Shire of Corrigin Local Emergency Management Arrangements

Adopted Council 21 February 2023
Res 10/2023

Adopted by LEMC on 13 February 2023

SHIRE OF CORRIGIN
EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Corrigin Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

....
Cr Des Hickey Date
Chairperson Corrigin LEMC

....
Cr Des Hickey Date
President, Shire of Corrigin

TABLE OF CONTENTS

PART 1 – INTRODUCTION 8

1.1 AUTHORITY 8
1.2 COMMUNITY CONSULTATION 8
1.3 DOCUMENT AVAILABILITY 8
1.4 AREA COVERED (CONTEXT) 8
1.5 AIM 8
1.6 PURPOSE 9
1.7 SCOPE 9
1.8 RELATED DOCUMENTS AND ARRANGEMENTS 9
1.9 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS 10
1.10 SPECIAL CONSIDERATIONS 10
1.11 RESOURCES 10
1.12 ROLES AND RESPONSIBILITIES 11
1.13 LOCAL EMERGENCY MANAGEMENT COMMITTEE 12
1.14 CONTROLLING AGENCY 12
1.15 HAZARD MANAGEMENT AGENCY 13
1.16 COMBAT AGENCIES 13
1.17 SUPPORT ORGANISATION 13
1.18 PUBLIC AUTHORITIES 13

PART 2 – PLANNING (LEMC ADMINISTRATION) 14

2.1 LEMC MEMBERSHIP 14
2.2 MEETING SCHEDULE 14
2.3 LEMC CONSTITUTION AND PROCEDURES (S38(4) EM ACT) 14
2.4 ANNUAL REPORTING 15
2.5 THE ANNUAL BUSINESS PLAN 16
2.6 EMERGENCY RISK MANAGEMENT 16
2.7 FINANCE ARRANGEMENTS 16

PART 3 – SUPPORT TO RESPONSE 17

3.1 RISKS – EMERGENCIES LIKELY TO OCCUR 17
3.2 INCIDENT SUPPORT GROUP (ISG) 17
3.3 MEDIA MANAGEMENT AND PUBLIC INFORMATION 19
3.4 CRITICAL INFRASTRUCTURE 19
3.5 EVACUATION 20
3.6 SPECIAL NEEDS GROUPS 21
3.7 ROUTES AND MAPS 21
3.8 WELFARE 21
3.9 LOCAL WELFARE COORDINATOR 21
3.10 LOCAL WELFARE LIAISON OFFICER 21
3.11 STATE AND NATIONAL REGISTRATION AND ENQUIRY 22
3.12 ANIMALS (INCLUDING ASSISTANCE ANIMALS) 22
3.13 WELFARE CENTRES 23

PART 4 - RECOVERY 24

PART 5 - EXERCISING AND REVIEWING 25
5.1 THE AIM OF EXERCISING 25
5.2 FREQUENCY OF EXERCISES 25
5.3 TYPES OF EXERCISES 25
5.4 REPORTING OF EXERCISES 25
5.5 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 26
5.6 REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS 26
5.7 REVIEW OF RESOURCES REGISTER 26
ANNEXURE 1: RESOURCES 27
ANNEXURE 2: LEMC CONTACT LIST 34
ANNEXURE 3: CRITICAL INFRASTRUCTURE 40
ANNEXURE 4: SPECIAL NEEDS GROUPS 41
ANNEXURE 5: MAP OF THE DISTRICT 42
ANNEXURE 6: 2023 SCHOOL BUS ROUTE 43

Distribution

Distribution List	
Organisation	**No Copies**
Shire of Corrigin – Shire Administration Office, Corrigin Recreation and Events Centre (CREC), Shire Depot, CEO and Manager of Works vehicles	5
Corrigin Police Station	1
Corrigin District Hospital	1
Corrigin Volunteer Fire and Rescue	1
Corrigin St John Ambulance	1
Chief Bush Fire Control Officer	1
Great Southern District Emergency Management Committee	1

Amendment Record

No.	Date	Amendment Details	By
1	June 2014	Complete Re-write	LEMC
2	July 2014	Update of Contact Details – Change to Titles	LEMC
3	June 2016	Update of format/Contact Details – Change to Titles	LEMC
4	November 2018	Complete Review	LEMC
5	February 2019	Updated documents endorsed	LEMC
6	May 2019	Minor amendments update contact details	CEO
7	Feb 2020	Minor amendments	ESO
8	August 2021	Complete Review	LEMC
9	November 2022	Minor amendments	ESO
10	February 2023	Minor amendments	ESO
11			
12			

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the Glossary *(State Emergency Management A Strategic Framework for Emergency Management in Western Australia Glossary).*

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DC	Department for Communities
DBCA	Department of Biodiversity, Conservation and Attractions -Parks and Wildlife Service
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
VFRS	Voluntary Fire and Rescue Service

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Corrigin Local Emergency Management Committee and approved by the Shire of Corrigin Council.

1.2 Community Consultation

These Arrangements have been developed in consultation with the Corrigin Local Emergency Management Committee which includes local community representation. These Arrangements have been adopted by the Corrigin Shire Council as representatives of the community.

1.3 Document Availability

Copies of the Local Emergency Management Arrangements are available from the Shire of Corrigin website – www.corrigin.wa.gov.au

A hard copy is available on request from the Shire of Corrigin Offices, 9 Lynch Street, Corrigin during normal office hours – Monday – Friday 8.30am-4.30pm.

1.4 Area Covered (Context)

Corrigin is a progressive rural community situated in the heart of the Wheatbelt only 234km south east of Perth. Corrigin enjoys a relaxed country lifestyle and has access to many services and facilities including recreational, educational, health and professional.

