



**Local Emergency Management
Committee Meeting**

Minutes

13 August 2014

MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD IN
COUNCIL CHAMBERS ON 13 AUGUST 2014

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Local Emergency Management Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 22 August 2014.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on ...12/11/2014

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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ADDENDUM *with separate index follows Item 12.*

Shire of Toodyay

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 13 AUGUST 2014

MINUTES

1. DECLARATION OF OPENING

Cr D Dow, Chairperson, declared the meeting open at 5.01 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Cr D Dow	Shire President
SC N Turner	Police Senior Constable
Cr T Chitty	Council Representative, Shire of Toodyay
Mr K Maddrell	St John Ambulance representative
Mrs S Newbon	Silver Chain Representative
Mr M McBride	Chief Bushfire Control Officer (CBFCO)
Mr T Martin	Principal, Toodyay High School
Cr P Greenway	Deputy Council Member
Mrs N Rodger	Deputy Recovery Coordinator
Mr C Munson	Community Emergency Services Manager

Staff

Mrs M Rebane	Executive Assistant
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Visitors

Nil.

2.2 APOLOGIES

Ms J Brown	Department of Child Protection
Mr L Biggs	Red Cross Representative
Mr I McGregor	Toodyay Volunteer Fire & Rescue (VFRS)
Mr C Wroth	St John Ambulance
Mr M Bowen	FESA District Manager Avon
Mr S Scott	Chief Executive Officer
Mr L Vidovich	Local Recovery Coordinator
Cr A McCann	Council Representative, Shire of Toodyay
Ms Y Grigg	FESA CEMO EMWA Section
Cr R Madacsi	Deputy Council Member

3. DISCLOSURE OF INTERESTS

There were no disclosures of interest in the form of a written notice received prior to the commencement of the meeting.

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Local Emergency Management Committee Meeting held on 12 February 2014, there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

There were no public questions.

5. CONFIRMATION OF MINUTES

5.1 Local Emergency Management Committee Meeting held on 12 February 2014

MOVED C Munson

SECONDED T Martin

That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 12 February 2014 be confirmed.

CARRIED

5.2 Matters arising from previous minutes

5.2.1 AWARE FUNDING

Successful in application for Morangup Pilot Program to the value of \$20,000. An MOU is currently being reviewed to be signed off by the CEO.

Pilot Program determines the current understanding of emergency situations that the Morangup residents are aware of. Following this program training and workshops will be undertaken in the local community.

6. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS (relating to the purpose of the meeting)

6.1 Deputations

Nil.

MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD IN
COUNCIL CHAMBERS ON 13 AUGUST 2014

6.2 Presentations

Nil.

6.3 Submissions

Nil.

**7. BUSINESS LEFT OVER FROM PREVIOUS MEETING
(if adjourned)**

Nil.

8. REPORTS OF OFFICERS

8.1 Standing Items for Consideration

Date of Report:	8 May 2014
Proponent:	Shire of Toodyay
File Ref:	LEG009/LEG221/COC8
Author:	Community Emergency Services Manager
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple majority

INTRODUCTION

This report has been prepared in accordance with the Local Emergency Management Committee (LEMC) Administration Guide.

BACKGROUND

The Guide provides key dates Local Emergency Management Committee (LEMC) requirements.

The Administration Guide requires the LEMC to consider at each meeting it holds "Standing Items" as follows:

- Update of Contacts (committee and emergency);
- Review of Resources;
- Review of Membership;
- Any ISG activations / or incidents – debrief;
- Any LEMC exercises held – reports and debrief where applicable;
- Training – availability and dates; and
- Funding – NDRP or other (e.g. community safety grants).

CONSULTATION

Consultation has occurred between the CEO and the Community Emergency Services Manager (CESM).

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The purpose of the LEMC is to advise and assist the Local Government in ensuring that the Local Emergency Management arrangements are established for its district. This involves revision and testing of these arrangements.

Please discuss / comment on each of the items as follows:

8.1.1 Update of Contacts (committee and emergency);

The Shire of Toodyay have a contact directory for emergency management currently being updated and will be made available to all emergency service personnel and agencies in the next month.

8.1.2 Review of Resources;

This is what the Shire has in place for Emergency Management. This is to ensure that everything is maintained in readiness for the fire season.

