



# Local Emergency Management Committee

## MINUTES

Section 38 of the *Emergency Management Act 2005*

*Committee Brief:*

*To advise and assist the Local Government in ensuring that the 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; and to carry out other emergency management activities as directed by the SEMC or prescribed by the Regulations.*

### General Meeting of Local Emergency Management Committee

Held in Council Chambers

5.00 pm Wednesday 8 February 2017

Committee Members as per Council Resolution No. 199/10/15

Council Members: Cr D Dow, Cr Chitty, Cr Wood

Community Members: Police Officer in Charge - Toodyay, St John Ambulance Representative, DFES Representative, Silver Chain Representative, Toodyay Volunteer Fire & Rescue representative, Red Cross Representative, Chief Bush Fire Control Officer, Department of Child Protection representative, Principal Toodyay District High School, Community Emergency Services Management Officer, Health/Medical Representative

Staff Members: S Scott (CEO), R Koch (CESM), N Rodger (LRC), K Stonham (DRC)

Deputies: Cr J Dow, Cr Greenway

## Preface

When the CEO approves these Minutes for distribution they are in essence "Unaccepted" until the following Local Emergency Management Committee Meeting, where the Minutes will be accepted as circulated subject to any amendments made by the members of the Committee.

The "Accepted" Minutes are then signed off by the Chairperson.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes.

## Unaccepted Minutes

These minutes were approved for distribution on 20 February 2017.



Stan Scott  
CHIEF EXECUTIVE OFFICER

## Accepted Minutes

These minutes were accepted at a meeting held on .....

Signed: .....

*Note: The Chairperson at the meeting at which the minutes were accepted is the person who signs above.*

# CONTENTS

.....

1.	MEETING OPENING.....	1
2.	TABLING OF MINUTES FROM PREVIOUS MEETING .....	1
2.1	Local Emergency Management Committee Meeting held on 9 November 2016.....	1
3.	BUSINESS ARISING FROM MINUTES.....	1
3.1	Matters arising from previous minutes .....	1
3.2	Review of the LEMC Status Report (Action List).....	2
4.	CORRESPONDENCE.....	2
4.1	Inward Correspondence .....	2
4.2	Outward Correspondence .....	2
5.	STANDING ITEMS TO BE CONSIDERED AT EACH MEETING .....	2
5.1	Update of Contacts (committee and emergency).....	2
5.2	Any ISG Activations/ or incidents - debrief. ....	2
5.3	Any LEMC exercise held – reports and/or debrief .....	2
5.4	Training – future dates .....	2
5.5	Funding – NDRP or other (e.g. community safety grants) .....	3
6.	DOCUMENTATION (to be considered at meetings where appropriate)3	
6.1	LEMC Meeting and Exercise Schedule .....	3
6.2	Exercise Report.....	3
6.3	Business Plan to be developed, reviewed, adopted? .....	3
6.4	Annual Report due?.....	3
7.	PROJECT PROGRESS REPORT .....	3
8.	AGENCY UPDATES .....	3
9.	PRESENTATIONS OR EXERCISES .....	4
10.	LEMA AND RECOVERY PLAN REVIEW.....	4
11.	GENERAL BUSINESS.....	4
12.	CONFIRMATION OF NEXT MEETING.....	4
13.	CLOSURE OF MEETING.....	4

.....  
**ATTACHMENTS** *with separate index follows Item 13.*  
.....





## Local Emergency Management Committee

# MINUTES

### 1. MEETING OPENING

Cr D Dow, Chairperson, declared the meeting open at 5.10pm.

#### Members

Mr R Koch	Community Emergency Services Manager
Cr D Dow	Shire President
Cr T Chitty	Council Member, Shire of Toodyay
Mr S Scott	Chief Executive Officer
Mrs N Rodger	Local Recovery Coordinator
Mrs K Stonham	Deputy Recovery Coordinator
Mr T Bendtsen	Acting FESA District Manager Avon
Mr C Stewart	Chief Bushfire Control Officer (CBFCO)
Ms J Spadaccini	Department of Child Protection
Mr G Brown	Acting Principal, Toodyay High School
Ms Y Grigg	District Advisor for the SEMC Secretariat

#### Staff

Nil

#### Visitors

Nil

#### Apologies

Cr K Wood	Council Member, Shire of Toodyay
Mr I McGregor	Toodyay Volunteer Fire & Rescue (VFRS)

### 2. TABLING OF MINUTES FROM PREVIOUS MEETING

#### 2.1 Local Emergency Management Committee Meeting held on 9 November 2016

#### OFFICER'S RECOMMENDATION/MOTION

**MOVED** Cr T Chitty

**SECONDED** C Stewart

That the minutes of the Local Emergency Management Committee Meeting held on 9 November 2016 be accepted as circulated.