Area of Shire	3095 square kilometres
Population	1146
Distance from Perth	234km
Annual revenue	$8,767,627
No. of Dwellings	563
Length of roads	337km sealed 729km unsealed
Localities	Bullaring, Bulyee, Bilbarin, Corrigin, Kunjin, Gorge Rock
Local Industry	Agriculture, Steel Fabrication, Machinery Dealers, Flour Mill, Sign Maker, Upholstery, Abattoir, Transport.

1.5 Aim

The aim of the Shire of Corrigin Local Emergency Management Arrangements is to set out a framework for all hazards emergency management.

1.6 Purpose

The purpose of these emergency management arrangements is to set out:

- the local government's policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- a description of emergencies that are likely to occur in the local government district;
- strategies and priorities for emergency management in the local government district;
- other matters about emergency management in the local government district prescribed by the regulations; and
- other matters about emergency management in the local government district the local government considers appropriate. (s. 41(2) of the Emergency Management Act).

1.7 Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.
Furthermore:

- This document applies to the local government district of the Shire of Corrigin;
- This document covers areas where the Shire of Corrigin (Local Government) provides support to Hazard Management Agency (HMA) in the event of an incident;
- This document details the Shire of Corrigin's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire Corrigin's responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.8 Related Documents and Arrangements

1.8.1 Local Emergency Management Policies

The Shire of Corrigin has established the Corrigin Local Emergency Management Committee to advise and assist the Shire with the establishment and maintenance of the Local Emergency Management Arrangements.

1.8.2 Existing Plans and Arrangements

Table 1

Document	Owner	Location
Business Continuity Plan	Shire of Corrigin	Shire
Business Continuity Plan	Corrigin District Hospital	Hospital
Emergency and Critical Incident Management Plan	Corrigin District High School	School
Wogerlin House	Department of Health	Hospital

1.9 Agreements, Understandings and Commitments

Table 2

Parties to the Agreement	Summary of the Agreement	Special Considerations
Shires of Beverley, Brookton, Corrigin, Cuballing, Dumbleyung, Kulin, Lake Grace, Narrogin, Pingelly, Quairading, Wagin, Wandering, West Arthur, Wickepin Williams.,	Provision of mutual aid during emergencies and post incident recovery.	NII
Shires of Corrigin, Kondinin, Kulin and Narembeen	Roe Regional Organisation of Councils (Roe ROC)	Nil

1.10 Special Considerations

During the following events and time, Controlling Agencies need to give consideration to the increase in population and/or risk;

- Corrigin Agricultural Show – September each year, approximately 1500 additional people visit Corrigin
- Bushfire Season – November to April each year

1.11 Resources

A resource list is found at *Annexure 1*

1.12 Roles and Responsibilities

Table 3

Local role	Description of responsibilities
Local Government	The responsibilities of the Shire of Corrigin are defined in s.36 of Emergency Management Act 2005.
Local Emergency Coordinator	The responsibilities of the LEC are defined in s.36 of The Act
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	During an evacuation where a local government facility is utilised by Department of Communities to provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the Local Emergency Management Arrangements.
Local Government – Incident Management	Ensure planning and preparation for emergencies is undertaken Implementing procedures that assist the community and emergency services deal with incidents Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability. Liaise with the Incident Controller (provide Liaison Officer) Participate in the ISG and provide local support Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide secretariat support to the LEMC including: Meeting agenda; Minutes and action lists; Correspondence; Maintain committee membership contact register;

Local role	Description of responsibilities
	Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; Annual Report; Annual Business Plan; Maintain Local Emergency Management Arrangements; Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and Participate as a member of sub-committees and working groups as required.

1.13 Local Emergency Management Committee

The Shire of Corrigin has established a Local Emergency Management Committee (LEMC) under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership should include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The functions of LEMC [s. 39 of the Emergency Management Act 2005] are to:

- advise and assist the local government in establishing local emergency management arrangements for the district;
- liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- carry out other emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.

1.14 Controlling Agency

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to;

- Undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness.

- Control all aspects of the response to an incident.
- During recovery the Controlling Agency will ensure effective transition to recovery by Local Government.

1.15 Hazard Management Agency

A hazard management agency is '*to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.
Their function is to:

- Undertake responsibilities where prescribed for these aspects [EM Regulations]
- Appointment of Hazard Management Officers [s55 Act]
- Declare / Revoke Emergency Situation [s 50 and 53 Act]
- Coordinate the development of the State Hazard Plan for that hazard [SEMPP 3.2]
- Ensure effective transition to recovery by Local Government

1.16 Combat Agencies

A combat agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

1.17 Support Organisation

A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

1.18 Public Authorities

A public Authority is established under section 3 of the Act. Under s35(6) the SEMC may specify both an area of the State and a public authority to exercise the functions of local government detailed under s36 of the Act. To date, the Rottnest Island Authority is the only agency that has been classed as a 'public authority'.

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

2.1 LEMC Membership

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 Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
  - The Shire 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
  - Member names and details are contained with the contact details.

2.2 Meeting Schedule

The Shire of Corrigin LEMC meets on the third Monday every three (3) months generally being:

- February
- May
- August
- November

2.3 LEMC Constitution and Procedures (s38(4) EM Act)

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

i. Confirmation of local emergency management arrangements contacts details and key holders;
ii. Review of any post-incident reports and post exercise reports generated since last meeting;
iii. Progress of emergency risk management process;
iv. Progress of treatment strategies arising from emergency risk management process;
v. Progress of development or review of local emergency management arrangements; and
vi. Other matters determined by the local government.

First quarter:

i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
ii. Begin developing annual business plan.

Second quarter:

i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
ii. Finalisation and approval of annual business plan.

