

Local Emergency Management Committee

Section 38 of the Emergency Management Act 2005

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.

12 May 2021

Minutes

To: Local Emergency Management Committee Members and Councillors

Here within the Minutes of the Local Emergency Management Committee Meeting of the Shire of Toodyay held on the abovementioned date in the Council Chambers at the Shire of Toodyay, 15 Fiennes Street, Toodyay.


 Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

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; Toodyay SES; Red Cross Representative; Toodyay St John Ambulance; Morangup St John Ambulance; Silver Chain Service Coordinator; Principal, Toodyay District High School; District Emergency Management Advisor (DEMA). DFES District Manager; Main Roads Representative; Toodyay Volunteer Fire & Rescue; Health / Medical Representative; Department of Communities; St John Ambulance Community Paramedic;

Preface

These Minutes will remain "Unconfirmed" until the next Local Emergency Management Committee Meeting, where the Minutes will be tabled and confirmed subject to any amendments made by the Committee.

The "Confirmed" 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

Distribution

These minutes were approved for distribution on 25 May 2021.



Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Confirmation

These minutes of meeting were confirmed at a meeting held on 11/8/2021.

Signed: 

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

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ATTACHMENTS with separate index follows Item 11.

1. MEETING OPENING

Cr S Pearce, Chairperson, declared the meeting open at 10.08am.

1.1 Attendance

Members

Cr S Pearce	Council Member / Elected Chair Nov 2019
Mr R Koch	CESM (and Responsible Shire Officer) Deputy 3 CBFCO
Mr Kevan French	Toodyay Police Senior Constable
Sgt Dave Flaherty	Toodyay Police
Ms S Haslehurst	Chief Executive Officer
Mr C Stewart	Chief Bush Fire Control Officer (CBFCO)
Mr P Hay	DFES District Officer;
Ms T Burgess	St John Ambulance – Community Paramedic
Mr K Maddrell	Morangup St John Ambulance (<i>arrived at 10.34am</i>)
Mr L Couper	Ranger, Shire of Toodyay
Mr W McMillan	Ranger, Shire of Toodyay
Ms Y Grigg	District Emergency Management Advisor (DEMA).

Visitors

E Francis	Emergency Management Officer
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Staff

Mrs M Rebane	Executive Assistant
Mr D Hobley	Community Development Officer
Mrs T Prater	Development Support Officer

1.2 Call for Apologies

Sgt C Morgan	Acting Officer In Charge, Toodyay Police Station
Mr P Hay	DFES District Officer;
Mr Ian McGregor	Toodyay Volunteer Fire & Rescue
Ms Jo Spaddachine	Department of Communities
Mr J Venn	Toodyay SES

2. **TABLING OF MINUTES FROM PREVIOUS MEETING**

2.1 **Minutes of Meeting held on 10 February 2021.**

OFFICER'S RECOMMENDATION/LEMC RES. NO.: 02/05/21

MOVED R Koch

SECONDED C Stewart

That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 10 February 2021 be confirmed.

MOTION CARRIED 11/0

3. **INFORMATION ADDITIONAL TO THE AGENDA**

3.1 **Review of the LEMC Status Report (Action List)**

An action will be carried forward to the next meeting.

4. **CORRESPONDENCE**

4.1 **Inward Correspondence**

1. Annual Capability preparation survey; and
2. DFES correspondence regarding NBN services for Shire facilities.

4.2. **Outward Correspondence**

Nil

5. **PRESENTATIONS OR EXERCISES**

Yvette Grigg began facilitation of a workshop for the review of the LEMA. Clarification was sought "from a WA context, what an emergency is."

Question

In everyday language what does the term emergency mean vs. what the term disaster means?

Responses

- Accidents that occur – no agency involvement.
- Disaster – group coming together with a plan of attack.
- Disaster largeness and seriousness affecting others.

Presentation continued.

Disaster Management Committees are the norm in the eastern states. These committees deal with disruption and put in place strategies for providing welfare to those affected; before, during and after an emergency.

Question

What is the purpose of the LEMA?

Responses:

- To ensure preparedness and that everyone knows what their roles are.
- Plan and agreement between the agencies about who is doing what, when and how.
- Blueprint for major emergency.
- Tool to use.

Introductions occurred around the room at 10.12am.

1.9 Local Roles and Responsibilities

An overview of the roles and responsibilities was undertaken.

Points raised:

The 2016 LEMA contained a table that listed the Chair and other Shire positions.

Upon appointment to their positions their details are listed within the Contacts & Resources Register.

Local Government Welfare Officer role is to support and open the welfare centre(s) before the Department of Communities agency arrive. The Officer would provide assistance and have knowledge of the welfare centre.

Historically that was part of the Local Recovery Coordinator role.

It was agreed that the role required at least two people to be trained to fill in with the Local Recovery Coordinator role positions and that a separate Officer be appointed as the Local Government Welfare Officer.

