

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

MONDAY 21 JULY 2025



Local Emergency Management Committee Dowerin

Minutes

2:00pm Monday 21 July 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 Robert Trepp, welcomes those in attendance and declares the meeting open at 2:01pm.

In Attendance:

Robert Trepp	SoD – Chair/President
Manisha Barthakur	SoD – Chief Executive Officer
Ciara Skinner	SoD – Compliance Officer
Phil Pickering	DBFB – Deputy Chief Bush Fire Control Officer
Rob Boase	CC – Welfare Coordinator
Sonia King	DEM – Operations Manager
Peter Richards	SJA – Dowerin Chair
Shelby Robinson	DFES – District Emergency Management Advisor
Eryn Jonson	DFES – Area Officer (Upper Wheatbelt)

In Attendance Via Teams:

Michael Phillips	DC – Regional Coordinator
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Apologies:

Nadine McMorran	SoD – Deputy President
Shelley Matthews	SoD – Community Development Coordinator
Danielle Green	DEM – Operations Manager
Solomon Mwale	SoD – Manager of Corporate Services
Barb Garner	DDHS – Principle
Lisa Begley	SoD – Home Care Coordinator
Shane Scott	WAPOL
Paul Milstead	DBFB – Chief Bush Fire Control Officer

2. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Recommendation/Resolution - 2

Moved: Phil Pickering

Seconded: Rob Boase

1144 That the minutes of the Local Emergency Management Committee meeting held on 14 April 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 – Shire of Dowerin

- The Shire is planning to undertake emergency drills during the 2025/26 financial year, with scheduling to be confirmed.
- The updated Local Emergency Management Arrangements (LEMA) were formally endorsed by Council on 25 May 2025 and were subsequently tabled at the District Emergency Management Committee (DEMC) meeting on 18 June 2025.
- In support of strengthening local emergency management capability, several Shire staff completed the Emergency Management Foundations for Local Government training course on 12 May 2025.
- Currently exploring opportunities for joint application for a CESM with the Shire of Wyalkatchem.
- Application for generators through Disaster Ready Fund have been submitted. Awaiting to hear back which may take some time.

4.1.2 – Dowerin Bushfire Brigade

- Generator is onsite, needs to be connected by an electrician which will hopefully happen in the near future.

4.1.3 – Community Resource Centre

Non-attendance

4.1.4 – St John Ambulance

- Have 12 members, some of which are new
- Received grant from Rabobank to purchase more equipment. Have invested in new splints.
- New ambulance is on the road and running well.

4.1.5 – DFES – Operations

- August – Early September is focus month for Local Government training, Radio training is coming up in Dowerin in September
- Reach out to DFES for any training requests during this period.

4.1.6 – DFES – Emergency Management

- Aware funding is currently open, closes in the first week of August. This is funding between \$3,500 to \$35,000. Has 25% co-contribution. Can be used for anything from small scale community preparedness activities through to larger projects.
- LEMC Annual reports are due at the end of the month
- Wheatbelt DEMC is currently planning a Wheatbelt emergency management forum which will double as a pre-season forum for the 1-2 December in Bruce Rock, invites to CEO'S have gone out.
- Next emergency management webinar is on Disaster recovery funding arrangements. A good opportunity for local governments to raise awareness of the difficulties around the funding scheme such as the meticulous evidence requirements and how inaccessible the funding can be to local governments. Webinar details will be sent out shortly along with a link to submit any questions.
- Storm preparedness webinar was held in June and Land search and rescue webinar was held on the 10th July. All previous webinars are accessible via google drive link.
- Recommend to look into advertising for remote areas/walking trails for tourists advising it is a remote area.

4.1.7 – Department of Communities – Emergency Services Unit

- Written update was circulated to committee members before the meeting – [Attachment 4.1.7A](#)
- Relatively quiet few weeks for Dept of Communities
- Previous busy high threat period – there was 16 activations, 6 of these were in the wheatbelt
- Emergency relief trailer is now in Merredin
- LERSP to be acknowledged and added to LEMA as an addendum.

4.1.8 – Crisis Care

- Nothing notable to report. Trying to keep on top of what buildings can be used in an emergency situation.

4.1.9 – Dowerin Machinery Field Days

- Site bump in will start on the 11th August for exhibitors to set up. This will result in increased traffic during this period. During bump in period DMFD office is the primary first aid office.
- During event days 27 – 28 August, St John will be on site.
- Expected attendance is 17,000 over the two days. Peak attendance expected to be between 8am-10am on the 27 August.

4.2 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.

- Update Area Officer Upper Wheatbelt.
- REED Dowerin contact required to be updated. Investigate who is the correct contact.
- Update Dowerin District Highschool contact number under Section 4 – Evacuation – Key Contacts

5. GENERAL BUSINESS

5.1 – DFES Operational

- If there is any intention to apply for AWARE funding, note the closing date is in the first week of August. Due to short timeframe if any assistant is required with the application reach out to Shelby.

5.2 – Dept of Communities – Emergency Services Unit

- Sought clarification if the Dowerin Community Club is listed in the LEMA as an evacuation centre. SoD advised it is listed in the LEMA, not currently listed in the state records, this will be registered with state records after the audit scheduled for this year. The Dowerin Community Club is aware it is an evacuation centre, in the event it is required to be used, the club will cease business and the Shire of Dowerin and emergency services will take over.
- Recommend a discussion should be had between SoD and DC regarding this.

5.3 – SoD – LEMC Chair/President

- In light of recent global events, a consideration was put forward regarding Australia's limited diesel reserves, currently estimated at around 40 days. Members were encouraged to reflect on how the region might be affected and respond if diesel supplies were to run low.

6. FUTURE MEETING DATES

The date for the next meeting is yet to be confirmed, as the current police schedule does not align with the proposed LEMC meeting dates.

7. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 2:30pm