



# MINUTES

LOCAL EMERGENCY  
MANAGEMENT COMMITTEE  
MEETING

**13 February 2023**

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 assist the Local Emergency Coordinators to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

### 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.

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 December 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 committees meetings are to be presented to Council by Shire 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 Des Hickey opened the meeting at 1.05pm.

## 2. ATTENDANCE/APOLOGIES

Shire President, Shire of Corrigin	Cr. D Hickey
Chief Executive Officer, Shire of Corrigin	N Manton
Executive Support Officer, Shire of Corrigin	K Biglin
Community Emergency Services Manager	J Carrall
Corrigin Police, Sergeant	S Mayne
District Emergency Services Officer, Department of Communities	J Spadaccini
Corrigin VFRS, Captain	T Di Fulvio
Corrigin Ambulance, Chair	G Dawson
St John Ambulance, Community Paramedic	T Dickson

## APOLOGIES

Deputy Recovery Officer	L Baker
Acting/Principal, Corrigin District High School	S Hardingham
District Emergency Services Officer	M Duxbury
Director of Nursing/HSM, Corrigin Hospital	L Pescud
Area Officer Narrogin West, DFES	A Whitford
Rodney Thornton	

## 3. MINUTES OF PREVIOUS MEETING

**Moved:** Steve Mayne **Seconded:** Trent Di Fulvio

Minutes of the Local Emergency Management Committee Meeting held on 7 November 2022 (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*)

Changes and additions to Arrangements:

Telstra dedicated disaster assistance number – 1800 888 888 added.

List of earth moving contactors added.

School Bus Route Map updated for 2023.

Ambulance email to be updated

Special needs groups – update from Heather to Shannon

**Moved:** Jason Carrall **Seconded:** Graeme Dawson

*That the Local Emergency Management Arrangements be endorsed by Council subject to minor amendments.*

*Carried*

## **5. REVIEW OF INCIDENTS AND EXERCISES**

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

### **5.1. INCIDENTS**

- Green Waste Tip Fire  
-VFRS, Bilbarin and Central Brigade responded. Containment lines were reinforced by Barry Smoker and Steven Bozanich to reduce the risk of future outbreaks in areas in consultation with VFRS, Deputy Chief Bush Fire Control Officer, CESH and Acting Manager Works. .
- Lighting Fire – Hewett's.
- Bilbarin- Fire near railway, deemed suspicious.
- Arson incident in Kulin.
- VFRS called to road crash in Kondinin but stood down before attending.
- VFRS assisted with ambulance transport.
- Bilbarin Fire Station broken in to, fuel card stolen. Fuel card has been cancelled.
- Copper at Ardath bin stolen again.
- Fire in Aldersyde and attempted stealing of copper.

### **5.2. DESKTOP EXERCISE**

Jason Carrall ran a desktop exercise as a group.

The focus of this exercise is to explore the following capability;

- Emergency Response: Command Control and coordination.

## **6. DEVELOPMENT OF FUTURE EXERCISES**

Jason to run an evacuation exercise at the next meeting.

## **7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE**

NIL

## **8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS**

- Generator for CREC
- Airstrip lights

## **9. FUNDING**

## 10. OTHER MATTERS

### 10.1. GREAT SOUTHERN DEMC

#### About the Great Southern District Emergency Management Committee



#### What is the Role of DEMC?

The role of the DEMC is to create strong interagency networks and to ensure effective coordination of emergency management activities across the district.

#### What is the Purpose of the DEMC?

DEMCs are committed to building district resilience by ensuring the following activities are undertaken:

- Support Local Emergency Management Committees (LEMC) and Local Governments to develop their Local Emergency Management Arrangements (LEMA) and exercise schedules.
- Collate data from exercise outcomes, risk assessments and debriefs to determine common issues to be raised at the state level.
- Support LEMCs and Local Governments to understand their risks and support mitigation initiatives against those risks.
- Share information on any emerging risks, across agencies and to the local level.
- Provide a platform to support a coordinated, interagency approach to regional resilience.
- Encourage projects to build resilience and reduce vulnerability within the district.
- Strengthen engagement around critical infrastructure.
- Build emergency management knowledge and networks within the district.
- Fulfil specific responsibilities as directed by the SEMC and outlined in State emergency management arrangements including, but not limited to:
  - Assist in the establishment and maintenance of effective emergency management arrangements for their emergency management district.
  - Assist in the development of emergency risk management plans.
  - Prepare an Annual Business Plan.
  - Submit a DEMC Annual Report to SEMC.
  - Maintain a key contacts register.
  - Review post-incident/exercise reports.
  - Undertake exercise activities.

**About the Great Southern  
District Emergency Management Committee**



**Who Are the DEMC Members?**

DEMC membership reflects the unique environment of each emergency management district. Membership consists of organisations which have emergency management responsibilities or special expertise. The DEMC has an Executive Team and Committee Members.

The Great Southern District Emergency Management Committee is;

<b>Chair</b>	Superintendent Police
<b>Deputy Chair</b>	Co-Chairing arrangement between - DFES Superintendent Great Southern - DFES Superintendent Upper Great Southern
<b>Executive Officer</b>	DFES District Emergency Management Advisor
<b>Members</b>	ABC Dept. of Education (Regional Office) Dept. Biodiversity, Conservation & Attractions Dept. Planning, Lands & Heritage Dept. of Communities Dept. of Human Services Dept. of Primary Industries & Regional Development Dept. of Transport Albany Regional Prison Main Roads Southern Port Authority St Johns Telstra WA Country Health Services Water Corporation Western Power Dept. Local Government, Sport, Culture National Emergency Management Agency Local Government

\*Note: The DEMC is currently reviewing its membership, including how local government is represented.

