



Shire of
Koorda

Drive in, stay awhile

MINUTES

Local Emergency Management Committee Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Thursday 3 September 2026

Commencing 3.30pm

NOTICE OF MEETING

Dear Local Emergency Management Committee Members,

Notice is hereby given that a Local Emergency Management Committee of the Shire of Koorda will be held on Thursday 3 September 2026 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 3.30pm.

Zac Donovan
Chief Executive Officer
1 September 2026

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No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

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The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



Zac Donovan
Chief Executive Officer

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Shire of Koorda
Local Emergency Management Committee Meeting
4.30pm, Thursday, 25 September 2026



[Microsoft Teams Meeting Link - Shire of Koorda LEMC Meeting](#) | [Meeting-Join](#) | [Microsoft Teams](#)

Meeting ID: 486 838 443 201 173 Passcode: 5er32tC2

1. Declaration of Opening

The Chairperson, Deputy Shire President Cr Gary Greaves, declared the meeting open at 3.35pm.

2. Record of Attendance and Apologies

- Attendance:** Cr Gary Greaves, Deputy President, Shire of Koorda (Chair)
George Storer, Shire of Koorda Chief Bush Fire Control Officer (CBFCO)
Vivienne Gardiner, Regional Coordinator Emergency Relief, Department of Communities (via MS Teams)
Jennie McGowan, Community Paramedic, St John WA
- Visitors:** Zac Donovan, CEO, Shire of Koorda
Charli West, LEMC Liaison Officer, Shire of Koorda
Natalie Bell, District Emergency Management Advisor, DFES (via MS Teams)
Adam Storer, Bushfire Control Officer, Koorda BFB
Christine Cotter-Ward, Vice Chair, Wyalkatchem-Koorda St John WA Subcentre (via MS Teams)
Matt Chomiak, Acting Area Officer, DFES
Carl Fuchsbichler, Shire of Koorda, Deputy Chief Bush Fire Control Officer (4.07pm)
- Apologies:** Paul Casey, Team Leader, Northam & Koorda Western Power Depots
Lana Foote, DCEO, Shire of Koorda
Glen Metcalfe, Water Corporation & Wyalkatchem Fire & Rescue
Will Nightingale, Chair, Wyalkatchem-Koorda St John WA Subcentre
Lesley Foote, MCS, Koorda Primary School
Susan Chambers, A/District Director, WACHS
Rachelle-Louise King, A/Health Service Manager, WACHS
Cr Jannah Stratford, President, Shire of Koorda
Jo Spadaccini, A/Regional Coordinator, Department of Communities

3. Confirmation of Previous Minutes

[Click here to view.](#)

Moved: George Storer

Seconded: Vivienne Gardiner

That the minutes of the Koorda Local Emergency Management Committee meeting held on 27 November 2025 at the Shire of Koorda Council Chambers, as circulated, be confirmed as a true and accurate record.

Carried

FOR: Cr GW Greaves, G Storer, V Gardiner, J McGowan

Action Items and Business Arising from Previous Meeting
N/A

4. Correspondence In and Out

4.1. Correspondence In

SEMC Letter regarding LEMA – [Click here to view](#)

4.2 Correspondence Out

4.3 Information Tabled

5. Review of LEMC Membership and Contact List Updates

[Click here to view the Contact List.](#)

Recent Updates:

- Removed Karen Crooke and Tim Zanotti and added Marcela Roberts as the Koorda Primary School Principal.
- Updated Acting Sergeant Jas Bowes as current OIC.
- Removed Shelby Robinson as the DFES District EM Advisor and added Natalie Bell.
- Removed Philippa Reppington and added Michelle Baines (A/District Director Eastern WB) to the distribution list.
- Removed Steven Petchell and added Will Nightingale as the St John Chair.
- Removed Tracy Dickson and added Christine Cotter-Ward (Vice Chair St John) to the distribution list.
- Wyalkatchem-Koorda Health Service has moved management to the Western Wheatbelt under the direction of A/District Director Susan Chambers. Removed Michelle Baines (A/District Director Eastern WB) and added Susan to the distribution list.
- Add CESM information when that becomes available.

6. Local Emergency Management (Standing Items)

6.1 Post Incident Reports

N/A

6.2 Post Exercise Reports

N/A

6.3 Exercise Schedule

N/A

6.4 Review Local Emergency Management Arrangements

N/A

7. Agenda Items

7.1 Adoption of Local Emergency Management Committee Terms of Reference

[Click here to view the ToR.](#)

Moved: Gerooge Storer

Seconded: Vivienne Gardiner

That the LEMC Terms of Reference be adopted with the provision of the CESM role being added.

