



SHIRE OF
DOWERIN
TIN DOG TERRITORY

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

THURSDAY 30 JANUARY 2025



Local Emergency Management Committee Dowerin

Minutes

2:00pm Thursday 30 January 2025

Council Chambers, 13 Cottrell Street Dowerin

Abbreviations

Crisis Care	CC
Department of Communities - Emergency Services Unit	DC
Department of Fire & Emergency Services	DFES
Strategy & Emergency Management Command	SEMC
Dowerin Bush Fire Brigade	DBFB
Dowerin Community Resource Centre	DCRC
Dowerin District High School	DDHS
Dowerin Events Management	DEM
Dowerin St John Ambulance	DSJA
St John Ambulance	SJA
Shire of Dowerin	SoD
WA Police	WAP

1. WELCOME, ATTENDANCE AND APOLOGIES

The Chair, Cr Nadine McMorran, welcomes those in attendance and declares the meeting open at 2:01pm.

In Attendance:

Nadine McMorran	SoD - Chair/Deputy President
Manisha Barthakur	SoD - Chief Executive Officer
Kahli Rose	SoD - Manager of Governance and Community Services
Ciara Skinner	SoD - Compliance and Executive Support Officer
Shelley Matthews	SoD - Community Development Coordinator
Solomon Mwale	SoD - Manager of Corporate Services
Lisa Begley	SoD - Home Care Coordinator
Matt Trozzo	SJA - Community Paramedic
Jo Spadaccini	DC - District Emergency Service Officer
Phil Pickering	DBFB - Deputy Chief Bush Fire Control Officer

In Attendance Via Teams:

Shelby Robinson	DFES - district Emergency Management Advisor
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Apologies:

Danielle Green	DEM - General Manager
Michael Phillips	DC - Regional Coordinator
Peter Richards	SJA - Dowerin Chair
Paul Millstead	DBFB - Chief Bush Fire Control Officer

2. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Recommendation/Resolution - 2

Moved: Kahli Rose

Seconded: Shelley Matthews

1056 That the minutes of the Local Emergency Management Committee meeting held on 22 July 2024, as presented in [Attachment 2.1A](#) be confirmed as a true and correct record of proceeding.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4. STANDING ITEMS

4.1. AGENCY UPDATES

4.1.1 - SoD

Local Emergency Management Arrangements – 2025 Review [Attachment 4.1.1A](#)

- LEMA has been reviewed and updated draft supplied.
- Dowerin Community Club to be added as an evacuation centre - audit to be done.

4.1.2 - Department of Communities

Preparedness

- ERS is continuing to monitor the risks of the high threat season, combined with ongoing preparedness activities that support the event activation process.
- As part of ERS seasonal preparedness, we have identified new locations for the pre-positioning of ERS equipment trailers to support rapid ERS deployment and response capabilities.
- ERS continues to review local support services, such as accommodation providers and well-being services, that can be called on to support the needs of those people impacted by an emergency
- The team will re-commence ERS Evacuation Centre training from Quarter 4 (April) across most regions. LEMC members are asked to identify staff or partners that may benefit from this training.
- The Local Emergency Response and Support Plan LERSP details the operational management and coordination of ERS under the Western Australian (WA) Local Emergency Management Arrangements (LEMAs).
- The LERSP has been revised to ensure the content is more concise, and the structure more aligned to the State Support Plan.
- All local governments will / have been asked for feedback and inputs to the LERSP prior to being tabled at the LEMC for endorsement.
- Preparedness lessons learnt and future opportunities
- Continued monitoring of high risk weather conditions particularly in those seasonal high tourism locations and the impact on availability of accommodation providers.
- Development of a variety of opportunities for the pre-positioning of ERS equipment across LEMC areas taking into consideration LGA or commercial options.
- Evacuation Centre Audits - with a view to supporting LGAs with DRF applications. DRF can be utilised to upgrade Evacuation centres with work such as:
 - Improvements to local evacuations centres including support to improved electrical connectivity for power sources and the purchasing of generators.
 - Upgrades to kitchens, bathrooms and ablutions to support capacity requirements.
 - Installation of NBN satellite connection devices and;
 - Cyclone rated upgrades.
 - Exercising with LEMC partners more in 2025 and leading discussions around the utilisation of evacuation centres by mining companies, schools, aged care facilities.

