



MINUTES

Local Emergency Management Committee Meeting

Held on Tuesday 9th December
Shire of Brookton Council Chamber
14 White Street, Brookton

These minutes were confirmed by Local Emergency Management
Committee as a true and correct record of proceedings by the Local
Emergency Management Committee Meeting held on ~~10 / 3 / 26~~

Presiding Member:  Date: 10th March 2026.



TABLE OF CONTENTS

1.12.25	DECLARATION OF OPENING/ATTENDANCE.....	3
2.12.25	CONFIRMATION OF PREVIOUS MINUTES.....	3
2.12.25.01	LOCAL EMERGENCY MANAGEMENT COMMITTEE – 7 october 2025	3
3.12.25	PRESENTATIONS	3
4.12.25	STANDING ITEMS TO BE CONSIDERED AT EACH MEETING	4
4.12.25.01	UPDATE OF CONTACTS AND RESOURCES REGISTER.....	4
4.12.25.02	CHANGE OF POSITION/LEAVE AND ACTING ARRANGEMENTS – NOTIFICATION	4
4.12.25.03	INCIDENT SUPPORT GROUP ACTIVATIONS	4
4.12.25.04	RISK PROFILE CHANGE	4
4.12.25.05	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	4
4.12.25.06	REPORT AND/OR DEBRIEF ON ANY LEMC EXERCISE(S).....	4
5.12.25	GENERAL BUSINESS	5
6.12.25	MEMBER REPORTS	5
6.12.25.01	SANDIE SPENCER - RECOVERY OFFICER	5
6.12.25.02	BROOKTON DISTRICT HIGH SCHOOL – KRIS DEWSON-HALL	5
6.12.25.03	DFES CESM – ROGER NORTHEY	5
6.12.25.04	ST JOHN AMBULANCE – BROOKTON – PHIL CRUTE.....	5
6.12.25.05	WACHS	5
6.12.25.06	WAPOL – SGT. DAVID JOHNSTONE	5
6.12.25.07	DEPARTMENT OF PRIMARY INDUSTRIES REGIONAL DEVELOPMENT (DPIRD) 6	
6.12.25.08	DEPARTMENT OF COMMUNITIES – EMERGENCY RELIEF & SUPPORT	9
6.12.25.09	DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT – VIV GARDINER. 11	
6.12.25.10	DEPARTMENT OF FIRE & EMERGENCY SERVICES	17
7.12.25	EXERCISE	20
8.12.25	FOR INFORMATION	20
9.12.25	NEXT MEETING & CLOSURE.....	20

1.12.25 DECLARATION OF OPENING/ATTENDANCE

Rod Wallis, Shire President, opened the meeting at 5.30pm and welcomed Councillors, Committee Members, and Staff.

Committee Members (Voting)

Rod Wallis	Shire President
Lachlan McCabe	Councillor
Ben Davies	AO West - Department of Fire & Emergency Services
Roger Northey	Acting Community Emergency Services Manager (CESM)
Jenny Menasse	WA Country Health Service
Phillip Crute	Brookton - St Johns Ambulance
Viv Gardiner	DFES District Emergency Management Advisor
David Johnstone	Brookton Police
Anna Erickson	DPIRD
Kris Dewson-Hall	Brookton District High School

Staff (Non-Voting)

Sandie Spencer	Local Recovery Coordinator/Executive Governance Officer
----------------	---

Apologies received

Gary Sherry	Chief Executive Officer
Travis Eva	CBFCO
Lorraine Redhead	Baptistcare – Kalkarni
Rodney Thornton	RoadWise (WALGA)
Michael Phillips	Department of Communities
Ian Dawson	St Johns Ambulance

2.12.25 CONFIRMATION OF PREVIOUS MINUTES

2.12.25.01 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 7 OCTOBER 2025

LEMC 12.25-01

LEMC RESOLUTION

MOVED Cr McCabe SECONDED B Davies

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

CARRIED 10/0

3.12.25 PRESENTATIONS

Nil.

4.12.25 STANDING ITEMS TO BE CONSIDERED AT EACH MEETING**4.12.25.01 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?

4.12.25.02 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)	
DPIRD	Anna Erickson	
RoadWise	Rodney Thornton	Nil
WACHS	Jenny Menasse	
Brookton VFRS	Scott Atkins	William Wilkinson
Shire of Brookton	Rod Wallis – Shire President Cr McCabe	Cr Crouch

4.12.25.03 INCIDENT SUPPORT GROUP ACTIVATIONS

Nil.

