

Local Emergency Management Committee

MINUTES

Section 38 of the Emergency Management Act 2005

Wednesday 13 May 2020

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.

LEMC Membership Composition	
Primary Presiding Member of LEMC	Councillor Pearce
Deputy Presiding Member of LEMC	Community Emergency Services Manager (CESM)
Council Representation -Primary	Councillor Bell and Councillor Pearce
Council Representation - Deputy	Councillor Chitty and Councillor Rayner
Chief Bush Fire Control Officer / Deputies	Chief Bush Fire Control Officer Deputy Bush Fire Control Officer (DBFCO) 1 & 2
Recovery Coordinators	Supporting Officers or representative
Local Recovery Coordinator Deputy Recovery Coordinator Community Emergency Management Coordinator (CEMO) Toodyay Volunteer Fire & Rescue Representative Bushfire Risk Management Planning Coordinator	CEO and Rangers – Shire of Toodyay Department of Communities DFES District Manager Police Officer in Charge – Toodyay Toodyay Volunteer Fire & Rescue Silver Chain Service Coordinator St John Ambulance Rep & Paramedic Principal, Toodyay District High School Main Roads, Red Cross, Health/Medical

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 July 2020.



Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Accepted Minutes

These minutes were accepted at a meeting held on 12/8/2020

Signed: Seance

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.*

Local Emergency Management Committee

MINUTES

13 MAY 2020

1. MEETING OPENING

Meeting held through Cisco Webex. Connections commenced from 11.00am.

Cr S Pearce requested that the CESM Chair the meeting.

The Chairperson declared the meeting open at 11.03am.

1.1 Attendance

Members

Cr S Pearce	Council Member
Mrs C Luangala	Acting CEO – Shire of Toodyay
Mrs N Rodger	Local Recovery Coordinator
Cr B Bell	Council Member
Mr J Venn	Toodyay SES Local Manager
Mr J Neal	WAPOL Representative
Mr K Maddrell	St John Ambulance Morangup Sub Centre
Mr P Hay (DFES)	Department of Fire & Emergency Services
Ms Caroline Haigh	St John Ambulance Toodyay Sub Centre
Mr C Stewart	Chief Bush Fire Control Officer
Mr R Koch	Community Emergency Services Manager

1.2 Call for apologies

Mr I McGregor Volunteer Fire & Rescue representative (VFRS)

2. TABLING OF MINUTES FROM PREVIOUS MEETING

2.1 Local Emergency Management Committee Meeting held on 12 February 2020

OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO 02/05/20

MOVED C Luangala

SECONDED Cr Pearce

That the Unaccepted Minutes of the Local Emergency Management Committee Meeting held on 12 February 2020 be accepted as circulated.

MOTION CARRIED

3. INFORMATION ADDITIONAL TO THE AGENDA

3.1 Review of the LEMC Status Report (Action List)

Points raised as follows:

- Helipad in Morangup: The CESM advised that he did have a chat with DFES air operations recently on that one. They were non-committal either way. A further question would be to ask DFES operations whether they see value in the project however, the CESM advised this question will be left for another cycle.
- AWARE funding: CESM advised that the Local Government Recovery training that was about to kick off just before the COVID shutdown affected us. Shut down in March. Postponed with no date set. Have been just starting to liaise with WALGA about when they start their face to face training courses.

4. CORRESPONDENCE

4.1 Inward Correspondence

4.1.1 Aware Funding

Funding received but as mentioned, this has carried over into the next financial year due to COVID.

4.2 Outward Correspondence

Nil

5. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

5.1 Contact Details (committee and emergency)

The CESM sought further amendments to be sent to him via email out of session.

5.2 Post-Incident Reports

We haven't really had any of a scale warranting a report at this time.

5.3 Post-Exercise Reports

Nil.

5.4 Funding nominations and applications progress

Points raised as follows:

- CESM advised of nominations and applications for funding so this mainly relates around grant funding – from the Shires standpoint we have been putting in by this time next week a MAF application for mitigation activity fund which will hopefully see more and continued worked around the Shire.
- CESM advised an application submitted to the Department of Water and Environment Regulation regarding the community water supply scheme grant mainly focused around emergency firefighting water around the Shire on separate sites. A response is expected back in June 2020.

5.5 Emergency Risk Management / Treatment Strategies progress

CESM advised that MAF works are ongoing in the current allocated 2019/2020 grant round. The works will continue into June and there will be bushfire mitigation activities touching all corners of the Shire. Getting good results out of that and treatments are tidying up a lot of our reserves and fire access areas. Fire breaks – more fuel breaks burning slashing spraying means that program goals are addressed there.

5.6 Review Local Emergency Management Arrangements (LEMA)

CESM advised that the LEMA was last adopted in 2016. The document is reviewed every 5 years. Review set to commence in 2021. The LEMC will workshop the LEMA and review arrangements to finalise them within the next 12-18 months.

