



SHIRE OF KONDININ

NOTICE OF MEETING

Please be advised that the next meeting of the

Local Emergency Management Committee Meeting

Will be held at the Bill Smoker Room, Kondinin Aquatic Centre on 5th March 2026

1:00 PM Local Emergency Management Committee Meeting

A handwritten signature in blue ink, appearing to read 'Bruce Wright', is positioned above the printed name.

Bruce Wright

Thursday, 5 March 2026

Chief Executive Officer

11 Gordon Street, KONDININ WA 6367 Tel (08) 98891006

All communications are to be addressed to the Chief Executive Officer
ceo@kondinin.wa.gov.au

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- 1 OPENING OF MEETING**
- 2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND DIGNITARIES**
- 3 RECORDING OF ATTENDANCE**
 - 3.1 ATTENDANCE**
 - 3.2 ATTENDANCE BY TELEPHONE OR INSTANTANEOUS COMMUNICATION**
 - 3.3 APOLOGIES**
 - 3.4 APPROVED LEAVE OF ABSENCE**
 - 3.5 DECLARATIONS OF DISCLOSURES OF INTEREST**
- 4 APPLICATION FOR LEAVE OF ABSENCE**
- 5 PUBLIC TIME**
 - 5.1 PUBLIC QUESTION TIME**
 - 5.2 PUBLIC STATEMENT TIME**
- 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE**
- 7 ANNOUNCEMENTS BY PRESIDING MEMBERS WITHOUT DISCUSSION**
- 8 DECLARATION OF MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE AGENDA BEFORE THE MEETING**
- 9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

10 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 Shire of Kondinin - Local Emergency Management Committee - Meeting Minutes

FILE NUMBER:

DATE: 3 March 2026

AUTHOR: Bruce Wright, Chief Executive Officer

AUTHORISED OFFICER: Bruce Wright, Chief Executive Officer

DISCLOSURE OF INTEREST: Author - Nil

Authoriser - Nil

ATTACHMENTS: Nil

RECOMMENDATION

That the Local Emergency Management Committee

1. Notes that despite reasonable efforts, the minutes of the previous LEMC meeting(s) cannot be located or verified.
2. Acknowledges that, due to the absence of confirmed records, the Committee is unable to formally adopt or rely upon those minutes.
3. Endorses and approves commencing from this meeting with a clean administrative record, with all future minutes, actions, and resolutions to be formally documented, stored in accordance with the Shire's record-keeping requirements, and confirmed at subsequent meetings.

VOTING REQUIREMENT

Simple Majority

COUNCIL'S ROLE

Advocacy

When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

BACKGROUND

The Shire of Kondinin establishes the LEMC under the provisions of the Emergency Management Act 2005, supporting regulations and the State Emergency Management Framework. The Committee has convened regularly during past years with the most recent meeting convened during early to mid-2025.

During mid-2025, the Shire saw a transition of Chief Executive Officers before a permanent appointment was made in August 2025. Despite reasonable efforts, the LEMC meeting minutes have not been located.

FINANCIAL

Nil

RISK

Non-Compliance.

POLICY

Nil

STATUTORY

- Emergency Management Act 2005 (WA) — sections 38 to 41.
- Emergency Management Regulations 2006.

STRATEGIC**Theme**

1. COMMUNITY

Goal

- 1.6 Support emergency services planning, risk mitigation, response and recovery

Strategy

- 1.6.1 We collaboratively plan service delivery and respond to emergency situations (LEMC)

10.1.2 Shire of Kondinin - Local Emergency Management Committee - Committee Appointment

FILE NUMBER:**DATE:** 3 March 2026**AUTHOR:** Bruce Wright, Chief Executive Officer**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - Nil

Authoriser - Nil

ATTACHMENTS: Nil**RECOMMENDATION**

That the Local Emergency Management Committee

1. Notes the Council appointment of the following Officers to the Shire of Kondinin Local Emergency Management Committee:
 - (i) Chairperson: Cr James
 - (ii) Alternate Chairperson: Cr Browning
 - (iii) Local Emergency Coordinator: Sgt Braithwaite, WA Police
 - (iv) Executive Officer: Tory Young, Shire of Kondinin
 - (v) Member: Chief Executive Officer, Shire of Kondinin
 - (vi) Member: Manager of Works, Shire of Kondinin
 - (vii) Member: Manager Planning & Assets, Shire of Kondinin
2. Endorses and approves of the appointment of the following individuals to the Shire of Kondinin Local Emergency Management Committee.
3. Endorses and approves the tenure of the Committee to expire at the time of the next General Election of the Shire of Kondinin Council in October 2027.