4.12.25.04 RISK PROFILE CHANGE

Nil.

4.12.25.05 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

A copy of the Local Emergency Management Arrangements Contacts distributed at the meeting.

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

Nil.

5.12.25 GENERAL BUSINESS**6.12.25 MEMBER REPORTS****6.12.25.01 SANDIE SPENCER - RECOVERY OFFICER**

- **Disaster Recovery Funding Arrangements Western Australia (DR FAWA) – Storm Weather Event in March 2023.**
 - All works complete except for the replacement of a concrete headwall on Page Rd this area is too wet, the contractor will return to complete this repair later in the year.

6.12.25.02 BROOKTON DISTRICT HIGH SCHOOL – KRIS DEWSON-HALL

- Working with Town Teams to implement road calming through the town.
- Evacuation drills. CESM to liaise with BDHS to help plan evacuation exercises.
- High School will be studying the Cert 1 active volunteering, CESM assist.

6.12.25.03 DFES CESM – ROGER NORTHEY

- Suggest meetings be held during the day to allow time to conduct desktop exercises.

6.12.25.04 ST JOHN AMBULANCE – BROOKTON – PHIL CRUTE

- Sub Centre operating on minimal volunteers. A recent recruitment drive has been a few responses of interest people.
- Starlink to be installed March/ April.
- Future interagency exercise with Beverley.

6.12.25.05 WACHS

- Continuing with Wheatbelt preparedness
- Concerns with posted country staff being isolated and vulnerable in emergency situation, without a licence.
- Recent tabletop exercise at Pingelly.
- Health is the lead agency for heatwave.
- Pony Express – health plan requirement.
- Satellite phone at all sites.

6.12.25.06 WAPOL – SGT. DAVID JOHNSTONE

- Staffing shortages over the summer period.



Protect
Grow
Innovate

LEMC & DEMC report – 2nd Quarter 2025/2026

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](#).

Emergency Management Directorate

DPIRD Preparedness Activities and Natural Hazard Season Review (2025–26)

The Department, through its Emergency Management Directorate (EMD), is currently coordinating preparedness activities across the State in advance of the 2025 – 2026 natural hazard season (1 Nov 2025 – 31 Mar 2026). These activities include a review of existing seasonal arrangements, standard operating procedures (SOPs), and supporting documentation, along with the planning and delivery of regional emergency management workshops.

In parallel, DPIRD is undertaking a structured review of its natural hazard season preparedness and response arrangements. This review will assess the effectiveness, consistency, and sustainability of the department's current arrangements, including high-threat-period response, on-call coordinator (OCC) coverage, seasonal training and briefings, and State-wide DEMC/LEMC representation.

The review will also examine alignment with State-level emergency management policy and DPIRD's responsibilities as a Hazard Management Agency and support agency under relevant hazard plans.

Stakeholder consultation will form a key component of this review, with input sought from DEMC and LEMC representatives, DPIRD Regional Leadership Networks, and relevant external stakeholders. Findings and recommendations will be presented to DPIRD Corporate Executive in mid-2026 to inform and implement improvements ahead of the 2026 - 2027 natural hazard season.

Learning & Development

DPIRD EM Preparedness Team is working through the emergency management training program for the 2025/2026 calendar year.

Following SEMC endorsement (March 2025) of the revised State Support Plan of Animal Welfare in Emergencies (SSP-AWiE) – DPIRD has commenced planning an exercise to test the SSP-AWiE arrangements in accordance with State Emergency Management Policy. The Exercise will be a Desktop format and will be held in 2026.

Emergency Animal Disease (EAD) Preparedness

DPIRD has conducted several internal workshops focused on EAD preparedness across the preparedness, response, and recovery phases to build awareness and capability.

National alerts and investigations

Avian Influenza

CURRENT STATUS in WA: Absent – no known detections

Responses to outbreaks of H7 high pathogenic 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 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 was 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](#).