8.1.3 Review of Membership;

- Wheatbelt GP Network
- Red Cross Representative

8.1.4 Any ISG activations / or incidents – debrief;

At Goomalling Road Fire did initialize an evacuation centre. Shire Staff opened up the Hall. Support Services from the community were there. There were only a few people from Wicklow present. The process seemed to work. CWA representatives were there. Access to food and drink may have been an issue if it was needed.

Most Shire employees realise that the Shire has an account with IGA and access to food and drink can be made available via this means.

Booklet with step-by-step instruction in regard to opening up an evacuation centre to be incorporated in the new Local Emergency Management Arrangements.

Rangers are on call every weekend. It is their responsibility to open an evacuation centre once contacted to do so via DCP.

Impending severe weather alerts – meetings are held within Admin.

8.1.5 Any LEMC exercises held – reports and debrief where applicable;

Only held one. This financial year another will be arranged. Business Plan will include it.

8.1.6 Training – availability and dates; and

Clarification was sought.

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

We have six weeks to get a project together.

8.1.8 Relevant Hazards (identified within the Community Centred Emergency Risk Management Plan) as follows:

- Westplan Air Crash
- Westplan Animal and Plant Biosecurity
- Westplan Brookfield Rail Emergencies
- Westplan CBRN - Restricted Access **
- Westplan Collapse
- Westplan Cyclone
- Westplan Dambreak
- Westplan Earthquake
- Westplan Fire
- Westplan Flood
- Westplan HAZMAT
- Westplan Heatwave
- Westplan Human Epidemic
- Westplan Land Search
- Westplan Liquid Fuel Supply Disruption
- Westplan Rail Crash PTA
- Westplan Road Crash
- Westplan SPRED **
- Westplan Storm
- Westplan Terrorist Act - Restricted Access

8.2 District Emergency Management Meeting Minutes

Information for Councillors who attend the meeting.

The idea is to talk about issues and projects within the community; getting people involved to make people more aware (e.g. how to deal with emergency situations, identifying vulnerable persons, etc.).

8.3 Business Plan

Business Plan is a guide of what the LEMC wishes to achieve in the next 12 months. Can we identify a need for an exercise (e.g. desktop exercise in opening an evacuation centre)?

Can we identify projects to source funding for (e.g. training LEMC Members [what their role is in an emergency, etc.]?).

Actions:

- Obtain more information in regard to WALGA Courses for LEMC Members;
- Request Yvette Grigg to talk about LEMC at next meeting.

Cr Greenway departed Council Chambers at 5.29 pm.

Points raised as follows:

- The School would welcome further exercises to occur there as they were favourably received by the Department.
- Road Trauma / Safety – perhaps an awareness project can be undertaken with cadets, etcetera in regard to this topic;
- Training held through the Community Resource Centre for kids on their P Plates. Not promoted enough. Promotion through the school is a possible option. Teaching kids early in a health lesson. Roadwise representation to be in attendance at sessions;
- Vulnerable Persons – the CESM will investigate the Strategy through DFES to see if it can be brought to fruition;
- Register of vulnerable persons with St Johns Ambulance and issues of confidentiality;
- Quorums and commencement time of 5.00 pm;
- Business Plan – an awareness campaign put out locally to people who burn off in Toodyay. Encouragement of neighbours speaking to neighbours when they are planning to burn;

9. REPORTS OF COMMITTEE MEMBERS

9.1. TDHS Representative

The muster that occurred on the weekend with assistance of volunteers and DFES was a good community event that is well appreciated.

9.2 St John Ambulance Representative

Morangup Fire Station extension opening - good to see a write up in the paper. Thankful to Midland Brick.

Question One

In regard to the progress of Morangup Ambulance Depot – Is it still with the Shire? What is the hold-up?

This question was taken on notice.

9.3 Chief Bush Fire Control Officer

Brigades – readying for fire season; and
Announced resignation from CBFCO position.

9.4 CESM

Announced resignation from position; and
Handover to the new CESM.

10. NEW BUSINESS OF AN URGENT NATURE

There was no new business.

11. NEXT MEETING

To be advised

12. CLOSURE OF MEETING

The Chairperson closed the meeting at 5.51 pm.



