



UNCONFIRMED

MINUTES

FOR THE

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held on

**Wednesday, 12 November 2025
Commencing at 10.00am**

At

**ADMINISTRATION CENTRE EATON
1 Council Drive - EATON**

This document is available in alternative formats such as
Large Print
~ Electronic Format [emailed]
Upon request.

VISION STATEMENT

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS	1
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	2
2.1	Attendance	2
2.2	Apologies	2
3	PRESENTATIONS	3
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
4.1	Local Emergency Management Committee Meeting Held on 13 August 2025.	3
5	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED	3
6	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	3
7	DECLARATIONS OF INTEREST.....	4
8	REPORTS OF OFFICERS	4
8.1	Update Report from Shire of Dardanup	4
8.2	Agency Reports	8
8.2.1	WA Police – Snr Sgt Scott Starkie (Australind) & Sgt Snr Sgt James Pearce.....	8
8.2.2	Department of Fire & Emergency Services – District Emergency Management Advisor – Mrs Erin Hutchins ...	8
8.2.3	Department of Primary Industries and Regional Development – Mr Tim Stevens	12
8.2.4	Department of Communities – Department of Child Protection & Family Services – Ms Renee Flaxman	16
8.2.5	Department of Biodiversity, Conservation and Attractions – Mr Jewell Crossberg.....	18
8.2.6	Department of Health (WA Country Health Service) – Ms Ceri Elliot.....	18
8.2.7	Main Roads WA – Ms Kerrie McNevin	18
8.2.8	Department of Transport – Mr Peter Westgate	23
8.2.9	Water Corporation – Mr Steve Collins	23
8.2.10	Western Power – Mr Scott Fitzgerald	23
8.2.11	Aqwest – Mr Andrew Cove.....	23
8.2.12	St John Ambulance WA – Mr Chris Smith.....	23
8.2.13	Telstra – Ms Debra Leverington	23
8.2.14	Moore Road Emergency Response Group – Mr Graeme Offer	23
8.2.15	Harvey Water – Mr Cameron Norris	23
9	MATTERS BEHIND CLOSED DOORS	23
10	CLOSURE OF MEETING	23

Members of Local Emergency Management Committee

- Cr. T Gardiner – Elected Member
- Cr. A L Webster – Elected Member
- Cr. B S Farrant – Elected Member (Proxy)
- Cr. K A Laurentsch – Elected Member (Proxy)
-
- Chief Executive Officer – Staff
- Director Development Services – Staff
- Coordinator Emergency & Ranger Services – Staff
- Community Emergency Services Manager (CESM) – Staff
- Executive Officer – Staff
-
- Representative – WA Police (Deputy Chairperson(s))
- Representative – Department of Communities - Department of Child Protection and Family Services
- Representative – Department of Primary Industries and Regional Development
- Representative – Public Transport Authority
- Representative – Department of Water Environment Regulation
- Representative – Department of Biodiversity, Conservation & Attractions
- Representative – Department of Health
- Representative – Main Roads WA
- Representative – Department of Fire & Emergency Services – Fire
- Representative – Water Corporation
- Representative – Western Power
- Representative – Aqwest
- Representative – St Johns Ambulance WA
- Representative – Telstra Australia
- Representative – Bethany Fields
- Representative – Educational Institutes within the Shire
-
- Representative – Moore Road Emergency Response Group
- Representative – Harvey Water
- Representative – Australian Rail Group

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2025 - ToR - Local Emergency Management Committee](#)

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP LEMC MEETING HELD ON WEDNESDAY, 12 NOVEMBER 2025, AT THE ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson, Cr Tyrrell Gardiner declared the meeting open at 10.00am and welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**2.1 Attendance**Voting

Cr T Gardiner	-	Shire President [Chairperson]
Cr A L Webster	-	Elected Member
Cr T Jenour	-	Elected member [Teams]
Snr Sgt Scott Starkie	-	Australind Police – WA Police [Deputy Chair]
Mr Josh Rosair	-	Department of Water Environmental Regulations
Kerrie McNevin	-	Main Roads WA
Ms Ceri Elliot	-	WA Country Health Services – SW [Teams]
Ms Renee Flaxman	-	Department of Communities
Mr Rowan Hunter	-	Department of Fire & Emergency Services - Collie Preston
Mr Jewell Crossberg	-	Department of Biodiversity, Conservation and Attractions [Teams]

Non-Voting

Snr Sgt James Pearce	-	Capel Police – WA Police
Mr Steve Collins	-	Water Corporation [Teams]
Mr Andrew Cove	-	Aqwest [Teams]
Ms Debra Leverington	-	Telstra [Teams]
Mr Graham Offer	-	Moore Road Emergency Response Group
Mrs Erin Hutchins	-	Department of Fire & Emergency - District Emergency Management Advisor