Khapra Beetle

CURRENT STATUS IN WA: Absent – no known detections

A threat to Australia's stored grain and dry foodstuffs. Recently detected in 'Little Ones Nappy Pants Size 5' delivered to Woolworths stores nationwide. As of September 2025, much of the product has been tracked, returned, and destroyed; however, it is important to contact the Department of Agriculture (DAFF) on 1800 798 636 if this is found. Please see the attached link on how this beetle can impact our grain industry: [24-031-Khapra-Beetle-FS.pdf](#)

Polyphagous Shot-Hole Borer (PSHB)

PSHB has transitioned to management. If you have any queries or wish to be included in future correspondence, please email PSHB@dpiird.wa.gov.au

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@dpiird.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

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.


Copyright © State of Western Australia (Department of Primary Industries and Regional Development), 2025.



Emergency Relief and Support

LEMC REPORT FOR DISTRIBUTION

2nd Quarter 2025 - 2026

Regional Emergency Relief and Support contact	
<p>Activation of Emergency Relief and Support (ERS) services is via Communities Emergency Operations Coordinator (EOC) M: 0418 943 835 and Email: emergencyservices@communities.wa.gov.au</p>	
Regional Officer	Jo Spadaccini jo.spadaccini@communities.wa.gov.au
Regional Coordinator	Michael Phillips michael.phillips@communities.wa.gov.au
Regional Manager	Mark Schorer mark.schorer@communities.wa.gov.au
Wheatbelt specific update	
<p>Evacuation Centre training is scheduled for 25 November 2025 in the Narrogin Regional Leisure centre for local government to support upskilling in the activation and facilitation of evacuation centres. Appreciation to local governments who are taking the time out to participate in this training. If you would like to participate in this type of training, please contact Michael to discuss.</p>	
Emergency Relief and Support update	
<p>Communities have implemented a range of preparedness activities, with a focus on initiatives to ensure rapid deployment and coordinated support across the State during emergency events.</p> <p>Improved logistics system ERS is introducing an exciting new Go Bags initiative — designed to enhance comfort, dignity, and practical support for people displaced during emergencies. In previous seasons, bedding and hygiene items provided to evacuees within evacuation centres were collected, cleaned, and reused after an event. This season, ERS is trialling a more compassionate and sustainable approach — allowing evacuees to take their items with them when they transition to alternative accommodation such as staying with friends, family, or moving into temporary housing. This initiative supports continuity of care and gives evacuees a stronger sense of stability and independence at a time when their lives have been disrupted.</p> <p> What is inside a Go Bag Each Go Bag is designed to provide immediate comfort and essential items for daily</p>	

living:

- ↻ **Bedding:** Pillow, sleeping bag, air mattress, and sheet — giving evacuees a comfortable rest whether in the centre or moving to new accommodation.
- 🌀 **Personal Requisites:** Soap, toothbrush, toothpaste, comb and towel — ensuring everyone has the essentials for personal hygiene.
- 🏠 **Additional Hygiene Items:** Deodorant, sanitary products, and other personal care items (subject to availability).

Replacing everyday items such as bedding or toiletries can be costly and stressful following an emergency. By providing evacuees with a Go Bag they can keep, ERS offers not only practical assistance but also a gesture of care, respect, and empowerment.

The Go Bags helps ease the transition from an evacuation centre to the next stage of recovery, giving people one less thing to worry about and one more reason to feel supported.

Response July to November

Activations

- ERS has coordinated one Evacuation Centre so far this high threat season in Cunderdin, in response to the Tammin Bushfire on 4 November.

Other updates

- The National Climate Risk Assessment (Australian Climate Service) and the National Adaptation Plan (Department of Climate Change, Energy, the Environment and Water) identifies Western Australia, particularly the Northwest as one of the most disaster-prone regions in the country, facing escalating risks from heatwaves, bushfires, drought, tropical weather, and coastal flooding.
- The Adaptation Plan emphasises the need to prioritise support for the most vulnerable as climate impacts intensify across the country.
- ERS recognise that stretched social support services and increasing disasters will impact on people and community level mental health and wellbeing; and ability to financially recover from multiple disasters.
- To support this, ERS is factoring these risks into future planning, and building relationships with government and the community services sector to explore how those most vulnerable in disasters can be better supported during times of crisis.
- Communities are actively strengthening partnerships across government and the community services sector to ensure a coordinated and effective emergency response. This includes formal collaboration with the Department of Housing and Works, following the recent public sector reform, to maintain seamless support for impacted communities during emergencies. Additionally, Communities is leveraging the capabilities of key community service organisations to deliver emergency relief a

Other updates

- On 22 October 2025, Communities' ERS Directorate will be holding a State Partner Exercise (Recovery) that focuses on the activation of the State Social Domain and will introduce changes to Communities' responsibilities because of the proposed changes to the State recovery arrangements. This exercise will provide an opportunity to test coordination mechanisms and strengthen cross-agency collaboration in a high-impact scenario.

