



**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 10 DECEMBER 2025**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
COM01 – 12/25	Chittering Bush Fire Advisory Committee – Unconfirmed Minutes from Thursday, 9 October 2025 & Scheduling of 2026 Meeting Dates Attachments 1. “Unconfirmed” minutes from Chittering Bush Fire Advisory Committee meeting held on 9 October 2025	01 – 11
COM02 – 12/25	Local Emergency Management Committee Unconfirmed Meeting Minutes & Scheduling of 2026 Meeting Dates Attachments 1. “Unconfirmed” minutes from Local Emergency Management Committee Meeting held on 26 November 2025	12 – 33



Chittering Bush Fire Advisory Committee Meeting Minutes Thursday, 9 October 2025

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 7:02PM Closure: 7:50PM

MEMBERSHIP

Members	Proxy
Shire of Chittering Councillor Cr Carmel Ross	Shire of Chittering Councillor Cr David Dewar
Chief Executive Officer Melinda Prinsloo	Nil
Chief Bush Fire Control Officer Nathan Manning	Nil
Deputy Chief Bush Fire Control Officer Northern Region Kim Haeusler	Nil
Bindoon Brigade representative Neil Harvey	Bindoon Brigade representative Dennis Badcock
Lower Chittering Brigade representative Daniel Bates	Lower Chittering Brigade representative
Muchea Brigade representative Shelly Pannell	Muchea Brigade representative James Marotta
Upper Chittering Brigade representative Aaron Cover	Upper Chittering Brigade representative Will Lee
Wannamal Brigade representative Clayton Smith	Wannamal Brigade representative Daniel Smith
Chittering Incident Support Brigade representative Paul Groves	Chittering Incident Support Brigade representative Ian Wright

Objectives

To make recommendations and advise Council on all matters relating to the Bush Fires Act 1954, Section 67(1).

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering. The Committee will advise the local government all matters relating to:

- Preventing, controlling and extinguishing of bush fires
- The planning of the layout of fire-breaks in the district
- Prosecutions for breaches of the Bush Fire Act 1954
- The formation of bush fire brigades and the grouping thereof under group brigade officers
- The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

Tenure of Membership

Shall be in accordance with the *Local Government Act 1995, Section 5.11*.

Attendance by Government Agencies

The following are invited (non-voting) to attend meetings of the CBFAC:

- DFES District Officer – North East Metropolitan
- Department of Biodiversity, Conservation & Attractions / Parks and Wildlife Service

Authority

Nil

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Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "*Unconfirmed*" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The "*Confirmed*" Minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Ordinary Meeting of Council are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 17 October 2025.

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 10 March 2026.

Signed

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 7:02PM.

Good evening ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 Attendance

The following members have confirmed their attendance (Quorum – 6 Members):

Members:	Cr Carmel Ross Melinda Prinsloo Nathan Manning Aaron Cover Shelly Pannell Paul Groves Daniel Smith Dennis Badcock Kim Haeusler	Council Member (Chairperson) Chief Executive Officer Community Emergency Services / Chief Bushfire Control Officer Upper Chittering Volunteer Bush Fire Brigade Muchea Volunteer Bush Fire Brigade Chittering Incident Support Brigade Wannamal Volunteer Bush Fire Brigade Bindoon Volunteer Bush Fire Brigade Wannamal Volunteer Bush Fire Brigade
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Minute Secretary: Jodie Connell

Observers:	Gerry Starr Simon Cox Don Buchanan Lachlan Evans Mike Illingworth Ben Riddle Don Jamieson Lisa Bishop	Bushfire Volunteers WA Muchea Volunteer Bush Fire Brigade Upper Chittering Volunteer Bush Fire Brigade Upper Chittering Volunteer Bush Fire Brigade Muchea Volunteer Bush Fire Brigade Lower Chittering Volunteer Bush Fire Brigade Lower Chittering Volunteer Bush Fire Brigade Department of Fire & Emergency Services
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2.2 Apologies

Neil Harvey Ian Wright Daniel Hendriksen Murray McBride	Bindoon Volunteer Bush Fire Brigade Chittering Incident Support Brigade Department of Fire & Emergency Services Department of Fire & Emergency Services
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2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 8 July 2025

4.1 OFFICER RECOMMENDATION

Moved Aaron Cover / Seconded Daniel Smith

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 8 July 2025 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Nathan Manning spoke to the following:

- Machine Supervision course was held at Upper Chittering Fire Station. This course is a prerequisite for the Sector Commander course.
- First Aid Course is scheduled for 25 October 2025.
- Level 1 Incident Controller Course is scheduled for 25 October 2025.
- Brigade Operating Procedures has entered final draft stage.
- Fire Control Officers kits – if members require any items for their kits, they are to contact Jodie.
- A summary of the expected weather conditions for the upcoming season.

Nathan presented to the Committee on the recent changes to the State Hazard Plan for Fire.

Graham Furlong asked Nathan about the change to section 13. Nathan confirmed that there is no significant change. Shelly Pannell enquired about a map for the gazetted areas and Nathan confirmed that there is a map that shows the entirety of the Shire but there are no gazetted areas in Chittering. The Committee discussed Bullsbrook as a gazetted fire district.

