

**SHIRE OF DALWALLINU
LOCAL EMERGENCY MANAGEMENT COMMITTEE**

A G E N D A

For the meeting to be held

Meeting Date: 4 August 2025
Location: Shire Administration Centre, 58 Johnston St Dalwallinu
Time: 3.30pm
Videoconference link: [Join the meeting now](#)

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 ____ pm.

2. ATTENDANCE RECORD

2.1 Present

Hanna Jolly	Shire of Dalwallinu
Jemma Counsel (Chair)	Shire of Dalwallinu – Councillor
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
Mark Schorer	Department of Communities
Michael Phillips	Department of Communities
Steve McCrea	Dalwallinu Police
Shelbey Robinson	Department of Fire & Emergency Services
DFES AO - TBA	Department of Fire & Emergency Services
David Kelly	Western Energetics (Aquirian)

2.2 Apologies

Jean Knight	Shire of Dalwallinu
Jimwell Cruz	Shire of Dalwallinu – Councillor

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 5 May 2025 be confirmed.

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

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. Any feedback of the exercise?

9.3 LEMC exercise

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

Objective:

Scenario:

Date:

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)

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

11.1 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

Department of Communities – Michael Phillips

Dalwallinu Police – Steve McCrea

Department of Fire & Emergency Services – Shelby Robinson

Western Energetics – David Kelly

11. GENERAL BUSINESS

12.1 Item 1

12. CONFIRMATION OF NEXT MEETING

13.1 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 ____pm.