6.12.25.09 DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT – VIV GARDINER

- Cr Lachlan McCabe has volunteered to be the Local Government Representative at the District Emergency Management Committee as endorsed at the WALGA Central Country Zone Meeting 21 November 2025.
- FAQ's have been published for the recently reviewed State Hazard Plan Fire – there is important information for Local Government in their capacity as Controlling Agency – Fire
- Health has produced some important information for Heatwave.
- Water Corp has issued some flyers for Bushfire season. (will send separately).
- Emergency WA App has a new feature that allows people to develop their personal plans.
- Lists of vulnerable/at risk people are risky because they are problematic to keep updated and also undermine community resilience as people have misconception that if they are on a list they will be rescued. WE need to encourage people to develop their own plans and support networks.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
October to December 2025**

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held 7th August. The next meeting is the 4 December 2025. SEMC Communiques can be found [here](#).

State Emergency Management Committee Strategic Plan 2026-29

The State Emergency Management Committee (SEMC) has developed an updated [Strategic Plan for 2026-29](#) to guide the work of the SEMC, its subcommittees and reference groups and District and Local Emergency Management Committees.

Central to the Strategic Plan is a recognition that people, relationships, and governance are essential to fostering a collaborative and resilient emergency management system.

The system is supported by six strategic objectives that are designed to enable adaptability within a changing environment, and to withstand emerging and unprecedented threats and risks:

- leadership and governance
- hazard and systemic risk
- capability and capacity
- community and local emergency management
- a whole of system approach across the emergency management cycle
- climate change

Comprehensive Review Schedule of State Emergency Management Documents

The following State EM documents are planned for comprehensive review and broad consultation in 2025/2026.

The following State Emergency Management documents are planned for comprehensive review and broad consultation in 2025/2026:

• State Hazard Plan – HAZMAT Annex B Space Re-entry Debris (SPRED)	• WA Community Evacuation in Emergencies Guideline
• State Hazard Plan – HAZMAT Annex A Nuclear Powered Warship (NPW)	• State Hazard Plan – Animal and Plant Biosecurity
• State Hazard Plan – Hostile Act	• State Hazard Plan - Collapse
• State Hazard Plan – Earthquake	• State Hazard Plan – Maritime Environmental Emergencies
• State Hazard Plan – Tsunami	• State Support Plan – Emergency Public Information
• State Hazard Plan – Cyber Security Incident	• Local Recovery Guideline
• State Support Plan – Freight and Supply Chain	• Impact Statement Guideline and Template
• WA Managing Exercising Guideline	• State EM Policy and Plan

State Hazard Plan – Fire COMPREHENSIVE REVIEW APPROVED by SEMC

The updated [State Hazard Plan – Fire](#) was approved by the State Emergency Management Committee (SEMC) in August 2025 and is now available on the SEMC website. A summary of amendments can be found [here](#)

The State Hazard Plan Fire (the Plan) provides an overview of arrangements for the management of fire in Western Australia (WA) and contains information on fire prevention, preparedness, response and initial recovery. The Fire and Emergency Services (FES) Commissioner is the Hazard Management Agency (HMA) for fire. Additionally, DFES, the Department of Biodiversity, Conservation and Attractions (DBCA) and local governments all have legislative roles for the hazard of fire. As this is a strategic level plan, it refers to a range of existing plans and documents relating to fire but does not duplicate the information. The Plan provides directions to websites or other sources where further information can be obtained.

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 22nd October 2025 the next meeting will be held on the 18 March 2026.

Ravensthorpe Regional Exercise - a bushfire exercise was facilitated by DFES on the 8th and 9th October 2025 in Ravensthorpe.

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 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.

Community Preparedness

Heatwave Resources

The WA Country Health Services (WACHS) Emergency Management Team have been updating and providing new resources for Heatwave procedures based on the Australian Warning System stages and multiple other procedures, guidelines and templates.

