



Local Emergency Management Committee Meeting

9 November 2022

Minutes

To: Local Emergency Management Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Local Emergency Management Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

Suzie Haslehurst

CHIEF EXECUTIVE OFFICER



Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by 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 incorporated into separate attachments to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 11 November 2022.



Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 8 March 2023.

Signed: 

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

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1 DECLARATION OF OPENING

Cr S Pearce, Chairperson, declared the meeting open at 10.42am.

1.1 ANNOUNCEMENT OF VISITORS

Cr C Duri Councillor/ Deputy Council Member

1.2 RECORD OF ATTENDANCE AND APOLOGIES

Members – Voting Attendees

Cr S Pearce	Councillor (Chair)
Cr M McKeown	Councillor
Mr J Augustin	Manager Infrastructure and Assets /Local Recovery Coordinator (<i>via zoom</i>)
Mr R Koch	Deputy 2 CBFCO / CESM
Ms Y Grigg	District Emergency Management Advisor (DEMA)
Mr W Sutton	Deputy Welfare Liaison Officer
Mrs E Francis	Emergency Management Officer
Mr A Smith	District Officer Natural Hazards (<i>via zoom</i>)

Members - Non-Voting Attendees

Mr K Maddrell	Morangup St John Ambulance
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Staff

Mrs T Bateman	Deputy Local Recovery Coordinator
Mrs N Rodger	Deputy Welfare Liaison Officer (<i>via zoom</i>)
Mrs M Rebane	Executive Assistant

Visitors

Cr C Duri	Councillor/ Deputy Council Member
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Apologies

Ms S Haslehurst	Chief Executive Officer
Ms J Spadaccini	Department of Communities
Mr C Stewart	Chief Bush Fire Control Officer
Mr N Griggs	Deputy 1 CBFCO
Mr I MacGregor	Toodyay Volunteer Fire & Rescue
Mr P Harrington	Toodyay St John Ambulance Representative
Mr J Venn	Toodyay SES
Ms M Bernasconi	Silver Chain Service Representative
Sgt. K French	Police Officer in Charge - Toodyay
Mrs Kimberley Hardie	Welfare Liaison Officer
Mr W MacMillan	Ranger
Mr L Couper	Ranger
Mrs E Davies	Main Roads Representative
Mr D Ball	Toodyay District High School Principal
Mr P Hay	DFES District Officer

Mr H de Vos	Deputy Local Recovery Coordinator
Mrs T Prater	Deputy Welfare Liaison Officer
Mr S Greenan	St John Ambulance Community Paramedic

1.3 DISCLOSURE OF INTEREST

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

2.1.1 Minutes of Meeting held on 10 August 2022

E Francis moved the Officer's Recommendation.

Clarification was sought regarding non-voting rights for quorum invitees.

Y Grigg proposed that the rights be further addressed clearly in the terms of reference to include parameters around non-voting members being able to propose motions that may be moved by voting members.

Cr McKeown voted against the motion.

R Koch seconded the motion.

Debate commenced.

The motion was put.

OFFICER'S NO.LEMC013/11/22	RECOMMENDATION/LEMC	RESOLUTION
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MOVED	Mrs E Francis
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SECONDED	Mr R Koch
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That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 10 August 2022 be confirmed.

Voted For: Cr S Pearce, Mr W Sutton, Mr R Koch, Mrs E Francis, Ms Y Grigg and Mr A Smith

Voted Against: Cr M McKeown

MOTION CARRIED 7/1

2.2 REVIEW OF STATUS REPORT

2.2.1 Review of Status Report

Attachments:	1. Updated Status Report
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The status report was reviewed and updated.

2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1 CORRESPONDENCE FROM Y GRIGG

Y Grigg advised that she had sent in correspondence such as a SEMC Communique with funding in it.

E Francis to take note and liaise with Y Grigg in regard to including SEMC correspondence as a report to the LEMC when meetings are being held.

Attachments

- 1 Wheatbelt District Advisor Report (Nov/Dec);
- 2 Funding Application - Notification; and
- 3 SEMC Communique.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OFFICER REPORTS

4.1 Sep 1st - Avon Exercise Continuation

Date of Report:	2 November 2022
File Reference:	FIR1
Author:	E Francis – Emergency Management Officer
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Attachments:	Nil
	Attachments 1 Tabled attachment 10.55am by Emergency Management Officer

PURPOSE

To complete the remaining portion of the regional exercise that was not able to be undertaken due to time restraints, and also introduce the concept of mini exercises at LEMC for continual testing and familiarisation with Recovery concepts.

