



# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**14 May 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
Area Officer Narrogin West, DFES	J Carrall
District Officer – Emergency Management, DFES	A Whitford
District Emergency Management Advisor, DFES	C Powis
Corrigin Police, Sergeant	S Hickman
Corrigin VFRS, Captain/CESM, Shire of Corrigin	T Di Fulvio
Director of Nursing/HSM, Corrigin Hospital	E McIntosh
Chair, Corrigin St John Ambulance	B Strawbridge-Hill
LEMC Representative, Corrigin St John Ambulance	G Dawson
Operation Delivery Officer, Western Power	D White
Regional Manager - Metro, Department of Communities	A Nemeth (Teams)
	Left at 1:43pm

### APOLOGIES

Principal, Corrigin District High School S Hardingham

## 3. MINUTES OF PREVIOUS MEETING

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

*Minutes of the Local Emergency Management Committee Meeting held on 12 February 2024 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*)

Action: ESO to investigate details for school buses, Cr. S Jacobs pointed out some minor corrections.

## 5. REVIEW OF INCIDENTS AND EXERCISES

### 5.1. INCIDENTS

Planned power outage 20 April 2024

- Thank you to Western Power for providing a generator to businesses that requested one and for the CREC.
- Telstra received notification that there was a power outage and decided against providing a generator to keep the Corrigin Telephone Exchange active for the duration
  - Telstra confirmed they were aware that that power outage was going to last 10 hours
  - Telstra also indicated they understood that the battery life at the exchange depletes within 6-7 hours
  - Their system determined that upon review of certain criteria, support was not required.

- During the planned power outage the exchange did go down as expected and caused a some concerns
  - The hospital had a patient that needed a doctor consult and one of the nurses was trying to use the hospital satellite connection from the carpark to get through and struggled
  - VFRS received a direct fire alarm hours after it was activated
- 12 April 2024 – Bushfire on Brookton Highway/Lomos North Road
- Shire of Waroona sent a thank you letter to Corrigin Central Brigade for their assistance with the Nanga Brook bushfire on Wednesday 3 April 2024.

## **5.2. HAZARD REDUCTION BURNS**

- 18 March 2024 – Corrigin Golf Course and Shire Depot
- 25 March 2024 – Corrigin Rifle Range

## **5.3. DESKTOP EXERCISE**

No exercise run this meeting as recent power outage and prescribed burns provided opportunities for training.

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

Department of Communities – Jo Spadaccini will be running and exercise on 11 June with further information to follow.

Fire simulation exercise to be run by DFES in the future with further information to follow.

Action: ESO to provide committee with dates and locations of the above exercises when they become available.

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

NIL

## **8. OTHER MATTERS**

All FCO's now receive text messages to alert them of fires in the area rather than call to shire landline which was only available during business hours.

Several calls have been made to 000 for burning off, triggering false alarms. Permit holders should be notifying DFES when they are burning off as a requirement of their permit if ticked, which would aid in fewer false alarm calls during permit season.

Telstra has shared news that the 3G closure will be extended by two months (Until 31 August 2024) to allow Telstra customers to make relevant changes. Anyone utilising devices locked into the 3G network will need to prepare by purchasing updated devices that are at least 4 G compatible by 31 August to ensure they remain online.

## 9. REPORTS

Reports from LEMC members and stakeholders

### Department of Communities – A Nemeth (Via Email)

- The Department of Communities is auditing evacuation centres state-wide to identify region specific risks and discuss upgrades with Local Governments, aiming to make use of the 2025 Disaster Ready Fund grants program.
- Department of Communities are prioritising evacuation centre training over the next 6 months and would like to be invited along to any training that is taking place by LEMC during this time.
- Communities Recovery Activities – Kimberly Floods Recovery Program
  - Entering into the second year of recovery, the program is emphasising community resilience and well-being post floods.
  - Activities encompass managing the social domain, focusing on safety, shelter, health, psychosocial wellbeing of affected individuals, alongside bolstering community resilience.
  - Infrastructure and built environment recovery efforts are targeting clean-up, repair and reconstruction of buildings, homes and roads.
- Mariginiup Fires Recovery Program
  - Department of Communities are working closely with the City of Wanneroo, focusing on psychosocial wellbeing and financial support for those affected by the Mariginiup fires.
  - Psychologists are supporting impacted residents, while the financial assistance package aims to provide the replacement of essential household items.
  - Site visits to damaged properties are currently underway to initiate the clean-up program and ensure residents have access to necessary support services throughout the recovery process.