5.2 Chief Executive Officer

Melinda Prinsloo spoke to the following:

- The Shire has had some issues signing up with Starlink for some of the fire stations as ESL only covers residential packages, but the Shire cannot sign up as a residential entity - only commercial. This matter has been discussed with DFES to resolved as currently two stations need new internet connections as they cannot be serviced by NBN.
- New Council is being voted in this month and for the first time since 2019 the Committee will have a different Chairperson.
- Melinda wished the Committee members and their brigade members good luck for the upcoming fire season.

6. CHIEF EXECUTIVE OFFICER RESPONSE TO MOTION CARRIED JULY 2025

Melinda Prinsloo spoke to the following:

Background

At its meeting of 8 July 2025, the CBFAC resolved unanimously to request investigation into the possible appointment of up to two additional Deputy Chief BFCOs. The motion directed that the investigation address the development of role statements with DFES support, the appropriate recruitment process, and that the outcomes be tabled at the October 2025 meeting.

In response to the motion, the CEO sought advice from the Western Australian Local Government Association (WALGA) Governance team, and undertook a review of the *Act*, the Shire's *Bush Fire Brigades Local Law 2012* (the *Local Law*), and the Memorandum of Understanding (MOU) between the Shire and the Department of Fire and Emergency Services (DFES).

Legislative Implications

Bush Fires Act 1954

- s38: Council may appoint as many BFCOs as necessary; of those officers, only one is to be appointed Chief BFCO, and only one Deputy Chief BFCO. Multiple substantive Deputies are not provided for.
- s38(2C): The Local Government must give notice of Chief, Deputy Chief and BFCO appointments in a newspaper circulating in the district.
- s38A: FES Commissioner may designate a DFES employee as Chief BFCO in a district is requested by the local government (this aligns with the Shire MOU with DFES).
- s38(2A) & (2E): Acting appointments of Chief or deputy Chief BFCO must be done in accordance with these sections.
- s38(8): The local government may appoint as many BFCOs as it thinks is necessary.
- s67: Advisory committees (such as CBFAC) advise Council on bush fire matters, they do not appoint statutory officers, Council remains the appointing authority.

Shire of Chittering Bush Fire Brigades Local Law 2012

- s2.3: established a clear ranking structure at incidents. When brigade members have command of a fire under the *Act*, the senior brigade officer present has full authority to direct suppression activities. However, if a Fire Control Officer attends such an incident, the most senior Fire Control Officer assumes command and issues instructions in accordance with s13 of the *Act*.
- s3.3: subject to any directions by the local government the Chief BFCO has primary managerial responsibility for the organisation and maintenance of bush fire brigades.
- s3.5: Establishes the duties of the Chief BFCO
- s3.7: During the AGM of the bush fire brigade, brigade members are to be nominated to the CBFAC to serve as the BFCO for the brigade area until the next brigade AGM.
- s3.10: After the AGM, CBFAC is to nominate to the local government the nominations per s3.7, a person for the position of a BFCO for each of the brigade areas. Further clarification on this can be found in *Schedule 1*, s3.2(3). The singularity indicates that only 1 BFCO is permitted per brigade.

- s3.11: The CBFAC considers brigade motions, nominates BFCOs to Council, and Council has regard to nominees when making statutory appointments, with Council having delegated this authority to the CEO.
- *Schedule 1, s3.2(4)*: Outlines the duties and responsibilities of the FCO

MOU between Shire and DFES

- cl4.2: DFES appoints the Community Emergency Services Manager (CESM) as Chief BFCO under s38A;
- cl6.10: Shire appoints the Deputy Chief BFCO.
- Sets out Prevention, Preparedness, Response, Recovery responsibilities and management / administration expectations for both parties.

As a result of this investigation, a number of legislative inconsistencies and compliance risks have been identified. It is important to note at the outset that the *Local Law* is currently due for review. However, there is presently no completion date for that process. Irrespective of the status of the reviewed local law the current statutory framework of the *Act* remains binding.

Key Findings of the Investigation

1. Multiple Deputy Chief BFCOs

s38 of the *Act* provides for the appointment of only one Chief BFCO and one Deputy Chief BFCO. The long-standing practice of appointing two Deputy Chief BFCOs is therefore non-compliant and must be corrected.

The *Interpretation Act 1984* s52 allows for acting appointments where the Chief or Deputy Chief BFCO is unable to act, but not the creation of multiple substantive Deputy roles.

2. Multiple BFCOs

The *Act* expressly permits Council to appoint “as many BFCOs as its thinks necessary” (s38(1)), in addition to the Chief and Deputy Chief BFCO.

Conversely, the *Local Law* has historically been interpreted to suggest “one per brigade area.” This has created confusion between statutory officers under the *Act* and brigade officers under the *Local Law*.

3. Terminology – BFCO vs FCO

The *Act* consistently uses the term *Bush Fire Control Officer (BFCO)* to describe statutory appointments made by Council (or by the CEO under delegation). These officers exercise statutory powers such as issuing permits to burn, directing burning operations, and assuming control at fires.

The *Local Law*, however, refers to *Fire Control Officers (FCOs)* rather than *Bush Fire Control Officers*. This is inconsistent with the *Act*, creates unnecessary ambiguity, and should be rectified in the *Local Law* review so that terminology matches the legislation.

