



# AGENDA

## Local Emergency Management Committee Meeting

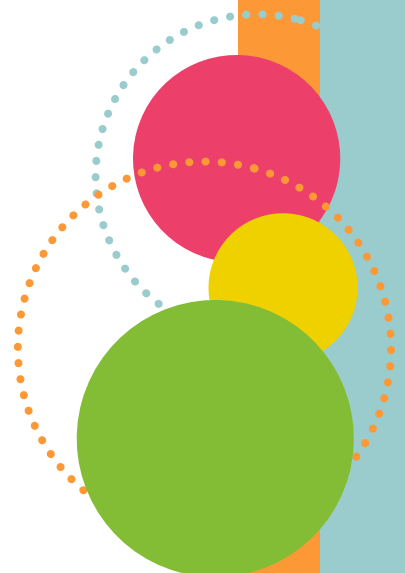
To be held on:

**Tuesday 7<sup>th</sup> October at 5:30pm**

Shire of Brookton Council Chamber

14 White Street, Brookton

This meeting will be recorded in line  
with Local Government Act.





## NOTICE OF MEETING

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Local Emergency Management Committee Meeting of Brookton Shire Council will be held on Tuesday 7<sup>th</sup> October 2025 in the Council Chambers at the Shire Administration Centre commencing at 5:30 pm.

The business to be transacted is shown in the agenda.

A handwritten signature in blue ink, appearing to read "G. Sherry".

**Gary Sherry**  
**CHIEF EXECUTIVE OFFICER**  
25 September 2025

## DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Brookton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Brookton for any act, omission or statement or intimation occurring during a Council meeting.

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### 1.10.25 DECLARATION OF OPENING/ATTENDANCE

The Presiding Member will declare the meeting open at 5.30pm.

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

### 2.10.25 CONFIRMATION OF PREVIOUS MINUTES

#### 2.10.25.01 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 7 MAY 2025

*That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 7<sup>th</sup> May 2025, be confirmed as a true and correct record of the proceedings.*

### 3.10.25 PRESENTATIONS

Nil at this time.

### 4.10.25 STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

#### 4.10.25.01 UPDATE OF CONTACTS AND RESOURCES REGISTER

Member agencies are required to review the document and provide details of required updates before next meeting.

- Any changes required for the current contacts and resources register?

#### 4.10.25.02 CHANGE OF POSITION/LEAVE AND ACTING ARRANGEMENTS – NOTIFICATION

Updates in **RED**.

#### 1. Delegates & Proxy's:

Organisation	Delegate	Proxy
Baptistcare	Lorraine Redhead	Nil
WAPOL	David Johnstone	Lance Simpson
Dept. Communities	Michael Phillips	Joanne Spadaccini Mark Schorer
Brookton Bushfire Brigades	Travis Eva CBFCO	DCBFCO Tim Evans Brad Bassett
BDHS	Kris Dewson-Hall	
St Johns	Ian Dawson	
St Johns - Brookton	Phillip Crute	
DFES	Ben Davies Viv Gardiner – Acting (Charlotte Powis – District Emergency Management Advisor)	

Organisation	Delegate	Proxy
DPIRD	Anna Erickson	
RoadWise	Rodney Thornton	Nil
WACHS (SilverChain)	Jenny Menasse	
Brookton VFRS	Scott Atkins	William Wilkinson
Shire of Brookton	SP - Katrina Crute	Cr McCabe
Brookton CWA	Jackie Allington	

#### 4.10.25.03 INCIDENT SUPPORT GROUP ACTIVATIONS

Nil.

#### 4.10.25.04 RISK PROFILE CHANGE

Nil.

#### 4.10.25.05 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS



Our Ref: Viv Gardiner  
Enquiries: 9845 5007 or 0429 104 007  
Telephone:

Mr. Gary Sherry  
Chief Executive Officer  
Shire of Brookton

Via email: [Gary.Sherry@brookton.wa.gov.au](mailto:Gary.Sherry@brookton.wa.gov.au)

Dear Mr Sherry

##### LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Thank you for providing the Shire of Brookton's Local Emergency Management Arrangements (LEMA) for noting by the State Emergency Management Committee (SEMC) at the meeting of 07 August 2025 (Resolution 45/2025), in accordance with the *Emergency Management Act 2005* (the Act).

Through the LEMA, the Shire of Brookton has made an important contribution to the State's emergency management arrangements. Contemporary LEMA are a key part of informing the SEMC's oversight of emergency management and capability in Western Australia and are essential to assist your community withstand and recover from emergencies and disasters.

