



Local Emergency Management Committee Meeting

Minutes

Monday 10 May 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 1.04pm.

2. ATTENDANCE AND APOLOGIES

Shire President, Shire of Corrigin	Cr. D Hickey
Deputy Recovery Officer	L Baker
Chief Executive Officer, Shire of Corrigin	N Manton
Chair, St John Ambulance	G Dawson
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Acting Superintendent Upper Great Southern, DFES	S Hares

Apologies

Executive Support Officer, Shire of Corrigin	K Biglin
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
District Emergency Service Officer, Dept of Communities	J Spadaccini
Deputy Shire President/ Recovery Officer	Cr. M Weguelin
Sergeant, Corrigin Police	S Mayne
Corrigin Police	A Micmalski
Community Emergency Services Manager	J Carrall

3. MINUTES OF PREVIOUS MEETING

Moved: L Baker Seconded: G Dawson

The Minutes of the LEMC meeting held on 8 February 2021 (Attachment 1) be confirmed as a true and correct record.

Carried

4. REVIEW OF LEMC DOCUMENTS

4.1 Updated LEMC Documents

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

The following documents will be reviewed by Adam Smith over the coming months, and will be presented back to the committee at the November 2021 committee meeting.

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

Action: Documents to be sent to Adam Smith for review.

5. REVIEW OF INCIDENTS AND EXERCISES

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

5.1 Incidents

Major incident of chemical leak at CBH was discussed.

5.2 Welfare Centre Exercise 18 March 2021 Overview – Medical Students

5.3 Local Emergency Management Forum – March 2021 (Minutes Attachment 2)

6. DEVELOPMENT OF FUTURE EXERCISES

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

Action: J Carroll to develop list of future exercises and conduct both desktop and in person exercises.

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. 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.

9. FUNDING

Airstrip lights remains the priority for funding.

Generator at Corrigin Recreation and Events Centre (CREC) if the building was to be used as an evacuation centre during an emergency.

10. OTHER MATTERS

10.1 Shire of Corrigin Adverse Event Plan

As part of the Drought Communities Programme Extension 2020-2021 the Shire of Corrigin was funded \$1,000,000 to provide economic growth and create jobs in the community and were required to create an Adverse Event Plan (Attachment 3). The purpose of the plan is to provide detailed guidance to council, staff and the community to guide responses to events that directly and indirectly affect the Shire of Corrigin. Caroline Robinson from 150 Square was engaged to develop the plan.

LEMC is asked to adopt the Adverse Event Plan and then it is to be taken to council for adoption prior to June 2022.

Moved: L Baker

Seconded: D Difulvio

That the committee recommend to Council that the Adverse Event Plan be endorsed.

Carried

10.2 COVID-19

The Department of Health is providing the latest up to date information on the COVID-19 pandemic.

10.3 Emergency Management Capability Summary

The report has been prepared by the Department of Fire and Emergency Services (DFES) State Capability Team, on behalf of the SEMC. It is based on your local government's responses to the 2018 and 2019 state emergency management capability survey, focusing on areas of highest capability and the aspects that may require more attention.

The summary can be used for a variety of purposes, such as:

- Facilitating and guiding your emergency management planning
- Informing your Local Emergency Management Arrangements (LEMA)
- Informing your Local Emergency Management Committee (LEMC) business plans and activities
- Informing EM exercising in line with the State Exercise Framework requirements
- Supporting review and refinement of your broader business continuity plans
- Supporting business cases
- Highlighting areas of success

Committee discussed the capability survey and challenges with some of the questions in the survey.

11. REPORTS

Reports from LEMC members and stakeholders

A Micmalski arrived at 1.55pm

Department of Communities

DFES

Sven Anderson is on long service leave and Scott Hares is acting in the position for the next three weeks.

Jason Carroll assisted with the DFES response to Cyclone Seroja in Kalbarri.

Corrigin Police

St John Ambulance

Upskilling new members to Level 2. Lost a couple of members and will need to start another recruitment drive soon.

Lauren Evans has left as the community paramedic with a temporary paramedic due to start soon and the substantive position to be filled in the next few months.

Works request for the air strip to be checked and graded if necessary after the recent rain. There are also some shrubs growing on the side strip which will need to be removed.

Corrigin District Hospital

Corrigin Volunteer Fire and Rescue

The Volunteer Fire and Rescue team have recruited a couple of new recruits.

A new fire truck is due soon although the actual date is not known at this stage.

Chief Bush Fire Control Officer

Corrigin District High School

Department of Primary Industries and Regional Development

Shire of Corrigin

Discussion of generator at CREC if required in an emergency.

Application has been submitted for satellite internet connection at CREC

Wheatbelt South WALGA – Road Safety

Recovery Officer

Deputy Recovery Officer

12. NEXT MEETING

The next meeting will be Monday 9 August 2021 at 1.00pm.

Meeting dates for 2021 are as follows:

- Monday 8 November 2021

13. MEETING CLOSURE

The Chairperson, Cr Des Hickey closed the meeting at 2.02pm