



SPECIAL COVID-19 Local Emergency Management Committee Meeting

Minutes

Monday 6 April 2020

1.00pm

By Teleconference

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 Communities, Child Protection and Family Support
- Representatives from other agencies as required

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.02pm

2. ATTENDANCE AND APOLOGIES

Shire President	Cr. D Hickey
Deputy Shire President	Cr. M Weguelin
Chief Executive Officer	N A Manton
Executive Support Officer	K Biglin
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Chair St John Ambulance	G Dawson
Principal, Corrigin District High School	H Prance (1.08pm)
Deputy Recovery Officer	L Baker
Sergeant, Corrigin Police	C Morgan
DFES Area Officer, Narrogin East	G Hansen
Corrigin Pharmacy	M Hooper
St John Ambulance, Community paramedic	L Evans
Department of Communities	N Blackburn
Dept of Primary Industries and Regional Development	A Lacey

Apologies

Department of Communities	J Spadaccini
Health Services Manager, Corrigin District Hospital	L Reed
Corrigin Medical Surgery Doctor	T Ramakrishna

No Response

Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Chief Bush Fire Control Officer	G Evans
DFES, District Emergency Management Advisor	A Smith

3. Hazard Management Agency Report

As at 1 April 2020 there were 392 confirmed cases of COVID-19 in WA with 9 cases in regional Western Australia and two under investigation.

4. Agency Reports and Updates - Business Continuity Plans

Hospital and general practitioner

- Dr Raj will be back next week for flu needles.

St John Ambulance

- Continuing to prepare.
- Higher capacity for duties with increased PPE.
- Trained up extra staff.

Pharmacy

- Getting prescriptions through from Dr Raj.
- Flu vaccinations available for over 65 walk-in.
- Deliveries for vulnerable people.
- Doctor available from Kondinin if required.

Police

- Checking borders and regional boundaries.

- Encouraging social distancing within the community.
- Vehicle control points planning – vehicle counters.

Volunteer Fire and Rescue

- Continuing to encourage use of PPE.

Bush Fire Control Officer

DFES

- Focusing on operation response.

Department Communities, Child Protection and Family Support

- Support people in home isolation who are not self sufficient.
- Providing phone support.
- Working on a proposal to handle backpackers looking for work.

School

- No students.
- Continuing to upskill.
- Staff are dropping off work packages to families.

Department of Primary Industries and Regional Development

- Business as usual – working from home.
- Working on Regional Intelligence backup.
- Looking into supply change issues.

IGA

- Lost a transport company – making other arrangements.
- Orders still hit and miss – running at 60-80% supply on deliveries.
- Bruce Rock and Quairading shoppers coming to town.
- Still can't get soap/sanitiser.
- Doing lots of home deliveries.

Shire

- Working hard to ensure staff stay employed.
- Focus on communication between staff, councillors and community.
- Working on how to manage contract companies safely.
- Looking at projects to offer to people who have lost their jobs.

5. Incident Response team

- First meeting today
- Planning for the management phase and also the recovery phase
- Focusing on communicating with the community to see how we can help for the future.

6. Other Items/Questions/Concerns

7. NEXT MEETING

The next COVID-19 Local Emergency Management meeting will be Tuesday 14th April 2020 1pm.

The next LEMC meeting will be Monday 11 May 2020 at 1.00pm.

Meeting dates for 2020 are as follows.

- Monday 10 August 2020 at 1.00pm
- Monday 9 November 2020 at 1.00pm

8. MEETING CLOSURE

The Chairperson, Cr Des Hickey closed the meeting at 1.33pm.