If not already in place, I encourage you to make the updated LEMA available on Shire of Brookton website and at your local government offices, as outlined in section 43 of the Act, ensuring that contact details and other confidential information are removed. Accessible local arrangements are vital to reinforce familiarity and shared responsibility within your community to increase preparedness and minimise the impacts of an emergency.

Shared responsibility in emergency management helps develop individual ownership and capability, which are essential to increase our overall resilience. Shared responsibility does not end with the LEMA review; I trust you will continue to build cooperative efforts in your local government and work closely with others to improve emergency management, as you play a critical role in keeping your community safe.

Your District Emergency Management Advisor, Viv Gardiner can provide information, tools, and contacts to support the Shire of Brookton in maintaining comprehensive emergency management planning and practices.

Yours sincerely

Melissa Pexton  
EXECUTIVE OFFICER  
STATE EMERGENCY MANAGEMENT COMMITTEE

9 September 2025

cc Viv Gardiner, District Emergency Management Advisor, Great Southern Region  
Sandie Spencer, Shire of Brookton  
Jeff Andrijasevich APM, WA Police Force  
Jon Munday APM, WA Police Force

Emergency Services Complex | 20 Stockton Bend Cockburn Central WA 6164 | PO Box P1174 Perth WA 6844  
Tel (08) 9395 9300 | Fax (08) 9395 9384 | ABN 39 563 851 304

E: [info@semc.wa.gov.au](mailto:info@semc.wa.gov.au)  
W: [www.semc.wa.gov.au](http://www.semc.wa.gov.au)

#### 4.10.25.06 REPORT AND/OR DEBRIEF ON ANY LEMC EXERCISE(S)

Nil.

#### 5.10.25 GENERAL BUSINESS

#### 6.10.25 MEMBER REPORTS

#### 6.10.25.01 DEPARTMENT OF PRIMARY INDUSTRIES REGIONAL DEVELOPMENT (DPIRD)

#### 6.10.25.02 DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT

- Attachment under separate cover 6.10.25.02A: State Hazard Plan – Fire and amendments.

##### LOCAL EMERGENCY MANAGEMENT COMMITTEE DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT July to September 2025

##### STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held 8<sup>th</sup> March. The next meeting is the 7 August. SEMC Communiques can be found [here](#).

##### Comprehensive Review Schedule of State Emergency Management Documents

On 13 March 2025, the SEMC approved amendments to:

- State Support Plan - Animal Welfare in Emergencies following the 2024 comprehensive review carried out by the Department of Primary Industries and Regional Development.
- State Hazard Plan - Human Biosecurity following the 2024 comprehensive review carried out by the Department of Health.

The following comprehensive reviews have been granted an extension:

- Impact Statement Review – October 2025

The following State EM documents are planned for comprehensive review and broad consultation in 2024/2025.

State Support Plan – Emergency Public Information  
State Hazard Plan – HAZMAT Annex B Space Re-entry Debris (SPRED)  
State Hazard Plan – Cyber Security Incident  
State Support Plan – Freight and Supply Chain  
Impact Statement Guideline and Template  
Local Recovery Guideline  
WA Community Evacuation in Emergencies Guideline

The updated plans have now been published on the SEMC website, along with a summary of amendments

##### State Hazard Plan – Fire COMPREHENSIVE REVIEW

The Department of Fire and Emergency (DFES) is progressing a comprehensive review of the State Hazard Plan - Fire. The review formally commenced in March 2024 led by DFES Metropolitan Operations supported by the DFES Policy Team.

There were two rounds of consultation conducted during 2024

Round 1 – Targeted key stakeholders

Round 1 consultation informed the initial re-drafting of the plan.

Round 2 – Broad consultation via the SEMC Pinpoint site.

Round 2 consultation was based on the DRAFT consultation plan prepared in response to Round 1.

For further information: [State Hazard Plan - Fire | Engage WA Emergency Management](#)

##### DISTRICT NEWS

The last Great Southern District Emergency Management Committee meeting was held on the 3<sup>rd</sup> July 2025 the next meeting will be held on the 22 October.

**Kulin Regional Exercise** - a severe weather exercise was facilitated by DFES on the 30th July 2025 in Kulin and was attended by the Shire of Kulin, Shire of Lake Grace, Shire of Wickepin and Shire of Wandering along with emergency services and support agencies

## Professional Development

**Australasian Fire and Emergency Service Authorities Council (AFAC) Conference and Australian Disaster Resilience Conference, presented by the Australian Institute for Disaster Resilience (AIDR).**

AFAC25 Conference and Exhibition is Australasia's largest and most comprehensive emergency management conference and exhibition. Brought to you by AFAC and Deutsche Messe.

