

Lakes Combined Local Emergency Management Committee

Shire of Dumbleyung
Shire of Kent
Shire of Lake Grace

Meeting Minutes

27 March 2025

Meeting Commencing at 11:00AM

Shire of Dumbleyung Council Chambers

32 Harvey Street

Dumbleyung

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Acknowledgement of Country

I wish to acknowledge the traditional Custodians of the land on which we meet today and pay my respects.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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Shires of Dumbleyung, Kent and Lake Grace

Minutes of the Lakes Local Emergency Management Committee Meeting held at the Shire of Dumbleyung Council Chambers, 32 Harvey Street, Dumbleyung on Thursday, 27 March 2025.

Emergency Management Act 2005

39. Functions of local emergency management committees
- a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
 - b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements;
 - c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

1. OPENING

The Chairperson opened the Meeting at 11.02AM.

2. ATTENDANCE AND APOLOGIES

Attendees:

Name	Role	Agency
Amy Knight	Shire President, Chairperson	Shire of Dumbleyung
Gavin Treasure	Chief Executive Officer	Shire of Dumbleyung
Alan George	Chief Executive Officer	Shire of Lake Grace
Len Armstrong	Shire President	Shire of Lake Grace
Ethan Giacomel	Assistant Operations Officer	DBCA
Brett Dew	Team Leader	Western Power
Brad Slater	Director	Krisis Consultancy
Dave Atkins	Sergeant	WAPF – Dumbleyung
Charlotte Powis	DEMA	DFES
Christie Smith	Chief Executive Officer	Shire of Kent
David Bentley	D/CEO – Local Recovery Coordinator	Shire of Kent
Aimee Turnbull	Community Development Officer	Shire of Lake Grace
Michelle Bamiss	Community Paramedic	St John Ambulance
Ryan Sutherland	CESM	Combined Shires
Todd Gray	Chief Bush Fire Control Officer	Shire of Dumbleyung
Zoey Eyre	Governance & Compliance Officer	Shire of Dumbleyung
David Howard	Emergency Management	Red Cross
Aaron Woodbridge	Deputy Chief Executive Officer	Shire of Lake Grace
Wade Bambling	Sergeant	WAPF – Lake Grace
Felicity Htun	Health Service Manager	Shire of Dumbleyung
Jo Spadaccini	District Regional Officer	Department of Communities
Lisa Pearce	Health Service Manager	Shire of Lake Grace

Apologies:

[illegible]

Administrative Support Officer (minute taker): Zoey Ayre

3. DISCLOSURE OF INTERESTS

Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda.

Conflicts of interest should be declared and if possible, brought to the attention of the chairperson prior to the meeting to determine an appropriate way to manage the relevant conflict.

4. CONFIRMATION OF MINUTES

RECOMMENDATION / RESOLUTION

Moved: Gavin Treasure

Seconded: Ryan Sutherland

That the Minutes of the Shire of Dumbleyung Local Emergency Management Committee Meeting held on Wednesday 11 September 2024 be confirmed as a true record of proceedings

RECOMMENDATION / RESOLUTION

Moved: Christie Smith

Seconded: David Bentley

That the Minutes of the Shire of Kent Local Emergency Management Committee Meeting held on Tuesday 05 November 2024 be confirmed as a true record of proceedings

RECOMMENDATION / RESOLUTION

Moved: Len Armstrong

Seconded: Alan George

That the Minutes of the Shire of Lake Grace Local Emergency Management Committee Meeting held on Thursday 31 October 2024 be confirmed as a true record of proceedings

5. GUEST PRESENTATIONS

Nil.

6. REVIEW OF ACTION LIST AND BUSINESS ARISING

	ACTION	RESPONSIBILITY	STATUS
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	Review and Draft.	Krisis Consultancy	Ongoing
		Shire Administration	
		CESM	
LOCAL RECOVERY PLAN	Review and Draft.	Krisis Consultancy	Ongoing
		Shire Administration	
		Local Recovery Coordinator	
RISK REGISTER	Review and Draft.	CESM	Ongoing
		Krisis Consultancy	
		Shire Administration	
		CESM	

*Existing action lists for the Shire of Dumbleyung (LEMC Minutes, 11 September 2024, para 4.2) and Shire of Lake Grace (LEMC Minutes, 31 October 2024, section 6.0), other than those identified above, may be addressed in General Business.

Comment – Brad Slater, Krisis Consultancy:

Local Emergency Management Arrangements & Risk Register – In process of making relevant to all 3 LG's. Currently, the risk register is being informed via community workshops, details will be used to develop and will then be sent back to LEMC for consideration and input.

Local Recovery Plan – next steps to be undertaken but need to understand risks as first steps, report show milestones to be achieved.

7. CORRESPONDENCE

7.1 Correspondence In

- 1) Michael Philips (Regional Coordinator - Regional Preparedness and Coordination, Emergency Relief and Support), Department of Communities, regarding the Shires of Dumbleyung and Lake Grace; Narrogin Local Emergency Relief and Support Plan (LERSP) (November 2024) (Attachment 3).
- 2) Brad Slater (Consultant), Krisis Consultancy, regarding the Shires of Dumbleyung, Kent and Lake Grace Combined Local Emergency Management Arrangement; Project Status Report – Q2024001A – FEB25 (Attachment 4).
- 3) Jo Spadaccini (District Regional Officer - Regional Preparedness and Coordination, Emergency Relief and Support), Department of Communities, regarding the

Emergency Relief and Support LEMC Report for Distribution (see agency/member reports)

7.2 Correspondence Out

Nil.

7.3 Information Tabled

Nil.

8. LOCAL EMERGENCY MANAGEMENT (STANDING ITEMS)

8.1 Post Incident Reports

Nil.

8.2 Post Exercise Reports

Nil.

8.3 Exercise

Krisis Consultancy (Mr Brad Slater): 30 October 2025 – Combined LEMC – Local Emergency Management Arrangement Exercise. Exercise to be scoped and sent to LEMC for approval.

9. AGENDA ITEMS

9.1 Review of Terms of Reference

The Local Emergency Management Committee Handbook (State Emergency Management Committee Business Unit, October 2023, para 2.6.2) recommends that “a Terms of Reference is established for each LEMC to provide members with a common understanding of how the meetings will be administered under the EM Act.”

As a committee of local government, the Committee may endorse Terms of Reference for its’ governance to the Councils of the Shires of Dumbleyung, Kent and Lake Grace. However, a LEMC is not administered under the *Local Government Act 1995* (WA) (State Emergency Management Committee Business Unit, October 2023, para 2.6.2); though, the Act may assist in guiding the management of the Committee.

The Committee considered Attachment 1: Lakes Combined Local Emergency Management Committee Terms of Reference (draft).

It was determined that the Committee:

1. review the Terms of Reference and include the document for tabling at the next LEMC meeting.
2. Remove the word ‘Advise’ under 6.0 Duties & Responsibilities in the Terms of Reference.
3. contacts list include internet providers for the local government areas, including Crisp Wireless, FSG, NBN CO, Telstra, and Kukerin General Store and The Kukerin Community Hub.

4. Review and determine the LEMC voting and non-voting members.

9.2 LEMC Membership Review

The Committee reviewed “Schedule 01 – Membership” of Attachment 1. Confirmation of Schedule 01 will be used to confirm the LEMC Contacts List (confidential document).

9.3 LEMC Contact List (Members in Attendance)

The Committee reviewed and amended the contacts list for all members in attendance.

9.4 LEMC Business Plan

The Committee reviewed Attachment 2: Lakes Combined Local Emergency Management Committee Business Plan Financial Year 2025 - 2026 (draft). Amendments were identified as required for references to State Emergency Management Procedure 7 and 8.

9.5 Narrogin Local Emergency Relief and Support Plan (LERSP)

The Committee reviewed Attachment 3: Narrogin Local Emergency Relief and Support Plan (LERSP) (November 2024) presented by Jo Spadaccini.

