



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

9 September 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 1:01pm.

2. ATTENDANCE/APOLOGIES

Shire President	Cr. D Hickey
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Corrigin St John Ambulance Chair	B Hill
Department Fire and Emergency Services -Area Officer	A Whitford
Corrigin Volunteer Fire and Rescue (VFRS) Captain	T Di Fulvio
Chief Bush Fire Control Officer	G Evans
Corrigin Hospital Director of Nursing/HSM,	E McIntosh
Corrigin Police, Officer in Charge	S Hickman
Department of Communities Regional Coordinator	M Phillips (1:07pm)

APOLOGIES

Deputy President	Cr. S Jacobs
Community Emergency Services Manager (CESM)	J Carrall
DFES District Emergency Management Advisor	C Powis
Corrigin District High School Principal	S Hardingham

3. MINUTES OF PREVIOUS MEETING

Moved: S Hickman **Seconded: T Di Fulvio**

*Minutes of the Local Emergency Management Committee Meeting held on 14 May 2024
(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*)

Minor amendments and additions

- Cr Hickey no landline -mobile phone only
- St John Ambulance and hospital have satellite phones.
- St John have WAERN radio and 5 mobile phones
- Community paramedic mobile number

5. REVIEW OF INCIDENTS AND EXERCISES

5.1. INCIDENTS

- 19 May 2024 – Electrical Equipment (hit power pole) Fire Schultz Road
- 22 May 2024 – Fire Lomos South Road, 2km South of Bullaring Pingelly Road
- 2 June 2024 – Nornakin East Road house fire
- 22 May 2024 – Structure fire at the Hotel

5.2. HAZARD REDUCTION BURNS

Green Waste Tip burnt on Sunday 28 July 2024 to reduce bulky material before fire season.
To be burnt again before restricted period.

Further burning due to take place prior to October.

Weeds need to be sprayed around the perimeter.

5.3. DESKTOP EXERCISE

Desktop exercise on communication was completed.

5.4. POST EXERCISE REPORTS

6. DEVELOPMENT OF FUTURE EXERCISES

Department of Communities –joint exercise was held in Brookton (microburst) in June. Due to a miscommunication Corrigin staff did not attend

Future exercises

DFES Upper Great Southern annual bushfire exercise to test Incident Management Team (IMT) capability and readiness prior to the high threat period that was planned for 27 August 2024 was postponed. Date in October to be confirmed.

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

Annual report submitted to DFES on 5 August 2024 (Attachment 7.1)

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

Discussion of responding to electric vehicle or appliance fire. Electric vehicle fires are considered too dangerous to fight and best practise is to:

- secure the area as best as possible and let it burn.
- Protect people, keep out of smoke
- Stay clear of spitting hot metal
- Avoid inhalation of smoke or poisonous gases.

9. OTHER MATTERS

9.1.1. TELSTRA 3G

Telstra has advised that the 3G closure will be extended to allow Telstra customers to make relevant changes. Devices using the 3G network will need to be updated or replaced by 28 October 2024.

Telstra has provided the following advice to customers.

Your device must support VoLTE voice calling to make voice calls, and support VoLTE emergency calling to make an emergency calls to emergency services such as an emergency call to 000 (triple zero).

- If you have a device that can only use 3G, you won't be able to connect to Telstra's network after 28 October 2024.
- If your mobile device doesn't have Voice over LTE (VoLTE) technology, even if it uses 4G data, it will not be able to make voice calls on our network after 28 October 2024.
- Not all VoLTE enabled devices support emergency VoLTE calling, meaning they will not be able to make an emergency call, including calls to 000 (triple zero) once 3G closes.
- If we contacted you about this, your device is affected. Without taking the recommended action you won't be able to connect to a network after 28 October 2024.

Some phones can't use the full 4G network on Australia's Band 28 (700Mhz). Because of this, they'll have reduced and intermittent connectivity after our 3G network closes. This may affect some calls to emergency services. It's important to act now, even if you have a newer device.

To check your phone, **SMS 3 to 3498**.

The CRC have helped approximately 35 people to set up new phones and have attended the Senior Citizens to run a small workshop on the changes.

9.1.2.AUSTRALIAN WARNING SYSTEM:

DFES to provide an update on changes to the Australia Warning System (AWS).

Western Australia has adopted the AWS for consistent emergency warnings. Developed after the 2019/2020 bushfire season, it features three levels (Advice, Watch and Act, Emergency Warning) with corresponding colours and action statements so the community knows how to respond to each level. Awareness campaigns are being used to help communities understand AWS, supported by online training. More information can be provided by contacting DFES Publish Information Branch (statepublicinfo@dfes.wa.gov.au).