The Department of Fire and Emergency Services is pleased to co-host the 2025 AFAC Conference and Exhibition, which will take place from **Tuesday 26 to Friday 29 August** at the Perth Exhibition and Convention Centre. AFAC is the premier knowledge-sharing event for the fire and emergency services industry, bringing together experts from across Australia, New Zealand and beyond to share insights, strengthen partnerships and explore innovations in emergency management.

The Australian Institute for Disaster Resilience (AIDR) develops, maintains and shares knowledge and learning to support a disaster resilient Australia. The Australian Disaster Resilience Conference brings together a diverse and passionate crowd from a range of sectors to share knowledge and build connections for a disaster resilient Australia.

Access to the Exhibition Hall is free, but you will need to register. Find out more at: <https://www.afacconference.com.au/>

## Training Opportunities

### Disaster Recovery Funding Arrangements WA – Just in Time Training Video Modules

DFES has produced a short (50 mins) training product that covers the basics of the Disaster Recovery Funding Arrangements for Western Australia (DRFAWA). This has been designed 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. There are 6 videos in the module presented via the platform Mobilise Me. Access is via a self-registration process. <https://dfes.mobilise-me.com/index.php/Selfregistration/DRFAWA>. If you already have a DFES MobiliseMe account, please contact [recoverycapability@dfes.wa.gov.au](mailto:recoverycapability@dfes.wa.gov.au) for the module to be assigned to your profile.

This Training Product has been designed for LGs and State Agency personnel who may have some involvement in applying for DRFAWA funding or contributing to the DRFAWA claim evidence requirements.

### Introduction to Emergency Management and Introduction to Recovery – Albany 15 & 16 October 2025

The following training is being delivered by DFES Recovery Capability. The target audience is for Government authorities, including local government, District Emergency Management Committee members, and service providers working in emergency management and disaster recovery in WA.





#### Introduction to **Emergency Management**

9am - 4.30pm | 15 October 2025

**Albany SES Incident Coordination Centre**  
(23 Mercer Road, Walmsley WA 6330)

This training provides participants with an introductory overview of Western Australia's state emergency management framework. It focuses on identifying emergency management legislation, regulations and policies, as well as understanding the hazard management structure.

##### **Prerequisites:**

- None required

##### **Key Subject Areas**

- Legislation and policy framework
- Underpinning principles
- Comprehensive approach to emergency management
- Governance structures
- Common terms and definitions
- Prescribed hazards
- Plans and other key documents
- How hazards are managed

#### Introduction to **Disaster Recovery**

9am - 4.30pm | 16 October 2025

**Albany SES Incident Coordination Centre**  
(23 Mercer Road, Walmsley WA 6330)

This training provides a broad overview of Disaster Recovery and how recovery activities help impacted individuals and communities return to a life that they value. The module focuses on outlining key recovery concepts, principles and activities, while identifying key agencies, their roles, and describing the triggers for state recovery commencement.

##### **Prerequisites:**

- Introduction to Emergency Management

##### **Key Subject Areas**

- Recovery - a closer look
- The national principles
- Roles and responsibilities - key stakeholders in recovery
- Planning for recovery
- Transfer of recovery responsibilities
- State involvement in recovery

For more details and to apply, click here: <https://forms.office.com/r/7cAcCrYS2X>

### Community Preparedness

The role of the Community Preparedness Directorate (CPD) is to develop strategies, programs and resources that enable communities to become more resilient by knowing their risk and getting prepared. CPD work with key stakeholders including staff and volunteers, local government, and community services organisations just to name a few to develop these programs and resources to meet the needs of the community.

The following is a link to the publications that are available to order:

<https://publications.dfes.wa.gov.au/order-publications>

Contact community preparedness through the following:

[Community.preparedness@dfes.wa.gov.au](mailto:Community.preparedness@dfes.wa.gov.au)



Government of Western Australia  
Department of Fire & Emergency Services





## Community Disaster Resilience Strategy Implementation Project

Pilot workshops have been conducted around the State, including two in the Great Southern Emergency Management District, Albany and Boddington, which have incorporated a Risk and Resilience Exercise. The workshops were highly interactive and designed to review community disaster resilience and preparedness within communities. The sum of this data from community interviews and the exercise/workshop, combined with desktop analysis, will produce a baseline level of assessment for community disaster resilience for the pilot local government area, which will be produced by DFES Community Preparedness.

### Disability Inclusive Emergency Planning Forums

The DIEP forums are a series of face-to-face, community-based workshops that bring together people with lived experience of disability, local and state government representatives, emergency services, and key service providers. Their purpose is to improve how we plan for, respond to, and recover from emergencies, ensuring emergency management is inclusive of people with disability and those with additional support needs.

This work is being delivered in partnership with local governments, facilitated by the University of Sydney's Collaborating 4 Inclusion team, and funded through the Disaster Ready Fund (DRF) in collaboration with the National Emergency Management Agency (NEMA).

