



*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 04 September 2025

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 04 September 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 3.30pm.

Zac Donovan  
Chief Executive Officer  
03 September 2025

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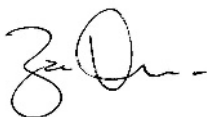
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The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire 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 3.30pm, Thursday, 04 September 2025



Microsoft Teams Meeting Link - [Join the meeting now](#)  
Meeting ID: 443 484 170 416 4  
Passcode: 5nB9A3Wo

### 1. Declaration of Opening

The Chairperson, Shire President Cr Jannah Stratford, declared the meeting open at 3.32pm.

### 2. Record of Attendance and Apologies

<b>Attendance:</b>	Cr Jannah Stratford, President, Shire of Koorda George Storer, Shire of Koorda Chief Bush Fire Control Officer (CBFCO) Michael Phillips, Wheatbelt Regional Coordinator, Department of Communities Matthew Trozzo, Community Paramedic, St John WA
<b>Visitors:</b>	Zac Donovan, CEO, Shire of Koorda Lana Foote, DCEO, Shire of Koorda Charli West, LEMC Liaison Officer, Shire of Koorda Josh Hallion, Area Manager, Northam & Koorda Western Power Depots Rachelle King, A/Health Service Manager, WACHS (3.4pm) Matt Chomiak, Acting Area Officer Mortlock, DFES (MS Teams) Shelby Robinson, District Emergency Management Advisor, DFES (MS Teams) Colleen Scally, Red Cross Koorda Nick Chandler, Area Manager, CBH (3.37pm)
<b>Apologies:</b>	Paul Casey, Team Leader, Northam & Koorda Western Power Depots Glen Metcalfe Water Corporation & Wyalkatchem Fire and Rescue Brad Phillips, Captain, Wyalkatchem Fire and Rescue Karen Crooke, Principal, Koorda Primary School Steven Petchell, Chair, Wyalkatchem-Koorda St John WA Subcentre

### 3. Confirmation of Previous Minutes

[Click here to view.](#)

Moved: George Storer

Seconded: Michael Phillips

That the minutes of the Koorda Local Emergency Management Committee meeting held on 26 June 2025 at the Shire of Koorda Council Chambers, as circulated, be confirmed as a true and accurate record.

Carried

FOR: Cr JM Stratford, G Storer, M Phillips, M Trozzo

Action Items and Business Arising from Previous Meeting  
N/A

## 4. Correspondence In and Out

### 4.1. Correspondence In

N/A

### 4.2 Correspondence Out

N/A

### 4.3 Information Tabled

N/A

## 5. Review of LEMC Membership and Contact List Updates

Click here to view the Contact List.

Recent Updates:

- Removed David Hewitt and added Karen Crooke, Principal, Koorda Primary School.

LEMC Membership – Terms of Reference Voting

[Click here to view the current TOR.](#)

Review of the St John voting members. After discussions with Tracy Dickson (V Chair) and Matthew Trozzo (Community Paramedic), it was decided St John will not change their voting member and will nominate a proxy if the Community Paramedic can not attend.

## 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

Click here to view the current LEMA.

Draft LEMA linked above. Please advise of any changes, updates or recommendations by 30 September 2025.

## 7. Agenda Items

Nil.

## 8. Agency/Member Reports

### Department of Fire and Emergency Services – Matt Chomiak

- Training underway for staff and volunteers in the lead up to the fire season.
- State Hazard Plan - Fire has been updated and summary of changes attached. [Click here to view.](#)
- EmergencyWA app - great resource for LG and volunteers to keep aware of warnings/incidents.

### Department of Fire and Emergency Services – Shelby Robinson

- Completed a range of preseason webinars.

- DAIP planning underway.
- DEMC forum was held with Zac attending. Zac has a range of resources from that.

#### **Shire of Koorda CBFCO - George Storer**

- Nothing further to report.

#### **Western Power – Josh Hallion**

- Nothing further to report.

#### **Wyalkatchem-Koorda St John WA Subcentre – Matthew Trozzo**

- Wyalkatchem Rodeo was a success, no injuries but not much interest for recruits.
- Planning still underway for the joint exercise with the Shire with a scenario in mind. Zac and Tracy to touch base regarding this. Use this as a recruitment drive.
- Training is complete for the year for the Koorda and Wyalkatchem subcentres.
- A new electronic stretcher has arrived.
- Starlink on the ambulances so can volunteers can still respond to 000 calls.
- Chloe is now working from the Koorda CRC every second Tuesday of the month.

#### **Department of Communities – Michael Phillips**

[Click here to view.](#)

#### **Friends of the Red Cross – Colleen Scally**

- Nothing further to report.

#### **CBH - Nick Chandler**

- Sites are empty ready for the upcoming harvest.
- 3 Dangerous Goods drills completed.
- Working with St John and trying to work with DFES.

#### **Shire of Koorda – Zac Donovan**

- Attended the Bruce Rock DEMC event. Good presenters there but would have been better to see more LG representatives there.
- Added zones to the Bushfire Zones Map. It is a fairly comprehensive with not much to add except a few tree blocks. Will continue to monitor these.

#### **WACHS, Wyalkatchem and Koorda Health Service - Rachelle King**

- Recruitment drive to secure more staff. Currently have 4 permanent nursers and they are great.
- Struggling with housing but working with Shire of Wyalkatchem for this.
- Community Engagement Café event in Koorda on 16 September. Opening the lodge in Wyalkatchem for community members to look through.

## **9. General Business**

### **9.1 Bushfire Brigade Update - George Storer CBFCO**

- New light tanker is here and will continue to work on the replacement of the Kulja truck.
- Preseason catch up in the works for October.
- Touched on firebreaks – ranger to assist with this.
- Working on training for 2 volunteers for higher roles.

## 10. Next Meeting Dates

Thursday, 27 November 2025

## 11. Meeting Closure

Cr Stratford thanked those present for attending and declared the meeting closed at 4.00pm.

**Signed:** \_\_\_\_\_

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

**Date: 27 November 2025**

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