



Local Emergency Management Committee Meeting

Minutes

Monday 27 May 2019

Venue: Council Chambers,
9 Lynch Street Corrigin

1.0 NAME

The Committee shall be known as the Corrigin Local Emergency Management Committee ('Committee').

2.0 ROLE OF THE COMMITTEE

To assist the Local Emergency Coordinators (Officers in Charge of the Corrigin Police District) 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 Committee for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Lead Combat Authorities 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 Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Officers in Charge of the St John Ambulance District of Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department for Child Protection and Family Support
- Representatives from other agencies as required

5.0 MEETING PROCEEDINGS

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.

1. DECLARATION OF OPENING

Chairperson, Cr Lyn Baker opened the meeting at 1.03pm.

2. ATTENDANCE AND APOLOGIES

ATTENDANCE

Shire President
Chief Executive Officer
Executive Support Officer

Cr. L Baker
N A Manton
K L Biglin

St John Ambulance
St John Ambulance, Community paramedic
Road Safety Advisor, Wheatbelt South – WALGA
Corrigin Volunteer Fire & Rescue
Dept of Primary Industries & Regional Development
Principle, Corrigin District High School
Health Services Manager, Corrigin District Hospital

S Dawson
L Evans
R Thornton
D Di Fulvo
A Lacey
H Prance
L Reed

Apologies

Michelle Hooper, Chair of St John Ambulance, Corrigin
Grant Hansen, DFES Area Officer, Narrogin East

3. MINUTES OF PREVIOUS MEETING

Minutes of the LEMC meeting held on 28 February 2019 (**attachment 1**)

Moved: D Di Fulvo Seconded: S Dawson

That the minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on Thursday 28 February 2019 be confirmed as a true and accurate record.

Carried 7/0

4. REVIEW OF LEMC DOCUMENTS

Confirmation of local emergency management arrangements contacts details and key holders.

Progress of development or review of local emergency management arrangements. The minor suggested changes from Adam Smith, District Emergency Management Advisor, DFES have been incorporated into the following documents for adoptions by Council at the June 2019 meeting:

- Local Emergency Management Arrangements
- Local Recovery Management Plan
- Local Emergency Management Plan for the Provision of Welfare Support
- Emergency Evacuation Plan

5. REVIEW OF INCIDENTS AND EXERCISES

There were no incidents or exercises to review.

The Shire noted that the problems have been experienced with the generator on the Administration building and expected these to be fixed soon.

6. DEVELOPMENT OF FUTURE EXERCISES

Conduct radio testing to identify whether emergency services (Police, DFES, and Ambulance) can communicate via radio. Post testing develop a procedure for in case of emergency.

Scheduled for 26 August meeting at 1:00pm.

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

NIL

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

9. FUNDING

Shire to investigate funding for airstrip lights.

10. OTHER MATTERS

10.1 Annual Preparedness Report - Capability Survey (Attachment 2)

In accordance with sections 33 and 40 of the Emergency Management Act 2005 (EM Act), Local Emergency Management Committees (LEMCs) are required to submit an annual report on activities undertaken by it during the financial year. Also under the EM Act, the SEMC reports each year to the Minister for Emergency Services on the preparedness of the State to combat emergencies.

To minimise multiple reporting requirements, DFES have combined the annual and capability reporting questions into one survey which must be submitted by Wednesday 5 June 2019. Local governments who complete and submit the survey on time will be eligible for grant funding through the All West Australians Reducing Emergencies (AWARE) program which aims to enhance WA's Emergency Management arrangements by investing in capacity building and preparedness activities at a local and/or district level as well as Natural Disaster Resilience Program (NDRP).

Preparedness Survey to be completed and forwarded to relevant District Emergency Management Committee (DEMC) for inclusion in the State Emergency Management Committee (SEMC) annual report.

10.2 Reports

Rodney Thornton from WALGA Roadwise reported on the following:

- The need for a possible Education Campaign drawing attention to Stop signs with concerns over safety at the Yealering and Bullaring crossings.
- A new format of Agricultural pilots.
- Crash car trailer – Belt up day was held at the football on Saturday 25 May 2019.
- Report on Crash types causing fatality. Results show 25% of accidents recorded were due to avertable factors ie: fatigue, drink driving, lack of concentration. 43 fatalities were non-collision, 6 were due to pedestrians being hit, head-on fatality numbers are 5 out of 58.

Alison Lacey from Department of Primary Industries & Regional Development reported on the water deficiencies across the region.

Sharon Dawson from St John Ambulance suggested that the units at the senior's village be fitted with a lock box to access keys in an emergency after hours.

11. NEXT MEETING

The next meeting will be Monday 26 August 2019 at 1.00pm.

12. MEETING CLOSURE

Chairperson, Cr Lyn Baker closed the meeting at 2:14pm.