Response Activations Quarter 3 November to 23 January 2025

- Pilbara Storm –Tom Price | November
- Wedge Island Bushfire – Jurien Bay | November
- Mount Adams Bushfire – Port Denison | December
- Carter Road Bushfire – Northam | January
- Green Range Bushfire – Albany | January
- Donnybrook Bushfire – Capel | January
- Myrup Bushfire – Esperance | January
- Karrakup Bushfire – Serpentine Jarrahdale | January

The State Support Plan – Emergency Relief and Support (SSP ERS) was approved by the State Emergency Management Committee at their meeting on 4 December 2024 with Statement of Fact changes.

This change includes information on Plan Activation for Level 1 Incidents.

For Level 1 Incidents: “Communities may be tasked by a HMA and/or Controlling Agency to provide ERS services to people impacted by this level of event within a single government or district area”.

Aerodrome Learnings

- The use of regional airports for in flight responses and diversions is becoming more frequent.
- The Department of Communities Emergency Relief and Support can be activated by the HMA, WA Police in the case of an air crash (State Hazard Plan Crash Emergency 4.2.1).
- The welfare of the passengers is the responsibility of the Airline unless the crash is declared by the HMA to be a level 2 or 3 incident.
- Aircraft mechanical faults, diversions, extended delays, and cancellations that affect passengers remain outside of Department of Communities ERS remit.
- Further information on ERS activation, deployment responsibilities and remit within the State Hazard Plan Crash Emergency is available from the Regional Coordinator.

Recovery

Kimberley Floods Recovery Program

- During Quarter 3 and 4 of the final year of the Kimberley Floods Recovery Program, Communities’ key focus remains on supporting the Return to Home Journey for impacted community members.
- In addition to the Return to Home Journey, we continue to support impacted community members with financial assistance claims and practical, personal and wellbeing supports, that have been sourced from local providers.
- ERS continues to deliver consistent messaging to impacted community members and referrals to support services.

Bunbury Storms Recovery Program

- During Quarter 3 and 4 of the final year of the Bunbury Storms Recovery Program, Communities’ remains focused on delivering financial assistance to allow impacted persons to replace essential household goods that were damaged during the storms.
- The Recovery Team also continues to support ongoing referrals for personal and wellbeing support services.

Western Australian Post-Disaster Cultural Outcomes Framework.

- The Framework includes a list of specific indicators that can be used to measure whether cultural outcomes are being achieved through the recovery process and can be used to support early recovery planning, as well as the evaluation of recovery programs.
- The Framework includes outcomes that are applicable across different communities, and can be adapted to the circumstances, needs and priorities of individual communities.
- It can be used by anyone working in an Aboriginal community after a disaster, and can be implemented by local and State government, as well as non-government organisations.

4.1.3 – Dowerin Community Resource Centre

- Emergency Manual currently being updated

4.1.4 – St John Ambulance

- 15 active volunteers
- Training begins in February
- Maxi McDonald has moved to the Operations Lead position, with Matt Trozzo now filling Maxi's previous role of Community Paramedic.

4.1.5 – DFES – Emergency Management

Building on the previous work of the LEMA Review, the LEMA Improvement Program will continue working toward the goal of a more capable and resilient community, through a local approach to emergency management. To deliver on the commitment of a sector-led LEMA improvement process, the WA Local Government Association (WALGA) is partnering with SEMC. WALGA will work on behalf of local government, making sure that the sector is consulted, and their feedback guides the reform of local emergency management.

WALGA has received valuable feedback from Local Governments, which continues to inform the LEMA Improvement Program.