**MOTION CARRIED**

### 3. BUSINESS ARISING FROM MINUTES

#### 3.1 Matters arising from previous minutes

Nil

**3.2 Review of the LEMC Status Report (Action List)**

**3.2.1 Warning Sirens**

There can be complications on what sound the siren makes and what it is used for.

Y Grigg will provide a draft report regarding the use of sirens which was part of the Ferguson report.

SMS alerts and phone calls are still utilised by DFES.

**4. CORRESPONDENCE**

**4.1 Inward Correspondence**

**4.1.1 State Emergency Management Committee**

Letter confirming that the LEMA was accepted on 6 Dec 2016.

**4.1.2 State Emergency Management Committee**

Comprehensive Impact Assessment template created for handover of incidents from the HMA to the back to the local government.

**4.2 Outward Correspondence**

Nil

**5. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING**

**5.1 Update of Contacts (committee and emergency)**

Corrections of contacts to be done by R Koch.

**5.2 Any ISG Activations/ or incidents - debrief.**

An operational debrief was held between DPAW, DFES and Fire Brigades. Discussions were centred around a number of fire events which occurred between November 2016 and now, with a focus on the Julimar Forest.

**5.3 Any LEMC exercise held – reports and/or debrief**

The report held at the last meeting forms part of the Agenda.

The report and outcomes will be submitted for inclusion on the Agenda for DMEC.

The exercise would have been enhanced if there was a broader representation of multi-agencies.

**5.4 Training – future dates**

Training for both the LRC & DLRC to be conducted.

Need to look at exercises that can be done on the ISG. Needs to define roles when the person is not operational.

Look to incorporate training regarding the ISG at the August 2017 LEMC meeting.

OEM has organised training on the 21 June 2017 with York. Y Grigg will organise an invitation to observe once the training has been finalised.

**5.5 Funding – NDRP or other (e.g. community safety grants)**

The acquittal for the NDRP was sent to the OEM last week and will be finalised shortly.

There is a new funding round opening and R Koch will be submitting an application for access tracks between Malkup Brook Road Julimar and Harders Chitty Road, West Toodyay.

We have been awarded a Watering WA grant. This will increase the fire water capacity at Morangup and Bejoording Fire Sheds.

It will also enable back-up power to the Morangup Fire Shed.

**6. DOCUMENTATION (to be considered at meetings where appropriate)**

**6.1 LEMC Meeting and Exercise Schedule**

Nil

**6.2 Exercise Report**

Nil

**6.3 Business Plan to be developed, reviewed, adopted?**

Nil

**6.4 Annual Report due?**

Nil

**7. PROJECT PROGRESS REPORT**

Nil

**8. AGENCY UPDATES**

**C Stewart**

There have been a few fires recently. We have had a great response from crews and they have been dealt with quickly.

We have had two fires which were deliberately lit. Arrests have been made and we are hopeful that they will be prosecuted.

**Jo Spadaccini**

The Welfare Plans are continuing to be updated.

Need to be mindful that if the alert is given sooner rather than later, DCP can be better prepared which can reduce response times.

**T Bendtsen**

Mitigation works have been planned for along the river from Extracts to Julimar Road.

This is a four year plan. It is hoped that works can be carried out with other groups.

**G Brown**

There was a fire in River Hills Estate at the back of the school towards the end-of-term. A staff member was in on a Saturday and it was proven that the emergency SMS system and contact from the regional office was continuous and we were kept up-to-date.

A walk around the school has been done with R Koch who has provided assistance with the updating of the School's Plan.

Work on the current recreation site will reduce fire risk at the back of the school.

**S Scott**

Last week's rain event has created significant damage to the footpath along Drummond Street.

**9. PRESENTATIONS OR EXERCISES**

Y Grigg and T Bendtsen presented a slideshow on the roles and responsibilities in incident and recovery.

**10. LEMA AND RECOVERY PLAN REVIEW**

LEMA was submitted and accepted on the 6 December 2016.

This document is reviewed every five years but is constantly being updated.

**11. GENERAL BUSINESS**

R Koch asked (and sought feedback from) the membership whether the Shire Ranger could become a representative on the LEMC; as they would be beneficial with respect to Welfare and ISG.