Jo included that:

- Dumbleyung & Lake Grace are included in the plan being within the Narrogin district.
- Shire of Kent will have a standalone plan as being in the Great Southern region.
- Separate plans will not change how an activation or response occurs in the event of an emergency.
- Michael Philips will liaise further with local government about facilities are allocated as primary and secondary local evacuation centres.

RECOMMENDATION/RESOLUTION

The Narrogin Local Emergency Relief and Support Plan (LERSP) (November 2024) be endorsed by the Lakes Combined LEMC.

Moved: Jo Spadaccini

Seconded: Ryan Sutherland

Carried: 21/0

10. AGENCY / MEMBER REPORTS

10.1 Department of Biodiversity, Conservation and Attractions (DBCA)

Ethan Giacomel, Assistant Operation Officer:

- Prescribed burning season is upcoming.

10.2 Western Power

Brett Dew, Team Leader:

- Currently moving out of pole top fire season but could potentially still have some so be aware.
- Reminder to contact DFES Comms for isolation of power. Western Power attendance is required but preferred option is to turn power off whilst attending to reduce the risk, has been a breakdown in comms recently. Management to come up with a proposal (ROAC) to manage isolations in regional areas. There are risk factors involved, and emergency responders are encouraged to ensure the power is off and that communications are established. The CESM is to pass this message back on to volunteers. Make sure that requests are clear and concise when requiring isolation.
- Brett to advise the duty phone common number. In the event of pole top fires, resources can always be pulled in from metropolitan area if required.
- Insulation of poles/silicone spraying currently occurring and this is pretty effective and have ongoing maintenance programs.

10.3 Krisis Consultancy

Brad Slater, Consultant:

- See Attachment 4: Project Status Report – Q2024001A – FEB 25.

10.4 Western Australia Police Force

Sergeant Dave Atkins, WAPF – Dumbleyung:

- Ensure to use the 000 number in emergencies as the emergency response process is held up if direct contact is made to local police stations. Request the right resources at the right time.

10.5 Department of Fire and Emergency Services (DFES)

Charlotte Powis, District Emergency Management Advisor:

- Congratulations to the Shires for getting funding to get Brad in and holding discussions and workshops.
- Report attached – see attachment 5.
- Disaster Ready Fund is currently open and closing date for submissions has been extended to 16th April.
- The State Recovery Arrangements are currently under review until 2nd May. LG's need more support, looking at implementing a 4-tiered model which will be flexible so that it can be scaled up or down.
- DEMC met last week and raised issue on telecommunications. Projects in place to mitigate and increase representation at LEMC level.

10.6 Shire of Kent

Christie Smith, Chief Executive Officer:

- Recognised the CESMs work coordinating the combined LEMC.

David Bentley, Deputy Chief Executive Officer:

- Reiterated the CEOs comment.

10.7 Department of Communities

Jo Spadaccini, District Regional Officer:

- See attachment 6: Emergency Relief and Support Quarterly Report provided by Michael Philips.

- LERSP provided for minutes as tabled.

10.8 Community Emergency Services Manager (CESM)

Ryan Sutherland, CESM:

- See attachment 7.
- CESM will be on secondment with DFES for 3 weeks commencing second week in April. Roger Northey will be acting CESM as replacement. The CESM also be taking a month paternity leave in late June.
- Sarah Conlin, DFES Bushfire Mitigation Branch, will be attending as a guest at the LEMC meeting in June 2025.

10.9 Shire of Dumbleyung

Gavin Treasure, Chief Executive Officer:

- Acknowledged the CESM for work coordinating the combined LEMC.
- Highlighted telecommunications issues with the recent switch from 3G which has caused significant impacts. A survey is being collated throughout LG's at CCZ level following Shire of Dumbleyung's recent survey.
- Recently received \$1.1M grant funding from Disaster Ready Fund to upgrade Stubbs Park Pavilion. Thanked DFES who assisted in reviewing the application prior to submission.
- CESM is working on seeking funding for a new fire shed at Kukerin, with a possible new approach re: self-supporting loan. However, the CEO is to check with WATC to confirm whether this will affect the Shire's borrowing capacity.
- Thank you to all bush fire volunteers.

10.10 Shire of Lake Grace

Len Armstrong, Shire President:

- Thank you to the CESM for taking us from where we were to where we are headed.
- Newdegate is at the end of the line and suffer during power outages. Suggested CBH & Newdegate Field Days funding and assistance from Western Power to get generators capable of running power in Newdegate during power outages.

10.11 St John Western Australia

Michelle Bamiss, Community Paramedic:

- The ramp at Dumbleyung Hospital is a risk. St John will continue reporting this risk to WACHS and keep validating that it is an unsafe work environment.

10.12 Department of Primary Industries and Regional Development

Report provided by John Paul Collins, Research Officer, per attachment 8.

GENERAL BUSINESS

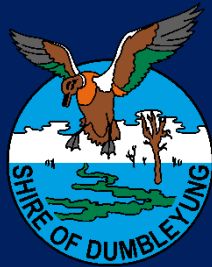
- Shires of Dumbleyung and Lake Grace are to internally review action items outstanding from previous LEMC minutes. Nil action items are outstanding for the Shire of Kent.

NEXT MEETING

Date	Activity	Venue	Comment
Thursday 27/03/25	LEMC Meeting	Shire of Dumbleyung Council Chambers	
Thursday 05/06/25	LEMC Meeting	Shire of Lake Grace Council Chambers	
Thursday 28/08/25	LEMC Meeting	Shire of Kent Council Chambers	
Thursday 30/10/25	LEMC Meeting	Shire of Dumbleyung Council Chambers	

CLOSURE

There being no further business, the Chairperson closed the meeting at 12.21pm.



Lakes Combined Local Emergency Management Committee

Terms of Reference

Shire of Dumbleyung

Shire of Kent

Shire of Lake Grace

Adopted:	27 March 2025
Last Reviewed:	27 March 2025
Review Date:	Every 5 years or as required
Associated Legislation:	<i>Emergency Management Act 2005 (WA)</i>
Associated Documents:	State Emergency Management Policy and Procedure

1.0 Name

The name of the local emergency management of the Shire of Dumbleyung; Shire of Kent and Shire of Lake Grace is the Lakes Combined Local Emergency Management Committee (LEMC) Terms of Reference.

2.0 Document Control

Document name	Terms of Reference	Current version	1.1
Document owner	Lakes Combined Local Emergency Management Committee	Issue date	DD/MM/YYYY
Document location	<Add as required>	Next review date	DD/MM/YYYY

3.0 Document Review

Version	Date	Author	Section
1.0	14 March 2025	Ryan Sutherland	Initial.

4.0 Aim

The aim of the Lakes Combined LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

5.0 Objectives

The objectives of the Lakes Combined LEMC are, in compliance with the *Emergency Management Act 2005 (WA)*, to:

- Develop a combined local emergency management arrangement (LEMA) that is practical to all party local governments, stakeholders and service agencies.
- Ensure that the combined LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in external and internal local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the communities through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the Lakes Combined LEMC, local stakeholders, hazard management agencies, and incident control agencies.

- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.
- Meet four (4) times per financial year.

6.0 Duties and Responsibilities

It is the duty of the Lakes Combined LEMC to assist the Shire of Dumbleyung, Shire of Kent and Shire of Lake Grace in ensuring that a combined local emergency management arrangement is established and maintained for their districts. This includes by:

- Liaising with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carrying out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- Performing at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Preparing and submitting annual report(s) on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

Emergency Management Act 2005 (WA)

Section 39 Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) *to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

7.0 Membership

The membership of the combined LEMC will consist of:

- voting members, who may nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent; and may include:
- guests, who are invited by the committee to attend LEMC meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.

Membership of the combined LEMC will adhere to the following criteria:

- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee and/or the organisation which the voting member represents.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.

- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

8.0 Member Duties

8.1. Chairperson

During business as usual, the position of the Chairperson is to:

- Ensure appointment of an Executive Officer;
- Chair LEMC meetings;
- Adhere to Terms of Reference and meeting procedures;
- Keep local councils informed of emergency management within the local government district;
- Inform councils of significant outcomes from LEMC meetings;
- Ensure LEMA is prepared and up to date;
- Provide leadership in emergency management within the local government district.

During emergencies, the position of the Chairperson is to:

- Liaise with Local Emergency Coordinator and Executive Officer;
- Ensure local government resources are available as required;
- Represent local government at Incident Support Group meetings as required;
- Keep Council informed of the emergency situation;
- Activate the Local Recovery Coordination Committee (LRCC) as required.

8.2. Deputy Chairperson

During business as usual, the position of the Deputy Chairperson is to:

- Act as Chair in the absence of the Chairperson;
- Provide assistance and advice as requested by the Chairperson;
- Chair any subcommittees or working groups;
- Provide support and direction to the Executive Officer as required.

During emergencies, the position of the Deputy Chairperson is to:

- Support the Chairperson in their emergency duties;
- Assist in coordinating local government resources as required;
- Attend Incident Support Group meetings if the Chair is unavailable.

8.3. Executive Officer

During business as usual, the position of the Executive Officer is to:

- Coordinate development and submissions of LEMC documents:
 - Annual report;
 - Annual business plan;
 - Local emergency management arrangement, including maintaining the Emergency Management contacts register.
- Provide professional and timely secretariat support:
 - Develop and distribute meeting agenda, minutes, and action lists;
 - Maintain register of correspondence;
 - Maintain LEMC membership contact list.
- Facilitate provision of relevant emergency management advice to Chairperson and LEMC;
- Participate in LEMC sub-committees and working groups as required;
- Facilitate two-way communication between LEMC and the DEMC Executive Officer, including via the District Emergency Management Advisor.

During emergencies, the position of the Executive Officer is to:

- Activate the Local Emergency Coordination Centre as required;
- Coordinate local government resources as requested by the Incident Controller;
- Maintain a log of all actions and decisions;
- Provide situational awareness to local government staff and councillors;
- Liaise with media and community relations teams for public information;
- Support the Local Recovery Coordinator in transition to recovery.

8.4. Local Emergency Coordinator (LEC)

During business as usual, the position of the LEC is to:

- Provide advice and support to LEMC in development and maintenance of emergency management arrangements;
- Assist hazard management agencies in providing coordinated;
- response during emergencies;
- Carry out other emergency management activities as directed by State Emergency Coordinator;
- Act as Deputy Chairperson of LEMC.

During emergencies, the position of the LEC is to:

- Assist Hazard Management Agency in coordinating local resources;
- Attend Incident Support Group meetings;
- Liaise between local government and incident management teams;
- Provide local knowledge and expertise to emergency responders;
- Ensure effective communication between all parties involved in the emergency.

8.5. Local Recovery Coordinator (LRC)

During business as usual, the position of the LRC is to:

- Ensure preparation, maintenance, and exercising of Local Recovery Plan;
- Provide advice and generate awareness of recovery;
- Advise LEMC of Local Recovery Coordination Group activities and evaluation findings.

During emergencies, the position of the LRC is to:

- Monitor the emergency situation for potential recovery implications;
- Liaise with the Incident Controller regarding damage assessments;
- Begin planning for recovery operations;
- Activate Local Recovery Coordination Committee when appropriate;
- Coordinate with State Recovery Coordinator as required;
- Ensure transition from response to recovery is controlled and well-communicated.

8.6. Administrative Support Officer

During business as usual, the position of the LRC is to:

- Provide administrative support to Chair, Deputy Chair, and Executive Officer;
- Ensure timely preparation of all documentation.

During emergencies, the position of the LEC is to:

- Assist in setting up and managing the Local Emergency Coordination Centre;
- Maintain emergency contact lists and resource registers;
- Assist with record-keeping and documentation during the emergency;
- Support communication efforts between various emergency management entities.

8.7. Members

During business as usual, members are to:

- Attend and actively participate in meetings;

- Advise Executive Officer of non-attendance and arrange for a proxy;
- Contribute to agenda and review meeting papers prior to meetings;
- Complete meeting actions as required;
- Bring copies of relevant documents to meetings;
- Read and familiarize with Terms of Reference;
- Represent organization by providing input/advice and sharing meeting outcomes;
- Participate in emergency management activities.

During emergencies, members are to:

- Be prepared to represent their organization in emergency operations;
- Provide expertise and resources from their organization as required;
- Attend Incident Support Group meetings if requested;
- Assist in coordinating their organization's response efforts with the overall emergency management strategy;
- Provide regular updates to their organization about emergency situations.

9.0 Meeting Management

9.1. Duties of the Hosting Shire

It is the responsibility of the local government hosting each LEMC meeting to provide the members listed below to ensure the procession of the meeting:

- Chairperson;
- Executive Officer; and,
- Administrative Support Officer.

Local Governments Act 1995 (WA)

Section 5.14 Who acts if no presiding member

1) *If, in relation to the presiding member of a committee —*

- (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,*

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

In the instance that the Executive Officer or Administrative Support Officer will be or is absent, it is the responsibility of the hosting local government to determine an alternate member to act in that capacity. This may include by requesting an alternate member from another local government party to these Terms of Reference.

9.2. Chairperson

The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

9.3. Deputy Chair

The Local Emergency Coordinator should be appointed as Deputy Chair.

9.4. Executive Officer

The Executive Officer is the Community Emergency Services Manager (CESM) of the Shires of Dumbleyung, Kent and Lake Grace.

9.5. Quorum

A quorum for the committee will be at least 15 voting members present in-person or via Microsoft Teams and including at least two (2) voting members from each Local Government. Each member of the Committee present is entitled to one vote.

Local Governments Act 1995 (WA)

Section 5.21 Voting

- 1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- 2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- 3) *If the votes of a member present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- 4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present*

On a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

9.6. Minutes/Agendas

The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.

A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two (2) weeks to include agenda items and/or comments. The final agenda will be issued to members one (1) week prior to the scheduled meeting.

Copies of the meeting minutes will be made available to each Shire Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

Local Governments Act 1995 (WA)

Section 5.22 Minutes of council and committee meetings

- 1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- 2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- 3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

9.7. Schedule

Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer.

Additional meetings will be convened if and as required at the discretion of the Chairperson.

9.8. Authority

The LEMC does not have the authority or power to commit the Council or Shire of Dumbleyung; Shire of Kent; or Shire of Lake Grace or any association, organisation, group or individual to expenditure without the relevant Shires consent.

The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

10.0 Business Plan

The LEMC is to publish a business plan for each financial year to:

- outline objectives of the LEMC which are aligned to the DEMC and SEMC strategic plan.
- clearly outline the LEMCs priorities for the nominated time period; and,
- assist to monitor progress and document achievements.

