

Local Emergency Management Committee



MINUTES of the meeting held at 5.00pm
on Wednesday, 20 May 2015
at the Shire of Toodyay Council Chambers
15 Fiennes Street, Toodyay WA 6566

Preface

When the Chief Executive Officer 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 put together as an Addendum to these Minutes.

Unaccepted Minutes

These minutes were approved for distribution on 27 May 2015.

Stan Scott
CHIEF EXECUTIVE OFFICER

Accepted Minutes

These minutes were accepted at a meeting held on 12-08-15.

Signed: David R. Dow

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

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MINUTES

1. MEETING OPENING

Mr S Scott, Chairperson, declared the meeting open at 5.10 pm.

Mr S Scott chaired the meeting as Cr Dow was an apology and unable to attend.

Members

| | |
|--------------|--|
| Mr R Koch | Community Emergency Services Manager |
| Cr T Chitty | Council Representative, Shire of Toodyay |
| Mr S Scott | Chief Executive Officer |
| Mrs N Rodger | Deputy Recovery Coordinator |
| Mr C Stewart | Chief Bushfire Control Officer (CBFCO) |
| Mr T Martin | Principal, Toodyay High School |
| Mr G Bowman | Toodyay Volunteer Fire and Rescue (VFRS) |
| Mr M Bowen | FESA DFES District Manager Avon |

Staff

| | |
|------------|--|
| Mrs M Lamb | Corporate Administration Support Officer |
|------------|--|



Visitors

| | |
|--------------|------------------|
| Mr G Bissett | Shire of Toodyay |
|--------------|------------------|

Apologies

Mr L Vidovich
Mr D Dow
Cr Madacsi

2. TABLING OF MINUTES FROM PREVIOUS MEETING

Local Emergency Management Committee Meeting held on 11 February 2015

MOVED Cr Chitty

SECONDED C Stewart

That the Minutes of the Local Emergency Management Committee Meeting held on 11 February 2015 be accepted as circulated.

MOTION CARRIED

Mr S Scott advised that the format of the agenda for the LEMC committee had now been changed. Previous agendas were treated as a committee of Council however the LEMC is a working committee under the Bush Fire Act 1954.

3. BUSINESS ARISING FROM MINUTES

3.1 Matters arising from previous minutes

C Stewart Avon Region debrief focussed on large incidents and safety issues – logistics and use of personnel.

3.2 Review of the Status Report (Action List)

Nil

4. CORRESPONDENCE

4.1 Inward Correspondence

Emergency Management Plan

4.2 Outward Correspondence

Nil

5. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

5.1 Update of Contacts (committee and emergency)

Rob Koch - CESM – same contact details as Corry Munson
Email: CESM@toodyay.wa.gov.au
Phone: 9574 5796
Mobile: 0458 042 104

Greg Warburton – Manager Reserves
Email: rmo@toodyay.wa.gov.au
Phone: 9574 5796
Mobile: 0448 284 260

5.2 Any ISG Activations/ or incidents - debrief.

Nil

5.3 Any LEMC exercise held – reports and/or debrief

Possible exercise to be held at the Waste Transfer Station

5.4 Training – future dates

Toodyay introductory course coming up soon – date to be confirmed.

5.5 Funding – NDRP or other (eg community safety grants)

NDRP Funding to continue program for access and egress project.

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

6.1 LEMC Meeting and Exercise Schedule

Nil

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

Report – Morangup Disaster Resilience Pilot Program – Rob Koch

8. AGENCY UPDATES

| Member | Issue |
|-----------|--|
| T Martin | <ul style="list-style-type: none"> • The Toodyay High School has been taken off the official bushfire register but still maintains a Bushfire Plan. Mr S Scott to write to Education Department and DEFS - moved Mr C Stewart and seconded by Mr R Koch |
| C Stewart | <ul style="list-style-type: none"> • Number of call outs 2.7 per week from start of fire season. • 2nd week out of restricted burning – 27 call outs - 7 on Friday, 15 May and 2 others dealt with before call outs happened. • Written to Herald to point out the poor choices being made by community regarding burning off. • Most Brigades have had their Annual General Meetings. • Morangup incident – resident started burning off, left fire to return to Perth leaving the front gate locked. • Great support from everyone involved. • New permit burns worked well ie. Farmers were given permits to burn stubble etc earlier than residents. • Possible local laws to guide people regarding lighting fires and responsible behaviour. |
| G Bowman | <ul style="list-style-type: none"> • Not receiving call outs to accidents from St John |

MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD IN
COUNCIL CHAMBERS ON 20 May 2015

| | |
|-----------|--|
| | Ambulance - against protocols – this is a Statewide problem and is being addressed at a senior level. S Scott to write to Commissioner of Police. |
| G Bissett | • Training in Geraldton for Emergency Management. |
| N Rodger | • Evac pack – making sure that it is portable and accessible • Message system |
| S Scott | • Bendigo Bank funded a trailer – is there a need for an Emergency Management Catering trailer – Community facility rather than an Emergency Vehicle |

9. PRESENTATIONS OR EXERCISES

Nil

10. LEMA AND RECOVERY PLAN REVIEW

Operational – nothing major needed to be changed to the Plan.

11. GENERAL BUSINESS

Nil

12. CONFIRMATION OF NEXT MEETING

Wednesday 12 August 2015.

13. CLOSURE OF MEETING

Meeting closed 6.07pm.

