



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

10 November 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 collaborate with local support organisations, hazard management agencies and industry representatives to collectively build a resilient community that is prepared to respond and recover from an emergency.

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 Sharon Jacobs opened the meeting at 1:00pm.

2. ATTENDANCE/APOLOGIES

Shire President	Cr. Sharon Jacobs
Shire Deputy President	Cr. Megan Leach
Chief Executive Officer	Natalie Manton
Executive Support Officer	Jarrad Filinski
Corrigin Police, Officer in Charge	Gavin Barke
Corrigin District High School, Principal	Shannon Hardingham
Acting Community and Emergency Services Manager	Roger Northey
DFES Area Officer Narrogin West	Ben Davies
Western Power, Team Leader	Brett Dew
Corrigin Hospital, Director of Nursing/HSM	Elizabeth McIntosh
Corrigin Volunteer Fire and Rescue (VFRS), Captain	Trent Di Fulvio
Corrigin St John Ambulance, Chair	Braden Hill (Via Teams)
DFES District Emergency Management Advisor	Viv Gardiner (Via Teams)
Department of Communities, Regional Coordinator	Michael Phillips (Via Teams)
DPIRD, Manager of Emergency Preparedness	Jade Sustek (Via Teams)

APOLOGIES

Corrigin St John Ambulance, Community Paramedic	Sally Kettle
Chief Bush Fire Control Officer	Greg Evans

3. MINUTES OF PREVIOUS MEETING

Moved: S Hardingham Seconded: E McIntosh

The minutes of the Local Emergency Management Committee Meeting held on 11 August 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.

- 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.

N Manton, G Evans, R Northey, B Davies, other shires and DFES staff attended the Pre Season Forum in Brookton on 14 October and participated in an exercise on a large fire in the Shire of Brookton that threatened that town, water supply and large hay plant.

Information on emergency warning system and road closures was provided along with discussion on the importance of good communication and local knowledge.

5.1. INCIDENTS

Corrigin Volunteer Fire and Rescue assisted St John with a patient lift and road crash on the Corrigin – Quairading Road since the last meeting.

6. OTHER MATTERS

6.1. Meeting Dates For 2026

Meetings are to be held at 1pm in the Shire of Corrigin Council Chambers on the following dates:

- 9 February 2026
- 11 May 2026
- 10 August 2026
- 9 November 2026

6.2. Evacuation Centre Backup Power Generator

Roe Regional Organisation of Councils (Roe ROC incorporating the Shires of Corrigin, Kondinin, Kulin and Narembeen) recently applied for funding under the Federal Disaster Resilience Fund to install backup generators and power connection systems at evacuation centres across our Shires.

Roe ROC joined with North Eastern Wheatbelt Regional Organisation of Councils (NEW ROC) for this project called the Eastern Wheatbelt Power Resilience Project. The project aims to ensure that communities have access to reliable power at designated evacuation centres during emergencies like bushfires and storms. The application seeks federal funding, with a strong local commitment from all involved councils.

An announcement of the funding is expected very soon.

7. REPORTS

Reports from LEMC members and stakeholders

Corrigin Police – G Barke

- G Barke has been in Corrigin for four weeks.
- Focus for Corrigin is patrolling main roads and around town to enforce road safety rules (speeding, drink driving etc.)

Corrigin District Hospital – E McIntosh

- WA Country Health service (WACHS) is focusing on heatwave resource distribution.
- Noted constantly updating list of vulnerable people in town, if anyone needs the list it is available from the hospital.

Corrigin Volunteer Fire and Rescue T Di-Fulvio

- Received high season appliance (4,000L capacity)
- Conducting training on the high season appliance due to having more technology to learn.

Department of Communities – M Phillips

- High threat season has begun.
- Opened a centre in Tammin due to bushfire.
- A gap in short term and medium term accommodation during an emergency has been identified and discussed with DFES as to who will be responsible for providing accommodation.