11.0 Schedule 01 – Membership

11.1. Membership Guidelines

The substantive

11.2. Chairperson

Agency	Position
Shire of Dumbleyung	Shire President
Shire of Kent	Shire President
Shire of Lake Grace	Shire President

11.3. Deputy Chairperson

Local Government Area	Agency	Position
Dumbleyung	WA Police Force	OIC Dumbleyung
Kent	WA Police Force	OIC Katanning
Lake Grace	WA Police Force	OIC Lake Grace

11.4. Executive Officer

Agency	Position
Shires of Dumbleyung, Kent and Lake Grace	Community Emergency Services Manager (CESM)

11.5. Local Emergency Coordinators (LEC) (Voting)

Local Government Area	Agency	Position
Dumbleyung	WA Police Force	OIC Dumbleyung
Kent	WA Police Force	OIC Katanning
Lake Grace	WA Police Force	OIC Lake Grace

11.6. Local Recovery Coordinators (LRC) (Voting)

Agency	Position
Shire of Dumbleyung	CEO
Shire of Kent	D/CEO
Shire of Lake Grace	D/CEO

11.7. Administrative Support Officers (Non-voting)

Agency	Position
Shire of Dumbleyung	Economic Development Officer
Shire of Kent	Administration Officer
Shire of Lake Grace	Administration and Records Officer

11.8. Local Government LEMC Member (Voting):

Agency	Position
Shire of Dumbleyung	Infrastructure Manager

Shire of Dumbleyung	Director of Corporate Services
Shire of Dumbleyung	Economic Development Officer
Shire of Dumbleyung	Chief Bush Fire Control Officer
Shire of Kent	Chief Executive Officer
Shire of Kent	Infrastructure Manager
Shire of Kent	Finance Coordinator
Shire of Kent	Chief Bush Fire Control Officer
Shire of Lake Grace	Chief Executive Officer
Shire of Lake Grace	Infrastructure Manager
Shire of Lake Grace	Corporate Services Manager
Shire of Lake Grace	Community Economic Development Officer
Shire of Lake Grace	Chief Bush Fire Control Officer

11.9. State Government/Agency LEMC Member (Voting):

Local Government Area	Organisation	Position
Dumbleyung, Kent and Lake Grace	Department of Biodiversity, Conservation and Attractions	Regional Manager, Parks and Wildlife Service, Wheatbelt Region.
Kent	Department of Communities	Regional Coordinator Emergency Relief and Support – Great Southern
Dumbleyung and Lake Grace	Department of Communities	Regional Coordinator Emergency Relief and Support – Wheatbelt
Dumbleyung, Kent and Lake Grace	Department of Fire and Emergency Services	Area Officer – East, Upper Great Southern
Dumbleyung, Kent and Lake Grace	Department of Fire and Emergency Services	District Emergency Management Advisor
Kent	Department of Primary Industries & Regional Development	Research Officer
Dumbleyung and Lake Grace	Department of Primary Industries & Regional Development	Veterinary Officer
Dumbleyung, Kent and Lake Grace	Main Roads WA	Operations Manager
Dumbleyung, Kent and Lake Grace	NBN Corporation	Regional Officer
Dumbleyung and Lake Grace	St John Ambulance	District Operations Manager - Wheatbelt South
Dumbleyung and Lake Grace	St John Ambulance	Community Paramedic
Kent	St John Ambulance	Community Paramedic
Dumbleyung, Kent and Lake Grace	Telstra	WA Regional
Lake Grace	WA Country Health Service	Health Services Manager
Dumbleyung and Lake Grace	WALGA Central Country Zone (15)	Executive Officer
Kent	WALGA Great Southern Country Zone (11)	Executive Officer
Dumbleyung, Kent and Lake Grace	Water Corporation	Representative
Dumbleyung, Kent and Lake Grace	Western Power	Team Leader

11.10. Community LEMC Members (Voting):

Shire of Dumbleyung	
Agency	Position
Dumbleyung Memorial Hospital	Representative
Dumbleyung Roadhouse	Representative

Dumbleyung Community Resource Centre	Representative
Grand Old Dumbleyung Inn	Representative
FoodWorks (Dumbleyung)	Representative
Kukerin Store	Representative
Volunteer Fire and Rescue Service (VFRS), DFES	Captain or delegate
St John WA – Dumbleyung Subcentre	Chairperson
St John WA – Kukerin Subbranch	Representative
CBH (Dumbleyung)	Area Manager – Area 15
CBH (Kukerin)	Area Manager – Area 14
Dumbleyung Primary School	Representative
Kukerin Primary School	Representative

Shire of Kent	
Agency	Position
St John WA – Nyabing	Chairperson Secretary
St John WA – Pingrup	Representative
Pingrup Liberty	Representative
Nyabing Primary School	Representative
Pingrup Primary School	Representative
CBH (Pingrup and Nyabing)	Area Manager – Area 15
CBH Group – Lake Grace	General Manager – Albany Zone
Pingrup Traders	Representative
Nyabing Rural	Representative

Shire of Lake Grace	
Agency	Position
Lake Grace Hospital	Representative
St John WA – Lake Grace Subcentre	Representative
St John WA – Newdegate Subcentre	Representative
St John WA – Lake King Subcentre	Representative
St John WA – Varley Subcentre	Representative
Volunteer Fire and Rescue Service (VFRS), DFES	Captain or delegate
Lake Grace Plaza / IGA	Representative
CBH Group (Lake Grace)	Area Manager – Area 14
CBH Group (Lake King and Varley)	Area Manager – Area 18
CBH Group (Lake Grace)	General Manager – Albany Zone
CBH Group (Lake King and Varley)	General Manager – Esperance Zone
Lake Grace & Districts Seniors Group	Representative
Great Southern Fuels – Lake Grace	Representative
Lake Grace Roadhouse / Motel	Representative
Lake Grace CRC	Representative
Lake Grace CWA	Representative
Newdegate CRC	Representative
Newdegate Field Days	Deputy President
Newdegate IGA / General Store	Representative

11.11. Permanent Guests (Non-voting Members)

Shire of Dumbleyung	
Agency	Position

Agency	Position

Shire of Lake Grace	
Agency	Position

Lakes Combined Local Emergency Management Committee





Business Plan - Financial Year 2025 – 2026





Shire of Dumbleyung – Shire of Kent – Shire of Lake Grace



Effective Governance			
SEMC Strategic Plan	LEMC Action	Status	Comment
Contemporary and integrated Emergency Management framework with well-defined roles and responsibilities maintained by rigorous oversight.	<ul style="list-style-type: none">Local Emergency Management Arrangements (LEMA) are established, maintained and reviewed in accordance with State Emergency Management (EM) Procedure, Part Three.		
	<ul style="list-style-type: none">Local Emergency Management Committee (LEMC) Chair and Executive Officer is appointed from local government in accordance with State Emergency Management (EM) Procedure, Part Three .		
	<ul style="list-style-type: none">LEMC meetings business is administered in accordance with State Emergency Management (EM) Procedure, Part Three .		
	<ul style="list-style-type: none">LEMC Executive Officer provides the Annual Report and Business Plan to the District Emergency Management Committee (DEMC) executive officer in accordance with State Emergency Management (EM) Procedure, Part Three .		
	<ul style="list-style-type: none">LEMC contact details are validated quarterly and resource register are validated annually as a minimum.		
	<ul style="list-style-type: none">A Memorandum of Understanding (MOU) for Emergency Management district assistance is considered.		








	On Track		Off track Minor Issue		Significant Issues Action Required		Not yet started
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

Effective Governance			
SEMC Strategic Plan	LEMC Action	Status	Comment
Information about Hazards, risks and consequences is widely accessed, trusted and applied.	<ul style="list-style-type: none">A local risk assessment is completed, with a risk register incorporated in the LEMA in accordance with State Emergency Management (EM) Procedure, Part Three.		
	<ul style="list-style-type: none">Local risk treatments are identified and reported to the DEMC.		
Strengthened engagement around Critical Infrastructure*	<ul style="list-style-type: none">Critical infrastructure is captured in the LEMA where practical.		
	<ul style="list-style-type: none">Potential local government strategies to maintain service continuity in the event of an emergency are included in Business Continuity Planning arrangements.		
*key transport infrastructure and utilities required for community health, economic production and effective management of emergencies			

	On Track		Off track Minor Issue		Significant Issues Action Required		Not yet started
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Resilient Community			
SEMC Strategic Plan	LEMC Action	Status	Comment
Strong Relationships enable informed decision-making and local leadership	• LEMC membership is contemporary and reflects the demographics of the community, including diversity in the social, environmental, economic and vulnerable elements in the community in accordance with State Emergency Management (EM) Procedure, Part Three.	<div></div>	
	• LEMC corresponds with DEMC on emerging and current issues in emergency management.	<div></div>	
Collaborative and coordinated arrangements support locally led recovery and adaptation	• A local recovery plan is established, maintained and exercised in accordance with State Emergency Management (EM) Procedure, Part Three.	<div></div>	
	• A Local Recovery Coordinator is identified, trained and where possible experienced in accordance with State Emergency Management (EM) Procedure, Part Three.	<div></div>	
	• A recovery resource MOU is considered between local governments within an Emergency Management district.	<div></div>	
Reduce vulnerability and build resilience to cope with and adapt to consequences of hazards.	• Investigate emergency management funding opportunities to improve resilience in communities.	<div></div>	
Understand risk and have plans to maintain service delivery to the community.	• New and emerging risks are established at LEMC meetings and incorporated in LEMA where possible.	<div></div>	