Third quarter:

Identify emergency management projects for possible grant funding.

Fourth quarter:

National and State funding nominations.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The LEMC annual report is to contain, for the reporting period:

a) A description of the area covered by the LEMC,
b) A description of activities undertaken by it, including;
    i. the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
    ii. a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
    iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
    iv. the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007),
    v. the level of development of the local recovery plan for the area covered by the LEMC,
    vi. the progress of establishing a risk register for the area covered by the LEMC, and
    vii. a description of major achievements against the LEMC Annual Business Plan.
    the text of any direction given to it by:
    the local government that established it.
    the major objectives of the annual business plan of the LEMC for the next financial year.

2.5 The Annual Business Plan

State EM Preparedness Procedure 3.17, Annual Reporting provides each LEMC will complete and submit to the DEMC an annual report at the end of each financial year.

One of the requirements of the Annual Report is to have a Business Plan. State EM Preparedness Procedure 3.17, Annual Reporting. From time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

A copy of the Annual Business Plan is available on request from the Executive Officer.

2.6 Emergency Risk Management

The Shire of Corrigin reviewed the emergency risk management process and policies in .

2.7 Finance Arrangements

State Emergency Management Policy Section 5.12 outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of State Emergency Management Policy Section 5.12, the Shire of Corrigin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Corrigin occurs to ensure the desired level of support is achieved.

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur

Table 4

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Fire	Shire, P and W, DFES	FES Commissioner	Bushfire Brigades, Dept Parks and Wildlife DFES		Bushfire	
Storm	DFES	FES Commissioner	Kondinin or Kulin VES		Storm	
Road Crash	WA Police	Commissioner of Police	Corrigin VFRS	Corrigin SJA	Crash Emergency	
HazMat	DFES	FES Commissioner	Corrigin VFRS		HazMat	
Flood	DFES	FES Commissioner	Kondinin or Kulin VES		Flood	
Air Crash	WA Police	Commissioner of Police	Corrigin VFRS	Corrigin SJA	Crash Emergency	

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and combat agencies may require Shire of Corrigin resources and assistance in emergency management.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.1 Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.2.2 Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Policy State EM Plan, Section 5. These are:

- where an incident is designated as Level 2 or higher; or
- multiple agencies need to be coordinated.

3.2.3 Membership of an ISG

The Incident Support Group is made up of age**n**cies /representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency. Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.4 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per year or incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

3.2.5 Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

Location One
Shire of Corrigin
9 Lynch Street, Corrigin

	Name	**Phone**	**Phone**
1st Contact	Chief Executive Officer (CEO)	9063 2203	0427 425 727
2nd Contact	Manager Works and Services	9063 2959	0429 632 203

Location Two
Corrigin Volunteer Fire and Rescue Station

	Name	Phone	Phone
1st Contact	Trent DiFulvio	9063 2524	0467 283 452
2nd Contact	Gerald Williams		0473 248 219

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. **The provision of this information is the responsibility of the HMA**. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

3.3.1 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

3.3.2 Local Systems

The Shire of Corrigin has a number of local communication and information supply systems available for use. All facilities are accessible by contacting the Shire of Corrigin – details are in the contact list provided as *Annexure 2*.

- SMS service
- Email database
- Shire Facebook account
- Harvest Ban Hotline (phone message may be modified)
- Windmill News –local paper published fortnightly
- School News – local school newsletter published weekly
- ABC Radio – broadcasts on 558 am

3.4 Critical Infrastructure

A list of local infrastructure considered critical to the community is listed in *Annexure 3*.

3.5 Evacuation

Western Australian communities regularly face the threat of numerous hazards. The evacuation of people and/or animals from an area affected by a hazard is one of the strategies that may be employed by emergency management agencies to mitigate the potential loss of, or harm to, life. This is consistent with the State's core objective to protect the lives and wellbeing of persons.

It should be noted that experience has shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as shelter in place, quarantine and/or the control or restriction of movement should also be considered where appropriate. *(State Emergency Management Guidelines (Background))*

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.5.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Policy Section 5.7 Community Evacuation should be consulted when planning evacuation.

Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.
In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department for Communities must be consulted during the planning stages. This is because the Department of Communitieshave responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare (State Hazard Plans).

3.6 Special Needs Groups

Within the Shire of Corrigin there are sections of the community that may require assistance during an emergency or evacuation. These are groups of people the controlling agency will need to consider and may need to make special arrangements for during an emergency.

Details of these groups are listed in *Annexure 4*.

3.7 Routes and Maps

A broad map of the Shire and townsite is located in *Annexure 5*. It should be noted that at certain times of the year unsealed roads may be closed or restricted due to rainfall in order to reduce the risk of damage to the road.

3.8 Welfare

The Department of Communities has the role of managing welfare. The Department of Communities has a Local Welfare Plan for the Narrogin District which includes the Shire of Corrigin which is available from the Department or the Shire of Corrigin.

3.9 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- Prepare, promulgate, test and maintain the Local Welfare Plans;
- Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- Establish and maintain the Local Welfare Emergency Coordination Centre;
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- Represent the department on the Incident Management Group when required

The Local Welfare Coordinator is identified in the contacts list.

3.10 Local Welfare Liaison Officer

The CEO, DCEO or the Manager Works and Services will be the local welfare liaison officer. The contact details are in the contact list. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

3.11 State and National Registration and Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

3.12 Animals (including assistance animals)

Animals may be housed temporarily at the ram shed at O'Shea Place or the Corrigin Sale Yards. To access the stockyards contact the CEO or DCEO or the Manager of Works and Services – details are in the contacts list.

A separate Animal Welfare in Emergencies Plan provides greater detail for dealing with animals in an emergency.