Aligning the *Local Law* with the *Act* will provide clarity for volunteers, brigades, DFES, and the community as to who holds statutory authority and who holds internal brigade positions.

4. Ranking of Officers

cl2.3 of the *Local Law* provides that at an incident, the most senior brigade officer commands unless a Fire Control Officer (FCO) is present, in which case the most senior FCO assumes command in accordance with s13 of the *Act*.

This reinforces the statutory authority of FCOs, but the coexistence of “brigade ranking” and “statutory ranking” has blurred roles and may create operational uncertainty.

5. MOU between the Shire and DFES

The MOU specifies that DFES will designate the Community Emergency Services Manager (CESM) as Chief BFCO under s38A of the *Act*, and that the Shire appoints the Deputy Chief BFCO.

While the MOU recognises this arrangement, it cannot override the statutory requirements of the *Act* or Council’s delegations.

The MOU further states that in the instance that DFES deploys the CESM for an extended period, the Shire-appointed Deputy Chief automatically assumes the duties of the Chief BFCO.

Pathways for Rectification

Although there are a number of pathways to rectify the non-compliance, the timing for making any changes with the imminent high-threat season commencing, the considered interim approach is to:

- Acknowledge that the appointment of two Deputy Chief BFCOs is non-compliant under the *Act*.
- Given that the fire season is imminent and changes to senior officer structures mid-season may disrupt preparedness, Council could elect to retain both current Deputies in their existing roles until the next AGM, on the understanding that this is a temporary measure.
- At the AGM, nominations can be considered afresh, and the CEO (under delegation) can appoint a single Deputy in compliance with the *Act*, with the second officer reclassified as a BFCO.
- This option maintains operational stability during the critical fire season but should be expressly acknowledged as non-compliant and rectified at the earliest practicable opportunity.

Paul Groves stated that the information provided has thrown the previous structure of the Chittering Fire Services into confusion. Aaron Cover stated that the proposed change will not pose an issue if operational needs of the brigades are being met. The Committee discussed seniority amongst Bush Fire Control Officers and the potential future structure.

Cr Carmel Ross described the process taken since the motion was made at the Committee meeting and what has been proposed for the future. Cr Ross stated that the CEO opted to maintain the status quo for the upcoming fire season, with a view to review the structure afterwards in consultation with the Committee and Brigades. Lisa Bishop addressed the meeting and introduced herself. Lisa provided information on the structure of other Local Governments and the benefits they have with having multiple Deputy Chief Bush Fire Control Officers. Lisa added that it was good that the structure would remain for the fire season.

Cr Carmel Ross invited Lisa Bishop to speak to any items she may wish to present to the Committee. Lisa addressed the Committee and stated that pre-season training with CESMs and other DFES officers was currently underway. Lisa stated that DFES are also currently reviewing zone two plans. Lisa also stated that two Black Hawk Helicopters are to be stationed at Gingin and for brigades to consider having Ground Controllers available at incidents wherever possible.

Mike Illingworth addressed the Committee and stated that the Act may need to be looked at due to its age. Melinda Prinsloo stated that the Act is being reviewed and potentially amalgamated with other legislation, however, it has been a long and ongoing process.

Nathan Manning asked Melinda Prinsloo whether DFES legal had been consulted on the legislation referenced. Melinda confirmed that WALGA Governance is the main source of governance and legal advice for local governments. Daniel Smith enquired about other local governments with multiple Deputy Chief Bush Fire Control Officers. Lisa Bishop and Nathan Manning listed a few local governments including Swan. Daniel stated that it would be a shame to lose Deputies in the Shire. Melinda confirmed that there would be no loss of senior officers in the Shire, it would just be a different structure and title. Melinda stated that she is not familiar with fireground hierarchy and would be looking to the brigades and their officers to help determine the future structure and seniority of Fire Control Officers. Lisa Bishop provided information about the ranking of Deputy Chief Bush Fire Control Officers in other local governments. Melinda reaffirmed that these matters will be discussed when the workshop occurs in 2026.

Kim Haeusler enquired about Section 62 of the Bush Fires Act 1954 and whether that section had been considered. Melinda stated that she would look further into the matter next year when the workshop occurs.

7. GENERAL BUSINESS

Paul Groves addressed the meeting and stated that an ICV Working Group has been established for Incident Support Brigades. Paul provided information about the objectives of the working group and stated that the first meeting occurred on 8 October 2025. Three actions have been determined by the working group including the future planning of Incident Control Vehicles. Planning included whether the vehicles need to be the size they are and rapid response possibilities. The ICV Working Group are looking at all the communications including Starlink. This includes Starlink being installed in every ICV by the end of the year. Paul shared the learnings and potential developments for Incident Support Brigades. Another aspect that was currently being considered was Training Pathways for Incident Support Members. This matter is finally under review as a Pathway has never existed. A pathway will potentially be developed in the next 12 months. Additionally, Paul stated that doctrine is to be developed to determine the deployment of ICVs. The Working Group will have 6 meetings year, with another occurring in a month's time.

Ben Riddle asked about whether they had considered going away from ICVs and having more Level 3 Incident Control Centres like the one in Gingin. Paul confirmed that doing that would be an expensive exercise and provided information about some of the possible formats in different vehicles.