<div></div> On Track	<div></div> Off track Minor Issue	<div></div> Significant Issues Action Required	<div></div> Not yet started
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Capable Sector			
SEMC Strategic Plan	LEMC Action	Status	Comment
Capability to respond to our risks and vulnerabilities across the state is strengthened.	<ul style="list-style-type: none">LEMC members participate in district or state level multi-agency exercises where possible.		
	<ul style="list-style-type: none">Capability data is reported annually for the State Emergency Management Committee (SEMC) state emergency management capability survey.		
Public communications systems and technologies are optimised for risk and context.	<ul style="list-style-type: none">Local communication strategies are incorporated in the LEMA where appropriate.		
The EMERGENCY MANAGEMENT sector exercises and learns in order to continually improve	<ul style="list-style-type: none">The LEMC exercises annually in accordance with State Emergency Management Policy 4.8.3 and the Western Australia Managing Exercises Guideline.		
	<ul style="list-style-type: none">Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with State Emergency Management Policy 4.10.		
	<ul style="list-style-type: none">Develop a post-exercise report following all exercises in consultation with participants and submit to the DEMC as soon as practicable after the exercise.		
Knowledge and networks are built through regular sector-wide training and development	<ul style="list-style-type: none">LEMC members attend regular emergency management training and professional development opportunities where possible.		

	On Track		Off track Minor Issue		Significant Issues Action Required		Not yet started
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Local Emergency Management Committee Projects and Initiatives

Project Name	Host Agency	Project Description	Status	Comments
Combined Local Emergency Management Committee	Shires of Dumbleyung, Kent and Lake Grace	The amalgamation of the Local Emergency Management Committees of the three Shires.		
Combined Local Emergency Management Arrangement	Krisis Consultancy; Shires of Dumbleyung, Kent and Lake Grace	The amalgamation of the Local Emergency Management Arrangements of the three Shires.		
Local Recovery Plan Review	Krisis Consultancy; Shires of Dumbleyung, Kent and Lake Grace	Formulation of Local Recovery Plan(s) for the Shires of Dumbleyung, Kent and Lake Grace.		
				
				

 On Track	 Off track Minor Issue	 Significant Issues Action Required	 Not yet started
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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

12/2024

**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
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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 accommodation 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.

Appendices

A) Local evacuation centres

Name of centre	Capacity	Address	Contact	Comments
Shire of Brookton				
<u>Primary</u> WB Eva Pavilion	150	Brookton Highway, near Bodey Street Brookton	CEO 9642 1106, 0427 421 032	
<u>Secondary</u> Brookton Country Club	120	11207 Brookton Highway Brookton	Katrina Crute 0439 373 282	
Shire of Corrigin				
Corrigin Recreation and Events Centre	600	Larke Crescent, near Kirkwood St Corrigin	Shire 9063 2203, A/H 0427 425 727	
Corrigin Town Hall	400	21 Goyder St, near Campbell St	Shire 9063 2203, AH 0427 425 727	
Shire of Cuballing				
<u>Primary</u> Cuballing Recreation Centre (Oval)	100	Campbell St Cuballing	BH – Shire 9883 6031 AH – CEO 0427 836 031 CDO 0427 619 591	
<u>Secondary</u> Cuballing Agricultural Hall	150	191 Campbell St Cuballing	BH – Shire 9883 6031 AH – CEO 0427 836 031 CDO 0427 619 591	
Cuballing CWA Hall	60	Campbell Street Cuballing		
<u>Secondary</u> Dryandra Equestrian Centre	150	Darcy Street Cuballing	BH – Shire 9883 6031 AH – CEO 0427 836 031 CDO 0427 619 591	

<u>Primary</u> Popanyinning Hall	100	Francis St Popanyinning	BH – Cuballing Shire 9883 6031 or Popanyinning General Store 9887 5033 AH – CEO 0427 836 031 CDO – 0427 619 591 Popanyinning General Store 9887 5033	
Shire of Dumbleyung				
<u>Primary</u> Dumbleyung Town Hall	260	32 Harvey Street Dumbleyung	Shire of Dumbleyung 9863 4012 CESM – Ryan Sutherland - 0436 668 242	
<u>Secondary</u> Dumbleyung Stubbs Park Pavilion	150	70 Bahrs Road Dumbleyung	Scott Jefferis - Dumbleyung Agricultural Society 9863 4154 Shire of Dumbleyung 9863 4012 CESM – Ryan Sutherland - 0436 668 242	
<u>Primary</u> Kukerin Town Hall	240	37 – 39 Scadden St, Kukerin	Shire of Dumbleyung 9863 4012 CESM – Ryan Sutherland - 0436 668 242	
<u>Secondary</u> Kukerin Nenke Park Pavilion	150	89 Bennett St, Kukerin	John Davidson - Kukerin Agricultural Society - 0429 831 030 Shire of Dumbleyung 9863 4012 CESM – Ryan Sutherland - 0436 668 242	
Shire of Kondinin				

<u>Primary</u> Kondinin Memorial Hall	200	19 Jones Street Kondinin	Shire 9889 1006	
<u>Secondary</u> Kondinin Pavilion & Country Club	200	Gordon Street near Graham Street Kondinin	Shire 9889 1006 / CEO 0429 891 006/ Country Club Manager - Marg Pool - 0409 891 020	
<u>Secondary</u> Kondinin Primary School	120	75 Graham Street Kondinin	Principal 9889 1047	
<u>Primary</u> Karlgarin Hall	200	12 – 13 Melba Street Kalgarin	Jill Fotheringham - 9889 5054 Laurel Trestrail - 9889 5024	
<u>Secondary</u> Karlgarin Country Club	150	24 Federal Street Karlgarin	Club House 9889 5013	
<u>Primary</u> Hyden Recreation centre	150	Hyden Sports ground Brookton Highway Hyden	Hyden office 9880 5160	
<u>Secondary</u> Hyden Memorial Hall	250	80 Lynch Street near Marshall Street	Hyden office 9880 5160/Kondinin Shire 9889 1006	
<u>Secondary</u> Hyden Primary School	150	36 Naughton Street Hyden	Lauren Smart (Principal) 98805053 Carolyn Burns (Registrar) Melinda Ditchburn (Registrar)	
Shire of Kulin				
<u>Primary</u> Freebairn Recreation Centre	1500	24 Johnston Street near Kulin-Lake Grace Road Kulin	Kulin Shire - 9880 1204 Centre Manager - 9880 1000 A/H CEO Alan Leeson - 0497 801 204	

<u>Secondary</u> Kulin District High School	1000	Gordon Street near Day Street Kulin	School 9880 1264	
Shire of Lake Grace				
<u>Primary</u> Lake Grace Sports Pavilion	300	Bishop Street Lake Grace	Shire of Lake Grace - 9890 2500 DCEO - 0400 631 052 CESM - 0436 668 242	
<u>Secondary</u> Lake Grace Town & Lesser Hall	350	Cnr McMahon and Bennett Streets Lake Grace	Shire of Lake Grace - 9890 2500 DCEO - 0400 631 052 CESM - 0436 668 242	
Newdegate Indoor Recreation Centre	300	Waddell Drive Newdegate	Shire of Lake Grace - 9890 2500 DCEO - 0400 631 052 CESM - 0436 668 242	
Lake King Hall	160	Newdegate - Lake King Road Lake King	Shire of Lake Grace - 9890 2500 Anna Scheeber - 0439 937 733	
Lake King Pavilion	120	Newdegate - Lake King Road Lake King	Shire of Lake Grace - 9890 2500 Anna Scheeber - 0439 937 733	
Varley Hall	160	Thomas Street Varley	Shire of Lake Grace - 9890 2500 DCEO - 0400 631 052 CESM - 0436 668 242	
Varley Sports Pavilion	80	Carstairs Road Varley	Shire of Lake Grace 9890 2500	
Shire of Narrogin				

