



# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**10 February 2025 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 1:05pm.

## 2. ATTENDANCE/APOLOGIES

Shire President	Cr. D Hickey
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Community Emergency Services Manager	J Carrall
DFES District Emergency Management Advisor	C Powis (Via Teams)
Corrigin Police, Officer in Charge	S Hickman
Corrigin District High School, Principal	S Hardingham
Corrigin Volunteer Fire and Rescue (VFRS) Captain	T Di Fulvio
Corrigin St John Ambulance Chair	B Hill
DFES Area Officer West	B Davies (1:07pm)
Corrigin Hospital Director of Nursing/HSM,	E McIntosh
Department of Communities Regional Coordinator	M Phillips
DPIRD Manager of Emergency Preparedness	J Sustek (Via Teams 1:09pm)

### APOLOGIES

Chief Bush Fire Control Officer G Evans

## 3. MINUTES OF PREVIOUS MEETING

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

*Minutes of the Local Emergency Management Committee Meeting held on 11 November 2024 be confirmed as 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*)

**Moved: S Hardingham**                      **Seconded: M Phillips**

*That LEMC recommends to Council that the Local Emergency Management Arrangements, Local Emergency Evacuation Plan and Local Emergency Recovery Plan (Attachments 4.1 – 4.3) be endorsed.*

**Carried**

On 22 January 2025, an updated Local Emergency Management Arrangements (LEMA) Guideline and model LEMA template were published on the SEMC website following an accessibility review by DFES. Changes were made to correct errors, improve consistency, and simplify language, without altering substantive content.

SEMC website

(Attachment 4.4 – State Em Policy Communique – LEMA Guideline)

#### **4.1. ANIMAL WELFARE IN EMERGENCIES PLAN REVIEW**

The Animal Welfare in Emergencies Plan was developed as part of a joint project between the Shires of Kondinin, Kulin, Corrigin and Narembeen during 2021 with funding from the Animal Welfare in Emergencies Grant Program.

The purpose of the grant was to improve the capacity of Local Governments, and their communities, to manage the impacts of emergency situations on animal welfare. The project aims to work toward the following outcomes:

- Local Government and their communities are prepared for and can respond to emergency situations that impact animal welfare.
- Enhanced capacity for Local Governments and their communities to prepare for, respond to and recover from the impacts of emergency situations on animal welfare.
- Roles and responsibilities of Local Government and community stakeholders are clear regarding animal welfare during and after emergency situations.
- Emergency management principles of shared responsibility and building resilience are promoted.

LEMC is asked to review the updated Animal Welfare in Emergencies Plan

**Moved: S Hickman**

**Seconded: B Hill**

*That LEMC recommends to Council that the updated Animal Welfare in Emergencies Plan (Attachment 4.1.1) be endorsed.*

**Carried**

#### **4.2. LOCAL EMERGENCY MANAGEMENT RELIEF AND SUPPORT PLAN**

The Department of Communities has developed a revised Local Emergency Relief and Support Plan (LERSP) to streamline the coordination of emergency relief and support services within the region. The LERSP aligns with the Local Emergency Management Arrangements (LEMA) and the State Support Plan – Emergency Relief and Support.

The LEMC is requested to review the LERSP and recommend its endorsement by Council. Once endorsed, the LERSP will be included as an addendum to the LEMA to formalize its application within the Shire's emergency management framework.

**Moved: M Phillips**

**Seconded: E McIntosh**

*That LEMC recommends Council endorse the Local Emergency Relief and Support Plan (Attachment 6.2) as an addendum to the Local Emergency Management Arrangements.*

**Carried**

## 5. REVIEW OF INCIDENTS AND EXERCISES

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

### 5.1. INCIDENTS

#### Fires:

24 November 2024	Nornakin East Road
8 December 2024	Haystack Bruce Rock/Corrigin Road
10 December 2024	Walton Road, Bilbarin x Babakin/Corrigin Road
22 December 2024	Direct Brigade Alarm at Woglin House
1 January 2025	Multiple fires Rabbit Proof Fence Road
2 January 2025	Yealering/Kulin Road and Doyle Road
17 January 2025	Road verge on Brookton/Corrigin Road x Woglin Street (VFRS)
24 January 2025	Bruce Rock
25 January 2025	Pole top fires x 2 Bulyee
31 January 2025	False alarm Gorge Rock
4 February 2025	Vehicle Fire (VFRS)
5 February 2025	Structure fire – Kondinin (VFRS)