The Committee took the question on notice.

**12. CONFIRMATION OF NEXT MEETING**

The next meeting is scheduled for 10 May 2017 commencing at 5.00pm.

**13. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 6.45pm.





# **ATTACHMENTS**

to Minutes of the

**Local Emergency  
Management  
Committee Meeting**

**8 February 2017**

**ATTACHMENTS**  
TO MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 8 FEBRUARY 2017

## **CONTENTS**

### **BUSINESS ARISING FROM PREVIOUS MEETING**

<b>3.2</b>	<b>Review of LEMC Status Report</b>	<b>1</b>
------------	-------------------------------------	----------

### **STANDING ITEMS TO BE CONSIDERED AT EACH MEETING**

<b>5.1</b>	<b>Update of Contacts</b>	<b>SCA</b>
	Attachment 1 – Contacts and Resources Register	<b>SCA</b>

### **DOCUMENTATION (to be considered at meetings where appropriate)**

<b>6.1</b>	<b>Exercise Report</b>	<b>3</b>
	Attachment 1 – Exercise Report	<b>3</b>



# STATUS REPORT

## Local Emergency Management Committee

Including Recommendations made to Council, Action List and Completed items

<b>Recommendations to Council</b>					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Deadline
8 Feb 2017 LEMC	N/A	There were no recommendations made to Council at this meeting.	CESM	N/A	N/A

<b>ACTION LIST (responses provided regarding other matters)</b>				
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
9 Nov 2016 LEMC	3.1.1	Bushfire Control	CEO/CESM	The CEO investigates actioning emergency sirens as per the recommendation in the Waroona Special Enquiry.
9 Nov 2016 LEMC	3.1.2	Evacuation Centre	CESM	Advise the CEO that future funding applications state the need for an evacuation centre within a new recreation precinct.
8 Feb 2017 LEMC	3.2.1	Warning Sirens	Y Grigg	Will provide a draft report regarding the use of sirens which was part of the Ferguson report.
8 Feb 2017 LEMC	5.4	Training – Future Dates	CESM	Need to look at exercises that can be done on the ISG. Needs to define roles when the person is not operational.  Look to incorporate training regarding the ISG at the August 2017 LEMC meeting.  OEM has organised training on the 21 June 2017 with York. Y Grigg will organise an invitation to observe once the training has been finalised.



# STATUS REPORT

## Local Emergency Management Committee

Including Recommendations made to Council, Action List and Completed items

<b>ACTION LIST (responses provided regarding other matters)</b>				
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Status / Action / Notes or Comment</b>
8 Feb 2017 LEMC	11	GENERAL BUSINESS – Shire Ranger becoming a LEMC Representative.	CESM	R Koch asked (and sought feedback from) the membership whether the Shire Ranger could become a representative on the LEMC; as they would be beneficial with respect to Welfare and ISG.  The Committee took the question on notice.

<b>COMPLETED RECOMMENDATIONS (to Council) and ACTIONS completed.</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Status / Action / Notes</b>	<b>RESOLUTION NO.</b>

## **ANNEX C**

### **Post Exercise Report**

**1. Agency / Region / District / Area**

Shire of Toodyay

**2. Date of Exercise**

09 November 2016

**3. Participating Agencies**

Shire of Toodyay

WA Police

Department of Child Protection

**4. Type of Exercise**

Discussion (Workshops/Desktop)

**5. Aim of Exercise:**

To test the effectiveness of the both Shire's Local Emergency Management Arrangements.

**6. Objectives of the Exercise:**

1. To test the understanding of the LEMC in regard to the roles and responsibilities in the coordination of the event (the IMT and the ISG)
2. To test communications, between agencies and also types of communications that may be used in such an emergency event.
3. To measure the effectiveness, accuracy and currency of the LEMA.
4. To test the Local Governments and LEMCs understanding of core recovery principles and the transition period including the impact assessment requirements.

**7. Key Lessons Learnt:**

Use of regional evacuation centres.

Need to understand pre-plans of Butterly Cottages and Silver Chain.

Lack of awareness of Australasian Inter-Service Incident Management System (AIIMS) among membership.

**8. Actions re Key Lessons Learnt:**

1. Follow-up with Butterly Cottages and Silver Chain re: emergency pre plans; Shire of Toodyay; Prior to next LEMC.

2. Investigate AIMS awareness training options for LEMC members; Shire of Toodyay; Prior to next LEMC.

**9. Recommendations for future actions.**

**10. Further comments.**

All attendees agree that the exercise was a useful and informative.  
Noted a lack of agency representation limited some discussion/learning.

