



Local Emergency Management Committee

Meeting Minutes

Shire of Cunderdin Council Chambers
Wednesday 12th March 2025, 3.30pm

Disclaimer

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SHIRE OF CUNDERDIN

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 3.35pm.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Members

Chris Turner	WA Police
Stuart Hobley	Shire of Cunderdin CEO
Cr Alison Harris	Shire President/Chairperson
Hayley Byrnes	Shire of Cunderdin DCEO
Tim Ford	Volunteer Fire and Rescue Captain
Darrel Krammer	Department of Fire and Emergency Services – DO – Via Teams
Shelby Robinson	Department of Fire and Emergency Services – DEMA- Via Teams
Jonathan Arnott	Cunderdin District High School Principal
Michael Phillips	Department of Communities – Via Teams
Matt Dowell	Cunderdin Agricultural College Principal
Kylee Ryan	Meckering Primary School Principal

2.2 Invited Guests / Observers

2.3 Apologies

Elton Fawkes	Rapid Relief Team
Cr Natalie Snooke	Councillor

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 11th September 2024

Recommendation:

That the minutes of the Local Emergency Management Committee Meeting held on 11th September 2024 be confirmed as a true and correct record of that Meeting.

MOVED Tim Ford

SECONDED Chris Turner

4.2 Business Arising

Nil.

ITEM 5 CORRESPONDENCE

5.1 Inward

Nil.

5.2 Outward

Nil.

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

Contact list to be distributed with the minutes for updating as required.

[Attachment 6.1 – Contacts list](#)

6.2 Training Dates

Nil.

ITEM 7 LEMC EXERCISES

Meeting discussed merits of various event scenarios that would benefit the LEMC members and test the procedures contained in the LEMA.

No definitive scenario was chosen. This will be discussed when the Shire's new CESM has commenced employment.

ITEM 8 AGENCY UPDATES

8.1 WA Police

SGT Chris Turner – Update given on Officers that are on leave and the strategies in place to ensure policing in the District is upheld.

8.2 St John Ambulance

Nil.

8.3 Fire and Emergency Services

Darrel Krammer – DO – Reported that the back end of the season has not seen as many incidents as there were experienced in previous years.

The Shire and most surrounding districts have moved from prohibited burning to the restricted burning period with no issues.

August will be a training focus month looking and they will be looking at the requirements Local Governments.

Shelby Robinson – DEMA – Report [attached](#).

Tim Ford – VFRS – Thanked and acknowledged the outgoing CESM, Ben Davies for his contributions during his time of employment with the Cunderdin Shire. Thanks, and acknowledgement also extended to Syd Davies for his contributions to the Cunderdin Emergency Service Departments during his tenure as DO.

Reported that the VFRS have put their community engagement on hold until the new CESM has started his appointment with the Shire.

VFRS have been working with local businesses on their individual, site specific, Emergency Response Plans.

8.6 Department of Communities

Joanne Spadaccini

Michael Phillips – The Department experienced 14 activations during the high threat season. Department of Communities new Local Emergency Relief and support Plan (LERSP). It has undergone some large scale amendments to make it streamlined using the LOOP emergency planning strategy. This plan will be forwarded committee members to be tabled at the next LEMC meeting.

When requiring Department of Communities the emergency on call number should be used. This number is 0418 943 835.

8.7 Department of Education

Kylee Ryan – Meckering PS – Kylee advised that she is currently the acting Principal for the Meckering Primary School and Caroline Whitelock will be returning to the Principal position in Term 2.

Matt Dowell – Cunderdin Agricultural College – Reported that as the Ag School has been listed as a bushfire prone area since 2023, they have been working on Bushfire Response Plans.

Jonathon Arnott – Cunderdin District High School – Reported that structural engineers have been at the Cunderdin District High School ensuring the building integrity has been upheld following the recent multiple tremors the district has been experiencing.

8.8 Department of Health

Maureen Gaitskell – Nil.

8.9 Local Government (inc. Bush Fire Brigades)

Cr Alison Harris – Shire President – Thank you to, previous CESM, Ben Davies for the contributions that he made the Shire's local emergency management brigades in his time with the Shire.

Stuart Hobley – CEO – Advised that John Idland will be commencing employment on the 1st April as the CESM for Cunderdin, Tammin and Quairading.

Informed the committee that the Shire has been successful in securing funding for emergency water tanks at the Cunderdin Airfield which will replace the existing tanks that are failing on a regular basis.

Funding has also been secured from Disaster Relief Funding for the installation of adequate evacuation centre for the Meckering and Cunderdin residents.

Hayley Byrnes –DCEO

Presentations:

CESM Report:

8.10 Rapid Relief Team

Nil.