Observers

Mr André Schönfeldt	-	Chief Executive Officer
Mr Ashwin Nair	-	Director Development Services
Mr Micheal Gibbings	-	Manager Recreation Centre
Mr Neil Nicholson	-	Principal Environmental Health Officer
Mr Stephen Loiterton	-	Coordinator Emergency & Ranger Services
Mrs Rochelle Dodds	-	EA to Director Development Services (Minutes)
Mrs Maire Vitanza	-	Executive Support Officer

2.2 Apologies

Mr. Tim Stevens	-	Department of Primary Industries and Regional Development
Mr Peter Westgate	-	Department of Transport and Major Infrastructure
Mr Cameron Norris	-	Harvey Water
Mr Scott Fitzgerald	-	Western Power
Mr Chris Smith	-	St John Ambulance

3 PRESENTATIONS

DFES Presentation Mrs Haley Hibbitt.

Discussion:

Mrs Haley Hibbitt provided a detailed overview of DFES community preparedness initiatives, including updates to the Emergency WA app and the new Australian Warning System. LEMC members discussed the app's reliability and message timing, with questions raised by Cr Gardiner and Mr Andre Schönfeldt. Mrs Haley Hibbitt clarified that while the app depends on connectivity the information communicated is considered the one true source which goes through a process to ensure the emergency is correctly verified and issued once per event through the public information officer. Mrs Haley Hibbitt confirmed that ABC Radio reads out what's on the Emergency WA app and also noted that eyes and ears are the biggest tool in an emergency. Committee members acknowledged the usefulness of the platform in supporting public preparedness and awareness.

- Link to the video contained within the presentation that wouldn't work during the meeting:
[Link to Emergency WA watch zone video](#)
- Presentation to be emailed.

Action Items:

- 01/25 - LEMC Members to review the Emergency WA app and provide any feedback to DFES by the next meeting.
- 02/25 - DFES to distribute the presentation slides to all committee members.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held on 13 August 2025.

LEMC 07-25

MOVED – Cr. T Gardiner

SECONDED – Mr Rowan Hunter

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Local Emergency Management Committee Meeting held on 13 August 2025, be confirmed as true and correct.

CARRIED

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7 DECLARATIONS OF INTEREST

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Note: Chairperson to ask Committee Members if there are any Declarations of Interest to be made. There were none.

Note: Cr. Webster entered the room at 10.11am.

8 REPORTS OF OFFICERS

8.1 Update Report from Shire of Dardanup

Reporting Department	Sustainable Development Directorate
Reporting Officer	Stephen Loiterton - Coordinator – Ranger and Emergency Services
Legislation	Local Government Act 1995 Emergency Management Act 2005

8.1.1 LEMC Business Plan

Under sections 38 - 40 of the *Emergency Management Act 2005*, local governments are required to establish and carry out the functions of a local emergency management committee.

The *State Emergency Management Procedure* (s3.7) issued by the State Emergency Management Committee applies to Local Emergency Management Committees. The procedure outlines the duties of the Executive Officer:

The Executive Officer should:

- *coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of LEMAs*

The *Local Emergency Management Committee Handbook*, also issued by the State Emergency Management Committee, states that the business plan can:

- ensure local objectives are aligned to the district and state emergency management committees' strategic plans, capturing key priorities,
- clearly outline the committee's priorities for the nominated time period, and
- assist to monitor progress and document achievements.

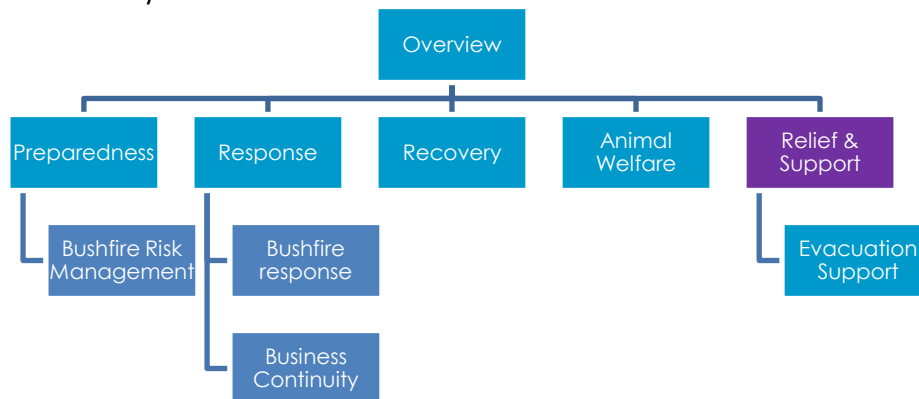
The handbook also recommends that strategies in the business plan be reviewed, and progress noted, as a standing agenda item for committee meetings. The last business plan for the Shire of Dardanup LEMC was developed for 2022-2023 and has not been reviewed recently.