Exercise Documentation Attached:

- Exercise brief with Discussion answers and whiteboard notes made during exercise.



EXERCISE ONLY

# DISCUSSION EXERCISE



## EXERCISE INSTRUCTIONS

(including discussion responses [*in italics*])

### ***“EARTHQUAKE”***

**Shire of Toodyay  
Local Emergency Management Committee**

**09 November 2016**

EXERCISE ONLY

## **Introduction**

The Shire of Toodyay Local Emergency Management Committee (LEMC), under *Western Australia's Emergency Management Act 2005*, and as part of the Shire's Local Emergency Management Arrangements (LEMA), is to conduct an exercise to test the arrangements every twelve (12) months.

This exercise is to test the Shire's arrangements under the relevant headings of Preparedness, Prevention, Response and Recovery to demonstrate to the Shire, Councils and the Community that adequate measures are in place in the event of an emergency.

The preparation of the exercise is under the authority of the Shire of Toodyay LEMC, with assistance from District Officer Mark Bowen (DFES) and Yvette Grigg, Wheatbelt EM District Advisor from the SEMC Secretariat.

It is an opportunity for participants to practice and experience (through the exercise discussion), roles within a simulated emergency event. They will be able to make decisions within the safe learning environment and to contribute to the further refinement and development of the Shire's Local Emergency Management Arrangements (LEMA).

## **2. References**

The following exercise has been developed using the following references:

- *Emergency Management Act (2005)*,
- Shire of Toodyay Local Emergency Management Arrangements (LEMA)
- State Welfare Emergency Management Plan (WESTPLAN-Welfare)
- State Emergency Management Policy No 4.7: *Community Evacuation*
- State Emergency Management Policy No 4.1: *Incident Management*

## **3. Timing and Venue**

Exercise "*Earthquake*" will be conducted in the Shire of Toodyay Council Chambers, in Toodyay, 09 November 2016, as part of the LEMC Meeting commencing at 5pm. It is anticipated the exercise component will take 1-1.5 hours. Dinner will be provided.

## **4. Exercise Format**

Exercise "*Earthquake*" will be a facilitated discussion exercise, designed to increase the awareness and the understanding of the Shire's LEMA amongst the LEMC members and emergency service and support organisations.

## 5. Aim

To test the effectiveness of the both Shire's Local Emergency Management Arrangements.

## 6. Objectives

1. To test the understanding of the LEMC in regard to the roles and responsibilities in the coordination of the event (the IMT and the ISG)
2. To test communications, between agencies and also types of communications that may be used in such an emergency event.
3. To measure the effectiveness, accuracy and currency of the LEMA.
4. To test the Local Governments and LEMCs understanding of core recovery principles and the transition period including the impact assessment requirements.

## 7. Exercise Type

- The Exercise Director will facilitate the discussion exercise, with various, pre-determined injects being offered to exercise participants.
- Responses will be recorded throughout the exercise and these will then be drafted into an exercise report, which will be submitted to the LEMC, for consideration.
- This report will include recommendations for improvement of the arrangements and processes, as well as highlighting observed good practise.

## 8. Exercise Directing Staff

Role	Name	Organisation
Exercise Director	Yvette Grigg	SEMC secretariat
Exercise Facilitator	Yvette Grigg/Mark Bowen	SEMC secretariat/DFES
Exercise Safety Officer	Mark Bowen	DFES

## 9. Exercise Evaluation

At the completion of the exercise participants and observers will be requested to complete the Exercise Evaluation Report which is attached to these Exercise Instructions.

A summary of the comments will be included in the Exercise Director's report.

## **10. Safety**

All participants will be advised of the current emergency procedures in the event of a “**NO – DUFF**” (Real Emergency) situation. Standard evacuation procedures will be followed.

## **11. Communications**

All electronic or written communications will commence with “Exercise Only – Exercise *“Earthquake”*”.

External communications are not expected to be required during the exercise, unless in an emergency or urgent situation.

Due to this exercise being a discussion exercise, no radio communications will be necessary.

## **12. Administration**

All administration support will be provided by the Shire of Toodyay LEMC executive officer.

## **13. Briefings**

The exercise briefing will take place at the beginning of Exercise *“Earthquake”*.

A “hot de-brief” will be conducted immediately after the exercise, and a further formal one will be presented at the next Shire LEMC meeting along with the exercise report.