VOTING REQUIREMENT

Simple Majority

COUNCIL'S ROLE**Executive**

The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

BACKGROUND

In accordance with Section 38(3) of the Emergency Management Act 2025, the Council has appointed the Chair, Alternate Chair, Local Emergency Coordinator and Executive Officer of the LEMC. In addition, select Officers from the Shire have been appointed as members.

The Chair now seeks to include representatives of the following organisations as members of the Committee:

- Representatives from relevant Hazard Management Agencies (HMAs).
- Representatives from Combat and Support Agencies (e.g. DFES, St John Ambulance, WA Country Health Service, Main Roads WA, Department of Communities, etc.).
- Representatives from essential service providers (e.g. Horizon Power, Water Corporation, Telstra, etc.); and
- Other community or industry representatives as determined appropriate by the Committee.

FINANCIAL

Nil

RISK

Non-Compliance

POLICY

Nil

STATUTORY

Emergency Management Act 2005

STRATEGIC

Theme

1. COMMUNITY

Goal

1.6 Support emergency services planning, risk mitigation, response and recovery

Strategy

1.6.1 We collaboratively plan service delivery and respond to emergency situations (LEMC)

10.1.3 Shire of Kondinin - Local Emergency Management Committee - Terms of Reference

FILE NUMBER:**DATE:**

3 March 2026

AUTHOR:

Bruce Wright, Chief Executive Officer

AUTHORISED OFFICER:

Bruce Wright, Chief Executive Officer

DISCLOSURE OF INTEREST:

Author - Nil

Authoriser - Nil

ATTACHMENTS:1. Shire of Kondinin - LEMC - Draft Terms of Reference [↓](#)**RECOMMENDATION**

That the Local Emergency Management Committee

1. Endorses and approves the Shire of Kondinin Local Emergency Management Committee (LEMC) Terms of Reference

SUMMARY

The purpose of this report is to seek the Committee's endorsement of a formal Terms of Reference (ToR) for the Local Emergency Management Committee (LEMC).

While the LEMC is established under the *Emergency Management Act 2005 (WA)*, a formally adopted Terms of Reference provides clarity regarding the Committee's role, membership, meeting procedures, governance responsibilities, and reporting arrangements.

Adoption of the Terms of Reference will strengthen governance, ensure legislative compliance, and provide a clear operational framework for the Committee moving forward.

VOTING REQUIREMENT

Simple Majority

COUNCIL'S ROLE**Executive**

The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

BACKGROUND

Under the *Emergency Management Act 2005*, local governments are required to establish and maintain a Local Emergency Management Committee (LEMC) to assist in the development and maintenance of Local Emergency Management Arrangements (LEMA).

The LEMC plays a critical coordination role in:

- Reviewing and maintaining emergency management arrangements
- Identifying and assessing local emergency risks

- Facilitating inter-agency cooperation
- Supporting preparedness, response, and recovery planning
- Conducting exercises and post-incident reviews

While legislation establishes the requirement for the LEMC, best practice governance recommends that each Committee adopt a formal Terms of Reference that clearly outlines:

- Purpose and objectives
- Membership and representation
- Roles and responsibilities (Chair, Deputy Chair, Executive Officer, members)
- Meeting frequency and quorum
- Reporting requirements to Council
- Record-keeping and compliance obligations

The proposed Terms of Reference reflect current legislative requirements and align with State Emergency Management guidance. They also establish clear governance and administrative processes to ensure continuity, transparency, and accountability.

Endorsing the Terms of Reference will:

- Provide clarity to all member agencies
- Formalise operating procedures
- Support compliance with emergency management obligations
- Strengthen audit readiness
- Enhance continuity of governance

FINANCIAL

Nil

RISK

Non-Compliance

POLICY

Nil

STATUTORY

Emergency Management Act 2005

STRATEGIC

Theme

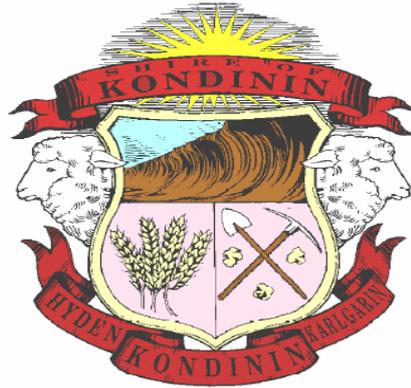
1. COMMUNITY

Goal

1.6 Support emergency services planning, risk mitigation, response and recovery

Strategy

1.6.1 We collaboratively plan service delivery and respond to emergency situations (LEMC)



SHIRE OF KONDININ

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

Local Emergency Management Committee Terms of Reference

1. Purpose

The Local Emergency Management Committee (LEMC) is established by the Shire of Kondinin pursuant to section 38(1) of the Emergency Management Act 2005 (WA).