Reason: In a level 3 incident the Local Recovery Coordinators would not be able to spend the whole day at a welfare centre. Therefore there needs to be an actual person associated with the Local Government Welfare Officer position.

Training: provided by Department of Communities.

Question

Could we delegate that to someone else ?

Response

It would need to be someone with local knowledge, such as Visitor Centre staff or Officer(s) capable of running a recovery centre given that the centres would be required to be staffed for several hours during a day over

several days, if not weeks (depending upon the emergency). It is critical that the Shire is engaged.

It was agreed that someone from the local government must be at the welfare centre to provide that link and that someone Senior was a preference as they would have the chain of command to engage with Shire officers downstream and also have authority so if call from the Incident Management Team (IMT) came in that Senior Officer has the authority to provide a “yes we can do that response.”

Question

Is there a second tier of representatives from businesses or farmers involved when we have an emergency?

Response

In major incidents, the local government kicks it off. The Department of Communities comes in to assist. Messaging comes out from the Shire. The link to the IMT and coordination of people is structured and it involves all agencies. Businesses and farmers can be represented there.

Question

Is there somewhere where farmers can list themselves down as being available to take care of livestock and animal welfare?

Response

They can be listed in the contact and resources register and the current animal welfare plan needs updating.

The Department of Communities advised that they have a Welfare Plan for the Northam Districts.

DFES advised that there is an Avon Valley Response Plan that was put together in collaboration with the Shire of Toodyay. There are also bushfire response plans that have been put together in collaboration with other local governments.

Other Plans to be included in the LEMA List:

- The Toodyay District High School (TDHS) have a Critical Incident Management Plan through the Department of Education.
- Bushfire response plan.
- Bindoon training area.
- Police plans to be included.
- Land search.
- Road crash.
- Terrorism.

- Space debris.
- Warships.
- Local level plans.
- Have eight new hazards to have plans for.
- Bushfire risk management Plan.
- Toodyay bushfire response plan.
- Major derailment given proximity of line in town involving commuter train. (** may be covered in WAPOL and FES major incidents)

Other plans to include:

- Community Event plans.
- Butterly Cottages and Rosedale Cottage plans.
- Silver Chain flagged they had a plan.

Action

All LEMC members provide their risk management plans to the Shire at their earliest convenience to ensure inclusion in the LEMA.

Agreements with other agencies

- Regional local governments MOU – for the purpose of agreeing to help each other out in an emergency.

Action

1. **CEO advised she would bring the matter of agreements between regional local governments up with AROC.**
2. **Yvette Grigg to provide a copy of the two different partner agreements from the Shire of Beverley for distribution to LEMC Members.**
3. **Community Development Officer: will liaise with the CESM to ensure that the events list and what impacts they have over the facilities is included in the LEMA in the “Special Considerations section” of the LEMA.**
4. **CESM to provide list of updated plans from the Shire of Toodyay.**
5. **St Johns will provide their response plans.**

1.14 Community Consultation & 1.15 Community Awareness

Points raised as follows:

- Engagement difficult. Find ways to do that.
- First thing in small country town having membership as a tick.

- CEO advised that the Shire of Toodyay use our Community newsletter to raise awareness in the community so information can be included through that as well as through our social media portals and the Shire of Toodyay website. We also have a monthly stall at the farmers market and we often ask emergency services staff to attend to talk to the community about what we do, and how we are doing what we do, etc.

It was agreed that these things be combined. Suggestion that when the Shire does hold its annual exercise that people and agencies who are not normally involved with the LEMC be invited to attend to raise awareness in the community.

Example of community involvement

The Morangup St John representative advised that at the Agricultural Show the Emergency Services do a demonstration simulation of road crashes, etc; to raise awareness in the community in terms of how emergency service personnel handle these types of emergencies.

Agreed that documentation of these types of activities needs to be made as well as putting together educational/promotional material in relation to emergency services.

2.6 Location of Incident Control Centres

<i>Location</i>	<i>Address</i>
<i>Colocation Centre in Toodyay</i>	
<i>Admin Centre noted.</i>	
<i>Coondle Fire Station</i>	
<i>Julimar Fire Station when completed</i>	
<i>Morangup Community Centre</i>	
<i>Community Centre in Toodyay</i>	

St John staff left at 10.55am to attend an incident.

Action

CESM to update this list.

2.7 Locations of ISG Meetings

Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following locations can be used for ISG meetings:

<i>Location</i>	<i>Address</i>
Admin Chambers better facility for ISG Meeting.	
Recreation Centre Pavilion except for online teleconferencing things – concern is just not equipped to have that.	
Toodyay Community Centre – except there is no WIFI	

The meeting was adjourned at 10.55am.

The meeting resumed at 11.05am.

