



MINUTES

Local Emergency Management Committee Meeting to be held on Tuesday 18 August 2026, Shire of Trayning Council Chambers, commencing at 4:30 pm

The Shire of Nungarin and Trayning LEMC meets at least three times per year,
generally on the third Tuesday of every February, August, and October.

Committee Members

Cr Melanie Brown	Chairperson/Shire President Trayning
Cr Pippa de Lacy	Deputy Chairperson/Shire President Nungarin
Sgt Dan Back	OIC - Bencubbin Police Station
Sgt Rick Conti	Bencubbin Police Station
Sgt John Allanson	OIC Mukinbudin Police Station
David Nayda	CEO- Nungarin /Recovery Coordinator
Peter Naylor	CEO - Trayning
David Dhu	DCBFCO Nungarin -Works Manager Nungarin
Paul Cosson	CBFCO - Nungarin
Luke Yates	CBFCO – Trayning/Captain – Trayning VFES
Bryce Mullins	Lieutenant – Trayning VFES/DCBFCO
Peter Geraghty	Area Coordinator – St John Ambulance
Evyn Johnson	Area Officer Upper Wheatbelt DFES
Scott Fitzpatrick	Community Paramedic, St John Ambulance
Jo Spadaccini	Department of Communities – Emergency Services - Regional Coordinator
Natalie Bell	DFES Wheatbelt District EM Advisor
Vicki MacDonald	Principal - Trayning Primary School
Director of Nursing	Kununoppin and Districts Hospital

Staff

Belinda Taylor	Manager of Corporate Services – Trayning
Paul Healy	Manager of Works – Trayning

**Shires of Nungarin and Trayning
Local Emergency Management Committee**

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MINUTES

**Meeting to be held at Shire of Trayning Council Chambers commencing at
4.30pm on Tuesday 18 August 2026.**

1. Declaration of Opening/Announcement of Visitors

The Deputy Chairperson, Cr Pippa de Lacy, declared the meeting open at 4:30pm.

2. Record of Attendance/Apologies
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Committee Members

Nungarin	Cr Pippa de Lacy	Deputy Chairperson/Shire President
	Sgt Dan Back	OIC - Bencubbin Police Station
	Rick Conti	Bencubbin Police Station
	David Nayda	Recovery Coordinator/CEO- Nungarin
	David Dhu	Nungarin/DCBFCO Nungarin -Works
Manager	Peter Naylor	CEO - Trayning
	Paul Cosson	CBFCO - Nungarin
	Luke Yates	CBFCO – Trayning/Captain – Trayning
VFES	Peter Geraghty	Area Coordinator – St John Ambulance
	Evyn Johnson	Area Officer Upper Wheatbelt DFES
	Scott Fitzpatrick	Community Paramedic, St John
Ambulance Via Teams	Natalie Bell	DFES Wheatbelt District EM Advisor
Staff	Belinda Taylor	Manager of Corporate Services – Trayning
	Alex Bauer	Acting Manager of Works – Trayning
Guests	Nil	
Apologies	Cr Melanie Brown	Chairperson/Shire President Trayning
	Bryce Mullins	Lieutenant – Trayning VFES/DCBFCO
	Jo Spadaccini	Department of Communities – Emergency Services - Regional Coordinator
	Vicki MacDonald	Principal - Trayning Primary School
	Sgt John Allanson	OIC Mukinbudin Police
	Director of Nursing	Kununoppin and Districts Hospital

3. Confirmation of Minutes

Recommendation/ Decision

Moved: P Cosson

Seconded: D Back

That the Minutes of the Trayning Local Emergency Management Committee Meeting held 24 February 2026 as circulated, be confirmed, as a true and correct record of proceedings.

Carried

4. Business Arising from Previous Meeting

Nil

5. Agency Reports

5.1 Shire of Nungarin

- Started Spraying
- Firebreaks have commenced

5.2 Shire of Trayning

- Administration Service Role Rotation.

