



# MINUTES

**Local Emergency Management Committee Meeting  
held on Tuesday 25 February 2025,  
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.*

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

Postal Address: PO Box 95 Trayning WA 6488

Telephone: (08) 9683 1001

Email: [ceo@trayning.wa.gov.au](mailto:ceo@trayning.wa.gov.au)

**MINUTES**

**Of the Meeting held at the Shire of Trayning Council Chambers  
Tuesday 25 February 2025**

**1. Declaration of Opening/Announcement of Visitors**

The Chairperson, Cr Melanie Brown, declared the meeting open at 4:37pm.

**2. Record of Attendance/Apologies**

Committee Members		Cr Melanie Brown	Chairperson/Shire
President Trayning			
	Daniel Back	OIC - Bencubbin Police Station	
	Peter Barnes	CBFCO – Trayning/Captain – Trayning VFES	
	Peter Geraghty	Area Coordinator – St John Ambulance	
	Michael Phillips	Department of Communities	
	Vicki MacDonald	Principal - Trayning Primary School	
	Joanne Randell	DON – Kununoppin Hospital	
Staff			
	Belinda Taylor	Manager of Corporate Services	
	Paul Healy	Manager of Works - Trayning	
Guests	Nil		
Apologies			
	Cr Pippa de Lacy	Deputy Chairperson/Shire President	
	Nungarin		
	John Merrick	ACEO – Trayning	
	David Nayda	Recovery Coordinator/CEO- Nungarin	
	Leonie Matthews	Principal – Nungarin Primary School	
	Gary Rowles	Area Officer Upper Wheatbelt DFES	

**3. Confirmation of Minutes**

**Moved: P Barnes**

**Seconded: P Geraghty**

That the Minutes of the Trayning Local Emergency Management Committee Meeting held 15 October 2024 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**

Nil

### **5.2 Shire of Trayning**

- Emergency Evacuation Kits have been updated
- Restricted Burning period has commenced and permits are being issued.

### **5.3 WA Police**

- New Officer starting at Mukinbudin which will then be operating with two Officers
- Bencubbin has two Officers. Both stations will be operating at full capacity
- Message to be sent to OIC should there be a fire.

### **5.4 Department of Fire and Emergency Services**

Nil

### **5.5 Department of Communities**

- Looking for places to store emergency relief and support trailers  
Currently looking at Merredin, more regional
- Have a new Local and Emergency Relief and Support Plan sent out in January

### **5.6 Nungarin Bush Fire Brigade**

Nil

### **5.7 Trayning Fire and Volunteer Emergency Services**

- Yelbeni Tip can be signed off
- Attended fires from lightening strikes, and 1 caused by a bearing drop

### **5.8 Kununoppin St John Ambulance Sub-Centre**

- New ambulance for Kununoppin arrived just before Christmas and is about to go on the road
- Beacon will get the old van for a spare
- Another van coming for July for Kununoppin
- Beacon will get the Kununoppin van as their main van
- Have two new Volunteers for Trayning  
Can now team up Its working well with Kununoppin and Trayning
- A recent incident in one of the vans identified that the that Duress did not work as it should of and we commend the Police for their prompt action for getting to us for help.
- As a result extra phones have been put in Vans with Duress alarm systems for Officers safety.
- With the reduction in the 3G network we have lost about 1/3 of our coverage.
- We will trial a couple of booster kits and are looking at other systems

- All our uniforms should be updated around May
- Transfers are tending to go more Northam than Merredin now.

### **5.9 Kununoppin Hospital**

- WA Country Health Service (WACHS) have developed and Incident Management Team (IMT) This consists of WACHS Operations Hub, Regional Emergency Operations Centres (REOC), Local emergency Operations Centre (LEOC).  
Function – as listed in role and priorities.
- WACHS Emergency Disaster Preparedness – Emergency Thursdays for Seasonal Preparedness Sessions via Teams meetings to refresh knowledge and skills on a regular basis.
- HSM will be attending Major Incident and Medical Management Support (MIMMS) training in Northam 02/04/2025 presented by Disaster Preparedness and Management Directorate (DPMD training).
- HSM also attending 2 day IMT training 3 – 4/04/2025
- Hospital staff have been attending in house training exercises for fire and Safety.
- Hospital grounds very difficult to keep free of bark and leaves at present. Workcamp prisoners assisting.

### **5.10 Nungarin Primary School**

Nil

### **5.11 Trayning Primary School**

- We had an inspection of all the trees on the school grounds and there are a few trees that need to be removed which the Department is organising.

### **5.12 Other Agencies in Attendance**

Nil

<b>6. Matters for Discussion</b>
----------------------------------

The LEMA includes the following items to be discussed at the February Meeting:

#### **6.1 Confirmation of LEMA Contacts**

The document is updated and distributed amongst the Members

#### **6.2 Post-Incident/Post Exercise Reports**

Nil

#### **6.3 Emergency Risk Management Process & Treatment Strategies**

Nil

#### **6.4 Identify Emergency Management Projects for Possible Grant Funding**

- Defer this back to the CEO's
- There is round 3 funding available through DRSFA for evacuation centres.

#### **7. General Business**

Nil

#### **8. Readiness Exercises – Practical or Desktop**

- Could have a small practical exercise combined with a desktop.
- Defer this back to the CEO's to liaise with relevant agencies.

#### **9. Next Meeting**

Tuesday 19<sup>th</sup> August 2025 at Nungarin

#### **10. Closure**

There being no further business the Chairperson Cr Melanie Brown thanked everyone for their attendance and declared the meeting closed at 5:10pm.