

SHIRE OF DALWALLINU
LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

For the meeting held

Meeting Date: 4 August 2025
Location: Shire Administration Centre, 58 Johnston St Dalwallinu

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 directed by the SEMC or prescribed by the regulations.

1. MEETING OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson opened the meeting at 3.34pm.

2. ATTENDANCE RECORD

2.1 Present

Hanna Jolly	Shire of Dalwallinu
Jemma Counsel (Chair)	Shire of Dalwallinu – Councillor
Elize Pronk	Dalwallinu Hospital (via Teams)
Sam Dickins	Volunteer Fire & Rescue Service
Stewart Benton	St John Ambulance
Aaron Mills	Bushfire Brigade
Michael Phillips	Department of Communities (via Teams)
Steve McCrea	Dalwallinu Police

2.2 Apologies

Jean Knight	Shire of Dalwallinu
Jimwell Cruz	Shire of Dalwallinu – Councillor
Justin Burt	Dalwallinu District High School
Kate McCreery	Kalannie Primary School
Ricki Hathway	St John Ambulance

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

Nil

5. CONFIRMATION OF PREVIOUS MEETING MINUTES

Moved: Sam Dickins
Seconded: Hanna Jolly

That the Committee approve the minutes of the Shire of Dalwallinu LEMC meeting held on 5 May 2025 be confirmed.

CARRIED

6. REVIEW OF ACTION LIST AND BUSINESS ARISING

Item	Owner	Status
Nil	Nil	Nil

7. CORRESPONDENCE

7.1 Correspondence In

13/06/2025 – LEMC Annual reporting request from DFES

7.2 Correspondence Out

25/07/2025 – Annual reporting of LEMC activities sent to DFES

16/07/2025 – Council endorsed LEMA sent to DFES. To be noted in August SEMC

7.3 Information Tabled

Nil

8. REVIEW OF LEMC MEMBERSHIP AND CONTACT LIST UPDATES

Dalwallinu Hospital update: Jeanette Syme has retired and Elize Pronk will be the Dalwallinu Hospital LEMC representative in the future.

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

9.1 Post Incident Reports

Nil

9.2 Post Exercise Reports –

LEMC Exercise was held in the last meeting May 2025. Bushfire near Dalwallinu town site. Feedback of the exercise was provided amongst the group that it was valuable exercise and had good discussions points. Recommendation was also made that it would be good to consider impact of an event outside of Dalwallinu and the impact for the services across the Shire.

9.3 LEMC exercise

LEMC needs to come up with following for 2025/26 exercise to start the planning process:

Objective: To ensure LEMC is tested with all agencies involved

Scenario: Incident at the emulsion plant in Wubin

Date: TBA during 2025/26

DFES would be the responsible agency for the incident. Hanna Jolly will contact Western Energetics to start the planning process.

9.4 Review Local Emergency Management Arrangements

Pending SEMC endorsement – reviewed in May 2025

9.5 Risk Management Update

(Monitor and review, emerging risk, mitigation)

Nil

9.6 Review LEMC Business Plan

To be reviewed during 2025/26

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 training season underway. Attended evacuation centre training in Wongan Hills in July 2025.

Dalwallinu Hospital – Elize Pronk: Hospital staffing is good at the moment. Some concerns as the flu season is active but currently managing well.

Volunteer Fire & Rescue Service – Sam Dickins: Attended two truck incidents in July. There have been many truck incidents in the past year. Juniors actively training and F&R are attending Dally Show in August.

St John Ambulance – Stewart Benton: Community paramedic (Matt) away at the moment. No replacement announced yet. Ongoing training. Attended SOCK (Save our Country Kids) event in Kalannie with Fire & Rescue and WA Police. Trying to recruit more volunteers.

Bush Fire Brigade – Aaron Mills: Getting ready for the fire season. Information sent out regarding fire break requirements. Attended recent power line incident.

Department of Communities – Michael Phillips: Relatively quiet at the moment. Organised evacuation centre training in Wongan Hills in July. Training was well attended.

Dalwallinu Police – Steve McCrea: Will be attending Dally Show in August 2025. Organising an exercise with the Dalwallinu School. Planning an activity in Wubin to check vehicles.

11. GENERAL BUSINESS

11.1 Discussion held regarding defibrillator locations at the Shire. Locations as follows:

- **Dalwallinu:** Old Butcher Shop, Discovery Centre, Liebe Group, Aquatic Centre, Caravan Park, Sports Club, Recreation Centre and Dalwallinu District High School.
- **Kalannie:** Sports Oval, Sport & Recreation Club, Community Resource Centre, Seed Cleaners, Bunketch Ag, Kalannie Primary School and Westbeef.
- **Wubin:** Roadhouse
- **Goodlands:** CBH
- **Paynes Find:** Roadhouse

11.2 Split system aircon unit will be installed to the Nugadong air strip building during 2025/2026.

12. CONFIRMATION OF NEXT MEETING

12.1 LEMC CALENDAR

Date	Activity	Venue	Comment
4/8/2025 – 3.30pm	LEMC Meeting	Shire of Dalwallinu Council Chambers	
3/11/2025 – 3.30pm	LEMC Meeting	Shire of Dalwallinu Council Chambers	
9/2/2026 – 3.30pm	LEMC Meeting	Shire of Dalwallinu Council Chambers	
4/5/2026 – 3.30pm	LEMC Meeting	Shire of Dalwallinu Council Chambers	

13. MEETING CLOSURE

There being no further business, the Chairperson closed the meeting at 4.03pm.