BACKGROUND

On 1 September 2022, the Shire of Toodyay participated in a regional Exercise as part of an annual legislative requirement of the *Emergency Management Act 2004*.

Shire of Toodyay attendance included newly appointed the Local Recovery Coordinator and Deputies, Welfare Liaison Officers and Deputies, the CEO, three Councillors and the Emergency Management Officer. Completion of this exercise at the local level will aid the Shire in meeting the requirements of the EM Act.

Discussion at meeting – Y Grigg points raised:

- *Members evaluations are key.*
- *DFES Office and Communications office notifications before an event the weather warnings not working very well. Toodyay proposed a communication email be sent out.*
- *Contact lists examined further – 2 sets of numbers.*
- *Examination of LEMC membership not just response focused, including social service organisations that can provide assistance, particularly in recovery.*
- *Exercises to be run more often. Research funding opportunity for district perspective rather than local government finding resources for their own projects.*
- *Local government continues to explore avenues other than MOU to provide extra resources.*
- *Case study and power outage and communication enormous issue. Development of a communications plan to address the issue.*

The tabled document was read out by the EMO. Discussion commenced at 11.01am in relation to the exercise yet to be completed.

Clarification was sought / points raised in regard to:

- *the Local Recovery Committee in the Shire's LEMA.*
- *Training in recovery management.*
- *Practical exercises to improve response to incidents.*
- *Updates to the LEMA being forwarded to the EMO.*
- *Definition of roles.*
- *Coordination groups getting feedback as to what the issues are.*
- *Communication with the community and those who wish to return to properties.*
- *Animal welfare.*
- *Photographing assets that are destroyed by incidents.*
- *Finance and structure of financial reporting.*
- *Balancing the invitees who attend recovery meetings to prevent burnout.*
- *2009 Fire debrief – researching information.*
- *Initial strategies around incidents, particularly around donations and media.*
- *Twin tower disaster – what I know, what I don't know, what we are doing for you and what you could do for us.*

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

5.1 CONTACT LIST

Quite a few changes have been made, but it will be recirculated. The list will be sent as an attachment to the agenda of the next meeting.

5.2 RISK MANAGEMENT

Update on fire-danger warning signs.

As part of the AFDRS funding released to update signage. DFES responsible for procurement process and taking longer than expected. Communications from DFES advise that the Shire will be getting their signs updated in due course.

Action: CESM/EMO to keep messaging the public through social media and put something into the Shire of Toodyay Herald; in larger print to grab the attention of readers of the herald.

Bush fire mitigation

- Mitigation fund for Shire still progressing to mid next month.
- DFES contracted works for UCL land around river occurring soon.
- Rail corridor mitigation works started.

5.3 PRESENTATIONS OR EVENTS

Welfare Liaison Officers and Emergency Management Officer (EMO) attending the Memorial Hall with the Dept of Communities on 10 Nov 2022 (9am to 12noon) who will take them through the process of running an evacuation centre.

CESM advised that any LEMC member who wished to be present at the training may do so.

5.4 INCIDENT/EXERCISE REPORTS

EMO reported that the September workshop and exercise. Toodyay had a good turnout. Productivity and inclusion that everyone offered was fantastic.

5.5 PROJECTS AND GRANT FUNDING

EMO reported that improvement and updating of the Animal Welfare section in the LEMA will lead into the next financial year.

Yvette Grigg advised that a new round of Emergency Management Grants had just opened.

5.6 STRATEGIC REVIEW / PLANNING

Nil.

5.7 ROUNDTABLE DISCUSSION AND AGENCY UPDATES

5.7.1 INCIDENT / BUSH FIRE RESPONSE

CESM tabled document at 11.52am.

Chief Bush Fire Control Officer wished the contact details of landowners be improved. Mobile phone contacts required. Compel landholders to refresh their data annually so good contact information for any emergency on anyone's land.

OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO. LEMC014/11/22

MOVED Mr R Koch

The Local Emergency Management Committee Meeting recommend to Council the following:

That Council requests the Chief Executive Officer to introduce a procedure whereby all landholders without a mobile number on their rates contacts are contacted by the Shire, to request an update of their details that will benefit emergency response in emergency situations.