3.13 Welfare Centres

The Local Welfare Plan details arrangements for the provision of welfare support. It highlights the following facilities as welfare centres. For further detail refer to this plan.

Community	Primary Centre	Address of Centre's	Capacity	Air conditioners System/Fans	Key Contact
Corrigin	Corrigin Recreation and Events Centre	Larke Crescent, Corrigin	200/ 600	Yes	Shire phone: 90632203 0427 425 727 CEO – Natalie Manton
Corrigin	Town Hall	Goyder Street, Corrigin	400	No	Shire phone: 90632203 0427 425 727 CEO – Natalie Manton
Corrigin	District High School	53 Lynch Street Corrigin WA 6375	75/200	Yes	School phone: 9063 2042 0435 476 765 Principal – Heather Prance Acting Principal Shannon Hardingham 0436 641 590
Corrigin	Golf Club	Dry Well Road Corrigin	50	Yes	Kim Courboules 0427 632 624 Kaye Ferrari 98891022
Bullaring	Bullaring Town Hall	Attwood Street, Bullaring	50/100	No	Shire phone: 90632203 0427 425 727 CEO – Natalie Manton
Bulyee	Bulyee Town Hall	Bulyee Road, Bulyee	50/100	No	Shire phone: 90632203 0427 425 727 CEO – Natalie Manton

Note: The Corrigin Golf Club is in flood plain area and may be inundated with flood waters, but this building can be used for other incidents.

PART 4 - RECOVERY

Please refer to the Shire of Corrigin Local Recovery Management Plan.

Part 5 - EXERCISING AND REVIEWING

5.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

5.2 Frequency of Exercises

The State Emergency Management Policy Section 4.8.85, and State Emergency Preparedness Procedure 3.19 requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

5.4 Reporting of Exercises

Exercise schedules must be developed and submitted to the State Exercise Coordination Team (SECT) for emergency management agencies, public authorities and DEMCs or to the DEMC for local governments in accordance with the following procedure (State EM Policy section 4.10). It is recommended that exercise schedules are designed to build in complexity, allowing participants to progressively build knowledge and thoroughly practice their roles and responsibilities under the State EM Framework.

5.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with Procedure 3.19 Exercise Management www.semc.wa.gov.au/emergency-management and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Corrigin in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. *State Emergency Management Preparedness Procedure 3.7 – Local Emergency Management Committee* inclusive provides a list of recommended members.

5.7 Review of Resources Register

The CEO shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

Appendices

Annexure 1: Resources

NAME OF ORGANISATION: SHIRE OF CORRIGIN

Personnel, Plant and Equipment Resources – updated August 2022

Location:	9 Lynch Street, Corrigin	9063 2203
Depot:	Lot 514 Walton Street, Corrigin	9063 2079
Pool	Corner of Lynch and Kirkwood Street, Corrigin	9063 2212
Contacts:	Natalie Manton – Chief Executive Officer	Mob: 0427 425 727
	Phil Burgess – Manager Works and Services	Mob: 0429 632 203
	Kyla Addis – Pool Manager	Mob: 0491 320 482

Total Employed	**Located**	**Full-time**	**Part-time**
12	Shire Administration Office, 9 Lynch Street, Corrigin	7	5
18	Shire Depot, Lot 514 Walton Street, Corrigin	16	2
1	Transfer Station, Brookton Hwy (3km west of Corrigin)		1
1	Pool**,** Corner of Lynch and Kirkwood Street, Corrigin	1	
2	Container Deposit Shed	0	2

Item description	**Located**	**Number of Items**
Buses – 25 Seats	Shire Depot, Walton Street, Corrigin	1
Fleet Vehicles		
Standard Ute	Shire Depot, Walton Street, Corrigin	4
Dual Cab Utes	Shire Depot, Walton Street, Corrigin	1
4x4 Wagons	Shire Depot, Walton Street, Corrigin	2
Large Equipment		
Prime movers	Shire Depot, Walton Street, Corrigin	3
Tip Trucks	Shire Depot, Walton Street, Corrigin	1
Small Trucks	Shire Depot, Walton Street, Corrigin	5 (2 crew cabs, 1 patching truck, 2 small tip trucks)
Water Truck	Shire Depot, Walton Street, Corrigin	2
Trailers	Shire Depot, Walton Street, Corrigin	2
Side Tipper Trailers	Shire Depot, Walton Street, Corrigin	5
Low Loader Trailer	Shire Depot, Walton Street, Corrigin	1
Water Tanker	Shire Depot, Walton Street, Corrigin	1
Graders	Shire Depot, Walton Street, Corrigin	2
Loaders	Shire Depot, Walton Street, Corrigin	2
Tractors	Shire Depot, Walton Street, Corrigin	2
Small Equipment		
Cherry Picker	Shire Depot, Walton Street, Corrigin	1
Chainsaws	Shire Depot, Walton Street, Corrigin	8
Fuel Trailer	Shire Depot, Walton Street, Corrigin	1
Pump for water truck	Shire Depot, Walton Street, Corrigin	2
Street Sweeper	Shire Depot, Walton Street, Corrigin	1
Emergency Signs	Shire Depot, Walton Street, Corrigin	Various
Signage	Shire Depot, Walton Street, Corrigin	Numerous
Various Temporary Signs	Shire Depot, Walton Street, Corrigin	Numerous

NAME OF ORGANISATION: CORRIGIN POLICE
Personnel, Plant and Equipment Resources – updated August 2021

Location:	35 Walton Street, Corrigin	9009 9100
Contact/s	SGT Steve Mayne	Work Mob: 0436 846 685