The Department of Health has now produced many community resources/ posters and fact sheets for heatwaves [Extreme heat and heatwave resources for the community](#) and via HealthyWA [Heatwaves – be prepared for extreme heat](#)

DFES is launching a new multi-hazard emergency planning tool within the Emergency WA app

- DFES is launching a new multi-hazard emergency planning tool within the Emergency WA app and website to help Western Australians prepare for emergencies. You'll be able to create a single plan for bushfire, flood, storm and cyclone.
- This new feature will replace the My Bushfire Plan (MBP) app and website, so all your

- emergency planning can be in the one place, Emergency WA.
- The feature will have the ability to prompt you to follow your plan when an emergency impacts your area, saving time during fast-moving hazards.
- DFES is aiming to have the emergency planning tool available in the Emergency WA app and website late 2025. The My Bushfire Plan website will remain online until the end of March 2026 to help you transition across.
- It's still important to plan for a bushfire this year. To create a bushfire plan now, go to the [my bushfire plan](#). Once your plan is created, you can download it and save it in the My Hub section of your Emergency WA app, so you have everything in one place.

DFES Bushfire Preparedness

Bushfires can strike with little warning. Planning ahead is the best way to protect your life and property.

What you need to know:

- Bushfire risk increases during hot, dry, and windy conditions.
- Fires can start and spread quickly so having a plan is critical.

What you can do to stay safe:

- You can create a plan at [my bushfire plan](#), download a copy of your plan for safekeeping and upload it to the 'documents' section in the Emergency WA app. You can log in to My Bushfire Plan at any time between now and the end of March 2026 to access your plan and download a copy.
- You can also use a hard copy Bushfire Preparation Toolkit to make your bushfire plan. Toolkits can be ordered at publications.dfes.wa.gov.au/order-publications.
- Prepare your property by:
 - Clearing dry vegetation and leaf litter.
 - Cleaning gutters and removing flammable materials.
 - Ensuring hoses can reach all parts of your home.
- Know your local fire danger rating and check Emergency WA daily.
- Avoid activities that could start a fire on high-risk days (e.g., using power tools or open flames).
- Identify your trigger to leave early and know your evacuation routes.

Additional Resources:

- [Bushfire Preparedness](#)
- [Prepare your home for Bushfire Video](#)
- [Bushfire Safety in Easy English](#)
- [Emergency Kit Checklist](#)

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 data from community interviews and the exercise/workshop, combined with desktop analysis, will have been used to produce a baseline level of assessment for community disaster resilience for the pilot local government area. Both the Shire of Boddington and the City of Albany have received their draft reports and considering the findings and recommendations.

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 hosted a forum on 1 September 2025, and the Shires of Denmark and Plantagenet are collaborating to host a forum on 2 September 2025.

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

GRANT PROGRAM UPDATES

AWARE Funding – The outcomes of the All Western Australians Reducing Emergencies (AWARE) Program 2025-26 are now [available](#). Congratulations to the following Great Southern recipients:

- Shires of Katanning and Woodanilling – Risk Treatment Project
- Shire of Denmark - Bushfire Community Preparedness Event '4th Annual Bushfire Ready Weekend'
- Shire of Gnowangerup – Community Awareness Through Simulation
- Shire of Broomehill-Tambellup – Risk Project
- Shire of Cranbrook – 2026 Local Emergency Management Arrangements Review
- Shire of Kojonup – Shire Training Initiative
- Shire of Kent Local Recovery Coordinator Course for Local Government
- Shire of Lake Grace – Local Emergency Management Arrangements Sub-Plan Review – Research and completion.

LOCAL NEWS

Recently reviewed: Local Emergency Management Arrangements

Congratulations to the **Shire of Gnowangerup** and the **Shire of Plantagenet** for completing their LEMA reviews. Both plans were noted at the State Emergency Management Committee meeting on 9 October.

NEW! Local Government Emergency Management Knowledge Hub

DFES has launched the [Local Government Emergency Management Knowledge Hub \(EM Hub\)](#) - a new online resource designed to support local governments in developing and maintaining their local emergency management arrangements.

The EM Hub is being delivered as part of the [LEMA Improvement Program](#) and is now available on the DFES website. It outlines local government roles and responsibilities under the *Emergency Management Act 2005* and the State Emergency Management Framework, consolidating key information into a single, accessible platform. The EM Hub also provides direct links to essential documents and templates for further reference. Designed for both new and experienced practitioners, the EM Hub is structured around the four phases of emergency management—Prevention, Preparedness, Response, and Recovery (PPRR)—with clear guidance and helpful tools in each section.

