



# LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

FRIDAY 20 FEBRUARY 2026



# Local Emergency Management Committee Dowerin

## Minutes

2:00pm Friday 20 February 2026

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 Darrel Hudson, welcomes those in attendance and declares the meeting open at 2:02pm.

### In Attendance:

Darrel Hudson	SoD - Chair/President
Manisha Barthakur	SoD - Chief Executive Officer
Kahli Rose	SoD - Manager of Governance and Community Services
Ciara Skinner	SoD - Compliance Officer
Peter Richards	SJA - Dowerin Chair
Jo Spadaccini	DC - Acting Regional Coordinator
Rob Boase	CC - Welfare Coordinator
Sonia Hammond	DDHS - Principal
Evyn Jonson	DFES - Area Officer (Upper Wheatbelt)
John Idland	Shire of Tammin CESM
Andrew Malone	Shire of Tammin CEO

### In Attendance Via Teams:

Shelby Robinson	DFES - District Emergency Management Advisor
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### Apologies:

Lisa Begley	SoD - Dowerin Homecare Coordinator
Rachel Nash	DEM - General Manager
Phil Pickering	DBFB - Fire Control Officer
Paul Milstead	DBFB - Chief Bush Fire Control Officer
Shelley Matthews	SoD - Community Development Coordinator

## 2. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

2.1 Local Emergency Management Committee Meeting held on 20 October 2025

### Attachment 2.1A

Recommendation/Resolution - 2

**Moved:** M Barthakur

**Seconded:** P Richards

1264

**That the minutes of the Local Emergency Management Committee meeting held on 20 October 2025, as presented in Attachment 2.1A be confirmed as a true and correct record of proceeding**

**CARRIED**

## 3. LEMC ANNUAL PLAN

The LEMC Annual Plan 2026 was endorsed at the October 2025 meeting and outlines the planned activities for the year, including a tabletop exercise, guest presentations, and external training opportunities. The first action under this plan will be a presentation from the Shire of Tammin, sharing their recent experience with an evacuation due to fire. Attendees are encouraged to have questions prepared in advance to make the most of this valuable opportunity.

### 3.1. Shire of Tammin Evacuation Presentation

The Shire of Tammin CEO and CESM provided a verbal presentation on a recent fire evacuation. They shared what went well, challenges encountered, and lessons learned. Key points included the importance of early implementation of Harvest Movement Bans, identifying optimal roadblock locations, ensuring clear communications and additional support for the Incident Controller, leveraging trained Shire staff to assist with response efforts, and promoting the EmergencyWA app to the community. The presentation will help the Shire of Dowerin improve preparedness and response planning for similar incidents.

### 3.2 LEMC Annual Plan - Next Meeting Activities

As part of the LEMC Annual Plan 2026, the next meeting will include a discussion-based desktop exercise exploring an evacuation during Dowerin Field Days. The exercise will give the Committee an opportunity to talk through roles, responsibilities, and decision-making in a realistic scenario, supporting improved preparedness and planning.

## 4. BUSINESS ARISING FROM PREVIOUS MINUTES

### 4.1. Vulnerable Persons Register

The Vulnerable Persons Register is still under development. A policy has been prepared and approved by Council. The CRC will manage the register and work with local groups to ensure comprehensive coverage. Progress is slow due to the requirements of the new PRIS Act.

## 5. STANDING ITEMS

### 5.1. AGENCY UPDATES

#### 5.1.1 - DFES - Area Officer (Upper Wheatbelt)

- The high-threat period is coming to an end, with few significant events reported across the Upper Wheatbelt.
- Most local governments have now entered the restricted burning period.
- A number of training sessions are scheduled in Dowerin and surrounding areas.
- Members are encouraged to contact DFES regarding any additional training requirements.

#### 5.1.2 - DFES - District Emergency Management Advisor

- The first DEMC meeting will be held on Wednesday. Telstra will provide a presentation, offering a valuable opportunity to raise queries. There will also be a presentation from the WA Council of Social Service on the Digital Literacy and Emergency Preparedness Program, which is planned to roll out across the Wheatbelt in April.

#### 5.1.3 - Department of Communities - Emergency Relief and Support

- Written report provided - [Attachment 4.1.2A](#)
- Looking at updating training program
- Requesting out of hours number from shires.

#### 5.1.4 - St Johns

- The group has lost a few members, resulting in slightly reduced numbers.

#### 5.1.5 - Shire of Dowerin

- In December the shire experienced a significant storm event, which also resulted in multiple fires. During this period, there were difficulties contacting 000 due to the high volume of calls. The storm caused widespread debris across roads throughout the shire. The Works Crew and Work Camp provided outstanding assistance with the clean-up effort, and their contribution was formally acknowledged.
- A local farm sustained severe damage during the storm. SES assistance was declined due to safety concerns around stabilising the damaged buildings. This has highlighted a potential gap; it may be beneficial to identify suitable organisations who can assist in these situations and develop community communications outlining who to contact.
- The Compliance Officer attended the first LEMC Executive Officer Network Meeting on 03/02. These meetings will continue on a bi-monthly basis and provide a valuable opportunity for networking, collaboration, and resource sharing across shires.
- Issues have been identified with community emergency communications not being received by all registered users. A transition to WhatsApp is being investigated, following successful use in other shires. This transition will occur during non-high-threat periods to avoid disruption.

- Funding applications are being prepared through LGGS for four weather stations and a self-sufficient response trailer, which will include a lighting tower, battery-operated generator, and pump. This equipment will support the Farmer Response Brigade by improving access to water during incidents, with quotes currently being obtained.
- Shire has entered restricted burning period from the 14 February until 14 April, with a complete ban over the Easter period.

## 5.2. CONTACTS AND RESOURCES REGISTER UPDATE

The Contacts & Resources Register was circulated, with members requested to provide updates and amendments on the contents relevant to their agency.

## 6. GENERAL BUSINESS

### 6.1 Co-Option of Additional LEMC Member

The Dowerin Community Club building serves as the Shire's main evacuation centre. As the Club will be required to provide support during an emergency, it is proposed that a representative be co-opted to the Local Emergency Management Committee to ensure their involvement in emergency management planning and coordination.

Recommendation/Resolution – 6.1

Moved: R Boase

Seconded: P Richards

1265

**That the Local Emergency Management Committee endorse the co-option of a representative from the Dowerin Community Club as a member of the LEMC.**

**CARRIED**

- DFES notes will be valuable to have a meeting and do a walkthrough of Dowerin District Highschool.
- Dept of Communities queried the generator at Dowerin Community Club. While there is currently no permanent generator on site, the building is equipped with a turnover switch, and a generator can be hired if required. It was noted that a permanent generator would be desirable in the future.

## 7. FUTURE MEETING DATES

Monday 11 May 2026 - commencing 2pm – Shire of Dowerin Council Chambers

## 8. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 3:34pm.