SHIRE OF CORRIGIN

MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

9 November 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 1:02pm.

2. ATTENDANCE/APOLOGIES

Shire President	Cr. Sharon Jacobs
Shire Deputy President	Cr. Megan Leach
Chief Executive Officer	Natalie Manton
Executive Support Officer	Jarrad Filinski
Community and Emergency Services Manager	Mark Charles
Department of Fire & Emergency Services, DEMA	Charlotte Powis (Via Teams)
Department of Fire & Emergency Services, District Officer	John Sharp
Corrigin Police, Officer in Charge	Gavin Barke (Via Teams)
Kulin Police, Sergeant	Dave Worcester (Via Teams)
Department of Communities, Regional Officer	Jo Spadaccini (Via Teams)
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

APOLOGIES

Western Power, Team Leader	Brett Dew
St Johns, Community Paramedic	Aleisha Walker
Chief Bush Fire Control Officer	Greg Evans

3. MINUTES OF PREVIOUS MEETING

RESOLUTION

Moved: B Hill **Seconded: E McIntosh**

Minutes of the Local Emergency Management Committee Meeting held on 10 August 2026 (Attachment 3.1) be confirmed as a true and correct record.

Carried

4. REVIEW OF INCIDENTS AND EXERCISES

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

4.1. INCIDENTS

Fires:

5 November 2026 – Bullaring Gorge Rock Road numerous fires in road reserve

Other Incidents:

12 September 2026 – Two vehicle collision on Jose Street
26 October 2026 – Vehicle crash Brookton Highway x Kewda North Road
4 November 2026 – Truck rollover Rabbit Proof Fence Road - grain spill 65tonne GM Canola

4.2. DESKTOP EXERCISE

Discussion of learnings from recent incidents that have occurred.

Bullaring Gorge Rock Road Fires

Four separate fires along road reserve reported to Police for investigation and suspect identified.
CESM Mark Charles to follow up with Comms to query why no text message to FCO list was received following 000 call.
Bullaring Brigade not mobilised using What's App group as would normally be expected and turnout initially limited to people called directly by Juan Baker as Incident Controller.
CESM requested assistance from Central Brigade and VFRS.

Discussion of normal turn out procedure
CEO thanked VFRS for assistance and confirmed brigade resources are to be used before assistance requested from VFRS.
DFES confirmed VFRS not generally expected to turn out to bushfires.
Shire resources requested to monitor road which has not previously been requested.

Truck Rollover
Incident supported by Kulin Police
65 tonne Genetically modified Canola spilled on road, drains, road reserve and neighbouring oat crop.
Department Water and Environmental Regulation issued clean up advice requiring Hazmat contractor to remove canola from road reserve.
Rabbit Proof Fence Road closed Wednesday to Friday for cleanup.
Adjacent Bullaring Gorge Rock Road also closed for part of Thursday for fire.

Emergency WA and Vehicle Crashes
Trent Di Fulvio VFRS have noticed an increase in general observers at incidents reported on Emergency WA that can interfere with emergency responders.

4.3. DEVELOPMENT OF FUTURE EXERCISES
Potential future desktop exercise – DPIRD exercise stock truck rollover incident

5. LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – FIVE YEAR REVIEW

Applicant:	Shire of Corrigin
Date:	30/10/2026
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0024
Attachment Ref:	Attachment 5.1 – Local Emergency Management Arrangements Attachment 5.2 – Local Recovery Plan Attachment 5.3 – Evacuation Plan Attachment 5.4 – Animal Welfare in Emergency Plan

SUMMARY

The Local Emergency Management Committee (LEMC) is asked to review the Shire of Corrigin's revised Local Emergency Management Arrangements and supporting plans, and support progression of the five-year review process through district review and Council adoption.

BACKGROUND

Section 42 of the *Emergency Management Act 2005* requires local governments to review their Local Emergency Management Arrangements in accordance with procedures established by the State Emergency Management Committee (SEMC). State Emergency Management Preparedness Procedure 3.8 requires a major review every five years.

The Shire of Corrigin arrangements are due for their five-year review in 2026. The review encompasses the Local Emergency Management Arrangements, Local Emergency Evacuation Plan, Local Emergency Recovery Plan and Animal Welfare in Emergency Plan.

The draft documents have undergone preliminary review by the the Department of Fire and Emergency Services (DFES) District Emergency Management Advisor. Feedback identified the need to document local emergency management priorities and strategies and update relevant contact details which have been included in the draft documents.

COMMENT

The review provides an opportunity to confirm that the documents remain current, practical and appropriate to local circumstances, and clearly identify emergency management responsibilities, resources and coordination arrangements.

Committee members are requested to review the attached documents and recommend the Shire complete the 5 year review process. All documents display tracked changes so the Committee can easily identify all changes that have been suggested.

Following consideration of Committee and stakeholder feedback, the revised documents will be forwarded through the DFES District Emergency Management Advisor to the District Emergency Management Committee for review and comment before being presented to Council for adoption.

Any substantive amendments arising from that process will be referred back to the LEMC for consideration. Following Council adoption, the signed documents and Council resolution will be provided through the District Emergency Management Advisor for submission to the District emergency Management Committee (DEMC) and SEMC for noting.