5.3 WA Police

- 2x Officers at Wyalkatchem and Koorda
- Conducted Welfare Check
- Missing Person Call out – 6 found had run out of fuel

5.4 District Emergency Management

- Engauge WA Website
Allows users to view strategic plans (like the State Hazard Plan - Fire), participate in projects, and access the Local Government Emergency Management Knowledge Hub
- DFES and WALGA have been undertaking a LEMA review process.
Incident Report
The State Emergency Management Committee (SEMC) has now released a Policy Communique and updated Local Emergency Management Arrangements (LEMA) templates and supporting guidance for Local Governments.

5.5 Department of Communities

Nil

5.6 Nungarin Bush Fire Brigade

- Held AGM – no changes to office bearers
- Truck due for Service

5.7 Trayning Fire and Volunteer Emergency Services

- AGM held week of the 10/8 no change to office bearers
- Multiple fire call out including header, lighting and burn off fires
- Attended Road Crash in Koorda attended by Bryce, Murray and Peter
- Burning off around town dams, good practice
- Have a good number of new active members due to well-attended basics course also 6 attended structural and will be ticking off BA prior to season.
- The Kununoppin Appliance is due to be replaced with a 3.4

5.8 Kununoppin St John Ambulance Sub-Centre

- Volunteer Numbers Critical
- Issues at Northam - Ramping
- Vehicle 10-year program coming to an end
- Central Bank accounts are being require

5.9 Kununoppin Hospital

Nil

5.10 Nungarin Primary School

Nil

5.11 Trayning Primary School

Nil

5.12 Other Agencies in Attendance

Evyn - DFES

- 2x new CESMs in the region (Community Emergency Services Managers)

1x Mukinbudin
MT Marshall
Koorda

1x Merredin
Narembeen
Bruce rock

Grain Harvest

- Aircraft program will be happening again
- Fixed winged bombers will be positioned across the wheatbelt during harvest time

- Merredin Air strips investigation to use as a base location is still ongoing
- Kununoppin still ear marked as back up

Its looking to be very dry on the Westcoast and very wet on the east coast

New portable radios have rolled out across all the Bush Fire Brigades

Exercise is almost done. Committee to advice on date when exercise is to be held.

Mukinbudin are interested in joining the exercise.

Training program is coming to end in September across the Wheatbelt

6. **Matters for Discussion**

Nil

7. **General Business**

7.1 MUTUAL AID MEMORANDUM OF UNDERSTANDING

Date of Report:	17 August 2026
Proponent:	Peter Naylor, Chief Executive Officer Shire of Trayning
File Ref:	
Officer's Disclosure of Interest:	Nil
Attachments:	7.1 AMutual Aid MOU
Voting Requirements:	Simple Majority

Purpose of Report

The Shires of Nungarin and Trayning Local Emergency Management Committee (LEMC) is requested to note the Great Eastern Country Zone Memorandum of Understanding (MOU) - Mutual Aid in Emergencies and Post-Incident Recovery ahead of the upcoming high threat season.

Background

For some years, Local Governments have established a range of informal in more formal arrangements for mutual assistance during emergencies.

The WA Local Government Association (WALGA) has recently been working with relevant Zones on establishing a simplified annual process of Zones reaffirming a general commitment to principles of voluntary mutual aid between nearby Local Governments, to be implemented through liaison between Chief Executive Officers at the operational level.

Rather than exchanging various pen-signed documents, a standard MOU is available for affirmation by each Zone, which Zone members can each then decide to note and integrate into its Local Emergency Management Arrangements (LEMA).

While the MOU is general in nature and is non-binding, Local Governments may choose not to participate or formally withdraw from it if desired.

Following its consideration by the Zone, the MOU is being presented to member Councils ahead of the upcoming 2026-27 high threat season. This provides both a

general reminder, and an opportunity to consider operational preparation for the provision of mutual aid, where circumstances may allow.

Consultation

This MOU was recently reaffirmed by the Great Eastern Country Zone. The Department of Fire and Emergency Services (DFES) works with WALGA and Local Governments on Local Emergency Management Arrangements (LEMA).

Statutory Environment

The MOU makes reference to (but does not seek to modify any application of) the Local Government's obligations under relevant legislation, including the Emergency Management Act 2005.

Policy Implications

The MOU is non-binding and is not intended to directly modify policy.

