SHIRE OF DALWALLINU
LOCAL EMERGENCY MANAGEMENT COMMITTEE

A G E N D A

For the meeting to be held

Meeting Date: 2 November 2026
Location: Shire Administration Centre, 58 Johnston St Dalwallinu
Time: 3.30pm
Videoconference link: https://teams.microsoft.com/meet/421713593779498?p=JBOyr31a0XQvsYpDwM

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 ____ pm.

2. ATTENDANCE RECORD

2.1 Present

Jemma Counsel (Chair)	Shire of Dalwallinu – Councillor
Keith Carter	Shire of Dalwallinu – President
Hanna Jolly	Shire of Dalwallinu
Jean Knight	Shire of Dalwallinu
Elize Pronk	Dalwallinu Hospital
Sam Dickins	Volunteer Fire & Rescue Service
David Hughes	Volunteer Fire & Rescue Service
Stewart Benton	St John Ambulance
Ricki Hathway	St John Ambulance
Aaron Mills	Bushfire Brigade
Justin Burt	Dalwallinu District High School
Kate McCreery	Kalannie Primary School
Angela Mills	One School Global
Mark Schorer	Department of Communities
Jo Spadaccini	Department of Communities
Steve McCrea	Dalwallinu Police
Shelby Robinson	Department of Fire & Emergency Services
Matt Chomiak	Department of Fire & Emergency Services
Jodie Lyndon-James	Kalannie Community Resource Centre
Chloe Manning	Dalwallinu Community Resource Centre

2.2 Apologies

Nil

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:
Seconded:

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

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

To be reviewed. Sample requested to be used for Dalwallinu.

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

Dalwallinu Hospital – Elize Pronk

Volunteer Fire & Rescue Service – Sam Dickins

St John Ambulance – Stewart Benton

Bush Fire Brigade – Aaron Mills

Dalwallinu District High School – Justin Burt

Kalannie Primary School – Kate McCreery

One School Global – Angela Mills

Department of Communities – Michael Phillips

Dalwallinu Police – Steve McCrea

Department of Fire & Emergency Services – Shelby Robinson/Matt Chomiak

11. GENERAL BUSINESS

11.1 Any General Business

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 ____pm.