A proposed LEMC Business Plan 2026-2027 has been drafted and distributed to LEMC members at the 13 August 2025 meeting for comment. No comments however, had been received. It is now proposed to table the final plan at the 11 February 2026 meeting to afford more time to stakeholders to provide comments.

It is requested that members review the plan and provide feedback by 30 January 2026. Officers will be available to discuss the plan in further details in this time.

8.1.2 Review of Local Emergency Management Arrangements

Several components of the Shire's Local Emergency Management Arrangements are due for review by the end of 2026 (light blue in figure below). The Local Evacuation Support Plan will require review in Feb 2027 and will need to commence in 2026. Experience from the review of the Bushfire Risk Management Plan and the introduction of the Local Evacuation Support Plan, suggests any one plan may take as much as a year to review.



There has been progress on the project. The Overview has been substantially rewritten. A revised Recovery plan has also been commenced. A new preparedness plan has also been given consideration.

Stephen to send through the revised plans between – Erin to review the updated from Stephen before he sends out or feedback

8.1.3 Mitigation Activity Funding

The Coordinator Bushfire Risk Management has submitted an application for funding for a 3-year MAF grant, the outcome has not been advised yet. Planning is underway for the mitigation treatments that have been identified; however, works will not commence until approval has been received.

8.1.4 Community Emergency Service Manager

The Shire has been advised that a Community Emergency Service Manager is to be supported at the Shire. The CESM program helps to enhance a co-ordinated and collaborative approach to emergency services between State, local government, bushfire brigades and the community. Bushfire brigades will have greater access to training and administrative support and the CESM will also boost the emergency management capacity, skills and knowledge within the Shire.

The Emergency Management Officer, who was responsible for supporting the Shire's brigades, recently resigned. It is envisaged that the vacant Emergency Management Office role will be replaced by the CESM. The Emergency and Ranger Service Administration Officer will be covering the support for brigades along with the Coordinator of Emergency Services.

8.1.5 Evacuation Desktop Exercise

The Shire will be conducting a desktop exercise to prepare for the summer bushfire season on 18 November 2025. The exercise will focus on the processes of activating an evacuation centre in the Shire.

The Shire has thrice been requested to activate an evacuation centre at the Eaton Recreation Centre over the past few years (twice for bushfire, and once for tornado, evacuations). These have helped to consolidate the arrangements we have in place with the Department of Communities, and our internal Local Emergency Evacuation Plan.

The exercise will be an opportunity to further raise awareness of the arrangements outlined in the Local Evacuation Support Plan. It will also enable consideration of amendments to cater for the potential use of the secondary evacuation centres as part of the review of the Local Emergency Management Arrangements.

8.1.6 Local Operational Recovery Plan Exercise

An exercise has been scheduled for the 11 February 2026 meeting of the LEMC to undertake a brief exercise looking at the process of developing a Local Operational Recovery Plan. This exercise will be facilitated by the Department of Fire and Emergency Services.

The lessons from this exercise will then be fed into the review of the Local Emergency Management Arrangements, notable the revised Recovery plan.

8.1.7 Updated Terms of Reference

Following the recent local government elections, the Terms of Reference have been reviewed and updated to reflect changes to the committee membership. Details of the amendments are provided in **Appendix 8.1.7**.

Discussion:

8.1.1 LEMC Business Plan

A draft LEMC Business Plan 2026 - 2027 (the Plan) had been circulated following the August 2025 LEMC meeting, with no feedback received to date. The Plan will now be tabled for approval at the February 2026 LEMC meeting. Mrs Erin Hutchins noted that the State Emergency Management Committee (SEMC) released their new Strategic Plan 2026 - 2029 and highlighted the importance of aligning the Business Plan with the new Strategic Plan. Mr Andre Schönfeldt suggested forming a smaller working group with a minimum of four to five core members to ensure alignment with the new State Emergency Management Committee (SEMC) Strategic Plan 2026 - 2029. The final draft of the LEMC Business Plan 2026 – 2027 would then be tabled at a future LEMC meeting.

Working group to consist of: Sr Sargent Scott Starkie, Mr Rowan Hunter, Ms Renee Flaxman, Mr Stephen Loiterton volunteered to join the working group, with Mrs Erin Hutchins to lead its coordination.

8.1.2 Review of Local Emergency Management Arrangements

Mr Stephen Loiterton advised that several components of the Local Emergency Management Arrangements are due for review by late 2026. Mrs Erin Hutchins offered to review updated drafts before circulation for broader feedback as its part of her role in terms of compliance. LEMC members supported a shift to a more practical, checklist-style format to improve usability during incidents. Discussion focused on ensuring the revised plans integrate lessons from recent activations, including evacuation centre coordination and recovery processes. The LEMC committee agreed that drafts would be circulated between meetings for input to enable timely completion.