Financial Implications

The MOU does not have any expected financial implication, as the provision of mutual aid is to be arranged by agreement between Chief Executive Officers – considering any resourcing constraints relevant in the context of the emergency or post-incident recovery situation.

Strategic Implications

Shire of Trayning Community and Corporate Business Plan
Outcome 1.1: We collaboratively plan and respond with the LEMC to emergency situations.

Risk Implications

The MOU is intended to support effective management of risks by appropriate voluntary mutual aid by agreement between Chief Executive Officers, considering the risks at the time of any emergency or post-incident response.

Officer Recommendation

Moved: L Yates

Seconded: S Fitzpatrick

That the Shires of Nungarin and Trayning LEMC:

1. NOTES the Great Eastern Country Zone's Memorandum of Understanding - Mutual Aid in Emergencies and Post-Incident Recovery and the potential provision of mutual aid for the upcoming high threat season; and
2. ENDORSES the general principles of voluntary mutual assistance, to be organised and managed between the Chief Executive Officers of the relevant Local Governments.

Carried

7.2 Confirmation of facilities on the State Evacuation Register 2026-27

Date of Report:	18 August 2026
Proponent:	Jo Spadaccini – A/Regional Coordinator - Wheatbelt, Emergency Relief and Support, Department of Communities
File Ref:	
Officer's Disclosure of Interest:	Nil
Attachments:	7.2 Wheatbelt Local Emergency Relief and Support Plan – Merredin District
Voting Requirements:	Simple Majority

RESOLUTION:

Moved: P Geraghty

Seconded: L Yates

The Shire of Trayning Local Emergency Management Committee:

1. Review and endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.
2. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.
3. Request Hazard Management Agency representatives to advise of any hazard-specific concerns that may affect the suitability of the identified facilities for evacuation, refuge, or shelter purposes.
4. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities.

Carried

The State Support Plan – Emergency Relief and Support documents the arrangements for the strategic management and coordination of emergency relief and support services under the Western Australian's State Emergency Management arrangements.

Under the State's Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities. When identifying potential evacuation centre locations, the Local Government Authority, in collaboration with the Local Emergency Management Committee and relevant emergency management agencies, determine that facilities are appropriate for hazards that are high risk to the area.

The Arrangements identifies the Department of Communities to maintain a record of evacuation centres across the State and to provide this to Hazard Management or Controlling Agencies as required, for consideration during emergency evacuation planning and response activities. The State Evacuation Register is not a public

register.

Annual review of facilities provides an opportunity for Local Governments and emergency management partners to confirm that facilities remain appropriate having regard to local hazard risks, community requirements and operational considerations.

CURRENT SITUATION:

The following facilities are currently recorded on the Department of Communities State Evacuation Register for the Shire of Trayning:

Facility	Address	Capacity	Hazard considerations
Trayning and Districts Sporting Club (Primary)	Lot 88 Bencubbin– Kellerberrin Road, Trayning (Corner Sutherland Street)	100/35	

The Department of Communities requests that:

1. LEMC members:
 - Review the nominated facilities.
 - Confirm their ongoing suitability for the hazards relevant to the district.
 - Identify any known operational limitations or upcoming infrastructure projects (within the 2026-27 season).
 - Recommend any additions, removals or amendments to the Register.
2. HMA representatives confirm whether any known hazard-specific considerations would affect the suitability of the identified facilities, including:
 - flood inundation;
 - bushfire exposure;
 - cyclone vulnerability;
 - hazardous materials risks;
 - access and egress constraints;
 - isolation risks; and
 - any other operational considerations.

Where concerns are identified, members are requested to provide recommendations for alternative facilities or mitigation measures.

8. Readiness Exercises – Practical or Desktop

Proposed Exercise - Bush fire near Shire Borders, scenario
Mukinbudin is interested in participating in the exercise.

9. Next Meeting

Tuesday 20th October 2026 at Nungarin Sports and Recreation Centre.

10. Closure

There being no further business the Deputy Chairperson Cr Pippa deLacy thanked everyone for their attendance and declared the meeting closed at 5:14pm.