Department of Primary Industries and Regional Development – J Sustek

- DPIRD are on call for animals in emergency

- Currently involved in 3 responses

DFES – B Davies

- Season Readiness: Water bombers are positioned in Narrogin, Esperance, and Geraldton to support the Grain Harvest Strategy. Around 50 new Ground Controllers trained across the region.
- Bushfire Season: Agencies reminded to review preparedness, communication, and power outage arrangements.
- Pre-Season Forums: Held in Brookton, Hyden, and Woodanilling; covered resourcing, change of control, and pre-season exercises.
- Emergency WA App: New app available on iOS and Android with live updates and watch zone alerts.
- Training & Capability: 2025 training calendar concluding; 2026 version due December. Five new volunteer Incident Controllers trained.
- Leadership Forum: Held 2 Aug 2025 with strong participation from brigades and units across the region.
- RDC Support: Regional Duty Coordinator available 24/7 for incident support – 1800 865 103.
- Updated State Hazard Plan – Fire: Published 21 Aug 2025 outlining prevention, preparedness, response, and recovery arrangements.
- After-Action Insights: LEMAs and evacuation centres should be current and exercised; ensure trained personnel, communication resilience, and cross-border coordination.
- Regional Storm Exercise: Conducted in Kulin (30 Jul 2025) with multiple agencies; reviewed committee roles, ICC/ISG site options, and facility readiness.

Full report provided as an additional attachment with the Minutes.

DFES – V Gardiner

- **State Updates:**
 - SEMC Strategic Plan 2026–29 released, focusing on leadership, governance, community resilience, and climate change.
 - Comprehensive review of multiple State EM documents scheduled for 2025–26.
 - Updated *State Hazard Plan – Fire* approved and published.
- **District Updates:**
 - Great Southern DEMC met 22 Oct 2025; next meeting 18 Mar 2026.
 - Ravensthorpe regional bushfire exercise held 8–9 Oct 2025.
 - DFES released new DRFAWA “Just in Time” training modules for LGs.
 - Heatwave and community preparedness resources updated by WACHS and DFES.
 - New multi-hazard emergency planning tool to launch in *Emergency WA* app late 2025 (replacing *My Bushfire Plan*).
 - Community Disaster Resilience and Disability Inclusive Planning workshops held in Albany, Boddington, Denmark, and Plantagenet.
- **Grants and Local Government Initiatives:**
 - AWARE Program 2025–26 funding awarded to several Great Southern shires.
 - Shires of Gnowangerup and Plantagenet completed LEMA reviews.
 - DFES launched the *Local Government Emergency Management Knowledge Hub* for LEMA support and resources.
- **Agency Updates:**
 - Western Power clarified maintenance and fire safety protocols for Stand-Alone Power Systems.

- Telstra Emergency Services Liaison Officer (ESLO) contact details provided for LEMC inclusion.

Full report provided as attachment 7.1

St John Ambulance – B Hill

- Renovations of St John sub centre building complete and will be moving back into their building soon.
- Currently have 14 operational members and 2 support role members

Western Power – B Dew

- Fire detection and fire prevention in Standalone power systems.
- At capacity for apprentices in the region trying to bolster numbers.
- Likely to be pole top fired this season so prevention attempts are taking place using helicopters spraying silicone. Going to trial using drones.

Resource on standalone power systems included as an additional attachment with the Minutes.

Shire of Corrigin – N Manton

- Hosted Ground Controller Training for water bombers.
- Fire Control Officer Training
- Fire Safety Awareness and Firefighting Skills training
- Link to online Rural Fire Awareness Training and instructions sent to all brigade members.
- Attended the following meetings:
 - on 18 September 2025 in Narrogin with Steven Bolt
 - Pre Season Forum in Brookton on 14 October with Greg Evans Chief Bush Fire Control Officer and Roger Northey CESM
 - CESM Business Plan in Brookton on 24 October
 - Upper Great Southern Regional Operations Advisory Committee (ROAC) meeting

ROAC topics discussed

- State Hazard Plan Windfarms- experience from other shires is that development application have very basic bushfire mitigation. Large applications go through state development pathway and local governments may not have enough input into planning conditions in relation to bushfire prevention.
- Stand Alone Power systems- leave it to burn out and BFB ensure it doesn't spread to neighbouring property.
- Concerns raised over contractors coming into the area on high risk weather days and are not being aware of Total Fire Ban or Harvest and Movement of Vehicle Bans.
- Communication – importance of clear communication with COMCEN especially in relation to road closures or turning power off.
- Bushfire Warning Triggers flow chart is a helpful way to determine action required and is included in the attached notes.
- DFES Support – discuss transfer of control early
- Machinery requests – Local Government capability needs to be exhausted first.
- Water bomber refill site locations
- Fire danger rating system.

8. NEXT MEETING

The next meeting will be Monday 9 February 2026 at 1:00pm

9. MEETING CLOSURE

The Chairperson, Cr. Sharon Jacobs closed the meeting at 1:44pm.