SHIRE OF DALWALLINU
LOCAL EMERGENCY MANAGEMENT COMMITTEE

M I N U T E S

For the meeting held

Meeting Date: 2 November 2026

Location: Shire Administration Centre, 58 Johnston St Dalwallinu

Time: 3.30pm

Emergency Management Act 2005 (Section 39) - Functions of local emergency management committees:

a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.

b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and

c) to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.

1. MEETING OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson opened the meeting at 3.30pm.

2. ATTENDANCE RECORD

2.1 Present

Jemma Counsel (Chair)	Shire of Dalwallinu – Councillor
Hanna Jolly	Shire of Dalwallinu
Elize Pronk	Dalwallinu Hospital (via Teams)
Sam Dickins	Volunteer Fire & Rescue Service
David Hughes	Volunteer Fire & Rescue Service
Justin Burt	Dalwallinu District High School
Kate McCreery	Kalannie Primary School (via Teams)
Josh Munns	Dalwallinu Police (observer)
Natalie Bell	Department of Fire & Emergency Services
Darryll Clohessy	Department of Fire & Emergency Services
Jodie Lyndon-James	Kalannie Community Resource Centre
Chloe Manning	Dalwallinu Community Resource Centre

2.2 Apologies

Stewart Benton	St John Ambulance
Steve McCrea	Dalwallinu Police
Keith Carter	Shire of Dalwallinu – President
Jean Knight	Shire of Dalwallinu

2.3 Leave of Absence Previously Granted

Nil

3. DISCLOSURE OF INTERESTS

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.

4. GUEST PRESENTATIONS

Chloe Manning – Staying in Place Coordinator provided a brief description of Staying in Place Program. Staying in Place Program encourages older residents to age confidentially at home. Chloe covers Shire of Dalwallinu area.

5. CONFIRMATION OF PREVIOUS MEETING MINUTES

Moved: David Hughes
Seconded: Sam Dickins

That the Committee approve the minutes of the Shire of Dalwallinu LEMC meeting held on 3 August 2026 be confirmed.

CARRIED

6. REVIEW OF ACTION LIST AND BUSINESS ARISING

Item	Owner	Status
Nil	Nil	Nil

7. CORRESPONDENCE

7.1 Correspondence In

Nil

7.2 Correspondence Out

Nil

8. REVIEW OF LEMC MEMBERSHIP AND CONTACT LIST UPDATES

Nil

9. LOCAL EMERGENCY MANAGEMENT (Standing Items to be considered at each meeting)

9.1 Post Incident Reports

Nil

9.2 Post Exercise Reports –

Nil

9.3 LEMC exercise

Nil

9.4 Review Local Emergency Management Arrangements

Nil

9.5 Risk Management Update

(Monitor and review, emerging risk, mitigation)

Nil

9.6 Review LEMC Business Plan

Model business plan template received. Example of annual emergency management cycle to be discussed. Hanna Jolly to prepare the plan for the next meeting.

Quarterly table was updated to include to the business plan.

Period	Strategic Focus	EM Activities	LEMC Meeting Focus	Key Outputs
July – September	*Engage, exercise and manage risks*	*Confirm LEMC schedule, membership and contacts* *Undertake LEMA document reviews* *Review progress against local risk mitigation actions, facilitate risk reduction activities* *Prepare community engagement materials and commenced engagement activities.*	*Meeting schedule, membership, contact details and document review* *Risk mitigation actions and emerging risk*	*Updated contact lists Risk mitigations actions* *review and tracked* *Community engagement activities*
October – December	*Prepare*	*Community preparedness activities.* *Staff training and pre-season briefings.* *Review Incident Support Handbook (when available)* *Confirm seasonal readiness actions* *Respond and support incidents*	*Review seasonal risks.* *Review incident support arrangements* *Support community engagement activities*	*Preparedness actions confirmed* *Training completed Updated Incident Support Handbook (when available)* *Community engagement activities*
January - March	*Monitor and support*	*Maintain readiness. Monitor local conditions and emerging issues.* *Support incident and recovery arrangements if required.* *Capture observations and interim lessons.*	*Monitor local conditions, agency readiness, community messaging, recovery arrangements and emerging issues requiring escalation or follow-up.*	*Recorded observations from incidents Emerging issues identified* *Interim lessons captured Recovery arrangements reviewed*
April – June	*Review, plan and improve*	*Prepare annual report inputs.* *Undertake exercise and commence staff training.* *Review lessons and improvement actions.* *Update work plan and identify priorities for coming year* *Update exercise schedule and plan upcoming exercise*	*Review lessons, recovery outcomes, annual report inputs, improvement actions, next-year Workplan priorities and the next exercise schedule.* *Annual exercise*	*LEMC Annual Report After action reviews Improvement actions Draft priorities for next year* *Updated Workplan Updated exercise schedule* *Exercise completed*

9.7 Review Funding Opportunities

Nil

9.8 Any Incident Support Group (ISG) activations or incidents – debrief

Nil

9.9 Training – future dates

Nil

10. AGENCY / MEMBER REPORTS & UPDATES

10.1 Agency

Members to consider:

- *Capability and limitations for the coming season (resources/staffing)*
- *Any known emerging risks*
- *Any scheduled exercises*
- *Outcomes or lessons learnt from any incidents or exercises.*

Shire of Dalwallinu – Hanna Jolly

- Bushfire preparedness – training and FCO meeting
- We are still currently under restricted burning period until 14 November. Prohibited burning period start 15 November to 14 February.
- Telstra backup generator was working in the last power outage in June 2026.
- Shire has got one spare Starlink available if needed.

Dalwallinu Hospital – Elize Pronk

- Staffing and operations currently stable. Managing staffing for mid-December when expecting staff shortages.
- Hospital site has been cleaned for bushfire season

Volunteer Fire & Rescue Service – Sam Dickins

- Consistent workload – highway keeping them busy
- Juniors training
- Current crew numbers 12
- Some shortages on volunteer numbers during harvest

Dalwallinu District High School – Justin Burt

- No update on generator for the school site
- Water/piping upgrades for fire preparedness's to be done

Kalannie Primary School – Kate McCreery

- School site has been cleared- DFES has been on site
- Evacuation process/practises working well and getting good feedback from staff & students

Dalwallinu Police – Josh Munns (observer)

- New police officer introduced himself for the group

Department of Fire & Emergency Services – Natalie Bell/Daryl Clohessy

- Natalie Bell report attached
- Darryl covering Area Officer role at the moment. Matt Chomiak moved to another role for time being.
- Darry provided on update on communications, operations and vehicles upgrades.

Kalannie Community Resource Centre– Jodie Lyndon-James

- Checked if Kalannie Evacuation Centre information is updated

11. GENERAL BUSINESS

11.1 Any General Business

Nil

12. CONFIRMATION OF NEXT MEETING

12.1 LEMC CALENDAR

Date	Activity	Venue	Comment
8/2/2027 – 3.30pm	LEMC Meeting	Shire of Dalwallinu Council Chambers	
3/5/2027 – 3.30pm	LEMC Meeting	Shire of Dalwallinu Council Chambers	

13. MEETING CLOSURE

There being no further business, the Chairperson closed the meeting at 4.11pm.