



Local Emergency Management Committee Meeting

12 June 2024

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.

A handwritten signature in blue ink, appearing to read 'Tabitha Bateman', is positioned above the printed name.

Tabitha Bateman

ACTING 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 14 June 2024.



Tabitha Bateman

ACTING CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 13 November 2024.

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 C DURİ, DECLARED THE MEETING OPEN AT 10.38AM AS A DEPUTY CHAIRPERSON DUE TO THE ABSENCE OF CR WRENCH.

1.1 ANNOUNCEMENT OF VISITORS

Nil.

1.2 RECORD OF ATTENDANCE AND APOLOGIES

Members

Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
Cr C Duri	Councillor (Deputy Chair)
Sgt J Foster	Police Officer in Charge – Toodyay
Mr R Koch	Deputy 2 CBFCO / CESM
Mrs E Francis	Emergency Management Officer
Mr P Hay	DFES District Officer
Mr K Combes	St John Ambulance Community Paramedic
Ms J Spadaccini	District Emergency Services Officer - Wheatbelt (Department
Mr S Willcocks	Ranger
Ms K Browne	Welfare Liaison Officer
Mr A Smith	District Officer Natural Hazards

Staff

Mrs M Rebane Executive Assistant

Visitors

J Howard Police Officer – Toodyay

Apologies

T Bateman Deputy Local Recovery Coordinator/Acting Chief Executive Officer

Cr D Wrench Councillor (Elected Chair)

1.3 DISCLOSURE OF INTEREST

Nil.

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

Minutes of Meeting held on 13 March 2024

OFFICER'S NO.LEMC002/06/24	RECOMMENDATION/LEMC	RESOLUTION
MOVED	Mrs E Francis	
SECONDED	Mr C Sullivan	
That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 13 March 2024 be confirmed.		
<u>Voted For:</u>	Mr C Sullivan, C Duri, Mr J Foster, Mr R Koch, Mrs E Francis, Mr P Hay, Ms J Spadaccini, Mr K Combes, Mr S Willcocks, Ms K Browne	
<u>Voted Against:</u>	Nil	
MOTION CARRIED 10/0		

2.2 REVIEW OF STATUS REPORT

2.2.1 Confirmation of Minutes and Status Report

Attachments:	<ol style="list-style-type: none"> 1. March 2024 LEMC Minutes; ↔ 2. Status Report; and 3. Committee Member Reporting Form.
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The extract of the LEMC Minutes from March 2024 were provided for confirmation purposes. The LEMC Status report was reviewed:

COMPLETE: Swimming Pool Follow Up	TRC Venue provided details of stored chemicals and quantity but could not confirm 'Risk Radius'. DFES – Phil – explained that in the event of a chemical spill, DFES as the Incident Controller have a scientific contact that is called and advise the required evacuation distance.
COMPLETE: Call out Procedure (LEMC004/06/23)	Relating to formalising a call out procedure for Agencies contacting the Shire for assistance, this state item has been incorporated into the existing 'Contacts Register' (Pg 7), indicating the Top 4 Shire contacts and order of call out.
IN PROGRESS Updating Landowner Details (OCM249/11/22)	Discussion have been had with management agreeing on internal staff roles in the process. Looking to progress the specifics in the new financial year.

2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1 Contacts Register, Incoming and Outgoing Correspondence

Attachments:	<ol style="list-style-type: none">1. DESO Report (DC Wheatbelt LEMC); (under separate cover)2. DEMA Report; (under separate cover)3. DEMA Red Cross Follow up. ⇌4. Contacts and Resources Register. (confidential) <i>Section 5.23(2)</i> <i>(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i>
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CORRESPONDENCE INWARDS

- DESO Report – report received.
- DEMA Report – report received.
- DEMA – Red Cross Follow up and resources

CORRESPONDENCE OUTWARDS

- Nil.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

4.1 CONTACT LIST

The list will be updated.