ITEM 9 URGENT BUSINESS

Nil.

ITEM 10 NEXT MEETING DATES

Two meetings to be held per year and one desktop exercise.

Wednesday – 12th March 2025

Wednesday – 11th June 2025 (Desktop Exercise)

Wednesday – 11th September 2025

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the Meeting at 4.09 pm.

ITEM 12 ATTACHMENTS

Attachment 6.1 – Contacts list

NAME	AGENCY	CONTACT NUMBER	EMAIL CONTACT
Cr Alison Harris	Shire of Cunderdin - Shire President	0427 362030	craharris@cunderdin.wa.gov.au
Sgt Christopher Turner	WAPol - OIC	0407 199 995	christopher.TURNER@police.wa.gov.au
Constable Dan Byrnes	WAPol	0436 857 051	dan.BYRNE@police.wa.gov.au
Cr Natalie Snooke	Shire of Cunderdin - Councillor	0427 260 170	crnsnooke@cunderdin.wa.gov.au
Joanne Spadaccini	DoC - Regional Officer Wheatbelt, Great Southern & South West	0429 102 614	joanne.spadaccini@communities.wa.gov.au
Michael Phillips	DoC - Regional Coordinator – Wheatbelt	0455 560 041	michael.phillips@communities.wa.gov.au
Tim Ford	Cunderdin VFRS - Captain	0438 221 778	timiford@outlook.com
Ashley Burges	Shire of Cunderdin - CBFCO	0428 251 236	aburges1981@gmail.com
Kylee Ryan	Meckering Primary School - Principal	9623 3400	kylee.ryan@education.wa.edu.au
Matt Dowell	Cunderdin Ag College - Principal	9635 3300	matthew.dowell@education.wa.edu.au
Jonathon Arnott	Cunderdin DHS - Principal	9635 2100	jonathon.arnott@education.wa.edu.au
Darrel Krammer	DFES - DO Northam	0437 482 575	DO.Northam@dfes.wa.gov.au
Stuart Hobley	Shire of Cunderdin - CEO	0458 351 008	stuart.hobley@cunderdin.wa.gov.au
Shelby Robinson	DFES - DEMA	0488 907 187	Shelby.robinson@dfes.wa.gov.au
Ben Davies	Shire of Cunderdin - CESM	0448 008 653	benjamin.davies@dfes.wa.gov.au
Maureen Gaitskell	WACHS Cunderdin - HSM	9635 2222	maureen.gaitskell@health.wa.gov.au
Ian Dawson	St John Ambulance - Community Paramedic	0437 524 088	ian.dawson@stjohnambulance.com.au
Hayley Byrnes	Shire of Cunderdin - DCEO	0448 049 584	Hayley.Byrnes@cunderdin.wa.gov.au
Elton Fawkes	Rapid Relief	0439 002 600	elton@adagefurniture.com.au

Attachment 8.3 – DEMA Attachment

LOCAL EMERGENCY MANAGEMENT COMMITTEE DISTRICT EMERGENCY MANAGEMENT ADVISOR (DEMA) REPORT March 2025

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

The Local Emergency Management Arrangements Improvement Program

Building on the previous work of the LEMA Review, the LEMA Improvement Program will continue working toward the goal of a more capable and resilient community, through a local approach to emergency management. To deliver on the commitment of a sector-led LEMA improvement process, the WA Local Government Association (WALGA) is partnering with SEMC. WALGA will work on behalf of local government, making sure that the sector is consulted, and their feedback guides the reform of local emergency management.

WALGA has received valuable feedback from Local Governments, which continues to inform the LEMA Improvement Program.

WALGA is facilitating a LEMA Working Group with representatives from 10 local governments who are providing advice to the project team and will co-design new templates and supporting resources.

The DEMAs meet with the WALGA and DFES LEMA Improvement Project Team monthly.

Pilot Program for LEMA Tools - Expression of Interest:

The proposed tools for LEMA approaches will be piloted with the broader Local Government sector. This will help inform the SEMC's rollout of a more fit-for-purpose LEMA model.

Expressions of interest will be advertised through WALGA communications, please also let the DEMA know if you are interested.

Initial criteria will include:

1. One local government from each band.
2. LEMAs that are overdue or due for renewal.
3. Local Governments that have not received AWARE funding for LEMA review.
4. Local Government commitment and capacity to support the pilot and progress to council endorsement.

The trial is expected to last 3-4 months. For additional information, please contact Shelby Robinson (DEMA) or Catherine Feeny (WALGA).

Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.

OTHER LOCAL NEWS

Telstra Dedicated 3G Hotline Now Running

Telstra has launched a dedicated 3G hotline to assist customers experiencing mobile service issues following the 3G network shutdown. If members in your community have noticed changes in mobile experience, or need help troubleshooting connectivity problems, please contact the team.