8.1.5 Evacuation Desktop Exercise

The Shire of Dardanup will be conducting a desktop evacuation exercise on 18 November 2025, focusing on activation of the Eaton Recreation Centre as an evacuation centre. Mrs Erin Hutchins confirmed DFES participation as observers If time permits, while Mrs Renee Flaxman (Department of Communities) noted she would be unable to attend. The exercise aims to test current Local Evacuation Support Plan arrangements and identify areas for improvement before the bushfire season. Mr Stephen Loiterton will circulate outcomes and lessons learned to the LEMC post-exercise.

8.1.6 Local Operational Recovery Plan Exercise

Mrs Erin Hutchins provided an overview of the purpose and importance of a Local Operational Recovery Plan. She explained that when a significant incident occurs requiring community recovery, a Local Operational Recovery Plan is developed to guide the process. The plan outlines the actions, responsibilities, and coordination required to help the community return to normal operations as efficiently and effectively as possible. It will require input from key departments in Local Government such as Infrastructure, Health, Finance etc and the LEMC committee.

8.1.7 Updated Terms of Reference

Mr Stephen Loiterton reported that the LEMC Terms of Reference (ToR) have been updated following recent local government elections. LEMC members discussed ensuring all members receive a copy of the Code of Conduct. Mrs Renee Flaxman reported that The Department of Child Protection and Family Services was confirmed as now part of the Department of Communities, reducing LEMC voting members to 12.

Mrs Erin Hutchins suggested that the committee consider inviting additional local government officers to the LEMC who are directly involved in key emergency management functions to participate in future meetings. She further recommended that the District Emergency Management Advisor be included to sit on the LEMC as a non-voting member to provide expert advice and support to the committee.

Mr Andre Schönfeldt mentioned that there needs to be conversation with Council regarding what organisation would replace The Department of Child Protection and Family Services as another voting member.

Mr Andre Schönfeldt additionally recommended that going forward on all LEMC Agendas that names are included aligned to the associated organisations.

Action Items:

- 03/25 - Mrs Erin Hutchins to form a Business Plan Working Group with the members noted above.
- 04/25 - LEMC Members to provide feedback on the LEMC Business Plan by **30 January 2026**.
- 05/25 - Mrs Rochelle Dodds to seek Governance guidance in updating the Terms of Reference to align with The Department of Communities correct title and amend to 12 voting members or potentially add another voting member to replace The Department of Child Protection and Family Services.
- 06/25 - District Emergency Management Advisor to be included on the LEMC as a non-voting member.
- 07/25 - Mrs Erin Hutchins to review draft LEMA plans prior to distribution - Mr Stephen Loiterton to circulate revised LEMA drafts to members for comment.
- 08/25 - Mr Stephen Loiterton to update the LEMC members once MAF outcomes are received.

8.2 Agency Reports

Reporting Department	<i>Various Agencies – Listed Below</i>
Reporting Officer	<i>Refer to Individual Report</i>
Legislation	<i>Local Government Act 1995 Emergency Management Act 2005</i>

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Background

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

8.2.1 WA Police – Snr Sgt Scott Starkie (Australind) & Snr Sgt James Pearce (Capel)

Discussion:

Snr Sgt Scott Starkie introduced himself as the new Officer in Charge at Australind Police Station. Snr Sgt Scott Starkie shared his background in emergency management space and encouraged open communication and feedback from the LEMC committee.

8.2.2 Department of Fire & Emergency Services – District Emergency Management Advisor – Mrs Erin Hutchins

Mrs Erin Hutchins and Rowan Hunter – Area Officer Preston has provided the following report:

Department of Fire and Emergency Services – SW Report
2nd Quarter 2025-2026

District Emergency Management Advisor

STATE NEWS

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 9 October 2025. SEMC Communiques can be found [here](#).

2025 SEMC MEETING SCHEDULE

- 4 December 2025

STATE EMERGENCY MANAGEMENT FRAMEWORK

State Hazard Plan – Fire

State Hazard Plan – Fire (the Plan) has undergone a comprehensive review. The Plan was approved by SEMC on 7 August 2025 and published on 21 August 2025.

The revised Plan is now available via the SEMC website [State Hazard Plan - Fire](#). A Comprehensive review summary is available [here](#) and provides details of the comprehensive review and amendments.

State Recovery Arrangements

The State Emergency Management Committee (SEMC) requested the Department of Fire and Emergency Services (DFES) to undertake a comprehensive review of the recovery arrangements in the State EM Framework.

Public consultation on the proposed amendments was undertaken from 3 February to 2 May 2025.

