

Local Emergency Management Committee

AGENDA

Section 38 of the Emergency Management Act 2005

Wednesday 10 February 2021

Shire of Toodyay Council Chambers

Commencing at 5.00pm

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.

Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

9 February 2021

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
Executive Manager	Chief Executive Officer – Shire of Toodyay
Emergency Personnel	Chief Bush Fire Control Officer or deputy; Police Officer in Charge – Toodyay; Local Recovery Coordinator & Deputy Recovery Coordinator.
Other Agency Representatives	Rangers; DFES District Manager; Main Roads Representative; Morangup St John Ambulance; Silver Chain Service Coordinator; Principal, Toodyay District High School; St John Ambulance Community Paramedic; Department of Communities; District Emergency Management Advisor (DEMA). Toodyay SES; Red Cross Representative; Toodyay St John Ambulance; Health / Medical Representative; Toodyay Volunteer Fire & Rescue;

CONTENTS

1. MEETING OPENING.....	1
1.1 Attendance	1
1.2 Call for Apologies	1
2. TABLING OF MINUTES FROM PREVIOUS MEETING	1
2.1 Local Emergency Management Committee Meeting held on 11 November 2020.....	1
3. INFORMATION ADDITIONAL TO THE AGENDA.....	1
3.1 Review of the LEMC Status Report (Action List).....	1
4. CORRESPONDENCE.....	1
4.1 Inward Correspondence	1
4.2 Outward Correspondence	1
5. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING	1
5.1 Contact details	1
5.2 Post-incident reports	1
5.3 Post-exercise reports	1
5.4 Funding nominations and applications progress	1
5.5 Emergency Risk Management / treatment strategies progress ...	1
5.6 Review Local Emergency Management Arrangements (LEMA) ..	1
5.7 Review LEMC business plan strategies and record key achievements	1
6. DOCUMENTATION (to be considered at meetings where appropriate)2	
7. PROJECT PROGRESS REPORT	2
8. AGENCY UPDATES	2
9. PRESENTATIONS OR EXERCISES	2
10. LEMA AND RECOVERY PLAN REVIEW.....	2
11. NOTICE OF BUSINESS FOR NEXT MEETING	2
12. CONFIRMATION OF NEXT MEETING.....	2
13. CLOSURE OF MEETING.....	2

ATTACHMENTS *follow Item 13.*

Local Emergency Management Committee

AGENDA

10 FEBRUARY 2021

1. MEETING OPENING

The start time of the Local Emergency Management Committee meeting is scheduled for 5.00pm.

1.1 Attendance

1.2 Call for Apologies

If you have received any apologies (prior to the Agenda being distributed) include the names in here for this meeting

2. TABLING OF MINUTES FROM PREVIOUS MEETING

2.1 Local Emergency Management Committee Meeting held on 11 November 2020

OFFICER'S RECOMMENDATION

That the Unaccepted Minutes of the Local Emergency Management Committee Meeting held on 11 November 2020 be accepted as circulated.

3. INFORMATION ADDITIONAL TO THE AGENDA

3.1 Review of the LEMC Status Report (Action List)

Refer to the Status Report in the Agenda Attachments.

4. CORRESPONDENCE

4.1 Inward Correspondence

4.2 Outward Correspondence

5. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

5.1 Contact details

5.2 Post-incident reports

5.3 Post-exercise reports

5.4 Funding nominations and applications progress

5.5 Emergency Risk Management / treatment strategies progress

5.6 Review Local Emergency Management Arrangements (LEMA)

5.7 Review LEMC business plan strategies and record key achievements

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

Note - Minutes to be forwarded to the XO of your DEMC

7. PROJECT PROGRESS REPORT

8. AGENCY UPDATES

9. PRESENTATIONS OR EXERCISES

10. LEMA AND RECOVERY PLAN REVIEW

11. NOTICE OF BUSINESS FOR NEXT MEETING

Opportunity for Committee Members to raise issues to be brought back to the next meeting, through an Officer Report in accordance with the Department of Local Government, Sport and Cultural Industries Agendas and Minutes Operational Guidelines which states the following:

12. CONFIRMATION OF NEXT MEETING

The next Local Emergency Management Committee Meeting is scheduled for 12 May 2021, commencing at 5.00pm.

13. CLOSURE OF MEETING

The Chairperson will close the meeting.

Attachments to Agenda

Local Emergency Management Committee

10 Feb 2021

TABLING MINUTES FROM PREVIOUS MEETING

2.1 Local Emergency Management Committee Meeting held on 11 Nov 2020 1

INFORMATION ADDITIONAL TO THE AGENDA

3.1 Review of LEMC Status Report 5



Local Emergency Management Committee

MINUTES

11 NOVEMBER 2020

1. MEETING OPENING

Cr S Pearce, Chairperson, declared the meeting open at 5.02 pm.

Members

Cr S Pearce	Council Member / Elected Chair Nov 2019
Ms N Rodger	Local Recovery Coordinator
Mr C Stewart	Chief Bush Fire
Sgt K French	Sergeant – Toodyay Police
Mr K Maddrell	Morangup St John Ambulance;
Mr S Boxall	Toodyay St John Ambulance
Ms T Burgess	St John Ambulance – Community Paramedic

Apologies

Mr R Koch	CESM (and Responsible Shire Officer) Deputy 3 CBFCO
Ms S Haslehurst	Chief Executive Officer

2. TABLING OF MINUTES FROM PREVIOUS MEETING

2.1 Local Emergency Management Committee Meeting held on 12 August 2020

OFFICER'S RECOMMENDATION/LEMC RES NO. 04/11/20

MOVED Sgt K French **SECONDED** C Stewart

That the Unaccepted Minutes of the Local Emergency Management Committee Meeting held on 12 August 2020 be accepted as circulated subject to the following amendment:

That at Point 7 Agency Updates, the words “all residents be included on the SMS system so that they are made fully aware of all emergencies” replace the words “residents of Toodyay be included on the SMS system so that they are fully aware”

MOTION CARRIED

3. INFORMATION ADDITIONAL TO THE AGENDA

3.1 Review of the LEMC Status Report (Action List)

First Line Item: Morangup Helipad – No progress.