ADDENDUM

Attachments to Minutes of the

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

13 August 2014

ADDENDUM
ATTACHMENTS TO MINUTES OF THE LOCAL EMERGENCY MANAGEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON 13 AUGUST 2014

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WESTERN AUSTRALIA

WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE

Facsimile: (08) 9622 5178
Telephone: (08) 9690 2313

Executive Officer
79 Newcastle Street
NORTHAM WA 6401

Minutes

FOR THE MEETING CONDUCTED AT 1000 HRS

ON WEDNESDAY 19 FEBRUARY 2014

AT DFES DISTRICT OFFICE 79 NEWCASTLE STREET NORTHAM 6401

ITEM 1. Record of Attendance

Executive

Superintendent Peter Halliday (Chair)	WA Police
Superintendent Trevor Tasker (Deputy Chair)	Dept Fire & Emergency Services
Yvette Grigg (Executive Officer)	SEMC Secretariat

Members

George Tiedtke	Western Power
Graeme Keals	Dept of Parks & Wildlife
Rob Towers	Dept of Parks & Wildlife
Julie Brown	Dept of Child Protection & Family Support
Sven Andersen	Dept Fire & Emergency Services
Mark Bowen	Dept Fire & Emergency Services
Colin Brown	Dept Fire & Emergency Services
Sean Conlan	WA Country Health Service
Peta Fissioli	Dept Agriculture and Food WA
Paul Greenshaw	WA Police
Gren Putland	Main Roads WA
Vivienne Piccoli	LG Rep – Great Eastern Country Zone
Steve Pollard	LG Rep – Avon Midland Country Zone

Apologies:

Pam l'Anson	Dept Agriculture and Food WA
Julie McKenzie	Dept of Child Protection & Family Support
Genevieve Middleton	Dept Fire & Emergency Services
Andy Sullivan	Dept of Education
Paula Greenway	LG Rep – Avon Midland Country Zone
Darren Mollenoyux	LG Rep – Great Eastern Country Zone

**ITEM 2. Meeting opening and apologies.
Introduction of Visitors/ New members / proxies.**

The Chair opened the meeting at 10:05hrs and welcomed all to the meeting. As committee has several new members introductions were made.

ITEM 3. Confirmation of Minutes

That the minutes of the Wheatbelt District Emergency Management committee held on the 20 November 2013, be confirmed as a true and accurate record.

Moved : Mark Bowen
Seconded : Julie Brown

ITEM 4. Business Arising from the Minutes. Review of Action List.

- 4.1 All scheduled exercises to be made known to the DEMC XO for distribution through to members. All agencies to encourage staff to attend where possible.
- 4.2 As there are currently no plans (funding still being sought) to improve telecommunications infrastructure along the problem area of the Great Northern Highway, in the interim, Emergency Management agencies, WA Police, SJA and DFES are to do a stocktake of satellite phones, and ensure adequate training (radio and satellite use) is available for responders in these remote locations.
- 4.3 Policy and Westplan review - Complete.
- 4.4 Kellerberrin and Dalwallinu LEMA comments - Complete

Other business arising: Nil.

ITEM 5 Correspondence

Outwards: AWARE application for Regional Training – sent to SEMC AWARE coordinator.

Telstra – request for information re telecommunication improvements along the Great Northern Hwy.

Dalwallinu LEMC – receipting letter and advising current liaison in place with Telstra.

Inwards : Nil.

ITEM 6 Standing items (to be considered at each meeting)

- 6.1 Update of DEMC Contacts – list to be circulated for updating.
- 6.2 OASG activations – Nil
- 6.3 ISG activations – Nil
- 6.4 LEMA Arrangements tabled for review
 - **Shire of Wyalkatchem– to be circulated electronically**
- 6.5 EM Status in Wheatbelt EM District
LEMA LEMC Status Sheet – Attachment 1.

It was noted by the committee that the Shire of Northam LEMC hadn't met since May 2013. Cr Steve Pollard and WA Police to bring this issue to the attention of the Shire of Northam CEO.

- 6.6 LEMC DEMC Exercise Reports – Attachment 2.
- 6.7 LEMC meeting and exercise schedules - Attachment 3.
- 6.8 DEMC Exercises scheduled – Attachment 4.

