



# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**10 August 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 1:03pm.

## 2. ATTENDANCE/APOLOGIES

|                                                           |                         |
|-----------------------------------------------------------|-------------------------|
| Shire President                                           | Cr. Sharon Jacobs       |
| Chief Executive Officer                                   | Natalie Manton          |
| Executive Support Officer                                 | Jarrad Filinski         |
| 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               |
| Corrigin St John Ambulance, Chair                         | Braden Hill (Via Teams) |
| Corrigin St John Ambulance, Community Paramedic           | Ben Leith (Via Teams)   |
| Department of Fire & Emergency Services, District Officer | Stacey Sinclair         |

### APOLOGIES

|                                                       |                    |
|-------------------------------------------------------|--------------------|
| Corrigin District High School, Principal              | Shannon Hardingham |
| Shire Deputy President                                | Cr. Megan Leach    |
| Department of Fire & Emergency Services, Area Officer | Ben Davies         |

## 3. MINUTES OF PREVIOUS MEETING

### Resolution

**Moved: G Barke**

**Seconded: E McIntosh**

*Minutes of the Local Emergency Management Committee Meeting held on 11 May 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](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)

The Local Emergency Management Arrangements are due for their statutory five-year review in 2026, with the review process currently underway. The Shire of Corrigin will shortly commence broader stakeholder consultation before submitting the draft documents to the Department of Fire and Emergency Services for compliance review.

The revised Local Emergency Management Arrangements will be presented to the November 2026 LEMC meeting for endorsement, prior to being submitted to Council for final adoption.

## 5. REVIEW OF INCIDENTS AND EXERCISES

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

### 5.1. INCIDENTS

#### Fires:

16 July 2026 - Hay Truck Fire – Schultz Road

#### Other Incidents:

23 May 2026 - Road Crash Rescue - Bullaring Pingelly Road

12 July 2026 – Ambulance Assist - Kunjin Street

1 Aug 2026 - Traffic Crash (Stood down) – Fulwood Road

### 5.2. DESKTOP EXERCISE

No desktop exercise was conducted.

### 5.3. DEVELOPMENT OF FUTURE EXERCISES

TBA

## 6. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

LEMC Annual report submitted to DEMA on 21 July 2026 (Attachment 6.1)

## 7. IDENTIFY EMERGENCY MANAGEMENT PROJECTS FOR FUNDING

Department of Transport and Major Infrastructure (DTMI) have announced that applications are now open for the 2027–29 Regional Airports Development Scheme (RADS) funding round – [media statement](#).

More than \$3.8 million is available to help fund airport infrastructure projects that improve regional air services and aviation safety.

Further information, including eligibility requirements and assessment criteria, can be found at [Regional Airports Development Scheme | Transport WA](#).

Please note the following:

- Funding is available for projects across the 2027-28 and 2028-29 financial years.
- Applications must be submitted through the online Grants Management System.
- Applications close at 5:00pm WST on Friday 11 September 2026.
- Applicants must not obtain or submit letters of support from the Royal Flying Doctor Service (RFDS) and/or the Department of Fire and Emergency Services (DFES). Any such letters submitted with an application will not be considered as part of the assessment process, as both organisations are represented on the RADS Consultative Committee and provide their input and recommendations directly through that forum.

### Resolution

**Moved: J Spadaccini**

**Seconded: T Di Fulvio**

*That LEMC recommend to Council that the Shire of Corrigin consider applying to the 2027–29 Regional Airports Development Scheme (RADS) funding round for animal exclusion fencing and gate to improve the airport safety for RFDS pilots and reduce need for runway inspections prior to landing.*

**Carried**

## 8. CONFIRMATION OF FACILITIES ON THE STATE EVACUATION REGISTER 2026-2027

|                 |                                                                                                 |
|-----------------|-------------------------------------------------------------------------------------------------|
| Prepared by:    | Jo Spadaccini – A/Regional Coordinator, Emergency Relief and Support, Department of Communities |
| Attachment Ref: | Attachment 8.1 – Local Emergency Relief & Support Plan - Wheatbelt                              |

### BACKGROUND

The State Support Plan – Emergency Relief and Support documents the arrangements for the strategic management and coordination of emergency relief and support services under the Western Australian's State Emergency Management arrangements.