The Committee is to assist the local government in ensuring that effective local emergency management arrangements are prepared for, maintained, and tested within the district.

2. Legislative Basis

The Committee is established under the provisions of the:

- Emergency Management Act 2005 (WA) — sections 38 to 41;
- Emergency Management Regulations 2006;
- State Emergency Management Policy 2.5 – Local Arrangements;
- State Emergency Management Procedure 7 – Local Emergency Management Committee; and
- State Emergency Management Plan.

3. Objectives

The key objectives of the Committee are to:

1. Develop, maintain, and review the Local Emergency Management Arrangements (LEMAs) for the district in accordance with section 41 of the *Emergency Management Act 2005*;
2. Coordinate the testing and exercising of the LEMA;
3. Facilitate the preparation and maintenance of Local Recovery Plans and support the establishment of the Local Recovery Coordinating Group when required;
4. Support the Local Emergency Coordinator (LEC) and Hazard Management Agencies in emergency management activities within the district;
5. Liaise with other local governments and the District Emergency Management Committee (DEMC) on emergency management issues;
6. Report annually to the SEMC through the DEMC in accordance with State Emergency Management Policy and Procedure requirements; and
7. Promote community awareness and preparedness for emergencies.

4. Membership

Membership shall be appointed by the local government and, in accordance with section 38(3) of the *Emergency Management Act 2005*, an will include:

- Chairperson – nominated by the Shire of Kondinin;
- Alternate Chairperson – nominated by the Shire of Kondinin
- Local Emergency Coordinator (LEC) – appointed by the State Emergency Coordinator (WA Police);
- Local Government Chief Executive Officer (or nominee);
- The Shire Managers of Works, Planning & Assets;
- Representatives from relevant Hazard Management Agencies (HMAs);
- Representatives from Combat and Support Agencies (e.g. DFES, St John Ambulance, WA Country Health Service, Main Roads WA, Department of Communities, etc.);
- Representatives from essential service providers (e.g. Horizon Power, Water Corporation, Telstra, etc.); and
- Other community or industry representatives as determined appropriate by the Committee.

Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.

Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.

Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.

Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.

Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.

New members may join the LEMC via resolution of the committee.

A list of current members and alternates must be maintained as an appendix to the Local Emergency Management Arrangements.

5. Roles and Responsibilities

5.1 LEMC Chair

The LEMC Chair provides leadership and support to the LEMC by:

- Ensuring the appointment of an Executive Officer

- Chairing the LEMC meetings and ensuring that the Terms of Reference and meeting procedures of the LEMC are adhered to
- Ensuring that the local councils are kept fully informed of EM within the local government district and significant outcomes from LEMC meetings
- Ensuring the LEMA is prepared and up to date
- Providing leadership in emergency management within the local government district.

5.2 LEMC Deputy Chair

The Local Emergency Coordinator (LEC) should be appointed as the Deputy Chair. Where there is more than one LEC, the role may be shared after discussion with the Chair. The Deputy Chair provides advice and support to the LEMC by:

- Acting as a Chair in the absence of the LEMC Chair
- Providing assistance, and advice as requested by the LEMC Chair
- Chairing any subcommittees or working groups
- Providing support and direction to the Executive Officer as required.

5.3 LEMC Executive Officer

The LEMC Executive Officer provides support to the LEMC by:

- Coordinating the development and submissions of LEMC documents in accordance with legislative and policy requirements including the:
 - Annual report
 - Annual business Plan
 - LEMA, including maintaining the EM contacts register.
- Ensuring the provision of professional and timely secretariat support including:
- Development and distribution of the meeting agenda, minutes, and action lists
- Maintaining a register of correspondence
- Maintenance of the LEMC membership contact list
- Facilitating the provision of relevant EM advice to the Chair and LEMC as required
- Participating as a member of LEMC sub committees and working groups as required
- Facilitating two-way communication between the LEMC and Executive Officer of the relevant DEMC to undertake day-to-day EM business as required from both a local and district level.

