



# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**11 August 2025 at 1:00pm**

Venue: Council Chambers,  
9 Lynch Street, Corrigin

## Terms of Reference

### 1.0 NAME

The Committee shall be known as the Corrigin Local Emergency Management Committee (LEMC).

### 2.0 ROLE OF THE COMMITTEE

To assist the Local Emergency Coordinators to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

### 3.0 OBJECTIVES OF THE COMMITTEE

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- To assist with the preparation and approval of the Corrigin Local Emergency Management Plan and submit such plans to the Office of Emergency Management (OEM) for approval.
- To review at least annually the Corrigin Local Emergency Management Plan.
- To assist in the preparation of emergency management operating procedures for application in the Shire of Corrigin.
- To ensure appropriate testing and exercising of the local emergency management plan.
- To prepare an annual report of the activities of the LEMC for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Hazard Management Agencies during emergency management operations.
- To carry out such other emergency management functions as directed by OEM.

### 4.0 MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Chairperson of St John Ambulance Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department of Communities
- Representatives from other agencies as required

### 5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the advisory committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member, if not the Shire President, as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

## **6.0 CONDUCT OF MEETINGS**

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in February, May, August and November each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- by the Presiding Member
- by written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than seven days notice and stating purpose of the meeting.
- by the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

### **Every meeting:**

- Confirmation of local emergency management arrangements contacts details and key holders;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements; and
- Other matters determined by the local government.

### **First quarter:**

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

### **Second quarter:**

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

### **Third quarter:**

- Identify emergency management projects for possible grant funding.

### **Fourth quarter:**

- National and State funding nominations.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

## **7.0 DELEGATED POWERS**

The Committee has no delegated powers and is an advisory committee to Council only.

Recommendations of committee meetings are to be presented to Council by staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

## 1. DECLARATION OF OPENING

The Chairperson, Cr Des Hickey opened the meeting at 1:02pm.

## 2. ATTENDANCE/APOLOGIES

Shire President	Cr. Des Hickey
Shire Deputy President	Cr. Sharon Jacobs
Chief Executive Officer	Natalie Manton
Executive Support Officer	Jarrad Filinski
Corrigin St John Ambulance, Chair	Braden Hill
Corrigin St John Ambulance, Community Paramedic	Aleisha Walker
DFES Area Officer Narrogin West	Ben Davies
Acting Community and Emergency Services Manager	Roger Northey
DFES District Emergency Management Advisor	Viv Gardiner (Via Teams)
Corrigin Hospital, Director of Nursing/HSM	Elizabeth McIntosh
Chief Bush Fire Control Officer	Greg Evans
Western Power, Team Leader	Brett Dew (Via Teams)
Corrigin District High School, Principal	Shannon Hardingham
Corrigin Volunteer Fire and Rescue (VFRS), Captain	Trent Di Fulvio
Department of Communities, Regional Coordinator	Michael Phillips
DPIRD, Emergency Preparedness Coordinator	Michele Oswald (Via Teams, Joined 1:12pm)

### APOLOGIES

DPIRD, Manager of Emergency Preparedness	Jade Sustek
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## 3. MINUTES OF PREVIOUS MEETING

**Moved: Cr. S Jacobs**      **Seconded: T Di Fulvio**

*The minutes of the Local Emergency Management Committee Meeting held on 12 May 2025 (Attachment 3.1) be confirmed as a true and correct record.*

**Carried**

## 4. REVIEW OF LEMC DOCUMENTS

Committee to advise of changes to any known contact details via email to [eso@corrigin.wa.gov.au](mailto:eso@corrigin.wa.gov.au).

- Local Emergency Management Arrangements (*Attachment 4.1*)
- Local Emergency Evacuation Plan (*Attachment 4.2*)
- Local Emergency Recovery Plan (*Attachment 4.3*)

## 5. REVIEW OF INCIDENTS AND EXERCISES

Review of any post-incident reports and post exercise reports generated since last meeting.

### 5.1. INCIDENTS

Road Crash Rescue – Lynch Street x Davies Street – 25 June 2025  
Road Crash Rescue – Brookton Highway, Aldersyde – 1 July 2025  
Bushfire Callout – 000 called – False alarm - 8 August 2025

### 5.2. DESKTOP EXERCISE

DFES Area Officer B Davies conducted a desktop exercise on recovery.

## 6. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

Annual report submitted to DFES on 10 July 2025 (*Attachment 6.1*)

## **7. IDENTIFY EMERGENCY MANAGEMENT PROJECTS**

Consider water bomber refilling and refuelling at Corrigin airstrip.

## **8. OTHER MATTERS**

## **9. REPORTS**

Reports from LEMC members and stakeholders

### **Corrigin District Hospital**

- Hospital is currently at capacity with all funded aged care beds occupied.
- Actively seeking additional volunteers to assist with the Meals on Wheels service.