Item description	Located	Number of Items
Sedan	Police Station	1
Safety Cones	Police Station	6
E Flares	Police Station	4
CB Radio	Police Station	1
Police Radio	Police Station	1
Photocopier	Police Station	1
Storage Shed	Police Station	1
Torches	Police Station	4
Digital Camera	Police Station	1
Video Camera	Police Station	1
Video/DVD Player	Police Station	1
Binoculars	Police Station	1

NAME OF ORGANISATION: ST JOHN AMBULANCE CORRIGIN SUB CENTRE
Personnel, Plant and Equipment Resources – updated August 2021

Location:	McAndrew Avenue, Corrigin	9063 2799
Contact/s	Graeme Dawson	Mob: 0428 259 287
	Michelle Hooper	Mob: 0427 275 174
	Satellite phone	0424 228 897

Item description	Located	Number of Items
Ambulance Hall (with bathroom facilities)	McAndrew Ave, Corrigin	1
Ambulance vehicles	McAndrew Ave, Corrigin	2
Phone	McAndrew Ave, Corrigin	1
Photocopier/Printer	McAndrew Ave, Corrigin	1
Spare oxygen cylinders	McAndrew Ave, Corrigin	2
Trained personnel	Corrigin and district	6-8
Body Bags	McAndrew Ave, Corrigin	10

NAME OF ORGANISATION: CORRIGIN HOSPITAL/HEALTH SERVICE
Personnel, Plant and Equipment Resources – updated August 2021

Location:	49 Kirkwood Street, Corrigin	9063 0333
	Hostel/ Lynch Street, Corrigin	Mob: 0428786259
Contact/s	Lisa Pescud	Mob: 0428 786 259

Item description	**Located**	**Number of Items**
Personnel	Corrigin	40
Fleet Vehicles	Corrigin	2
Emergency Generator	Hospital	1
Disaster Box	Hospital	1
Water /Emergency	Hospital	4,000 gallons
Food Supplies	Hospital	1 week supply
Medical kit/Parry pack	Hospital	1
Photocopier Oxygen	Hospital	1 (various amounts of different sized bottles)
Communication Satellite Phone	Hospital Hospital	2 Hand held radio sets 1

NAME OF ORGANISATION: SHIRE OF CORRIGIN BUSH FIRE SERVICE

Personnel, Plant and Equipment Resources – updated August 2021

Location:	Shire of Corrigin, 9 Lynch St Corrigin	9063 2203
Contact/s	Greg Evans, Chief FCO	Mob: 0429 657 021
	Steven Bolt, Deputy Chief FCO	Mob: 0427 652 043

Item description	**Located**	**Number of Items**
2.4 Rural Tanker	Corrigin	1
Fast Fill Trailer (mobile Standpipe)	Corrigin	1
2.4 Broadacre Tanker	Bilbarin	1
Fast Fill Trailer (mobile Standpipe)	Bilbarin	1
2.4 Urban Tanker	Bullaring	1
Rural Tanker	Bulyee	1
Various volunteer farm fire units	Various	50 (approx.)
Mobile WAERN Radios fitted to farm units	Various	23
WAERN Base Station Radios	Various	7
Fire Station	Bilbarin	1
Fire Station	Corrigin	1
250kl Water Tank	Bullaring	1
64kl Water Tank	Bulyee	1
32kl Water Tank	Nornakin East Rd Bilbarin	1
32 kl Water Tank	Bilbarin East Rd Bilbarin	1
120kl Water Tank	Corrigin	1

Contractor	Phone	Details
Denaro Earthmoving Kulin	0427 890 072	5T and 36T excavator. D8
Bullaring Contractors	0428 220 098	Dozer
Bozanich Earthmoving	90657 202 0427 658 064	Dozer
Max Henderson	0428 915 528	50T excavator.
Topline Earthmoving Merredin	0419 194 232	45T excavator
Vernice Earthmoving Toodyay	0427 890 072	45T excavator
Narrogin Earthmoving	9881 6777	

NAME OF ORGANISATION: CORRIGIN FIRE AND RESCUE SERVICE

Personnel, Plant and Equipment Resources – updated August 2021

Location:	2 Goyder Street, Corrigin	
Contact/s	Trent DiFulvio	0467 283 452

Item description	Located	Number of Items
HSR Medium Pump (1500l)	Corrigin	1
Light Tanker (500l)	Corrigin	1
2kVA Generator	Corrigin	1
1kVA Generator	Corrigin	1
Light Stands	Corrigin	2
Vehicle Recovery Equipment	Corrigin	1
Vehicle Rescue Equipment	Corrigin	1
Oxy Viva	Corrigin	1
Chainsaw	Corrigin	1
Fire Station	Corrigin	1

TRANSPORT RESOURCES
Personnel, Plant and Equipment Resources – updated August 2021

SCHOOL BUS RUN INFORMATION 2022

RUN	NUMBER	OWNER	CONTACT	DRIVER
GORGE ROCK	16910	Brad & Mandy Bootsma 54 Lynch Street Corrigin	9063 2273 Brad 0408 410418	Vivian Lewis 9063 7011 0439 523 399
YEALERING	11740	Brad & Mandy Bootsma 54 Lynch Street Corrigin	9063 2273 Brad 0455 936 207	Brad 0455 936 207 Kirsty May 0449 168 611
JUBUK	16180	Jill Blacklock Reed 15 Farrar Street Babakin 6428	9065 2014 0427 082701	Jill Blacklock Reed 0427 082 701
HILLSIDE	11732	Jill Blacklock Reed 15 Farrar Street Babakin 6428	9065 2014 0427 082701	Rose Tulloch 9063 2225 0429 632225
BABAKIN		Jill Blacklock Reed 15 Farrar Street Babakin 6428	9065 2014 0427 082701	Brian Reed 0427 652 014

