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 10th September 2024, be confirmed as a true and correct record of the proceedings.

CARRIED 7/0

For: Cr Crute, David Johnstone, Kris Dewson-Hall, Phillip Crute, Jenny Menasse, Michael Phillips, Kent Watson

Against: Nil

3.05.25	PRESENTATIONS

Nil.

4.05.25	STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

4.05.25.01	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?

4.05.25.02	CHANGE OF POSITION/LEAVE AND ACTING ARRANGEMENTS – NOTIFICATION

Updates in **RED**.

1. **Delegates & Proxy's:**

Organisation	Delegate	Proxy
Baptistcare	Lorraine Redhead	Nil
WAPOL	David Johnstone	Lance Simpson
Dept. Communities	Michael Phillips	Joanne Spadaccini Mark Schorer
Brookton Bushfire Brigade	Travis Eva CBFCO ~~Murray Hall~~	DCBFCO – 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	~~Blake Halford~~

Organisation	Delegate	Proxy
DPIRD	Anna Erickson	
RoadWise	Rodney Thornton	Nil
WACHS	Jenny Menasse	
Brookton VFRS	Scott Atkins	William Wilkinson
Shire of Brookton	SP - Katrina Crute	
Brookton CWA	Jackie Allington	

4.05.25.03   INCIDENT SUPPORT GROUP ACTIVATIONS

Nil.

4.05.25.04   RISK PROFILE CHANGE

Nil.

4.05.25.05   LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Shire of Brookton's Local Emergency Management Arrangements were updated with the assistance of a consultant, funded through the successful application of the All West Australians Reducing Emergencies (AWARE) Grant. An implementation workshop was held on 10th December 2025, during which feedback was sought from committee members regarding potential changes.

The District Emergency Management Advisor (DEMC) has provided advice and checked for compliance through the drafting process.

Shire of Brookton Local Emergency Management Arrangements is attached under a separate cover Confidential Attachment 4.05.25.05A.

OFFICER'S RECOMMENDATION
That the Local Emergency Management Committee recommends to Council to adopt the Local Emergency Management Arrangements included in confidential attachment 4.05.25.05A.

LEMC 05.25.02
LEMC RESOLUTION
MOVED K Watson   SECONDED P Crute

That the Local Emergency Management Committee recommends to Council to adopt the Local Emergency Management Arrangements included in confidential attachment 4.05.25.05A.

CARRIED 7/0

For: Cr Crute, David Johnstone, Kris Dewson-Hall, Phillip Crute, Jenny Menasse, Michael Phillips, Kent Watson

Against: Nil

Attachments
Under a separate cover Confidential Attachment 4.05.25.05A – Shire of Brookton Local Emergency Management Arrangements.

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

Nil.

5.05.25   GENERAL BUSINESS

Nil.

6.05.25   MEMBER REPORTS

6.05.25.01   ST JOHN – PHILLIP CRUTE / IAN DAWSON

- Community Paramedic raised concerns regarding Pony Express, and the transport of patients once medics have issued Schedule 8 drugs. As volunteer officers can not transport these patients.
- St Johm GCEO visiting local Sub Centres on Thursday.

6.05.25.02   BROOKTON DISTRICT HIGH SCHOOL – KRIS DEWSON HALL

- New District Director – Sally Panizza.
- Concerns with Williams Street and Tiller Street intersection. A couple of students have near misses with oncoming traffic. Working with Brookton Town Teams with traffic management.

6.05.25.03   WACHS – JENNY MENASSE

- Kylie Nottle on leave
- Accreditation
- ETS – set up at centre

6.05.25.04   WAPOL – SGT. DAVID JOHNSTONE

- Replacement for Brad, to arrive in next couple of weeks.
- David to move to another station with in few weeks.

Department of
Primary Industries and
Regional Development
GOVERNMENT OF
WESTERN AUSTRALIA

Protect
Grow
Innovate

LEMC & DEMC report – 4th Quarter 2025

DPIRD's On-Call Coordinator Duty Phone

If needing to activate the State Support Plan: Animal Welfare in Emergencies or require assistance in the DPIRD support role of another Hazard Management Agency's incident, the contact number is

08 9368 3132.

DPIRD's role in emergency management

➢ DPIRD is the Hazard Management Agency (HMA) for animal and plant pests and disease incursions. Refer to the State Hazard Plan: Animal and Plant Biosecurity for information on DPIRD's legislated roles and responsibilities.

➢ DPIRD is the executor of the State Support Plan for Animal Welfare in Emergencies. This includes livestock, horses, and companion animals. Refer to the State Support Plan: Animal Welfare in Emergencies for information on DPIRD's legislated roles and responsibilities.

➢ DPIRD may from time to time provide support to other agencies where requested. This includes administering some components of the Disaster Recovery Funding Arrangements WA.

Emergency Management Directorate

Learning & Development

The Learning & Development section of Emergency Management delivered AIIMS 2017 Foundations and Biosecurity Response Fundamentals to staff in the Kimberley area. Further training to promote AIIMS and Biosecurity within DPIRD is planned for April, May, and July.

