



ATTACHMENTS

**Local Emergency Management
Committee Meeting**

Wednesday, 12 June 2024

Table of Contents

2.2.1 Confirmation of Minutes and Status Report	
Attachment 1 March 2024 LEMC Minutes;.....	4
Attachment 2 Status Report; and	13
Attachment 3 Committee Member Reporting Form.....	14
2.3.1 Contacts Register, Incoming and Outgoing Correspondence	
Attachment 3 DEMA Red Cross Follow up.	16



Local Emergency Management Committee Meeting

13 March 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 be 'Tabitha Bateman', is positioned above the printed name.

Tabitha Bateman
ACTING CHIEF EXECUTIVE OFFICER

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES**

13 MARCH 2024

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 18 March 2024.



Tabitha Bateman
ACTING CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 12 June 2024.

Signed:

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

CONTENTS

1	DECLARATION OF OPENING.....	4
1.1	ANNOUNCEMENT OF VISITORS.....	4
1.2	RECORD OF ATTENDANCE AND APOLOGIES.....	4
1.3	DISCLOSURE OF INTEREST.....	4
2	MINUTES AND ADDITIONAL INFORMATION	5
2.1	CONFIRMATION OF MINUTES.....	5
2.2	REVIEW OF STATUS REPORT	5
2.2.1	Update of Status Report	5
2.3	INWARD/OUTWARD CORRESPONDENCE.....	6
2.3.1	Contacts Register, Incoming and Outgoing Correspondence.....	6
3	BUSINESS LEFT OVER FROM PREVIOUS MEETING.....	7
4	OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE.....	7
4.1	CONTACT LIST	7
4.2	RISK MANAGEMENT	7
4.3	PRESENTATIONS OR EVENTS.....	7
4.4	INCIDENT/EXERCISE REPORTS	7
4.5	PROJECTS AND GRANT FUNDING.....	8
4.6	STRATEGIC REVIEW / PLANNING	8
4.7	ROUNDTABLE DISCUSSION AND AGENCY UPDATES	8
5	CONFIRMATION OF NEXT MEETING.....	9
6	CLOSURE OF MEETING.....	9

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES**

13 MARCH 2024

1 DECLARATION OF OPENING

Cr D Wrench, Chairperson, declared the meeting open at 10.38am.

1.1 ANNOUNCEMENT OF VISITORS

Nil

1.2 RECORD OF ATTENDANCE AND APOLOGIES

Voting Members

Cr D Wrench	Councillor (Chair)
Mrs T Bateman	Acting CEO/Deputy Local Recovery Coordinator, Executive Manager Corporate and Community Services
Mr C Sullivan	Local Recovery Coordinator, Executive Manager Infrastructure, Assets & Services
Sgt J Borczykewski	Police Officer in Charge - Toodyay
Sgt J Moore	Toodyay Police Station
Mr W Sutton	CDO/Deputy Welfare Liaison Officer
Mr M Phillips	Dept Communities
Mr M Trozzo	St Johns Paramedic Representative
Mr R Koch	Deputy 2 CBFCO / CESM
Mrs E Francis	Emergency Management Officer
Mr H de Vos	Deputy Local Recovery Coordinator, Executive Manager Development and Regulation
Mrs K Hardie	Welfare Liaison Officer, Economic Development Coordinator

Staff

Mrs M Rebane Executive Assistant

Visitors

Cr R Madacsi Councillor (*via Zoom*)

Apologies

Cr C Duri	Councillor
Ms S Robinson	District Emergency Management Advisor (DEMA)
Mr P Hay	DFES District Officer
Mr A Smith	District Officer Natural Hazards

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.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES**

13 MARCH 2024

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

2.1.1 Minutes of Meeting held on 8 November 2023

OFFICER'S NO.LEMC001/03/24	RECOMMENDATION/LEMC	RESOLUTION
MOVED	Mr R Koch	
SECONDED	Mrs E Francis	
That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 8 November 2023 be confirmed.		
<u>Voted For:</u>	C Sullivan, Sgt J Borczykewski, W Sutton, M Phillips, R Koch, Mr S Turozo, E Francis, H de Vos, K Hardie, T Bateman and Cr D Wrench	
<u>Voted Against:</u>	Nil	
MOTION CARRIED 11/0		

2.2 REVIEW OF STATUS REPORT

2.2.1 Update of Status Report

Attachments:	1. Updated Status Report ↗
---------------------	--

The LEMC Status report was reviewed.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES**