The final proposed amendments to the recovery chapters in the State EM Policy, Plan and Procedure to incorporate lessons identified in past recoveries and contemporary recovery best practices, will be provided to SEMC subcommittees for endorsement and the State Emergency Management Committee for consideration at its **December** meeting.

State Hazard Plan – HAZMAT Annex B Space Re-entry Debris (SPRED)

The WA Police Force has completed a five yearly review of the State Hazard Plan HAZMAT Annex B Space Re-entry Debris (SPRED).

The WA Police Force is now seeking broad stakeholder feedback on the proposed amendments.

Agencies with roles and responsibilities within the State Hazard Plan HAZMAT Annex B SPRED, the Australian Space Agency and the Western Australian Space Debris Emergency Response Team (WASDERT) were consulted during the initial review of the plan.

The draft State Hazard Plan HAZMAT Annex B SPRED provides an overview of arrangements for the management of SPRED emergencies in Western Australia, in accordance with the Australian Government Space Re-entry Debris Plan (AUSSPREDPLAN). It contains information about the strategic arrangements for prevention, preparedness, response to and recovery from a SPRED Emergency.

The draft State Hazard Plan HAZMAT Annex B SPRED refers to a range of existing plans and documents relating to SPRED but does not duplicate the information contained in these, instead provides directions to websites or other sources where further information can be obtained if required.

The Commissioner of Police is the Hazard Management Agency for SPRED.

Consultation will be open for 12 weeks from Friday 03 October 2025 to Friday 02 January 2026.

Please submit your feedback by close of business on 02 January 2026 [here](#).

Comprehensive Review Schedule

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

- WA Community Evacuation in Emergencies Guideline
- State Hazard Plan – Cyber Security Incident
- Local Recovery Guideline
- State Support Plan – Freight and Supply Chain
- Impact Statement Guideline and Template
- 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
- Impact Statement Guideline and Template
- WA Managing Exercising Guideline
- State EM Policy and Plan

You can view all current and past consultations on the [Engage WA EM consultation homepage](#)

Local Government Emergency Management Knowledge Hub

The [Local Government Emergency Management Knowledge Hub \(EM Hub\)](#) was launched on **30 October 2025**. The EM Hub is 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.

DFES Resilience and Recovery Strategy and Policy Team 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.

SEMC STRATEGIC PLAN

The State Emergency Management Committee (SEMC) [Strategic Plan 2026-2029](#) outlines how the SEMC will collaborate with Western Australia's emergency management sector to develop a comprehensive system that fosters resilience and preparedness in our State.

The Strategic Plan was prepared in consultation with emergency management sector stakeholders. It will 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.

DISTRICT NEWS

The next **District Emergency Management Committee (DEMC)** will be held on Tuesday **17 March 2026**.

DISTRICT OFFICER UPDATE

LOCAL NEWS

Operations

- To bolster the response capacity in the district, the high season fleet appliances have started to be distributed around the region with an additional 11 appliances consisting of four 2.4/3.4 tankers and seven Light tankers.
- All the brigades are getting ready for the season and ramping up training and preparedness. Additional preseason training has seen members better prepared for the season ahead.
- Vegetation dryness observations have begun on a weekly basis from Dandalup to Capel with the reporting going into the AFDRS system to get accurate Fire Danger Ratings (FDR) for the region. This also gives operational staff oversight of the changing seasonal on ground conditions

Weather Outlook – November to January 2025 Long-Range Forecast

- **Above average rainfall** is likely across parts of eastern Australia, with most of the remaining parts of the country showing roughly equal chances of above or below average rainfall.
- **Daytime temperatures** are likely to be above average
- **Overnight temperatures** are very likely to be above average across most of Australia.

COMMUNITY PREPAREDNESS NEWS

Emergency WA

- 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 website. 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. Further key messages for LGs to use when engaging with community are attached. All volunteer BGUs, chiefs and EM staff should have received these from Haley Hibbitt by email on 16 October.

PLEASE NOTE: Once your plan is created, it is important to download it as it cannot be transferred over to the new upgrade.

**Compiled by:
District Emergency Management Advisor – South West
Department of Fire and Emergency Services
As at 24 October 2025.**

Discussion:

Mrs Erin Hutchins provided an update on DFES activities, including fire season preparedness, updated hazard plans, and the launch of the Local Government Emergency Management Knowledge Hub. Mr Rowan Hunter noted distribution of seasonal appliances and training improvements across brigades. LEMC members discussed weather forecasts, increased vegetation dryness, and upcoming SEMC consultations. Mrs Erin Hutchins noted she will send through the additional DFES report to Mrs Rochelle Dodds for distribution with the Minutes along with the South West Emergency Management District Committee Calendar 2025-2026.

