

Local Emergency Management Committee

MINUTES

Section 38 of the Emergency Management Act 2005

Wed 14 August 2019

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 6 September 2019.



Stan Scott
CHIEF EXECUTIVE OFFICER

Accepted Minutes

These minutes were accepted at a meeting held on 13th November 2019

Signed: Keane

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

14 AUGUST 2019

1. MEETING OPENING

CEO Stan Scott, declared the meeting open at 5.05 pm.

Members

Cr J Dow	Council Member
Cr E Twine	Council Member
Mr S Scott	Chief Executive Officer – Shire of Toodyay
Mrs N Rodger	Local Recovery Coordinator
Mr B Slater	CEMO & SEMC Secretariat
Mr P Hay	DFES District Officer (Avon)
Mr C Wroth	St John Ambulance Representative
Mr I McGregor	Toodyay Volunteer Fire & Rescue representative (VFRS)
Mr C Stewart	Chief Bush Fire Control Officer
Mr R Koch	Community Emergency Services Manager
Mr J Hansen	Bushfire Risk Planning Coordinator

Apologies

Mrs K Stonham	Deputy Recovery Coordinator
Mrs J Spadaccini	Department of Child Protection representative
Ms Y Grigg	CEMO & SEMC Secretariat
Cr T Chitty	Deputy Shire President

2. TABLING OF MINUTES FROM PREVIOUS MEETING

2.1 Local Emergency Management Committee Meeting held on 8 May 2019

OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO 01/08/19

MOVED Cr Dow

SECONDED C Stewart

That the Minutes of the Local Emergency Management Committee Meeting held on 8 May 2019 be accepted as circulated.

MOTION CARRIED

3. BUSINESS ARISING FROM MINUTES

3.1 Matters arising from previous minutes

R Koch advised that the Helipad project request at Morangup has not progressed since the last meeting.

3.2 Review of the LEMC Status Report (Action List)

Morangup Helipad project.

4. CORRESPONDENCE

4.1 Inward Correspondence

4.1.1 DFES

New phone number for the Goldfields- Midland Regional Duty Coordinator (RDC) -1800 966 077

4.2 Outward Correspondence

Nil.

5. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

5.1 Update of Contacts (committee and emergency)

Cr Chitty has her landline listed. Requires replacement with the mobile number.

5.2 Any ISG Activations/ or incidents - debrief.

Nil.

5.3 Any LEMC exercise held – reports and/or debrief

There have been no exercises since the last LEMC meeting.

5.4 Training – future dates

Nil.

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

AWARE grant funding for training LEMC members and key Shire staff was successful.

NDRP submission regarding mitigation was unsuccessful.

AWARE grant for community engagement (Street Meet) was successful.

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

6.1 LEMC Meeting and Exercise Schedule

Meeting schedule has been sent to members.

Local Government Elections are in October which may change the members of the committee.

6.2 Exercise Report

Nil.

6.3 Business Plan to be developed, reviewed, adopted?

Nil.

6.4 Annual Report due?

Annual Preparedness and Capability report was submitted to DFES at the end of June 2019.

7. PROJECT PROGRESS REPORT

J Hansen

- Bush Fire Risk Management Plan has been approved by Office of Bush Fire Risk Management (OBRM) and will enable us to apply for Mitigation Activity Funding (MAF).
- It is a context statement of where the Shire of Toodyay sits at this point in time. The plans are embedded in the software that is utilised.
- MAF funding will be announced soon and we have 4-6 weeks to apply.

R Koch

- Construction of the new Coondle Nunile fire station is almost at lockup stage. Expected to be a late October completion.
- Tender has been awarded for the Morangup Co Location Centre. To be completed in the 2019/2020 financial year.

8. AGENCY UPDATES

CEMO & SEMC Secretariat - B Slater

- \$20,000 for the AWARE funding.

DFES District Manager - P Hay

- DFES has received funding of \$175,000 for works along the river. Works will commence within the next few weeks. Works will be along the foreshore from Goomalling Bridge to Newcastle Bridge.
- Meeting with Bindoon Range (Department of Defence) to discuss the repeater site for the next fire season.

St John Ambulance - C Wroth

- Called out to a burns patient and they attended at the town oval but where then rerouted to the school. The helicopter landed at the school.
- Mr Wroth advised that the helicopter was denied permission from the Shire to land at the oval. (CEO advised that this was not the case and will investigate)
- They have a patient transport vehicle which is funded locally and is being utilised for doctor's appointments etc.