4.2 RISK MANAGEMENT

MAF Reporting

CESM provided an overview in regard to the Shire's mitigation and verge spraying program.

NBN Emergency Management Session in Dowerin (June 7)

CESM and EMO provided an overview of this event.

Points raised:

- NBN Presentation intended to be planned for the LEMC.
- Opportunity for digital plan to be incorporated in Emergency management documents and to support grant funding opportunities in this space.
- Support through Australia's natural disasters (STAND).

- Community Engagement opportunities.
- Aware Grant opening at the moment to cover the cost of administration to work with the NBN to create the digital plan.

4.3 PRESENTATIONS OR EVENTS

Red Cross Roadshow – recovery training

CESM provided an overview of the training.

4.4 INCIDENT/EXERCISE REPORTS

Evacuation Centre exercise – Muchea May 22.

DESO provided an overview of the outcomes of the above exercise.

DESO advised a report will be published about the exercise once it is approved for release. Six Shires attended. 46 participants, of which there were 6 from Toodyay. Actions that have come out will be released in the report. It will be tabled at the next LEMC meeting and it will also go to the DEMC.

Points raised:

- Training will be rolled out as a result of this exercise.
- EMO and Welfare Liaison Officer provided an overview of their experience with the scenarios included in the exercise.
- Another exercise planned for Northam in the future.

4.5 PROJECTS AND GRANT FUNDING

DRF Grant Funded

EMO provided an overview of the generator project and the progress of the grant. Mitigation works near the Recreation Centre are progressing.

NDRR – successful grant (North/Nottingham)

The grant will link unconnected portions of two roads in the Shire. This came from the Bush Fire Report. A lot of subdivisions with one road in and one out.

AWARE Grant round open

EMO advised we would see if the digital planning project will fit in with this grant.

4.6 STRATEGIC REVIEW / PLANNING

LEMA Updated

Department of Communities terminology and general grammar and formatting amendments. The update was put onto the Shire of Toodyay website.

Business continuity planning

EMO will be discussing terminology that may not align with the LEMA. It will be emailed for out of session feedback by the end of the month.

4.7 ROUNDTABLE DISCUSSION AND AGENCY UPDATES

DFES

Exercise scheduled with Water Corporation. Review of the total fire ban process.

CESM

Thanked EMO for getting the grant and thanks to Jo for the assistance.

District Emergency Services Officer - Wheatbelt

Report will detail the ability to exercise and do training. If the Shire has dated that will work well, they can be placed into the calendar.

Working on evacuation centre audits.

St John Ambulance

Focusing on Toodyay for recruitment. Targeting local events. Toodyay and Morangup team responding well. Involved in chlorine leak exercise 21 Aug 24 and focusing on similar exercises.

WAPOL

Everything well from policing perspective. Two new staff members gone from 4 to 6 staff. Once vacancy left. Another home acquired. Full complement within next six months.

On-call system from 1 July 24 in effect. Officers will be on call during early morning hours and early mornings on day shift for response.

Welfare Liaison Officer

Nil

Local Recovery Coordinator

Introduced Shayne as the new Ranger.

Ranger

Nil

EMO

- DEMA has a clash this year with DEMC and LEMC meetings. Available in November which is when she is booked in to come here.
- Draft Dates for DEMC Meetings in works to be approved. Toodyay and Goomalling on the same day – we can ascertain how that will be managed when scheduling meetings in 2025.
- Michael (Dept. of Communities) and EMO have future plans to meet and conduct Evacuation Centre Audits
- Thanked the Rangers who have been apprised of all emergency matters.
- Thanked the two new liaison officers in place.

Cr Duri

Asked everyone to have a look at the information from Shelby about the Red Cross that contains follow up items which will be addressed for the meeting when Shelby is here with the LEMC in November 2024.

5 CONFIRMATION OF NEXT MEETING

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on 13 November 2024 commencing at 10:30 AM.

6 CLOSURE OF MEETING

The Chairperson closed the meeting at 11.25am.