Mrs Haley Hibbitt noted that local brigades have been very active recently, with strong engagement across the community. Around 30 to 50 residents attended the recent community day at Wellington Mill, which was considered a great success. Ferguson Fire Brigade have put out a flyer's recently regarding offering property walk throughs to help with community preparedness. Mrs Haley Hibbitt commended the brigades for their ongoing efforts in community safety, preparedness, and public education.

Mrs Erin Hutchins added that it would be valuable for Mr Stephen Loiterton to collaborate more closely with neighbouring local governments, suggesting that attending their meetings in person could help strengthen relationships and encourage consistency across emergency management planning and response activities.

Action Items:

- 09/25 - LEMC Members to review the new Knowledge Hub and provide feedback by March 2026.
- 10/25 - Mrs Erin Hutchins noted she will send through the additional DFES report to Mrs Rochelle Dodds for distribution with the Minutes along with the South West Emergency Management District Committee Calendar 2025-2026.

8.2.3 Department of Primary Industries and Regional Development – Mr Tim Stevens

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 to 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.

DPIRD EMERGENCY MANAGEMENT OVERVIEW

Emergency Coordination Overview	
Reporting Period:	2 nd Quarter 2025-2026
Emergency Activations and Declarations	
Emergency Declarations	Nil

Incident Coordination Overview				
Animal and Plant Based Biosecurity ¹				
Incident Title		Location	Date	Incident Level ²
African Black Sugar Ant		Perth Metro	Since Jan 2020	Level 1
Polyphagous Shot-Hole Borer		Perth Metro	Since Sep 2021	Level 2
Red Dwarf Honeybee		Pilbara Region	Since Jul 2023	Level 2
Support to Animal Welfare in Emergencies ³				
Incident Title	Region	Date	HMA	Details
Nil				
Support to Natural Hazards				
Incident Title	Region	Date	HMA	Details
Nil				

DPIRD Emergency Coordinator Comments and Outlook
- DPIRD continues to manage 2 level 2 biosecurity incidents. 1 of these (PSHB) has significant resourcing requirements and substantial engagement with State Agencies, WALGA; industry, tertiary/research sectors. - DPIRD continues to monitor significant developing and emerging threats linked to High Pathogen Avian Influenza (HPAI), as well as deliver ongoing preparedness for other potential Emergency Animal Diseases.

¹ Regarding a “Declared Pest”, an incident is only listed where a formal Incident Management Team has been established.

² Incident levels as per section 5.1.5 of the State Emergency Management Plan

³ Only when the State Support Plan – Animal Welfare in Emergencies has been activated

8.2.4 Department of Communities – Department of Child Protection & Family Services – Ms Renee Flaxman

Emergency Relief and Support

LEMC REPORT FOR DISTRIBUTION

3rd quarter 2025-2026

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:	Renee Flaxman
-------------------------	---------------

Regional Officer:	Jo Spadaccini
-------------------	---------------

Local Government:	Shire of Dardanup
-------------------	-------------------

South West specific update

Evacuation center training is being undertaken in Southwest for local government and Communities staff to support upskilling in the activation and facilitation of evacuation centers.

If you have staff members that would benefit from this training, please contact Renee to discuss further.

Emergency Relief and Support update

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.

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 trialing 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.

LEMC Background Information – 3rd quarter 2025 -2026

Local ERS contacts

What is inside a Go Bag:

Each Go Bag is designed to provide immediate comfort and essential items for daily 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 October

Activations

- ERS has responded to two (2) Level 1 incidences (house fires).
- ERS was activated for one (1) structure fire involving 31 impacted businesses (Morley Markets).

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.
- 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.

Discussion:

Mrs Renee Flaxman apologised for the late addition of the report and provided a summary of her report which will be distributed along with the Minutes.

Mrs Renee Flaxman reported continued work on evacuation centre training and the introduction of Go Bags to assist evacuees. The committee commended the initiative for improving personal preparedness and continuity of care during emergencies. Mr Stephen Loiterton queried whether it would be beneficial for the Shire of Dardanup to hold a small supply of Go Bags for distribution during emergency events. Mrs Renee Flaxman advised that the Go Bags are currently in a trial phase and not yet available for general distribution. However, she noted that some older equipment could be provided in the interim, with full distribution to relevant organisations to occur once the trial period has concluded.

Action Items:

- 11/25 – LEMC Members to identify suitable local staff for evacuation centre training.

8.2.5 Department of Biodiversity, Conservation and Attractions – Mr Jewell Crossberg

Mr Jewell Crossberg reported that the Department of Biodiversity, Conservation and Attractions (DBCA) prescribed burning program is nearing completion, with operations expected to conclude within the next fortnight. Over recent weeks, approximately 8,000 hectares have been successfully treated across the Wellington District.