<u>Primary</u> Narrogin Regional Leisure & John Higgins community Complex	1000	Clayton Road Narrogin	Shire 9890 0900 CEO 0437 698 912 Rec Centre 9881 2651 Rec Ctr Manager Brendan Firman	
<u>Primary</u> Narrogin Senior High School	600	Cnr Homer and Grey Street Narrogin	School Admin 9881 9300	
<u>Secondary</u> Narrogin Town Hall	600	Federal Street Narrogin	Shire 9890 0900 CEO 0407 522 297	
Shire of Pingelly				
<u>Primary</u> Pingelly Recreation & Cultural Centre	1900	Lot 201 (4) Somerset St Pingelly	Shire 9887 1066, 0427 852 426 (Centre 9887 0092, when in use) Manager 0497 009 277	
Shire of Wagin				
<u>Primary</u> Wagin Recreation Centre/ Sports Pavilion	500	Ballagin Street Wagin	Shire 9861 1177 Bill Atkinson 0429 611 177	
<u>Secondary</u> Wagin Town Hall	100	Tavistock Street Wagin	Shire 9861 1177 Bill Atkinson 0429 611 177	
Shire of Wandering				
<u>Secondary</u> Wandering Community Centre	300	11 Down Street Wandering	Shire 9884 1056 CEO Alan Hart 0448 729 049	
Shire of West Arthur				

<u>Primary</u> Darkan Town Hall	300	Cnr Hillman Street and Butler Street	Shire office - 9736 2222 CEO – Nicole Wasmann – 97361222 hm Mobile - 0427 900 563	
Darkan Sport and Community Centre	150	Memorial Drive Darkan	CEO - Nicole Wasmann – 97361222 hm Mobile – 0427 900 563. Golf Club - Judy Wunnenberg - 9736 1161	
Duranillin Hall	150	Horley Road	Contact Shire 9736 2222 Dura Agencies 9862 9046 Hall Committee - Robyn Quill 9862 9010	
Moodiarrup Sports Complex	175	Arthur River - Boyup Brook Road Moodiarrup	Contact Shire - 9736 2222 Janette Whitaker – 9863 1056	
Arthur River Hall	250	Albany Highway	Hall Committee - Lisa Saunders 9862 6095 0427 626 078	
Arthur River Country Club Inc	100	East Arthur Road Arthur River	Hall Committee - Lisa Saunders 9862 6095 - 0427 626 078	
Shire of Wickepin				
<u>Primary</u> Harrismith Golf Club	100	Wickepin Harrismith Road Harrismith	Shire 9888 1005 A/Hrs Mark 0429 207 855	
<u>Primary</u> Wickepin Community Centre	500	Corner Johnson Street and Campbell Street Wickepin	Shire 9888 1005 A/Hrs CEO - 0429 207 855	

<u>Yealering Hall</u>	190	Wickepin Corrigin Road Yealering	Shire 9888 1005 0429 207 855 Yealering Shop - 9888 7106 Yealering Ag Parts - 9888 7095 or 0428 881 018	
Shire of Williams				
<u>Primary</u> Williams Main Hall & RSL Hall	270	9 Brooking Street Williams	CEO Geoff 9885 1005 - 0429 900 005 Britt Logie - 0428 851 357	
<u>Secondary</u> Williams Recreation Grounds Pavilion		Albany Highway Williams	CEO Geoff 9885 1005/ 0429 900005 Britt Logie - 0428 851 357	
<u>Secondary</u> Convention Centre (Earnshaw)	600	853 Williams Darkan Road Williams	CEO Geoff 9885 1005 – 0429 900 005 David Earnshaw - 0427 950 835	

B) Communities' pre-positioned equipment

Storage option	Address	Access / comments
Evacuation Centre - Narrogin Regional Leisure & John Higgins community Complex	Clayton Road Narrogin	



MONTHLY PROJECT STATUS REPORT

*Any changes from previous report are identified in red font.

PROJECT STATUS REPORT	February 2025	PSR NUMBER:	003*
PROJECT NAME	Development of Combined LEMA and Local Recovery Plans for the Shire's of Lake Grace, Kent and Dumbleyung - 2025		
PROJECT MANAGER	Brad Slater	DATE OF PSR	07/03/2025
PERIOD COVERED	01/02 – 28/02/2025	SCHEDULED DATE OF PROJECT COMPLETION	30/11/2025
WORK OWNER REP.	Ryan Sutherland (CESM Shire of Kent, Dumbleyung, and Lake Grace)		

DEFINITION OF TERMS USED WITHIN THIS PSR

STATUS	DEFINITION
COMPLETED	All scheduled works finalised.
HEALTHY	Refers to Project Status and Project Components; all aspects progressing as expected; nil identified impediments.
AT RISK	An element of concern has been identified for the relevant component of project; will be identified further on the Project Risk Register, with Risk Owner identified and actions required to reduce/eliminate as applicable.
IN PROGRESS	Project work has commenced on element; progressing without known impediment.
NOT COMMENCED	Works have not yet commenced; generally due to stage of Project not being reached yet.
PROGRESS HALTED	Generally caused by an identified risk being realised; this term is used to identify a component of the Project requiring significant focus to continue actioning.

PROJECT STATUS THIS MONTH

OVERALL PROJECT STATUS	HEALTHY	SUMMARY	Commencement of Project achieved as per Scope of Works, with nil impediments realised. Nil issues identified to prevent the planned works from being achieved.
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PROJECT COMPONENTS AS OF PSR DATE

COMPONENT	STATUS	OWNER	NOTES
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BUDGET	HEALTHY	Brad Slater	Nil budget from Work Owner representative applicable; all costs to be paid upon finalisation of Project via invoice.
SCHEDULE	HEALTHY	Brad Slater	Schedule for Project has been reviewed by Project Manager and Work Owner representative; with authorisation/s achieved by Work Owners. Project remains on schedule.
QUALITY	HEALTHY	Brad Slater	Quality assurance for Project is intended to be achieved through continued engagement between parties e.g., through monthly Project Status Reports, and MS Teams meetings scheduled as required between parties.
SCOPE	HEALTHY	Brad Slater	The Scope of Work for the Project has been approved by all stakeholders, with any changes to be discussed and approved between parties as applicable.

PROJECT RISK REGISTER

RISK	RISK OWNER	MITIGATIONS / COMMENTS
There is a risk that delays in achieving the key deliverable will be experienced, with this due to delays in achieving milestones 1 to 5.	Brad Slater	Risk owner's intent is to work with Work Owner Representative to identify any potential project risks, and to select appropriate treatment options to mitigate through elimination or substitution.

PROJECT DELIVERABLE

There is one key deliverable for this project; that being the development of Combined LEMA and Local Recovery Plans for the Shire's of Lake Grace, Kent and Dumbleyung; with project completion date expected of November 2025.

PROJECT MILESTONES

MILESTONE	STATUS
1. Scope of Works agreed to and approved by all parties.	COMPLETED
2. Contemporary risk register developed for each LGA.	IN PROGRESS
3. Contemporary Local Recovery Plan for each LGA developed.	NOT COMMENCED
4. Final combined LEMA provided for LEMC endorsement; presented at the October 2025 LEMC Meeting.	NOT COMMENCED
5. Discussion Exercise (DiscEx) facilitated at the October 2025 LEMC Meeting; post-exercise report provided.	NOT COMMENCED

PROJECT SCOPE OF WORKS

COMPLETED WORKS AS OF THIS PROJECT STATUS REPORT		
COMPLETED DATE	STATUS	DETAILS
16/12/24	COMPLETED	Scope of works finalised, understood and signed by all parties.
16/01/25	COMPLETED	Review of existing risk register and associated documents for Shire of Lake Grace.