Points raised upon return:

- Police event management plans for Covid-19.
- Evacuation a big issue and capability of evacuation centres.
- DFES operational arrangements for COVID-19 be included in the LEMA as well.
- COVID-19 to be listed under the Special Considerations section and needs to be included across the board for all types of emergency activities. Reference the State Government COVID-19 plan.
- Department of Communities: Vulnerable groups are particularly of interest for Dept Communities planning in our Welfare Response; and what considerations are given to the requirements of an Evacuation Centre.

3.1 Special Considerations

Points raised as follows:

- Cyclones are seasonal and are required to be considered in the new LEMA as well as the possibility of severe storms in the summer and autumn periods.
- Bushfire risk can extend until July which has made it difficult to gauge it as a just one season impact.

3.2 Critical Infrastructure: page 36

The following assets/infrastructure are located within the Shire of Toodyay have been classified as critical infrastructure: (consider essential services that if affected will have impacts on your community)

Infrastructure	Owner	Address
Map of shire with inset of townsite. Came from DFES mapping showing power lines radio towers internet. Etc shows map based	DFES – needs to run critical infrastructure report that gives a map of A3 size and a list of everything.	Yvette needs to have access to that

Points raised as follows:

- Model built to align with state emergency arrangements.
- CBFCCO advised that is part of our planning and we can list half a dozen things.
- CEMM : moving into role of IMT if we go to big list.

It was agreed that a map with a disclaimer stating where further information can be found on it may address this requirement. However, consultation with people who have local knowledge required. Proposed that information only be included if it is useful because this document would be read by IMT people who are not familiar with Toodyay.

3.3 Risk Register:

The Shire of Toodyay LEMC has undertaken extensive risk assessment work to better understand our local capability and capacity.

(Provide a summary of your risk register and outcomes below)

This needs to be done at a later stage.

3.4 Emergencies likely to occur / Hazards Register.

The following hazards were identified as the most likely to occur in the Shire. Below is a register of the identified hazards.

Points raised as follows:

- Air-crash can come out.
- Storm is not there and needs to be.
- Review of risks been done.
- Road crash not included in 2016 LEMA and needs to be included.
- Old plan old – input into what we think hazards are.

4.2 Evacuation (WELFARE) Centres

The LEMA says, "Please refer to section Five Welfare for a full list of evacuation centres."

Points raised as follows:

- Toodyay memorial hall: except that the hall does not have showers.
- Toodyay Recreation Centre issue is its size and it has no back up power.
- Inspection of Recreation Centre to be arranged.
- Evacuation Centres require ablutions.
- Sending people to Northam because if an incident occurred on the main street WAPOL would be running the operation in the main street and getting evacuees into the Memorial Hall problematic where other options may be available.

K French departed Council Chambers at 11.21am.

- Wherever the welfare / evacuation centres are they will be required to have ablutions.
- Not many options in Toodyay. Drop in muster points or community gathering place. Ask them to move to Northam. Showground pavilion has showers *and toilets*. *That is not listed from 2016 but there may not be back up power.*

Action:

- 1. CESM to check whether the Sportsground Pavilion has back-up generator power.**
- 2. CESM to update the list of evacuation centres.**

4.4 Special Needs Groups

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available [VULNERABLE PEOPLE CONTACT GROUPS](#) in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

Points raised as follows:

- Which agency is looking after what?
- List in the old LEMA to be made sure it is updated.
- Day Care may still be operational.
- Butterly Cottages should be but Rosedale to be included as well.
- Silver Chain can be contacted as they may provide a list of the more vulnerable groups.
- Accommodation facilities and providers as vulnerable groups.
- Travellers.

Action

1. CESM will liaise with Visitor Centre in relation to the status of all accommodation service providers; checking to ensure their 24/7 contact details are recorded.
2. Details of the Toodyay Holiday Park, and tourist venues being the Avon Valley National Park, the Julimar Forrest, the Hoddy's well Archery Park and the Fairy-tale Farm to be included in the Contact and Resources Register by the CESM.

4.5 Evacuation of Animals

Assistance animals are welcomed at all welfare centres. For a list of evacuation locations for pets, please refer to the ANIMAL WELFARE within the Contacts and Resources section.

Points raised as follows:

- LEMC was asked to consider this. There is a template for a plan. Doesn't have to be done as part of this LEMA to be compliant but important to be done.

It was agreed that this consideration can make a difference because it will provide some sort of plan to let people know that they can evacuate and that their animals will be taken care of by emergency personnel.

4.6 Maps

Detailed maps showing key routes, location of evacuation centres and other required information are located at the Shire Administration Office.

Points raised as follows:

- Ranger Leon – contact details incorrect.
- Very limited egress and access. Maps to be updated.
- Difficult routes exist everywhere. Bridges compromise evacuation. WAPOL would be in charge of that out of the area.
- Blackspots should be listed on the maps.
- LEMC needs to consider and work towards.
- 2016 table listing subdivisions and if there is an access route instructed in that area. We do have a textual listing of it but can do a map in the long-term.
- In Morangup in particular it is difficult to get people in and out. Hard to have preferred routes because in a couple of places there is only one way out and this would depend upon the given day and the particular type of incident.