Annexure 2: LEMC Contact List

Name	Organisation	Address	Telephone (w)	Telephone (h)	Facsimile	Mobile	Email
Councillor Des Hickey	Shire President, Shire of Corrigin	PO Box 13 Corrigin		9065 7053		0428 751 024	crhickey@corrigin.wa.gov.au
Natalie Manton	CEO, Shire of Corrigin	9 Lynch Street Corrigin	9063 2203		9063 2005	0427 425 727	ceo@corrigin.wa.gov.au
Steve Mayne	OIC, Corrigin Police	35 Walton Street Corrigin	1314444 (goes to perth and calls closest) 9009 9100		9063 2428	0436 846 685	steve.mayne@police.wa.gov.au
Trent DiFulvio	Captain, Corrigin Volunteer Fire and Rescue Service	PO Box 21 Corrigin	9063 2149	9063 2524		0467 283 452	Difulvio74@gmail.com corriginvfrs@bigpond.com
Greg Evans	Chief Fire Control Officer, Corrigin Bush Fire Brigade	PO Box 264 Corrigin		9065 7021		0429 657 021	colovale@activ8.net.au
Jason Carrall	Community Emergency Services Manager, LG & DFES	C/- Shire of Corrigin				0448 494 027	Jason.carrall@dfes.wa.gov.au
Graeme Dawson	St John Ambulance Corrigin	PO Box 179 Corrigin					grdawson@comswest.net.au

Shannon Hardingham	Acting Principal, Corrigin District High School	53 Lynch Street Corrigin	9063 2042		9063 2040	0436 641 590	shannon.hardingham@education.wa.edu.au
Lisa Pescud	Health Service Manager Corrigin District Hospital	49 Kirkwood Street Corrigin	9063 0333		9063 0323	0428 786 259	lisa.pescud@health.wa.gov.au
Margaret Rendell	Corrigin Red Cross	C/- 16 Gayfer Street Corrigin		9063 2414		0427 632 414	
Ron Silver	Kulin SES Unit	312 Johnston St, Kulin	9880 1079			0427 911 244	
Michele Duxbury	District Emergency Service Officer – Wheatbelt, Emergency Services Unit, Department of Communities	Cnr Fitzgerald and Gairdner Streets Northam	9621 0459	After Hours 1800 199 008	9622 3779	0467 963 661	michele.duxbury@communities.wa.gov.au

Additional Contacts

Name	Organisation	Address	Telephone (w)	Telephone (h)	Facsimile	Mobile	Email
Dr Raj Ramakrishna	Doctor	5 Murphy Street Corrigin	9063 2107	9063 2300	9063 2011	0421 198 969	drthyagaraj@gmail.com
Lyndon Clark Operations Manager	Water Corporation	Merredin	9041 0205		9041 2568	0447 109 775	Lyndon.clark@watercorporation.com.au
Grant Hansen	DFES Area Officer Narrogin District Great Southern Region	Narrogin	1800 865 103 (24/7 duty officer)		9881 3892	0427 012 948	Grant.Hansen@dfes.wa.gov.au
Kate Matthews	Katem's Supermarket	Campbell Street Corrigin	9063 2010		9063 2010	0427 632 010	katems@wn.com.au
Pauline Smith	Corrigin Roadhouse	8 Kunjin Street Corrigin	9063 2210	9063 2210	90632679		
Natalie Manton	Recovery Coordinator		9063 2203	9063 2203		0427 425 727	ceo@corrigin.wa.gov.au
Tania Dickson	St John Ambulance – Community Paramedic	McAndrew Street, Corrigin				0439 045 691	cp.eastcentralwbt@stjohnambulance.com.au
Greg Durell	Department of Parks and Wildlife	Hough Street, Narrogin	9881 9200		9881 1645		narrogin@dpaw.wa.gov.au greg.durell@dbca.wa.gov.au

Name	Organisation	Address	Telephone (w)	Telephone (h)	Facsimile	Mobile	Email
TBA	Department of Primary Industries and Regional Development	10 Doney Street Narrogin					
Team Leader	Department of Communities	Park Street, Narrogin	9881 0123		9881 2040	After Hours 1800 199 008	emma.brown2@cpfs.wa.gov.au
Marilyn and Peter McRae	Salvation Army	Narrogin Head Office	9881 4004 9227 7010	9881 4355			marilyn.mcrae@aus.salvationarmy.org peter.mcrae@aus.salvationarmy.org
Linda Elms	DFES		0428 100 483				
Naomi Evans	Telstra	Regional Engagement	0409 886 821				
	Telstra Disaster Assistance		1800 888 888				
	Satellite image of fire						www.Sentinel.ga.gov.au

FIRE CONTROL OFFICERS

Chief Bush Fire Control Officer

Greg Evans	9065 7021 ph	0429 657 021 m

Deputy Chief Bush Fire Control Officers

Steven Bolt	9065 2043 ph	0427 652 043 m

BILBARIN BUSH FIRE BRIGADE

Sandow Jacobs	9065 2042 ph	0427 652 042 m
Bruce Mills	9062 9012 ph	0428 956 779 m
Steven Bolt	9065 2043 ph	0427 652 043 m
Paul McBeath	9062 9024 ph	0427 629 024 m

BULLARING BUSH FIRE BRIGADE

Greg Evans	9065 7021 ph	0429 657 021 m
Greg Doyle	9880 9048 ph	0427 809 044 m
Craig Jespersen	9888 7075 ph	0427 887 075 m
Bryce Nicholls	9063 7014 ph	0429 883 799 m
Juan Baker		0427 378 970 m