It was noted by the committee that exercise reports and schedules are not being reported to the committee. The importance of this in mapping district risk and issues was highlighted. The Local Government representatives agreed to take this issue back to the Zone meetings for their information.

ITEM 7 Agency Updates

Department of Parks and Wildlife – Graeme Keals

- 8 or 9 prescribed burns to be carried out in the Wheatbelt.
- 6 wildfires have been attended in the region this summer season.
- The recent fire at Westonia Nature reserve used water bombers extensively over a period of 5 days. It clearly showed the benefits of the training recently held at Cunderdin in regard to refilling fixed wing aircraft.

Department of Parks and Wildlife – Rob Towers

- Prescribed burning is being carried out in the Avon Valley on DPaW land to finalise and tidy up some earlier burns.
- The “Green Bags” evacuation trial is currently being tested in York as well as other Local Governments outside of this region. It is quite a contentious issue with many agencies not supportive, however the concept is still to be fully tested.

- Advised the meeting of his concern in regard to over reliance on the emergency alert system. Situational awareness is still of paramount importance and the community must keep abreast of events via media and web sites.

Avon Midland Country Zone – Steve Pollard

- Next meeting of the zone is to be held this Friday and Steve will convey DEMC meeting outcomes back to the zone.

Dept of Child Protection and Family support – Julie Brown

- Julie outlined some issues that were apparent at the recent Parkerville fires, with residents originally evacuating to local evacuation centres that were too small, and then having to move to larger centres. This happened three times. While this may have been caused by a number of factors including the rapid rate and intensity of the fire, CPFS feel that there is a problem in some instances with communications between the Local Government, CPFS and the HMA. CPFS is doing some work at the state level to attempt to overcome this issue.
- Rob Tower also advised agencies to be aware of a group run by the Plymouth Brethren who call themselves the “Rapid Relief Group” and dressed in green were actually present on the fire ground providing basic welfare services. There are some obvious issues around having this group on the fire ground without the Incident Controller’s knowledge or permission. There are some difficulties in engaging with the Plymouth Brethren formally due to religious constraints, however CPFS is currently working to bring them under their Welfare banner.

Great Eastern Country Zone – Vivienne Piccoli

- Next meeting of the zone is to be held next week and Vivienne will convey meeting outcomes back to the zone.

Dept of Agriculture and Food WA – Peta Fissioli

- EM training is continuing, carried out on an annual basis for all staff.
- Desktop exercising has been conducted with the biosecurity council.
- Staff were deployed to the NSW bushfires to assist the Department of Primary Industries.
- WA staff were deployed to an Avian Influenza outbreak in the eastern states which saw the necessity to dispose of half a million chickens, an excellent opportunity for WA staff to learn from this type of event.
- Exercises will be conducted around the country to deploy a rapid response team to “livestock standstills”, ie sale yards brought to a halt due to outbreaks of disease etc... WA Police will be requested to participate in WA exercises.

Western Power – George Tiedtke

- Pole replacement programme has now been completed for this season.

WA Country Health Service – Sean Conlan

- One major event occurred at Kellerberrin involving 1 driver and 4 pedestrians. Web EOC was utilised. Planes were required to divert and evacuate patients. The whole event took 9 hours to complete. A debrief with the local personnel on site will be held to enhance understanding and clarify processes of command and control. Debrief report will be tabled at the DEMC.
- The service is currently piloting the new Telstra Whisper programme. It has multiple contact points for one person and can tell if a response has been achieved. Shire of Yilgarn has also just started this programme. To date the biggest

Department of Fire and Emergency Services – Colin Brown

- Avon flood planning project is progressing well.
- Natural Hazards doctrine are being revised, currently looking at Land Search and Rescue.
- Recent Clackline search – debrief not yet complete.
- Social Media – some major issues have come out of the last two land search events that involved children and were therefore quite emotive to the community. At the Clackline event, volunteers informed by Facebook turned up at the search ground and were conducting their own search which threatened the positive outcome at one point, by interfering with the scent trail the search dog was using. It was the search dog who found the missing child. After the search was complete, the Incident controller could not account for all of the spontaneous volunteers as he had no knowledge of who was on the search ground.
- The committee discussed the issues around social media and made the following points.
 - Media messaging must be timely and indicate what proactive measures people can do. ie search their homes and close vicinity.
 - Reinforce the role of public information officer
 - The DEMC XO to raise this matter at a state level.
 - A joint article from WA Police, DFES and the Shire of Northam to be placed in the local paper, thanking everyone for their support, and suggesting that if they would like to assist in these types of events, they join their local SES unit to receive appropriate training.