## About the Great Southern District Emergency Management Committee



### How Often Does the DEMC Meet?

The DEMC meets once a quarter, in 2023 the dates are;

- 22 March
- 28 June
- 18 October
- Exercise TBA

### Does the DEMC Report to the SEMC?

Yes. Prior to each SEMC meeting each DEMC must submit a report detailing key meeting discussion points, emerging issues and upcoming activities, LEMA updates and action items.

### What Guides the DEMC?

In addition to State EM Policy the DEMC has developed the *Great Southern Emergency Management District Business Plan 2022-2024*. Based on the SEMC Strategic Plan, the Plan outlines action in four key areas;

- Collaborative Leadership
- Effective Governance
- Capable Sector
- Resilient Community

### What Area Does the Great Southern Emergency Management District Cover?





## 10.2.DRAFT COMMUNITY DISASTER RESILIENCE STRATEGY

Following consultation on the WA Community Disaster Resilience Strategy Discussion Paper that occurred between 13 October 2021 and 31 March 2022, a draft Strategy has been developed and contains the following:

- Guiding Principles
- Key Objectives and Outcomes
- Initiatives and Opportunities

### **The draft Strategy is now available for comment.**

Feedback is invited, with a particular focus on:

- Do the guiding principles capture the core considerations for achieving community disaster resilience?
- Do the key objectives and outcomes represent the right outcomes for a community? Are they practical to guide monitoring and evaluation of projects and activities?
- How likely are you to progress any of the initiatives and opportunities?
- How likely are you to integrate or use the Strategy to guide your organisation's activities?
- Is there anything else you would like to see the Strategy address?

Feedback can be provided via email to [resilience@dfes.wa.gov.au](mailto:resilience@dfes.wa.gov.au)

The consultation period will remain open until 3 March 2023.

## 11.REPORTS

Reports from LEMC members and stakeholders

### **Department of Communities**

- Kimberley Floods - The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley floods. As of 1 February 2023:
  - Communities is operating three Flood Help Centres (Broome, Fitzroy Crossing and Derby).
  - 136 people are in Communities' supported emergency accommodation in Broome and Derby.
  - Since opening the Disaster Relief Hotline on the 11 January 2023 until COB 1 February 2023, Communities has responded to a total of 773 calls.
  - 189 people have been repatriated.
  - 288 people have been assisted to relocate to alternative safe locations.
  - 750 properties spanning 17 remote communities and the Fitzroy Crossing town have had electrical safety assessments completed (or currently underway).
  - Communities is providing rent relief to public housing tenants in Fitzroy Crossing and tenants in impacted remote Aboriginal communities following the floods.
  - Communities is planning medium to long term accommodation options for people whose homes are uninhabitable due to the floods.
- Medium to Long term Accommodation – The SEMC has asked Dept Communities to lead a cross-agency working group to prepare an issues paper about Government responsibilities for medium and long-term accommodation following an emergency.
- State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) – Communities has reviewed the State Support Plan and the State Emergency Management Committee Policy Branch has released it for consultation: <https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/>
- Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services.

- Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
- People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
- Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.
- Local Emergency Management Plans (LEMP's ) are always being reviewed, if you see any information that is not current, please advise [michele.duxbury@communities.wa.gov.au](mailto:michele.duxbury@communities.wa.gov.au)
- Training: Please advise if you would like training conducted for local government staff, this can be an introduction to opening an evacuation centre, to cover the first couple of hours as Communities staff are on route. Happy to work with Shires to ensure little impacts to normal operations. Please e-mail [michele.duxbury@communities.wa.gov.au](mailto:michele.duxbury@communities.wa.gov.au) to request training. Happy to discuss at any time.

## **DFES**

### **Corrigin Police**

- Continuing with actions surrounding heavy vehicles and recreation vehicles.
- Continue with road safety messaging.
- Working on attracting officers to Corrigin.

### **St John Ambulance**

- More volunteers on the team, training ongoing.
- Still shortage of volunteers across the board.
- Kondinin Blue Mind Roadshow - 25 February 2023 in Kondinin – This is a workshop about mental health and wellbeing for local members to attend.
- Road Trauma Team being organised for visits in Narembeen, Corrigin and Hyden.

### **Corrigin Volunteer Fire and Rescue**

- Taken on few new members, focusing on training them up.
- Pushing for another truck with better bushfire capabilities.
- VFRS Captain has been getting approached for fire permits. Should VFRS Captain be made an FCO?

## **Shire of Corrigin**

### **CESM**

- Putting in for funding for mitigation works.
- Applying for funding for Bilbarin fire shed extension.
- Looking into installing thermal imaging cameras in the fire trucks.
- Rolling out PPE to brigade members.

### **CEO**

- Correspondence from the DFES Commissioner and WALGA advising Shire of Corrigin that a Bush Fire Local Law is required. This will be developed over the next few months.
- Policies and procedures for brigades are also being established.
- Standpipe access during fires, ensuring the override system is up and running.
- Sent out a message reminding farmer that water in paddocks is required while stubble crunching is being done.
- Weather warnings from DFES are sent to FCO WhatsApp group.
- Disaster recovery fund for flooding and fire damage – still waiting for result, shire have gone out to tender in anticipation of being successful with the funding.

Minutes – Local Emergency Management Committee – Monday 13 February 2023

- Following up asbestos burnt buildings from February fires. Bending tip refunded 50% of tip fees.

**12. NEXT MEETING**

The next meeting will be Monday 8 May 2023 at 1pm.

**13. MEETING CLOSURE**

The Chairperson, Cr Des Hickey closed the meeting at 2.39pm.