Telstra 3G Hotline: 1800 990 853

Operating hours: Monday-Fri 11am-10pm (WA time)

Disaster Recovery Funding Arrangements Video Modules

DFES has produced a series of videos about the Disaster Recovery Funding Arrangements for Western Australia (DRFAWA) to help local governments and State agencies understand the basics of how the arrangements work and the different types of assistance that might be available. The 6 videos are hosted in one module on MobiliseMe.

Where to access the module?

The DRFAWA video module can be accessed directly via this link <https://dfes.mobilise-me.com/index.php/Selfregistration/DRFAWA>

This link is also included on the [Recovery Funding website](#) under Resources.

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

GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters. Information on funding opportunities can be found [here](#). The DEMA is currently working on a document overview of grant opportunities for emergency management across all State Agencies. This should be ready for distribution early-mid 2025.

Disaster Ready Fund – Round 3 – Open Now!

The DRF is the Australian Government's flagship disaster resilience and risk reduction initiative, which will deliver up to \$200 million of Commonwealth funding annually to establish a comprehensive set of disaster resilience and mitigation projects across Australia, in partnership with Australian state, territory and local governments. This fund is Commonwealth money, administered by the State through a Lead Agency, the Department of Fire and Emergency Services.

A comprehensive guideline document which outlines eligibility criteria, co-contribution requirements, assessment criteria and what the funding can be spent on is available [here](#).

If you are interested in applying for DRF funding, the DEMA is available to support you in your application. As this is a highly competitive grant program, it is encouraged that you discuss your project idea and appropriate support for your project is gained, prior to application.

Your Project Proposals must be submitted to DFES via the [online application portal](#) by 5 pm (AWST) on 2 April 2025. Late submissions will not be accepted.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE - MEETING

Last year, the Wheatbelt District Emergency Management Committee endorsed a Strategic Business Plan with 6 key objectives. In no particular order, these include:

1. Improve stakeholder knowledge and understandings of critical infrastructure, its interdependencies and systemic risks.
2. Develop understanding of the impact of The Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024 on emergency management risk and activities.
3. Develop agency understanding of emergency management roles and responsibilities across applicable hazards to the region.
4. Develop local government emergency management capabilities.
5. Meet compliance requirements.

The DEMC also endorsed extending membership to all local governments in the EM region. Each of the 28 local government CEOs have received a letter invite, asking them to nominate their representatives.

Dates for the 2025 Wheatbelt DEMC meetings are as follows:

- 12 March 2025
- 11 June 2025
- 10 September 2025
- 10 December 2025

DISTRICT EMERGENCY MANAGEMENT COMMITTEE – ACTIVITIES

Webinar Series

The Wheatbelt and Goldfields-Esperance DEMC's, through the DEMA, will be rolling out a monthly webinar series targeted towards information sharing and building Emergency Management knowledge within both Local Government and Local Emergency Management Committee Stakeholders. These webinars will be pre-set monthly and communicated via the DEMA or the LEMC Executive Officer.

January Webinar: Road Closures. Facilitated by Ben Doman, Main Roads WA on 6 February from 12.30-1.15pm.

February Webinar: Public Information. Facilitated by Anni Fordham, DFES and AFAC on 13 March from 12.30-1.15pm.

March Webinar: Animal Welfare in Emergencies. Facilitated by Brett Hopley, DPIRD on 10 April from 12.30-1.15pm.

Invites have been distributed to LEMC chairs, executive officers and CEOs. If you would like to be included in this invite, please contact the DEMA at shelby.robinson@dfes.wa.gov.au.

Newsletter

The first Wheatbelt District Emergency Management Newsletter was released on 16th January 2025. This newsletter will be distributed every two months to key EM stakeholders across the Wheatbelt district.

The newsletter is a one of the key engagement tools being implemented to support Strategic Business Plan priorities across the Wheatbelt District Emergency Management Committee. The newsletter aims to ensure the 28 LGA's across the district, along with district level stakeholders are receiving consistent and timely EM updates. Your feedback on how this process can be improved is always welcomed.

Subscribe to the Wheatbelt District Emergency Management Newsletter [here](#).

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held on the 4th December 2024. The next meeting is expected to be held on the 13 March 2025. SEMC Communiques can be found [here](#).

STATE CONSULTATION REQUESTS

Review - State Recovery Arrangements in the EM Framework – DFES

Since 2020, WA has faced an increasing number of large and complex disasters requiring higher levels of State Government support for recovery. Our current recovery practices have evolved and the recovery arrangements in the existing State Emergency Management (EM) Framework no longer reflect the needs of WA communities or our recovery capabilities.