We welcome your feedback on the EM Hub via [Engage WA Emergency Management](#) until 27 March 2026. For more information or questions, please contact the DFES Resilience and Recovery Strategy and Policy Team at recoverypolicy@dfes.wa.gov.au

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 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

Calvin Mathais- ESLO- 0477703167- Calvin.Mathais@eam.telstra.com

Andy Boutell- Incident specialist- 0419912229- Andrew.boutell@team.telstra.com

Complied by: Vivienne Gardiner, viv.gardiner@dfes.wa.gov.au
District Emergency Management Advisor
Great Southern Department of Fire and Emergency Services

Local Emergency Management Committee
Department of Fire and Emergency Services
Area Officer Narrogin West

Update

- **Water Bombers** – Water Bomber teams are positioned in Narrogin, Esperance and Geraldton to support the Grain Harvest Strategy. Approximately 50 people have been trained across the region in the Ground Controller in just this season alone. This will support crews on the ground this season.
- **Bushfire Season** – Bushfire Season is upon us. A reminder for Key Agencies to be aware of the change and plan accordingly.
- **Bushfire Pre-Season Forums** – The UGS region held 3 separate Forums, in Brookton, Hyden and Woodanilling. These catch ups went through some key points for Resources, RDC role, Change of Control, Weather Briefing, Hazards and a Pre-season exercise, ahead of this years high threat period. It was well attended.
- **Emergency WA** – Use Emergency WA as your source of Truth for Incident Information. Stay up to date with [Emergency WA](#), with the New Emergency WA App now available on IOS and Android devices. Allowing you to stay up to date with real-life live data and updates. Able to set watch zones and receive updates if an incident occurs nearby.
- **Training Calendar** – The Upper Great Southern DFES Training Calendar, has all but wrapped up and the 2026 calendar is in development expected by Dec 2025.
- **Leadership Forum** – The UGS Region held the annual Leadership forum on the 2nd of August 2025 this event went well, and it was an important investment in our Brigades and Units as it improves all aspects of the Prevention, Preparedness, Response and Recovery. We had key guest speakers from around the state attend. We had around 50 leaders attend from around the Upper Great Southern Region, from a mix of services from VFRS, VFES, BFB, and SES.
- **Incident Management Training** – Incident Controller Level 1 has been completed with an additional 5 volunteer ICs being trained in the region, this is a 4 day course that requires significant pre-requisites and investment from brigade leaders across the region, it will significantly boost our regions capability to respond and manage incidents locally.
- **Emergency Planning** - We are encouraging stakeholders to review and test their local emergency response plans around Bushfire and Power/Communication Outages in preparations for the current transition into Bushfire Season.
- **Regional Duty Coordinator** – The DFES UGS Regional Duty Coordinator or RDC is On call 24/7 365 days a year, available to all Key Stake Holders, and Response agencies. Bushfire Brigades and Local Governments are encouraged to contact the RDC if they require assistance at incident, such as Air Support, Machinery Support, additional resources and Officer attendance. Stakeholders are encouraged to contact the RDC should they need local information, for example should a School cancel their bus route due to an incident nearby. Please note, the RDC does not replace 000 or the DFES Comcen.
 - **DFES UGS RDC – 1800 865 103**



Government of **Western Australia**
 Department of Fire & Emergency Services



Local Emergency Management Committee
Department of Fire and Emergency Services
Area Officer Narrogin West

- **The State Hazard Plan – Fire** has been updated and it provides an overview of arrangements for the management of all fires in Western Australia (WA) and contains information on fire prevention, preparedness, response and recovery. The State Hazard Plan has now been reviewed, updated and republished (21st August 2025).
- State Hazard Plan - Fire can be found here: https://www.wa.gov.au/system/files/2025-08/shp_fire_v3.00.pdf
- A Comprehensive Review Summary can be found here: <https://www.wa.gov.au/system/files/2025-08/shp-fire-review-amendments-summary.pdf>

Some Key points from After Action Reviews around the region the LEMC might like to consider are:

- **LEMA** - Ensuring your Local Emergency Management Arrangements are up to date and are being exercised and updated regularly. Especially the ISG and other out of hour contacts. Out of hours Welfare (food, water, etc) contacts have been identified as an area to investigate.
- **Evacuation Centres** - Ensuring Evacuation Centres are up to date, are able to be accessed and have required resources.
- **Local Emergency Planning** - Reviewing and Exercising Local Emergency Plans to ensure they are viable and still current. Pre-identified Communications plan, Incident Management training for key staff, good understandings of recovery and other roles.
- **Training Standards** - Ensuring you have training members to undertake key tasks i.e. reporting to a control point and operating in sectors
- **Communication** - Challenges around communication in remote areas and alternatives
- **Cross Border Arrangements** – Establishing Cross Border Arrangements with neighbouring Local Government Areas prior to an incident starting beyond mutual aid arrangements.