## **14. Exercise Participants**

The following people will participate in this exercise –

<b>Participant</b>	<b>Organisation</b>
All LEMC members	Shire, Police, DFES, DCP, Health, Education, TDHS, VFRS.

## **15. Exercise Control**

The exercise control group will ensure the exercise remains focussed on working towards its aim and objectives and runs to time.

## **16. Public Relations**

No media releases or announcements will be made prior this exercise. However, the Shire may provide an article regarding the exercise having being conducted to the local media.

## *Exercise ‘Earthquake’*

### **Exercise Rules and Conduct**

- The exercise is to be conducted as a DiscEx/Tabletop
- The participants should be encouraged to work within the one group, with each individual having equal opportunity to contribute to the discussion and ideas.
- This is intended to use the participatory learning approach to the development of the LEMC membership.
- The Exercise Director/Facilitator is to encourage all members of the group to contribute and may direct questions to individuals to share opportunities.
- No one in the group should over-ride or block any ideas/comments, of another.
- One speaker at a time.
- All comments are welcome and no comment is to be considered necessarily correct, or incorrect.
- All comments will be entertained and recorded for inclusion into the exercise report.
- This is not a test of any individual.
- The intent is to test the arrangements for the Shire’s emergency management and the general understanding of the State’s arrangements.
- Indicative timings need to be adhered to, to ensure the exercise has the chance to fulfil all of the expectations.
- The Exercise Director/Facilitator will be responsible for the timings being followed.

The exercise scene is only considered for the context, as a local community. The exercise, or any outcomes will not be used as a criticism or complement of the community or its constituent risks. It would also be important to focus on the exercise Aim and Objectives, rather than focus on any tactical or local issues. The Exercise Director/Facilitator will move the exercise on, if he/she considers that the exercise Aim and/or Objectives are at risk of being met, at the expense of the locally focussed discussion.

**Master Schedule**

The Exercise Director/Facilitator will inject, in person, the Special Ideas for Exercise “*Earthquake*” at intervals as shown in the table below.

There is no requirement for participants to have access to information other than what is provided in the Local Emergency Management Arrangements (LEMA), General Ideas and Special Ideas.

<b>Time</b>	<b>Injection</b>	<b>Focus</b>	<b>Time Allocation</b>
0 mins	General Idea / Setting the scene	Orientation	20 minutes
+20 mins	Special Idea 1	Evacuation Focus (IMT)	15 minutes
+25 mins	Special Idea 2	Coordination Focus	15 minutes
+40 mins	Special Idea 3	Evacuation Centre Focus	15 minutes
+55 mins	Special Idea 4	Communication Focus	15 minutes
+70 mins	Debrief	Lessons learnt	20 minutes

Please note that the time allocations are firm and an important aspect for the conduct of Exercise “*Earthquake*”. Participants are reminded to progress to the next stage of the exercise when the Exercise Director/Facilitator injects new material.



## EXERCISE BRIEFING

A verbal briefing will be given to all participants and observers at the commencement of the exercise and will include the following items:

1. The exercise will take place 10 February 2016 09 November 2016 commencing as part of the LEMC meeting commencing at 5pm.
2. The exercise code name is "Exercise *Earthquake*". The exercise code name should be used as a prefix on all written, radio and telephone messages relating to the exercise.
3. **Aim – To practice and test the effectiveness of the Shire Toodyay Local Emergency Management Arrangements.**
4. Objectives
  1. To test the understanding of the LEMC in regard to the roles and responsibilities in the coordination of the event (the IMT and the ISG)
  2. To test communications, between agencies and also types of communications that may be used in such an emergency event.
  3. To measure the effectiveness, accuracy and currency of the LEMA.
  4. To test the Local Governments and LEMCs understanding of core recovery principles and the transition period including the impact assessment requirements.
5. This is a multi-agency exercise.
6. Exercise observers may be present
7. Exercise Director / Facilitator – Yvette Grigg
8. A safety officer will be present – Mark Bowen
9. Notification of exercise suspension / abandonment / completion will be given by Exercise Director / Facilitator.
10. At the completion of the exercise participants and observers will be requested to complete the Exercise Evaluation Report which is attached to these Exercise Instructions.
12. Will all participants ensure that they have signed the attendance sheet which will be kept on record?

## General Idea / Scenario

The Shire of Toodyay encompasses 1,694 square kilometers, with a total population of approximately 4,500. The Toodyay townsite has a population of approximately 1000

The Shire of Toodyay is characterised by the Avon River in the south, large expanses of bush land to the west and broad acre grain farming to the north and east. Other industries include mixed animal farming, export hay and stock feed. A large portion of residents live on lifestyle properties in a number of subdivisions predominantly in the southern half of the Shire.