### **St John Ambulance**

- Community Paramedic still seeking suitable accommodation in the district.
- Aerodrome operations continuing smoothly and supporting emergency medical services effectively.

### **Corrigin Volunteer Fire and Rescue**

- Recently participated in a multi-agency Road Crash Rescue exercise with Kondinin, attended by approximately 30 participants.

### **Department of Primary Industries and Regional Development – M Oswald**

- Overview of DPIRD's role as Hazard Management Agency for animal and plant pests/diseases and executor of the State Support Plan for Animal Welfare in Emergencies (AWiE).
- Contact details for activating the Animal Welfare in Emergencies plan or requesting support.
- Updates on training, preparedness activities, and upcoming October 2025 exercise to test AWiE arrangements.
- Current national alerts and WA status for avian influenza (absent), tomato brown rugose fruit virus (absent), and polyphagous shot-hole borer (transitioning to management).
- Reminder of available resources and support for local governments in developing animal welfare emergency plans.
- Emergency management overview for Q1 2025/26 – no emergency declarations; ongoing management of African Black Sugar Ant, Polyphagous Shot-Hole Borer, Carpet Sea Squirt, Red Dwarf Honeybee, and Starling incidents.
- DPIRD monitoring avian influenza outbreaks in eastern states and maintaining capacity for animal and plant biosecurity response.

Full report will be provided with the minutes (attachments 9.1.1 & 9.1.2)

### **DFES – B Davies**

- Update on storm season activity, recent incidents, and transition into bushfire season.
- Upcoming pre-season forums to discuss resources, communication, and preparedness.
- Key reminders from after-action reviews, including reviewing LEMA, evacuation centre readiness, and local emergency planning.
- Training and preparedness updates, including Australian Warning System awareness, incident management training, and storm response planning.
- Summary of the recent regional storm exercise in Kulin and discussion on incident control centres, operations points, and ISG meeting locations.
- Information on the upgraded DFES all-hazards rescue helicopter fleet, with increased speed, range, and rescue capability.

Full report will be provided with the minutes (attachment 9.2)

**DFES – R Northey**

- Continuing Bush Fire Brigade (BFB) training, with sessions planned over the next couple of months.
- Reviewing and updating BFB membership lists.

**DFES – V Gardiner**

- Provided update on Animal Welfare in Emergencies arrangements and activation process.
- Local Emergency Management Arrangements (LEMA) Improvement Program is ongoing.
- Discussed telecommunications coverage and backup power challenges.
- Shared community preparedness initiatives, including DFES publications available to support local governments and communities.
- Highlighted Disability Inclusive Emergency Planning (DIEP) forums being held in the region to strengthen inclusion for people with disabilities in emergency management.
- Noted local training opportunities, including upcoming emergency management and recovery courses in Albany October 2025.
- Full report provided with the minutes (attachment 9.3)

**Department of Communities**

- Contact details provided for activation of Emergency Relief and Support (ERS) services.
- Preparing to transition from the national Register. Find. Reunite. (RFR) system, with a project underway to assess current capability and explore alternative registration and reunification solutions.
- Coordinating work to address the policy gap in medium to long-term emergency accommodation, including a sub-project to define a State policy position.
- Ongoing engagement in the Kimberley Floods Recovery Program, working with communities and local Aboriginal organisations to support recovery and return to home.

Full report provided with the minutes (attachment 9.4)

**Western Power**

- Ongoing fire prevention and control measures in place for Stand-alone Power Systems (SPS).
- Housing shortages continue to impact the ability to increase Western Power's presence in regional areas.
- Actively upskilling regional staff to strengthen local capabilities.
- Responding to multiple storm damage incidents.
- Stand-alone Power Systems Newsletter provided with the minutes (attachment 9.5)

**Shire of Corrigin – Cr. S Jacobs**

- Thanked all the volunteers for their support to the Corrigin community

**Shire of Corrigin – N Manton**

- Acknowledged and thanked everyone involved in producing the Save Our Country Kids (SOCK) Week video.
- Disaster Recovery Funding for the Flood 2021 and Fire 2022 events has been finalised.
- Finalising the mitigation works acquittal; no new mitigation works scheduled for this year.

- All Bush Fire Brigade members have received essential volunteer information packs.
- Thanked R Northey for assisting in Acting Community Emergency Service Manager (CESM) role and conducting training for local bushfire brigades.

**Moved: Cr. S Jacobs**

**Second: B Hill**

*That the Local Emergency Management Committee expresses its support for the Shire of Corrigin to investigate and pursue viable housing options for St John Ambulance essential key personnel including Community Paramedic.*

**Carried**

#### **10. NEXT MEETING**

The next meeting will be Monday 10 November 2025 at 1:00pm

#### **11. MEETING CLOSURE**

The Chairperson, Cr. Des Hickey closed the meeting at 2:37pm and thanked everyone for their attendance.