It was agreed that more detail is required. There is a new template for evacuation guidelines. A map on front and detail on the back would be the simplest reference.

- Dumbarton – if the bridge goes out we'd need to go to Chittering. Likely the back road would be cut off.
- Map would raise awareness with the community about where people can go to evacuate.
- Local Knowledge providing people with the understanding about where they live and where they would go. Get out early rather than having a plan.
- Options about evacuation could be distributed, listing areas of particular concern including the subdivision name and description of where there are accessible access and egress points. Areas of difficulty and level of information needing to be addressed would be:
 - Toodyay highlands in Coondle.
 - Farrell road to Church Gully road.
 - Forrest edge
 - Sanctuary park
 - Woodland heights
 - Rolling Hills – at bottom of hill and not at top.

5.1 Local Welfare Coordinator

The Local Welfare Coordinator for the Shire of Toodyay is the Team Leader from the (Jo) Department of Communities Office. Their contact details can be found in the Contacts and Resources section.

Points raised as follows:

- The team leader will be the Local Welfare Coordinator and not the Officer from Department of Communities.

Action

1. **Department of Communities Officer to clarify with the Department of Communities representative and the District Director as well as they have been reviewing their Chain of Command in their own plan.**

5.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Toodyay appointed Local Welfare Liaison officer is _____.

Points raised as follows:

- *This position needs to be a member of staff who has responsibilities in a managerial position.*

5.6 Shire Emergency Activation Kits

Two emergency activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre. The kits are located at the following venue

- *Shire of Toodyay Administration Office*

Points raised as follows:

- A copy of this LEMA and the activation kits in both hardcopy and electronic copy (USB) are also in the activation kits.
- CESM advised that the kits are located at the Memorial Hall and just prior to the resignation of the Local Recovery Coordinator he had been advised that they had all been checked and should therefore be up to date.

It was agreed that the CEO would ensure that the responsibility of ensuring these kits are up to date must be given to an officer so that they know it is their responsibility.

The facilitator explained the importance of having a few people trained up to be in supporting roles.

The facilitator explained the duties of the Local Recovery Coordinator as follows:

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management arrangements for the local government.

The Shire of Toodyay has appointed officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Toodyay may appoint more than one person to the position of LRC by appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

The Shire of Toodyay Local Recovery Coordinator is <<name and/or position>> and the Deputy Local Recovery Coordinator is <<name and/or position>>.

Points raised as follows:

- *An example of the 2009 fires was that Woolworths came in with a truckload of groceries which meant that the IGA shopping complex lost out. Also, some people went into the evacuation centre for the free food even though they did not get affected.*
- *The Local Recovery Coordinator has to be vigilant.*
- *Vouchers for local businesses could be given out by the local government for items.*

- *It is a good idea not to do the recovery training exercise as yet, even though we will do one. There is an exercise in Northam but it will concentrate on the IMT Meetings and incident support meetings.*

Department of Communities advised:

We recognise support for local suppliers- similarly for Tropical Cyclone Seroja supported the local IGA- providing Kalbarri residents with vouchers.

6.7 Resources

Recovery Resources:

The Local Recovery Coordinator for the Shire of Shire of Toodyay is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency/Hazard Management Agency and Support Organisations.

7.0 Introduction

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

7.6 Communicating in the Response Stage:

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

Points raised as follows:

- Preparedness and emergency management notices (including awareness before storms and fire seasons) to be distributed to the community through the Toodyay Community Newsletter and Social media on an annual basis – something that goes out about awareness before storm and fire season.
- Messages of that nature before each seasonal activity can also be distributed through the Shire website.
- Concern that the population of Toodyay consists of a lot of people over the age of 65 who do not use nor have access to social media and websites as their preferred means of communication so communication via other means such as hardcopy pamphlets and local news radio messages as well as local newspaper messages may address this issue.
- DFES state level and how do we reach into the community further. Communication strategy at district level.
- Send information to all businesses to get them to print stuff for their shop in their windows or near the till so people are aware of that information.

- School on LEMC List – they can send to parents and there is a crossover in the community.
- For members of the public with no access to use social media we can put hardcopies at the Library, and on noticeboards throughout the town. Markets are held once a month and there is the permanent noticeboard at the Shire.
- The Manager/board in charge of Butterly Cottages could print out information and get the information to those who do not use social media.
- The community needs to know where the information hub is so they can go there and know where to go.
- There must be an emphasis on hardcopy because not everything on Facebook.
- SMS list we use for vehicle bans could be utilised. We do not promote it as an emergency system but when push comes to shove we could use it.
- Without power what else can we do?
 - Message boards.
 - GO around house to house.
 - Get community on board to do that.
 - Tell people. Look out for people. Ask them if they are ok.
 - Educating the community.
 - Knowing where to go for information.
 - Making sure that if power out and coms gone down – get everyone to use their car radio or two-way radio – put in a message pre bushfire season dot points and ideas.
 - Capture the ideas and develop them and do a plan for them.
- Semi-action plan for distribution with rates? The catch comes with putting more in the envelope – cost of heaviness of the envelopes.
- We put in for an aware grant to do what we have been discussing but were knocked back.

