

Local Emergency Management Committee

MINUTES

Section 38 of the Emergency Management Act 2005

Wednesday 9 May 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 1 June 2018.



Chileya Luangala
ACTING CHIEF EXECUTIVE OFFICER

Accepted Minutes

These minutes were accepted at a meeting held on ...8.8.18.....

Signed:.....

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

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ATTACHMENTS *with separate index follows Item 13.*
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Local Emergency Management Committee

MINUTES

9 MAY 2018

1. MEETING OPENING

Cr Chitty, Chairperson, declared the meeting open at 5.00pm.

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
Ms A Davies	St John Ambulance Paramedic
Mr T Bendtsen	DFES Representative
Mr C Stewart	Chief Bush Fire Control Officer
Mrs J Spadaccini	Department of Child Protection representative
Mr R Koch	Community Emergency Services Manager
Y Griggs	Office of Emergency Management (SEMC Secretariat)

Staff

Nil

Visitors

Mr J Hansen	Bushfire Risk Management Planning Coordinator
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Apologies

Mr D Ball	Principal – Toodyay District High School
Mr C Wroth	St John Ambulance representative
Cr E Twine	Council Member

2. TABLING OF MINUTES FROM PREVIOUS MEETING

2.1 Local Emergency Management Committee Meeting held on 14 February 2018

OFFICER'S RECOMMENDATION/ LEMC RESOLUTION NO. 02/05/18

MOVED J Spadaccini

SECONDED C Stewart

That the Minutes of the Local Emergency Management Committee Meeting held on 14 February 2018 be accepted as circulated with the following amendment:

Replace "VRFS" with "VFRS" in agency updates.

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)

Nil

4. CORRESPONDENCE

4.1 Inward Correspondence

4.1.1 Annual Preparedness Report

The Annual Preparedness Report has been distributed and to be completed by 12 June 2018.

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 will be distributed after the meeting.

5.2 Any ISG Activations/ or incidents - debrief.

Nil

5.3 Any LEMC exercise held – reports and/or debrief

Discussions were held in Goomalling recently with the objective of Local Governments working together. Having an MOU to AROC which involves mutual support between councils in a major incident.

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)

There is AWARE funding which is small funding that can offset the cost of staff. Workshop to review risks and then how best to mitigate.

NDRP State funding will be announced at the end of June. Tight criteria previously which may change. Looking at high risks in the area.

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

6.1 LEMC Meeting and Exercise Schedule

There will be a Level 2 Bushfire exercise held in Toodyay on 13 June 2018.

The exercise is to include the Shire and will incorporate ISG meetings with LEMC members.

- The exercise will commence at 9.00am with an ISG meeting at 11.00am. An ISG recover meeting will be held after lunch.
- Other agencies will be invited to attend.
- Involvement of the Bushfire Brigades.
- CESM to be the Shire liaison
- The exercise may involve an element which include the Toodyay District High School.
- This exercise will meet the requirements under legislation for the LEMC to conduct an exercise every year.
- Exercises have been conducted in York with great results.

In September 2018 there will be a fire exercise for the Urban Interface. This will not necessarily be a desktop exercise.

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

7.1 State Risk Project

Workshops to cover three risks being:

- Fire
- Human Epidemic
- Animal and Plant Epidemic (foot and mouth)

Stage one will be to assess the risk with stage 2 to involve mitigation.

8. AGENCY UPDATES

C Stewart

There have been several fires due to compliancy and human frailty.

Conditions haven't changed and there will be no verge permits till we have had some weather.

A volunteer forum was held recently and was attended by most brigades. The most pressing point discussed was social media with the hire and fire (recruitment) and information during incidents. This can be both an enemy and a useful tool.

J Spadaccini

An agreement was signed with New Norcia for the use of an evacuation centre. This centre will now be available if required.

We are currently running group training sessions in the south – risk projects.

9. PRESENTATIONS OR EXERCISES

Nil

10. LEMA AND RECOVERY PLAN REVIEW

Nil

11. GENERAL BUSINESS

T Bendtsen

It has been noted in BFAC and DOAC the low numbers and complacency within the Shire community.

A proposal is to conduct workshops to encourage community engagement.

A Facebook site can be created that can communicate with the whole of the Shire of Toodyay which would be continuously updated with relevant information. By controlling the site means that the information provide is accurate, up to date and truthful.

Videos and educational tools can be placed on the site with other information such as where to go in the event of a fire, storm or flood. Information can also include:

- Verge mulching
- Fire mitigation
- Bushfire ready groups
- Volunteer Training
- How to become a volunteer.

A communication plan can be set in place that falls in line with the Shire of Toodyay media policy. The site will not be open for all to post and would be a Shire page run by volunteers.

J Hansen

Have been looking at fire statistics in the surrounding Shires.

Information from the last three years have shown that ignition sources for Northam, York and Toodyay relate to burn offs. Other ignition sources were cigarette butts.

Currently looking at the dates of incidents and geography to pin point the areas that may be an issue so that it can be determined how we can address this and reduce the numbers.

Incidents are now reported on an online system rather than the previous paper version. The online version is easier and encompasses a larger amount of information.

There is currently round 2 of funding available - \$2 million. Toodyay is not currently eligible however York is. Toodyay will need to complete plans and have them approved by the OBRM. Plan and approval hope to be in place by the end of 2019.

12. CONFIRMATION OF NEXT MEETING

The next Local Emergency Management Committee Meeting is scheduled for 8 August 2018, commencing at 5.00pm.

13. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 5.54pm.

Attachments to Minutes

Local Emergency Management Committee

Wednesday 9 May 2018

BUSINESS ARISING FROM MINUTES

3.2 Review of Local Emergency Management Committee Status Report	1
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STATUS REPORT

Local Emergency Management Committee

Including Recommendations made to Council, Action List and Completed items

Recommendations to Council					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Deadline

ACTION LIST (responses provided regarding other matters)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	

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

