



MINUTES

LOCAL EMERGENCY
MANAGEMENT COMMITTEE
MEETING

13 November 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 November 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
Shire Deputy President, Shire of Corrigin	Cr. S Jacobs
Chief Executive Officer, Shire of Corrigin	N Manton
Executive Support Officer, Shire of Corrigin	J Filinski
Area Officer Narrogin West, DFES	A Whitford
Corrigin Police, Sergeant	S Hickman
Corrigin St John Ambulance, Chair	B Strawbridge-Hill
Corrigin St John Ambulance	G Dawson
Acting/Principal, Corrigin District High School	S Hardingham
Director of Nursing/HSM, Corrigin Hospital	E McIntosh

APOLOGIES

Community Emergency Services Manager	J Carrall
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3. MINUTES OF PREVIOUS MEETING

Moved: G Dawson **Seconded: A Whitford**

Minutes of the Local Emergency Management Committee Meeting held on 4 September 2023 are a true and correct record (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.

- 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

Overview of the Corrigin Reserve fire was discussed.

There have been two major crashes in the past month including fatalities and helicopter aid required for other injuries.

5.2. DESKTOP EXERCISE

No exercise planned for this meeting as emergency services have been involved in several incidents.

6. DEVELOPMENT OF FUTURE EXERCISES

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

1. Overweight trucks on level one designated roads.
2. Speed limit on Brookton Highway from Bendering Road to Corrigin townsite reduced to 60km /hr to reduce risk of crash at Corrigin Bruce Rock Road intersection. Trucks seem to struggle to slow down.
Limited visibility at CBH entry on Corrigin South Road.
3. Signage for driving on the left hand side of the road required heading in and out of town as a reminder.

9. FUNDING

10. OTHER MATTERS

Meeting Dates For 2024

- 12 February 2024
- 13 May 2024
- 12 August 2024
- 11 November 2024

11. REPORTS

Reports from LEMC members and stakeholders

DFES - A Whitford

- There are two extra water bombers, one in Geraldton and one in Cunderdin following the harvest from North to South. Likely to see them in Narrogin towards the end of November.
- Increasing numbers of tankers and other resources around the state to support high-risk areas with additional appliances when available. Most currently are fighting fires in the Northern regions of the state.
- The state is in its busiest year for residential fires.
- State focus for hazards are to protect and preserve life, protecting critical infrastructure, protecting residential properties and protecting environmental and heritage values.
- Almost at record levels of soil dryness across all of WA at the moment.
- Lightning has increased, with over one and a half million lightning strikes recorded in WA over the weekend. Dry lightning is a concern for harvest time.
- Our region is likely to have a few lightning strikes this week
- Grant Hanson passed away around ten days ago, with his funeral taking place today.
- Simon Vogul, District Officer for Narrogin has taken a position in Perth. Paul Blechynden has taken over his role.

Corrigin Police – S Hickman

- Filling police vacancies in regional WA is proving a challenge
- Police are working many hours/days overtime to maintain a police presence to compensate for the number of vacancies.
- Raised the issue of poor roads heading towards Brookton on the Brookton Highway.
- Police are working on a rotating basis to look after 5 different Shires. Alternating weekend shifts where they will look after all 5 Shires, to allow others some time off.

St John Ambulance – G Dawson

- Had a fair amount of practice with evacuation with the recent fires.

Corrigin District Hospital – E McIntosh

- Trying to get more nurses, Elizabeth is currently the only nurse for Corrigin over the Christmas period.
- Recruiting staff in Corrigin is very difficult, with all staff being agency provided.
- Should have six or seven Registered Nurses.
- Recruitment is difficult partly due to no funding for housing and nowhere for staff to stay.
- Hospital is very busy and seeing a lot more of the residents from town.

Corrigin District High School

- Concerned with housing in Corrigin. Babakin School is now being housed in Corrigin taking up more of the potential for those working in Corrigin
- Would like Government Regional Officers' Housing (GROH) program to provide some more small houses for staff.
- School hydrants are not receiving enough flow/pressure. Adam Whitford suggested a pump may be able to be installed to pressurise the water.

12. NEXT MEETING

The next meeting will be Monday 12 February 2024 at 1:00pm

13. MEETING CLOSURE

The Chairperson, Cr. Des Hickey closed the meeting at 2:10pm.