



## Agenda

### Local Emergency Management Committee Meeting 29<sup>th</sup> April 2026

|                   |                                                                         |
|-------------------|-------------------------------------------------------------------------|
| Date              | 29 <sup>th</sup> April 2026                                             |
| Time              | 10am                                                                    |
| Location          | Shire of Wickepin Council Chambers<br>77 Wogolin Road, Wickepin WA 6370 |
| Distribution Date | 24 April 2026                                                           |



## Notice of Meeting

Please be informed the Local Emergency Management Committee Meeting of the Shire of Wickepin will be held at 10am on 29<sup>th</sup> April 2026 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

David Burton  
Chief Executive Officer  
24 April 2026

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## Contents

|           |                                                                                                     |           |
|-----------|-----------------------------------------------------------------------------------------------------|-----------|
| <b>1</b>  | <b>Declaration of Opening .....</b>                                                                 | <b>5</b>  |
| <b>2</b>  | <b>Attendance .....</b>                                                                             | <b>5</b>  |
| 2.1       | Present .....                                                                                       | 5         |
| 2.2       | Apologies .....                                                                                     | 5         |
| <b>3</b>  | <b>Declarations of Members and Officers Interest .....</b>                                          | <b>5</b>  |
| <b>4</b>  | <b>Confirmation of Minutes of Previous Meetings .....</b>                                           | <b>5</b>  |
| 4.1       | Minutes of the Local Emergency Management Committee Meeting held on Thursday 11 September 2025..... | 6         |
| <b>5</b>  | <b>Reports .....</b>                                                                                | <b>7</b>  |
| 5.1       | Local Emergency Management Agreement .....                                                          | 7         |
| <b>6</b>  | <b>Post – Incident Reports .....</b>                                                                | <b>9</b>  |
| <b>7</b>  | <b>Post – Exercise Reports .....</b>                                                                | <b>9</b>  |
| <b>8</b>  | <b>Funding Nominations and Application Process .....</b>                                            | <b>9</b>  |
| <b>9</b>  | <b>Status Report.....</b>                                                                           | <b>9</b>  |
| <b>10</b> | <b>Reports and Information.....</b>                                                                 | <b>9</b>  |
| 10.1      | Shire of Wickepin.....                                                                              | 9         |
| 10.2      | DFES Report .....                                                                                   | 9         |
| 10.3      | Other Agency Reports .....                                                                          | 9         |
| 10.4      | Other matters raised by members.....                                                                | 9         |
| <b>11</b> | <b>Closure .....</b>                                                                                | <b>10</b> |

# 1 Declaration of Opening

The Presiding Member declared the meeting open at [time].

## 2 Attendance

|              |                                                        |
|--------------|--------------------------------------------------------|
| J Russell    | Shire President – Presiding Member                     |
| P Milne      | OIC – Wickepin Police                                  |
| A Spencer    | Wickepin Police                                        |
| S Harris     | Area Officer Narrogin East - DFES                      |
| C Powis      | District Emergency Management Advisor                  |
| V Gardiner   | District Emergency Management Advisor                  |
| A Keeling    | Consultant – Shire of Wickepin                         |
| M Davies     | Wheatbelt Regional Manager - DBCA                      |
| G Manton     | Chair – St John’s Ambulance                            |
| C Doney      | Vice Chair – St John’s Ambulance                       |
| J Menasse    | Manager of Operations – Narrogin Hospital              |
| M Phillips   | Regional Coordinator – Wheatbelt – Dept of Communities |
| J Spadaccini | Regional Officer – Wheatbelt – Dept of Communities     |
| D Cook       | Director of Education – Wheatbelt – Dept of Education  |
| Y Harrison   | Coordinator – Regional Services – Dept of Education    |
| T Peplow     | Operations Manager – Narrogin – Water Corporation      |
| T Astbury    | Facey Group                                            |

### Employees

|              |                         |
|--------------|-------------------------|
| David Burton | Chief Executive Officer |
| G Cross      | Manager of Works        |

### 2.1 Present

### 2.2 Apologies

## 3 Declarations of Members and Officers Interest

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed –

## 4 Confirmation of Minutes of Previous Meetings

**4.1 Minutes of the Local Emergency Management Committee Meeting held on Thursday 11 September 2025.**

**Officer Recommendation**

*That the Minutes of the Local Emergency Management Committee Meeting held on Thursday 11 September 2025, as included in the attachments, as a true and accurate record.*

## 5 Reports

### 5.1 Local Emergency Management Agreement

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|                             |                                              |
|-----------------------------|----------------------------------------------|
| <b>Submission to</b>        | Local Emergency Management Committee         |
| <b>Location / Address</b>   | Shire of Wickepin, 77 Wogolin Road, Wickepin |
| <b>Name of Applicant</b>    | D Burton – Chief Executive Officer           |
| <b>File Reference</b>       | ES.MEE.905                                   |
| <b>Author</b>               | D Burton – Chief Executive Officer           |
| <b>Interest Disclosures</b> |                                              |
| <b>Report Written Date</b>  |                                              |
| <b>Attachments</b>          |                                              |

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#### Summary

To consider finalising actions for the Local Emergency Management Arrangements (LEMA).

#### Background

As part of the LEMA document, the Emergency Risk Management process needs to be completed for local risk and activities to finalise the document.

The main focus of this meeting will be to consider the Emergency Risk Management requirements for several possible scenarios, document the process and the risk. This will then form part of the LEMA

#### Comments

A consultant will be assisting the Shire through the workshop to look at the risk assessment process and actions required.

#### Statutory Environment

Requirement as part of the LEMA document.

#### Policy Implications

Nil

#### Financial Implications

nil

#### Strategic Implications

The LEMA is required for Emergency Preparedness for the Shire

#### Voting Requirement

Simple Majority

**Officer Recommendation**

***That the draft LEMA be finalised and presented to Council.***

**6 Post – Incident Reports**

**7 Post – Exercise Reports**

**8 Funding Nominations and Application Process**

**9 Status Report**

**10 Reports and Information**

**10.1 Shire of Wickepin**

**10.2 DFES Report**

**10.3 Other Agency Reports**

**10.4 Other matters raised by members**

## **11 Closure**

The next Local Emergency Management Committee meeting will be held DATE.

There being no further business the Chairperson declared the meeting closed at [time].