WA Police – Peter Halliday

- Peter advised that over the next few months there would be a large turnover of police staff at the Northam offices as more new appointments are made.

ITEM 14 General Business

Nil.

ITEM 15 Confirmation of Next meeting and meeting schedule.

The next meeting will held on 21 May 2014, DFES regional offices, Northam.

The committee discussed the benefits of holding a meeting out in the regions and it was agreed that this should occur in August. Details to be determined at the next meeting.

Proposed Meeting Schedule 2014

21 May 2014

20 August 2014

19 November 2014

ITEM 16 Closure

There being no further business the meeting was declared closed at 11.00 am.

ACTION LIST Meeting held on 21 February 2014

Item No.	Action Required	Person Responsible	Date Due	Comment
1.	All scheduled exercises to be made known to the DEMC XO for distribution through to members.	All members	Ongoing	
2	Poor telecommunications along the Great Northern Hwy. All Emergency response agencies to do a stocktake of satellite phones, and ensure adequate training on radio and satellite phone use is available for local responders in these remote locations.	DFES, WA Police and St John Managers.	ASAP	
3	Northam LEMC not meeting regularly. WA Police and Steve Pollard to raise this with the Shire of Northam CEO.	Steve Pollard Peter Halliday	ASAP	
4	LEMA Arrangements tabled for review Shire of Wyalkatchem To be sent out electronically for comment	All members	ASAP	Comments to be returned to Yvette for collation by 7 March 2014.
5	Local exercise reports and schedule, currently not being sent through to the DEMC. LG Zone representatives to raise this at Zone meetings to increase awareness of importance of mapping district risk and issue with Local Governments.	Steve Pollard Vivienne Piccoli	Next Zone meetings.	
6	Social Media in emergency situations. Difficulties as discussed be raised at the State level.	Yvette Grigg	ASAP	
7	Joint Newspaper article to be placed in local paper, in regard to volunteers who assisted at the Clackline Search.	Colin Brown Steve Pollard Peter Halliday	ASAP	

Local Government	Status ERM process	Status LEMA	LEMC Functionality	Comments
Beverley	Nil	Endorsed 2012	Meeting quarterly.	LEMC meeting regularly, proactive. (Compliant)
Bruce Rock	Nil	Endorsed 2012	Meeting quarterly.	LEMC meeting regularly, proactive (Compliant)
Chittering	Complete 2012	Endorsed 2012	Meeting quarterly.	LEMA needs some small changes to ensure compliancy. Currently being undertaken. LEMC meeting regularly. (Progressing to Compliancy)
Cunderdin	Nil	Endorsed 2011	Meeting quarterly.	LEMC meeting regularly. (Compliant)
Dalwallinu	Nil	End orsed 2014	Meeting quarterly.	LEMA being noted at SEMC 11 th March 2014. (Compliant)
Dandaragan	Finalised	Endorsed 2010	Meeting regularly.	Strong commitment to EM. Recovery plan and nomination of recovery coordinator to be finalised. (Progressing to Compliancy)
Dowerin	Finalised	Final Draft 2013	Meeting regularly	LEMC now meeting regularly. Exercise held 13 th February Hazmat. Have made a commitment to finalise LEMA. (Progressing)
Gingin	Complete 2012	Under Review	Meeting quarterly	LEMC proactive and meeting regularly (Progressing)
Goomalling	Complete 2013	Endorsed 2011	Meeting quarterly	LEMC meeting regularly. (Compliant)
Kellerberrin	Complete 2013	Complete 2013	Meeting quarterly.	LEMC meets regularly. LEMA to be tabled at SEMC March 2014 (Compliant)
Koorda	Nil	Completed 2011	Meeting regularly	LEMC meets regularly. Recovery coordinator not nominated. (Progressing to Compliancy)
Merredin	Finalised	Endorsed 2010	Meeting quarterly	LEMC meeting regularly. LEMA to be reviewed this year. (Compliant)

