



Local Emergency Management Committee Meeting

Minutes

Monday 9 August 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

Shire President, Shire of Corrigin	Cr. D Hickey
Deputy Shire President/ Recovery Officer	Cr. M Weguelin
Deputy Recovery Officer	L Baker
Chief Executive Officer, Shire of Corrigin	N Manton
Sergeant, Corrigin Police	S Mayne
Chair, St John Ambulance	G Dawson
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Community Emergency Services Manager	J Carrall
Principal, Corrigin District High School	H Prance
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Executive Support Officer, Shire of Corrigin	K Biglin
DFES Area Officer, Narrogin East	G Hansen (1.24pm)

Apologies

District Emergency Service Officer, Dept of Communities	J Spadaccini
Manager Works and Services	P Burgess
District Emergency Management Advisor, DFES	A Smith

Absent

Health Services Manager, Corrigin Hospital	L Reed
Community Paramedic, St John Ambulance	T Dixon
Manager, Dept of Primary Industries & Regional Development	A Lacey
Chief Bush Fire Control Officer	G Evans

3. MINUTES OF PREVIOUS MEETING

Moved: Graeme Dawson Seconded: Lyn Baker

Minutes of the LEMC meeting held on 10 May 2021 (Attachment 1).

Carried

4. REVIEW OF LEMC DOCUMENTS

4.1 Updated LEMC Documents

Natalie Manton gave an overview of the changes made to the Local Emergency Management Arrangements. Only minor changes were suggested, such as changes to contact details and acronym changes. Once endorsed by the committee, these documents will then be presented to Council to be adopted and then distributed for use.

Moved: Cr Weguelin Seconded: Dino Di Fulvio

That the committee incorporate any minor amendments and endorse the following documents

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

Carried

5. REVIEW OF INCIDENTS AND EXERCISES

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

5.1 Incidents

The Corrigin areas has experienced rainfall of 146 mm during July which is the highest monthly total since records commenced in 1910. There has been significant damage to floodways and some gravel roads throughout the shire.

The Wickepin Corrigin Road, Bulyee Road and Nambadilling Road were closed for a short time with the Bulyee Road being the only road that remains closed.

Quotes are being obtained for a contractor to assess the extent of the damage and provide an estimate of the repair cost. The Shire will make an application for grant funded administered by DFES to fix damage caused recent heavy rainfall.

6. DEVELOPMENT OF FUTURE EXERCISES

Future exercises could include:

- Communications
- Interruption to Critical Supplier
- Major Crash/ School bus roll over exercise

Action: J Carroll to prepare a calendar of exercises and arrange scenarios for desktop or actual exercises.

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

8.1 Generator for CREC.

9. FUNDING

- Funding application for a generator for the CREC.
- Airstrip lights.

10. OTHER MATTERS

10.1 Draft Animal Welfare in Emergencies Plan

Draft Animal Welfare in Emergencies Plan will be presented to LEMC and Council in next few months.

11. REPORTS

Reports from LEMC members and stakeholders

Department of Communities

Jo Spadaccini is unable to attend the meeting but rang the shire office and advised that they have now positioned bedding at Merredin and Narrogin so the trailers will now be able to get to locations quicker if needed and will not need to come from Perth each time.

Jo has also provided the latest update of the Local Emergency Welfare Plan – June 2021 to be distributed for comment to the LEMC Committee. The ESO will provide this document with the minutes.

DFES

Standard winter work. DFES currently don't have any boats available to assist with minor flooding incidences, plenty of volunteers for assistance.
CESM – Trying to finalise bushfire training courses.

Corrigin Police

Standard winter work. Only had minor incidences recently.
Planning an exercise involving surrounding shires.
Interesting in planning a land search exercise.

St John Ambulance

New community paramedic.
Trying to recruit some new numbers.
RAC experience chopper coming in for the Corrigin show.

Corrigin District Hospital

NIL

Corrigin Volunteer Fire and Rescue

Minor accidents. Focussing on training new employees.

Chief Bush Fire Control Officer

NIL

Corrigin District High School

Business as usual.

Shire of Corrigin

Men's Health – Pre-Harvest Breakfasts to continue this year despite no grant funding.
R Thornton Roadwise is interested in attending to raise awareness of fatigue especially in the lead up to harvest.
Looking to see if there is interest in holding a Ladies day to support women's mental health as well.
Busy with supporting the community to ensure the roads are safe through the heavy rainfall and focusing on our communication.

Wheatbelt South WALGA – Road Safety

Football Grandfinal – will have a road safety message at the event.
Works on the Bruce-Rock Merredin Road has been causing a lot of damage to vehicles – there is a claims process you can go through for this.
Trying to get some funding for a small production about flooding and safety awareness.

Recovery Officer

Locals good at signing into SafeWA, people from out of town have had to be reminded.
Some suppliers being held up with COVID shut downs over east.

Deputy Recovery Officer

NIL

12. NEXT MEETING

The next meeting will be Monday 8 November 2021 at 1.00pm.

13. MEETING CLOSURE

The Shire President, Cr Des Hickey closed the meeting at 2.05pm.