



# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**12 May 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 1:02pm.

## 2. ATTENDANCE/APOLOGIES

Shire President	Cr. D Hickey
Shire Deputy President	Cr. S Jacobs
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Corrigin District High School, Principal	S Hardingham (left at 2:00pm)
Corrigin Volunteer Fire and Rescue (VFRS), Captain	T Di Fulvio
Corrigin St John Ambulance, Chair	B Hill
DFES Area Officer Narrogin West	K Watson
Corrigin Hospital, Director of Nursing/HSM	E McIntosh
Corrigin Hospital, Clinical Nurse	A Sutton
Water Corporation, OHS Coordinator	D Astley
Department of Communities, Regional Officer	J Spadaccini (via Teams)
Telstra Representative	C Mathias (via Teams)
Water Corporation, OHS Officer	Kadri Siro (via Teams) (left at 2:10pm)
Water Corporation, Acting Civil Team Leader	Dave Devereux (via Teams) (left at 1:26pm)

### APOLOGIES

DPIRD, Manager of Emergency Preparedness	J Sustek
Department of Communities, Regional Coordinator	M Phillips

## 3. MINUTES OF PREVIOUS MEETING

**Moved: E McIntosh                      Seconded: B Hill**

*Th minutes of the Local Emergency Management Committee Meeting held on 10 February 2025 (Attachment 3.1) be confirmed as a true and correct record with a minor amendment to the wording of evacuation centre, to clarify that it is when the evacuation centre is required to be established.*

**Carried**

## 4. REVIEW OF LEMC DOCUMENTS

Committee to advise of 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*)

Amend Local Emergency Management Arrangements:

- St John Ambulance has one satellite phone
- Tania Dickson not the current paramedic

## 5. REVIEW OF INCIDENTS AND EXERCISES

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

### 5.1. INCIDENTS

#### Fires:

18 February 2025	Fulwood Road across Corrigin-Kondinin Road, scrub fire
4 March 2025	Direct Brigade Alarm (DBA), hospital
14 March 2025	DBA, Hospital
20 March 2025	Adam Street x Walton Street, grass fire – false alarm
20 March 2025	Bendering Nambadilling Road, permit burn out of control
29 March 2025	Bruce Rock-Corrigin Road (East side), scrub fire
14 April 2025	DBA Woglin house
18 April 2025	Structure fire, Kondinin
9 May 2025	Bulyee, burning off – false alarm

#### Other Incidents:

11 March 2025	Brookton-Corrigin Road x Bulyee-Kewda, traffic accident
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### 5.2. DESKTOP EXERCISE

A desktop exercise was conducted by the Water Corporation (Duncan Astley) simulating a chlorine leak at the town water tank (hazmat) incident impacting the surrounding area. The exercise tested local response procedures, coordination between agencies, and decision-making processes. This exercise built on similar successful sessions previously run with other regional shires and aimed to help strengthen local emergency management preparedness. (Report on Exercise provided as separate attachment).

## 6. OTHER MATTERS

### Evacuation Centre Backup Power Generator

Roe Regional Organisation of Councils (Roe ROC incorporating the Shires of Corrigin, Kondinin, Kulin and Narembeen) recently applied for funding under the Federal Disaster Resilience Fund to install backup generators and power connection systems at evacuation centres across our Shires.

Roe ROC joined with North Eastern Wheatbelt Regional Organisation of Councils (NEW ROC) for this project called the Eastern Wheatbelt Power Resilience Project. The project aims to ensure that communities have access to reliable power at designated evacuation centres during emergencies like bushfires and storms. The application seeks federal funding, with a strong local commitment from all involved councils.

### Strategic Community Plan Consultation

The Shire of Corrigin is reviewing the Community Strategic Plan to guide the strategic direction and operations of the shire over the next 10 years and would like to hear from as many people as possible.

Support for Bushfire and emergency service volunteers and fire mitigation featured strongly in recent consultation at the Town Hall.

Upcoming community consultations:

**5.30pm 15 May 2025 @ CREC All of Community**

**7.30pm 15 May 2025 @ CREC Sporting Clubs and Community Groups**

To complete the survey, [click here](#)

## 7. REPORTS

### **Corrigin District Hospital- Elizabeth McIntosh**

- Final new nurse has arrived, with the hospital having recruited six new nurses since this time last year.
- There is still a need for more accommodation
- The hospital is currently going through accreditation with WA Country Health Service (WACHS)
- The hospital is quite full

### **Corrigin Volunteer Fire and Rescue – Trent DiFulvio**

- High season vehicle has gone back
- Have maintained the same volunteers and going well

### **Department of Communities – Michael Phillips**

#### Preparedness:

- Ongoing efforts to improve emergency readiness as the high-risk season ends.
- Activities include analysing past activations, pre-positioning equipment, mapping support services, training local staff, and auditing evacuation centres.
- Finalising endorsement of updated Local Emergency Relief and Support Plans (LERSP) and supporting local government emergency exercises.

#### Response (Jan–Apr 2025):

- Responded to multiple bushfires, storms, and a cyclone across the state.
- Notable activations include events in Northam, Albany, Capel, Serpentine Jarrahdale, Esperance, Pilbara, and Busselton.
- Alert phase planning and resource pre-positioning conducted for additional weather events.

#### Recovery:

- Social Recovery Reference Group: Contributing to national disaster recovery policy review.
- Marble Bar Recovery: Financial and wellbeing support following a storm and cyclone.
- Kimberley Flood Recovery: Assistance for returning residents, with over \$740k in aid distributed and 37 families rehoused.
- Bunbury Storms Recovery: Program ending June 30, 2025; continued financial and wellbeing support offered, including a community resilience day held in April.

### **DFES Acting Area Officer – Kent Watson**

- Transitioning out of the bushfire season and focusing more on storm response (SES).
- Conditions are still fairly hot and dry, so some fires are still occurring.
- Heading into winter, with an expectation of an increase in vehicle and traffic accidents.

### **Shire of Corrigin – Natalie Manton**

- Acquittal for bushfire mitigation is underway.
- The training calendar for bushfire training has been advertised.
- New airstrip lights are working well. Still need to resolve issue with runway markers.
- Attended a Housing Forum in Northam hosted by Infrastructure WA and Department of Communities. General agreement among participants that there is an urgent need for more housing for government employees (e.g. teachers, nurses, police).
- Roe Regional Organisation of Councils (Roe ROC) is working on a housing project, having completed a housing needs analysis and business case, and is now seeking funding to build houses in Corrigin, Kondinin, Kulin and Narembreen.

**St John Ambulance – Braden Hill**

- Ambulance subcentre building work should be completed around June 2025.

**8. NEXT MEETING**

The next meeting will be Monday 11 August 2025 at 1:00pm

**9. MEETING CLOSURE**

The Chairperson, Cr. Des Hickey closed the meeting at 2:18pm and thanked everyone for their attendance.