Question

Can it come out of ESL?

Response

No.

Question

What about new residents pack? They get firebreak notice and that in there. Cost issue less so than the rates notice.

Response

Potential to be built on that.

Further Points raised:

- CEO advised that in terms of fire preparedness and awareness in the community we do need to work towards broadening that awareness. The recent floods as a result of the storm event showed that people are not aware of their rights, nor their obligations in terms of their property and who to contact etc.

It was agreed that the information contained in the LEMA can address all the issues raised and it would be important to put the LEMA out regularly to make the community aware of it.

The facilitator advised that this is the beginning of the draft .

Questions about the process

- Timeline

This needs to go to LEMC approval in August and is due at SEMC in December. This needs to be looked at by DEMC and the facilitator advised that she could do this out of session.

Interim drafts circulated to LEMC members prior to the August 2021 LEMC Meeting to ensure that all agencies are happy with the content from a local level.

Department of Communities advised:

Thank you very much for having me along hope to see you in person at the next meeting in August- update in case we don't get time for me to update in relation to the DESO report I sent.

LEMA discussion has been really useful for considerations for the Local Emergency Welfare Plan LEWP- following on from the previous LEMC still to finalise contacts which will be similar to those discussed for LEMA contacts e.g. accommodation.

Further considerations needed for Evac Centre and COVID-19 guidelines; finalising accommodation options where there may be residents required to isolate , confirm the numbers we can have in the primary Evac Centre and a plan for utilising other facilities. Further to discussion of Emergency Kits we have finalised PPE kits which are being held in Northam- on the Department of Communities representatives return discussion on if they will be distributed .

6. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

6.1 Contact details

- Cr Greenway resigned.
- Ranger numbers amended.
- Senior Constable Kevan French to be included as a contact if Sgt. Dave Flaherty unavailable.
- Page 7 the position of Manager Corporate and Community Services is vacant at moment and should have content before the August meeting.
- Names of Local Recovery Coordinators will be amended following the May 2021 Council Meeting.

6.2 Post-incident reports

Nil

6.3 Post-exercise reports

Nil

6.4 Funding nominations and applications progress

Points raised as follows:

- Shires side of fence – we applied for some NBN services back up through DFES for a federal government funding rollout.
- More preparedness standpoint – applied for a community water supply grant for four projects – one is to complete extra water at the depot and 3 other projects to do with provision of firefighting water. Pre-planned for response.
- Mitigation activity fund preparedness: running half million-dollar current program. Expect to complete by 30 June 2021. Will apply for more funding next year.
- Julimar fire station – plans with the Planning and Development Services area of the Shire of Toodyay. Building will commence in due course.
- National disaster resilience fund opening in June 2021. There are two rounds. One in June and the other in August. The first for \$2m and the next for \$20m. This funding is to support resilience. The funding body have broadened their scope so that applications can be made for generators, tanks, upgrades to Recreation Centres, etc.
- Four-year period and next 3.5-year timeline and when opening and how much eligibility is so we can plan budgets around that. Other things we want to do is to work on district assets. York and

Beverley have an animal welfare trailer with yards, etc. available for the district to use, developing district access. Moora put two generators on trailers and they are for district use.

- Funding through AROC potentially to develop really good funding applications to keep the communities resilient.

6.5 Emergency Risk Management / treatment strategies progress

- Mitigation Activity is underway and is planned to be completed by 30 June 2021.

6.6 Review Local Emergency Management Arrangements (LEMA)

- In progress.

6.7 Recovery Plan review (*Outcomes of debriefs, exercises to be captured and added to plans where appropriate*).

- CESM advised this is done.

6.8 Review LEMC business plan strategies and record key achievements

- CEO advised the key achievement is the review of the LEMA.

7. PROJECT PROGRESS REPORTS

Identified two candidates for Recovery Coordinators.

8. AGENCY UPDATES

Toodyay Police

We have reviewed our smaller hazard management plans and focused on road crashes. We are involved in the covid space and are keeping up to speed.

We are attending events like Moondyne and ensuring people had masks on and encouraging people to stick with requirements; letting the community know that police are compassionate. We are also getting an extra staff member to increase our capacity.

Toodyay St John Centre

The ambulance service is going well. We are making a few changes. Moving our Administration Office into the front building we own to enable access from the main street and incorporate quiet rooms for recruits which will hopefully lead to access to more volunteers. Our focus is on recruiting and introducing modern techniques through our phone system to aid in the speedier response from crews.