Shelly Pannell addressed the Committee and presented Cr Carmel Ross with a gift on behalf of the Chittering Fire Services and thanked her for her support to brigades over the years.

Melinda Prinsloo presented a video to the Committee that thanked Cr Carmel Ross for her contributions and recognised her tenure as Chairperson to the Chittering Bushfire Advisory Committee.

8. 2026 COMMITTEE MEETING DATES & NEXT MEETING

In accordance with clause 1.12.3.11 Meetings in the “Council Committees and Advisory Group” booklet the Chittering Bushfire Advisory Committee are to determine the meeting dates for 2026.

The dates are to be discussed by Committee Members and agreed upon. The dates that are suggested for 2026 are as follows:

- a. Tuesday 10 March
- b. Tuesday 14 July
- c. Tuesday 13 October

8.0 OFFICER RECOMMENDATION

Moved Shelly Pannell / Seconded Nathan Manning

That:

1. The Chittering Bush Fire Advisory Committee meeting dates for 2026 are as follows:
 - a. Tuesday 10 March
 - b. Tuesday 14 July
 - c. Tuesday 13 October
2. The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.

CARRIED UNANIMOUSLY

Cr Carmel Ross addressed the Committee and read a prepared speech to the Committee to show her appreciation.

9. CLOSURE

The Chairperson declared the meeting closed at 7:50PM



Local Emergency Management Committee Meeting Minutes Wednesday, 26 November 2025

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 10:05AM Closure: 10:35AM

MEMBERSHIP AS AT 24 OCTOBER 2025

Members	Councillor Proxy
Chair Cr Kylie Hughes	Deputy Chair Cr Nicholas Grayer
Executive Officer Community Emergency Services Manager	
Local Recovery Coordinator	
St John Ambulance Gingin Chittering	
Deputy Chief Bush Fire Control Officers	
Local Welfare Liaison Officer	
WA Police – Gingin Representative	
Department of Communities representative	
DFES District Officer – Metropolitan North East	
State Emergency Service (Swan) representative	
Department of Defence representative	
Western Australian Meat Industry Authority representative	
Bindoon Primary School representative	
Edmund Rice College representative	
Immaculate Heart College representative	
Country Women's Association representative	

Objectives

- 3.1 Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
- 3.2 Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
- 3.3 Participate in inter-local government relations to further emergency management cooperation within the Esperance Goldfields District.
- 3.4 Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- 3.5 Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies.
- 3.6 Exercise the emergency management arrangements to test their effectiveness in practical applications and actively strive for continuous improvement.
- 3.7 Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- 3.8 Strategise on ways to mitigate potential emergencies and to improve recovery arrangements.

Tenure of Membership

Shall be in accordance with the *Emergency Management Act 2005, Section 38(3)*.

Delegated Authority

Nil

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Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "*Unconfirmed*" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The "*Confirmed*" Minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Ordinary Meeting of Council are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 10 December 2025.

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 25 February 2026.

Signed

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 10:05AM

Good morning ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 Attendance

The following members have confirmed their attendance (Quorum – 9 Members):

Members:	Cr Kylie Hughes Nathan Manning Jake Whistler Ryan Hamblion Michael Phillips Chris Mullally Greg Errington Shaun Champ	Chairperson Chief Bushfire Control Officer & Community Emergency Services Manager Executive Manager Development Services Department of Communities Department of Communities Western Australia Police Force WAMIA Department of Fire & Emergency Services
Minute Secretary:	Jodie Connell	

2.2 Apologies

Shelby Robinson Graham Furlong Melinda Prinsloo Shelley Walter Nicholas Grayer Sammantha Da Luz	Department of Fire & Emergency Services Bushfire Risk & Ranger Coordinator Chief Executive Officer CWA – Bindoon Belles Councillor, Shire of Chittering Immaculate Heart College
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2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 27 August 2025

4.1 OFFICER RECOMMENDATION

Moved Nathan Manning / Seconded Kylie Hughes

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 27 August 2025 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. LOCAL EMERGENCY RELIEF & SUPPORT PLAN

Michael Phillips addressed the Committee and presented the *Local Emergency Relief & Support Plan – Wheatbelt Region – Moora District*.

MOTION

Moved Kylie Hughes / Seconded Michael Phillips

That the Local Emergency Management Committee tables the *Local Emergency Relief & Support Plan – Wheatbelt Region – Moora District* as an attachment to the November Meeting Minutes to be circulated to Committee members only.

CARRIED UNANIMOUSLY

Ryan Hamblion stated that the Evacuation Centre and contact information in the document should be redacted when the meeting minutes are presented to Council.

Michael stated that the Local Emergency Relief & Support Plan (LERSP) replaced the previous document known as a 'LEWP' – the LERSP version is significantly shorter than the LEWP. Jake Whistler enquired about the appropriate adoption of the LERSP and whether it should be included as an addendum to the LEMAs. Committee members confirmed that it should form part of the suite of Emergency Management documents held by Local Governments.

6. REPORTS

6.1 Department of Communities – Michael Phillips, Regional Coordinator

- Already one Evacuation Centre opened this season which was in Cunderdin.
- Department is still looking at gaps between long term and short-term accommodation in reference to displaced people from Kimberley Floods.
- Latest report has been circulated to the Committee.

