



Local Emergency Management Committee Meeting

Minutes

Monday 25 November 2019

1.00pm

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 Des Hickey opened the meeting at 1.09pm.

2. ATTENDANCE AND APOLOGIES

Shire President
Chief Executive Officer
Executive Support Officer

Cr. D Hickey
N A Manton
K Biglin

Dept of Primary Industries and Regional Development
Chair St John Ambulance
St John Ambulance
DFES, District Emergency Management Advisor
Deputy Recovery Officer

A Lacey by telephone
G Dawson
K Mills
A Smith
Lynette Baker

Apologies

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

L Evans
D Di Fulvo
J Spadaccini
C Morgan
L Reed
R Thornton
B Fraser
G Hansen

3. MINUTES OF PREVIOUS MEETING

Minutes of the LEMC meeting held on 26 August 2019 (Attachment 1).

Moved: Lynette Baker Seconded: Kelly Mills

That the minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on Monday 26 August 2019 be confirmed as a true and accurate record.

Carried

4. REVIEW OF INCIDENTS AND EXERCISES

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

The yellow WAERN has now been installed into the Shire Office.

Some radio's highlighted to have issues have been serviced. All radio's are to be serviced in April 2020.

The spare radio from Wes Baker's house will be stored as a spare, however will potentially need to be set up in one of the ambulances.

5. DEVELOPMENT OF FUTURE EXERCISES

Adam Smith gave a report highlighting the future exercises. The exercises will revolve around the capability to deal with situations. Adam will be looking at different scenarios and how the town as a whole is capable of dealing with those scenarios. A capability survey will take place in 2020 and the first areas to be looked at will be low ranked areas.

Overall feedback from the last meetings radio exercise was positive and deemed useful.

6. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

Adam Smith will take the ongoing Telstra issues further up the chain.

7. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

The Water Corp will be focusing on projects towards federal drought funds.

8. FUNDING

Airstrip lights

Application for LED lights to the full length of the strip and radio control for pilots is currently being completed. The Shire will be required to support 50/50 funding for the next budget.

Graeme is to follow up whether choppers are able to put the lights on via vhf or whether the ambulance has to put the on manually.

9. OTHER MATTERS

9.1 Election of Deputy Presiding Member

The Deputy President is to be the Deputy Presiding Member

9.2 Election or appointment of Deputy Recovery Officer

Lyn Baker offered to take up the position of Deputy Recovery Officer.

9.3 Committee Members

The terms of reference specify that the members of the committee are:

Committee	Name
President of the Shire of Corrigin	Des Hickey
Deputy Shire President	Mike Weguelin
Officer in Charge of the Corrigin Police District or delegate(s)	Carmel Morgan
Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates	Dino Di Fulvio
Shire of Corrigin Chief Bush Fire Control Officer	Greg Evans
SES Area Manager or delegate (DFES)	Linda Elms
Officers in Charge of the St John Ambulance District of Corrigin or delegate	Graeme Dawson
Health representative from the Corrigin Hospital	Lucy Reed
Officer from the Department for Communities, Child Protection and Families	Jo Spadaccini
Representatives from other agencies as required	Rodney Thornton Alison Lacey Red Cross Ranger – Matthew Sharpe School – Bruce Fraser/ Heather Prance Main Roads Northam – Gren Putland

9.4 Meeting dates for 2020

Moved: G Dawson **Seconded:** K Mills

Suggested meeting dates for 2020 are as follows.

- Monday 24 February 2020
- Monday 25 May 2020
- Monday 31 August 2020
- Monday 30 November 2020

Please check the above against any potential conflicted dates for 2020.

Carried

9.5 Reports from members of the committee

Shire of Corrigin

Planned power outage in Corrigin over weekend.

Power was disconnected by Western Power on Sunday morning to the exchange and by mid-afternoon, the back-up batteries depleted and this resulted in the Telephone Exchange shutting down completely. The landlines stop working and a loss of connection to the mobiles hut up on the hill, off Camm Street and as a result, mobiles went down as well.

When loss of power occurs, a “collector alarm” is sent to our Global Operation Centre (GOC) in Melbourne who monitor our Network and Facilities. This didn’t occur on the day and hence, the GOC had no idea the power was off.

When the power was restored by Western Power later in the evening, the telephone exchange re-established communications to the mobile hut and mobiles came back online. It wasn’t apparent until later on Sunday evening when Telstra started to receive calls from customers that their landlines were still not working. Telstra received 8 calls and a work order requesting a Telstra technician to attend Corrigin was logged.

On Monday morning, Western Power disconnected power to the mobiles hut and as a result, the mobiles went down, isolating the community again (as the landlines were still down). A Power and Facilities contractor was dispatched to Corrigin and by mid-morning, had connected a generator to the mobiles hut to get that working again. While the technician was in town, he was requested to go to the exchange and was talked through manually restarting some equipment which then brought the Landlines back online.

Telstra Findings

1. Western Power issue advice notices to Telstra via email. Two different email addresses were used. One appears to be an old email address not managed or monitored anymore. Telstra WA Emergency Services Liaison Officer (ESLO) have advised Western Power of the preferred email address to use for future advices.
2. The address on the email advice was for 31 Walton Street. This address is for the Post Office. Telstra has the Telephone Exchange listed as Jose Street and while it is on the same portion of land as the Post Office, hasn’t been a part of the Post Office since 1975 when PMG split into two separate businesses. As a result, the people who monitor the notices ignored it as it wasn’t pertinent to our Telephone Exchange. Telstra WA Emergency Services Liaison Officer (ESLO) has contacted Western Power and asked them to investigate the possibility of correcting their database to

add Jose Street as the address for Telstra. Telstra have also requested if there's a way that if we receive a notification for 31 Walton St, then this is investigated further, not ignored.