The City of Albany will host a forum on 1 September 2025, and the Shires of Denmark and Plantagenet are collaborating to deliver a forum on 2 September 2025.

For more information on DIEP and P-CEP, please visit the [Collaborating4inclusion](https://collaborating4inclusion.org.au) website or contact your Community Preparedness Advisor or email: [community.preparedness@dfes.wa.gov.au](mailto:community.preparedness@dfes.wa.gov.au).

## GRANT PROGRAM UPDATES

**AWARE Funding – CLOSED on 5 August 2025.** Outcomes announcements are expected in October 2025.

## LOCAL NEWS

### The Local Emergency Management Arrangements Improvement Program

LEMA Pilot Project – WALGA is undertaking a pilot with five local governments selected through an Expression of Interest. The objectives of the pilot are to: test and refine templates and resources, identify challenges in achieving LEMA endorsement, gather input for user guidelines on Local Arrangements and identify and collect additional support tools/resources used by local governments.

Local governments involved in the pilot program have completed facilitating the Community Risk Workshops, leveraging collective local knowledge. The expected outcome is a documented set of locally valued assets and liabilities, consequence statements, and recommended treatment options, prioritising locally owned risks using local knowledge and resources.

The pilot is expected to run until August, after which a review and report will be prepared for SEMC on the outcomes.

**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.***

## Local Exercises – Incident Support Group Severe Weather

The Shire of Ravensthorpe with DFES developed a desktop exercise for establishing an Incident Support Group for a severe weather event. The exercise is available to be shared for any Local Emergency Management Committees who wish to run this exercise.

## Western Power - Stand Alone Power Systems (SPS)

Western Power has provided the following information in response to several queries from Great Southern Local Governments regarding *Stand-alone Power Systems*:

We encourage LEMC's to reach and invite service providers such as Western Power to your meetings especially if there is a particular issue you wish to discuss. Please contact Viv Gardiner, Great Southern DEMA for support with contact information for service providers.

- Who is responsible for maintenance for fire preparation/ prevention? – Western Power contractors undertake regular (6 monthly) maintenance of SPS sites where veg clearing is one of their activities. Customers/landowners are required to maintain the area surrounding the SPS. Customers/landowners are required to not enter the SPS enclosure.
- Any things to be aware of when defending them from bushfire? - The SPS enclosure includes Lithium batteries as a component. No attempt should be made to fight the fire, just prevent any spread of fire.

### What to do if there is a fire near my SPS enclosure?

In the event of a fire approaching or within the fenced SPS area, please follow these steps:

1. Do not attempt to fight fire within the fenced SPS enclosure
2. Contact 000 immediately
3. Report the fire to Western Power on 131351. If safe to do so (outside the SPS enclosure), minimise the spread of fire, for example by wetting down surrounding vegetation. Ensure you're protected from any fumes. Please ensure you maintain fire breaks around your SPS and keep your bushfire plan up to date.

Western Power - General enquiries 13 10 87 **Emergencies 13 13 51**

## TELSTRA Emergency Services Liaison Officer Contacts

A Telstra Emergency Services Liaison Officer (ESLO) is a key role within Telstra that focuses on facilitating communication and collaboration between Telstra and emergency services during disaster events. Telstra has suggested including [Eslo.wa@team.telstra.com](mailto:Eslo.wa@team.telstra.com) as part of your LEMC invites. **Telstra also do have a national number that will reach the on duty ESLO- 03 9239 9200 opt 4.**

The above method is the preferred contact option, this ensures if anything changes with people you can still get through so, please use the above email address as the first point of contact please. Below are the direct contact details should you require.

Brian Young ESLO- 0419044605- [Brian.J.young@team.telstra.com](mailto:Brian.J.young@team.telstra.com)

Calvin Mathais- ESLO- 0477703167- [Calvin.Mathais@eam.telstra.com](mailto:Calvin.Mathais@eam.telstra.com)

Andy Boutell- Incident specialist- 0419912229- [Andrew.boutell@team.telstra.com](mailto:Andrew.boutell@team.telstra.com)

Complied by: Vivienne Gardiner, [Viv.gardiner@dfes.wa.gov.au](mailto:Viv.gardiner@dfes.wa.gov.au)

District Emergency Management Advisor

Great Southern Department of Fire and Emergency Services-

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Government of Western Australia  
Department of Fire & Emergency Services



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<b>7.10.25</b>	<b>EXERCISE</b>
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Nil.

<b>8.10.25</b>	<b>FOR INFORMATION</b>
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Nil at this time.

<b>9.10.25</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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- Meeting dates for 2025:
  - To be confirmed 9<sup>th</sup> December 2025