ATTACHMENTS MINUTES

**Local Emergency Management
Committee Meeting**

Wednesday, 12 June 2024

From: ROBINSON Shelby
Sent: Friday, May 10, 2024 2:39 PM

Subject: [External]-Red Cross Recovery Basics Follow Up

Dear Local Government Representatives,

My sincere thankyou to you all for your attendance at the Wheatbelt Red Cross Roadshow last week. I truly hope the sessions were beneficial to you and that you are able to share the learnings with the rest of your team in order to boost your EM capabilities and support for psycho-social needs in recovery.

I wanted to take the opportunity to share some resources and questions you may like to consider discussing at your next LEMC meeting:

Questions:

- Are our recovery plans also responding to collective trauma events?
- What flexible rules/guidelines can we put in place prior to an event that give guidance on harnessing goodwill and distribution of donated goods?
- How are we recognising leadership in our community and how might we tap into that in an emergency?
- How do we manage expectations, workloads and wellbeing? Are self-assessments used in trainings? How might we identify if someone is slipping into a martyr or a robot?
- Are bushfire ready groups something we may like to explore?
- Have organisations like the CWA been overlooked in your EM arrangements?
- Are we using consistent language throughout documents? Do we understand the difference between a hazard, incident, emergency, and disaster and how these different scaling may impact our recovery plans?
- How will we manage spontaneous volunteers? What liability issues do we need to consider?
- How is accumulative trauma managed? How does this impact our communities' sense of safety, wellbeing and belonging?
- Sudden onset vs protracted events – do we have triggers in place to know when support may be needed?

Resources:

- [Australian Institute of Disaster Resilience](#) – this website has many helpful documents, including [the handbook collection](#), [journal of emergency management](#) and [education for young people program resources](#).
- [ReCap](#) - ReCap is based on seven 'recovery capitals' – natural, social, financial, cultural, political, built and human – and the connections between them.
- [Podcast episodes by Dr Kate Brady](#) – *After the Disaster, When Disasters Start to Add Up* and *Adjusting to Life Under "COVID-normal" Rules*
- [Creative Recovery Network](#) – a NFP working to develop and embed the role of culture, creativity and the arts in Australia's disaster management systems.
- [National Disaster Risk Reduction Framework](#) – including the Sendai Framework.

Red Cross Resources:

- [Recovery Basics: the impact of disasters on communities and individuals](#)
- [Recovery Basics: working in recovery](#)
- [Recovery Basics: looking after yourself during and after disasters](#)
- [Wellbeing Toolkit](#)
- [Emergencies Happen: protect what matters most](#)

I have also attached the two photos we took on the days at Trayning and Merredin.

I look forward to working alongside you all much more. Please reach out for any support needs or any questions you may have 😊

Kind Regards,
Shelby Robinson
District Emergency Management Advisor

- emergency response and updated roles and responsibilities for agencies.
- An extension of review for SHP – Energy Supply Disruption and SHP – Human Biosecurity has been approved for August 2024 and December 2024 respectively.
- Consultation requests are currently open for the review of SSP – Animal Welfare in Emergencies and SHP – Fire, closing 12 August 2024.
- The AWARE grant is currently open for LGs, closing date is now 12pm, 1 July 2024. More information can be found here: <https://www.wa.gov.au/organisation/state-emergency-management-committee/apply-grant-the-all-west-australians-reducing-emergencies-aware-program>

I think that is all for this meeting. Hope it's a good one.

Chat soon!
Shelby

Kind Regards,
Shelby Robinson
District Emergency Management Advisor
Wheatbelt & Goldfields-Esperance Regions – Based in Northam
79 Newcastle Rd, Northam WA 6401
Redacted Information
www.dfes.wa.gov.au

Acknowledgement of Country: DFES acknowledges the Traditional Owners of Country throughout Australia, and their connections to land, sea and community. We pay our respects to Elders past and present.