MOTION CARRIED 8/0

Attachments

- 1 Tabled email 11.52am - to the CEO.

Emergency Management Officer

- Local Recovery Coordinator, Deputy Recovery Coordinators and Emergency Management Officer attended a two day WALGA Recovery Training Course in October
- 2 Welfare Liaisons Officer have previously attended training, 1 recently attended a WALGA course, with the remaining WLO booked in for the WALGA training next year.
- Nov 10th Department of Communities are booked in to delivery Evacuation Centre training with the 4 Welfare Liaison Officers and the Emergency Management Officer
- Shire has received grant funding \$4156 to support the upgrade of the Animal Welfare portion of the Shire of Toodyay's LEMA.

District Officer – Natural Hazards

The new District Officer introduced himself and reported that he was looking forward to working with LEMC and Toodyay SES in the future; particularly around flood mitigation and flood response.

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on 8 March 2023 commencing at 10.30am.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 12.01pm.



ATTACHMENTS MINUTES

**Local Emergency Management
Committee Meeting**

Wednesday, 9 November 2022

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Wheatbelt District Advisor Report November / December 2022

LEMA Review

Thank you to all Local Governments who took the time to participate in the LEMA review workshops. They were well supported across the state and the team are now preparing their recommendations report based on the feedback. The plan is to test some new approaches early in 2023 and produce a final implementation plan by mid-2023. Just a reminder, this in no way affects the legislated requirement for you to review your plan every 5 years, so meanwhile, please ensure your plan is current. If you have any questions please don't hesitate to give me a call.

District Recovery Coordination Group (DRCG) - Trial

Rob Cossart the Chair of the DRCG (for the Shackleton Fires Complex and the Norseman East Fires) has called a meeting for the 16 November 2022 to ensure local government issues have been addressed and assess the pros and cons of district level recovery. I will ensure findings are shared with you as soon as they are to hand.

SEMC Website

The SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website.

The direct link is <https://www.wa.gov.au/organisation/state-emergency-management-committee>

All of the state arrangements (plans, policies procedures and guidelines), grant and funding details as well as information on current projects are available at this new location.

While every effort has been made to ensure that the old website links to the new for the short term at least, this does not always operate well. There has been some issues with links embedded within documents not working. Please let me know if you have any difficulties.

Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
Program	NDRR	AWARE	NDRR	AWARE
Round Open	24 April 2023	16 August 2023	25 April 2024	16 August 2024
Round Close	29 May 2023	20 September 2023	29 May 2024	20 September 2024
Assessment	3 July 2023	24 October 2023	3 July 2024	25 October 2024
Anticipated announcement	September 2023	January 2024	September 2024	January 2025



Preparedness for the upcoming summer season

- Contacts lists updated, including holiday rosters. 24/7 contact details.
- LEMA including recovery plan is updated, read and understood by key personnel.
- Recovery coordinator and key personnel are aware of the National principles for disaster recovery.
- Welfare plans and caches/equipment checked.
- Plans printed and/or loaded onto thumb drives for ease of access.

Community Preparedness

A few ideas to share with your communities in regard to the forthcoming fire season...

Prepare your bushfire plan

Dangerous bushfires can start at any time. It's important to understand your risks and plan what you'll do to keep safe when a bushfire threatens your home and family.

One of the most critical things you can do is to make a bushfire plan. Take 5 minutes now to discuss these simple questions.

- When will you leave?
- What will you take?
- Where will you go?

It could save your life. **Start your plan now.** <https://mybushfireplan.wa.gov.au/>

Check bushfire location information in MyFireWatch.

MyFireWatch's intended audience is community-based users, particularly in remote and regional areas of Australia.

It provides useful map layers to assist people in the preparation and response to fire threats in their vicinity.

<https://myfirewatch.landgate.wa.gov.au/>

Yvette Grigg – Wheatbelt District EM Advisor

November 2022.



Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering;
Deputy Leader of the Government in the Legislative Council

Our Ref: 62-31537

Ms Ebony Francis
Shire of Toodyay

emo@toodyay.wa.gov.au

Dear Ms Francis

**ALL WEST AUSTRALIANS REDUCING EMERGENCIES (AWARE) 2022-2023
GRANT ROUND**

Thank you for your submission to the AWARE 2022-2023 competitive grant program.