Under the State's Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities. When identifying potential evacuation centre locations, the Local Government Authority, in collaboration with the Local Emergency Management Committee and relevant emergency management agencies, determine that facilities are appropriate for hazards that are high risk to the area.

The Arrangements require the Department of Communities to maintain a record of evacuation centres across the State and to provide this to Hazard Management or Controlling Agencies as required, for consideration during emergency evacuation planning and response activities. The State Evacuation Register is not a public register.

Annual review of facilities provides an opportunity for Local Governments and emergency management partners to confirm that facilities remain appropriate having regard to local hazard risks, community requirements and operational considerations.

### CURRENT SITUATION

The following facilities are currently recorded on the Department of Communities State Evacuation Register for the Shire of Corrigin:

| Facility                              | Address                                   | Capacity | Hazard considerations |
|---------------------------------------|-------------------------------------------|----------|-----------------------|
| Corrigin Recreation and Events Centre | Larke Crescent, near Kirkwood St Corrigin | 600      |                       |

The Department of Communities requests that:

- LEMC members:
  - Review the nominated facilities.
  - Confirm their ongoing suitability for the hazards relevant to the district.
  - Identify any known operational limitations or upcoming infrastructure projects (within the 2026-27 season).
  - Recommend any additions, removals or amendments to the Register.
- HMA representatives confirm whether any known hazard-specific considerations would affect the suitability of the identified facilities, including:
  - flood inundation;
  - bushfire exposure;
  - cyclone vulnerability;
  - hazardous materials risks;
  - access and egress constraints;
  - isolation risks; and
  - any other operational considerations.

Where concerns are identified, members are requested to provide recommendations for alternative facilities or mitigation measures.

## Resolution

Moved: **G Barke**

Seconded: **T Di Fulvio**

*The Shire of Corrigin Local Emergency Management Committee:*

- 1. Endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.*
- 2. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.*
- 3. Advise the Department of Communities of the known operational limitation that the Corrigin Recreation and Events Centre does not have a fixed backup generator or dedicated generator connection point. In the event of a power outage, the facility would be without essential electrical services including lighting, heating, cooling, refrigeration and other power-dependent amenities.*
- 4. Support future applications for funding for the installation of a change over switch and backup generator for the Corrigin Recreation and Events Centre.*
- 5. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities.*

**Carried**

## 9. OTHER MATTERS

### **DFES Upper Great Southern Region – Staff Update:**

The Shire has received an update from the newly appointed DFES Superintendent – Upper Great Southern, Peter Thomas AFSM.

The Superintendent has advised that he is looking forward to working with local governments, emergency service volunteers, community partners and stakeholders across the region to support community preparedness, response and recovery.

DFES has also provided an update on recent staffing changes within the Upper Great Southern Region, including:

- Recruitment underway for the District Officer SES position.
- Renae Tucci commencing as the Business & Training Support Officer (BTSO) from 27 July 2026.
- Chanel Mills commencing as the Volunteer Management Support Officer (VMSO) from 27 July 2026 following the resignation of Susan Wettenhall.

A current DFES Upper Great Southern Region contact structure has been provided and is attached for reference (Attachment 9.1).

### **Western Power – Regional Power Reliability Update:**

Data from May 2026 shows that the Shire of Corrigin and neighbouring councils are highly prone to power outages due to very long regional supply lines, which span up to 2,000 kilometres. These long distances make the lines vulnerable to environmental issues like fallen branches or birds hitting the wires.

Because the network is so large, crews usually have to walk along the lines to visually locate faults, which drags out power restoration times. The network provider understands how much these outages impact our local communities and is working on ways to improve power reliability. They will continue to track performance and work with the Shire on future improvements.