* This message has been scanned by the XL2 spam filtering system.

From: [ROBINSON Shelby](#)
To: [Ebony Francis](#)
Subject: [External]-DEMA Report - Toodyay LEMC
Date: Tuesday, 11 June 2024 3:19:31 PM

Hi Ebony,

So sorry for the delay in getting this to you. Please accept my apologies for tomorrow's Toodyay LEMC given the clash with the Wheatbelt DEMC.

In terms of a DEMA update, I provide the following:

- The DEMA acts as a conduit between LGs and State Agencies and works across the entire EM spectrum (prevention, preparedness, response and recovery) as well as across all hazards (not just the DFES hazards). The DEMA can be contacted anytime to provide support to an LG. There is a 24hr on call roster of the DEMAs who step into a State Emergency Management Advisor role (SEMA) to respond to any out of hours DEMA requests. This number is 1800 318 079.
- The DEMA is also the executive officer of the District Emergency Management Committee (DEMC) which is a forum where advocacy issues or requests can be raised from the local level. The DEMC reports directly to the State Emergency Management Committee (SEMC).
- The Wheatbelt and Goldfields-Esperance DEMA is 1 FTE across two EM districts with 37 Local Governments.
- Since starting in the role in mid-March, I have been undertaking LG visits. These conversations have been occurring with CEOs, Shire Presidents, EM staff and LEMC membership.
- In late April/early May the Shire of Toodyay participated in hosting the first day of the Red Cross Wheatbelt Roadshow facilitated by Red Cross, organised by the DEMA. This roadshow was a massive success and many thanks to the Toodyay Shire and the staff that were able to attend – it was a great start to the week.
- The Shire of Toodyay's LEMA is up to date, to be signed by the LEMC chair, but was noted by the SEMC in December 2023.
- Some updates from the SEMC and reviewed State Hazard Plans – please review the amendments to the SHPs and reach out if you'd like assistance to provide consultation feedback to the open reviews.
 - SHP – HAZMAT: recently reviewed and a detailed summary of amendments can be found [here](#). Amongst other things, the review process identified support for the removal of 'hazardous material' from the title to reduce the confusion with the term 'hazardous substance' which sits across 3 different EM Acts, removal of chemical, biological and radiation emergency arrangements, which have now been incorporated into SHP Hostile Act and SHP Terrorist Act, along with a review of roles and responsibilities for agencies.
 - SHP – CRASH EMERGENCY: recently reviewed and a detailed summary of amendments can be found [here](#). Amongst other things, the review process identified support for an inclusion of a statement regarding arrangements for a rail crash that does not occur on the Arc Infrastructure or PTA networks, clarity regarding multiple hazards, clarity regarding funding arrangements for

LEMC Background Information – 4th quarter 2023-2024

Communities Recovery Activities

- Communities has engaged several psychologists to support impacted resident referrals and has delivered a financial assistance package aimed at supporting the replacement of essential household items damaged in the fires.
- Communities is currently supporting the City with site visits to damaged properties to commence the clean-up program to ensure residents have access to support services if required.
- [Mariginiup Bushfire Recovery Information.pdf](#)

LEMC Background Information – 4th quarter 2023-2024

Communities 2023/24 High Threat Season Activations

The Communities Emergency Relief and Support (ERS) Directorate would like to acknowledge and thank all of our local and state partners for the assistance and support provided over the 2023-24 season.

Since October 2023, there has been a total of 40 events supported by Communities including:

- Activation under the AUSRECEPLAN– Israel and Gaza repatriation
- Pre-planning undertaken for 3 high threat weather events, that didn't result in activation.
- 457 people were supported during events through our client management system
- 1 active and declared recovery event (under Disaster Recovery Funding Arrangements) - Mariginiup Fire.
- just prior to Christmas 2023, there were 6 activations supported by Communities over just 2 days (20-22 December).

Our team looks forward to working with you all over the coming months as we prepare for the 2024-25 season.