This important State Government program invests in capacity building and preparedness activities at a local level to support the delivery of projects that benefit the community and reduce disaster risk for the State.

I am pleased to inform you that your application for the Local Emergency Management Arrangements Update – Animal Welfare Project has been successful and will receive the requested funding amount of \$4,156 (ex GST).

The Grant Program Administrator at the Department of Fire and Emergency Services will soon provide you with a draft Grant Funding Agreement and an outline of the next steps required. If you have any questions in the interim, please email semc.grants@dfes.wa.gov.au.

I look forward to the successful delivery of this important project.

Yours sincerely

Hon Stephen Dawson MLC
MINISTER FOR EMERGENCY SERVICES

24 AUG 2022

Level 12, Dumas House, 2 Havelock Street, West Perth, Western Australia, 6005.
Telephone +61 8 6552 5800 Email: Minister.Dawson@dpc.wa.gov.au

From: GRIGG Yvette
Sent: Tuesday, 4 October 2022 11:18 AM
Subject: [External]-Change of website address for SEMC

Hello all,

The SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website.

The direct link is <https://www.wa.gov.au/organisation/state-emergency-management-committee>

All of the state arrangements (plans, policies procedures and guidelines), grant and funding details as well as information on current projects are available at this new location.

While every effort has been made to ensure that the old website links to the new for the short term at least, this does not always operate well. There has been some issues with links embedded within documents not working.

Please let me know if you have any difficulties.

Regards

Yvette

Yvette Grigg

District Emergency Management Advisor | Wheatbelt and Goldfields-Esperance Districts
Department of Fire and Emergency Services | 79 Newcastle Street Northam WA 6401
www.dfes.wa.gov.au



Government of Western Australia
Department of Fire & Emergency Services



* This message has been scanned by the PPS spam filtering system.

Avon Exercise
1st September 2022

Special Idea 1: Preparedness

On Thursday 3rd February following warnings issued from the Bureau of Meteorology, DFES sent out an email to all Local Governments and Volunteer Fire and Rescue Service brigades to advise them of elevated fire danger for the weekend. The advice included the information as below.

DFES Weather Outlook

- Very deep trough developing by the weekend.
- Peak along west coast **Fri/Sat** with hot conditions (**Severe FDR**)
- Peak inland **Southwest Land Division Sunday** with **40km/h+** winds, **40C+** temps. (**Extreme to Catastrophic FDR**)
- Snap change to deep low pressure system **Sun/Mon**
- Gusty W/SW change, **cold, wet, stormy**, possible severe weather warning?

In summarising the above information

Severe FDR's forecasted for Swan Inland North (**Toodyay**) **Saturday/Sunday**

Extreme FDR's forecasted for **Mortlock, Ninghan, Jilbadgie** and **Avon** for **Sunday**

A teleconference has been called for Friday 4th February at 10:00 for all CBFCO's or delegates. A message will be sent out re meeting invitation.

1. Would your organisation be notified at this local level? How and who by? What would you do with the information? Is there a process in place for weekends/out of hours?

2. What actions might you take at this early stage?

Avon Exercise
1st September 2022

Scenario

In preparation for the incoming weather DFES has identified a Level 2 Incident Control team ready for deployment, and have “stood up” the Regional Operations Centre (ROC)

At 9:00 am on Sunday the 6th it was noted by the team in the ROC that the Avon weather district had reached Catastrophic.

The wind was coming directly from the North with gusts up to 72kms per hour, the temperature was 41 degrees, and the RH was 5.

**The Forest Fire Danger Index was Catastrophic at 145
and the
Grass Fire Danger Index was 213.**

(Note: Catastrophic = 100. Total Fire Bans are called at 50)

At 0923 on Sunday 6 February, a fire was reported on a farm approximately 55 kms north of town.

At 1246 a second fire was reported about 60 kms to the northeast of the town.

The fires are moving south very quickly with strong northerly winds behind them gusting over 70kms per hour. Temperatures are in the mid-forties. At the current rate of spread the northern fire is approximately 4 hours from town.

A wind change occurs at approximately 1500 hours which pushes the fires in a more easterly direction, away from the town.

Please refer to your maps.

The power goes out across the Shire at approximately noon, including all of the major settlements.

Special Idea 2: Initial Actions

3. What does the Fire Danger Rating of Catastrophic mean to you? Should any specific actions be undertaken from your organisations perspective? How should community members respond to a Catastrophic FDR?