Carried

FOR: Cr GW Greaves, G Storer, V Gardiner, J McGowan

8. Agency/Member Reports

Department of Fire & Emergency Services – Natalie Bell

[Click here to view](#)

Department of Fire & Emergency Services – Matt Chomiak

Prevention:

- Bushfire Risk Mitigation Liaison Officers conducting School bushfire risk assessments as required in the regions prior to summer.
- DFES has launched an advertising campaign to better inform Western Australians about the risks posed by lithium-ion batteries and how to buy, store and use them safely. Visit dfes.wa.gov.au/lithiumion

Preparedness:

- Shire of Koorda in partnership with DFES, Shire of Mukinbudin & Shire of Mt Marshall have employed a Community Emergency Services Manager (CESM). They start in the role 7th September 2026.
- Training courses for volunteers and development of staff competencies underway. An Incident Controller course held locally in Koorda 1st - 3rd September 2026.
- Review underway of incoming State Operational Support Fleet at the DFES Northam office & strategic placement (Additional vehicles for the Goldfields/ midlands region over the high threat period).
- New bushfire hand held radio's for bush fire brigades. Arrived and training planned for implementation before summer.
- Bushfire Safety for Workers is an online course developed collaboratively by Australian fire agencies, including AFAC, to help workers understand and prepare for bushfire risk. The course provides practical guidance on recognising bushfire hazards, preparing for travel, responding to bushfire warnings and taking appropriate action during a bushfire emergency. Content aligns with the Australian Fire Danger Rating System (AFDRS), Australian Warning System (AWS) and AusAlert.

The course is suitable for workers, supervisors and organisations whose staff travel or work in bushfire-prone environments. [Click here to view the flyer](#)

St John WA - Jennie McGowan, Community Paramedic

- Covering in the position for Annual Leave.
- Volunteers are doing well but always a need for more.
- Discussion around how the subcentre is funded and the fundraising that is needed to stay financial.

Wyalkatchem-Koorda St John WA Subcentre – Christine Cotter-Ward

- Grants for Starlink minis.
- There is a lack of volunteers specifically in Koorda.
- Keep an eye out for any grants that may be able to assist.

Department of Communities - Vivienne Gardiner

- Out of Session item – Confirming the Koorda facilities listed on the State Evacuation Register as the Koorda Recreation Centre and the Koorda Memorial Hall.
- Jo will complete functional assessments.

Shire of Koorda CBFCO – George Storer

- Wanting to clarify the Fire Weather Districts. [Click here](#) to view the information sheet.

Shire of Koorda – Zac Donovan

- Organising Starlink for the Fire Brigade appliances.
- Reiterated CESM starting in September.

9. General Business

9.1 Code of Conduct

[Click here to view.](#)

To note – at the March Ordinary Council Meeting, Council adopted an updated Code of Conduct for Council Members, Committee Members and Candidates.

9.2 Desktop Exercise

To be completed by Department of Communities and a future meeting.

10. Next Meeting Dates

4.30pm Thursday, 26 November 2026

11. Meeting Closure

Cr Greaves thanked those present for attending, and declared the meeting closed at 4.16pm.

Signed: _____

Presiding Person at the meeting at which the minutes were confirmed.

Date: 26 November 2026

APPENDIX I – Terms of Reference

Local Emergency Management Committee

Terms of Reference

1. Name

The name of the committee is the Shire of Koorda Local Emergency Management Committee.

2. Head of Power

The committee is established by Council under section 38 of the *Emergency Management Act 2005*.

3. Definitions

TERM	DEFINITION
Act	The <i>Emergency Management Act 2005</i> .
Council	The body consisting of all council members sitting formally as the Council of Shire of Koorda (" the Shire ").
Chief Executive Officer	The Chief Executive Officer (CEO) of the Shire of Koorda.
Committee	Shire of Koorda Local Emergency Management Committee.
Council Member	A person elected under the Act as a member of Council. Shire of Koorda council members include the Shire President, Deputy Shire President and Councillors (as defined by the Act).
DFES	Department of Fire and Emergency Services.
External Member	A person who is not a council member appointed to the committee with requisite skills, knowledge and experience that compliment the committee's objectives.
HMA s	Hazard Management Agencies.
LEC	Local Emergency Co-ordinator.
LEMA	Local Emergency Management Arrangements.
Member	A person appointed to this committee.