WALGA is facilitating a LEMA Working Group with representatives from 10 local governments who are providing advice to the project team and will co-design new templates and supporting resources.

The DEMAs meet with the WALGA and DFES LEMA Improvement Project Team monthly.

Pilot Program for LEMA Tools – Expression of Interest:

The proposed tools for LEMA approaches will be piloted with the broader Local Government sector. This will help inform the SEMC's rollout of a more fit-for-purpose LEMA model.

Expressions of interest will be advertised through WALGA communications, please also let the DEMA know if you are interested.

Initial criteria will include:

1. One local government from each band.
2. LEMAs that are overdue or due for renewal.
3. Local Governments that have not received AWARE funding for LEMA review.
4. Local Government commitment and capacity to support the pilot and progress to council endorsement.

The trial is expected to last 3-4 months. For additional information, please contact Shelby Robinson (DEMA) or Catherine Feeny (WALGA).

Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.

Disaster Recovery Funding Arrangements Video Modules

DFES has produced a series of videos about the Disaster Recovery Funding Arrangements for Western Australia (DRFAWA) to help local governments and State agencies understand the basics of how the arrangements work and the different types of assistance that might be available. The 6 videos are hosted in one module on MobiliseMe.

Where to access the module?

The DRFAWA video module can be accessed directly via this link <https://dfes.mobilise-me.com/index.php/Selfregistration/DRFAWA>

This link is also included on the Recovery Funding website under Resources.

GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters. Information on funding opportunities can be found here. The DEMA is currently working on a document overview of grant opportunities for emergency management across all State Agencies. This should be ready for distribution early-mid 2025.

Disaster Ready Fund – Round 3 – Open Now!

The DRF is the Australian Government's flagship disaster resilience and risk reduction initiative, which will deliver up to \$200 million of Commonwealth funding annually to establish a comprehensive set of disaster resilience and mitigation projects across Australia, in partnership with Australian state, territory and local governments. This fund is Commonwealth money, administered by the State through a Lead Agency, the Department of Fire and Emergency Services.

A comprehensive guideline document which outlines eligibility criteria, co-contribution requirements, assessment criteria and what the funding can be spent on is available here.

If you are interested in applying for DRF funding, the DEMA is available to support you in your application. As this is a highly competitive grant program, it is encouraged that you discuss your project idea and appropriate support for your project is gained, prior to application.

Your Project Proposals must be submitted to DFES via the online application portal by 5 pm (AWST) on 2 April 2025. Late submissions will not be accepted.

DISTRICT NEWS DISTRICT EMERGENCY MANAGEMENT COMMITTEE - MEETING

Last year, the Wheatbelt District Emergency Management Committee endorsed a Strategic Business Plan with 6 key objectives. In no particular order, these include:

1. Improve stakeholder knowledge and understandings of critical infrastructure, its interdependencies and systemic risks.
2. Develop understanding of the impact of The Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024 on emergency management risk and activities.
3. Develop agency understanding of emergency management roles and responsibilities across applicable hazards to the region.
4. Develop local government emergency management capabilities.
5. Meet compliance requirements.

The DEMC also endorsed extending membership to all local governments in the EM region. Each of the 28 local government CEOs have received a letter invite, asking them to nominate their representatives.

Dates for the 2025 Wheatbelt DEMC meetings are as follows:

- 12 March 2025
- 11 June 2025
- 10 September 2025
- 10 December 2025

DISTRICT EMERGENCY MANAGEMENT COMMITTEE - ACTIVITIES

Webinar Series

The Wheatbelt and Goldfields-Esperance DEMC's, through the DEMA, will be rolling out a monthly webinar series targeted towards information sharing and building Emergency Management knowledge within both Local Government and Local Emergency Management Committee Stakeholders. These webinars will be pre-set monthly and communicated via the DEMA or the LEMC Executive Officer.

January Webinar:

Road Closures. Facilitated by Ben Doman, Main Roads WA on 6 February from 12.30-1.15pm.