Moora	Nil	Endorsed 2013	Meeting quarterly	LEMC meeting regularly. (Compliant)
Mt Marshall	Nil	Endorsed 2011	Meeting quarterly.	LEMC meeting regularly. Proactive. (Compliant)
Mukinbudin	Nil	Endorsed 2013	Meeting quarterly.	LEMC meeting regularly . (Compliant)
Naremben	Nil	Endorsed 2011	Meeting regularly.	LEMC meeting regularly. However no annual report was prepared for 2012 -2013 (Compliant)
Northam	Complete 2012	Endorsed 2010	Not meeting.	According to CEMO records, the Northam LEMC has not met since April 2013, though an exercise was held in July 2014. Given its status as a key regional centre in the Wheatbelt and its relatively large population base, this is a cause for concern. (Documentation is compliant)
Nungarin	Nil	Endorsed 2013	LEMC does not meet regularly.	LEMC does not meet regularly. LEMA Complete (Documentation compliant)
Quairading	Incomplete.	Endorsed 2011	Meeting quarterly.	LEMC meeting regularly. Proactive. (Compliant)
Tammin	Nil	Draft	Meeting quarterly	LEMA progressing well.
Toodyay	Complete 2012	Endorsed 2011	Meeting quarterly.	LEMC meeting regularly. Proactive. Sometimes difficult to find a quorum. (Compliant)
Trayning	Complete 2013	Endorsed 2013	Schedule developed	LEMC not meeting regularly. (Documentation compliant.)
Wongan Hills / Vic Plains	Nil	Endorsed 2012	Meeting regularly	Some issues with this joint LEMC. Meetings have not been held due lack of a quorum. Confusion over roles in this joint LEMC. (Documentation Compliant)

Wyalkatchem	Complete 2013	Final Draft	Meeting quarterly	LEMC meeting regularly. LEMA tabled at February DEMC. (Progressing to compliancy)
Yilgarn / Westonia	2011	Endorsed 2011	Meeting Quarterly.	LEMC meeting regularly. Currently Westonia and Southern Cross are amalgamated for the purposes of EM. This being formalised at February LEMC. (Compliant)
York	2004	Endorsed 2012	Quarterly.	LEMC meeting regularly. Proactive. (Compliant)

Attachment 2. LEMC DEMC Exercise Reports

LEMC Name	Date of Ex	Objectives	Lessons Learnt	DEMC Comment

DEMC Exercise Report

		Nil		
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Attachment 3. LEMC meeting and exercise schedule 2013- 2014

LEMC	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Exercise Reporting			Annual report B Planning	
	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Report Received	AR	BP
25 LEMCs 28 LGs													
Beverley	13/08/13	13/08/13	12/11/13	12/11/13	11/02/14	19/02/14	13/05/14					Yes	Yes
Bruce Rock	12/08/13	02/09/13	28/10/13	12/10/13	10/02/14	17/02/14	09/06/14					Yes	Yes
Chittering	22/08/13		14/11/13		20/02/14		22/05/14					Yes	Yes
Cunderdin	28/08/13	28/08/13	27/11/13		26/02/14		28/05/14					Yes	Yes
Dalwallinu	22/07/13	22/07/13	28/10/13	28/10/13	24/02/14		28/04/14					Yes	Yes
Dandaragan	21/08/13	21/08/13	13/11/13		19/02/14		14/05/14		21/08/13			Yes	Yes
Dowerin	10/08/13	10/08/13	24/10/13	14/11/13	07/02/14	13/02/14	08/05/14		13/02/14	13/02/14		Yes	No
Gin Gin	11/09/13		11/12/13		12/03/14		11/06/14					Yes	Yes
Goomalling	30/07/13	30/07/13	04/11/13		04/02/14	13/02/14	04/05/14					Yes	Yes
Kellerberrin / Tammin	13/08/13	13/08/13	12/11/13	12/11/13	04/02/14	11/02/14	08/05/14					Yes	No
Koorda	26/08/13	26/08/13	28/10/13		10/03/14		12/05/14					Yes	Yes
Merredin	13/08/13	12/08/13	05/11/13	05/11/13	04/02/14	11/02/14	06/05/14					Yes	Yes
Moora	13/08/13	13/08/13	12/11/13	12/11/13	11/02/14	11/02/14	13/05/14					Yes	Yes
Mt Marshall	13/08/13	13/08/13	12/11/13	12/11/13	11/02/14	11/02/14	13/05/14					Yes	Yes
Mukinbudin	03/09/13	03/09/13	03/12/13		04/03/14		03/06/14		05/08/13			Yes	Yes
Narembeen	26/08/13	14/10/13	25/11/13		24/02/14							No	No
Northam	10/09/13	Nil	19/11/13	Nil	25/02/14		27/05/14					Yes	Yes
Nungarin		Nil										No	No
Quairading	05/09/13	05/09/13	05/12/13	05/12/14	06/03/14		05/06/14					Yes	Yes
Toodyay	14/09/13	1/09/13	05/01/14	No quorum	12/02/14	12/02/14	14/05/14		22/10/13			Yes	Yes
Trayning		Nil										No	No
Victoria Plains Wongan Ballidu	14/08/13	No quorum	13/11/13	Nil	12/02/14	13/03/14	14/05/14					Yes	Yes
Wyalkatchem	07/08/12	14/08/13	06/11/13	09/10/13	05/02/14	12/02/14	07/05/14					Yes	No
Yilgarn / Westonia	11/07/13	11/07/13	03/10/13	03/10/13	06/02/14	13/02/14	05/06/14		03/10/13			Yes	Yes
York	13/08/13	13/08/13	12/11/13	12/11/13	25/02/14		13/05/14		September			Yes	Yes

