



# Local Emergency Management Committee Meeting

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## Minutes

Monday 8 February 2021

1.00pm

Venue: Council Chambers,  
9 Lynch Street Corrigin

## **1.0 NAME**

The Committee shall be known as the Corrigin Local Emergency Management Committee (LEMC).

## **2.0 ROLE OF THE COMMITTEE**

To assist the Local Emergency Coordinators 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 LEMC for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Hazard Management Agencies 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 Chairperson of St John Ambulance Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department of Communities
- Representatives from other agencies as required

## **5.0 PRESIDING MEMBER**

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the advisory committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member, if not the Shire President, as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

## **6.0 CONDUCT OF MEETINGS**

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in February, May, August and December each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- by the Presiding Member
- by written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than seven days notice and stating purpose of the meeting.
- by the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

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.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

## **7.0 DELEGATED POWERS**

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

**1. DECLARATION OF OPENING**

Chairperson, Cr Des Hickey opened the meeting at 1.03pm.

**2. ATTENDANCE AND APOLOGIES**

3. Shire President, Shire of Corrigin	Cr. D Hickey
Deputy Shire President/ Recovery Officer	Cr. M Weguelin
Chief Executive Officer, Shire of Corrigin	N Manton
Executive Support Officer, Shire of Corrigin	K Biglin
Sergeant, Corrigin Police	S Mayne
Chair, St John Ambulance	G Dawson
District Emergency Service Officer, Dept of Communities	J Spadaccini
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Community Emergency Services Manager	J Carrall
Health Services Manager, Corrigin Hospital	L Reed
Principal, Corrigin District High School	H Prance
Manager, Dept of Primary Industries & Regional Development	A Lacey
Community Paramedic, St John Ambulance	L Evans

**Apologies**

Deputy Recovery Officer	L Baker
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Area Officer, Dept Fire and Emergency Services (DFES)	G Hansen

**4. MINUTES OF PREVIOUS MEETING**

**Moved: Cr Weguelin      Seconded: A Lacey**

The minutes of the LEMC meeting held on 9 November 2020 (Attachment 1) be confirmed as a true and correct record.

**Carried**

**5. REVIEW OF LEMC DOCUMENTS**

**4.1 Updated LEMC Documents**

Local Emergency Management Arrangements 5 year review due 2/08/2021.

Committee reviewed the following documents.

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

**Moved: H Prance      Seconded: D Di Fulvio**

That the Committee endorse the following documents including minor amendments:

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

**Carried**

#### **4.2 Evacuation Plans for Other Agencies**

The delegates confirmed that Evacuation Plans are in place for vulnerable members of the community including:

- Hospital
- Corrigin District High School
- Wogerlin House

Community Emergency Services Manager (SESM) Jason Carroll to contact Giggle Pots Day Care and Senior Citizen's Committee to confirm whether they have an Evacuation Plan and if not provide assistance to develop a plan

### **6. REVIEW OF INCIDENTS AND EXERCISES**

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

#### **5.1 Incidents**

Bullaring Fire truck attended fire in Shire of Beverley near Dale forest.

#### **5.2 Exercises**

The CEO and CEMM attended a Local Emergency Management Forum in Narrogin on 1 December 2020 and participated in an exercise on a large flood event. The exercise was run with the LEMC committee members at the meeting.

Jason Carrall ran the LEMC group through an Ex Tropical Cyclone Desktop Exercise.

### **7. DEVELOPMENT OF FUTURE EXERCISES**

A Welfare Centre exercise is planned for 18 March 2021 with visiting medical students with more details to follow.

Future exercises could include:

- Repeat of radio communications exercise
- RFDS Patient transfer if large fire in Corrigin Reserve or if lights were to fail on the airstrip.
- Interruption to critical water supplies

### **8. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE**

### **9. IDENTIFY EMERGENCY MANAGEMENT PROJECTS**

#### **8.1 Local Plan for Animal Welfare in Emergencies**

The Shires of Corrigin, Kondinin, Kulin and Narembeen have obtained funding to develop a Local Plan for Animal Welfare in Emergencies including areas of responsibility, risks and community resources and support available.

