



# AGENDA

Local Emergency Management  
Committee

14 April 2026

**SHIRE OF BROOMEHILL-TAMBELLUP  
NOTICE OF MEETING**

A meeting of the Local Emergency Management Committee will be held in the Council Chambers, 46-48 Norrish St, Tambellup on 14 April 2026 commencing at 9.30am.



**Karen Callaghan**  
Chief Executive Officer

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**Agenda for the Local Emergency Management Committee Meeting to be held in the Council Chambers, 46-48 Norrish St, Tambellup on 14 April 2026 commencing at 9.30am.**

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## AGENDA

The Presiding Member, Cr Barritt shall declare the meeting open at \_\_\_\_ am.

1. ATTENDANCE AND APOLOGIES
2. CONFIRMATION OF PREVIOUS MEETING MINUTES
- 2.1 CONFIRMATION OF THE MINUTES OF THE COMMITTEE MEETING HELD 10 FEBRUARY 2026

Officer Recommendation:

That the Minutes of the Local Emergency Management Committee Meeting held 10 February 2026 be accepted as a true and correct record.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

#### 4. STANDING ITEMS

##### 4.1 REVIEW OF POST-INCIDENT AND POST-EXERCISE REPORTS

Nil

##### 4.2 REVIEW OF CONTACTS AND RESOURCES

The Committee is required to review the contacts and resources list included in the Local Emergency Management Arrangements (LEMA) 2021.

Agencies should check information for relevance and accuracy. Changes to information can be notified at any time, and amendments will be noted, updated in the LEMA and circulated to the LEMC with minutes of this meeting. Agencies should ensure their respective copies of the LEMA are updated.

Attachment 4.2.1 CONFIDENTIAL Resource Register

Attachment 4.2.2 CONFIDENTIAL Contacts Register

For information and update – no decision required.

### 4.3 RISK REVIEW – RISK TREATMENTS REGISTER

In 2017 and 2018, the Shire undertook a comprehensive risk assessment across the following hazard areas: bushfire, heatwave, hazardous materials (HAZMAT), flood (severe weather), and animal and plant biosecurity.

This process considered a total of 194 risk statements, of which 75 were assessed as ‘High’ or ‘Extreme’ and therefore requiring treatment. No HAZMAT risks were assessed above a ‘Medium’ level and, as such, this hazard area is not being progressed for further assessment at this time. A summary of the 75 risk statements requiring treatment is attached to this agenda for information.

Subsequently, targeted workshops were initiated in 2022, commencing with the bushfire hazard, to identify and prioritise appropriate risk treatment strategies. The risk register is now included as a standing item on Local Emergency Management Committee (LEMC) agendas to enable ongoing monitoring of implementation progress. Updates are provided as they occur.

[Attachment 4.3.1 Risk Treatments Register – February 2026](#)  
[Attachment 4.3.2 Summary Risk Analysis – Extreme and High Risk Level](#)

**For information.**

#### **April 2026 update:**

The first of a series of workshops to identify and prioritise appropriate treatments was conducted following the LEMC meeting held in February 2026. The workshop focused on heatwave, animal and plant biosecurity, and severe weather.

The draft report on outcomes from the workshop is provided for review by the LEMC at Attachment 4.3.3 Risk Treatments Report – February 2026. Facilitator Derek Jones will be in attendance at the meeting to discuss the report.

The second workshop, again to be facilitated by Derek Jones, will be conducted following the LEMC meeting. Anna Erickson, DPIRD Principal Field Veterinary Officer, will be in attendance and will present on the impacts of an animal and plant biosecurity incident, providing an opportunity for agencies in attendance to understand their role in a situation like this.

[Attachment 4.3.3 Risk Treatments Report – February 2026](#)

**For discussion.**

#### 4.4 BROOMEHILL FIRE DEBRIEF – ACTIONS LIST

Following the debrief of the Broomehill fire on 3 December 2024, the outcomes from the discussion were compiled into an action list for ongoing review by the relevant agency and close out.

**April 2026 update:**

- All actions arising from the incident have been addressed, and each individual/agency should note any actions that pertain to them specifically.
- It is recommended that this item be closed out.

[Attachment 4.4.1 Broomehill Fire - 3 December 2024 - Debrief Outcomes Action List](#)

**For discussion.**

**5. MATTERS FOR DECISION/DISCUSSION/INFORMATION**

Nil.

**6. AGENCY UPDATES**

*The following talking points are provided as a guide to agency updates:*

- 1. What is your current capability for managing incidents/responses? (do you have enough trained and/or experienced people, resources)*
- 2. What is your capacity (such as volunteer numbers) and resources looking like for the future? Do you have a volunteer recruitment strategy?*
- 3. Are there any new or emerging risks which might impact on your organisation (changes to legislation, seasonal outlooks, new industrial developments)*
- 4. Do you have any exercises planned? Can other agencies attend to participate or observe?*
- 5. If you have had any incidents or exercises what were the lessons identified – are any of these common to other organisations?*
- 6. Thinking about your community/ies, how well prepared are they to respond to your hazard/emergency*
- 7. What community engagement activities have you carried out / have planned*
- 8. How resilient do you think your community is for your hazards and what could be done to improve community resilience?*

**7. GENERAL BUSINESS**

**8. NEXT MEETING AND CLOSE**

The next meeting is scheduled for August 2026, with the date to be confirmed.