3. When the power went off on Sunday morning, the collector alarms failed to notify the GOC. A fault has been logged on the alarms and this will be addressed quickly to be resolved.

To address your specific questions for the LEMC, see answers below in Red.

Questions to Telstra

1. **Q:** What plans Telstra has in place for future backup power to exchanges in the event of an extended, planned power outage?
2. **A:** If we receive notification of an extended Power outage in the area, Telstra's Power and Facilities will deploy Visionstream to attend and provide generator support to sites as per our normal BAU before the exchange goes offline.
3. **Q:** What plans Telstra has to monitor days of high/very high fire danger and above, including Total Fire Bans, to ensure that provision is made for back-up power if required?
4. **A:** Regardless of whether there is a high fire danger or not, any unplanned events or outages, Power & Facilities will deploy Visionstream to attend and provide generator support to sites as per our normal BAU. If sites have restrictions in place due to bushfires, then we would be working in conjunction with the Emergency Services Organisations to enter these areas only if it was deemed safe.
5. **Q:** Does Telstra monitors its telephone exchanges so that it is aware of when the system is offline? Ie does Telstra know that the landlines are not working in Corrigin today as a result of the power outage yesterday or do they wait for a customer or shire to notify them before investigating?

A: In Sunday's case, as the alarms were not working, then yes, we do rely on our customers to report faults so that we know there is an issue. With multiple customers ringing and logging faults, it soon becomes apparent there was an issue.

The Shire can email the Telstra Team at telstrawa@team.telstra.com. This email is monitored by a group of dedicated WA people and responds very quickly to issues like this. Please do not distribute this out to the general public.

Alternatively, ESO's like Police, St Johns, Health, etc, have their own Telstra direct contacts via their Account Team and should be using these in instances like this as well.

9.6 Water availability for stock and fire fighting

Will need to monitoring summer rains and water supplies for stock.

9.7 Great Southern District Emergency Management

The Great Southern District Emergency Management Committee recently undertook a 10 year strategic outlook at the future for the Great Southern Emergency Management District.

The final report, 'Great Southern 2029: A Snapshot of the Horizon for the Great Southern Emergency Management District' has now been endorsed by the Committee and is attached.

The report will assist to focus the District Emergency Management Committee (DEMC) priorities over the 10 years.

Key areas to be addressed at the next DFES meeting.

9.8 State Emergency Management Committee

The State Emergency Management Committee (SEMC) has approved changes to the way the emergency management sector exercises in Western Australia (WA). These changes:

- will maximise opportunity for cross-border and cross-agency participation through the development of a state-wide exercise calendar,
- change the focus from exercising hazards to exercising capability by acknowledging that many skills and capabilities are used across multiple hazards,
- ensure the highest level of state stakeholders practice their role in an emergency through a tri-annual state level exercise designed to test the limits of the state, and
- establish a State Exercise Coordination Team (SECT), reporting directly to SEMC, to oversee the state exercise development, coordinate exercise opportunities in WA and review post exercise reports.

To support agencies to implement these changes the Department of Fire and Emergency Services will provide additional resources and a project team has been established to support the transition to the new framework.

Over the next few months more information will be made available to inform and support the Shire of Corrigin. The two main changes affecting agencies will be submitting an exercise calendar to the SECT and assessing which capabilities will gain the most value in exercising over the coming 12 months. Information, templates and supporting materials will be made available to the staff member(s) and will also be distributed through district emergency management committees.

9.9 Amendments to Bush Fire Regulations 1954 Total Fire Ban Activities

The Department of Fire and Emergency Services has advised that the amendments to the *Bush Fires Regulations 1954* regarding changes to the Total Fire Ban Activities will be in place as of 6th November 2019.

Factsheets have been provided for each of the activities that have been moved into the regulations. A copy of this information will also be available via the DFES website, as of 6th November 2019

<https://www.dfes.wa.gov.au/totalfirebans/Pages/index.html>

All current TFB Exemption Holders will be advised of the implementation of the amended regulations also. During the transition period, current Exemptions holders will still be able to operate during a TFB declared day on their current exemption, up until the date of expiry.

All new stakeholders and current exemption holders wishing to conduct additional activities will need to ensure that they follow the new process as per the regulations, this includes ensuring that DFES and the relevant Local Government are notified between 24 hours and 30 minutes prior to the activity commencing via the TFB Activity Notification Portal, available via the DFES website.

All exemption holders must comply with all activity conditions should they wish to carry out any of these activities on the TFB declared day. Any questions please contact the Regulation and Compliance Team via email regulation.compliance@dfes.wa.gov.au or call 08 9395 9948.

It was suggested that the Total Fire Ban information is to be added to the Corrigin Firebreak Order.

9.10 Consolidation of Emergency Services Acts

The *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* will be replaced by one Act, which will allow WA's emergency services organisations to work together more effectively and efficiently.

The current engagement in emergency management by the Western Australian Local Government Association (WALGA), including a recent workshop and current sector-wide survey, has confirmed that simplifying legislation is the number one priority for Local Government respondents for the State Emergency Management framework.

The next step to progress the legislation will be the drafting of the Exposure Draft Bill and once completed it will be released for public comment and local government consultation.

9.11 Other Reports

Kellie Mills mentioned that signs for International tourists have been put up on the Brookton Highway

10. NEXT MEETING

The next meeting will be Monday 24 February 2020 at 1.00pm.

11. MEETING CLOSURE

Chairperson, Cr Des Hickey closed the meeting at 2.15pm.