6.2 Shire of Chittering Council – Cr Kylie Hughes, Chairperson

- Council Elections were held in October
- Cr Mark Campbell has been appointed as President and Cr David Dewar as Deputy.
- Two new Councillors – Nicholas Grayer and Rebecca Foulkes-Taylor
- Melinda has given apologies and introduced Jake Whistler to the Committee.

6.3 Shire of Chittering – Jake Whistler, Executive Manager Development Services

Community Resiliency Project Funding

- Alison Reliti from Community Development has confirmed that the Shire's application for the Community Resiliency Project under the National Emergency Management Agency's Disaster Ready Fund was unsuccessful. Alison plans to either resubmit the application in the next round with relevant changes or explore alternative funding options.

Pre-Season Emergency Briefing

- Shire staff and management held a pre-season briefing in late October to review internal procedures for emergency support during major incidents. A key action item arising from the meeting was creating guidelines for staff operating the Shire Water Cart at bushfire incidents. Jodie is finalising a draft document for staff kits and the water cart.
- Graham Furlong has delivered Rural Fire Awareness training to six staff who will crew the water cart.

Evacuation Centre Familiarisation

- Following the pre-season briefing, the Evacuation Centre group met at Muchea Recreation Centre in early November to review and document facility access points. This was identified as an action as during February's activation, Jodie and Sasha identified issues with multiple keypads and access complexities whilst preparing the facility to be used. Jodie is preparing a document to assist staff and the Department of Communities when using the facility as an Evacuation Centre. During group discussions about Muchea Recreation Centre, it has been determined that the Evacuation Centre Group will do an exercise at the Muchea Recreation Centre as a refresher each season purely due to its complexity.
- Members of the Evacuation Centre Group have confirmed their availability over the Christmas period

6.4 Shire of Chittering / Department of Fire & Emergency Services (DFES) – Nathan Manning, Community Emergency Services Manager and Chief Bushfire Control Officer

- Local Emergency Management Arrangements Pilot – DFES have provided a report on the document, and the Shire is reviewing the report.
- Shire is commencing Prohibited Burning Time on 1 December 2025.
- Structure Fire on Barracca Road, two displaced persons as a result of the fire.
- Seeking feedback for next year's LEMC exercise. Nathan is taking suggestions and considering possible truck collision involving Ammonium Nitrate.

Jake Whistler enquired regarding the accommodation arrangements for the two displaced people from the Barracca Road Structure fire. Michael Phillips gave an overview on how Department of Communities assist in these scenarios.

6.5 Western Australian Police – Chris Mullally, Acting Sergeant

- Experiencing staffing issues in some areas.

6.6 Department of Communities – Ryan Hamblion, North Metro Regional Coordinator

- Ryan has been running multiple sessions of Evacuation Centre training held over the last few months with staff members from Chittering attending the Wanneroo one.
- Bags of supplies that are disposable have been made to issue to people at Evacuation Centres. They are currently being made and stored statewide at the Department.
- Evacuation Centre setup guide has been sent to Local Governments as a step-by-step guide for anyone who hasn't set one up before. Jodie to send to the Committee for reference.

6.7 Department of Fire & Emergency Services - Shaun Champ, District Officer Metropolitan North East

- New District Officer for Metropolitan North East area - taking over from Murray McBride.
- Entering high threat period, average rainfall, high fuels.
- Two Black Hawks stationed at the Gingin airport.
- Road crash rescues have increased over the last 6 months.
- Staffing levels for on call will increase in early December.

Kylie Hughes enquired about the Black Hawks being refuelled in a location other than the Muchea Recreation Centre oval. Shaun stated that he would enquire whether they can be refuelled elsewhere but it may be problematic due to the proximity to RAAF Airbase. Jake Whistler asked about whether the locations were preapproved for refuelling which Shaun confirmed that they were.

Shaun stated that the LAT is based in Busselton and refuels at Pearce.

Chris Mullally referred to his earlier statement during the meeting and clarified that staffing for the Gingin area is sufficient and that staffing is low in the Moora area.

7. SETTING OF 2026 COMMITTEE MEETING DATES

In accordance with c1.13.3.11 *Meetings* in the “Council Committees and Advisory Group” booklet the Local Emergency Management Committee are to determine the meeting dates for 2026. The dates are to be discussed by Committee Members and agreed upon.

The dates that are suggested for 2026 are as follows:

- a. Wednesday 25 February
- b. Wednesday 27 May
- c. Wednesday 26 August
- d. Wednesday 25 November

7.1 OFFICER RECOMMENDATION

Moved Ryan Hamblion / Seconded Nathan Manning

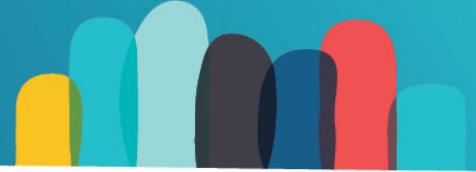
That:

1. The Local Emergency Management Committee meeting dates for 2026 are as follows:
 - a. Wednesday 25 February
 - b. Wednesday 27 May
 - c. Wednesday 26 August
 - d. Wednesday 25 November
2. The Local Emergency Management Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 10am.

CARRIED UNANIMOUSLY

8. CLOSURE

The Chairperson declared the meeting closed at 10:35AM.