Rangers

Been working with the Department of Primary Industries registering livestock. Gone through the Shire's Fees and Charges schedule to ensure that fees are standardised in comparison with other shires local laws to

bring modified penalties in for people who have livestock. This is to ensure compliance because livestock on roads for an example can be hazardous to those travelling on them.

Development Service Officer

Nothing to report.

Chief Bush Fire Control Officer

It has been quite since the lift of the season. Brigades have been having their AGM's. There is stability in the brigades and some succession. Everything is well in hand.

Morangup St John Service

Morangup is similar to Toodyay. We have a number of new recruits that are being trained now. We have 30 volunteers for our roster system. We have the new phone system now where everyone has the opportunity to listen to a call. A lot of people are still learning the new phone system.

We are part way through an expansion and are going through pricing. We will be in touch with the Shire.

In regard to the bush fire brigade we had our AGM. There are a few changes in the system and we need to update our Treasurer and Secretary on the list.

The SES is involved with doing some logistics work. We attended the Moondyne Festival and the Fibre Festival too.

I had hoped a DFES representative would be at this meeting because an ambulance job we did Saturday before Moondyne we were down in the station working out the logistics when a local came in with a motorbike and said an accident had occurred deep in the Avon Valley. We took an SES unit out and my 4WD. GPS located them but SOC cannot read that. They did not even know where we were and had no way of working off the emergency services directory.

DFES would have pinpointed it but there is no crossover within the software available to the service. It took 30 minutes for the service to get to incident.

CBFCO advised that there is recognition of that issue and the procedure would be that information is provided to DFES who then plot the route and they would assist the service in getting to the incident timelier.

Chief Executive Officer

OSH changes and Industrial Relations changes have kept me busy.

District Emergency Management Advisor

Our office has had a very interesting few weeks working closely with local governments affected by TC Seroja. I have a report that I will distribute to

LEMC. There were two key issues identified. One being power outages which effected communications and communications.

For instance for five days there was no communication for five days north of Dalwallinu.

We are looking at contingencies to address the big trees down the road – which were right across the road which meant you could not drive down the road either. This was a topic of conversation.

In Dalwallinu they did not know what the sound was coming from the cyclone smart and warning systems. The community was unaware.

Understanding the warning system and the processes around evacuation centres (when to open, and ensuring the centres are built to code) impacts how soon the decisions the community will make to stay in place.

In Dalwallinu, the decision was made quite late.

Reference made to the type of alerts that DFES issues. Refer to this link: <https://www.dfes.wa.gov.au/safetyinformation/warningsystems/Pages/CycloneWarningSystem.aspx>

The alert level changes to reflect the increasing risk to your life and advises what you need to do before, during and after a cyclone.

Alert	Meaning
<i>Blue</i>	<i>Get Ready for a cyclone. You need to start preparing for cyclone weather.</i>
<i>Yellow</i>	<i>Take action and get ready to shelter from a cyclone. You need to prepare for the arrival of a cyclone.</i>
<i>Red</i>	<i>Take shelter from the cyclone. You need to go shelter immediately.</i>
<i>All Clear</i>	<i>The Cyclone has passed but take care. Wind and Storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.</i>
<i>Cyclone Watch</i>	<i>Is used when damaging winds or gales are expected to affect communities within 48 hours.</i>
<i>Cyclone Warning</i>	<i>Are issued when damaging winds or gales are likely to affect communities within 24 hours.</i>

There were issues with people wanting evacuation centres to open. This was a major part of the debrief. These were unprecedented weather conditions. Cyclones are travelling further south so LEMC to be mindful of those things because strong wind events may affect the district.

CESM

Nothing further to report.

9. NOTICE OF BUSINESS FOR NEXT MEETING

The draft LEMA will be presented.

10. CONFIRMATION OF NEXT MEETING

The next Local Emergency Management Committee Meeting is scheduled for 11 August 2021, commencing at 5.00pm.

11. CLOSURE OF MEETING

The Chairperson closed the meeting at 12.27pm.

INFORMATION ADDITIONAL TO THE AGENDA

3.1	Action List	1
1.	Status Report attached.	1

PRESENTATIONS OR EXERCISES

5.1	Notes for the Workshop	5
1.	Notes attached.	5

AGENCY UPDATES

8.1	Department of Communities	9
1.	Update attached.	9



LEMC STATUS REPORT

Local Emergency Management Committee

Supporting Officers
CESM / CEO



Meeting Date	Purpose	Resolution / Action	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.	The meeting time done in conjunction with the Goomalling LEMC. The change of time will impact on the non-local contingent membership. The CESM to follow-up. Update a Terms of reference for the Committee to include proxy representative members.
12/05/2021	Actions for the LEMA Review	All LEMC members provide their risk management plans to the Shire at their earliest convenience to ensure inclusion in the LEMA.	ASAP	All LEMC Members	4 June 2021	
12/05/2021	Actions for the LEMA Review	CEO advised she would bring the matter of agreements between regional local governments up with AROC.	ASAP	CEO	T.B.A.	
12/05/2021	Actions for the LEMA Review	Yvette Grigg to provide a copy of the two different partner agreements from the Shire of Beverley for distribution to LEMC Members.	ASAP	DEMC REP.	T.B.A.	