4. Objectives

The aim of the LEMC is 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.

The LEMC objectives are to;

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

Key duties and responsibilities include providing advise and assist the Shire of Koorda in ensuring that local emergency management arrangements are established for its district.

- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

5. Powers

The Committee is a formally appointed committee of Council and is responsible to that body.

The Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.

The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee recommendations are advisory only and shall not be binding on Council.

6. Membership

The membership of the LEMC includes the President (as the local government representative), the Local Emergency Coordinator and representatives, as nominated, from relevant government agencies and other statutory authorities.

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

A full membership list can be found in Schedule 1, at the end of this Terms of Reference.

7. Presiding Member

The LEMC Presiding Member and Deputy Presiding Member are determined within the “Shire of Koorda – Local Emergency Management Arrangements 2020 – V01.”

Position	Incumbent
Chairperson	Shire of Koorda President, Deputy, Councillor or CEO
Deputy Chairperson	Koorda Police Station Officer in Charge/LEC

The role of the Chairperson and Deputy Chairperson are also included in the LEMA.

Local Role	Description of Responsibility
Chairperson	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the Local Government district is undertaken.
Deputy Chairperson	Provides leadership and support to the LEMC in the absence of the Chair.

8. Meetings

A meeting will be held at least once per quarter throughout the financial year. These meetings are generally the last Thursday of; March, June, August and November.

The schedule will be advised by the Executive Officer and any additional meetings will be convened if and as required at the discretion of the Chairperson.

9. Minutes

The minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of the Act.

The content of the minutes shall be in accordance with regulation 11 of the *Local Government (Administration) Regulations 1996*.

10. Reporting

Recommendations recorded in the minutes arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

In the event of a tied vote, where the Presiding Member has exercised a casting vote, the matter will be referred to Council for deliberation.

11. Terms of Appointment

Appointment to the Committee will be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

If a member of the Committee resigns prior to an ordinary local government election, Council will appoint a replacement.

12. Code of Conduct

The Shire's Code of Conduct for Council Members, Committee Members and Candidates applies to all members of the Committee.

13. Voting

Shall be in accordance with section 5.21 of the Act.

Each voting member of the Committee present at a meeting is entitled to one vote and are required to vote, subject to the provisions of the Act regarding interests.

In the event of a tied vote, the Presiding Member will have a casting vote.

14. Alterations to Terms of Reference

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes, in the first instance after twelve months of operation, with subsequent reviews to be held every two years prior to the local government ordinary election.

15. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.

Review History

Date	Council Resolution	Description of review/amendment
18/12/2023	RES: 071223	Terms of Reference Adopted
30/11/2023		Terms of Reference endorsed by LEMC
23/10/2023	RES: 191023	Committee re-established

Schedule 1 - Membership

Executive	
Chairperson (Voting)	Shire of Koorda President, Deputy President or Councillor
Deputy Chairperson (Voting)	Koorda Police Station Officer in Charge/Appointed LEC
Executive Officer	Shire of Koorda DCEO or staff member
Local Recovery Coordinator	Shire of Koorda CEO
Administrative Support	Koorda Community Resource Centre/Shire of Koorda Manager/Staff Member
HMAs	
Shire of Koorda (Voting)	Chief Bush Fire Control Officer
Parks and Wildlife	District Fire Coordinator
DFES	District/Area Officer
Dept. of Transport	Regional Manager
Dept. of Health	Regional Director
Dept. of Agriculture and Food	Site Manager
WA Police	Officer in Charge, Koorda Police Station
Welfare Support	
Centrelink	Team Leader
Community Services (Voting)	District Emergency Services Officer
Red Cross	Representative, Koorda Branch
Salvation Army	Lieutenant
CWA	Representative, Koorda Branch
Utilities	
Main Roads WA	Local Manager
Additional Members as directed by the Shire of Koorda	
St John Ambulance (Voting)	Regional Manager/Community Paramedic Koorda and Wyalkatchem Subcentre
Shire of Koorda	Works Supervisor
DFES	Regional Superintendent
WALGA	Representative
Department of Education	Koorda Primary School
CBH Group Koorda	Koorda Area Manager
Great Southern Fuel Services	Koorda Depot