



Local Emergency Management Committee Meeting

Minutes

Monday 10 February 2020

1.00pm

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 1:03pm.

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 (1.27pm)
St John Ambulance, Community paramedic	L Evans
Chair St John Ambulance	G Dawson
Health Services Manager, Corrigin District Hospital	L Reed (1.08pm)
Principal, Corrigin District High School	H Prance
Department of Communities	J Spadaccini
Deputy Recovery Officer	L Baker
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Chief Bush Fire Control Officer	G Evans

Apologies

Dept of Primary Industries and Regional Development	A Lacey
DFES, District Emergency Management Advisor	A Smith
Sergeant, Corrigin Police	C Morgan
DFES Area Officer, Narrogin East	G Hansen

3. MINUTES OF PREVIOUS MEETING

Minutes of the LEMC meeting held on 25 November 2019 (Attachment 1).

Moved: L Baker Seconded: G Dawson

That the minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on Monday 25 November 2019 be confirmed as a true and accurate record.

Carried

4. REVIEW OF LEMC DOCUMENTS

Committee to review the following documents and update or amend as required.

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

Recommendation

Moved: J Spadaccini Seconded: G Evans

That the Committee incorporate any minor amendments and endorse to the following documents.

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

Carried

5. REVIEW OF INCIDENTS AND EXERCISES

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

5.1 Incidents

Numerous Power Outages – power, water, fuel and communication issues.
Feedback and lessons learnt from local emergency service volunteers.

Western Power Merredin and Telstra Regional Engagement Manager (WA) have been invited to meeting to provide an update on key findings and any proposed changes for the coming year

Western Power and Telstra were unable to attend the meeting.

All bush fire radios are to be serviced in May 2020 to ensure alternative communication method is available.

Large Bush Fires in Shire of Kondinin

Shire of Corrigin bush fire brigade members and Volunteer fire and rescue assisted the Shire of Kondinin with large fires in December.

Chief Bush Fire Control Officer needs to be aware of what resources are available in Corrigin if a couple of fire trucks are out of the shire to ensure the local community has adequate resources available.

5.2 Exercises

No exercises during period November 2019 to February 2020.

6. DEVELOPMENT OF FUTURE EXERCISES

Possible 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

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

8.1 Local Plan for Animal Welfare in Emergencies

The Department of Primary Industries and Regional Development (DPIRD) has developed a draft guide and template to assist Local Governments to develop a Local Plan for Animal Welfare in Emergencies (PAWE) that is relevant to their area of responsibility, risks and community support.

The guide and template aims to provide support in development of a local PAWE, and can be modified to suit individual needs.

The WA Local Government Association has invited local governments to provide comment on any aspect of the Guide and Template by 18 February.

Click [here](#) to access the Guide and Template

9. FUNDING

9.1 Airstrip Lighting Upgrade

The Shire of Corrigin commenced an application for the Regional Airstrip Upgrade Program to replace the airstrip lights with LED lights to the full length of the strip and upgrade the radio control system for pilots to turn the lights on. An initial quote was received to replace the lights only at \$30,000.

An on-site assessment was conducted Airport Management Services, based in Perth, following a recommendation from the Royal Flying Doctor Service (RFDS). The contractor found the existing lights were not compliant with the current standards due to the spacing being too far apart at 90m intervals instead of the required 60m intervals.

The site inspection also found that the wrong colour lights (white) are currently installed on helicopter pad and the lights should be replaced with green lights.

In order to make the airstrip lights with current standards new cabling would need to be installed along the length of the airstrip at a cost of \$250,000.

A second funding is expected to open in May 2020.

10. OTHER MATTERS

10.1 Memorandum of Understanding for Mutual Aid in Recovery Provision of Mutual Aid during Emergencies and Post Incident Recovery

In September 2019 Council endorsed the Memorandum of Understanding (MOU) for the Provision of Mutual Aid during Emergencies and Post Incident Recovery for a period of three years. The following shires are parties to the agreement:

Beverley	Pingelly
Brookton	Quairading
Corrigin	Wagin
Cuballing	Wandering
Dumbleyung	West Arthur
Kulin	Wickepin
Lake Grace	Williams
Narrogin	

This MOU sets out a basic framework for cooperation between the shires to promote cooperation in a disaster event which affects one or more of the partnering shires.

The guiding principle of this MOU is that any support given to a partnering shire in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering shire providing the support.

The MOU is expected to be signed by all participating shires at the next Central Country Zone meeting on 21 February 2020.

In keeping with the intention of the MOU the Shire of Corrigin provided assistance to the Shire of Kondinin with recent fires at Forestania and Kondinin.

10.2 Water Availability for Stock and Fire Fighting

Water supplies are very low due to no major rainfall events since August 2019. Survey has been sent out to local residents to provide information to Department Water regarding water deficiency declaration for Shire of Corrigin.

10.3 Corona Virus

The following information has been provided by the Department of Health in relation to the Corona Virus:

The Western Australian health system is very well prepared to manage infectious disease situations and have well established systems and processes in place. The risk of the Coronavirus to the WA community remains low. Western Australians should remain alert, but they should not be alarmed. There are currently no confirmed cases in this State.

At this stage, there is no role for Local Governments (including Environmental Health Officers) in WA's response to Coronavirus, except in helping to direct any queries from your local community to trusted sources of information.

Up to date information is available on the HealthyWA website - https://healthywa.wa.gov.au/Articles/A_E/Coronavirus. This should be the main page to refer people to and has information for individuals, parents, schools and early childhood centres.

We encourage your Communications Officer to monitor and share any **HealthyWA** Facebook posts about Coronavirus to your community (rather than write your own); this page can be accessed at www.facebook.com/HealthyWA.

The Commonwealth has released numerous fact sheets to answer the many questions that are currently being asked by the broader community and different industries (e.g. advice for hotels and hotel staff). These fact sheets can be accessed on their website at <https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>.

All departments present at the meeting are confident that their policies, procedures and stock are all up to date if there is a case of emergency.

11. REPORTS

Rodney Thornton provided a road report.

- As at February 2020 there has been two metro fatalities and 11 rural fatalities.
- At this point last year there was 24 fatalities.
- The main type of accident has been non-collision.
- At this point there has been no cyclist/pedestrian fatalities. There was three at this point last year.
- Has been applying for grants for shire vehicles to display road safety messages.
- Child Car Restraint Course on 28 May 2020 in Narrogin. CRC's, playgroups and day cares are encouraged to attend. This course will have people qualified to check the installation.

Greg Evans

- Fairly quiet bush fire season until last week with three large fires.
- A de-brief and discussion about lessons learnt will be provided at the next bush fire meeting in April.
- Corrigin brigades sent a lot of help to the Hyden and Kondinin fires and Greg commended the volunteers for the help.
- All equipment is in good working order and they are expecting a new truck soon.

- Will be pushing for Whatsapp communication.

Jo Spadaccini

- Seventeen activations this season in comparison to seven last season.
- Looking to update Local Welfare Plans.

Heather Prance

- On alert for Corona Virus and management plans are in place.
- To send CDH Emergency Management Plans to the Shire.

Graeme Dawson

- Chasing up Telstra for power outages and getting a backup generator
- 50 power outages in the last quarter
- New recruits being trained

Dino DiFulvio

- Have attended six road crashes with two being fatal.
- Primarily late night to early morning accidents.

12. NEXT MEETING

The next 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

13. MEETING CLOSURE

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