LEMC STATUS REPORT

Local Emergency Management Committee

Supporting Officers
CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
12/05/2021	Actions for the LEMA Review	Community Development Officer: will liaise with the CESM to ensure that the events list and what impacts they have over the facilities is included in the LEMA in the "Special Considerations section" of the LEMA.	ASAP	CDO AND CESM	T.B.A.	
12/05/2021	Actions for the LEMA Review	CESM to provide list of updated plans from the Shire of Toodyay.	ASAP	CESM	T.B.A.	
12/05/2021	Actions for the LEMA Review	St Johns will provide their response plans.	ASAP	K MADDRELL	T.B.A.	

LEMC STATUS REPORT

Local Emergency Management Committee

Supporting Officers
CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
12/05/2021	Actions for the LEMA Review	CESM to update location of incident control centres list	ASAP	CESM	T.B.A.	
12/05/2021	Actions for the LEMA Review	<p>CESM will liaise with Visitor Centre in relation to the status of all accommodation service providers; checking to ensure their 24/7 contact details are recorded.</p> <p>Details of the Toodyay Holiday Park, and tourist venues being the Avon Valley National Park, the Julimar Forrest, the Hoddy's well Archery Park and the Fairy-tale Farm to be included in the Contact and Resources Register by the CESM.</p>	ASAP	Community Development Officer and CESM	T.B.A.	

LEMC STATUS REPORT

Local Emergency Management Committee

Supporting Officers
CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
12/05/2021	Actions for the LEMA Review	Local Welfare Coordinator position: Department of Communities Officer to clarify with the Department of Communities representative and the District Director as well as they have been reviewing their Chain of Command in their own plan.	ASAP	Dept Communities	T.B.A.	
12/05/2021	Actions for the LEMA Review	Interim drafts circulated to LEMC members prior to the August 2021 LEMC Meeting to ensure that all agencies are happy with the content from a local level.	ASAP	CEO	T.B.A.	

SHIRE OF TOODYAY LEMA WORKSHOP

Definition of emergency and the reason why LEMCs exist.

What are Local Emergency Management Arrangements?

Emergency Management Act 2005 Section 41 outline the requirement for LGs to ensure LEMA are prepared, what they should include, the need to be consistent with State policies and plans, the need for a recovery plan and nomination of a recovery coordinator and the need for tabling at the SEMC.

Section 41 (2) and (4) detail inclusions;

- Policies for emergency management
- Roles and responsibilities of authorities involved in EM in the LG district
- Provisions for coordination of emergency operations
- Description of emergencies likely to occur
- Strategies and priorities for EM in your LG district.
- Other matters considered appropriate.
- Recovery plan and the nomination of a local recovery coordinator.

The model has been developed to capture all of the requirements from the Act and relevant policies. It has a compliancy checklist aligned to it, that DEMAs use to ensure the basic requirements of the State arrangements are met. The compliancy requirements are very high level. The model includes best practice components.

It is broken into modules. Each module is an important part of addressing EM in your LG district. They are not just chapters in a document, but represent key strategies, priorities and roles and responsibilities that the LEMC should discuss and ensure they develop to be locally relevant. These topics are important either because they have practical applications in a major emergency, or they assist with planning and awareness to decrease the impact of an emergency.

The LEMC should discuss each key area and make locally valid decisions. These decisions are then documented in the LEMA.

It is quite a large document and has some basic administrative sections that are not necessary to workshop today, these can be read at a later date.

We're going to cherry pick the sections today, where your local agencies can add the most value during the time we have.

This is a review, and a LEMA of course already exists, however we are keen to ask "Greenfields" questions...to encourage some "outside of the box" thinking. However

we have the 2016 to refer to, and certainly won't reinvent the wheel on any time consuming topics.

Section 1. Introduction roles and responsibilities.

- (1.9 & 1.10) LEMC members should have a good understanding of these local roles and responsibilities. Do we need to nominate some of these roles to individuals? Do they go far enough, ie a second person to assist with recovery?
- (1.13) Existing plans and arrangements. This table is invaluable, it can provide a great gap analysis and determine where effort should be placed. Consider....
 - community events
 - evac plans, community centres or other facilities
 - Agency plans, ie police
- (1.13) Agreements, understanding and commitments. (MOUs, partnership agreements)
- (1.14 & 1.15) Community consultation & Awareness (engagement) can be notoriously difficult to engender interest in EM. How best should this be done in your community. Consider
 - Newsletters
 - Local paper
 - Social media and websites
 - Workshops
 - Community safety days/workshops and presentations.