Avon Exercise
1st September 2022

4. Do you feel there is good understanding of the "Bushfire Warning System" (Advice, Watch and Act, Emergency Warning)? Should agencies use these warnings to trigger specific actions such as evacuations?

Impacts

5. Discuss the impacts and threats that will need to be managed in the immediate term. Place them into the 4 recovery areas as below;

Social

Built

Environment

Economic.

Avon Exercise
1st September 2022

Special Idea 3: Multi Agency coordination (response)

An incident management team has been formed and DFES as the Hazard Management Agency (HMA) has nominated an Incident Controller.

The Incident Controller has requested that an Incident Support Group (ISG) be formed.

6. What is the purpose and benefits of calling an ISG? What is your role?

7. Which agencies should be represented on the Incident support group for this emergency? What considerations should be given to where and how they will meet?

Avon Exercise
1st September 2022

Special Idea 4 – Resources

With multiple large fires occurring across the southwest of Western Australia, many agency's resources are being stretched.

8. What are some of the resources gaps and limitations that might be experienced?

9. How and where will additional resources be found?

10. What proactive steps can be taken now to improve availability of resources for the next major incident?

Avon Exercise
1st September 2022

Special Idea 5. – EVACUATION FOCUS

Thinking as if the scenario was occurring in your own town/community....

11. Where is the most appropriate evacuation centre for this incident? What do you need to consider? Who will decide on where an evacuation centre will be set up?

12. Are there any frail, elderly or other vulnerable residents that need to be considered during the evacuation? If so, how will they be moved and where to?

13. Is appropriate evacuation planning in place for all agencies and organisations? Are they aware of the internal triggers to enact evacuation and how to go about this?

14. As the power outage spreads across the Shire, how can residents receive warnings and public information?

What strategies can be used to assist affected residents to receive important messaging such as the requirement to evacuate?

Avon Exercise
1st September 2022

Special Idea 6– Immediate Recovery Actions

The following day....

The fire has been contained and controlled and DFES managers and volunteers are still present on the fire ground mopping up. Power is back on to most essential services, however many rural areas and homes are still without power. There are still many major ongoing issues being addressed which include; a percentage of minor roads remain impassable, ongoing clean-up and removal of fire effected properties, removal of dangerous trees, stock welfare, and much much more.....

The evacuation centre is still open though most residents have found alternative short-term accommodation.

Issues:

1. Who is the recovery coordinator for your Shire?? List some of their key roles and functions.

2. This role is clearly not a task for one person. Have LGs identified other staff members who can assist? In a major recovery event, even more resources will be required, where can extra assistance be sourced?

3. What immediate recovery issues will need to be considered by the Local Recovery coordinator and the Local recovery coordination group?

4. What strategies might you use in the immediate term to assist and communicate with your community?

From: Chief Bush fire Control Officer

Date: 28 October 2022 at 10:33:40 AWST

To: CEO at the Shire of Toodyay>

Cc: Community Emergency Services Manager

Subject: Land Ownership Data

Good morning Suzie

A fire incident 18/10 at Morangup highlighted poor data , regarding contacts for land ownership from the Shires data base, resulting in a disconnected number being the only contact.

Whilst understanding the landowner data can maybe never be always current, it may be an opportunity for a communication with property owners through their rate notices, to make sure contact details are refreshed, annually.

In the event of a fire or any other incident, it challenges responders when owners cannot be contacted.

In the above case it appeared the property was absentee owned,... another frustration to volunteer responders and shire personnel.

It should be incumbent on any property owner to be contactable for any issue, particularly absentee owners.

An alternative contact may also be useful.

I note the rates notices have an information update panel, but there is nothing to suggest ratepayers should provide updated information.

Perhaps a paragraph instructing owners to update could be added, with reasoning that good contacts will support volunteer or any other agency response to any situation that may arise on the land.

Stating Toodyay is a bushfire prone area, may help reinforce the need.

There would be no reasonable explanation I can think of that would allow a property owner to not provide meaningful correct contact detail, with understandably, the caveat that all information is only good at the time given.

It could be suggested, in today's world, a single landline number or PO Box is insufficient.

I shall table this issue at BFAC and LEMC.

Thank you.