5.7 Review LEMC business plan strategies and record key achievements

CESM advised that review of the LEMC Business Plan is required. We do not have a business plan at the moment. Yvette Grigg has liaised with the CESM with regard to advice on that.

DFES are looking at providing the information that comes out of annual preparedness report. Collating and providing back to the Local Emergency Management Committees around the State which should guide the creation of a business plan.

Yvette has effectively advised us not to do anything at present until we receive info from DFES that will assist us forming a business plan which is at a high level a list of items or key criteria that we try to achieve over a period of time.

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

Nil.

7. PROJECT PROGRESS REPORT

Nil.

8. AGENCY UPDATES

Acting CEO

A lot of happening within Council. Positives in respect to the COVID Restrictions is that they will be eased on Monday 18 May 2020 so we are preparing to open the Admin Building, library and Visitor Centre. Our EHO is working very hard behind scenes getting these sites ready for the ease in restrictions.

Cr Pearce

Pleased restrictions eased and we can move forward in positive way.

C Stewart - CBFCO

Had busy time since opening the season. Few issues with belligerent landowners and neighbours difficult to deal with so excellent support. WAPOL discussions have been had to educate people along those lines.

MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 13 MAY 2020

The Bush-fire Brigades have had excellent turnouts since the restrictions of COVID were placed upon the brigades. Still working under social distancing. DFES picked up on entry into normal training into and out of district. Allow people to continue. No big incidents. Dealing with issues as we normally do this time of year.

J Venn – Toodyay SES

Since the last LEMC Meeting there was one callout where a roof in Toodyay had come off. Business as usual. The station is ready for opening.

The CESM advised that the Morangup colocation centre which houses the Bush-fire Brigade and the Toodyay SES has been completed now by contractors. Paperwork or occupancy certificate submitted to Shire. By the end of the month of May the revised facility will be up and running. If any members want to see what we have done – contact me or Jeff – we will show people around. It is a sizeable and impressive facility now and thanks to the Morangup BFB and Toodyay SES for their patience at being kicked out into other quarantined areas during this time.

WAPOL

Emergency Responses system working well. In terms of crashes, everything gone smoothly. Thank you for the support. Our involvement with COVID roadblocks was minimal at Toodyay for whatever reason they decided that the involvement would be at Chidlow and it is finishing up next week and as far as everything else goes we are tracking well. Compliance all around. No other tasks regarding COVID. As we approach winter this is a period where normally things are calmer for us. This would be an excellent time to undertake tabletop exercises for emergencies and have some practice exercises if possible.

CESM

The CESM reminded members that the LEMC is required to be tested every 12 months under the Emergency Management Act. He advised he would liaise with the appropriate personnel and present something to comply with those requirements.

St Johns

This is a quiet period for us. It will be interesting to see what will occur when the roads are open. Currently it is business as usual.

The CESM advised that he had had a discussion with Caroline regarding the temporary stand-in Paramedic who has been there three months. We do expect a change as the position is being advertised permanently.

K Maddrell

Much the same. Quieter due to decreased number of ambulance-calls across Perth but business as usual.

Phil Hay

Business as usual. Nothing to report.

9. PRESENTATIONS OR EXERCISES

The CESM advised that there will be an exercise held over the next four-month period.

10. LEMA AND RECOVERY PLAN REVIEW

Nil

11. NOTICE OF BUSINESS FOR NEXT MEETING

Nil

12. CONFIRMATION OF NEXT MEETING

The next Local Emergency Management Committee Meeting is scheduled for 12 August 2020, commencing at 5.00pm.

13. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 11.32am.

Attachments to Minutes

Local Emergency Management Committee

Wed 13 May 2020

INFORMATION ADDITIONAL TO THE AGENDA

3.1 Updated LEMC Status Report (Action List)

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LEMC STATUS REPORT

Local Emergency Management Committee

Supporting Officers
CESM / CEO



Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
14/08/2019 & follow up at 13/05/2020	Morangup Helipad Project?	No resolution made	ASAP	CESM	ASAP	Has action been undertaken in regard to the Morangup Helipad Project? The CESM will investigate what progress has been made.
13/11/2019 & follow up at 13/05/2020	Contact List	No resolution made	ASAP	CESM	ASAP	Contact List updates to be made particularly, Councillor Contact Details. Refer to minutes of 13/11/2019. Updated Contact List provided to members and further updates requested by CESM.
13/11/2019 & follow up at 13/05/2020	AWARE funding (\$5,000) Toodyay LEMC and Shire Staff recovery training.	No resolution made	ASAP	CESM	ASAP	AWARE funding (\$5,000) Toodyay LEMC and Shire Staff recovery training. There is a WALGA course Participate in Local Government Emergency Management.