EAD Preparedness

DPIRD has held internal workshops over the last several months to build education, awareness, governance, response mechanisms, and how recovery will look in an emergency animal disease incident. This project is ongoing, ensuring DPIRD is well prepared if there is an outbreak.

National alerts and investigations

Avian Influenza

CURRENT STATUS in WA: Absent – no known detections

Responses to outbreaks of H7 high pathogenic avian influenza are currently underway in Victoria, New South Wales, and the ACT. Note that this is not the H5 strain currently causing concern globally. DPIRD is monitoring the situation and undertaking preparedness activities. Also, DPIRD is providing personnel and resources to support jurisdictions with confirmed outbreaks. Poultry producers and owners are encouraged to view our avian influenza page for information on preparedness and detection.

Tomato brown rugose fruit virus

CURRENT STATUS IN WA: Absent – no known detections

A highly contagious plant virus affecting tomatoes, capsicums, and chillies. It has been detected in South Australia in August 2024. It presents a significant risk to growers and the industry if established. No known detections in Western Australia currently. Industry and backyard growers are encouraged recognise and report signs and symptoms of the virus if found. Information is available on our tomato brown rugose fruit virus page.

Animal Welfare in Emergencies

DPIRD is the executor of the State Support Plan for Animal Welfare in Emergencies (AWiE). Please note the following important notices regarding AWiE for district and local representatives:

- Please refer to DPIRD's animal welfare section of our website for resources, support, and contacts. Local governments can reach out to our Incident and Emergency Management Branch if they require advice and support for the development of their PAWE (contact emergencymanagement@dpird.wa.gov.au).
- DPIRD's Incident and Emergency Management Branch is undertaking preparedness and response activities where activated under the State Support Plan - Animal Welfare in Emergencies.
- DPIRD is working with the SEMC to finalise responses to feedback on the proposed improvements to the State Support Plan - Animal Welfare in Emergencies. The review is scheduled to be finalised in late 2025.

DPIRD EMERGENCY MANAGEMENT OVERVIEW

Emergency Coordination Overview	
Reporting Period:	4th Quarter
Emergency Activations and Declarations	
Emergency Declarations	Nil

Incident Coordination Overview			
Animal and Plant Based Biosecurity[1]			
Incident Title	**Location**	**Date**	**Incident Level[2]**
African Black Sugar Ant	Perth Metro	Since Jan 2020	Level 1
Polyphagous Shot-Hole Borer	Perth Metro	Since Sep 2021	Level 2
Carpet Sea Squirt	Perth Metro	Since Jan 2023	Level 1
Red Dwarf Honeybee	Pilbara Region	Since Jul 2023	Level 2
Queensland Fruit Fly	Perth Metro	Since Nov 2024	Level 2
Starling	Great Southern	Since Nov 2024	Level 1

Support to Animal Welfare in Emergencies[3]				
Incident Title	**Region**	**Date**	**HMA**	**Details**
Nil				

Support to Natural Hazards				
Incident Title	**Region**	**Date**	**HMA**	**Details**
TC Zelia	Pilbara	14-19 Feb 2025	DFES	DPIRD liaison to DFES during response and ongoing recovery, and facilitation of feed supply to impacted station although SSP was not activated.
Windy Harbor Fire	Southwest	18 Feb 2025	DFES	DPIRD liaison to DFES

DPIRD Emergency Coordinator Comments and Outlook

- DPIRD continues to manage three level 2 incidents. Support was also provided support to TC Zelia during February. The Browsing Ant incident that was being managed has now achieved eradication.
- As part of improved Emergency Coordination efforts in DPIRD, the role of Assistant Director – Response in the Emergency Response Directorate has commenced filling the role of Operational Area Manager to improve coordination across the three level 2 incidents and as part of that is organising the meeting of an Operational Area Support Group on 21 March 2025.
- DPIRD Biosecurity and Emergency Management is monitoring the developing situation in Victoria related to High Pathogen Avian Influenza Outbreaks.

6.05.25.06   DEPARTMENT OF FIRE AND EMERGENCY SERVICES

- Kent Watson – Acting Area Officer, whilst Ben is on leave.
- Moving out of fire season, although fires are continuing pop up. Moving into storm season, focusing on preparedness and training.
- Run through with evacuations centre preparedness.

Season Update

- **Busy Fire Season** - There has been many Fires and incidents across the region, many of which have been controlled quickly by the efforts of Local Government Bushfire Brigades and Farm Response. There have been a few incidents that have been large in scale or nature.

  Post these incidents the Local Crews, Leaders and DFES Officers have conducted After Action Reviews.

A few Key Points relevant to the LEMC following those After-Action Reviews:

- **LEMA** - Ensuring your Local Emergency Management Arrangements are up to date and are being exercised and updated regularly.
- **Evacuation Centres** - Ensuring Evacuation Centres are up to date and can be accessed and have required resources.
- **Local Emergency Planning** - Reviewing and Exercising Local Emergency Plans to ensure they are viable and still current.
- **Training LEMC Members and Understanding of Roles** - Ensuring LEMC members understand roles and responsibilities and have training to undertake key tasks, LEMC Handbook highlights roles and WALGA have Courses available.
- **Communication** - Challenges around communication in remote areas, such as phone signal and coverage
- **Cross Border Arrangements** – Establishing Cross Border Arrangements with neighbouring Local Government Areas prior to an incident starting.

