



Local Emergency Management Committee Meeting

Minutes

Monday 10 August 2020

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 1.10pm.

2. ATTENDANCE AND APOLOGIES

Shire President	Cr. D Hickey
Chief Executive Officer	N Manton
Executive Support Officer	K Biglin
Chair St John Ambulance	G Dawson
Dept of Primary Industries and Regional Development	A Lacey (by telephone)
St John Ambulance, Community paramedic	L Evans
Dept Fires and Emergency Services (DFES)	P Dennison (1.25pm)

Apologies

Corrigin Volunteer Fire and Rescue	D Di Fulvio
Deputy Recovery Officer	L Baker
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Principal, Corrigin District High School	H Prance
Deputy Shire President	Cr. M Weguelin
DFES Area Officer, Narrogin East	G Hansen

No response

Sergeant, Corrigin Police	C Morgan
DFES, District Emergency Management Advisor	A Smith
Chief Bush Fire Control Officer	G Evans
Department of Communities	J Spadaccini
Health Services Manager, Corrigin District Hospital	L Reed

3. MINUTES OF PREVIOUS MEETING

Moved: G Dawson Seconded: L Evans

That the Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held on Monday 11 May 2020 be confirmed as a true and accurate record.

Carried

4. REVIEW OF LEMC DOCUMENTS

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

Committee members advised there no changes were required to contact details.

5. REVIEW OF INCIDENTS AND EXERCISES

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

5.1 Incidents COVID-19

Weekly COVID-19 LEMC meetings were held from 30 March to 4 May 2020 followed by the normal LEMC meetings.

Updated COVID-19 Incident Management and Business Continuity Plan.

The increase of COVID-19 cases in Victoria and NSW provides a timely reminder of how easily the virus can spread and the importance of ongoing safety measures.

While the focus moves to the recovery phase of the emergency situation there is a need for ongoing vigilance and preparation for a potential increase in COVID-19 cases.

5.2 Exercises

CEO and Chief Bush Fire Control Officer will attend DFES Narrogin on 1 September 2020 for exercise of a bush fire in the reserve on the edge of the Corrigin townsite.

6. DEVELOPMENT OF FUTURE EXERCISES

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

Community Emergency Services Manager (CESM)

The Roe Regional Organisation of Councils have discussed the possibility of engaging the services of a Community Emergency Services Manager (CESM) for some time now however there are challenges due to the different DFES regions.

The Shire of Brookton recently approached the shires of Corrigin and Pingelly and regarding a joint CESM and the concept was generally seen as beneficial to the future emergency management in the shires. The Shire of Corrigin staff together with the LEMC, Bush Fire Brigades and Volunteer Fire and Rescue have found the emergency management and compliance requirements have increased in recent years and there are many areas where further support and assistance is required.

The Shire of Brookton successfully lobbied the DEFS Commissioner and Deputy Commission and an offer has been made to fund a CESM position based on a 70/30 arrangement. This opportunity requires the Shires of Brookton, Corrigin and Pingelly to agree to participate in a three year Memorandum of Understanding (MOU) agreement for the CESM position based on the 70/30 funding model as offered by the Commissioner. The Shire of Brookton is willing to host the position and cover the administration costs, which will compliment to the Bushfire Risk Planning Co-ordinator position already hosted by this Shire under a DEFS funding arrangement.

The Shire of Corrigin is asked to contribute approximately \$15,500 per annum for three years and has included this amount in the 2020/21 budget.

All three local governments are keen to see the MOU prepared for signing in order to progress recruitment of the CESM position in advance of the coming bush fire season.

A CESM would be able to assist with the following tasks:

- Bushfire Risk Management Plan (BRMP) developed and endorsed for Shire as per Westplan Fire
- Bushfire management and mitigation programs developed and implemented for Unallocated Crown Land and Unmanaged Reserves within town boundaries for the Shire.
- Practices for bushfire management on local government lands in the Shire developed.
- Administration of relevant Statues, Regulations, Policies and Local Laws
- Support Community Engagement and awareness programs as identified in Shire BRMP or as developed for the Shire
- Land Use Planning

- Emergency Services Strategic Planning
- Volunteer Bush Fire Brigade Training Coordination
- Local Govt Grants Operation and Capital grants managed for SES (where required) and BFS
- Administration of State Emergency Service (SES).
- Relocation/Welfare Centres in the Shire maintained to support the community in times of need.
- Emergency Coordination Centres/ICC's within Shire in a state of readiness.
- Support key Bushfire meetings and Committees (BFAC, DOAC and brigade meetings).
- Emergency water supplies owned by Shire maintained. Hydrants outside GFDs inspected annually – faults reported.
- Emergency Services exercised annually as per Local Emergency Management Arrangements.
- Local Emergency Management Committee attendance and representation as CESM
- Local Government Incident Management Capacity/Capability
- Emergency Services Forums
- Respond to emergency incidents that impact on communities, infrastructure and assets in the Shire.
- Local Government representative on Incident Support Group, to ensure interface between IMT, ISG and DFES ROC
- Respond to incidents in neighbouring Shire when requested by Regional Duty Coordinator
- Suspicious and deliberately lit fires
- Appropriate support and counselling available to Shire volunteers and staff as required following incidents.
- Provide support to the Shire Recovery coordinator or recovery team when established.
- Special Projects

Recommendation

Moved: L Evans Seconded: G Dawson

That the Shire of Corrigin Local Emergency Management Committee recommends that Council support the establishment of a joint Community Emergency Service Manager (CESM) position and agree to a Memorandum of Understanding in order to progress the recruitment of the CESM position in advance of the coming bush fire season.

Carried

9. FUNDING

9.1 Airstrip Lighting Upgrade

The Shire of Corrigin commenced an application for the Regional Airstrip Upgrade Program to replace the airstrip lights with LED lights to the full length of the strip and upgrade the radio control system for pilots to turn the lights on.

In order to make the airstrip lights with current standards new cabling would need to be installed along the length of the airstrip at a cost of \$250,000.

Obtaining revised quotes for next funding round.

10. OTHER MATTERS

Local Emergency Management Forum to be held on 25 August 2020 from 10-2pm in Narrogin.

11. REPORTS

Department of Primary Industries and Regional Development

- Responding to an outbreak of Queensland fruit fly (Qfly) in Perth's western suburbs.
- Responding to an outbreak of Ehrlichiosis- a disease of dogs that occurs when a brown dog tick infected with the bacteria, Ehrlichia canis, bites a dog.
- DPIRD has teamed up with growers, grower groups and agronomists to get the heads up on fall armyworm (FAW) moths moving into the grainbelt. A total of 70 sites are being monitored for the moth.

DFES

- Looking into putting various trainings in place to prepare for the upcoming bush fire season.

St John Ambulance

- Business back as usual.
- COVID-19 Safety Action Plan is in place.
- Fully stocked Personal Protective Equipment.
- 10 new volunteers are being trained.

Shire of Corrigin

- Business back as usual.
- Remaining vigilant and monitoring the community response.
- Monitoring use of all Shire facilities and events that take place at those facilities.
- Local Government Professionals Community Resilience Survey showed a positive response to actions taken to prevent the spread of COVID-19.

12. NEXT MEETING

The next meeting will be Monday 9 November 2020 at 1.00pm.

13. MEETING CLOSURE

The Shire President, Cr Des Hickey closed the meeting at 1.38pm.