Second Line Item: Contacts Register - A number of changes have been made to the contact list, as a living document. As always any further

changes to be advised. Recommend this comes off the Status report as an action item as it is a standing agenda item.

Third Line: AWARE Grant - The WALGA training was held in July, and the acquittal sent of this week. This can come off the Status report.

MOTION/LEMC RES NO. 05/11/20

MOVED C Stewart

SECONDED K Maddrell

That:

1. The Contacts Register be removed from the status report as an action item as it is a standing agenda item;
2. WALGA training for the AWARE grant has been completed and be removed from the status report

MOTION CARRIED

4. CORRESPONDENCE

4.1 Inward Correspondence

Nil

4.2 Outward Correspondence

Nil

5. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

5.1 Contact details

Any changes provided at the meeting or otherwise are to be email to the CESM.

Sharon Boxall has replaced Paul Harrington as the contact for the St John Ambulance Sub Centre.

5.2 Post-incident reports

Nil

5.3 Post-exercise reports

Nil

5.4 Funding nominations and applications progress

There is currently another AWARE Grant round open. It is questionable if the Shire will be able to take advantage of this given current pressures on resourcing. The CESM has clarified however that AWARE grants can cover costs of staff for projects, and as such the CESM intends to raise this with the CEO as it may in itself support increased resourcing into the future.

5.5 Emergency Risk Management / treatment strategies progress

Work along the river for Fire Mitigation has commenced which is funded by DFES.

5.6 Review Local Emergency Management Arrangements (LEMA)

Plans are due to be reviewed in 2021. There will be a push for this to be done.

Contact is to be made with DFES representatives to obtain the templates.

If the templates are delayed, then the current document needs to be worked on and converted to the template when obtained.

Report on the progress of the review at the next LEMC meeting.

5.7 Review LEMC business plan strategies and record key achievements

Nil

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

Nil

7. PROJECT PROGRESS REPORT

A range of bushfire mitigation works have been completed/underway.

- MAF In progress – rolling works scheduled until end of the financial year.
- DFES UCL (River) – Work along the river is scheduled to commence next week.
- Arc Infrastructure – Slashing and clean-up of the rail reserve completed through the Toodyay Townsite.

8. AGENCY UPDATES

Sgt K French – Toodyay Police

It has been fairly quiet recently.

We have had a couple of searches in the forest. It has been determined that there is a lack of suitable mapping for the area.

S Boxall - Toodyay St John Ambulance

St John's have conducted mandatory training where all but 1 participant has completed the training.

Training exercise was held on 12 September 2020 in conjunction with the fire brigades.

Additional training has occurred in the river reserve behind the ambulance and police station with differing scenarios.

K Maddrell - Morangup St John Ambulance

We now have a second ambulance which has been well utilised.

We have had over our average numbers and are back to pre COVID days.

We are still waiting for clearance of the title from Landgate for our training room.

We have new volunteers and at last count we have 24 volunteers.

Fire Brigades have sets of keys for the rail gates but St John Ambulance does not. As St John Ambulance utilises these rail gates along with the Fire Brigades, we will need to have a number of sets of keys be made available.

Craig Stewart - CBFCO

There have been a few bushfires recently. One was in town which was sorted fairly quickly.

Assessment has been done in the Goldfields which has shown catastrophic conditions.

The forecast for fire season is not good.

DFES is finally recognising that volunteers have private lives.

There needs to be a review of the evacuation arrangements. Toodyay needs to look at utilising the new recreation centre as an evacuation centre. This could offer a greater ability for people to amass. This is a better option than being in the centre of town.

K Maddrell - SES

There has been training and equipment provided to Merredin.

We have recently had a missing person where we were involved in the search. An ATV was utilised.

It was good to have DFES and the CBFCO at the opening of the Colocation centre in Morangup.

Minister and Commissioner where impressed with the facility.

9. PRESENTATIONS OR EXERCISES

A recent exercise was planned, by Yvette Grigg (DEMA). This was cancelled due to lack of interest from other Shires. COVID has given some reprieve on the requirement to run an EM exercise for 2020 and as such the decision not to reschedule this FY has been taken. An exercise will need to be conducted at in 2021.

10. LEMA AND RECOVERY PLAN REVIEW

Toodyay will be due for its review in 2021. CESM has flagged with both the Shire and DFES the depth of review/potential enhancements will be dictated by resourcing allocated to the review. Present resourcing would suggest a path of minimal resistance. Resourcing will be discussed internally at the Shire.

11. NOTICE OF BUSINESS FOR NEXT MEETING

There was a question regarding the timing of the meetings and that 5.00pm may be too early for members to attend.

Action: An email to be sent to all members to survey the membership and ascertain if the start time of the meeting is still suitable or a time change is required.

12. CONFIRMATION OF NEXT MEETING

MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 11 NOVEMBER 2020

The next meeting is scheduled for 10 February 2021 commencing at 5.00pm.

13. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 5.41pm.

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
11/11/2020	NOTICE OF BUSINESS FOR NEXT MEETING	An email to be sent to all members to survey the membership and ascertain if the start time of the meeting is still suitable or a time change is required.	ASAP	CESM	T.B.A.	