BULYEE/KUNJIN BUSH FIRE BRIGADE

Craig Poultney	9062 9130 ph	0427 454 002 m
John Hewett	9063 2480 ph	0427 632 480 m
Braden Grylls	9065 8006 ph	0428 658 048 m

CORRIGIN EAST BUSH FIRE BRIGADE

Tim George	9065 5045 ph	0427 655 045 m
Kim Courboules		0427 632 624 m
Bruce Talbot	9063 2132 ph	0427 632 224 m

CORRIGIN CENTRAL BUSH FIRE BRIGADE

Garrick Connelly	9063 2956 ph	0488 632 107 m
Adam Rendell	9063 2291 ph	0427 632 291 m
Natalie Manton	9063 2203 ph	0427 425 727 m
Jason Carrall (CESM)		0448 494 027 m

Dual Fire Control Officers

Corrigin members	**surrounding town members**
SHIRE OF QUAIRADING	
Craig Poultney	The Shire of Quairading no longer appoint Dual FCO's
SHIRE OF WICKEPIN	
Craig Jespersen	Jim Hamilton
Greg Doyle	David Stacey – 0427 886 045
SHIRE OF BRUCE ROCK	
Sandow Jacobs	NIL
Tim George	
SHIRE OF NAREMBEEN	
Tim George	Tim George
SHIRE OF BROOKTON	
Greg Evans	Darrell Turner – 0429 426 014
Braden Grylls	Travis Eva – 0428 421 642
	Bevan Walters – 0427 426 061
SHIRE OF KONDININ	
Bruce Talbot	Glen Browning
Tim George	
SHIRE OF KULIN	
Greg Doyle	Donald Bradford – 0427 801 252
Bryce Nicholls	David Lewis
SHIRE OF PINGELLY	**Council Res 94/2021**
Greg Evans	Rodney Shaddick – 0427 871 328
Braden Grylls	Jeffrey Edwards – 0429 427 044
	Sam MacNamara – 0427 693 275
	Brodie Cunningham
	Robert Lee