Kind regards

Craig Stewart

CBFCO TOODYAY

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
11/08/2022	Local Recovery Coordinators and Welfare Liaison Officers	<p>That the Local Emergency Management Committee recommends to Council the following:</p> <p>That Council notes the appointments of personnel required for the purpose of emergency planning and preparation, response and recovery as follows:</p> <ol style="list-style-type: none"> 1. Local Recovery Coordinator – Manager Infrastructure and Assets 2. Deputy Local Recovery Coordinator – Manager Development and Regulation 3. Deputy Local Recovery Coordinator – Manager Corporate & Community Services 4. Welfare Liaison Officer – Kimberley Hardie 5. Deputy Welfare Liaison Officer – Tobie Prater 6. Deputy Welfare Liaison Officer – Wesley Sutton 7. Deputy Welfare Liaison Officer – Narelle Rodger 	August 2022	EMO	<p>24 August 2022</p> <p>CRN: 182/08/22</p>	This was passed by Council
10/08/22	LEMC Meeting Structure and Amendments	<p>That LEMC meeting times be changed to the second Wednesday of relevant months at 10.30am.</p> <p>That LEMC meeting frequency be reduced to three times per year, with meetings to be scheduled early March, June and November.</p>	August 2022	EMO	<p>24 August 2022</p> <p>CRN: 178/08/22</p>	This was passed by Council
10/08/22	LEMC Meeting Structure and Amendments	That alteration of LEMC Membership Structure with the composition of this committee is proposed to be as follows:	August 2022	EMO	<p>24 August 2022</p> <p>CRN:</p>	This was passed by Council

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
		(a) Police Officer in Charge – Toodyay; (b) Four elected members (two primary and two deputy); (c) Community Emergency Services Manager (CESM); (d) Chief Executive Officer – Shire of Toodyay, or in accordance with section 5.10(5) of the Local Government Act 1995, the CEO's Representative; (e) Emergency Management Officer; (f) Department of Communities representative; (g) District Emergency Management Advisor (DEMA); (h) Local Recovery Coordinator and/or deputy; (i) Welfare Liaison Officer and/or deputy; (j) DFES District Officer Avon and/or District Officer Natural Hazards; (k) Main Roads Representative; (l) St John Ambulance Community Paramedic; (m) Ranger Representative;			179/08/22	

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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
		(n) Principal, Toodyay District High School; (o) Non-Voting/Quorum Invitees: i. Chief Bush Fire Control Officer or deputy ii. Toodyay Volunteer Fire & Rescue representative; iii. Toodyay St John Ambulance representative iv. Morangup St John Ambulance representative v. Toodyay SES Representative				
10/08/2022	Toodyay Bush Fire Preparedness and Resilience Strategies Report Emergency Management Related Recommendations	That Council receives and endorses the Shire of Toodyay Bush Fire Preparedness and Resilience Strategies Report.	August 2022	EMO	24 August 2022 CRN: 180/08/22	Accepted by Council
10/08/2022	Toodyay Bush Fire Preparedness and Resilience Strategies Report Emergency Management Related Recommendations	That Council prioritises the following recommendations of the Shire of Toodyay Bush Fire Preparedness and Resilience Strategies Report and considers appropriate allocations in its 2022/2023 budget, or subsequent budgets as applicable: 1. Report Recommendation 42 - The Shire reallocate	August 2022	EMO	24 August 2022 CRN: 181/08/22	Accepted by Council

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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
		<p>its current Local Recovery Coordinator appointments to Welfare Liaison Officers and reassign the responsibilities of Local Recovery Coordinators to two or more senior management staff and embed Local Recovery Coordinator responsibilities into position descriptions of these roles.</p> <p>2. Report Recommendation 43 - The Shire embeds Emergency Management tasks within all employee position descriptions.</p> <p>3. Report Recommendation 44 - The Shire should require all staff to undertake a level of WALGA Emergency Management training, in line with their expected involvement.</p>				
09/11/22	Update on fire-danger warning signs.	CESM/EMO to keep messaging the public through social media and put something into the Shire of Toodyay Herald; in larger print to grab the attention of readers of the herald.	ASAP	EMO 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
09/11/22	Incident/Bush Fire Response	Proposed that CESM or EMO ask the Manager Corporate and Community Services, whether the words "contact details are needed in emergencies" be added to the back of the rates notice.	ASAP	EMO / CESM	T.B.A.	