



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 27 November 2025

Commencing 4.30pm

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 27 November 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 4.30pm.

Zac Donovan
Chief Executive Officer
21 November 2025

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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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CONFIRMED

Shire of Koorda Local Emergency Management Committee Meeting 4.30pm, Thursday, 27 November 2025



Microsoft Teams Meeting Link - [Join the meeting now](#)
Meeting ID: 412 797 860 692 0
Passcode: Ci2WK2Ru

1. Declaration of Opening

The Chairperson, Shire President Cr Jannah Stratford declared the meeting open at 4.31pm.

2. Record of Attendance and Apologies

Attendance: Cr Jannah Stratford, President, Shire of Koorda
George Storer, Shire of Koorda Chief Bush Fire Control Officer (CBFCO)
Michael Phillips, Wheatbelt Regional Coordinator, Dept of Communities (MS Teams)

Visitors: Zac Donovan, CEO, Shire of Koorda
Lana Foote, DCEO, Shire of Koorda
Charli West, LEMC Liaison Officer, Shire of Koorda
Constable Jas Bowes, Koorda Police Station
Matt Chomiak, Acting Area Officer, DFES
Nick Chandler, Area Manager, CBH (MS Teams)
Paul Casey, Team Leader, Northam & Koorda Western Power Depots (MS Teams)
Rachelle King, A/Health Service Manager, WACHS (MS Teams)

Apologies: Colleen Scally, Red Cross Koorda
Acting Sergeant Gareth Nicholas, A/OIC, Koorda/Wyalkatchem Police Station
Glen Metcalfe, Water Corporation & Wyalkatchem Fire & Rescue
Brad Phillips, Captain, Wyalkatchem Fire & Rescue
Carl Fuchsbichler, Deputy Chief Bush Fire Control Officer

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 04 September 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

Action Items and Business Arising from Previous Meeting
N/A

4. Correspondence In and Out

4.1. Correspondence In

- Letter from DFES regarding Starlink Satellite Communication Systems and Services. [Click here to view](#)
- Letter from DFES regarding Disaster Ready Fund Round 3. [Click here to view.](#)
- Letter from the Minister for Emergency Services regarding the CESM request. [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 Senior Constable Wade Robins from the contact list and added Constable Jas Bowes.
- Added Shire Councillors to the distribution list.
- Rachelle King's contact number.
- Updated Brad Phillip's email address.
- Removed DFES AO 'Name' and updated the office phone to the DFES Reception number.

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.

Moved: Cr Jannah Stratford

Seconded: George Storer

That the 2025 Koorda Local Emergency Management Arrangements be adopted and endorsed with changes being made as per Michael Phillip's recommendations, and that a copy is tabled at the December Council Meeting for Council endorsement.

Carried

FOR: Cr JM Stratford, G Storer, M Phillips

The LEMA has also been submitted to DFES for review.

It was suggested that a desktop exercise be conducted in 2026 to test the LEMA.

7. Agenda Items

N/A

8. Agency/Member Reports

Department of Fire & Emergency Services – Matt Chomiak

- Aerial suppression has commenced for the fire season with full complement due late December. Please see attached map ([click here to view](#)) for primary locations and potential forward basing with aircraft type.
- DFES Goldfields/ Midlands Region has received additional appliances (SOSF) for enhancing region asset numbers and available for deployment to large fires as required through the RDC. One is currently being used for the Kulja truck.
- EmergencyWA also now issues alerts for earthquakes. Download app and set watch zones to be alerted for incidents near you.

Western Power - Paul Casey

- BFM faults. There will be an influx of metro crews to support the backlog of deferred faults.
- Experiencing issues with lack of staff – currently at 5 members.

WACHS, Wyalkatchem & Koorda Health Service - Rachelle King

- Taken on the HSM role permanently rather than acting.
- Currently going through the Emergency Management procedures – running a desktop exercise in the next 2 weeks.

CBH – Nick Chandler

- Business as usual with harvest.
- Conducting safety drills with the new harvest casuals.

Department of Communities – Michael Phillips

[Click here to view.](#)

- 'Go Bags' are available for evacuation centres with the closest available being Northam and Merredin.
- The Shire advised they have the capacity to store these in the ES building.

Shire of Koorda CBFCO – George Storer

- 3 fires this season, with farmers getting there before the fire truck. Continue to experience communication issues – leading to volunteers unable to find the correct location.
- Training is ongoing and working with Matt from DFES to get that finalised.
- Discussion on a roster for December and January period to ensure volunteers are around.
- Discussion was had around the communication between volunteers/Shire, etc. There is a WhatsApp group for members.

Shire of Koorda – Zac Donovan

- Seeking a quote for a tank stand to place the tank at the Western end of the recreation centre. Will confirm the water pressure in that location.
- Another tank is available from the ES building as it needs to be removed from the current location. The new location is TBC and will be discussed at the next BFAC meeting.

Koorda Police Station – Constable Jas Bowes

- New to the role with everything going well.
- Stopping trucks in the area.

9. General Business

N/A

10. Next Meeting Dates

3.30pm Thursday, 26 March 2026
4.30pm Thursday, 25 June 2026
3.30pm Thursday, 27 August 2026
4.30pm Thursday, 26 November 2026

11. Meeting Closure

Cr Stratford thanked those present for attending, wished everyone a Happy and Safe Christmas, and declared the meeting closed at 5.03pm.

Signed: 

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

Date: 3 September 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