The figures below represent the average numbers for a single customer over the past full year (May 2025 to May 2026), sorted from the shortest total time without power to the longest:

| LGA                      | SAIFI (Outage Numbers) | SAIDI (Total Minutes) |
|--------------------------|------------------------|-----------------------|
| Shire of Mukinbudin      | 9.4                    | 2,299                 |
| Shire of Narembeen       | 9.9                    | 2,441                 |
| <b>Shire of Corrigin</b> | <b>10.4</b>            | <b>2,442</b>          |
| Shire of Mount Marshall  | 11.9                   | 2,941                 |
| Shire of Koorda          | 12.0                   | 3,989                 |
| Shire of Wongan-Ballidu  | 10.1                   | 4,118                 |
| Shire of Quairading      | 13.7                   | 4,624                 |
| Shire of Victoria Plains | 13.8                   | 6,145                 |

### **Vegetation Management Around Power Infrastructure:**

Following discussion at the previous LEMC meeting, an investigation was undertaken into the requirements and guidance for vegetation clearing around power poles and overhead powerlines.

Current vegetation management guidelines provide requirements to maintain clearances around overhead powerlines, including ensuring vegetation does not grow within 2 metres from the side of powerlines, within 2 metres below powerlines, or overhang powerlines at any point.

The guidelines do not provide specific requirements or general guidance regarding vegetation clearance around the base of power poles. As a result, there is currently no defined requirement or recommended clearance distance for vegetation surrounding the base of pole structures.

The full vegetation management guidelines are available at:

<https://www.wa.gov.au/government/publications/electrical-safety-vegetation-workers>

### **NBN Regional Contact Arrangements:**

The Committee noted that Bethany Findlay, nbn's Regional Development and Engagement Manager (WA South East), will commence parental leave from 7 August 2026. During this period, Rebekah Rees will be the primary contact for local government and emergency management matters, including STAND site enquiries.

## **10. REPORTS**

Reports from LEMC members and stakeholders:

### **Shire of Corrigin - CEO Natalie Manton**

The Royal Flying Doctor Service (RFDS) has installed a fuel bund within the former concrete bunker area at the Corrigin airstrip facility to support helicopter refuelling operations.

The additional fuel storage capability will enable the RFDS helicopter to refuel locally when required, improving operational flexibility and extending flight range, particularly during periods of adverse conditions such as strong winds.

The RFDS fuel bund is separate from the existing DFES yellow fuel bund located near the patient transfer building, which remains available for emergency response operations.



The funding application for the installation of a transfer switch and generator at the Corrigin Recreation and Events Centre (CREC) was unsuccessful.

Interviews were conducted for the new Community Emergency Services Manager last week. Mark Charles has accepted the position and will commence next month. Roger Northey will continue to act in a casual capacity until the new officer arrives.

The flat at the dental surgery has been offered to the CESM.

**DFES – District Officer – Stacey Sinclair**

DFES is preparing for the upcoming pre-season forums, with the Kulin forum scheduled for 13 October 2026 and the Williams forum date to be confirmed.

The Regional Operations Advisory Committee meeting is scheduled for 24 September 2026.

**Department of Communities – Jo Spadaccini**

The Department of Communities has advised that Michael Phillips has been seconded to the Kimberley and Pilbara until March 2027, with Jo Spadaccini acting as Regional Coordinator during this period. Communities is progressing annual preparedness activities, including the review of registered evacuation centres, planning Emergency Relief and Support (ERS) training for local governments, and encouraging the inclusion of ERS in local emergency management exercises. Local governments are also encouraged to review arrangements for supporting vulnerable and at-risk community members during emergencies.

Communities also provided an update on recent emergency response activities, including welfare support provided during Severe Tropical Cyclone Narelle, and advised that Emergency WA remains the official source of emergency information in Western Australia while the AusAlert system continues to be evaluated. The Department is also maintaining situational awareness regarding H5 Avian Influenza.

The full report is provided as Attachment 10.1.

**Corrigin Police – Gavin Barke**

Corrigin Police are currently focusing on road policing activities.

Local officers are undertaking training in speed detection, breath testing and drug testing.

Vehicle checkpoint training is also being conducted in preparation for the upcoming fire season.

**St John Ambulance – Braden Hill & Ben Leith**

St John's have one new member, with another potential member onboarding shortly.

Ben Leith will be filling in as Community Paramedic until September.

**Corrigin District Hospital – Elizabeth McIntosh**

Aged care capacity remains an ongoing issue within the region.

The availability of suitable housing continues to impact the attraction and retention of nursing staff.

**11. NEXT MEETING**

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

**12. MEETING CLOSURE**

The Chairperson, Cr. S Jacobs closed the meeting at 1:56pm and thanked everyone for their attendance.