The State Emergency Management Committee (SEMC) asked the Department of Fire and Emergency Services (DFES) to review the recovery arrangements in the EM Framework. As a result of this review, DFES has recommended comprehensive amendments to contemporise the recovery chapters in the EM Policy, Plan and Procedure.

The proposed amendments more clearly define the recovery arrangements, roles and responsibilities of State government, and provide greater clarity for local government about when and how the State Government will become involved in a recovery. The amendments:

- introduce a four-tiered (R1-R4) model where State involvement in recovery increases depending on the complexity of recovery and capacity and capability of local government;
- enable the State Government to appoint a recovery coordinator for a R3 recovery, and a controller for a R4 recovery;
- establish a mechanism for the State to provide support to a local government where a recovery coordinator or controller is not appointed but the local government needs some additional support (an R2 recovery);
- clarify the role of Hazard Management Agencies to initiate and coordinate early recovery activities during the response and early recovery phase;
- require the transition of recovery coordination from Hazard Management Agency to local (or State) government to be agreed and planned, with reduced emphasis on the Impact Statement as a 'trigger for handover';
- require local and State government to engage Community members to understand community needs and priorities, and in the planning, design and governance of recovery; and

- require the de-escalation of State involvement and transition back to 'business-as-usual' service arrangements to be planned and agreed between State and local government.

The proposed amendments do not alter the roles and responsibilities of local government under the Emergency Management Act 2005 or the arrangements for funding provided by the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

Public consultation on the proposed amendments to the State Emergency Management Framework is being undertaken from **3 February to 2 May 2025**.

The Department of Fire and Emergency Services is offering information sessions and briefings to local governments and state government agencies. To register for an event visit www.engagewaem.com.au/recovery or contact DFES at recoverypolicy@dfes.wa.gov.au.

For further information, or to provide feedback on the proposed amendments, visit the SEMC website at www.engagewaem.com.au/recovery.

STATE ADVICE

Amendments to State Emergency Management documents

DFES has completed the periodical comprehensive review of the State Hazard Plan - Hazardous Materials Emergencies (HAZMAT). The term 'hazardous materials' was removed from the title to reduce the confusion between the definition of a 'hazardous substance' within the *Emergency Management Act 2005* and the definition of 'hazardous materials' in the *Fire Brigades Act 1942*, and the *Fire and Emergency Services Act 1988*. The plan is now known as State Hazard - HAZMAT.

DFES has amended the State Hazard Plan - Fire and State Hazard Plan - Severe Weather following further implementation of the Australian Warning System framework across cyclone, flood and storm warnings.

Consequential amendments to the Local Recovery Guideline and resources were redesigned to increase accessibility of the documents and bring the documents in line with the West Australian Government's accessibility and inclusivity standard. Please note the DFES State Recovery Team has initiated a comprehensive review process to further review this guideline as more substantial amendments were required to meet the current recovery needs. Local governments do not need to amend their current plans to match these revised documents.

The WA Police Force has amended the State Hazard Plan - Hostile Act, and State Hazard Plan - Terrorist Act to incorporate the consequential statement of fact amendments as a result of removing chemical, biological, and radiation (CBR) emergency from State Hazard Plan - HAZMAT. As described in State Hazard Plan - HAZMAT, DFES will continue to provide a HAZMAT (chemical, radiological or other substance) capability to hostile act or terrorist act incidents managed by the WA Police Force.

The 2024 Emergency Preparedness Report

The 2024 Emergency Preparedness report is currently being compiled. This report builds on the information provided by LEMC and DEMC annual reports, as well as other sources. This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses and areas for improvement statewide, and combines the input from about 170 agencies.

Once the report is approved by the Minister, it will be circulated to all LEMCs by the DEMA.

Local Emergency Management Committee Handbook and useful tools

The [LEMC handbook](#) provides local governments with a summary of the actions and best practice principles as required under section 38 - 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC. The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

Australian Warning System (AWS)

Western Australia has adopted national consistency for cyclone, storm and flood warnings through the [Australian Warning System \(AWS\)](#). The wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

Disaster Recovery Funding Arrangements

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government.

Recovery from disasters is a shared responsibility between individuals, households, businesses, communities and governments. The arrangements are designed as a safety net when costs to undertake recovery activities from an eligible disaster become significant.

For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
2. A coordinated, multi-agency response was required.
3. Eligible expenditure relating to emergency assistance, damage to essential public assets and/or other eligible assistance provided in relation to the event exceeds \$240,000 across the affected local government areas.

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

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

Complied by:
Shelby Robinson
0488 907 187 / shelby.robinson@dfes.wa.gov.au
District Emergency Management Advisor - Wheatbelt and Goldfields-Esperance