RESOLUTION
Moved: Cr. M Leach **Seconded: E McIntosh**
That the Local Emergency Management Committee:

1. *Endorse the draft Local Emergency Management Arrangements, Local Emergency Evacuation Plan Local Emergency Recovery Plan and Animal Welfare in Emergency Plan in Attachments 4.1–4.4.*

2. *Request that the Shire complete the consultation and review requirements associated with the five-year review, including referral of the revised documents through the DFES District Emergency Management Advisor to the District Emergency Management Committee for review and comment.*

3. *Recommend that Council adopt the revised documents following consideration and incorporation of feedback received, subject to any substantive amendments being referred back to the Local Emergency Management Committee for endorsement before presentation to Council.*

4. *Request that, following Council adoption, the signed documents and Council resolution be forwarded through the DFES District Emergency Management Advisor to the District emergency Management Committee and State Emergency Management Committee for noting.*

Carried

6. OTHER MATTERS

6.1. MEETING DATES FOR 2027

The following dates were confirmed for 2027:

- 8 February 2027
- 10 May 2027
- 9 August 2027
- 11 October 2027

Generally, a meeting is held in November each year, however due to harvest ongoing during that time it was decided to bring the meeting forward to October for next year.

7. REPORTS

Reports from LEMC members and stakeholders:

Shire of Corrigin – CEO N Manton

- The Bullaring fire truck is undergoing mechanical repairs. A DFES high-season appliance will provide cover until the truck returns to service.
- The leak in the Bulyee fire truck's water tank has been repaired.
- Volunteers attended bushfire training.
- Personal protective equipment (PPE) was issued to volunteers as required, and supplies were purchased for the fire truck.
- The Shire is preparing a kit to assist with setting up an evacuation centre if required.

CESM – M Charles

- The CESM thanked DFES for providing a high season appliance while the Bullaring fire truck is in for repairs

DFES District Officer – J Sharp

- An above-average fire season is anticipated, with reduced water availability and increased fuel loads.
- Agencies were encouraged to review their Local Emergency Management Arrangements (LEMA), backup power arrangements, water supplies and on-call staffing.
- Two pre-season operational briefings have been held.
- Three water bombers are currently available at Narrogin.
- The revised State Hazard Plan for Fire was published in August.
- Emergency WA was identified as the official source of public information during incidents.
- Staffing issues at the Narrogin office were noted.
- Concerns were raised about fire risks associated with lithium batteries.

Department of Communities – J Spadaccini

- Emergency Relief and Support (ERS) training is being delivered across the region ahead of the higher risk season to clarify roles and prepare for evacuation centre operations.
- Local governments were encouraged to involve ERS early when planning emergency exercises across all hazards.
- Recent activations highlighted the need to assess evacuation centres against local hazards, taking into account capacity, facility limitations and continuity of operations during disruptions such as power outages.
- LEMCs were encouraged to record evacuation centre assessments and endorsements in their minutes to support local evacuation planning.

- Communities provided updates on Aboriginal-led disaster resilience and disability-inclusive emergency planning, including opportunities to strengthen community participation and account for local support needs.
- Communities continues to coordinate social recovery following the Kimberley floods and Severe Tropical Cyclone Narelle, including wellbeing services, practical support and financial assistance.

The full report is provided as Attachment 7.1.

Corrigin Police – G Barke

- High visibility policing is a priority in the lead up to the holiday season.

St John Ambulance – B Hill

- The service has 13 active volunteers.
- Community Paramedic Aleisha Walker has returned from leave.
- New birthing kits are available.
- A new ambulance is on order, with delivery expected in the first half of 2027.

Corrigin District Hospital – E McIntosh

- The hospital frequently operates at or near capacity.
- Housing availability remains a challenge when recruiting nursing staff.
- The hospital's Business Continuity Plan and vulnerable persons list have been updated.

Corrigin Volunteer Fire and Rescue – T Di Fulvio

- T Di Fulvio reported the loss of an active member of Corrigin Volunteer Fire and Rescue and advised that the brigade is considering how to best recognise the members service and contribution to the Corrigin community.

DFES District Emergency Management Advisor – C Powis

- DFES encouraged local governments to promote the Emergency WA app ahead of the higher risk season. Users can set up watch zones to receive alerts for selected locations and store their emergency plans in the app.
- A discussion exercise template is available from the Great Southern District Emergency Management Advisor to help LEMCs plan exercises across a range of hazards.
- Consultation on the draft State Hazard Plan for Earthquake closes on 18 December 2026. Consultation on the amended Interim State Hazard Plan for Cybersecurity Incident closes at 3 pm on 20 November 2026.
- Updated Local Emergency Management Arrangements (LEMA) templates and guidance are available. Use of the new templates is optional, and Corrigin can continue using its existing format. Feedback on the templates is open until 15 June 2027.

The full report is provided as attachment 7.2.

8. NEXT MEETING

The next meeting will be Monday 8 February 2027 at 1:00pm

9. MEETING CLOSURE

The Chairperson, Cr. S Jacobs closed the meeting at 1:52pm and thanked everyone for their attendance.