February Webinar:

Public Information. Facilitated by Anni Fordham, DFES and AFAC on 13 March from 12.30-1.15pm.

March Webinar: Animal Welfare in Emergencies. Facilitated by Brett Hopley, DPIRD on 10 April from 12.30-1.15pm.

Invites have been distributed to LEMC chairs, executive officers and CEOs. If you would like to be included in this invite, please contact the DEMA at shelby.robinson@dfes.wa.gov.au.

Newsletter

The first Wheatbelt District Emergency Management Newsletter was released on 16th January 2025. This newsletter will be distributed every two months to key EM stakeholders across the Wheatbelt district.

The newsletter is a one of the key engagement tools being implemented to support Strategic Business Plan priorities across the Wheatbelt District Emergency Management Committee. The newsletter aims to ensure the 28 LGA's across the district, along with district level stakeholders are receiving consistent and timely EM updates. Your feedback on how this process can be improved is always welcomed.

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held on the 4th December 2024. The next meeting is expected to be held on the 13 March 2025. SEMC Communiques can be found here.

STATE CONSULTATION REQUESTS

Review - State Recovery Arrangements in the EM Framework - DFES

Since 2020, WA has faced an increasing number of large and complex disasters requiring higher levels of State Government support for recovery. Our current recovery practices have evolved and the recovery arrangements in the existing State Emergency Management (EM) Framework no longer reflect the needs of WA communities or our recovery capabilities.

The State Emergency Management Committee (SEMC) asked the Department of Fire and Emergency Services (DFES) to review the recovery arrangements in the EM Framework. As a result of this review, DFES has recommended comprehensive amendments to contemporise the recovery chapters in the EM Policy, Plan and Procedure.

The proposed amendments more clearly define the recovery arrangements, roles and responsibilities of State government, and provide greater clarity for local government about when and how the State Government will become involved in a recovery. The amendments:

- introduce a four-tiered (R1-R4) model where State involvement in recovery increases depending on the complexity of recovery and capacity and capability of local government;
- enable the State Government to appoint a recovery coordinator for a R3 recovery, and a controller for a R4 recovery;
- establish a mechanism for the State to provide support to a local government where a recovery coordinator or controller is not appointed but the local government needs some additional support (an R2 recovery);
- clarify the role of Hazard Management Agencies to initiate and coordinate early recovery activities during the response and early recovery phase;
- require the transition of recovery coordination from Hazard Management Agency to local (or State) government to be agreed and planned, with reduced emphasis on the Impact Statement as a 'trigger for handover';
- require local and State government to engage Community members to understand community needs and priorities, and in the planning, design and governance of recovery; and
- require the de-escalation of State involvement and transition back to 'business-as-usual' service arrangements to be planned and agreed between State and local government.

30 January 2025

The proposed amendments do not alter the roles and responsibilities of local government under the Emergency Management Act 2005 or the arrangements for funding provided by the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

Public consultation on the proposed amendments to the State Emergency Management Framework is being undertaken from 3 February to 2 May 2025.

The Department of Fire and Emergency Services is offering information sessions and briefings to local governments and state government agencies. To register for an event visit www.engagewaem.com.au/recovery or contact DFES at recoverypolicy@dfes.wa.gov.au.

For further information, or to provide feedback on the proposed amendments, visit the SEMC website at www.engagewaem.com.au/recovery.

STATE ADVICE

Amendments to State Emergency Management documents

DFES has completed the periodical comprehensive review of the State Hazard Plan - Hazardous Materials Emergencies (HAZMAT). The term 'hazardous materials' was removed from the title to reduce the confusion between the definition of a 'hazardous substance' within the Emergency Management Act 2005 and the definition of 'hazardous materials' in the Fire Brigades Act 1942, and the Fire and Emergency Services Act 1988. The plan is now known as State Hazard - HAZMAT.

