



Shire of Cunderdin

Local Emergency Management Committee Meeting Minutes

Dear Committee Member,

A Local Emergency Management Committee Meeting was held on **Wednesday 9 September 2026** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 3:32pm.**

Stuart Hobley
Chief Executive Officer

9 September 2026

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CONTENTS

1	Declaration of Opening	3
2	Record of Attendance, Apologies and Approved Leave of Absence	3
3	Deputations / Presentations / Submissions	3
4	Confirmation of Minutes.....	3
4.1	Minutes of the Local Emergency Management Committee Meeting held 10 June 2026.....	3
5	Business Arising	3
5.1	Business Arising from previous meeting	3
6	Correspondence	4
6.1	Inward Correspondence	4
6.2	Outward Correspondence	4
7	Standing Items.....	4
7.1	Update of Contacts	4
8	LEMC Exercises	4
9	Agency Updates.....	4
9.1	WA Police	4
9.2	St John Ambulance	4
9.3	Department of Fire and Emergency Services	4
9.4	Department of Communities	4
9.5	Department of Education	5
9.6	Department of Health	5
9.7	Local Government (inc. Bush Fire Brigades)	5
9.8	Rapid Relief Team.....	6
9.9	Cunderdin VFRS	6
10	Urgent Business	6
11	Next Meeting Date	6
11.1	Next Meeting Date	6
12	Closure of Meeting	6

1 Declaration of Opening

The Shire President declared the meeting open at 3.32pm.

2 Record of Attendance, Apologies and Approved Leave of Absence

2.1 Record of attendance

Cr Alison Harris	Shire President/Chairperson
Stuart Hobley	Shire of Cunderdin CEO
Kay Squibb	Shire of Cunderdin DCEO
Allan Mills-Heath	Shire of Cunderdin Community Emergency Services Manager
Joanne Spadaccini	Department of Communities, A/Regional Coordinator, Wheatbelt, Emergency Relief and Support (via Teams)
Sue Masuku	Department of Health, Cunderdin Health Services Manager (via Teams)
Ian Dawson	St John Ambulance, Community Paramedic (via Teams)
Tim Ford	Volunteer Fire and Rescue Captain
Kris Lee	Department of Fire and Emergency Services, District Officer (via Teams)
Jonathan Arnott	Cunderdin District High School Principal
Elton Fawkes	Rapid Relief Team

2.2 Invited Guests / Observers

Nil.

2.3 Apologies

Ashley Burges	Chief Bush Fire Control Officer
Aidan Bull	WA Police
Chris Turner	WA Police
Michael Phillips	Department of Communities
Natalie Bell	Department of Fire and Emergency Services, DEMA
Latisha Clarke	Cunderdin Agricultural College Principal
Caroline Whitelock	Meckering Primary School Principal

3 Deputations / Presentations / Submissions

Nil.

4 Confirmation of Minutes

4.1 Minutes of the Local Emergency Management Committee Meeting held 10 June 2026

Attachment 4.1.1 - Unconfirmed Minutes LEMC – 10 June 2026 (Desktop Exercise)

Resolution 4.1

Moved Allan Mills-Heath Seconded Tim Ford

That the Minutes of the of the Local Emergency Management Committee Meeting held on 10 June 2026 be confirmed as a true and correct record of that meeting.

CARRIED

5 Business Arising

5.1 Business Arising from previous meeting

Nil.

6 Correspondence

6.1 Inward Correspondence

Nil.

6.2 Outward Correspondence

Nil.

7 Standing Items

7.1 Update of Contacts

Attachment 7.1.1 - Contact List updated 09 September 2026

8 LEMC Exercises

A desktop exercise will be arranged for the second meeting held in 2027.

9 Agency Updates

9.1 WA Police

No report as Officers were not available to attend the meeting.

9.2 St John Ambulance

Ian Dawson

- Reported that a new recruit has joined the sub-centre
- New mannequins for training have been purchased
- Training for volunteers coming up

9.3 Department of Fire and Emergency Services

Attachment 9.3.1 -DEMA LEMC Report

Kris Lee – District Officer

9.4 Department of Communities

Attachment 9.4.1 - LEMC Report 1st Quarter 26/27

Attachment 9.4.2 - Local Emergency Relief and Support Plan

Attachment 9.4.3 - Agenda Item: Confirmation of facilities on the State Evacuation Register 26/27

Joanne Spadaccini, A/Regional Coordinator, Wheatbelt, Emergency Relief and Support

Jo advised that Michael Phillips is on secondment to the Pilbara/Kimberly until March 2027 and she is Acting in the Regional Coordinator role during this time.

Discussion over the recommendations proposed by the Department of Communities in relation to Attachment 9.4.3, and all were in agreement that the Cunderdin Town Hall is removed from the facilities list as an Evacuation Centre as it is not suitable for this purpose.

Also, that the facilities list to be updated to reflect the Meckering Sporting Club as the primary facility and the Meckering Town Hall as the secondary facility.

Resolution 9.4

Moved Joanne Spaddacini Seconded Allan Mills-Heath

That the Shire of Cunderdin Local Emergency Management Committee:

1. Endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27, subject to the amendments noted at point 4.
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 that the following amendments are made to the facility list prior to submission to the Department of Communities:
 - Cunderdin Town Hall is removed as an Evacuation Centre;
 - Meckering Sporting Club is noted as the primary facility; and
 - Meckering Town Hall is noted as the secondary facility.

CARRIED

9.5 Department of Education

Jonathon Arnott – Cunderdin District High School
Nothing to report.

9.6 Department of Health

Sue Masuku – Cunderdin Health Services Manager

- 3 nurses have recently commenced, all drive-in drive out. Housing availability is an issue.
- Business Continuity Plan has been updated and have undertaken desktop exercises in preparation for summer.
- A fire drill is planned for 12 October.
- Visits to higher risk residents in the community as a welfare check and awareness of individual circumstances.

9.7 Local Government (inc. Bush Fire Brigades)

Cr Alison Harris – Shire President
Stuart Hobley – CEO

- Congratulations and welcome to Allan Mills-Heath who has recently commenced as Community Emergency Services Manager (CESM).

Allan Mills-Heath – CESM

- Thanked everyone for their support in his previous role as Deputy Chief Bush Fire Control Officer (DCBFCO) and so far in his appointment as Community Emergency Services Manager.
- Advised that a new DCBFCO will need to be appointed at the Bush Fire Advisory Committee meeting, held at the conclusion of this meeting.
- New members have recently joined the Meckering fire brigade, and there have been several enquiries to join the Cunderdin brigade.

9.8 Rapid Relief Team

Elton Fawkes

- Attending a number of community events over the next few months, at the Ag School and Cunderdin CRC.
- A new supply of food packs has been ordered and expected to be delivered soon.

Jo Spaddacini requested contact information for Rapid Relief Teams in other Shires. Elton will provide this information for her.

9.9 Cunderdin VFRS

Tim Ford, Captain

- Extended congratulations to Allan on his appointment as CESM.
- Applications have been received from a couple of new members.
- The VFRS have recently undertaken marking of hydrants around town.

10 Urgent Business

Nil.

11 Next Meeting Date

11.1 Next Meeting Date

The next LEMC is scheduled to take place on **7 April 2027** commencing at 3:30pm at the Cunderdin Shire Council Chambers, Cunderdin, WA 6407

12 Closure of Meeting

There being no further business the Shire President declared the meeting closed at 3.57pm.