



# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**12 February 2024 at 1:00pm**

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 1:03pm.

## 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
Acting/Principal, Corrigin District High School	S Hardingham
Corrigin Police, Sergeant	S Hickman
Corrigin VFRS	T Di Fulvio
Chief Bush Fire Control Officer	G Evans
Director of Nursing/HSM, Corrigin Hospital	E McIntosh
Corrigin St John Ambulance	G Dawson

### APOLOGIES

Corrigin St John Ambulance, Chair	B Strawbridge-Hill
Community Emergency Services Manager	J Carrall
Area Officer Narrogin West, DFES	A Whitford

## 3. MINUTES OF PREVIOUS MEETING

**Moved: Cr. Jacobs**                      **Seconded: S Hickman**

*Minutes of the Local Emergency Management Committee Meeting held on 13 November 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](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*)
- Local Emergency Welfare Plan – Narrogin District (*Provided in separate email*)

## 5. REVIEW OF INCIDENTS AND EXERCISES

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

### 5.1. INCIDENTS

Fires:

25 Dec – Jubuk North Road

2 Jan – Jose Road

14 Jan – Wogerlin Road/Corrigin Babakin Road

16 Jan – Bilbarin East Road

21 Jan – Bending/Pontifex Road

- T Di Fulvio mentioned the fire on Wogerlin Road flared up a second time after it had been put out, indicating mopping up may have not been very effective. also mentioned he investigated the area the following day and noticed there was still some trees smouldering near farmland that wasn't mopped up correctly, even considering crews were out there twice to put the fire out.

A few points to learn from these incidents coming from the committee's discussion around them include:

- Mopping up needs to be done effectively
- Incident controller needs to take charge of the incident and check the situation properly before closing the job
- Communication back to Comms needs to be better. Initial call to be made straight away and then follow ups every ½ hour to an hour
- Information needs to be clear and accurate. Example: explaining there are 3 fires without giving locations of the fires makes it impossible to get crews out to assist.

Crash:

27 Dec – Brookton - Corrigin Road Kunjin

Power Outage Wednesday 17 Jan ~ 6pm – Thursday 18 Jan ~ 12pm (18+hrs)

- Lack of communication due to no phones

The following points come from a discussion around the communication outage during the power outage.

- The Shire Office and CREC have Starlink and can be utilised if anyone needs it, especially for Wi-Fi calling and communication. CREC doesn't currently have a generator but during office hours the generator can be running at the Shire to ensure internet access is available
- Cr. Hickey stated Telstra need to accept some responsibility with the service they are providing.
- Hospital had to purchase a couple of handheld Walkie Talkies to maintain communication with Wogerlin House
- They are always keeping one on at the front counter in case of emergency and advised they are on channel 49. This is a public channel.
- The hospital is now looking into getting Starlink internet.
- Police are looking into getting satellite phones
- S Hickman commended Western Power on the amazing work they provided in getting us back online. S Hickman also commended all the volunteers in done for the efforts they have put in for the community
- VFRS are happy to pay for a generator at the Telstra tower to get it done and provide the town with reliable communication
- The cost for a generator isn't the only concern for the Telstra tower, a Memorandum of understanding between the Shire and Telstra would need to be created first.

## **5.2. DESKTOP EXERCISE**

No exercise was conducted, CESM was unavailable for the meeting.

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

Sept 2023 meeting requested exercise on Wi Fi calling and Incident Support Group. CEO suggested this could become a group exercise with the other shires managed by our Community and Emergency Services Manager

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

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

Airstrip Lights out for quotes  
CREC Generator

## **9. FUNDING**

## **10. OTHER MATTERS**

T Di Fulvio had some points to discuss with the school and asked for some information. S Hardingham has committed to sourcing the information for him and will get in contact directly as soon as she has obtained the information requested.

G Dawson queried when the airstrip fence will be fixed. The CEO explained there are quite a few things to do in the area following the reserve fire, such as; fixing the fence in question, removing asbestos, having the asbestos taken off the fuel bunker, potentially demolish the hanger and rehabilitate some of the created tracks.

T Di Fulvio queried if all the tracks were to be rehabilitated or if some would be maintained. The CEO N Manton said some of the tracks will be maintained to allow access should it be required in the future, whilst others will be rehabilitated.

The CEO provided an overview of the Shires fire mitigation plans which includes creating firebreaks and/or forestry mulching around the following areas:

- rifle range
- around rubbish tip
- around Shire depot
- reserve near CBH
- some areas along Brookton Highway

VFRS and BFB's are going to burn around the golf course and green waste site.

## **11. REPORTS**

Reports from LEMC members and stakeholders

### **Corrigin Police – S Hickman**

- All going well, considering having a few people on leave

### **St John Ambulance – G Dawson**

- There are a couple of new volunteers, whilst a couple of longer serving volunteers are pulling back. All in all maintaining balance

### **Corrigin District Hospital – E McIntosh**

- The hospital are currently undertaking a couple of interviews in hopes of acquiring some permanent staff.

- This year is the 100<sup>th</sup> birthday for the hospital and there will likely be a celebration around August.

### **Corrigin Volunteer Fire and Rescue – T Di Fulvio**

- There have been quite a few larger incidents over the past couple of months putting a bit of pressure on the services, however still going strong.

- Having made decent use out of the high seasonal truck and having the manpower to manage the extra vehicle, it is likely Corrigin will continue to acquire it each year moving forward.

### **Chief Bush Fire Control Officer – G Evans**

- All going well heading into the busy season

### **Shire of Corrigin – CEO N Manton**

- Lessons have been learnt over the past few months incidents

- Shire could take a step back, slow down and focus better on our emergency management documents to ensure we capture all critical points, example given of not informing the day care during the reserve fire.

- Shire staff could get better at wearing PPE during fire incidents and when managing traffic control

- Shire has signed up to a new employee benefits program which can be utilised by staff, council and volunteers.

- Always happy to help sending out graders and water etc, however we must wait for the incident controller to make the request.

- Rehabilitation of the airstrip and fire mitigation works was covered off previously under Other Matters.

## **12. NEXT MEETING**

The next meeting will be Monday 13 May 2024 at 1:00pm

## **13. MEETING CLOSURE**

The Chairperson, Cr. Des Hickey closed the meeting at 2:18pm.