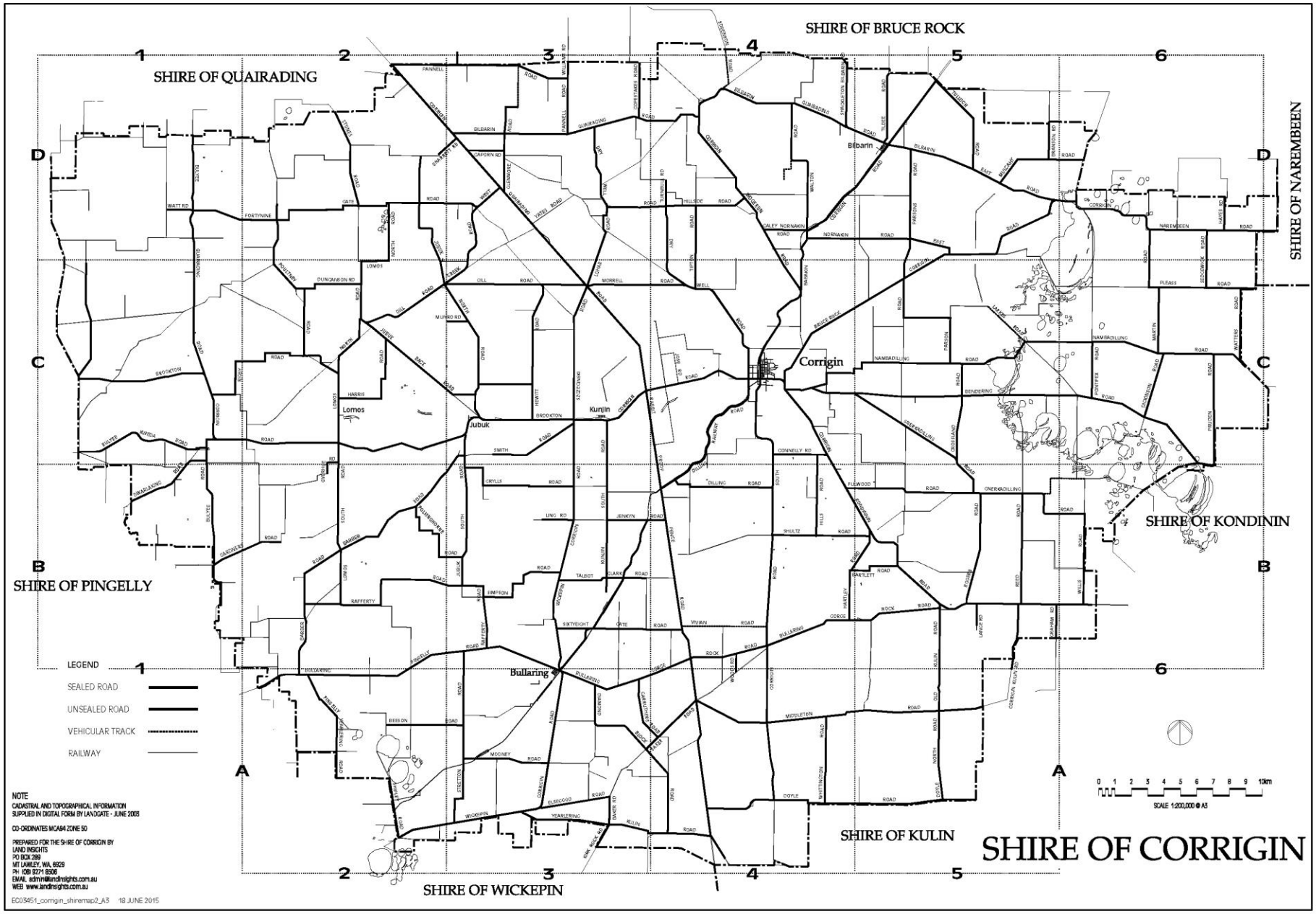
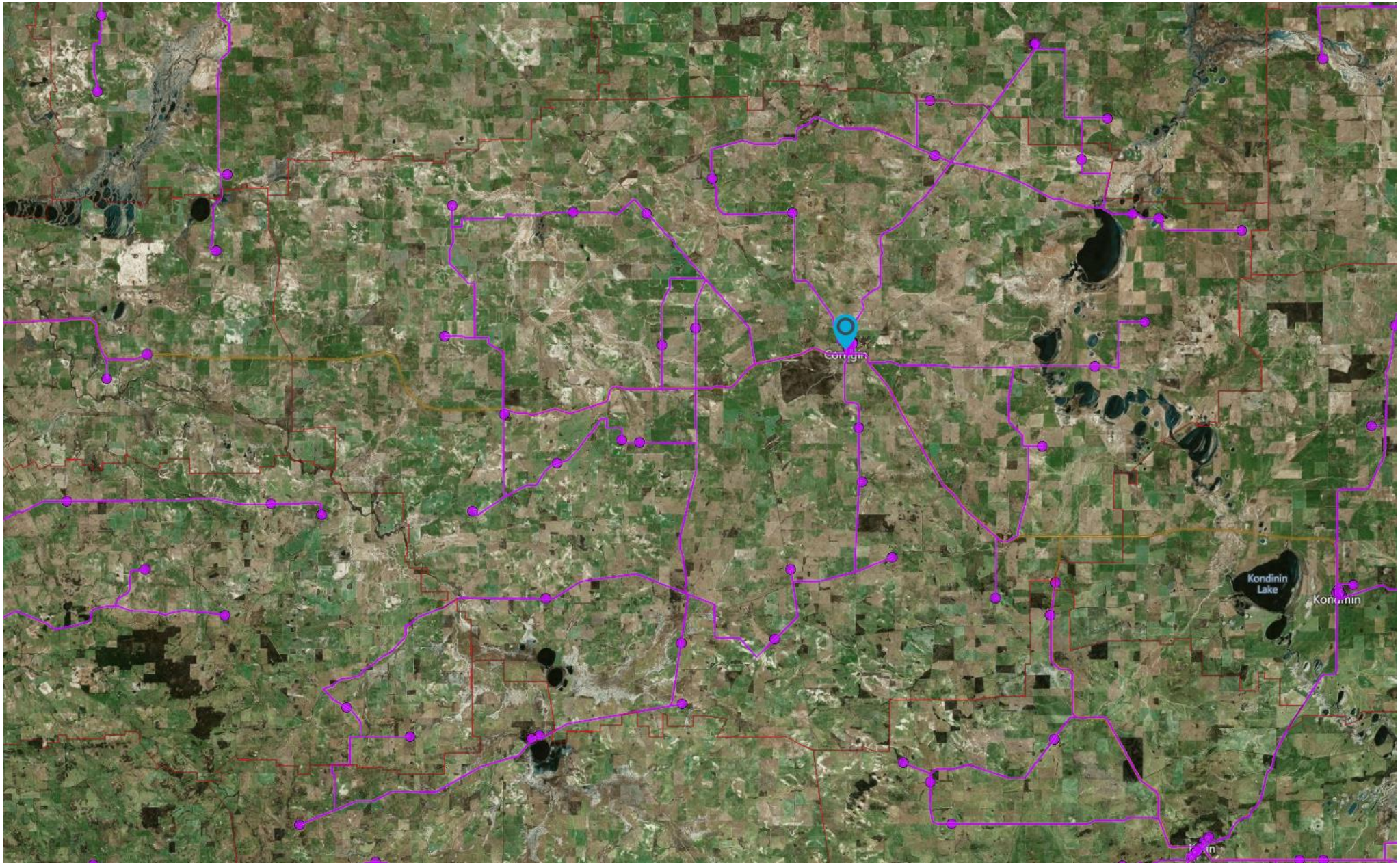
Annexure 3: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Repeater Towers – Radio and TV	Corrigin Hill	Radio and TV repeater stations	Telstra Optus Shire	132203	Loss of communications for emergency responders and issuing warning to public
Water Tank	Corrigin Hill	Town water tank	Water Corporation	131375	Loss of water to townsite
Phone Exchange	Walton Street, Corrigin	Telstra phone exchange	Telstra	132203 6224 5469	Loss of phone communications around town
Phone Exchange	Wamenusking	Telstra Phone Exchange	Telstra	132203	Loss of phone communications to and from Corrigin
Western Power		Mobile Tower		13 13 51	www.westernpower.com.au/poweroutages
Main Roads			Glen Putland	9881 0566 138 138	
Telstra	Camm Street site #28932				Telstra.power.interuptions@team.telstra.com
Western Power Linesman				0448 974 120	

Annexure 4: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No. of People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Corrigin District High School	Primary and High school	53 Lynch Street Corrigin	Heather Prance 0435 476 765		200	Evacuation Plan managed by Principal – copy not supplied.
Corrigin Senior Citizens Village	Independent Seniors Housing	6 Lynch Street Corrigin	Annyta Priest 90632 053		30	No
Wogerlin House	Aged Care	7 Lynch Street Corrigin	Lucy Reed		12	Evacuation Plan managed by HSM – copy not supplied.
Giggle Pots Daycare Centre	Child Care Centre	42 Lynch Street Corrigin	Centre Coordinator 9063 2365		22	No
Corrigin District Hospital	Hospital	Kirkwood Street Corrigin	Lucy Reed		20	Evacuation Plan managed by HSM – copy not supplied.

Annexure 5: Map of the District



Annexure 6: 2023 School Bus Route