### DFES – J Carrall

- Local Government Grants Scheme budgets have been submitted and mitigation funding applications have all been completed and sent off.
- Spray treatments are due to take place throughout Corrigin in the coming weeks.
- Corrigin's mitigation application is for ongoing maintenance of all mitigation work that has taken place in this year's mitigation works.
- J Carrall thanked T DiFulvio for taking on the role of CESM over the past two months whilst Jason has been filling in as Area Officer – Narrogin.
- J Carrall will be back as CESM for the week beginning Monday 20 May, with focus on budgets. After that week J Carrall will be on holidays for a couple of weeks.
- J Carrall suggested advertisements preparedness for storms and floods.
- J Carrall reinforced fatalities and major injuries from road crashes has been increasing, with a fatality as close as Pingelly in the past 2-3 weeks. DFES has been assisting Police where they can with such crashes.
- Structural fires have been on the rise in the last couple of months and J Carrall emphasised local governments are responsible for all structural fires outside of the townsite. There are training opportunities this year to cover structural fires, with the next course being held in Narrogin over 2 days, 8-9 May 2024.

### Corrigin Police – S Hickman

- Police are expecting that they may soon receive satellite phones to minimise communication disturbances in areas or during times other means of communication isn't viable.

- Fatalities and serious injuries are on the rise from vehicle accidents in regional areas. Police are aiming to increase police presence in particular hot spots to aid in minimising the number of these accidents.
- More education and improvement in road conditions to also help in minimises vehicle accidents.

#### **Corrigin District Hospital - E McIntosh**

- The hospital staff are still agency based, however still doing their best to find ways to recruit permanent staff for the town
- There are three to four potential candidates that plan to move to town and take on permanent positions. Housing is still a major issue.
- New age care policies will begin in the new year.

#### **Corrigin Volunteer Fire and Rescue – T DiFulvio**

- Volunteer Fire and Rescue Service (VFRS) have costed up Starlink and deem that it is too expensive for their brigade long term and have recently had their satellite phones removed from the brigade.
- VFRS has a new light tanker added to their equipment.

#### **St John Ambulance - B Strawbridge-Hill**

- St John's radios have been upgraded and have been tested all the way to Narrogin, working well. The next step is to upgrade the radios to have a direct link into the Perth region as an alternative means of communication if all else fails at any point
- St John's aims to have a couple of handhelds circulated through their staff/volunteers so even if phone communication goes down, there will always be people that will have a tool for communication at home to be alerted of when a job needs to take place.
- Training for volunteers has been planned to improve their skills in a paramedic style course so they can be more assistive in trauma situations.
- There have been a couple of new recruits onboarded in the area.

#### **Shire of Corrigin – Cr. S Jacobs**

- Cr. S Jacobs expressed a heartfelt thank you to everyone for supporting the Corrigin community and explained we are extremely lucky as a community to have the support we do from organisations and volunteers alike.

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

- N Manton thanked everyone involved in completing the mitigation program and commended a job well done.
- A tender for upgrading the airstrip lights is currently underway with hopes that both the airstrip and helipad lighting can be upgraded at the same time, however priority will be given to the airstrip lights depending on costs and funding.
- The fence around the rifle range is still planned to be repaired.
- The Draft Bush Fire Local Law is out for comment, due to have all feedback by Thursday 16 May 2024.
- Policies and procedures for the bushfire brigades will go to Council in the future, outlining the expectations of how the shire's brigades will conduct business.

#### **DFES – C Powis**

- DFES is currently seeking feedback on their review of the State Hazard Management Plan from agencies, including local governments. Feedback closes May 31 2024.
- DFES is reviewing state-level recovery coordination and governance arrangements to clarify state support to local governments after emergencies. Focus group sessions with local government representatives will be conducted as a part of this process.

- SEMC is developing the Sector Adaption Plan Discussion Paper to support local governments in advancing climate change adaption and emergency management goals. Input from stakeholders, including local governments, is being gathered through targeted consultations.
- The report on the state's emergency management capability and preparedness in 2023 has been released, highlighting strengths, weaknesses and areas of improvements. This report combines input from 170 different agencies.
- Several state hazard plans are currently under review with a couple of extensions being granted.
- The Improvement Program for Local Emergency Management Arrangements (LEMA) has now been finalised. DFES urges preparation for any LEMA that are due for their 5 yearly review, insisting that 6 months needs to be allocated to the review process
- Nominations are open for the Resilient Australia Awards until 31 May 2024. This award will provide recognition for programs or initiatives promoting risk, preparedness, resilience, and community recovery.

**Western Power – D White**

- Western Power has two permanent administration staff based in Kondinin, D White being one of them.
- D White is happy to be a local point of contact for the Shire and work with Western Power to support the Corrigin community during times of power outages.
- D White has had some experience in local government and so understands a Shire's needs and processes.

**10. NEXT MEETING**

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

**11. MEETING CLOSURE**

The Chairperson, Cr. Des Hickey closed the meeting at 2:24pm and thanked everyone for their attendance.