Mr Jewell Crossberg further advised that DBCA has responded to 25 bushfires since mid-September, all of which are suspected to have been deliberately lit. The majority of these incidents occurred within the Shire of Collie. He noted that while favourable weather conditions have allowed crews to bring the fires under control quickly, the increasing temperatures and drier conditions associated with the approaching summer present a heightened fire risk for the region.

8.2.6 Department of Health (WA Country Health Service) – Ms Ceri Elliot

Mrs Ceri Elliot outlined bushfire risk assessments undertaken at Harvey and Bunbury Hospitals and the implementation of access protocols during emergency situations particularly with the development work happening currently at the Bunbury Hospital.

8.2.7 Main Roads WA – Ms Kerrie McNevin**Main Roads Local Emergency Management Committee Report****1. General**

Main Roads South West Region is committed to supporting the relevant agencies involved in Emergencies and Incidents.

It has recently reviewed and restructured its resources to be more responsive to the increasing number of Emergencies and Incidents.

We endeavour to have a Senior Officer in attendance at every LEMC/DEMC meeting and a minimum of 2 at any Exercise.

This ensures our sustainability, rapport and knowledge is spread through the team and does not become person dependent.

We have an Customer Information Centre which is resourced 24 hours a day. They can be contacted on 138 138 for all Emergencies and Incidents.

This team will immediately notify the region of any Emergency/Incident by contacting our 24hr on Call Duty Manager.

The Duty Manager will dispatch resources as required/requested to the Emergency/Incident. Should the situation warrant, the Duty Manager will activate the On Call Incident Manager.

The Incident Manager may then take charge as the point of contact with IC for the Incident and will activate other resources as required.

2. Resources

2.1 Incident Managers

Main Roads South West Region has 7 Incident Managers (IM) that it can call upon to respond to, manage and support the IC.

Each Incident will generally require 2 x IM's to manage any 1 Incident.

2.2 On Scene Liaison Officers

Main Roads South West Region has 6 On Scene Liaison Officers (OSLO) to call upon. The OSLO's are generally dispatched to an Incident to make first point of contact with the IC, assess the situation and report back to the MRWA Duty Manager or IM.

The OSLO's can also assist initially by implementing a VCP as required.

They will also support our Vehicle Control Point (VCP) personnel when they are established for the duration of the Emergency/Incident.

2.3 Rapid Response Crews

Main Roads South West Region has 3 Rapid Response Crews (RRC) to call upon. The RRC's are a 2 person crew. They are designed to respond to Emergencies and Incidents and set up the initial VCP control with limited signage.

They will also support our Vehicle Control Point personnel as required.

2.4 Traffic Management Crews

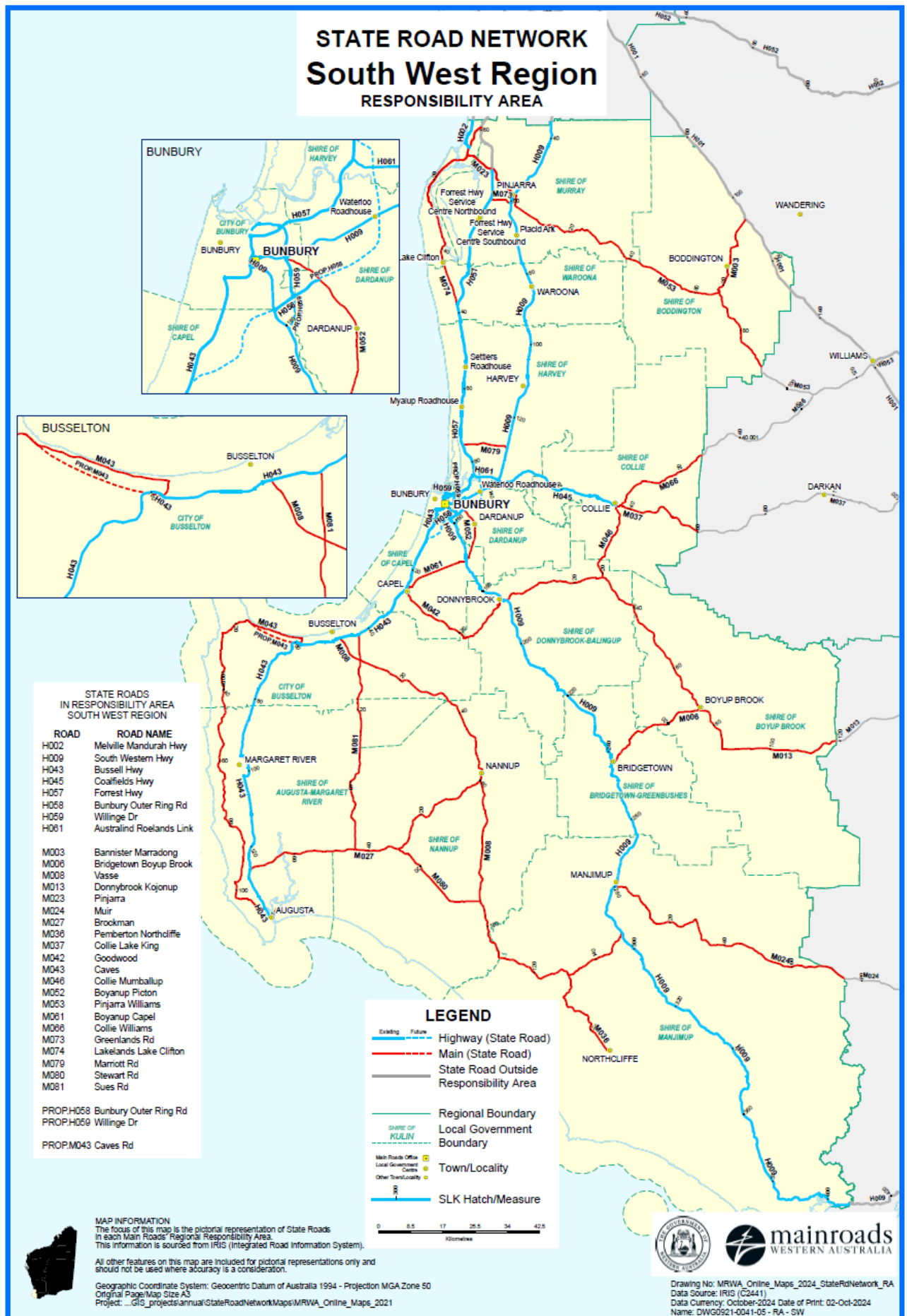
These are contract resources, Main Roads South West Region generally has 3 of these crews engaged on a daily basis. Further to these crews Main Roads is able to call on additional crews from its Contract Traffic Control providers.