Changes can be viewed via the SEMC website (<https://www.wa.gov.au/government/document-collections/emergency-management-plans#state-hazard-plans>) as well as a detailed summary of amendments.

9.1.3.NATIONAL EMERGENCY MANAGEMENT AGENCY (NEMA) IMPROVED CAPABILITIES:

The NEMA has enhanced its Coordination and Planning Officer (CPO) capability to improve disaster response and recovery efforts. This capability includes 43 permanent and 10 surge positions across all States and Territories, supported by 105 Community Recovery Officers under the Disaster Recovery Funding Arrangements (DRFA). CPOs, stationed in both metropolitan and regional areas, provide vital coordination, planning, and liaison between State, Territory, and Australian Government agencies. They have undergone extensive training in crisis management and strategic planning and are backed by strengthened leadership and a national surge capacity. Following high-risk weather seasons, CPO surge positions are reviewed and de-escalated to a standby status to ensure rapid deployment for future crises.

There is one CPO for regional WA.

Further details provided in Attachment 9.1.3

9.1.4.WALGA EMERGENCY MANAGEMENT SERVICES REPORT 2023:

The 2023 Western Australian Local Government Association (WALGA) Local Government Emergency Management Survey provides insights into the sector's experiences, priorities, and challenges in emergency management. It highlights key concerns such as community preparedness, the effectiveness of recovery management, and the impact of Emergency Management policies and funding. The survey results are crucial for shaping WALGA's policy and advocacy efforts, including its State Budget Submission and preparations for upcoming elections.

Key findings include:

- the need for better resourcing for Local Government Emergency Management,
- improved support for volunteer Bush Fire Brigades and State Emergency Service units, and the need for updated legislation in the Consolidated Emergency Services Act.
- the importance of effective grant management.
- the significant role of Community Emergency Service Managers (CESMs) in enhancing local emergency management capabilities.

Further details provided in Attachment 9.1.4.

10. REPORTS

Reports from LEMC members and stakeholders

Department of Communities – Regional Coordinator – M Phillips

Provided LEMC report (attachment 10.1.1)

Corrigin Police – S Hickman

- Department of Transport are looking to recruit more vehicle inspectors due to increased truck movements.
- Road safety is a big priority for Police with many road fatalities taking place. The Wheatbelt has the highest fatality rate this year followed by the Great Southern District with the second highest fatality rate.
- Most incidents are from drivers taking unnecessary risks, road conditions and drivers not driving to the conditions, and fatigue.
- Advertisements will be increasing over the next few months, particularly leading into the Christmas holiday period.

Corrigin Volunteer Fire and Rescue – T Di Fulvio

- VFRS have had their Annual General Meeting
- Kelli Hawkins is now managing social media for VFRS.
- High season equipment has been applied for in preparation for the next fire season.

St John Ambulance – B Hill

- St John Ambulance radios are still on their way with the intention to have a direct link to Perth by November.
- Volunteers are prepared for a busy couple of events with Hyden event on 21-23 October and Kulin Bush Races the following weekend.
- B Hill pointed out the airstrip needs to be graded as it is currently quite corrugated.
- Aviation fuel still at the airstrip needs to be removed and the wind sock has stopped turning and may need some lubricant.

Corrigin District Hospital – E McIntosh

- Two Registered Nurses have come to Corrigin to work at the hospital, with three more on their way hopefully before Christmas.
- Wogerlin House is almost full.

Shire of Corrigin – N Manton

- New Bushfire Local Law has been gazetted.
- A meeting was held with FCO's to go over the draft Bushfire Policies and Procedures manual for adoption at the Bush Fire Advisory Committee Meeting
- Airstrip lights will still need to be switched on manually until the new switch is installed in early October.
- Still working on finalising disaster recovery funding claims from the flood in July 2021 and fire in February 2022.
- Fire fighting training was cancelled due to a lack of enrolments. Training will need to be rescheduled to give people another opportunity to complete the training. Some training is now available online.
- Jason Carrall, CESM is on leave for at least the next eight weeks due to illness.
- CEO N Manton has submitted a proposal to allow clearing within a defined clear zone without requiring a clearing permit to reduce the number of deaths and injury from road accidents involving hitting an object on the road verge.

DFES – District Emergency Management Advisor - C Powis

Provided LEMC report (attachment 10.1.2)

DFES – Area Officer Fire Narrogin West – A Whitford

Provided LEMC report (attachment to be provided with minutes)

11. NEXT MEETING

The next meeting will be Monday 11 November 2024 at 1:00pm

12. MEETING CLOSURE

The Chairperson, Cr. Des Hickey closed the meeting at 2:43pm and thanked everyone for their attendance.