Attachment 4. DEMC exercise schedule as at 21 August 2013

Name	Date and time	Location	Lead Agencies	Detail

DRAFT



STATUS REPORT 2014

*Local Emergency Management Committee Meetings
comprising of Recommendations to Council, Action List and Completed Recommendations*

Recommendations to Council

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



STATUS REPORT 2014

*Local Emergency Management Committee Meetings
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COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL FROM THE LEMC

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
13/03/2013	7.7	Avon Valley Bush Fire Response Plan	CEO	That Council accept the Avon Valley Bush Fire Response Plan as an underpinning document to the Local Emergency Management Arrangements.	Council Resolution 117/04/13
13/03/2013	7.3	Access to Boral Quarries, Morangup Road, Morangup	CEO	Accepts the offer of Boral to use the Boral site at Morangup in emergency situations; and the CEO to liaise with relevant parties as required for emergency activities and for preventing dangerous activities by trespassers.	Council Resolution 117/04/13
13/03/2013 13/05/2013	7.4	Notification and Evacuation of Vulnerable Persons during Emergencies	CEO	Supports the development of a support system for vulnerable people in an emergency; and Authorises the Chief Executive Officer to work with the Department of Child Protection, Silver Chain and other stakeholders to develop a pilot program.	Council Resolution 117/04/13
13/03/2013	7.8	Defence of Fire Sheds	CEO	Further to Council Resolution 342/12/12 Council will inform LEMC of outcome of assessment.	Council Resolution 117/04/13
13/05/2013	7.6.1	Update of Contacts	CESM	Update of Brigade contacts into Contact Directory.	Council Resolution 117/04/13
13/03/2013	7.2	Community Centred Emergency Risk Management Assessment	CESM / CEO	That Council receives the Community Centred Emergency Risk Management Assessment – Live (August 2012).	Council Resolution 117/04/13
12 Feb 2014	9.2	Aware Funding for Bush Fire Ready Group Facilitator	CEO	This was put to the February Council Meeting.	Council Resolution 22/02/14
12 Feb 2014	9.1.3	Review of Membership	CEO	This to be put to March Council Meeting	Council Resolution 60/03/14



