



Local Emergency Management Committee Meeting

Minutes

Monday 26 August 2019

Venue: Council Chambers,
9 Lynch Street Corrigin

1.0 NAME

The Committee shall be known as the Corrigin Local Emergency Management Committee ('LEMC 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 1.02pm.

2. ATTENDANCE AND APOLOGIES

ATTENDANCE

Shire President
Executive Support Officer

Cr. L Baker
K Biglin

St John Ambulance, Community paramedic
Road Safety Advisor, Wheatbelt South – WALGA
Corrigin Volunteer Fire and Rescue
Dept of Primary Industries and Regional Development
Principal, Corrigin District High School
DFES Area Officer, Narrogin East
Department of Communities
St John Ambulance
Health Services Manager, Corrigin District Hospital
St John Ambulance

L Evans
R Thornton
D Di Fulvo
A Lacey
B Fraser
G Hansen
J Spadaccini
K Mills
L Reed
G Dawson

Apologies

Chief Executive Officer
Chair of St John Ambulance
Sergeant, Corrigin Police

N A Manton
M Hooper
C Morgan

3. MINUTES OF PREVIOUS MEETING

Minutes of the LEMC meeting held on 27 May 2019 (Attachment 1).

Moved: Dino Di Fulvio Seconded: Alison Lacey

That the minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on Monday 27 May 2019 be confirmed as a true and accurate record.

Carried

4. REVIEW OF LEMC DOCUMENTS

Updated plans were sent to schools, Department of Fire and Emergency Services, Police, Ambulance, Fire and Rescue.

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

5. REVIEW OF INCIDENTS AND EXERCISES

There were no post-incident or post exercise reports generated since last meeting.

6. DEVELOPMENT OF FUTURE EXERCISES

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

9. FUNDING

10. OTHER MATTERS

10.1 Radio Communication Exercise

Radio communication exercise was conducted in Shire of Corrigin car park at rear of Administration Office to check compatibility of radios including:

- St John Ambulance and Community Paramedic
- Police
- Bush Fire Brigade
- Shire office

Separate notes provided on outcome of exercise.

10.2 Reports

Department of Communities - J Spadaccini

- Welfare Centre Management (Welfare Support) Training course to be held 3 September 2019 – Northam. The purpose of this training is to inform Department of Communities, Local Government Staff and key stakeholders on the operation of a Welfare Centre in the case of an activation within the Shire.

St John Ambulance – L Evans, G Dawson, K Mills

- Reported low on numbers with volunteers and staff.
- New position available – this position will be the ambulance driver. First aid is still required to be a candidate and there is a 4 module training.
- They are having difficulties with transfers – usually due to being under staffed.
- There was a generator failure at the Corrigin airstrip and the RFDS couldn't land – A list of the generators and who to contact in case of another failure has been provided to the Shire.

Corrigin Volunteer Fire and Rescue – D Di Fulvio

- Spoke about the Emergency Plus and First Response Apps.
- Highlighted the lack of promotion of the Apps – Lyn will mention this at the next zone meeting.

Corrigin District High School – B Fraser

- All staff at the school today are undertaking first aid training.
- The school will send the Shire their Emergency Management Plans.

Department of Primary Industries and Regional Development – A Lacey

- Reviewing Local Emergency Management Arrangements.
- Continuing to monitor for the dry season and keeping an eye on water supplies around.

Road Safety Advisor, Wheatbelt South – WALGA – R Thornton

- Spoke about the Slow Movement Legislation (SLOMO). The State Government has introduced the SLOMO law to improve the road safety of people attending roadside emergencies in WA. The new law requires motorists to reduce speed to a maximum of 40km/h when passing incident response vehicles with flashing lights.
- Failure to slow down to 40km/h will result in a \$300 penalty and 3 demerits.
- There has been little promotion of the SLOMO law so far, but they are finalising a brochure to send out state wide.
- Road Safety Strategy community forum and stakeholder forum 3rd September 2019 – Narrogin.

Department of Fires and Emergency Services Area Officer, Narrogin East – G Hansen

- Regional Operations meeting
- Spoke about the blurred lines of the legislation relating to the SLOMO law and who drivers should be applying this law to.
- Mr Hansen's main message was – Don't rely on the SLOMO legislation to protect you in a relevant situation – still take all precautions currently in place.

Health Services Manager, Corrigin District Hospital – L Reed

- Spoke about the difficulties and stress surrounding patient transfers.
- They do not have the nursing staff to send out on a job and it causes great strain on time and money.
- Fatigue management was also discussed as an issue.

11. NEXT MEETING

The next meeting will be Monday 25 November 2019 at 1.00pm.

12. MEETING CLOSURE

Chairperson, Cr Lyn Baker closed the meeting at 1.53pm.