There are 3 companies Main Roads generally uses but can also call on resources outside our Region depending on the scale and location of the Incident.

These crews form the backbone of our VCP resources. Initially Main Roads will operate crews on 12-hour shifts and if the Incident is likely to extend beyond 3 days will reduce the shifts to 8hrs to manage fatigue.

Each VCP would require 4 resources for a 12-hour shift and 6 resources for an 8 Hr shift.

EMERGENCY MANAGEMENT		REGIONAL MANAGEMENT	Emergency MANAGER	OPERATIONS OFFICER	PLANNING/LOGISTICS OFFICER	LIAISON OFFICER	ROAD INSPECTION		ONSCENE LIAISON OFFICER	COMMUNICATION OFFICER	LOG KEEPER
	Quick Glance Positions (may change month to month)										
Title											
A/DSWO	BRUCE WALKER	1									
A/MAMO	AARON MILNE	2									
MM	ANTHONY WILLETTS		1	1							
RRRCS	KERRIE MCNEVIN		2	2	1	1					
WS	JORDAN PILLAR		3	3	2	2					
RMWM(S)	RON AITKEN		4			3			1		
RMWM(N)	BEN PAYNE		5			4			1		
MC	JOHN TRELA				3						
VCO	STEVE SHARP						1				
VRO	BLAIR BLOOMEFIELD						2				
NI(S)	BILL LISHMAN								2		
WS	STEWART BRAND								3		
NI	PAUL HILLIS								4		
NI	CRAIG CURTIS								4		
NI	MICK AITKEN								6		
NI	KEITH DAVIS								7		
NI	JYE PREDRETTI								8		
AMO	SCOTT FRATER								9		
MRWA	CIC OFFICER									1	4
MA	TRACEY TAME									2	1
AMO	KAREN HOGAN									3	2
CSM	EVETTE MCFARLANE									4	3



Discussion:

LEMC member queried what hours the Rapid Response Crew (RRC) covered – Mrs Kerrie McNevin noted that RRC are 24/7 and always have crews on standby for after hours.

8.2.8 Department of Transport – Mr Peter Westgate

8.2.9 Water Corporation – Mr Steve Collins

Mr Steve Collins noted that Water Corporation has commenced preparation for the season, including fire mitigation around the relevant sites.

8.2.10 Western Power – Mr Scott Fitzgerald

8.2.11 Aqwest – Mr Andrew Cove

8.2.12 St John Ambulance WA – Mr Chris Smith

8.2.13 Telstra – Ms Debra Leverington

8.2.14 Moore Road Emergency Response Group – Mr Graeme Offer

8.2.15 Harvey Water – Mr Cameron Norris

9	MATTERS BEHIND CLOSED DOORS
----------	------------------------------------

None.

10	CLOSURE OF MEETING
-----------	---------------------------

The Chairperson advises that the next date of the Local Emergency Management Committee Meeting will be advised.

There being no further business the Chairperson declared the meeting closed at 11.04 am.