16/01/25	COMPLETED	Review of existing risk register and associated documents for Shire of Kent.
16/01/25	COMPLETED	Review of existing risk register and associated documents for Shire of Dumbleyung.
28/02/25	COMPLETED	Development of draft Community Emergency Risk Management Workshop presentation.
PLANNED WORKS AS OF THIS PROJECT STATUS REPORT		
EXPECTED DATE	STATUS	DETAILS
25/03/25	NOT COMMENCED	Facilitation of Shire of Lake Grace risk assessment / community workshop (pm).
26/03/25	NOT COMMENCED	Facilitation of Shire of Kent risk assessment / community workshop (pm).
27/03/25	NOT COMMENCED	Facilitation of Shire of Dumbleyung risk assessment / community workshop (pm).
08/04/25	NOT COMMENCED	Development of risk register for Shire of Lake Grace.
09/04/25	NOT COMMENCED	Development of risk register for Shire of Kent.
10/04/25	NOT COMMENCED	Development of risk register for Shire of Dumbleyung.
28/04/25	NOT COMMENCED	Development of Local Recovery Plan for Shire of Lake Grace.
29/04/25	NOT COMMENCED	Development of Local Recovery Plan for Shire of Kent.
30/04/25	NOT COMMENCED	Development of Local Recovery Plan for Shire of Dumbleyung.
23/05/25	NOT COMMENCED	Development of draft combined LEMA (v.0.0).
06/06/25	NOT COMMENCED	Draft LEMA (v.0.1) provided for review and comments.
20/06/25	NOT COMMENCED	Draft LEMA (v.0.2) provided for review and comments.
04/07/25	NOT COMMENCED	Draft LEMA (v.0.3) provided for review and comments.
18/07/25	NOT COMMENCED	Draft LEMA (v.0.4) provided for review and final comments.
28/07/25	NOT COMMENCED	DiscEx 'concept' provided for review, comments and approval by Exercise Sponsor/s.
04/08/25	NOT COMMENCED	DiscEx 'plan' provided for review and comments.
18/08/25	NOT COMMENCED	Final LEMA (v.1.0) provided for LEMC review period [4 weeks over 18/08-15/09/25]
29/10/25	NOT COMMENCED	Presentation at Shires of Dumbleyung, Kent, and Lake Grace combined LEMC for endorsement.
29/10/25	NOT COMMENCED	DiscEx to strengthen LEMA review outcomes actioned.
24/11/25	NOT COMMENCED	DiscEx post-exercise report provided.

FUTURE PSR FOCUS

The focus of all future Monthly PSRs will be completion of Planned Works as identified above.

REPORT AUTHORISATION

NAME	Brad Slater
CONTACT PHONE	0461 275 950
CONTACT EMAIL	brad@krisisconsultancy.com.au
DATE	07/03/2025
SIGNATURE	<i>Bradley Slater</i>

Please note: this report is provided to update the recipient/s in relation to ongoing tasks pending and/or achieved for this project. It is not intended to replace the requirement for provision of verbal updates if requested at the relevant LEMC meetings.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
January to March 2025**

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held the 4 December 2024. The next meeting is the 13th March. 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.

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

<http://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

SEMC Strategic Plan Update

Work to develop a new SEMC Strategic Plan is continuing. Draft strategic objectives have been developed in consultation with all Subcommittees and District Emergency Management Committee Chairs.

It is expected to be considered for endorsement at the SEMC meeting in March 2025, following that the Minister will require approving it before publication and distribution.

The 2024 Emergency Preparedness Report

The Emergency Preparedness Report advises the Minister for Emergency Services on emergency management and the preparedness of the State to combat emergencies.

The [2023 Emergency Preparedness Report](#) report examined key changes to the emergency management sector over the last decade with a focus on WA's consideration of a systemic approach to disaster risk reductions.

The 2024 report will build on the systemic risk themes outlined in the 2023 report. Insights will be drawn from (1) incidents and emergencies; (2) state exercising; and (3) sector-based annual reporting processes (including LEMC and DEMC annual reporting).

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.

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.

For more information go to <https://www.dfes.wa.gov.au/recovery-funding>

For any queries, please email drfawa@dfes.wa.gov.au or call 1800 920 659.

DISTRICT NEWS

The next Great Southern District Emergency Management Committee meeting is scheduled for 19th March 2025.

A Preseason Preparedness Briefing for Great Southern Emergency Management District Local Governments and LEMC stakeholders was held online on the 20th November 2024.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

The Local Emergency Management Arrangements Improvement Program

Building on the previous work of the LEMA Review, the LEMA Improvement Program is continuing to work toward a more capable and resilient community, through a local approach to emergency management.

The Western Australian Local Government Association (WALGA) has partnered with DFES on behalf of SEMC to deliver the improvement program. 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 DEMAs know if you are interested.



Initial criteria will include:

1. One local government from each band.
2. LEMAs that are overdue of 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 myself or Catherine Feeny (WALGA) by emailing cfeeney@walga.asn.au.

Until the reform of LEMA, local governments are advised to proceed as planned with LEMA reviews, so they maintain their obligations under the *Emergency Management Act 2005*.

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.

For existing users of MobiliseMe, please contact recoverycapability@dfes.wa.gov.au for the module to be assigned to your profile.

Emergency WA App- download now!

Emergency WA offers the fastest, most reliable access to alerts and warnings for hazards across Western Australia.

The Emergency WA app is now available for download through the [App Store](#) or [Google Play](#).

The app allows users to:

- Create customised watch zones to receive relevant alerts and warnings.
- Receive tailored push notifications straight to their device.
- Access and listen live to ABC emergency broadcasts.
- Use a read aloud tool to listen to warnings.
- Upload and store documents in one place, such as their [Bushfire Plan](#).

This app sets a new standard for accessing lifesaving emergency information in Western Australia, with a number of national-first features.

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](#).

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](#).

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 16 April 2025**. Late submissions will not be accepted.

If you have any questions in relation to the DRF grant program and associated round documents, please contact the grants team at DisasterResilienceGrants@dfes.wa.gov.au

Complied by: Charlotte Powis
District Emergency Management Advisor
Great Southern
Department of Fire and Emergency Services



Emergency Relief and Support

LEMC REPORT FOR DISTRIBUTION

3rd quarter 2024-2025

Local ERS contacts

Activation via Communities Emergency Operations Coordinator

M: 0418 943 835 and Email: emergencyservices@communities.wa.gov.au

Regional Manager:	Mark Schorer
Regional Coordinator/s:	Michael Phillips
Regional Officer:	Jo Spadaccini

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

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

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

Local ERS contacts

- 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.

Recovery

- 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.

Lakes Combined Local Emergency Management Committee



Community Emergency Services Manager (CESM) Report

Introduction

The CESM welcomes all attendees to the first combined LEMC meeting of the Shires of Dumbleyung, Kent and Lake Grace.

LEMC Contacts List

The LEMC Contacts List is a confidential list of stakeholders and committee associates involved in local emergency management. The contact's list is currently being revised and will reflect the names and contacts of the membership list outlined in the LEMC Terms of Reference.

The contacts list will not be publicly published, however will be held by each of the respective local governments and will be reviewed by the LEMC at each meeting. This will provide an opportunity to add or remove contacts, and to reflect changes in membership in-line with the Terms of Reference.

If you require to update contact details, please advise the Executive Officer (CESM) so that the list can be amended.

Guest Speakers

All LEMC attendees are invited to make recommendations for guest speakers and presenters for future meetings.