#### Other Incidents:

24 December 2024	Motor Vehicle Accident – Brookton Highway
26 December 2024	Fatal crash Bulyee
28 January 2025	Motor Vehicle Accident
2 February 2025	Motor Vehicle Accident
4 February 2025	Motor Vehicle Accident

### 5.2. DESKTOP EXERCISE

Jason Carrall ran through a desktop exercise - Initial Actions

### 5.3. DEVELOPMENT OF FUTURE EXERCISES

Next meeting Jason Carrall will run through a desktop exercise - Recovery

## 6. OTHER MATTERS

## 7. REPORTS

Reports from LEMC members and stakeholders

#### Corrigin District Hospital – E McIntosh

- Several new permanent staff have commenced since the last meeting, with more arrivals expected.
- Still seeking smaller accommodation options.

#### Corrigin District High School – S Hardingham

- The school has resumed following the Christmas holiday break.

#### DFES – B Davies

- B Davies is now the new Area Officer for Narrogin West

#### DFES – C Powis

- Report provided as an additional attachment with the Minutes (Report Attachment 1)

### **Department of Communities – M Phillips**

- A new trailer, equipped with blankets and other evacuation centre supplies, will be stationed in Merredin for use in setting up evacuation centres.
- Staff have been deployed to the Pilbara in anticipation of a possible cyclone.
- Reminder to contact the 24/7 assistance number as soon as an evacuation centre is established to ensure Department of Communities support.

### **DFES – J Carrall**

- Recently returned from extended leave due to illness and is catching up on outstanding work, particularly with ESLs and mitigation efforts.
- Recommended that exemptions be refused during harvest and movement of vehicle bans.
- Conducted a Rural Fire Awareness training course with Shire depot staff last year; participants have now been signed off.
- A Fire Control Officer course will be scheduled soon.

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

- The brigade has been busy responding to multiple incidents over the Christmas period.
- Corrigin Central has reported being undermanned, with five key responders considering stepping back from incident response.
- Suggested discussing the inclusion of all members in the Central Brigade WhatsApp group at the next BFAC meeting to increase volunteer engagement.

### **St John Ambulance – B Hill**

- New equipment will be introduced to accommodate updated procedures.
- The Corrigin Subcentre is undergoing renovations, expected to take approximately four months. First aid courses may be relocated or postponed during this period.
- Responded to several major incidents over the Christmas break, including a fatal car accident.
- St John's support network is providing strong assistance to volunteers.

### **Corrigin Police – S Hickman**

- The holiday period has been particularly busy for policing efforts.
- Expressed gratitude to volunteer emergency services for their dedication and hard work.
- Roadworks on Brookton Highway are causing confusion, with frequent changes to speed limits making enforcement challenging.

### **Shire of Corrigin**

- Bushfire radios have been serviced and replaced as needed.
- Multiple Total Fire Bans and Harvest and Movement of Vehicle Bans were issued during the recent heatwave. Contractors working for CBH and Western Power have requested exemptions.
- Airstrip lights have been replaced and are functioning well.
- Recovery at Corrigin Reserve is progressing well, with several rare plant species germinating.
- Bushfire Risk Mitigation work has been completed around Corrigin Reserve, the Transfer Station, the Shire Depot, and the golf course.
- Continuing to process recovery funding for the 2021 flood and 2022 fire.
- Collaborating with RoeROC to apply for funding to install a generator at the CREC.

**DPIRD – J Sustek**

- Report provided as an additional attachment with the Minutes (Report Attachment 2)

**8. NEXT MEETING**

The next meeting will be Monday 12 May 2025

**9. MEETING CLOSURE**

The Chairperson, Cr. Des Hickey closed the meeting at 2:46pm and thanked everyone for their attendance.