



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

11 May 2026 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 1995*.

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. S Jacobs opened the meeting at 1:04pm.

2. ATTENDANCE/APOLOGIES

Shire President	Cr. Sharon Jacobs
Shire Deputy President	Cr. M Leach
Chief Executive Officer	Natalie Manton
Executive Support Officer	Jarrad Filinski
Corrigin District High School, Principal	Shannon Hardingham
Corrigin Police, Officer in Charge	Gavin Barke
Department of Communities, Regional Officer	Jo Spadaccini
Corrigin Volunteer Fire and Rescue (VFRS), Captain	Trent Di Fulvio
Corrigin Hospital, Director of Nursing/HSM	Elizabeth McIntosh
Western Power, Team Leader	Brett Dew

APOLOGIES

DFES District Emergency Management Advisor	Viv Gardiner
Corrigin St John Ambulance, Chair	Braden Hill
Department of Communities, Regional Coordinator	Michael Phillips

3. MINUTES OF PREVIOUS MEETING

Resolution

Moved: E McIntosh **Seconded: S Hardingham**

Minutes of the Local Emergency Management Committee Meeting held on 9 February 2026 be confirmed as a true and correct record (Attachment 3.1)

Carried

4. REVIEW OF LEMC DOCUMENTS

Committee to advise of any 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.

5.1. INCIDENTS

Fires:

27 February 2026	Rabbit Proof Fence x Brookton-Corrigin Road – Electric Vehicle Fire
9 March 2026	Corrigin South Road – Duck flew into power lines

Other Incidents:

25 March	Corrigin Rock, medical episode, person in distress on land
5 March	Assistance with ambulance at Gorge Rock

5.2. DESKTOP EXERCISE

No desktop exercise was conducted. An electric vehicle fire exercise may be considered for a future exercise.

6. OTHER MATTERS

Discussion was held regarding the need for a transfer switch for a generator for the Patient Transfer Station and airstrip lights. This is important to ensure patient transfer facility is

operational for Royal Flying Doctor Service (RFDS) transfers and for the safety of St John Ambulance volunteers. Installing a generator switch would allow the airstrip lights to function during a power outage which is essential for safe landing of the RFDS aircraft and helicopter for patient transfers and emergency rescue operations.

Action: Investigate whether there are defined vegetation clearing distances permitted around power poles.

7. REPORTS

Reports from LEMC members and stakeholders

Shire of Corrigin

- RFDS has expressed interest in storing fuel at the airstrip. CEO N Manton is negotiating a suitable storage option before approving the storage.

Department of Communities

- Communities continued supporting evacuation centres, emergency accommodation, and early recovery activities throughout the high threat season.
- New “Go Bag” and hygiene pack initiatives have received positive feedback from impacted communities.
- Local Governments are reminded to ensure only approved evacuation centres are listed in the LEMA and State register.
- Updated ERS evacuation centre training will be rolled out to local governments during the preparedness season.
- Communities responded to 13 bushfire incidents and 3 cyclone events between January and March 2026, including Severe Tropical Cyclone Narelle.
- The State Support Plan – Emergency Relief and Support was activated for TC Narelle, with 5 evacuation centres opened and more than 180 people supported.
- Communities continues leading social recovery coordination, with key issues including housing damage, financial hardship, limited services, and environmental health concerns.
- Round Four of the Disaster Ready Fund is expected to open mid-2026, with opportunities for local governments to seek funding for emergency facility upgrades and backup power.

Corrigin Police

- Two new officers have commenced work in Corrigin
- The Current focus is on road policing and road safety in the region

Corrigin District Hospital

- Corrigin hospital is currently operating close to capacity and may not have means to keep locals in Corrigin if they need prolonged care.

Corrigin Volunteer Fire and Rescue

- A new rescue truck has been received on a temporary basis.

Western Power

- B Dew discussed regional statistics. The PowerPoint used to inform the discussion will be attached to the minutes.

8. NEXT MEETING

The next meeting will be Monday 10 August 2026 at 1:00pm

9. MEETING CLOSURE

The Chairperson, Cr. S Jacobs closed the meeting at 2:05pm and thanked everyone for their attendance.