DFES has amended the State Hazard Plan - Fire and State Hazard Plan - Severe Weather following further implementation of the Australian Warning System framework across cyclone, flood and storm warnings.

Consequential amendments to the Local Recovery Guideline and resources were redesigned to increase accessibility of the documents and bring the documents in line with the West Australian Government's accessibility and inclusivity standard. Please note the DFES State Recovery Team has initiated a comprehensive review process to further review this guideline as more substantial amendments were required to meet the current recovery needs. Local governments do not need to amend their current plans to match these revised documents.

The WA Police Force has amended the State Hazard Plan - Hostile Act, and State Hazard Plan - Terrorist Act to incorporate the consequential statement of fact amendments as a result of removing chemical, biological, and radiological (CBR) emergency from State Hazard Plan - HAZMAT. As described in State Hazard Plan - HAZMAT, DFES will continue to provide a HAZMAT (chemical, radiological or other substance) capability to hostile act or terrorist act incidents managed by the WA Police Force.

The 2024 Emergency Preparedness Report

The 2024 Emergency Preparedness report is currently being compiled. This report builds on the information provided by LEMC and DEMC annual reports, as well as other sources. This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses and areas for improvement statewide, and combines the input from about 170 agencies. Once the report is approved by the Minister, it will be circulated to all LEMCs by the DEMA.

Local Emergency Management Committee Handbook and useful tools

The LEMC handbook provides local governments with a summary of the actions and best practice principles as required under section 38 - 40 of the Emergency Management Act 2005, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC. The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

Australian Warning System (AWS)

Western Australia has adopted national consistency for cyclone, storm and flood warnings through the Australian Warning System (AWS). The wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

Disaster Recovery Funding Arrangements

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government. Recovery from disasters is a shared responsibility between individuals, households, businesses, communities and governments. The arrangements are designed as a safety net when costs to undertake recovery activities from an eligible disaster become significant. For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
2. A coordinated, multi-agency response was required.
3. Eligible expenditure relating to emergency assistance, damage to essential public assets and/or other eligible assistance provided in relation to the event exceeds \$240,000 across the affected local government areas.

4.1.6 - DSJA

- Currently down to one ambulance as one has been decommissioned.
- New ambulance arriving next week

4.1.7 - DBFB

- The alternator in the Minnivale fire truck is currently broken, however will be replaced under warranty through Isuzu.
- Requested an update on BIC at water stand in town requested 2 years ago - to be followed up.

4.1.7 - DDHS

- Currently have full staff
- Nicola Scott has returned as the Deputy Principal
- Student numbers are down

4.2 CONTACTS AND RESOURCES REGISTER UPDATE

Contacts & Resources List - [Attachment 4.2A](#)

Current LEMA - [Attachment 4.2B](#)

Committee Members are requested to advise of the necessary updates to this List

- SJA - Maxi McDonald details to be updated on Contact & Resources List
- SJA - Matt Trozzo to be added to Contact & Resources List
- No updates required to current LEMA

5. GENERAL BUSINESS

5.1 Cr Trepp

- lack of emergency water and power resources and reflected on current Los Angeles Fires.

5.2 Phil Pickering

- Water point plan/map needed which was discussed at a prior meeting. This is to be investigated.

5.3 Manisha Barthakur

- Currently carting scheme water for ovals from standpipe. Need to look into water management systems /sustainability.
- Long term power issues, look into generators and investigate other options. In previous power outage in January 2024, shire staff were door knocking to check on vulnerable aged residents.

5.4 Shelley Matthews

- Dowerin Community Resource Centre previously had a vulnerable aged residents register however this now raises issues with the privacy act. Potential for reinstating.

5.5 Jo Spadaccini

- Other communities/shires use food boxes including nonperishables for emergency situations. SoD to look into storage/holding options.

6. FUTURE MEETING DATES

Monday 14 April 2025 - commencing 2pm - Shire of Dowerin Council Chambers

Committee members are welcome to attend the meeting via Teams but must contact the organisers prior.

7. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 2:25pm