Additional Information

- **Australian Warning System** – There has been changes to the Warning System (As of July 2024), please familiarise yourself and your agency around the changes for each hazard, find out more on the DFES Website
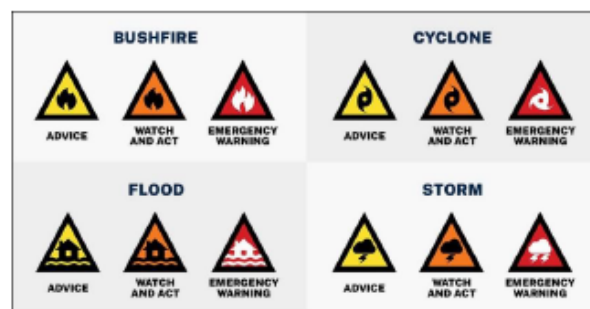
- **Australia Warning System Training** – Training is available online for all stakeholders
  - AWS Awareness - an overview of the AWS and how it is applied in Western Australia. Recommended for all DFES staff and personnel.
  - Applying the AWS - for decision-makers who undertake roles that assist with the management of public information.
- **Emergency WA** – Use Emergency WA as your source of Truth for Incident Information. Stay up to date with Emergency WA, with the New Emergency WA App now available on IOS and Android devices. Allowing you to stay up to date with real-life live data and updates. Able to set watch zones and receive updates if an incident occurs nearby.

Download the Emergency WA App here

- **Emergency Planning** - We are encouraging stakeholders to review and test their local emergency response plans around Bushfire, Storms and Power/Communication Outages in preparations for the current Bushfire Season and transition into Storm Season.

- **Storm Preparedness** - With the transition from Bushfire to Storm Season – Emphasis on storm awareness and ensuring LGs have storm preparedness in mind. Some key information to circulate early in the season would be the changes to the Australian Warning System Around Storm and Flood. As well as the SES line, when to call the SES for assistance. Also ensure you have a communication strategy in place in the event of power outage and communication outage.

- **Regional Duty Coordinator** – The DFES UGS Regional Duty Coordinator or RDC is On call 24/7 365 days a year, available to all Key Stake Holders, and Response agencies. Bushfire Brigades and Local Governments are encouraged to contact the RDC if they require assistance at incident, such as Air Support, Machinery Support, additional resources and Officer attendance. Stakeholders are encouraged to contact the RDC should they need local information, for example should a School cancel their bus route due to an incident nearby. Please note, the RDC does not replace 000 or the DFES Comcen.
  - **DFES UGS RDC – 1800 865 103**

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire &
Emergency Services

6.05.25.07	DEPARTMENT OF COMMUNITIES – LOCAL EMERGENCY RECOVERY SUPPORT PLAN (LERSP) AND EMERGENCY RELIEF AND SUPPORT REPORT

- 16 activation with 4 in Pilbara / Kimberley region.
- Pre-position areas – quicker response.

An updated Local Emergency Recovery Support Plan (LERSP) is tabled below by the Department of Communities.

LEMC 05.25.03

LEMC RESOLUTION
MOVED M Phillips   SECONDED K Watson

That the updated Local Emergency Recovery Support Plan (LERSP) is accepted by the LEMC Committee, which is included in the Shire of Brookton's LEMA.

CARRIED 7/0

For: Cr Crute, David Johnstone, Kris Dewson-Hall, Phillip Crute, Jenny Menasse, Michael Phillips, Kent Watson

Against: Nil

Local Emergency Relief and Support plan

Wheatbelt Region – Narrogin District

Supporting the Shires of Brookton, Corrigin, Cuballing, Dumbleyung, 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

Shire of Corrigin

Shire of Cuballing

Shire of Dumbleyung

Shire of Kondinin

Shire of Kulin

Shire of Lake Grace

Shire of Narrogin

Shire of Pingelly

Shire of Wagin

Shire of Wandering

Shire of West Arthur

Shire of Wickepin

Shire of Williams

12/2024

Local Emergency Relief and Support Plan – Wheatbelt region, Narrogin district

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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	MM YYYY
Review date	Xxx
Owner	Executive Director, Emergency Relief and Support
Custodian	Assistant Director, Regional Preparedness and Coordination

Amendments

Version	Date	Author	Description
1	Month/year	[position title – not name]	
2	Month/year	[position title – not name]	
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 accomodation 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.

| **7.05.25** | **EXERCISE** |

Nil.

| **8.05.25** | **FOR INFORMATION** |

Nil.

| **9.05.25** | **NEXT MEETING & CLOSURE** |

- ➢ Meeting dates for 2025:
  - 9th September 2025
  - 9th December 2025

Meeting closed at 6:00pm.