



# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**8 May 2023**

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 Management 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 1:01pm.

## 2. ATTENDANCE/APOLOGIES

Shire President, Shire of Corrigin	Cr. D Hickey
Chief Executive Officer, Shire of Corrigin	N Manton
Executive Support Officer, Shire of Corrigin	J Filinski
Community Emergency Services Manager	J Carrall
Corrigin Police, Sergeant	C Taylor
Deputy Recovery Officer	L Baker
Acting/Principal, Corrigin District High School	S Hardingham
Corrigin VFRS, Captain	T Di Fulvio
Corrigin St John Ambulance, Chair	G Dawson
Area Officer Narrogin West, DFES	A Whitford
Regional Road Safety Advisor, Wheatbelt South	R Thornton
District Emergency Services Officer, Department of Communities	M Duxbury

(1:22pm)

### APOLOGIES

St John Ambulance, Community Paramedic	T Dickson
Director of Nursing/HSM, Corrigin Hospital	L Pescud

## 3. MINUTES OF PREVIOUS MEETING

**Moved:** G Dawson                      **Seconded:** J Carrall

Minutes of the Local Emergency Management Committee Meeting held on 13 February 2023 (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)

## 5. REVIEW OF INCIDENTS AND EXERCISES

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

### 5.1. INCIDENTS

T Di Fulvio raised concerns about the response to a fire on Doyle Road and will discuss the matter further with the CEO and CESM.

### 5.2. DESKTOP EXERCISE

Jason Carroll ran an evacuation exercise. (Exercise responses featured following closing of the minutes.)

## 6. DEVELOPMENT OF FUTURE EXERCISES

Initial actions completed last meeting  
Incident Support Group (November meeting, Jason is away for next meeting)  
Evacuation Centres  
Welfare Centres (Joint exercise in the future)

## 7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

NIL

## 8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

CEO has arranged for an inspection of the airstrip lights and Pilot activated light switch which is not working.

Quote for upgrade to airstrip lights.  
Generator for CREC Evacuation Centre

## 9. FUNDING

Bush Fire Risk Mitigation Funding application submitted for the following projects:

Primary Asset Name	Treatment Objective
Brookton- Corrigin Rd	Reduce fuel load to protect residential asset on adjoining property.
Talbot St	Forestry mulch road verge
Brookton- Corrigin Rd	Chemical spray treatment to be completed 3 months after forestry mulching
Brookton- Corrigin Rd	Create firebreak for better access for fire suppression operations
Brookton- Corrigin Rd	Control burn to reduce fuel loads
Brookton- Corrigin Rd	Create new fire break for access for fire suppression requirements.
Brookton- Corrigin Rd	Chemical spray treatment to be carried out 3 months after control burn.
Rendell Street (2-10), Boyd Street (40), Walton Street	Create new fire break for fire suppression access.
Rendell Street (2-10), Boyd Street (40), Walton Street	Control burn to reduce fuel loads
Rendell Street (2-10), Boyd Street (40), Walton Street	Chemical spray 3 months after control burn
Corrigin South Road	Create fire break for fire suppression access
Corrigin South Road	Forestry mulching to reduce fuel loads throughout reserve
Corrigin South Road	Spray treatment to be carried out 3 months after control burn
Corrigin Golf Club (Evacuation Centre)	Control burn to reduce fuel loads
Corrigin Golf Club (Evacuation Centre)	Spray treatment to be carried out 3 months after control burn
Spanney Street	Spray treatment to control weed growth

## 10. OTHER MATTERS

### 11. REPORTS

Reports from LEMC members and stakeholders

#### Department of Communities

##### TC Ilsa

On 12 April 2023 the Department of Communities was activated as the support organisation providing emergency relief and support for Severe Tropical Cyclone Ilsa.

- Severe Tropical Cyclone Ilsa crossed the coast as a Category 5 system, around midnight on Thursday 13 April 2023, with an estimated intensity of 213 kmph.

- On Thursday 13 April, Department of Communities opened four evacuation centres, which were closed on the 14 April 2023.
- In total, Communities accommodated 68 people in evacuation centres, and
- Supported 10 people to return to country.
- Department of Communities will continue to respond to requests for assistance as required. This will be managed through Communities staff on the ground and the Disaster Response Hotline.

### **Kimberley Floods**

The Department of Communities is providing emergency welfare services to residents impacted by the Kimberley Floods from January 2023.

As of 26 April 2023:

- 17 people are in Department of Communities supported commercial accommodation in Broome and Derby.
  - 88 people are in Phase 1 Temporary Accommodation utilising Humanihuts in Fitzroy Crossing and Bungardi community and in the Derby Hostel.
  - Since the Disaster Response Hotline (DRH) opened on the 11 January 2023 until COB 24 April 2023, Communities has responded to a total of 1,792 calls.
  - Communities has assisted 171 residents to apply for the Premier's Grant via the DRH and hubs in Broome, Derby and Fitzroy Crossing.
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- Review of the State Support Plan – Consultation feedback for the State Support Plan – Emergency Welfare has closed. Communities is currently reviewing feedback.
  - Capability Audit – Communities has procured Nous Group to conduct an audit of Western Australia's emergency relief and support capability.
  - 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)
  - 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. Please e-mail [michele.duxbury@communities.wa.gov.au](mailto:michele.duxbury@communities.wa.gov.au) to request training. Happy to discuss at any time.

### **DFES**

Concentrating on bushfire mitigation work.

Managing Bushfire Statement of Intent and Vision Statement has been released from government

### **Corrigin District High School**

Shannon Hardingham will finish her role as Acting Principal at the end of term and Heather Prance will resume the role.

