



# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**4 September 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 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 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 | J Filinski   |
| Community Emergency Services Manager         | J Carrall    |
| Area Officer Narrogin West, DFES             | A Whitford   |
| Corrigin VFRS, Captain                       | T Di Fulvio  |
| Corrigin St John Ambulance, Chair            | G Dawson     |
| St John Ambulance, Community Paramedic       | T Dickson    |
| Chief Bush Fire Control Officer              | G Evans      |

### APOLOGIES

|  |              |
|--|--------------|
| Corrigin Police, Sergeant                                      | S Hickman    |
| Director of Nursing/HSM, Corrigin Hospital                     | L Pescud     |
| District Emergency Services Officer, Department of Communities | J Pollard    |
| Acting/Principal, Corrigin District High School                | S Hardingham |
| Regional Road Safety Advisor, Wheatbelt South                  | R Thornton   |

## 3. MINUTES OF PREVIOUS MEETING

**Moved: J Carrall**

**Seconded: T Dickson**

Minutes of the Local Emergency Management Committee Meeting held on 8 May 2023  
(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*)

## 5. REVIEW OF INCIDENTS AND EXERCISES

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

### 5.1. INCIDENTS

Cropline truck roll over Brookton Highway

Need to provide feedback to Main Roads and Police regarding the need for improved traffic management.

Burning has taken place during high risk times and during a period where there was already a fire in the district. There were conflicting messages regarding the need for aid, some were saying everything was under control whilst others were disappointed that additional support was not provided. To be followed up at the upcoming Bushfire Advisory Committee on 7 September 2023.

### 5.2. DESKTOP EXERCISE

Wi Fi calling

Incident Support Group Exercise at November Meeting

## 6. DEVELOPMENT OF FUTURE EXERCISES

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

**8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS**

Generator is still a project to be followed up.

**9. FUNDING**

Airstrip lighting. Larger antennae expected to be installed over the next few weeks.

Bushfire Risk Mitigation Funding \$316,939 approved for the following treatments:

| <b>Primary Asset Name</b>                              | <b>Treatment Objective</b>  |
|--|---|
| Brookton- Corrigin Rd                                  | Reduce fuel load to protect residential asset on adjoining property.      |
| Talbot St  | Forestry mulch road verge   |
| Brookton- Corrigin Rd                                  | Chemical spray treatment to be completed 3 months after forestry mulching |
| Brookton- Corrigin Rd                                  | Create firebreak for better access for fire suppression operations        |
| Brookton- Corrigin Rd                                  | Control burn to reduce fuel loads   |
| Brookton- Corrigin Rd                                  | Create new fire break for access for fire suppression requirements.       |
| Brookton- Corrigin Rd                                  | Chemical spray treatment to be carried out 3 months after control burn.   |
| Rendell Street (2-10), Boyd Street (40), Walton Street | Create new fire break for fire suppression access.                        |
| Rendell Street (2-10), Boyd Street (40), Walton Street | Control burn to reduce fuel loads   |
| Rendell Street (2-10), Boyd Street (40), Walton Street | Chemical spray 3 months after control burn                                |
| Corrigin South Road                                    | Create fire break for fire suppression access                             |
| Corrigin South Road                                    | Forestry mulching to reduce fuel loads throughout reserve                 |
| Corrigin South Road                                    | Spray treatment to be carried out 3 months after control burn             |
| Corrigin Golf Club (Evacuation Centre)                 | Control burn to reduce fuel loads   |
| Corrigin Golf Club (Evacuation Centre)                 | Spray treatment to be carried out 3 months after control burn             |
| Spanney Street   | Spray treatment to control weed growth                                    |

Meeting to be held to plan mitigation works including:

- Jason Carroll, Community Emergency Services Manager
- Greg Evans, Chief Bushfire Control Officer
- Steven Bolt, Deputy Chief Bushfire Control Officer
- Trent Di Fulvio, Captain Corrigin Volunteer Fire and Rescue
- Terry Barron, Shire of Corrigin Manager Works and Services
- Natalie Manton, Chief Executive Officer

**10. OTHER MATTERS**

ROAC meeting 28 September 2023 Narrogin Golf Club

CEO fire weather training 14 September 2023

Firefighting Skills 19, 20 September 2023

Rural Fire Awareness training 10 October 2023

## **11. REPORTS**

### **DFES – CESM**

CESM attended a CESM forum where they discussed the workloads for the role have increased over the years and agree that they are generally overworked.

CESM has completed a Traffic Management course and can now implement Traffic Management Plans

Basic plans have already been pre-approved by State Government, which can now be implemented during an incident and adjusted to suit specific situations.

Vehicle is going to be upgraded with more equipment and satellite internet, so it is fully functional no matter the location.

### **DFES**

Commissioner released information regarding upcoming expected weather. DFES covered off on this information. Some key points being that the Great Southern and Mid-West regions have a good opportunity over the next couple of months to take advantage of the current mild conditions and prepare for the warmer months to come by working through clearing vegetation, building firebreaks, and ultimately reducing fire risk.

Many regional lessons have been learnt over the past year, with communication being at the forefront of those lessons.

Communication is always an issue, DFES are currently looking into alternative suppliers (such as Starlink) to improve communication channels and prevent disruption utilising other service providers.

State Government has taken feedback on board accepting that State interference within regional emergencies can hinder the process and cause more confusion, rather than provide support due to lack of local knowledge and miscommunication.

### **St John Ambulance**

St Johns getting VHS infrastructure and solar panels set up to be able to communicate better via radio.

Corrigin, Kulin and Bruce Rock have recently recruited more volunteers, bolstering numbers and providing more cover to the local community and surrounding areas.

Wave Rock, Kulin Races and Speedway are coming up soon and St John's is confident that with the additional support from surrounding areas that there is plenty of cover.

A stall along with an RAC simulator will be set up for the 100 year Corrigin Show.

St John's fundraising through the collection of cans and bottles is going well.

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

VFRS Captain has spoken to his superintendent who advised we are likely gaining another appliance/truck to support for the upcoming fire season.

VFRS Captain has completed a Ground Controller Course.

Should planes be required, they need to be called in early.

### **Shire of Corrigin**

The Shire has been advocating for those affected by the Corrigin fires and have recently been able to finalise some issues, particularly assisting a resident with having their power infrastructure re-installed and back online.

The Fire book launch turned out to be a very positive event with around 100 people in attendance.

## **12. NEXT MEETING**

The next meeting will be Monday 13 November 2023 at 1:00pm

## **13. MEETING CLOSURE**

The Chairperson, Cr Des Hickey closed the meeting at 02:26pm.