



# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**7 November 2022, 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 December 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 committees meetings are to be presented to Council by Shire 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 1.07pm.

## 2. ATTENDANCE

Shire President, Shire of Corrigin	Cr. D Hickey
Chief Executive Officer, Shire of Corrigin	N Manton
Executive Support Officer	K Biglin
Deputy Recovery Officer	L Baker
Acting/Principal, Corrigin District High School	S Hardingham
Area Officer Narrogin West, DFES	A Whitford
Community Emergency Services Manager	J Carrall
Corrigin Police	S Mayne
Department of Communities	T Sillitto
Corrigin VFRS	T Di Fulvio
Corrigin VFRS	S Caley

## APOLOGIES

Department of Communities	M Duxbury
Shire of Corrigin Councillor	M Weguelin
Corrigin Hospital	L Pescud

## 3. MINUTES OF PREVIOUS MEETING

**Moved:** Cr D Hickey **Seconded:** S Hardingham

*Minutes of the LEMC meeting held on Monday 8 August 2022 (Attachment 3.1) be confirmed as a true and accurate.*

*Carried*

## 4. REVIEW OF LEMC DOCUMENTS

As notified, the ESO will make minor amendments to the arrangements below

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

## 5. REVIEW OF INCIDENTS AND EXERCISES

### 5.1. INCIDENTS

Minor hay truck fire on Connelly Road.

### 5.2. DESKTOP EXERCISE

J Carrall opened a discussion on how to improve communication channels during an emergency.

- Command posts require local knowledge.
- Use of Incident Response Vehicles, which come with crews to take over the communication.
- Incident Response Group meetings – important to hold immediately after an incident. Templates with guidance notes on what to discuss at each meeting will decrease anxiety on what might be missed during discussions.
- Emergency noticeboard to display emergency notifications in prominent location in townsite.
- Share community to notices issued by DFES, Police, Main Roads etc to avoid mixed messaging and focussing on delivering the single source of truth.
- Promotion of listening to bushfire messages via radio stations and television announcements.
- Requirement of Recovery Officer on-site.

## 6. DEVELOPMENT OF FUTURE EXERCISES

- Training for shire office staff on use of the radio.
- Ladies training day
- Large exercise involving surrounding shire emergency services e.g.: School bus rollover, tourist bus rollover.

## 7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

NIL

## 8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

## 9. FUNDING

## 10. OTHER MATTERS

### 10.1. Meeting Dates For 2023

- 13 February 2023
- 8 May 2023
- 7 August 2023
- 13 November 2023

## 11. REPORTS

Reports from LEMC members and stakeholders

### Department of Communities

- Department of Communities staff from the All-Hazards Unit have completed four deployments to NSW Flood Recovery affected areas between May and June. Staff were placed throughout the region.
- New District Emergency Services Officer for the Great Southern, Michele Duxbury commenced on the 1 September 2022 and is working remotely, transition into the region towards the end of October 2022. Mobile number is 0467 963 661. (no change to contact number).
- Regular training sessions, predominantly for Department of Communities staff is being facilitated over the ensuing months so staff are prepared and ready to respond for the high threat season.
- Local Emergency Management Plans (LEMP's ) are always being reviewed, if you see any information that is not current, please advise [michele.duxbury@communities.wa.gov.au](mailto:michele.duxbury@communities.wa.gov.au)
- Communities Great Southern's boundary for Emergency Welfare response has changed to incorporate the Upper Great Southern. The Wheatbelt has been managing this previously. Alignment with Great Southern Police district with the exception of Walpole and Ravensthorpe who remain a response from either the Southwest or Esperance. Communities Great Southern will work with colleagues in neighbouring regions to provide an emergency response depending on the event, the day-to-day operations will site with the District Emergency Services Officer in the Great Southern. A rough outline of the new Great Southern region is Brookton across to Lake Grace is the line north, West Arthur to Denmark in the west, Denmark to Bremer Bay to the south and Jerramungup to Lake Grace in the east.
- Training: Please advise if you would like training conducted for local government staff, this can be an introduction to opening an evacuation centre, to cover the first couple of hours as Communities staff are on route. Happy to work with Shires to ensure little impacts to normal operations. Aim is July-Aug to ensure completed. Please e-mail [michele.duxbury@communities.wa.gov.au](mailto:michele.duxbury@communities.wa.gov.au) to request training.

- Recovery: Communities is working with service providers in the recovery space to set up workshops and regular meetings to focus on recovery. Post activations of this year it has identified a need with in the Great Southern to increase stakeholder relationships and plan for recovery throughout the year. This has resulted in a need to have a wider inclusion of the recovery element into the DEMP framework. Work progresses with some more formal presentation to the DEMC to occur, further updates to continue.

#### **DFES**

- Aircraft support will now be available and stationed in Narrogin.

#### **Corrigin Police**

- Currently focussing on dealing with issues involving off-road motorcycles, heavy vehicle and recreational vehicle compliance.

#### **Corrigin Volunteer Fire and Rescue**

- VFRS are having to assist on jobs where the Corrigin Ambulance is busy or uncontactable. Having to call in out of town Ambulances to assist.

#### **Shire of Corrigin**

- Upcoming meeting at the Wheatbelt Development Commission in Northam for Wheatbelt fire recovery.
- DFES recently identified an inconsistency in the gazetted and advertised restricted burning period dates for the Shire. This issue has now been rectified by the Minister for Emergency Services.
- Following the changes to the Australian Fire Danger Rating System (AFDRS), the Shire Firebreak Order has been reviewed and changed.
- The CEO attended a meeting regarding workplace health and safety for Bushfire Control Officers. The shire will be developing policies and procedures that much be followed, as well as having mandatory training for all new brigade members.

#### **Deputy Recovery Officer**

- The fire book is coming along nicely. The committee is hoping to receive funding to lower the final cost of the book.
- Funds raised for fire affected families are soon to be distributed by the Economic Committee.

#### **CESM**

- Multiple trainings held over this year. Over 80 volunteers from Corrigin attended training.
- Attended the Corrigin pre-start meeting and brigade meetings to go over truck operating and use.
- Training program to carry on into the new year.
- Developing a ladies rural fire awareness program for next year.

## **12. NEXT MEETING**

The next meeting will be Monday 13 February 2022 at 1.00pm.

## **13. MEETING CLOSURE**

The Chairperson, Cr Des Hickey closed the meeting at 2.24pm.