Communities Recovery Activities

1. Kimberley Floods Recovery Program

- The Kimberley Floods Recovery program has moved into its second year, with a revised focus on community resilience and wellbeing with an aim of creating a way forward for the community post the floods.
- Communities maintains community recovery officers at the Fitzroy Crossing Flood Hub operated by the Shire of Derby West Kimberley, working in partnership with the Shire, DFES, DPIRD and other partner agencies to deliver the outcomes of the State Recovery and Resilience Plan.
- [Kimberley-Floods-State-Recovery-and-Resilience-plan-2023-2024.pdf \(website-files.com\)](#)
- Communities is managing the recovery needs of individuals, families and communities impacted by the flood. This is called the Social domain and is focused on safety, security, shelter, health, the psychosocial wellbeing of displaced individuals and community resilience.
- Communities also manages a component of the infrastructure and built environment Domain, with recovery activities focussed on clean-up, repair and reconstruction of buildings homes and roads.

2. Mariginiup Fires Recovery Program

- Communities is supporting the City of Wanneroo to deliver the psychosocial wellbeing and financial support elements of the recovery program.



Government of Western Australia
Department of Communities



Department of Communities

Emergency Relief and Support

LEMC background information – 4th quarter 2023-2024

State-wide audit evacuation centres

- Department of Communities (Communities) is conducting audits of the State's nominated evacuation centres.
- The audits are to identify hazard-specific risks relevant to the region and to identify opportunities for local governments to upgrade facilities to mitigate these risks.
- Communities would like to engage with local governments (LGs) and WALGA to discuss opportunities through the Disaster Ready Fund grants for 2025 to improve these facilities and mitigate risks in emergency events.
- Reach out to your Emergency Relief and Support Regional Coordinator or email ersppartners@communities.wa.gov.au for more information.

Disaster Ready Fund

Several LGs in Western Australia (WA) submitted applications for the Disaster Ready Fund (DRF) in 2024 to support the improvement of their facilities used as evacuation centres.

Communities had the opportunity to review LGs applications for the Disaster Ready Fund (DRF) provided to the Department of Fire and Emergency Services (DFES) for 2024 and assessed that the projects would contribute to the State's ability to provide emergency accommodation for evacuating communities. All applications were considered suitable to progress for further consideration in the DRF process.

Local EM Information

- Evacuation Centre Training will be a priority for all the regions over the next 6 months. Can all LEMC members please identify staff that require training. Ideally it would be best suited to conduct this training in a gazetted evacuation centre.
- Exercising please ensure that any exercises that occur that the department of Communities are invited. We would be happy to consider an inject to this exercise if it is appropriate.



LEMC STATUS REPORT

Local Emergency Management Committee

This report serves as a resource to record actions to be taken regarding requests from Committee Members
Responsible Officers: *Emergency Services Officer and Community Emergency Services Manager.*

Meeting Date	Detail (including any recommendation made by the Committee)	Target date for completion	Completion Date	Other Comments
8/11/2023	<u>Swimming Pool follow up.</u> Separate point to follow up – Reach out to TRC & Chemical Company in regards to possible impact of chemical spill.	Feb 2024	12/06/2024	Chlorine gas issue based on amount of chemical being stored. Determined by a heat team. Exclusion zones on how much chemical is stored. Risk Radius? Nothing about this. DFES Response protocol to be followed. As long as their MSDS is updated for type of chemicals and storage – this is all that is needed.
14/06/2023	<u>Call out procedure</u> That the formalised procedure to call out Shire Officers as required in emergency situations be updated and provided to WAPOL.	Dec 2023	31/05/2024	Notated the procedure. Everything is complete now.
8/11/2023	<u>Updating Landowner Details</u> Previous Council resolution (OCM249/11/22) raised for follow up. CEO introduce procedure where landowners without a mobile on their rates contacts are contacted by the Shire and requested to update their details.	30/06/2024	12/06/2024	We discussed the options of the management of this.

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