



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

9 February 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.

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 1:03pm.

2. ATTENDANCE/APOLOGIES

Shire President	Cr. Sharon Jacobs
Chief Executive Officer	Natalie Manton
Executive Support Officer	Jarrad Filinski
Corrigin District High School, Principal	Shannon Hardingham
Acting Community and Emergency Services Manager	Roger Northey
DFES Area Officer Narrogin West	Ben Davies
Department of Communities, Regional Officer	Jo Spadaccini (Via Teams)
Chief Bush Fire Control Officer	Greg Evans
Corrigin Volunteer Fire and Rescue (VFRS), Captain	Trent Di Fulvio
Corrigin Hospital, Director of Nursing/HSM	Elizabeth McIntosh
Corrigin St John Ambulance, Chair	Braden Hill
Corrigin St John Ambulance, Community Paramedic	Aleisha Walker

APOLOGIES

DPIRD, Manager of Emergency Preparedness	Jade Sustek
Corrigin Police, Officer in Charge	Gavin Barke
Department of Communities, Regional Coordinator	Michael Phillips

Brett Dew from Western Power joined via Teams, however was disconnected due to bad internet connection.

3. MINUTES OF PREVIOUS MEETING

Moved: S Hardingham Seconded: B Hill

Minutes of the Local Emergency Management Committee Meeting held on 10 November 2025 be confirmed as a true and correct record (Attachment 3.1)

Carried

4. REVIEW OF LEMC DOCUMENTS

School bus routes updated in January using latest data available online.

Some minor amendments to contact details have been made.

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*)

Moved: S Hardingham Seconded: R Northey

That LEMC recommends to Council that the Local Emergency Management Arrangements, Local Emergency Evacuation Plan and Local Emergency Recovery Plan (Attachments 4.1 – 4.3) be endorsed.

Carried

5. REVIEW OF INCIDENTS AND EXERCISES

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

5.1. INCIDENTS

Fires

19 November 2025	Yealering lightning
13 December 2025	CBH Corrigin woodchips
24 December 2025	Bendering Reserve – shire water tanker
6 January 2026	Bulyee - Brookton Highway truck fire
16 January 2026	Dangin Mears Road, South Caroling Shire of Quairading
27 January 2026	Bin on fire, Walton Street
29 January 2026	Babakin Corrigin Wogerlin Road stubble crunching
31 January 2026	Pole top fire Larke's

Brigades supported multiple fires outside of the region.

Other Incidents VFRS

10 January 2026	Ambulance assistance
24 January 2026	Road crash rescue – Corrigin Quairading Road
25 January 2026	Ambulance medical call

5.2. DESKTOP EXERCISE

No Desktop Exercise was held.

5.3. DEVELOPMENT OF FUTURE EXERCISES

Discussion about having a regional evacuation centre exercise managed by Department of Communities

DFES will coordinate some exercises in the future.

6. OTHER MATTERS

7. REPORTS

Reports from LEMC members and stakeholders

Shire of Corrigin – CEO N Manton

- Thanked bush fire volunteers for supporting Boddington/ Wandering and Lake King communities with fires.
- Roadside Assistance Club (RAC) fuel bund available at the Corrigin Airstrip, Royal Flying Doctor Service (RFDS) fuel bund planned to be installed in the future.

Department of Communities – M Phillips

State Recovery Changes:

- Department of Communities has new recovery roles under the State Emergency Management Arrangements, endorsed by State Emergency Management Committee (SEMC) on 4 December 2025.
- Communities is working with local governments, community services, and agencies to support locally led recovery.
- Communities will participate in local recovery planning and activities.
- Emergency Relief and Support (ERS) includes practical assistance, wellbeing services, psychosocial support, and referrals tailored to hazard impact and community needs.

Evacuation Centres:

- WA Community Evacuation in Emergencies Guideline open for feedback until 20 February 2026.
- Review identified the need for clearer processes for identification, activation, and management of evacuation centres.
- Communities maintains a register of endorsed evacuation facilities and manages service delivery once activated.
- Hazard Management Agencies engage with Local Government and Communities to assess risk and activate centres.
- LEMC suggestion: Review and confirm endorsed evacuation facilities prior to each high-threat season.

High Threat Season:

- ERS continues to support communities with evacuation centres, emergency accommodation, and early recovery planning.
- Introduction of Go Bags for evacuees has received positive feedback, particularly hygiene packs and bedding items.

22 Activations between October 2025 and January 2026:

- 4 Single House Fires
- 11 Bushfires
- 5 Complex Bushfires
- 2 Cyclones

Activate State Support Plan - Emergency Relief and Support:

- Call - 0418 943 835

DFES – Area Officer – B Davies

- B Davies gave an update on DFES efforts supporting level 2 and 3 incidents around Boddington/Wandering and Lake King.

CESM – R Northey

- Thanked G Evans for organising volunteers during the fire season.

St John Ambulance – B Hill

- Medical students visit and stay in Corrigin scheduled for March.
- Subcentre work is complete and now available for first aid courses.
- Discussed the use of the Corrigin oval for RFDS.

Corrigin District Hospital – E McIntosh

- New site by Red Cross to register vulnerable people to receive phone support during heatwaves. [TeleRedi | Australian Red Cross](#)

Corrigin Volunteer Fire and Rescue – T Di Fulvio

- Impressed with volunteers willing to support the state during emergencies.
- Praised Terry and the Shire team for getting water out to the truck fire on Brookton Highway so quickly.

Chief Bush Fire Control Officer – G Evans

- Reiterated thanks to volunteers for their organisation and support during emergencies and acknowledged the Shire's assistance to the brigades.

Corrigin District High School – S Hardingham

- Student numbers at CDHS have been increasing over the past few years, with 144 students currently enrolled.

8. NEXT MEETING

The next meeting will be Monday 11 May 2026 at 1:00pm

9. MEETING CLOSURE

The Chairperson, Cr. S Jacobs closed the meeting at 1:40pm and thanked everyone for their attendance.