Local Emergency Relief and Support Plan

Wheatbelt Region – Moora District

Supporting the Shires of Chittering, Dalwallinu, Dandaragan, Gingin, Moora, Victoria Plains, Wongan Ballidu Local Emergency Management Committee

Prepared by Department of Communities, Emergency Relief and Support

Tabled and accepted at the Local Emergency Management Committee on;

Shire of Chittering

Shire of Dalwallinu 10 February 2025

Shire of Dandaragan 26 March 2025

Shire of Gingin on 12 February 2025

Shire of Moora 4 February 2025

Shire of Victoria Plains 27 March 2025

Shire of Wongan Ballidu 27 March 2025

01 2025

**For activation of Emergency Relief and Support
services for hazards defined under the WA Emergency
Management arrangements call**



Activation summary

Alert – stage one

- The Hazard Management Agency (HMA) or Controlling Agency is responsible for placing the Department of Communities (Communities) and the relevant Local Government/s on alert.
- Communities may engage with the Local Government/s, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

Activation for response – stage two

- Via the on-call number [REDACTED] the HMA or Controlling Agency is responsible for activating the Local Emergency Relief and Support Plan (LERSP) arrangements, to enable emergency relief and support service delivery for the response to the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number [REDACTED]
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.
- All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on Media@communities.wa.gov.au.

Stand down – stage three

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.
- The Local Government is responsible for managing the overall recovery efforts affecting their community.
- When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

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Document control

Department of Communities is responsible for the development, maintenance and annual review of this Local Emergency Relief and Support Plan. This is completed in consultation with the Local Government and Local Emergency Management Committee.

Publication date	01 2025
Review date	01 2026
Owner	Executive Director, Emergency Relief and Support
Custodian	Assistant Director, Regional Preparedness and Coordination

Amendments

Version	Date	Author	Description
1	Month/year	[position title – not name]	
2	Month/year	[position title – not name]	
3	Month/year	[position title – not name]	

Document contact

Contact	ERSRegions@communities.wa.gov.au
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Acknowledgement of Country

The Department of Communities acknowledges the Aboriginal and Torres Strait Islander people as the traditional custodians of all the lands in Western Australia.

We recognise their continuing connection to their lands, waters, and sky. We pay our respects to the Aboriginal and Torres Strait Islander people with whom we work, who we serve and protect. We also pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their Elders past and present.

Introduction

The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards, as specified in the emergency management legislation.

The Local Emergency Relief and Support Plan (LERSP) details the operational activities for the management and coordination of emergency relief and support services under the Local Emergency Management Arrangements (LEMA).

This LERSP is to be read in conjunction with the LEMA and [the State Support Plan - Emergency Relief and Support](#). This LERSP refers to a range of existing plans and documents relating to emergency relief and support services, including directions to websites and other sources where further information can be obtained.

Purpose

The purpose of this LERSP is to detail the activities for the activation and coordination of emergency relief and support services before, during and after emergencies within the Local Emergency Management Committee or Local Government boundary.

The objective of this LERSP is to outline:

- the activation, and stand-down protocols of Communities and partner agencies
- Communities' responsibilities for the preparedness, response and recovery coordination of emergency relief and support services and resources, and
- the responsibilities of partner agencies to support emergency relief and support service delivery.

Scope of activated services

Emergency relief and support services provide immediate and ongoing social supports to alleviate, as far as practicable, the effects on people impacted by an emergency. These are provided across six functional domains:

- **Emergency accommodation** - the provision of temporary shelter for impacted people evacuating from or displaced by an emergency.
- **Emergency food** – coordination of basic and essential food support for impacted people without the capacity to self-manage resulting from an emergency.
- **Emergency clothing and personal requisites** – coordination of basic and essential clothing, and personal items for emergency impacted people.
- **Emergency personal support services** – the provision of a variety of assistance for emergency impacted people. This can include early psychosocial support, practical assistance, and referral to advisory services, counselling, or psychological services.
- **Registration and reunification** – the process of enabling emergency impacted people in a community to be traced and reunited with family and friends.
- **Financial assistance** – the coordination of financial assistance which, depending on the nature of an emergency, may be available to eligible impacted people affected by the event.

Levels of response

When activated, Communities utilises the Australasian Inter-service Incident Management System (AIIMS) model to support decision making and delivery of emergency relief and support services. This includes establishing a management structure designed to deliver the key functions of control, planning, operations, and logistics.

Communities is responsible for determining and implementing the appropriate response operating model based on the scale of the emergency event. This approach involves conducting an assessment on the severity and specific requirements to decide the level of emergency relief and support services required.

Communities may undertake pre-emptive preparedness activities before an Australian Warning System (AWS) Alert is provided.

The potential or actual severity of the emergency events are broadly classified as:

- Level 1 – minor community and infrastructure impact, locally managed, supported by resources from the Local Government.
- Level 2 – medium complexity, locally managed, supported by resources from the region and if required State-wide resources.
- Level 3 – high complexity, centrally manage, supported by State-wide resources.

Via the Communities on-call number [REDACTED], this LERSP can be activated at any level. Activation of the response arrangements in this LERSP, at any level will concurrently activate the State Support Plan - Emergency Relief and Support.