The Chair, Cr Hickey thanked Shannon for her attendance and input to the LEMC during her time as Acting Principal.

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

Pleased to report that VFRS has plenty of volunteers at the moment.

Equipped with new level 2 PPE

Had some complaints over bushfire incident on Doyle Road and will discuss with CEO and CESM.

### **Deputy Recovery Coordinator**

Blaze Aid have finished up in Corrigin and are moving across to the Wickepin Narrogin area. A new team will be back in Corrigin next month to start tree planting. Thank you to Corrigin Farm Improvement Group for their assistance with Blaze Aid.

### **Wheatbelt South WALGA – Road Safety**

- 9 fatalities in the wheatbelt, 4 south and 5 north
- Push from great southern local governments to implement more speed restrictions, particularly unsealed roads.
- New main roads personnel in regional areas
- Increase in Blackspot funding for regional areas  
Road audit training is being offered
- Next week is National Road Safety Week
- Child restraint workshop taking place Thursday 18 May in Narrogin

### **Shire of Corrigin**

CEO attended Regional Operations Advisory Committee meeting in Narrogin with Greg Evans, Chief Bush Fire Control Officer and Jason Carroll, CESM. Topics of discussion included:

- pole top fires,
- regional collaboration,
- communication plan during a fire,
- road closure,
- burning permits cancelled during high fire danger and role of Fire Weather Officers

NBN have contacted shire and are looking for support for expansion of network to improve communications for the area.

Airstrip light quotes for inspection have been received and looking into potentially upgrading lights and rectifying pilot light switch issues

Fire book date not confirmed, looking

Application for funding to repair roads and infrastructure after 2021 floods and 2022 fires it still to be approved.

## **12. NEXT MEETING**

The next meeting will be Monday 7 August 2023 at 1:00pm

## **13. MEETING CLOSURE**

The Chairperson, Cr Des Hickey closed the meeting at 2:54pm.

# Evacuation Exercise

1. An Emergency Warning has been issued for a bushfire about to impact the community. An emergency evacuation has been called for the Shire of Corrigin

## **How was the evacuation process activated?**

A request is made to initiate an evacuation and the controlling agency initiates an evacuation process, ie, Department of Fire and Emergency Services initiate the evacuation process if they are the controlling agency.

## **Who requests the evacuation?**

Anyone can request an evacuation.

## **Who is in charge of any evacuation?**

The primary/controlling agency is in charge, however local government or an area officer can be delegated to oversee an evacuation.

## **How will the decision to evacuate residents be communicated to the public? What key messages should communications include?**

- Social Media
- Radio
- Whats app Groups
- Doorknocking
- Sirens
- DFES Website

Where to go - Location of evacuation centre but depends on the nature of the emergency

## **Can people be forced to evacuate? If so how and what are the implications?**

Generally no

FCO's, however are able to enforce evacuation.

Police can, but only under specific circumstances.

Diary notes need to be recorded should people are asked to leave and refuse to do so.

There needs to be a suitable location for people to evacuate otherwise liability of what happens to them falls on whomever forced the evacuation.

Forewarning is important so the bushfire plan can be enacted early

2. Planning the Evacuation

List some types of information you will need to know to plan the evacuation

- Weather
- Nature of emergency
- Impacted roads, including future impact of roads
- Where the evac centre will be



- Process of who will be contacted, who will set up, who will open an evac centre etc.
- Do we have the recourses to accommodate an evacuation?
- Environment
- Day/Night
- Number of people that would be impacted?
- Vulnerable members of the community. Seniors, special needs, hospital, people with psychological needs.
- Expected duration of emergency

List some resources you will need to undertake the evacuation.

- Emergency Personnel
- Liaison Officer
- Emergency Kit (Contact information, Evac set up information, etc)
- Incident Support Team
- Representatives from WAPOL and St Johns

What sources will you use to obtain the information needed to plan the evacuation

- Emergency Management Arrangements
- DFES
- Maps and Weather Forecasts

List some of the challenges with the evacuation.

- People not wanting to leave
- Communication with incident controller
- Pets
- Logistics
- Distribution of people and recourses
- Fatigue management
- Getting the message out

3. Given your discussions in the evacuation phase; who do you think is responsible for evacuation planning, and what are some key components that should be considered?

The responsibility for evacuation planning falls on various entities, including individuals, vulnerable populations, and the shire. Each should have their own plans, education, and resources for conducting an evacuation.

All should consider communication, transportation, and shelter.

Following the 1 voice 1 message rule of whatever the first message sent out to the public is, to stick with it and duplicate through other avenues such as social media and the radio to project the message out further, but keeping consistent with the original message  
Other considerations include people with pets and those reluctant to leave in general.

### **Summary of Outcomes:**

Debrief considering the following:

Were there any new effective ideas or strategies discussed that you think could be actioned?

Were any significant gaps identified that you think should be actioned or noted for the future?

Did this exercise reinforce any existing procedures or strategies that you feel could be highlighted and given greater priority?

- Need to evaluate the current emergency management kit located in the Shire office and ensure it is ready to go.
- Individuals and groups of people, ie schools, senior citizens etc need to understand the process they will take in the case of an emergency to ensure as smooth a process as possible when an emergency does arise.
- Consideration for beginning a community agreement on how to identify households and locations that have already been evacuated, Eg, ribbons around a letterbox.
- Communication was a key highlight, particularly how to warn everyone that an emergency exists. Use single source of information such as DFES emergency WA website.
- Siren can be checked to see if it can be heard throughout the town. If to be used to signal an emergency strong advertising needs to take place initially before testing the siren and also to inform people that the siren means there is an emergency.