



MINUTES

Local Emergency Management
Committee

14 April 2026

SHIRE OF BROOMEHILL-TAMBELLUP

A meeting of the Local Emergency Management Committee was held in the Council Chambers, 46-48 Norrish St, Tambellup on 14 April 2026 commencing at 9.33am.



Karen Callaghan
Chief Executive Officer

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AGENDA

The Presiding Member, Cr Barritt declared the meeting open at 9.33am.

1. ATTENDANCE AND APOLOGIES

Cr Doug Barritt	President, Shire of Broomehill-Tambellup (Chair)
Karen Callaghan	CEO, Shire of Broomehill-Tambellup
Mandy Plant	Tambellup Volunteer Fire and Emergency Service
Cindy Pearce	Community Emergency Services Manager (CESM)
Peter Vlahov	Manager of Works, Shire of Broomehill-Tambellup
John-Paul Collins	Department of Primary Industries and Regional Development (DPIRD)
Kelly MacLeod	Department of Fire and Emergency Services
Stacey Sinclair	Department of Fire and Emergency Services
Pam Hull	Shire of Broomehill-Tambellup (Minutes)

Apologies

Sgt Mark Monaco	Tambellup Police
A/Sgt JJ Gonzales	Tambellup Police
Deb Bearcroft	Principal, Broomehill Primary School
Cr Sara Robinson	Deputy President, Shire of Broomehill-Tambellup
Vivienne Gardiner	District Emergency Management Advisor
Tania Willmott	St John Ambulance, Tambellup
Michelle Carrington	Primary Health Manager, WA Country Health Service
Stephanie Swain	Ranger Services, Shire of Broomehill-Tambellup

Guests

Derek Jones	Emergency Management Consultant
Anna Erickson	Department of Primary Industries and Regional Development (DPIRD)

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

2.1 CONFIRMATION OF THE MINUTES OF THE COMMITTEE MEETING HELD 10 FEBRUARY 2026

Committee Decision:

Moved Cindy Pearce, seconded Mandy Plant that the Minutes of the Local Emergency Management Committee Meeting held 10 February 2026 be accepted as a true and correct record.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

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.

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.

From the meeting:

Derek provided an overview of the draft Risk Treatments Report. A copy of his presentation is attached to these minutes. The report will be presented to the August 2026 LEMC meeting for final consideration and the Committee’s endorsement.

The strategies noted in the report will be collated into the existing Risk Treatments Register and presented as a standing item to LEMC meetings for ongoing investigation and action by relevant agencies.

Following the close of the meeting, Anna Erickson from DPIRD presented information about H5 avian influenza, which, while prevalent elsewhere in the world, has not been reported in Australia as yet. DPIRD has prepared resources aimed at industry and community preparedness, available at:

<https://www.wa.gov.au/organisation/department-of-primary-industries-and-regional-development/avian-influenza>.

A copy of the presentation is attached to these minutes.

- Attachment 4.3.1 Risk Treatments Register – February 2026
- Attachment 4.3.2 Summary Risk Analysis – Extreme and High Risk Level
- Attachment 4.3.3 Draft Risk Treatments Report – February 2026
- Attachment 4.3.4 Overview of Risk Treatments Report presentation – April 2026
- Attachment 4.3.5 H5 Avian Bird Flu Presentation

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

Noted. It was agreed by those present that the Debrief Outcomes Action List be closed out.

5. MATTERS FOR DECISION/DISCUSSION/INFORMATION

Nil.

6. AGENCY UPDATES

Stacey Sinclair: Stacey advised she was acting in the District Emergency Management Advisor role while Viv Gardiner is on leave, and that a report would be provided for the minutes.

[Attachment 6.1.1 DFES Great Southern District Advisor Report Jan - March 2026](#)

Kelly MacLeod: A letter was tabled from Darren Prior, Acting District Officer Great Southern Rural, acknowledging the retirement of Cindy Pearce, CESM.

[Attachment 6.1.2 DFES letter to C Pearce](#)

Cr Barritt took the opportunity to echo Darren's sentiments, and on behalf of the Shire, acknowledged Cindy's excellent service to the community and wished her well in retirement.

Cindy Pearce: Cindy reflected on her time in the CESM role, noted she had enjoyed working with the Shire of Broomehill-Tambellup and thanked the LEMC for all their work over the years.

- Mitigation Activity Fund: An application has been submitted to the Department of Water and Environmental Regulation (DWER) for the works planned in the area between the Tambellup Primary School and CBH.

A second application has been submitted to DWER for mitigation work to be completed in Broomehill. DWER has advised the Shire should consult with the Department of Sustainability, Environment, Water, Population and Communities. A self assessment process is required to determine whether an application to this body is necessary. If the self assessment is not completed correctly or accurately, it may be a lengthy, costly process to have an application approved. This an ongoing process.

- A fuel reduction burn was completed by volunteers behind the Broomehill Primary School last week.

Peter Vlahov: Confirmed the fuel reduction burn in Broomehill went well, and that Shire equipment was on hand in case it was required.

John Paul Collins: Reports from DPIRD were tabled:

[Attachment 6.1.3 DPIRD EM Overview 3rd Q 2026](#)

[Attachment 6.1.4 Great Southern LEMC DPIRD Agency Report - Feb 2026](#)

- Currently five open incidents in WA: African Black Sugar Ant, Polyphagous Shot-Hole Borer (PSHB), Red Dwarf Honey Bee, Q-Fly and Starling, noting that PSHB quarantine areas have so far been effective, and Qfly was now a Level 2 incident.
- TC Narelle – DPIRD coordinated the Committee for Animals in Emergencies, enabling wildlife agencies and DBCA to access and assess affected areas.
- DPIRD will conduct a multi-agency discussion exercise 'Exercise Assisi' in Perth in May 2026, based around the State Support Plan - Animal Welfare in Emergencies.

- H5 Avian influenza is being monitored.

Karen Callaghan: Karen reiterated previous comments made to Cindy Pearce, and thanked her for her service to the Shire. It was especially gratifying to witness at the recent Bushfire Advisory Committee meeting the positive and respectful working relationships that Cindy had fostered with bushfire brigade volunteers.

7. GENERAL BUSINESS

Nil.

8. NEXT MEETING AND CLOSE

The next meeting is scheduled for August 2026, with the date to be confirmed. There being no further business, Cr Barritt thanked everyone for their attendance, and declared the meeting closed at 10.17am.