Depending on the nature of the emergency, and the scale of service demand, emergency relief and support services may be provided through the following approaches:

- remotely, by establishing the Disaster Response Hotline (1800 032 965)
- providing outreach via mobile teams for identified on-ground face-to-face support, or
- static service delivery from a designated physical location such as an evacuation centre or recovery hub.

The appropriate mode of delivery will be agreed in consultation with the HMA or Controlling Agency.

Partner agencies

Communities is responsible for identifying partner agencies at local and regional levels, capable of supporting a sustainable and scalable delivery of emergency relief and support services during the response and recovery stages of an emergency. Partner agencies may include other government, industry, and social sector organisations.

Communities is responsible for the costs associated with the delivery of emergency relief and support services, where a partner agency is engaged. Communities is not responsible for self-activated agency's costs during an emergency event.

Communities and partner agencies negotiate prior to activation for the required operating resources to deliver emergency relief and support.

State-level partner agency responsibilities supporting the delivery of emergency relief and support services can be viewed in the [State Support Plan – Emergency Relief and Support](#), appendix B.

Exchange of information

Communities may establish exchange of information agreements with HMAs, Local Governments and partner agencies. This is completed in preparation for an emergency response and recovery to ensure:

- disclosure and exchange of personal information of impacted people affected by an emergency.
- allows relevant information to be shared between HMA's, authorised officers and agencies for the purposes of emergency management.

Media enquiries and public information

All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on Media@communities.wa.gov.au

The HMA or Controlling Agency is responsible for the public information management function. This includes preparing and distributing timely information and instructions in the relevant language(s) to identified cultural groups living within the Local Government.

Prevention and preparedness

Prevention

Prevention is defined as the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Communities does not have any assigned responsibilities for prevention.

HMAs are assigned responsibility for prevention within emergency management legislation. Other emergency management agencies may also undertake prevention activities.

Preparedness

Preparedness is defined as the 'preparation for response to an emergency'.

- **Communities** is responsible for undertaking emergency relief and support planning and preparedness activities to ensure efficient service delivery should this LERSP be activated. This includes an understanding of partner agency capabilities to support Communities when requested.
- **Partner agencies**, with support from Communities, are responsible for developing plans in readiness for response and recovery mobilisation.
- **Support organisations** providing support to people at higher risk during emergencies are responsible for the planning provisions to cater for their specific needs throughout the emergency, such as an evacuation.

- **Hazard Management Agencies** are responsible for emergency management preparedness activities for their prescribed hazards. Local planning arrangements are provided in the LEMA.

Pre-determined evacuation centres

Communities establishes evacuation centres as an emergency shelter option, from which to coordinate emergency relief and support services. These centres remain operational until alternative arrangements can be made for persons impacted by the emergency.

Communities is responsible for working cooperatively with the HMA, Local Government and LEMC members to identify suitable facilities that can be used as evacuation centres appropriate for hazards that are high risk to the region.

Communities, with support from the Local Government is responsible for conducting an annual risk assessment and audit of each pre-determined evacuation centre. The purpose of the audit is to identify evacuation centres that are appropriate for the hazard-specific risks relevant to the region and to identify opportunities for Local Governments to upgrade facilities to mitigate risks.

Pre-determined evacuation centres can be found in appendix A

Pre-positioning of emergency equipment

Communities is responsible for the placement of equipment and supplies to support an emergency event. Generally, this placement is aligned with an evacuation centre or Communities regional office location.

Communities is responsible for conducting an annual audit on pre-positioned emergency relief and support emergency equipment and supplies. This audit ensures that there is adequate fit for purpose stock, ready to be deployed quickly and efficiently in the event of an emergency.

Pre-positioned emergency equipment can be found in appendix B

Response

The *Emergency Management Act 2005* defines response, as combating the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

When activated, Communities is responsible for supporting the HMA or Controlling Agency through the coordination and delivery of emergency relief and support services to the community.

The HMA or Controlling Agency is responsible for the overall response in an emergency.

If requested by the Local Government, Communities can support with recovery activities.

Stages of response

Communities operates a graduated response model to determine and implement the appropriate scale of emergency relief and support services. This approach involves conducting a needs assessment to determine the specific requirements and level of services required.

As mentioned, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.

Alert – stage one

- The HMA or Controlling Agency is responsible for placing Communities and the Local Government on alert.
- Communities may engage with the Local Government, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

Activation for response – stage two

- Via the on-call number [REDACTED] the HMA or Controlling Agency is responsible for activating the LERSP arrangements, to enable emergency relief and support service delivery for the response for the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm Communities is being activated.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number [REDACTED].
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.

Stand down – stage three

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm this direction.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.

At-risk community groups

The HMA or Controlling Agency is responsible for directing organisations that support at-risk community groups to shelter in-place or evacuate.

Aligned with their organisation's own emergency activation plans, as a first option, support organisations are requested to evacuate to a similar facility in a safer location. Where required, Communities may be directed to support evacuated at-risk community groups.

Emergency accommodation

The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.

Communities is responsible for coordinating and assessing the provision of temporary accommodation for people displaced by an emergency or evacuating from an emergency. Communities may utilise a range of emergency accommodation options to support people impacted by an emergency.

Expenses related to the activation of evacuation centres that are not approved by the HMA and/or Controlling Agency, will not be covered by Communities.