Two railway lines traverse the Shire. The main Perth-Kalgoorlie line follows the Avon River, and grain haulage line which runs to the north. There are a number of roads and bridges in the Shire spanning the river/railway.

Tourism is a major industry, in particularly in association with the historic township/buildings of the Toodyay town site. Wildflowers, natural rock formations and scenic walks are tourist attractions found throughout the Shire.

The climate of the shire is described as Mediterranean having cool, wet winters with the long-term average annual rainfall around 520mm and hot summers. Severe winter storms and summer thunderstorm events are not uncommon.

The Local Emergency Management Committee has identified earthquake as one of the highest risks within the Shire.

### Earthquake

Toodyay is situated within the South West Seismic Zone. The centre of this zone is approximately 150 kms east of Perth and it is approximately 100kms wide.

The SW Seismic zone has been the most active zone in Australia for the last 40 years. Major earthquake occurrences in WA include Meckering 1968 @ M6.8 and Cadoux in 1979 @ M6.0. Also includes the Burakin swarm with 21,500 events between September 2001 and September 2002. This swarm began with a Magnitude 5 and included 3 more Magnitude 5 earthquakes.

### Earthquake behaviour:

They cause damage by shaking, with the greatest damage being at the epicentre.

Actual effect will depend on the magnitude, distance from the epicentre and the response of the local geology to the shock waves.

Unreinforced masonry buildings have historically performed poorly in earthquakes. Historic buildings in the 2010 Boulder earthquake were significantly damaged with most losing their parapet walls.

Timber frame buildings generally perform very well in earthquakes.

Earthquakes are usually of short duration, 30 seconds to 1 minute are common and all earthquakes will be followed by aftershocks.

### **Special Idea 1 – The event and initial action**

#### The Event

At 1400 hours on Wed 09 November 2016 an earthquake occurs 10 kms north east of the town of Toodyay. Geoscience measurements indicate that it is a level 6.4 on the Richter scale. (See map for affected area)

Volunteers and local government staff immediately begin a reconnaissance of damage incurred and provide the following information;

#### Shire of Toodyay

- There has been extensive damage to buildings and infrastructure across the town site. Some reports have come in from damage in outer districts, extent so far unknown.
- Utilities. There is no power and water.
- Roads. Reports of large “step” to the north and east of town. Toodyay – Northam Road and Toodyay - Goomalling Road are impassable.
- Rail. Not sure at this stage, however will need to be checked by Brookfield rail to ensure integrity of system.
- Telecommunications tower. Appears unharmed, however not known how long battery power will last. Needs to be checked for damage.
- School. Moderate damage. An external wall has collapsed, windows are broken, trees down, cracks in evidence. Children currently sheltering in place in rooms with less damage.
- Butterly Cottages. Apparent severe structural damage.
- CBD. Top floor and balcony of Victoria Hotel has collapsed onto pavement and cars below. IGA store has suffered significant damage. Old Post office and most buildings in the main street showing signs of significant damage. Not sure at this point if anyone is trapped.
- Private Housing. It would appear there is widespread moderate damage to brick homes.
- Injuries - 15 mostly cuts , bruising and 4 with fractures

1. What steps would your agency (or just yourself) be undertaking at this time? Do you have any plans or processes that you would implement?

- School
- Aged Care Facilities (Butterly cottages)
- Welfare groups (DCPFS, other supporting groups)
- Bush fire Brigades
- Local Government (recovery committee)
- Police
- VFRS Brigade
- Ambulance

**Special Idea 2 – Co-ordination Focus 2 hours later.....**

DFES as the HMA for this emergency has quickly assessed the gravity of the situation and the following has occurred;

- An incident controller (IC) and some members to make up an incident management team, (IMT) has been flown in to Toodyay by helicopter with a few Urban Search and Rescue (USAR) specialists and minimal hand held equipment.
- The remainder of the USAR team and equipment has been mobilised by road.
- SES volunteers and DFES staff have also been mobilised to the scene by road.

An IMT is quickly set up to manage the incident under the AIIMS structure.

**1. What is an Incident Management Team?**

*Command structure for managing response to incident*

**2. Who would be part of this team?**

*DFES  
WA POL  
St John Ambulance*

**3. How do they operate?**

*Under command of the Hazard Management Agency. Utilising AIIMS (or AIIMS Compatible) structure.*

*Noted that awareness AIIMS was not present with all exercise members.*

Shortly after, the Incident Controller asks the Local Emergency coordinator (LEC) to arrange an Incident Support Group (ISG) meeting.

You may be asked to be a member of the (ISG).

Your role as a member of this group is to represent your agency and assist the IMT/HMA in the overall co-ordination of services, including physical, human and information.

Consider and discuss the following issues that you will encounter as a member of the ISG. In providing your answers refer to your Local Emergency Management Arrangements.

**1. Whose responsibility is it to convene the Incident Support Group?**

*Police OIC as Local Emergency Coordinator.*

**2. What agencies should be represented on the Incident Support Group for this emergency?**

*CPSF  
Red Cross  
Salvation Army  
School  
Silver Chian  
DOH  
Western Power  
Main Roads  
Telstra  
Brookfield Rail  
Water Corp  
EPA  
CBH  
Local Government*

**3. Where will the Incident Support Group meet and how often?**

*Dependant on suitable local buildings with acceptable/minimal amounts of damage. Most probably Shire office or Community Centre.*

**4. How do isolated agencies who need to participate join the meeting?**

*By phone (voice or video) – limited by availability of services.*

**5. Why is the ISG so important? What do you think its key purpose is?**

*Keep agencies informed. Provide agencies opportunity to discuss issues/progress.*



### **Special Idea 3 – Evacuation Focus**

After attending the ISG meeting, the Incident Controller has a fuller understanding of the impact of the event on these communities.

There is concern for the residents within the older buildings in the town and the residents of the Butterly Cottages. The incident controller has asked for these people to be evacuated as soon as possible.

Due to its age, the Town Hall is not considered safe pending further inspections carried out.

Any concerned residents should re locate to the evacuation centres provided. Or designated welfare centres.

#### **Issues:**

- 1. Where are the evacuation centres? Name venues that might be suitable to use for this particular event.**

*LEMA lists the Toodyay Memorial Hall, and Showgrounds. Given nature of the hazard and age/construction of the Memorial Hall, the Showgrounds may be the better option (Steel and cladding construction).*

*Was subsequently noted that crossing of the Telegraph Road Bridge (along with other bridges) may be an impediment to the use of either site. It was also noted that the Showgrounds does not currently have a duplicated evacuation kit.*

*CPFS indicated the use of local staging/collection point to evacuate people to centres further afield (i.e. a regional centre).*

*Given the geological barriers which exist in Toodyay, there may be a requirement for multiple staging points (i.e. north and south of the river)*

- 2. How will people get to the evacuation centre? Are the roads safe? What route will they take?**

*See response to Question 1.*

**3. Who is responsible to set up the Evacuation Centre?**

*Initially Local Government, but ultimately CPFS with support from LG.*

**4. It is found during the evacuation that one of the aged care residents is bed ridden therefore what plan or process is in place to deal with this issue?**

*It was noted that Butterly Cottages does not cater for residents with such needs.*

*Hypothetically it was posed how this would be handled – this revealed a lack of understanding of Butterly Cottages' pre-plans (if any).*

## **Special Idea 4 – Communication Focus**

Some members of the community are becoming anxious about spending the night in substandard housing with no power and water. They have to date received no communication in regard to the availability of any other accommodation. They do not know how widespread the affected area is, or what roads are safe to travel. There is general concern for the well-being of their community and in particular some of the remote residents who haven't as yet made contact.

### **Issues:**

- 1. Has a Media Liaison Officer been appointed? Under what protocols and/or arrangements?**

*HMA is responsible for Public Information under WEST Plan Emergency Public Information and SEMP 4.6 Emergency Public Information (Shire of Toodyay LEMA (Page 15).*

- 2. What communication strategies are in place to inform the community on the evacuation where concerned community members can re locate to if required? What key messages should be given to those that need to be evacuated?**

#### *Methods:*

- *Radio (ABC, Radio West)*
- *Harvest Ban SMS or School SMS*
- *Website/Social Media*

#### *Key Messages*

- *Evacuation centres/points/procedures*
- *Road and Structure Safety*

- 3. Have you considered how you would communicate this information if there was a loss of power? What methods could be used?**

*Notice Boards, radio (battery powered i.e. car or portable)*

**4. What steps has the Incident Support Group taken to ensure consistency of messages across all agencies, when providing public information?**

*Provide details as discussed/provided in ISG meetings.*

<b>5. Special Idea 5 – Recovery Focus</b>	<b>5 Days later....</b>
---	-------------------------

DFES as the HMA will ensure a structured and planned transition from response to recovery, which occurs 5 days after the event. Much work has occurred to make the affected areas as safe as possible. There is still much to do by the recovery effort as seen at the report tabled at the last ISG meeting.

- Power is now restored. Some damaged buildings however have had their power cut off.
- Water has been restored. Temporary piping will need to be replaced with more permanent infrastructure at a later date.
- School. Will remain closed for at least 2 months. All class rooms won't be fully functional for at least 12 months.
- Rail lines servicing the town, have been buckled and there will be no train movements for at least 2 months.
- Steps in a number of principle town's roads servicing the area will be quickly repaired to gravel conditions, and sealed at a later date. Meanwhile detours remain in situ.
- Hotel and IGA. Insurance issues are making it very difficult for these buildings to be repaired. It appears they may remain closed for some time.
- Houses throughout the area are continuing to be assessed for structural integrity and at least 5 houses have been deemed to be inhabitable. Insurance claims are proving to be very slow and skilled tradesmen required to commence repairs are proving difficult to obtain.

**1. Who is responsible for what is going to be a major and protracted recovery period?**

*Shire*

**2. What are some of the key issues that will face these communities;**

**Now, at the 5 day mark?**

*Immediate needs, shelter etc. Displacement from community.*

**In two months' time?**

*Demolition and rebuilding planning tasks*

**In 12 months' time?**

*Emotional/Psychological, Financial*

**3. Recovery committees are extremely valuable in these types of major events.**

**Who will sit on the recovery committee? Will members remain stable for the duration of recovery?**

*Refer to Annex L of the Shire of Toodyay LEMA*

*Members of the Recovery Committee may not remain if their task is done. New or additional members may be brought in as identified.*

**What is the committee's core function and why are they thought to be so valuable?**

*Coordinate the allocation of resources to provide recovery at a local level. Promote effective liaison between supporting agencies.*

**4. DFES is the HMA in charge of this incident. At what point does the incident become "recovery" and the local government resume control. What is the process for this to be achieved?**

*On official handover from HMA to Shire following comprehensive impact assessment.*

**Conclusion.**

Why do we exercise?

Broadly – to encourage preparedness.

The LEMCs key goal is to ensure their community is as prepared as possible for a major emergency.

Before you leave today please consider the following from your organisation's perspective;

- Given what you have learnt from the exercise today, what do you think is the level of preparedness to respond to an emergency of this magnitude within your region?
- Does your organisation (where appropriate) have current evacuation plans, response plans, contact lists, resource lists and processes in place?
- Are they easily accessible? What form are they in? Hard copies, backups etc... (What if the power is out?)

Spend some time to think about this, talk to your colleague's over the next few days to ensure that your agency is as prepared as possible.

THANKYOU ALL FOR YOUR TIME THIS EVENING.

**EXERCISE EVALUATION FORM**

The Shire of Toodyay Local Emergency Management Committee (LEMC) is committed to enhancing community safety and awareness of emergencies within the districts.

Your feedback is important to ensure that the exercise you have just participated in is enhanced to maximise the learning opportunities and outcomes for future exercises.

Please take a few moments to summarise your thoughts on the exercise and leave this form with the facilitator.

Name (Optional): \_\_\_\_\_

Organisation (Optional): \_\_\_\_\_

Position (Optional): \_\_\_\_\_

Exercise Title: **“Earthquake”** – A desktop/discussion exercise

Venue: Shire of Toodyay Council Chambers

Date: 09 November 2016

**1. On the following scale, please indicate your overall assessment of this exercise?**

Poor		Excellent	
1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: \_\_\_\_\_

**2. What would you consider to be the best aspects/features of the Exercise?**

Comment: \_\_\_\_\_

**3. Did the Local Emergency Management Arrangements address the subject matter adequately and if not, what would you recommend improving?**

Poor		Excellent	
1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

---

---

---

---

(Please continue over the page)

**4. Was the topic of the exercise covered adequately?**

Comment:

---

---

---

---

**5. How did you find the exercise materials and format?**

Poor		Excellent	
1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

---

---

---

---

**6. Any other comments?**

Comment:

---

---

---

---

**Follow-up (OPTIONAL)**



A representative of the LEMC may contact participants in this exercise for additional feedback. Please provide a contact telephone number where we can contact you for additional feedback on your comments:

( \_\_\_\_\_ ) \_\_\_\_\_

**Thank you for your feedback**

APPENDIX: Exercise Whiteboard Capture