Chief Bushfire Control Officer - C Stewart

- All brigades have had their AGM's.
- All brigades are well attended with regards to membership and turnout.

Toodyay Volunteer Fire and Rescue - I MacGregor

- Good collaboration between FRS and BFB at two recent structure fires.

Council Member - Cr E Twine

- Attended the WALGA convention where the rural fire service was discussed.

- Meet with people from Esperance. They advised that the collaboration between DFES and the community was much improved.

9. PRESENTATIONS OR EXERCISES

Required to have an exercise every 12 months to meet the requirements of the Emergency Services Act and the intent to choose a specific day to host a scenario for ISG meetings.

Intent to have the meeting in September/October with all key agencies in attendance i.e. Main Roads, Western Power, Water Corp etc.

10. LEMA AND RECOVERY PLAN REVIEW

School are required to have bush fire plans and submitted by October.

11. GENERAL BUSINESS

J Hansen

- Toodyay Friends of the River had a complaint regarding the UCL Mitigation works being undertaken. Members were shown recent similar works in York to provide further information on process and outcomes. Project signage to be installed to assist.

Cr Dow

- The Shire needs to be more forceful with ARC regarding the rail corridor. The delay in maintenance is a risk to the town. The work they do is good but the timing is not adequate.
- P Hay advised that they were to have a meeting with ARC to discuss this issue and others matters.
- P Hay advised that ARC Infrastructure has contractors engaged for a network wide rail corridor spray program.

12. CONFIRMATION OF NEXT MEETING

The next meeting is scheduled for 13 November 2019, commencing at 5.00pm.

13. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 5.50 pm.

Attachments to Minutes

Local Emergency Management Committee

14 August 2019

BUSINESS ARISING FROM MINUTES

3.2 Updated Local Emergency Management Committee Status Report 1

CORRESPONDENCE

4.1 District Emergency Services Officer – Wheatbelt Update: August 2019 2



LEMC STATUS REPORT

Local Emergency Management Committee

Supporting Officers
CESM / CEO



Recommendations to Council		
Meeting Date	Item and Detail in order of meeting	List the Recommendation here

Questions taken on notice		
Meeting Date, Item No & Question No.	Questions in order of the meeting	INFORMATION Post meeting (with a view to providing further comment at a future meeting or via email)
14/08/2019 3.2	Has action been undertaken in regard to the Morangup Helipad Project?	The CESM will investigate what progress has been made.

Actions to be undertaken prior to the next meeting (or ongoing from a previous meeting)		
Meeting Date	Actions to be taken	With the aim of / further comment or information

Completed Items (from Recommendations made to Council, Actions and Questions List.)			
Meeting Date, Item No	Item Name / Other Detail	Status / Action / Notes	Resolution No. or Comment



District Emergency Services Officer – Wheatbelt Update: August 2019

The Local Emergency Management Plan for the Provision of Welfare Support (LWP) have been updated with details that have been provided to me. The new plans will be renamed as the Local Emergency Welfare Plan (LEWP) once the New State Welfare Plan has been endorsed by SEMC. Once completed they will be sent out to each of the Local Governments they refer to and will be tabled at the next available LEMC.

If any there are any changes to contact details or suppliers within your Shire please send them through to joanne.spadaccini@communities.wa.gov.au and they will be updated in the new version.

Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.

In an emergency, if welfare support services are required during business hours, please contact the Department of Communities office listed in your LWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.

During business hours the District Emergency Services Officer is contactable for non-activation enquiries on 0429 102 614, but as they are often on the road and out of phone service range, please leave a message or in the event of an emergency please contact your local office as your first point of contact. After business hours please contact Crisis Care as your first point of contact.

2019 Training and Exercises

Welfare Centre Management training has commenced with sessions planned for August in the Eastern Wheatbelt. Further sessions will be completed in late September and October and I am looking for Local Governments that are happy to host a session (provide the venue). Neighbouring Local Governments will be invited to each session as it allows them to have as many people trained as possible without having them all go to one session.

The purpose of this training is to inform Department of Communities, Local Government staff and key stakeholders on the operation of a Welfare Centre in the case of an activation within the Shire.

Topics discussed include:

- Department's mandated responsibility to coordinate welfare services during an emergency.
- Outline the services provided by the Department of Communities and our key stakeholders.
- How to setup the welfare centre and deliver services to the affected community.
- The Department's role in Recovery and services provided.

This training is very important for all staff, as you may be called upon in an emergency to provide assistance to evacuees.

Kind regards

Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit
PO Box 6334, East Perth 6004