Local company 150 Square has been engaged to prepare the plans which are expected to be finalised by May 2021.

### **10. FUNDING**

Airstrip lights still being investigated.

### **11. OTHER MATTERS**

#### **10.1 Telecommunications Update**

The SEMC Communique following the SEMC December 2020 meeting includes updated information on telecommunications which is of interest to the Corrigin LEMC.

A number of SEMC members, district emergency management committees and local emergency management committees have escalated concerns with telecommunications capability within their districts. These concerns are based on telecommunication failures during emergencies and/or failures on high risk days where communication with the community is paramount.

Western Australia has been successful in receiving funding for 108 sites from Round 1 of the Government's Mobile Black Spot Program. These upgrades will increase backup operation to at least 12 hours. Sites around Corrigin to be upgraded are Ardath, Bulyee and Doyle's Road West Kulin.

### **10.2 Water Availability for Stock and Fire Fighting**

Water supplies are very low due to no major rainfall events since September 2020. Shire of Corrigin is utilising Drought Funding to install additional tanks at Loch Ness dam to store underground water which will provide water for fire fighting if needed. Stock water currently available from standpipe in Corrigin.

### **10.3 COVID-19**

The Department of Health has provided up to date information on the COVID-19 pandemic. More information is available on [www.wa.gov.au](http://www.wa.gov.au).

The Department Communities has provided a new COVID-19 Welfare Centre Guide.

G2G App back up and running.

## **12. REPORTS**

Reports from LEMC members and stakeholders

### **Department of Communities**

- The Welfare Centre Guide that has information to assist in managing the operation of a welfare centre, whilst mitigating COVID – 19 risks to the community. Prior to Christmas a set of signage templates were also sent to local governments to assist in the initial set up of a centre if required.
- DC Wheatbelt DESO February 2021 update
- Local Emergency Welfare Plan for the Narrogin District has been developed in a draft format and will be circulated once all information has been cross-checked. The shire ESO will check local business and services details.

### **DFES**

NIL

### **Corrigin Police**

- Looking into road crashes on our rural roads. Focusing in on fatigue and inattention, promotion via social media.

### **St John Ambulance**

- PPE fully stocked.
- Keeping up with training requirements.

### **Corrigin District Hospital**

- PPE fully stocked.
- Have had a few people present for COVID tests – all returned negative results.
- People are encouraged to call ahead if they would like a test.

#### **Corrigin Volunteer Fire and Rescue**

- Attended an incident last month on the Bruce Rock – Corrigin Road with 1 fatality.
- PPE fully stocked.
- 3 new members.

#### **Chief Bush Fire Control Officer**

NIL

#### **Corrigin District High School**

- Upped COVID safety plan.
- Focussing on keeping the children reassured and educated on hygiene.
- The school is being well informed by the Educated Department on requirements.
- PPE fully stocked.

#### **Department of Primary Industries and Regional Development**

- Monitoring fruit fly outbreak.
- Dog tick disease – Kimberly, NT, SA.
- Grain insect pest – working with Federal Government.
- Wooroloo fires – put into action State Support Plan, worked well, now in recovery phase.
- COVID Regional Intelligence – monitoring local shop stocks.

#### **Shire of Corrigin**

- PPE fully stocked.
- CEO has been checking in with local business owners with the recent COVID directions.

#### **Wheatbelt South WALGA – Road Safety**

NIL

#### **Recovery Officer**

- Assisting senior citizens with the CovidSafe App.
- Finding there are some customers refusing to use the App – these customers are being refused service.

#### **Deputy Recovery Officer**

NIL

### **13. NEXT MEETING**

The next meeting will be Monday 10 May 2021 at 1.00pm.

Meeting dates for 2021 are as follows:

- Monday 9 August 2021
- Monday 8 November 2021

### **14. MEETING CLOSURE**

The Chairperson, Cr Des Hickey closed the meeting at 2.16pm.