STATUS REPORT 2014

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ACTION LIST

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
13/03/2013	8.6	Audits – evaluating evacuation / assembly area centres.	J BROWN	She will contact each of the Shires soon to arrange dates.
13/03/2013	9.1	Julie Brown – Emergency Evacuation flagging using 'Green Bags' - Evacuation Flagging Project 2012/13	CESM	The CESM will follow-up on the progress of the Bridgetown-Greenbushes Shire and will report back to the next LEMC Meeting about this.
13/03/2013	9.3	M Bowen – Informing and interacting with the community	CEO	Community Forums can be organised through the Shire and we can all use our contacts to fill the halls. M Bowen asked that this be thought about and brought back to the next meeting.
13/03/2013 13/05/2013	7.4	Notification and Evacuation of Vulnerable Persons during Emergencies	CESM	Arrange a 2nd meeting to discuss program.
13/08/2014	8.3	Obtain more information in regard to WALGA Courses for LEMC Members	CESM	
13/08/2014	8.3	Request Yvette Grigg to talk about LEMC at next meeting.	CESM	
13/08/2014	8.3	Road Trauma / Safety	CESM	perhaps an awareness project can be undertaken with cadets
13/08/2014	8.3	Vulnerable Persons	CESM	investigate the Strategy through DFES to see if it can be brought to fruition
13/08/2014	9.2	In regard to the progress of Morangup Ambulance Depot – Is it still with the Shire? What is the hold-up?	CEO	This question was taken on notice.

STATUS REPORT 2014

Local Emergency Management Committee Meetings comprising of Recommendations to Council, Action List and Completed Recommendations

Completed Actions from the Action List

Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed Action to be taken	Comments
13/03/2013	8.5	Grant Application – Generator	CEO	<ul style="list-style-type: none"> K Hogg proposed the Shire could include St Johns in a grant application for a generator at St Johns. G Dickson requested they be included to obtain funding to put wiring in for a generator they already have. 	<p>Passed on this information to MCD and GO on 13/8/13.</p> <p>Note: Her response below.</p>
<p>From: Kim Angus Sent: Tuesday, 17 September 2013 2:36 PM Subject: RE: LEMC request</p> <p><i>Have spoken to everybody including Sandy Smith of St Johns Ambulance. St Johns main concern during an emergency is the telephone lines dropping out and they do not identify a need for a wired in generator. "They can think of far better things to spend money on." It would appear the police would like a generator wired in, but that is a state government body and would need to seek funding through their own administrative hierarchy (they would be ineligible for granting funding). Therefore there is no funding available.</i></p>					
13/05/2013	7.2	Finalising Annual Report and Approving a Business Plan.	CEO/CESM	Authorise the CEO and the Acting CESM to: work together to finalise the 2012/2013 Annual Report and Business Plan for 2012/2013; develop the 2013/2014 Business Plan; and Forward any drafts of the above via email to members so that their input can be included prior to submitting the documents in final form to the SEMC Secretariat by 15 July 2013.	To provide copy to Councillors for their information only at Sept 2013 forum.
13/05/2013	8.4	St John Ambulance	N RODGER	The CEO asked N Rodger to extract a map from synergy and provide it to St Johns in relation to the Dival property.	Completed.



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Completed Actions from the Action List

Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed Action to be taken	Comments
13/05/2013	9.1	Community Centred Emergency Risk Management Assessment	CESM / CEO	That the Chief Executive Officer contacts the LGIS Executive Officer to request that the Executive Officer reviews the Community Centred Emergency Risk Management Assessment document and requests the Consultant bring it up to an acceptable standard.	Completed. The EO advised the CEO that there is a new format and at no cost to the Shire a new document will be put together and forwarded to us.
13/03/2013 13/05/2013	7.5	Development of Exercise Schedule	G DICKSON	Sgt Dickson volunteered to liaise with the school in the first instance. Acting Sergeant Matt Bruse advised that Sgt Geoff Dickson is still attempting to arrange an exercise with Principal Tim Martin.	
13/03/2013 13/05/2013	7.6.3	Review of Membership;	CEO / G DICKSON	G Dickson will liaise with Mr T Martin (Principal, Toodyay District High School) in respect to his membership with the LEMC. S Scott will liaise with Wheatbelt GP Network. The Practice Manager or one of their permanent staff members could be involved as members to the LEMC.	GP Network have yet to respond.
13/03/2013	8.4	SMS System – Silver Chain to be included	CEO	K Hogg proposed that Silver Chain be on the Shire of Toodyay SMS system.	Unsure from list provided on SMS
13/03/2013	8.5	St Johns - improving their communication systems.	M BOWEN/ G DICKSON	M Bowen and G Dickson proposed they would assist.	
13/05/2013	7.6.2	Review of Resources;	CESM	Acting CESM reported that the brigades are updating their lists of equipment and the contact directory will be updated once those revised lists are received.	

