



MINUTES

LOCAL EMERGENCY
MANAGEMENT COMMITTEE
MEETING

24 February 2022, 5.00pm

Venue: Council Chambers,
9 Lynch Street Corrigin

TERMS OF REFERENCE

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 5.06pm

2. ATTENDANCE/APOLOGIES

Shire President, Shire of Corrigin
Deputy Shire President/ Recovery Officer
Deputy Recovery Officer
Chief Executive Officer, Shire of Corrigin
Area Officer, DFES
Executive Support Officer, Shire of Corrigin

Cr. D Hickey
Cr. M Weguelin
L Baker
N Manton
G Hansen
K Biglin

3. MINUTES OF PREVIOUS MEETING

Moved: Cr Weguelin Seconded: G Hansen

Minutes of the LEMC meeting held on Monday 8 November 2021 (Attachment 3.1) be confirmed as a true and accurate.

Carried

4. REVIEW OF LEMC DOCUMENTS

Moved: L Baker Seconded: Cr Weguelin

That minor amendments be made to the Shire of Corrigin Local Emergency Management Arrangements listed below

- Local Emergency Management Arrangements (*Attachment 4.1*)
- Local Emergency Evacuation Plan (*Attachment 4.2*)
- Local Emergency Recovery Plan (*Attachment 4.3*)
- Local Emergency Management Plan for the Provision of Welfare Support (*Attachment 4.4*) – Newly updated by Jo Spadaccini as at 14/12/2021

Bootsma's are no longer in town. ESO will find out who the new driver is and update details. ESO will also update bus route for 2022 in Emergency Management Plans.

5. REVIEW OF INCIDENTS AND EXERCISES

Committee went through bush fire de-brief.

5.1. LOCAL EMERGENCY MANAGEMENT FORUM – DECEMBER 2021

The purpose of the forum was to provide an opportunity for local government staff with emergency management responsibilities to come together, share learnings, experiences, work collaboratively on SEMC requirements and hear about the latest in emergency management.

- Local Emergency Management Forum Summary December 2021 (*Attachment 5.1*)
- Local Emergency Management Forum Master Presentation December 2021 (*Attachment 5.2*)

Special Report – Update to the Economic Costs of Natural Disasters in Australia (*Attachment 5.3*)

2022 Forums

| LEMC Meetings | Local EM Forums | DEMC Meetings | SEMC Meetings |
|--------------------|---|--|------------------------|
| January – March | 9 March – Regional Forum – Katanning or Woodanilling *Seasonal Review | 23 March | 5 May |
| April – June | 14 June – Narrogin 16 June – Cranbrook | 29 June Combined with Goldfields DEMC 6 July | 4 August |
| July – September | 13 September – Narrogin 15 September – Cranbrook | 19 October | 13 October |
| October – December | 6 December – Narrogin 8 December – Cranbrook *Recovery Focus | Exercise | 1 December 11 March |

5.2. INCIDENTS

- Discussion of the recent bushfires was held.

5.3. DESKTOP EXERCISE

- Jason Carrall to run brief desktop exercise at the next meeting.

6. DEVELOPMENT OF FUTURE EXERCISES

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

NIL

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

8.1. GENERATOR FOR CREC

9. FUNDING

- Funding application for a generator for the CREC – disaster resilience funding.

10. OTHER MATTERS

10.1. COVID-19

The Shire of Corrigin continues to monitor the latest information about COVID-19 and are acting in accordance with advice provided by the relevant health and government authorities.

10.2. BUSHFIRE VOLUNTEER COVID-19 VACCINATIONS

ESO will send out a SMS reminder to all brigade members to send in their vaccination certificates to DFES.

11. REPORTS

Reports from LEMC members and stakeholders

Department of Communities

The below documentation has been provided by Jo Spadaccini.

- COVID-19 Welfare Centre Guide – Version 1.07 January 2022 (Attachment 11.1)
- Triage Questions – These are the current questions (at the time of writing) required to be asked of anyone entering an evacuation centre. Any changes will be notified as soon as possible after activation of Communities (Attachment 11.2)
- Local Emergency Welfare Plan (Narrogin District)

DFES

- DFES COVID plans are days away. Likely face to face training will be cancelled.

12. NEXT MEETING

The next meeting will be Monday 9 May 2022 at 1.00pm.

13. MEETING CLOSURE

The Shire President, Cr Des Hickey closed the meeting at 6.12pm.