Local Emergency Management Committee
Department of Fire and Emergency Services
Area Officer Narrogin West

Regional Storm Exercise – The Regional Storm Exercise was held in Kulin on the 30th of July, Good attendance from LGs and Agencies, with attendance from Kulin LG, Wickepin LG, Lake Grace LG, Wandering LG, Water Corp, Main Roads, Dept Communities, Dept Health, WAPOL, Kulin VFRS, and DFES. Some key points from the day

- o Discussion was had around the different committees and the structures (Table Below)

Abbr	Committee/Team/Group	PPRR Phase	Level	Additional Info
LEMC	Local Emergency Management Committee	Preparedness	Local Level	The LEMC is a committee established by local government, responsible for planning and preparing for emergencies. Made up of Key Local Agency representatives.
IMT	Incident Management Team	Response	Local Level	Initiated by the IC (Incident Controller), A team made up of key functions, made up of the personnel from the Hazard Management Agency (HMA) or Controlling Agency (CA), it may include liaisons for other agencies. This Team is responsible for managing the response to an incident.
ISG	Incident Support Group	Response	Local Level	Initiated by the IC (Incident Controller) of the HMA/CA, the ISG comes together to support the IMT, by offering key details, information and support.
LRCG	Local Recovery Coordination Group	Recovery	Local Level	Initiated by the (LRC) Local Recovery Coordinator to assist with the recovery planning and actioning.
OASG	Operational Area Support Group	Response	District Level	Initiated by the IC/OAM for larger scale incidents over a large area and includes key District level agency officials/ reps, this supports the incident response.
AHLG	All Hazards Liaison Group	Preparedness	District Level	This group is established by the OAM, used to brief key agency officials/ reps to gain relevant information prior to an incident, used on heightened risk days prior to extreme weather etc.

- o A discussion was had around Incident Control Centres in the local area for Incident Management Teams (IMT) to use and Other suitable locations for an Ops Point and to



Government of Western Australia
 Department of Fire & Emergency Services



Local Emergency Management Committee
Department of Fire and Emergency Services
Area Officer Narrogin West

hold Incident Support Group Meetings (ISG) – Note the ICC, Ops Point and ISG will all be determined by the Controlling Agency or HMA of the Incident.

Location:	Use	Requirements:	Considerations:
Incident Control Centres (ICC)	<ul style="list-style-type: none"> - Location for the Incident Management team to operate from - May also be used to stage appliances, vehicle and services 	<ul style="list-style-type: none"> - ICT – Printer - Wifi/Internet (Starlink) - Back-up Power - Whiteboards or open walls - Spaces for break out rooms 	<ul style="list-style-type: none"> - This should not be the same location as the Evac Centre and ideally not the same location as the ISG Meeting location. - Should have one or two options per LG (Ideally)
Staging Areas / Operations Point (Ops Point)	<ul style="list-style-type: none"> - Is a separate location to stage appliances, and run the operations from 	<ul style="list-style-type: none"> - Large open area with good access (generally an oval) - Radio Communications (Ideally) - Internet and phone reception (ideally) 	<ul style="list-style-type: none"> - An Ops point is not always required, will depend on incident scale - This should not be the same location as the Evac Centre - Access for vehicles and appliances is essential
Incident Support Group Meeting (ISG)	<ul style="list-style-type: none"> - Location to hold an Incident Support Group 	<ul style="list-style-type: none"> - Web Call / Zoom / Teams functionality - Meeting room 	<ul style="list-style-type: none"> - This should not be the same location as the Evac Centre - Not the same location as the ICC (Ideally)

7.12.25 EXERCISE

Nil.

8.12.25 FOR INFORMATION

Nil.

9.12.25 NEXT MEETING & CLOSURE

- Meeting dates for 2026:
 - 10th March 2026
 - 9th June 2026
 - 8th September 2026
 - 8th December 2026

Meeting closed at 6:00pm.