To ensure the safety of evacuees, staff and volunteers, Communities will not support the HMA/Controlling Agency to establish evacuation centres:

- in bushfire emergency warning areas, and will only establish evacuation centres in Bushfire Watch and Act areas, with Incident Controller confirmation it is safe
- if there are no safe access routes to the evacuation centres, and
- if there are structural and/or health concerns with the evacuation centre.

In circumstances where an evacuation centre is already established in a bushfire emergency warning area, in consultation with the Incident Controller, Communities will:

- conduct a risk assessment, and
- implement mitigation strategies.

In the event of an unusual damage claim resulting from the use of the facility as an evacuation centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim.

Alternate accommodation sites

In large scale state-level impact emergencies, local facilities may be inadequate to ensure the safety of all evacuees, staff, and volunteers. Communities is responsible for requesting the use of facilities from Local Governments or private owners to support impacted people from other Local Governments.

Animal welfare in emergencies

No pets or animals are allowed in an evacuation centre due to health and safety considerations, except for assistance animals, like guide and hearing dogs.

Owners or caregivers are responsible for their animals and are encouraged to make arrangements to ensure their welfare throughout all stages of an emergency.

The Department of Primary Industries and Regional Development has been assigned the role and responsibility for coordinating animal welfare services in emergencies. This is supported by the Local Government, where possible.

Further details can be found in the [State Support Plan – Animal Welfare in Emergencies](#) or the Local Animal Welfare Plan in the LEMA (if applicable).

Emergency food

The HMA or Controlling Agency may coordinate food security during an emergency event, such as where there is limited food access due to geographical isolation.

Communities is responsible for coordinating emergency food provision to people impacted by an emergency where emergency relief and support service delivery is activated. This does not include food provision to staff from other emergency management organisations or partner agencies.

Communities cannot accept food prepared by any person or organisation without a Food Handling Certificate issued by the Local Government.

Emergency personal support services

Communities is responsible for coordinating and connecting people impacted by an emergency to personal support services.

Emergency personal support services aim to assist impacted people to cope with the psychosocial, well-being, personal and practical needs following an emergency. These services can encompass a variety of supports to community and impacted people to build capacity and to complement natural supports.

Communities may engage partner agencies to support the coordination of services personal support to impacted people and communities.

Emergency financial assistance

Communities is responsible for coordinating and connecting eligible people impacted by an emergency to financial assistance and related services.

The below categories of financial assistance may be provided on a case-by case basis to people deemed eligible.

- **Immediate financial assistance** (Category 1) – non-means tested short term assistance provided to impacted people to buy food, clothing, and personal requisites. Category 1 financial assistance is capped at a nominal amount per person, per household and is provided to impacted people based on an assessment of need.

- **Temporary accommodation assistance** (Category 2) – non-means tested assistance provided to impacted people based on an assessment of need.
- **Essential household contents** (Category 3) – means tested assistance provided to impacted people, whose contents within their primary place of residence has been directly impacted by an emergency. This assistance is to maintain a basic standard of living by contributing towards the replacement of essential household items (e.g., cooking utensils, bedding, furniture, and whitegoods). This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.
- **Essential structural repairs** (Category 4) – means tested assistance provided to impacted home owner-occupiers to undertake essential repairs to their principal residences. This assistance enables the impacted person to make their home condition safe to inhabit. This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.

Emergency clothing and personal requisites

Communities is responsible for coordinating and connecting people impacted by an emergency to clothing and personal requisites. These services can encompass a variety of supports to community and impacted people to compliment natural supports.

Communities will coordinate and provide personal requisites when:

- impacted people do not have access to their own provisions, or
- impacted people cannot fund their own provisions due to financial restraints.

Communities is not responsible for the provision of medication or coordination of donated funds, goods, and services.

Registration and reunification

The registration of impacted people in an emergency enables reunification with family and friends. Enquiries about impacted people can be coordinated, intrastate, interstate or internationally. To facilitate the reunification of impacted people, Communities may activate an appropriate system to facilitate registration and reunification services.

Communities will support the HMA or Controlling Agency to ensure appropriate public messaging is provided when activated.

Recovery

Recovery is defined in the *Emergency Management Act 2005* as 'the support of emergency-affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psycho-social and economic wellbeing'. The recovery process begins as soon as the emergency impact occurs. Recovery operates in parallel to the response phase and may continue after the response phase is complete.

Under the *Emergency Management Act 2005*, Local Government is responsible for managing recovery following an emergency affecting their community. Local Governments

are guided by their Local Recovery Plans within their LEMA and may appoint a Local Recovery Coordinator. The Local Government may seek support from Communities during recovery.

When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

Approach to recovery

Communities' recovery activities are underpinned by the National Principles for Disaster Recovery. This is delivered across the social, built, economic and natural environments.

Communities operates within a scalable recovery model to determine and implement the appropriate level of emergency relief and support services required to respond to the needs of impacted people and community.

To support the needs of the community during large scale recovery programs, Communities emergency relief and support services may be funded under the Disaster Recovery Funding Arrangements.

Communities will undertake an evaluation of the effectiveness of recovery activities, including an assessment of preparedness activities for future impacts.

Cessation of recovery

Cessation of emergency relief and support services as part of a recovery program will be determined in consultation with the Local Government and may be dependent on community needs, access to other support services, impacted people and the community's resilience.