



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

11 November 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	Cr. D Hickey
Deputy President	Cr. S Jacobs
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Corrigin St John Ambulance Chair	B Hill
Corrigin Volunteer Fire and Rescue (VFRS) Captain	T Di Fulvio
Department Fire and Emergency Services (DFES) District Officer	P Lieper
DFES District Emergency Management Advisor	C Powis (Via Teams)
Department of Communities Regional Coordinator	M Phillips (Via Teams)
Corrigin Hospital Director of Nursing/HSM,	E McIntosh
Corrigin Police, Officer in Charge	S Hickman (1:06pm)

3. MINUTES OF PREVIOUS MEETING

Moved: Cr. Jacobs **Seconded: B Hill**

Minutes of the Local Emergency Management Committee Meeting held on 9 September 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.

- Local Emergency Management Arrangements (*Attachment 4.1*)
- Local Emergency Evacuation Plan (*Attachment 4.2*)
- Local Emergency Recovery Plan (*Attachment 4.3*)

Action: update references to Evacuation Centres as per recommendation from Department Communities.

School bus routes to be updated in the new year.

Update Animal Welfare in Emergencies Plan in relation to after hours contact for Ranger or Vet for sick or injured animals.

5. REVIEW OF INCIDENTS AND EXERCISES

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

5.1. INCIDENTS

S Hickman mentioned there had been a series of seven serious crashes over a 15 day period. There were no fatalities, however several near misses.

The assistance from police, hospital, RFDS and local emergency service volunteers at recent crash on Brookton Highway near the airstrip Corrigin was excellent.

P Lieper talked about a regional exercise that had recently been run by DFES in Brookton. It was well-attended and DFES aims to continue hosting such exercises in other regional towns in the future.

M Phillips attended the regional exercise in Brookton and was very impressed with its execution and participants gained a lot out of it.

E McIntosh also attended the exercise alongside WA Country Health Service (WACHS) and found it was a fantastic exercise that also proved to be a valuable networking event.

T Di Fulvio advised that two crews attended a fire in Shire of Kondinin recently (Central Bushfire Brigade and VFRS).

N Manton has received several calls about the hazardous intersection on Brookton Highway and will follow up with Main Roads to see if changes can be made to make it safer. D Hickey advised that additional slip lanes included in the original intersection design to make it safer, but these were removed and the final design was simplified due to budget constraints.

5.2. HAZARD REDUCTION BURNS

The Corrigin Volunteer Fire and Rescue (VFRS) conducted a hazard reduction burn at the green waste site on 13 October 2024.

The Shire of Corrigin encourages local residents to use the mulch from the green waste tip to reduce the likelihood of spontaneous combustion.

5.3. DESKTOP EXERCISE

B Hill advised that the Corrigin St John Ambulance sub centre conducted a test of the UHF radio communication with neighbouring sub centres.

5.4. POST EXERCISE REPORTS

6. DEVELOPMENT OF FUTURE EXERCISES

Water Corp will be hosting an emergency exercise next year. Further information will be provided as it becomes available.

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

9. OTHER MATTERS

9.1.1. DEPARTMENT OF COMMUNITIES MEETING DISCUSSING ROEROC EVACUATION CENTRES

A meeting with Roe ROC shires and Jo Spadaccini from Department of Communities took place on 17 September 2024 (Minutes – Attachment 9.1.1) covering an overview of the assessment and enhancement of evacuation centres within the RoeROC Shires, including current evaluations, recommendation for facility improvements, and note that certain facilities, particularly schools, should generally not be used as evacuation centres due to potential conflict with educational operations.

9.1.2. FIREBREAK INSPECTIONS

Firebreak inspections have been completed by the Ranger and non-compliant properties have received an infringement notice.

9.1.3. MEETING DATES

Confirmed meeting dates for 2025 (second Monday Feb/May/Aug/Nov):

- 10 February 2025
- 12 May 2025
- 11 August 2025
- 10 November 2025

10. REPORTS

Reports from LEMC members and stakeholders:

Corrigin Police - Sergeant – S Hickman

- Telstra turning off 3G has drastically reduced the ability to communicate as the radius for reception is much lower
- All police stations and vehicles will soon be equipped with Starlink internet service.
- The majority of accidents on the road are occurring due to increasing impatience, with drivers not driving to the road conditions.
- Farm machinery has been observed travelling on roads without pilot vehicles, presenting significant hazard.
- The Department of Transport lacks sufficient resources to conduct adequate serviceability inspections of vehicles.

DFES – Area Officer – A Keeling / District Officer - P Lieper

Report provided as handout (will be sent out as an additional attachment with minutes)
Water bombers are stationed in Narrogin for next 3-4 weeks.

St John Ambulance – B Hill

- Collaborating with St John Ambulance CEO to ensure ambulance vehicles receive direct links to Perth radios for more effective communications.
- Radio link to Perth is expected to be installed by Christmas.
- Ambulance radios have been tested for functionality when travelling to surrounding towns like Bruce Rock and Hyden; performance appears good.

Corrigin District Hospital – E McIntosh

- The hospital currently has three registered nurses on the roster, with three additional secured to join soon.
- The hospital will be well staffed this year, a significant improvement compared to last year.
- WACHS has identified heatwaves as a particular concern this year, which will need to be closely monitored.
- Starlink is in consideration and may improve communication in the future.

Department of Communities – M Phillips

- The Department of Communities are currently conducting approximately 140 local government audits.
- Evacuation Centre training is available.
- N Manton questioned how the department is preparing with resources and local knowledge compared to previous years. M Phillips explained that the regional workforce has expanded, and he personally is working to enhance local knowledge by engaging with local businesses through face-to-face and phone communications to identify available resources.

DFES – District Emergency Management Advisor – C Powis

Report provided as handout (will be sent out as an additional attachment with minutes).
Opportunity for LEMC to provide input to consultations on State Hazard Plans.
State recovery team will be assisting local governments with additional information and support in recovery.

Emergency WA app is being developed and it is expected that people will be able to register for alerts and notifications.

Shire of Corrigin – N Manton

- Jason Carrall, CESM, is on leave until 13 November 2024
- Bushfire mitigation works have commenced
- Pre harvest breakfasts were held in early September and were very well attended.
- Bushfire brigades have held their annual meetings
- The airstrip light and pilot activation lighting switch (PAL) are currently being upgraded.
- The PAL is currently manually activated only, until the upgrade is complete.
- WAERN radios for Fire Control Officers have been serviced. A couple have been taken back to the workshop for repairs.
- SMS messaging service now has over 1000 people registered. It is a very good method of contacting a lot of people quickly but is expensive so used judiciously. There seems to be an expectation that the shire will send out messages for any emergency. The Shire will generally not send out general DFES updates and encourages people to check www.emergencywa.gov.au

11. NEXT MEETING

The next meeting will be Monday 10 February 2025 at 1:00pm

12. MEETING CLOSURE

The Chairperson, Cr. Des Hickey closed the meeting at 2:03pm and thanked everyone for their attendance.