



Local Emergency Management Committee Meeting

Minutes

Monday 9 November 2020

1.00pm

Council Chambers

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 1.00pm.

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)
Dept Fires and Emergency Services (DFES), Area Officer	P Dennison
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Deputy Recovery Officer	L Baker
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Deputy Shire President	Cr. M Weguelin
Sergeant, Corrigin Police	R Adamczyk
St John Ambulance, Community paramedic	L Evans (1.05pm)

Apologies

Dept of Communities	J Spadaccini
Principal, Corrigin District High School	H Prance
Dept Fires and Emergency Services (DFES), CESM	J Carrall

No Response

Dept Fires and Emergency Services (DFES), District Emergency Management Advisor	A Smith
Chief Bush Fire Control Officer	G Evans
Health Services Manager, Corrigin District Hospital	L Reed

3. MINUTES OF PREVIOUS MEETING

Moved: Cr Weguelin Seconded: G Dawson

That the Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held on Monday 10 August 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 to advise of any changes to contact details.

5. REVIEW OF INCIDENTS AND EXERCISES

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

- St John Training
- DFES Regional Exercise held in Narrogin in September involving CEO and Chief Bush Fire Control Officer
- Corrigin Police recently dealt with COVID quarantine incident
- Hay truck fire incident

5.1 COVID-19

Boarder set to re-open to select states on 14 November 2020. Reminder to remain vigilant.

6. DEVELOPMENT OF FUTURE EXERCISES

- Brainstorming ideas between now and next meeting.
- Ask Jason to come up with exercises involving the whole community, not just people in the emergency management positions.
- Work with Gigglepots and Senior Citizens to develop Evacuation Plans.

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

9. FUNDING

Funding obtained for Animal Welfare in Emergencies Project with Shires of Kondinin, Kulin and Narembeen.

Airstrip lighting still pending.

10. OTHER MATTERS

10.1 Meeting dates for 2021

The following meeting dates for 2021 were confirmed:

- Monday 8 February 2021
- Monday 10 May 2021
- Monday 9 August 2021
- Monday 8 November 2021

10.4 Community Emergency Services Manager (CESM)

The Shire of Brookton, Pingelly and Corrigin welcomed Jason Carrall as the new Community Emergency Service Manager (CESM).

10.5 Water availability for stock and fire fighting

Water availability will be tough this year and will continue to be monitored.

11. REPORTS

Wheatbelt South WALGA – Road Safety

Rodney Thornton provided an update on the following issues:

- Statistical report on rural fatalities.
- Child car restraint course being planned with Regional Early Education and Development (REED).
- Road Safety Week next week.
- Road safety grants have increased from \$1,000 to \$5,000.
- Discussions around how to get the message across to today's society about driving while fatigued.

Department of Communities – Emailed from Jo Spadaccini

New COVID – 19 Welfare Centre Guidelines (see attachment) have just been released and are based on Stage 4 restrictions providing a starting point for tasks that will need to be carried out if a centre is required.

The new Local Emergency Welfare Plan is being updated with the COVID capacities and will be sent out once it is completed.

Department of Primary Industries and Regional Development

Alison Lacey reported on the incidents that the department is currently working on including:

- QLD fruit fly
- Army worms
- Russian wheat aphid
- Preparing for bushfire season

Scheme water system will be under pressure over summer including residential supply. Problems may be experienced if there are large fires.

Shires to the east have very low levels of water supplies in dams.

DFES

- Preparing for fire season and training completed for the year

Corrigin Police

NIL

St John Ambulance

- Currently have 8 volunteers and a few new recruits but always looking for more.
- Still struggling trained volunteers to do transfers.

Corrigin District Hospital

NIL

Corrigin Volunteer Fire and Rescue

NIL

Chief Bush Fire Control Officer

NIL

Corrigin District High School

NIL

Shire of Corrigin

- Shire of Corrigin has received additional funds as part of \$1m drought Communities Project and will invest some of these funds into additional water storage tanks and pumps to increase water sustainability.
- Additional road funding to be spent on local roads over next few years to improve road seal width, condition and increase safety. Significant additional funding to be spent on the Rabbit Proof Fence Road.
- New SMS messaging platform will be cheaper and allow more targeted messages to be sent out for harvest and total fire bans as well as community messages.

Recovery Officer
NIL

Deputy Recovery Officer
NIL

12. NEXT MEETING

The next meeting will be 8 February 2021 at 1.00pm.

13. MEETING CLOSURE

The Shire President, Cr Des Hickey closed the meeting at 2.21pm.