



LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

MONDAY 14 APRIL 2025



14 April 2025

Local Emergency Management Committee Dowerin

Minutes

2:00pm Monday 14 April

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 Robert Trepp, welcomes those in attendance and declares the meeting open at 2:13pm.

In Attendance:

Robert Trepp	SoD – Chair/President
Manisha Barthakur	SoD – Chief Executive Officer
Ciara Skinner	SoD – Compliance and Executive Support Officer
Shelley Matthews	SoD – Community Development Coordinator
Gary Rowles	DFES – Area Officer (Upper Wheatbelt)
Phil Pickering	DBFB – Deputy Chief Bush Fire Control Officer
Rob Boase	CC – Welfare Coordinator

In Attendance Via Teams:

Michael Phillips	DC – Regional Coordinator
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Apologies:

Kahli Rose	SoD – Manager of Governance and Community Services
Lisa Begley	SoD – Home Care Coordinator
Barb Garner	DDHS – Principal
Solomon Mwale	SoD – Manager of corporate services

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2. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Recommendation/Resolution - 2

Moved: Manisha Barthakur**Seconded:** Shelley Matthews**1090**

That the minutes of the Local Emergency Management Committee meeting held on 30 January 2025, 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

Disaster Ready Fund – application being written by NEWROC in conjunction with WEROC to apply as a collaborative for the purchase and installation of two generators within the townsite at our evacuation centres. The Dowerin Community Club has been addressed as the priority location and request put in for the Town Hall. Both projects will include an automatic changeover switch that will engage in the event of a power outage to minimise business disruption.

4.1.2 – DBFB

- The alternator in the Minnivale fire truck has been fixed under warranty.
- Generator is on site however has not yet been connected.

4.1.3 – Dowerin Community Resource Centre

- A vulnerable persons register will be completed within the next couple of months, forms will be signed before residents are added to the register to ensure no privacy breaches.
- Some staff have completed a fire training course.

4.1.4 – St John Ambulance

- New ambulance and apparatus have arrived.

4.1.5 – DFES

- Goldfields Midlands Region will move out of the High Threat Period on the 24th April. The High Threat Period was extended due to the dry conditions.
- The Region had two Level 2 Bushfires this season. Skeleton Rock BF in January and the Northam Complex BF in December.
- DFES Goldfields Midlands, in conjunction with DFES Metro NE Region, will be conducting a Bushfire Scenario Exercise in July. There will also be an Earthquake Scenario Exercise being held in September.
- There will be a Storm Preparedness Webinar in June. Shelby Robinson will be sending invites. The Webinar this month was Animal Welfare in Emergencies. There is a link available if you missed it. Contact Shelby.
- Applications for the Disaster Relief Funding Grant has been extended to the 16th April.
- A reminder that the DFES Regional Duty Coordinator Goldfields/ Midlands – 24hr on call position contact number is 1800 966 077
- The preferred email contact for DFES Area Officer Upper Wheatbelt is AO.UpperWheatbelt@dfes.wa.gov.au This is to ensure whoever is in the position receives emails.

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4.1.6 – DC

- Emergency relief trailers containing items such as blankets, mattresses etc have been set up in specific locations to aid in getting evacuation centres open quicker. Closest to Dowerin is Northam and Merredin.
- Kimberley floods and Bunbury storm recover just about finished.

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.

Local ERS contacts

- 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

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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.

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.

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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

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5. GENERAL BUSINESS

5.1 Local Emergency Management Arrangements – 2025 Review	
Governance and Compliance 	
Date:	10 April 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Emergency Management Act 2005</i>
SharePoint Reference:	Governance > Committees > LEMC
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 5.1A - 2025 Local Emergency Management Arrangements</u>

Purpose of Report	
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Executive Decision



Legislative Requirement

Summary	
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To recommend that Council endorse the revised Local Emergency Management Arrangements (LEMA) as presented at the January 2025 LEMC meeting.

Background	
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The Local Emergency Management Arrangements (LEMA) have undergone a scheduled review to ensure alignment with current emergency management practices, agency responsibilities, and community needs.

A draft of the updated LEMA was tabled and discussed at the January 2025 LEMC meeting. Feedback from LEMC members and relevant stakeholders has been incorporated into the final version, as included in Attachment 5.1A.

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Comment

The updated LEMA reflects:

- Current contact details and organisational responsibilities
- Recent risk assessments and mitigation strategies
- Revised evacuation and welfare centre information
- Updated maps and resources

The reviewed document meets the requirements outlined in the *Emergency Management Act 2005* and associated State Emergency Management Policies.

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Local Emergency Management Committee

Statutory Implications

In accordance with the *Emergency Management Act 2005*, local governments are required to prepare and maintain Local Emergency Management Arrangements in consultation with the LEMC.

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 5.1**Moved:** Phil Pickering**Seconded:** Manisha Barthakur**1100****The Local Emergency Management Committee recommend that Council:**

1. Endorses the updated Local Emergency Management Arrangements (LEMA) as presented in Attachment 5.1A, and
2. Authorise the Chief Executive Officer to update any contact and/or resource information within the LEMA as required.

CARRIED

- Spelling of Reece Strafford's first name to be updated.
- Sewerage currently still under Shire of Dowerin, may need to be updated on LEMA.
- Local Welfare Liaison officer to be changed from Norma Metcalf to Rob Boase.
- Public warning – Local system – Change from Wyalkatchem PO to Dowerin PO.

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5.2

DC – Michael Phillips

- 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.
- LERSP needs to be reviewed by committee members so it may be tabled at the next LEMC meeting and added as an addendum to the updated LEMA.
- Dowerin CEO contact details to be updated in LERSP

5.3

CC – Rob Boase

- A dry run emergency exercise would be worth doing to ensure preparedness.
- A field day emergency exercise would be suitable.

6. FUTURE MEETING DATES

Monday 21 July 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 2:41pm