Section two. Coordination of Emergencies.

- AIIMS, IMT and ISG outlined for information for LEMC members who may be unsure.
- 2.0 clear commitment to provide liaison and support to responding agencies.
- (2.6) location of ICC.
- (2.7) location of ISG meetings.

Section 3. Risk

- (3.1) Special considerations? Consider
 - Seasonal events
 - Tourist influx periods and locations
 - Seasonal hazards

- Vulnerable groups
- Major community events.
- (3.2) Critical infrastructure. Utilise 2016 LEMA. Ask for any further additions etc...
- (3.3) risk register to be entered.
- (3.4) Risks likely to occur. Utilise old 2016 LEMA. Ask LEMC for any alterations, removals, additions etc.

Section Four. Evacuation.

- (4.2) Evacuation centres discussed in Welfare section.
- (4.3) Evacuation to other LG Areas if evacuating to Toodyay is impossible. Nominate possible other towns, partnering agreements will be required.
- (4.4) Special needs groups (contacts and resources register) review existing list.
- (4.5) Evacuation of animals. Currently not mentioned.???
- (4.6) Any access issues, mapping. Any areas that require specific evacuation plans? Areas of specific concern ie in regards to access, egress and blackspots etc... (refer evacuation guide)

Section 5. Welfare

- (5.1) Who is your local welfare coordinator?
- (5.2) Opening and coordination of the centre. How and who? LWLO
- (5.4) Animal welfare plan?
- (5.5) Evac welfare centres. Review existing list, still fit for purpose?
- (5.6) Shire emergency activation kits. Does Toodyay have them? Are they checked? Is everyone aware of where they are and what they contain?

Section 6. Recovery

- (6.1) Who is the recovery coordinator? Is there a deputy? Have they had any training?
- Much generic information including roles and responsibilities. Aide memoires and checklists. National Principles need to be familiar to key group. Too big to go into detail today... suggest reading this section becomes the LEMC homework....training and exercise required in the next 12 months.
- (6.7) Recovery resources. Local recovery centres. (Power)

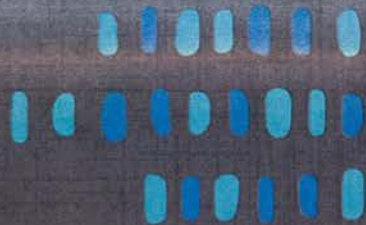
Section 7. Communications Plan.

- (7.6) What are the most effective local systems to contact your community? What local systems can we use?
- What plans or contingencies do you have in place if the power is out?

- Don't just consider response, but also during preparedness and recovery too.
- *If time permits we can flesh this out in each section, before, during and after the event. The quality of the messages and who will be delivering.*

Section 8. Contacts and Resources Register.

- Utilise existing register. Keep it separate to the body of the LEMA for ease of maintenance.
- Assistance to fill out over the next few weeks, by email?
- Consider highlighting gaps in capability or any limitations as well as what is available.



District Emergency Services Officer – Wheatbelt Update: April 2021

Local Emergency Welfare Plans

The current version of the Local Emergency Welfare Plans are being checked and updated and will be distributed once the process is completed. 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 included in the updates.

Due to the continually changing COVID environment we are now living in, the LEWP may still be in draft form, however the contact details and facility details will be up to date according to information supplied to DC at the date listed in the footer.

Social Distancing (SD) in Evacuation Centres

In the event of an evacuation centre being required we will need to address the social distancing requirements in play at that time. This may involve looking at more than one facility to avoid overcrowding or requesting people to stay with family or friends if available (that also adheres to SD rules). The estimated capacity for each centre listed in the LEWP are being revised and will be shown in two sections. Non COVID and COVID capacities. I will have discussions with the Shires around this and what other resources are available if required.

A copy of the COVID – 19 Welfare Centre Guide (V1.02 23 December 2020) has been distributed to the Local Governments in the Wheatbelt in preparation should a Welfare Centre be required.

The key points:

- Travellers, visitors and tourists to leave the evacuation area **if safe to do so**
- Shelter in Place **if safe to do so**
- Shelter with family and friends **if safe to do so**
- Utilise commercial/alternative accommodation options **if available**
- Use welfare centres as a last resort

Facilities used for large scale COVID testing and Vaccinations

Any centres used for COVID testing will need to be deep cleaned prior to being used as an evacuation centre.

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 LEWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.

I will be going on leave from April 22nd to 21st May, during this time if you have any general non activation enquires please contact Neville Blackburn, District Emergency Services Officer, Great Southern on 0438 934 827 or the Emergency Services Unit on 0418 943 834.

If you would like any further information please call my mobile 0429 102 614 or email me joanne.spadaccini@communities.wa.gov.au.

Kind regards

Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit