

Local Emergency Management Committee

MINUTES

Section 38 of the Emergency Management Act 2005

Wednesday 8 August 2018

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.

Members as per Council Resolution 172/10/17 & 52/03/18

- Councillor Chitty, Council Member
- Councillor Dow, Council Member
- Councillor Twine, Council Member
- Police Officer in Charge – Toodyay
- Chief Executive Officer – Shire of Toodyay
- Chief Bush Fire Control Officer (CBFCO)
- Department of Child Protection and Family Support representative
- Community Emergency Services Manager (CESM)
- Community Emergency Management Coordinator (CEMO)
- Local Recovery Coordinator
- Deputy Recovery Coordinator
- DFES District Manager Representative
- Main Roads Representative
- Toodyay Volunteer Fire & Rescue representative
- Silver Chain Service Coordinator Representative
- St John Ambulance representative
- St John Ambulance Paramedic
- Red Cross Representative
- Ranger Representatives
- Principal, Toodyay District High School
- Health/Medical Representative
- Main Roads Representative
- Councillor Bell, Council Deputy Member
- Councillor Welburn, Council Deputy Member

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 17 October 2018.



Stan Scott
CHIEF EXECUTIVE OFFICER

Accepted Minutes

These minutes were accepted at a meeting held on 14.11.2018

Signed: Therese Chatty

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

CONTENTS

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1.	MEETING OPENING.....	1
2.	TABLING OF MINUTES FROM PREVIOUS MEETING	2
2.1	Local Emergency Management Committee Meeting held on 9 May 2018	2
3.	BUSINESS ARISING FROM MINUTES.....	2
3.1	Matters arising from previous minutes	2
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	3
5.1	Update of Contacts (committee and emergency).....	3
5.2	Any ISG Activations/ or incidents - debrief.	3
5.3	Any LEMC exercise held – reports and/or debrief	3
5.4	Training – future dates	3
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	4
7.1	State Risk Project.....	4
8.	AGENCY UPDATES	4
9.	PRESENTATIONS OR EXERCISES	4
10.	LEMA AND RECOVERY PLAN REVIEW.....	5
11.	GENERAL BUSINESS.....	5
12.	CONFIRMATION OF NEXT MEETING.....	5
13.	CLOSURE OF MEETING.....	5

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NO ATTACHMENTS
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Local Emergency Management Committee

MINUTES

8 AUGUST 2018

1. MEETING OPENING

Cr Chitty, Chairperson, declared the meeting open at 5.05pm.

Members

Cr T Chitty	Council Member
Cr J Dow	Council Member
Sgt W Conder	Police Officer in Charge – Toodyay
Mr S Scott	Chief Executive Officer – Shire of Toodyay
Mrs N Rodger	Local Recovery Coordinator
Mr C Stewart	Chief Bush Fire Control Officer
Mrs J Spadaccini	Department of Communities representative
Mr R Koch	Community Emergency Services Manager
Ms A Davies	St John Ambulance Paramedic
Mr T Bendtsen	DFES Representative
Mr A Wright	St John Ambulance Paramedic

Staff

Nil

Visitors

Mr J Hansen	Bushfire Risk Management Planning Coordinator
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Apologies

Mr C Wroth	St John Ambulance representative
Cr E Twine	Council Member
Y Griggs	Department Fire & Emergency Services
Mr I McGregor	Toodyay Volunteer Fire & Rescue representative (VFRS)

2. TABLING OF MINUTES FROM PREVIOUS MEETING

**2.1 Local Emergency Management Committee Meeting held on
9 May 2018**

OFFICER'S RECOMMENDATION/ LEMC RESOLUTION NO. 03/08/18

MOVED Cr J Dow

SECONDED T Bendtsen

That the Minutes of the Local Emergency Management Committee Meeting held on 9 May 2018 be accepted as circulated with the following amendment:

The word "compliance" be changed to "complacency" in Agency Updates.

MOTION CARRIED

3. BUSINESS ARISING FROM MINUTES

3.1 Matters arising from previous minutes

Cr Dow congratulated the organisers of the State Risk Workshop held in Northam.

3.2 Review of the LEMC Status Report (Action List)

Nil

4. CORRESPONDENCE

4.1 Inward Correspondence

4.1.1 Office of Emergency Management

OEM has now been absorbed by the Department of Fire Emergency Services.

4.1.2 State Recovery Coordinator

This role no longer exists. Reasonability now falls under the DFES Assistant Commissioner (Recovery).

4.1.3 WANDRRA

The funding requirements for WANDRRA are under review to come into effect on the 1 November 2018.

4.1.4 AWARE grant funding

Report completed by WA Police. This was a report on guidelines to assist Local Government.

4.1.5 City of Mandurah - Prepare the Peel Project

Developed a program and documents to support business preparedness.

4.2 Outward Correspondence

Nil

5. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

5.1 Update of Contacts (committee and emergency)

The updated contacts has been distributed.

5.2 Any ISG Activations/ or incidents - debrief.

Nil

5.3 Any LEMC exercise held – reports and/or debrief

An exercise was held at the DFES Co location centre and Community Centre on the 20 June 2018.

The exercise involved ISG activation and recovery meetings.

The exercise showed gaps within the LEMA and there were some communication breakdowns between agencies which have been discussed at debriefs to determine improvement.

5.4 Training – future dates

WALGA conducts training for LEMC and course information is available on their website.

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

We have received AWARE grant funding for the State Risk Project. This funding will assist preparation of the Shire's local level participation in the State Risk project. Funding amount was \$4,000.

The ESL application for a Co-Location centre at Morangup which will incorporate SES has been successful. Funding amount is \$316,000.

Funding has been approved for a new Coondle Fire Station which will be located south of the wheat bins on the corner of Bindi Bindi Toodyay Road and Coondle West Road. Funding amount is \$277,400.

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

6.1 LEMC Meeting and Exercise Schedule

On Saturday 1 September 2018 an exercise will be held which will involve the Toodyay townsite north of the River. BFB and VRFS will be doing property assessments and defensive setup drills for protection of assets in the Rural Urban Interface.

The exercise will also include St John Ambulance and SES.

6.2 Exercise Report

Nil

6.3 Business Plan to be developed, reviewed, adopted?

Nil

6.4 Annual Report due?

Annual report has been completed and sent as per the requirements.

7. PROJECT PROGRESS REPORT

7.1 State Risk Project

There was a workshop held in Northam covering the Shires of Beverley, York, Toodyay & Northam.

Risk statements for 6 hazards have been assessed.

The second phase will be to determine mitigation strategy for high risks.

8. AGENCY UPDATES

A Davies

Will be leaving the position of St John Ambulance Paramedic for Toodyay and the position will now be filled by Andy Wright.

The administrative aspect of St John Ambulance Bolgart is relocated to Goomalling.

J Spadaccini

Welfare Plans are continually being updated.

Two exercise were held recently in Corrigin & Narrogin. Feedback has been positive and we will be looking at holding additional exercise in this area.

C Stewart

Desktop exercise was held at the Bindoon Army Range were there was representatives from various agencies.

It was a good exercise and highlighted issues that had not been thought about.

T Bendtsen

A meeting will happen on the 20th August 2018 which aims to discuss the pilot Community Engagement and Communications project.

The DFES Social Media Team will be attending.

As discussed at the May LEMC meeting by John Hansen regarding fire statistics, we are trying to come up with some better mapping and statistics regarding time of year these fires start.

Fire and Rescue have 4 new recruits that have all under gone training and equipped to address issues.

9. PRESENTATIONS OR EXERCISES

Nil

MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE
HELD IN THE TOODYAY COLOCATION CENTRE, 67 STIRLING TERRACE, TOODYAY ON
8 AUGUST 2018

10. LEMA AND RECOVERY PLAN REVIEW

Nil

11. GENERAL BUSINESS

Stan Scott welcomed John Hansen as a new employee of the Shire of Toodyay as the Bushfire Risk Management Coordinator.

12. CONFIRMATION OF NEXT MEETING

The next Local Emergency Management Committee Meeting is scheduled for 14 November 2018, commencing at 5.00pm.

13. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 5.39pm.