



Agenda

Local Emergency Management Committee Meeting Thursday 30th July 2026

Date	Thursday 30 th July 2026
Time	2.30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 24 th July 2026



Notice of Meeting

Please be informed the Local Emergency Management Committee Meeting of the Shire of Wickepin will be held at 2.30pm on Thursday 30th July 2026 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

David Burton
Chief Executive Officer
July 2026

Disclaimer

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In particular and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wickepin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns that anyone who has an application lodged with the Shire of Wickepin must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

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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

D. Burton	Chief Executive Officer
G. Cross	Manager of Works
E.Gee	Executive Support Officer

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 Wednesday 29 April 2026.

Officer Recommendation

That the Minutes of the Local Emergency Management Committee Meeting held on Wednesday 29 April 2026, as included in the attachments, as a true and accurate record.

5 LEMC Contact Details.

Refer Attachment 2

6 Local Emergency Management Arrangements, Strategies and Plans

6.1 Review of LEMC Information

Submission to	Local Emergency Management Committee
Location / Address	Shire of Wickepin, 77 Wogolin Road, Wickepin
Name of Applicant	-
File Reference	ES.MEE.905
Author	D Burton - Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 July 2026
Attachments	Attachment 6.1.1 – 1. LEMC Contact List Attachment 6.1.2 – 2. Local Contacts and Resource Register Attachment 6.1.3 – 3. Emergency Evacuation Plan Attachment 6.1.4 – 4. Recovery Plan 2025

Summary

The LEMC Committee is being requested to accept the revised documents listed below:

1. LEMC Contact Details 2025 – Refer **Attachment 6.1.1**
2. Shire of Wickepin Local Contact and Resource Register – Refer **Attachment 6.1.2**
3. Emergency Evacuation Plan – Refer **Attachment 6.1.3**
4. Recovery Plan 2025 - Refer **Attachment 6.1.4**

Background

The Chief Executive Officer has updated all documents as of 10 July 2026, or is providing the documents for review by the Committee.

Comments

The Chief Executive Officer is satisfied with all the updated/amended documents and contacted all members listed within the Local Contacts and Resource Register, requesting any changes.

The Local Emergency Management Arrangement is currently being finalised, but needs to be updated with information from the Emergency Evacuation Plan and Recovery Plan.

Voting Requirement

Simple majority

Officer Recommendation

That the Local Emergency Management Committee accept all revised documents and endorse the following –

1. *Emergency Evacuation Plan*
2. *Local Contact and Resource Register*
3. *Emergency Evacuation Plan 2025*
4. *Recovery Plan 2025*
5. *Local Emergency Management Arrangements 2025*

6.2 Review of Local Emergency Management Arrangements

Submission to	Local Emergency Management Committee
Location / Address	Shire of Wickepin, 77 Wogolin Road, Wickepin
Name of Applicant	-
File Reference	ES.MEE.905
Author	D Burton - Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 July 2026
Attachments	Attachment 6.2.1 – 5. Local Emergency Management Arrangement 2026

Summary

The LEMC Committee is being requested to accept the revised documents listed below:

1. Local Emergency Management Arrangements 2025 (if available) – Refer **Attachment 6.2.1**

Background

The Shire of Wickepin received AWARE Grant funding for the documentation for the LEMC, including the Local Emergency Management Arrangements (LEMA) documentation.

This documentation has now been finalised

Comments

The documentation for the LEMA has been prepared for the Shire of Wickepin LEMC as a formal document for the consideration and management of emergencies in the area. This document will be used as the basis of the LEMC Meetings and assistance for future events.

Once the LEMA has been adopted by the LEMC, it will be adopted by the Shire of Wickepin Council, then forwarded to the District Emergency Management Committee (DEMC), then State Emergency Management Committee (SEMC).

The LEMA carries information for:

- Emergency Agencies for the area
- Possible Risks for the area
- Actions required in the event of an emergency
- Contact information for various Agencies
- Details of the Shire's evacuation Centre

The Chief Executive Officer is satisfied with all the updated/amended documents and is requesting any changes or confirmation of the report.

Voting Requirement

Simple majority

Officer Recommendation

That the Local Emergency Management Committee adopt the Local Emergency Management Arrangements for the Shire of Wickepin.

6.3 LEMC Dates 2026/2027

Submission to	Local Emergency Management Committee
Location / Address	Shire of Wickepin, 77 Wogolin Road, Wickepin
Name of Applicant	-
File Reference	ES.MEE.905
Author	D Burton - Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 July 2026
Attachments	Nil

Summary

The LEMC Committee to consider other meeting dates for the 2026/27 Financial Year.

Background

The LEMC should meet on a regular basis, with the possibility of 4 meetings a year. This is to ensure that all members are current and the details of Emergency Arrangements in the Shire of Wickepin are kept up to date.

Comments

The July Meeting is earlier than normal, so the Shire can finalise the LEMA document and finalise the requirements of the grant funding received for the documentation..

The initial meeting for the start of the financial year was previously conducted in September to allow for the budget adoption and reduce the administrative impact on staff at this time of the year. As the meeting is held in July, the September meeting will be withheld, and the schedule will return to normal in future years.

It is recommended that the Schedule of meetings be held as follows:

- Meeting 1: September (Held in July)
- Meeting 2: 3rd December 2026
- Meeting 3: 4th March 2027
- Meeting 4: 3rd June 2027

Voting Requirement

Simple majority

Officer Recommendation

That the Local Emergency Management Committee Meeting dates be set for:

- Meeting 2: 3rd December 2026
- Meeting 3: 4th March 2027
- Meeting 4: 3rd June 2027

7 Post – Incident Reports

Nil

8 Post – Exercise Reports

Nil

9 Funding Nominations and Application Process

Funding has been received for the documentation process currently being undertaken.

10 Status Report

To be reviewed

11 Reports and Information

11.1 Shire of Wickepin

11.2 DFES Report

Refer to attachment 11.2.1 for the District Emergency Management Advisor report.

11.3 Other Agency Reports

11.4 Other matters raised by members

12 Closure

The next Local Emergency Management Committee meeting will be held on 3rd December 2026.

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