5.4 Local Emergency Coordinator

In addition to the role as a Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) of the EM Act):

- To provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements
- To assist hazard management agencies in the provision of a coordinated response during an emergency
- To carry out other EM activities in accordance with the directions of the State Emergency Coordinator.

5.5 Local Recovery Coordinator

The Local Recovery Coordinator provides support to the LEMC by:

- Ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA
- Providing advice and generating awareness of recovery
- Advising the LEMC of Local Recovery Coordination Group (LRCG) local recovery activities, and evaluation findings.

5.6 LEMC Admin Support Officer

A LEMC Administration Support Officer, *may* be appointed to provide administrative support to the Chair, Deputy Chair and Executive Officer as required, to ensure the timely preparation of all documentation.

5.7 LEMC Members

LEMC committee members can provide support to the LEMC by:

- Attending and actively participating in meetings
- Advising the Executive Officer of non-attendance and arranging for a proxy
- Contributing to the agenda and reviewing all meeting papers prior to the meeting.
- Completing meeting actions as required
- Bringing copies of relevant documents
- Reading and being familiar with the Terms of Reference
- Representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation
- Participating in EM activities.

5.8 District Emergency Management Advisors

District Emergency Management Advisors (DEMAs) support the work of the SEMC by providing services to the EM sector throughout WA and are based in metropolitan and regional locations. The DEMA can provide support to the LEMC by:

- Providing advice and interpretation of legislation, policy, plans, procedures, and guidelines
- Providing support and advice on exercise management
- Providing support and advice on risk management
- Working with local government EM personnel to assist with the following:
 - development and maintenance of an effective LEMC
 - development and review of LEMA that is contemporary, and useful for the local district
 - development of Local Recovery Plans that nominate the local recovery coordinator/s
 - encourage local recovery coordinators and other staff likely to work in recovery to undertake recovery training
 - provision of presentations and informal EM training as required to local governments and LEMCs

- using their multi agency networks to act as a conduit between organisations, and between local, district and state levels to encourage collaboration, before during and after emergency events.

In addition to the LEMC support above, during the response phase of an emergency, the DEMA can ensure that local government is represented at the Incident Support Group (ISG), and sometimes the Incident Management Team and Operations Area Support Group (OASG) as appropriate.

During the recovery phase of an emergency, the DEMA can provide mentoring and advice to local government personnel, including local recovery coordinators and membership of the LRCG and any additional recovery committees, and sub committees.

6. Authority

The Committee is authorised by the Council to:

- Access relevant information and documents required for decision-making.
- Make recommendations to the Council.

The Committee does not have a delegated authority to make final decisions, nor to commit the Shire or any association, organisation, group or individual to expenditure without the Shire's endorsement.

The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

7. Meetings

- The Committee will meet at least quarterly, or more frequently if required.
- A quorum consists of a *half* of its voting membership
- Minutes will be recorded and presented to Council at the next ordinary meeting of Council after the committee meeting and circulated to the membership.
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

8. Reporting

- The Committee will submit a written report to the Council after each meeting summarising key discussions, decisions, and recommendations.
- Annually, the Committee shall provide a summary report outlining the state of assets, infrastructure performance, and key initiatives.

9. Review

- These Terms of Reference will be reviewed annually by the Committee and Council to ensure they remain relevant and aligned with legislation, community needs, and best practice.

10. References

- Emergency Management Act 2005 (WA) — sections 38 to 41;
- Emergency Management Regulations 2006;
- State Emergency Management Policy 2.5 – Local Arrangements;
- State Emergency Management Procedure 7 – Local Emergency Management Committee; and
- State Emergency Management Plan.
- State Emergency Management Committee – LEMC Management Committee Handbook

Document Control			
Business Unit	Office of the CEO		
Review Frequency	Biannual	Next Due	2027
Version	Decision	Date	Reference
1	Draft	29 October 2025	

11 GENERAL BUSINESS

LEMC Presentation – District Officer Emergency Management – Ms Stace Sinclair

DFES Great Southern District Advisor Report – January to March 2026 – Ms Stace Sinclair

Shire of Kondinin - LEMA

Action Register

Updates

12 CLOSE OF MEETING

12.1 DATE OF NEXT MEETING

12.2 CLOSURE