A Bushfire Risk Management (BRM) Liaison Officer (to Department of Education), Sarah Conlin, from DFES Bushfire Mitigation Branch (BMB) is scheduled to attend the LEMC meeting on 05 June 2025 at Shire of Lake Grace. Sarah will talk about the relationship between DFES and the Department of Education, and the advice DFES provides for risk management around schools.

Exercises

An exercise is scheduled at the LEMC meeting on 30 October 2025 at Shire of Dumbleyung. This will be hosted by Brad Slater to exercise the Local Emergency Management Arrangement and associated subordinate documents currently under review and in drafting.

High Threat Period 2024-2025

The high threat period for the three local governments has been eventful; and we continue to experience periods of high Fire Danger Rating (FDR). It's important that all remain vigilant during this time, especially while in the restricted period – when burning *may* be conducted under permit.

Lakes Combined Local Emergency Management Committee



Volunteer firefighters across all Shires have worked hard this season, and represented their Shires well when assisting across local government boundaries' noting in particular an incident in Shire of Wagin, and smaller incidents in the Shires of Katanning and Dumbleyung. Collectively, the Shires have responded to 67 incidents between 01 July 2024 and 06 March 2025. This amounts to 119 attendances by the Bush Fire Brigades operated by the three Shires.

Unfortunately, one firefighter was seriously injured during the high threat period, and this remains under review by the relevant local government. The health, safety and wellbeing of all volunteers remains the primary focus for each Shire, including by the provision of appropriate training and equipment. The commitment of our volunteer leadership to supporting this is recognised by the local governments.

Special Thanks

Thanks are given to Charlotte Powis (District Emergency Management Advisor) and Brad Slater (Consultant, Krisis Consultancy) for their contribution so far to the process of combining the three Shires under a common emergency management arrangement and committee.

The efforts of Kylie Armanasco, Jess Browne, Krissy Pearce and Zoey Eyre are also recognised for their work behind the scenes supporting this process.

LEMC & DEMC report – 3rd 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](#).

Responses – declared incidents

DPIRD is currently managing 5 level 2 incidents concerning plant pests/diseases and aquatic pests/diseases. Nil animal pest/disease incidents.

Pest or disease (level)	Status	Affected areas	Required actions
African Black Sugar Ant (Level 2 incident)	A pest of national significance, and all known infestations are under eradication. 	Jandakot, Balcatta, Kenwick, Narrogin, Landsdale.	<p>African black sugar ants are a shiny dark brown ant about 2–3 mm in length. The ants are covered in thick blackish bristles and there is a pronounced spine between the thorax and abdomen (these features are only visible under a hand lens or microscope).</p> <p>African black sugar ants are highly likely to be suited to Australian conditions. They have a huge potential to establish in a wide variety of habitats, including precious, undisturbed bush areas. Once established, the aggressive behaviour and ability to produce huge super colonies of the ants may disrupt social, commercial and agricultural activities. The ant has been known to harvest plastic and infest electrical boxes and components, causing damage to infrastructure.</p> <p>While this ant is a significant threat to our environment, it does not sting people or pets.</p>

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			<p>Further information, including how to identify the pest, is on the African black sugar ant page of DPIRD's website.</p> <p>Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or by contacting 08 9368 3080.</p>
<p>Browsing Ant (Level 2 incident)</p>	<p>A national eradication program is underway to tackle the Perth, Darwin, and Brisbane infestations.</p>  <p>Browsing ants monopolise food sources, and protect scale insects which can kill the plants they live on, impacting WA's billion-dollar horticultural industry.</p>	<p>Perth Airport, Belmont, Kewdale, Welshpool.</p> <p>Infestations also are present in Darwin and Brisbane.</p>	<p>Refer to information, including how to identify the pest, on the Browsing ant page of DPIRD's website.</p> <p>If you suspect a sighting, do not move ants on goods or vehicles. They are often moved in shipping containers, soil, mulch, fertilizer, and other plant material.</p> <p>Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or by contacting 08 9368 3080.</p>
<p>Polyphagous shot hole borer (PSHB) (Level 2 incident)</p>		<p>The quarantine area was extended to cover the whole Perth Metro on 06/09/24. 30 LGAs are affected by PSHB. Refer to the quarantine area notice on the</p>	<p>PSHB is a tree-boring beetle that has a symbiotic relationship with a <i>Fusarium</i> fungus. It cultivates this fungus inside plants as a food source for themselves and their larvae. In susceptible trees, the fungus kills the tree by restricting or preventing the movement of water and nutrients within the tree. This causes symptoms such as Fusarium</p>

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	<p>To date, PSHB has only been found in the Perth metropolitan area. Intensive surveillance and management activities are underway across the metropolitan area which include:</p> <p>Surveillance to determine the distribution of PSHB.</p> <p>Containing the pest to prevent further spread to non-infested regions within Western Australia.</p> <p>Removal of infested plants to eradicate the beetle and save healthy, non-infested plants.</p> <p>Providing information and advice to the public, industry and other stakeholders.</p> <p>Ensuring all response activities are conducted safely, consistently and efficiently.</p>	<p>PSHB page of our website for the full list.</p> <p>Regional surveillance traps are currently deployed from Esperance to Geraldton, and a focus is on Southwest centres such as Bunbury, Donnybrook, Balingup, Bridgetown, and Manjimup. There has been no detection in these areas to date.</p>	<p>dieback and eventually tree death. The borer causes structural damage by creating tunnels, known as galleries, throughout the plant weakening the tree structure.</p> <p>PSHB poses a significant risk to our urban tree canopy. It is important that impacted LGAs stay up to date with the latest information. Refer to our PSHB page for detailed information.</p> <p>Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or by contacting 08 9368 3080.</p>
Red dwarf honeybee (RDHB) (Level 2 incident)	<p>A pest of national significance. DPIRD is working to eradicate this.</p>	<p>Burrup Peninsula (Karratha)</p>	<p>Learn how to spot colonies on our red dwarf honeybee page.</p> <p>Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or contacting 08 9368 3080.</p>


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	 <p>A quarantine area notice (QAN) is in place for the Burrup Peninsula to support eradication. Beekeepers with hives, equipment, or those who have collected swarms are not permitted to move them outside the quarantine area. A control zone was added to the quarantine area in July 2024. Refer to our website for more information.</p> <p>Members of the public and workers in the area are encouraged to report sightings. Those working in ports or dealing with imported goods are encouraged to report sightings.</p>		
Queensland Fruit Fly (Qfly) (Level 2 incident)	Qfly affects fruits and fruiting vegetable trees impacting the state's agricultural industry.	Initially found in Palmyra and Willagee, the Red Zone has expanded to include the LGA Melville. A quarantine area notice (QAN) includes	Residents and businesses in the Red Zone must remove all fruit and fruiting vegetables. To stop the spread of Qfly, DPIRD is asking the community not to share host fruit or fruiting vegetables with family and friends unless cooked, frozen, or cut into bite-sized pieces. Fruit in the Red Zone must stay in the zone unless treated.

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	 <p>A quarantine area (QA) has been declared in Perth's southern suburbs to support eradication. The QA requires residents and businesses to take action to help protect gardens and stop the spread of the pest to agricultural areas in the zoned areas. Further details on the requirements in the different zones can be found in the attached link.</p> <p>As of December 2024, total of 66 staff responding to the incident with intention to expand.</p>	<p>two zones. Firstly, a corrective action zone where the pest was first found, and a buffer zone of the surrounding suburbs within a 15 km radius of the initial detections.</p>	<p>More details on the Qfly and how to combat it can be found here - Queensland fruit fly (Qfly) updates Agriculture and Food</p> <p>Twice weekly baiting of street trees within 200 m of the detections, with an approved organic insecticide (Naturalure®), commenced on 25 November. Doorknocking and baiting of premises commenced on 16 December 2024.</p>
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National alerts and investigations

Avian Influenza

CURRENT STATUS in WA: Absent – no known detections

Responses to outbreaks of H7 high pathogenicity 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

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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.

Important Disclaimer

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