13 MARCH 2024

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); ⇨2. SEMC / DEMA Acknowledgement of Amended LEMA; ⇨3. ICR94095 Solid Wood Fires (Mr and Mrs MacKenzie) ⇨4. DEMA - Emergency Management Sector Adaptation Plan; ⇨5. Outgoing Correspondence - Solid Wood Fires. ⇨6. Contacts and Resources Register. (confidential) <i>Section 5.23(2) (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>
--------------	--

CORRESPONDENCE INWARDS

- DESO Report (Attachment – DC Wheatbelt LEMC Report - November 2023)
- SEMC/DEMA (ICR93699) – Acknowledgement of the Shire of Toodyay’s amended LEMA – December 2023)
- ICR94095 – Mr David and Gail Mackenzie – Solid Wood Fires
- DEMA - Emergency Management Sector Adaptation Plan – Out for consultation

CORRESPONDENCE OUTWARDS

- OCR65902 – Mr David and Gail Mackenzie – Solid Wood Fires (attached)

CONTACTS AND RESOURCES REGISTER

Please email EBONY any updates via emo@toodyay.wa.gov.au

The Presiding Member sought any feedback or overview from the EMO

- EMO provided an overview.
- DEMA Yvette Griggs has retired and we have a new DEMA Shelby Robinson.
- LEMC meeting coinciding today with the DEMC Meeting.

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES

13 MARCH 2024

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

4.1 CONTACT LIST

EMO has done a review of the email distribution list and membership

4.2 RISK MANAGEMENT

4.2.1 Monitor and review emerging Risks and mitigation

CESSM: the bush fire mitigation program is underway with working through procurement.

4.3 PRESENTATIONS OR EVENTS

4.3.1 Status Report

Item to engage the Shire of Mundaring's Local Recovery Coordinator. Looking at from the LRC

Some Managers, CEO and Welfare Liaison Officer were present. Recording done.

Looking at developing in the future.

4.4 INCIDENT/EXERCISE REPORTS

4.4.1 Post Incident Reports discussion and note any outcomes to be actioned

C Sullivan online 10.50am.

Cr R Madacsi on line at 10.53am.

EMO gave an overview of an Internal staff debrief for the Julimar Bush Fire incident. The overview included review of:

- The Debrief;
- Evacuation Centre Activation;
- Communications/Messaging;
- Resourcing/Administration.

Overall, the Shire managed the Emergency Management aspects adequately, with opportunity for improvement, including internal education and exercising.

Department of Communities and Shire of Chittering will be running an Evacuation Centre exercise on 22 May 2024 in Muchea. EMO will seek interest from appropriate staff/Councillors.

4.4.2 Post exercise reports – discussion and note any outcomes to be actioned

Nil.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES**

13 MARCH 2024

- 4.4.3 Exercise – discuss objectives, scenario and dates**
Nil.
- 4.5 PROJECTS AND GRANT FUNDING**
- 4.5.1 Review Funding Opportunities
Two DRF Grant Agreements have been signed, Projects to commence in 2024.
- Recreation Centre Redundancy Power (1 year)
 - Mitigation Works near the Rec Centre and the hill above the gold course (3 year)
- Clarification sought with regard to issues with communication and power, and mobile generators..
- Executive Manager Development and Regulation departed Council Chambers at 11.11am and returned to Council Chambers at 11.14am.*
- Discussion around plans for staying and /or leaving during events.
- 4.6 STRATEGIC REVIEW / PLANNING**
- 4.6.1 Review Local Emergency Management Arrangements – updates as required.
- Accepted in December with the inclusion of the Animal Welfare Plan.
 - Next Review date for the LEMA is May 2026.
- 4.6.2. Review LEMC business plan – monitor progress
Nil.
- 4.7 ROUNDTABLE DISCUSSION AND AGENCY UPDATES**
- 4.7.1 WAPOL:
Local issues are resourcing and housing.
Training: police based desktop exercise available.
Executive Manager Development and Regulation departed Council Chambers at 11.26am.
- 4.7.2 St Johns
Business as usual. Recruitment drive at present due to lack of volunteers, targeting the youth in the town.
Training: Exercises booked in with DFES. Training with WAPOL would be beneficial.
- 4.7.3 Dept Communities
3 people in Wheatbelt are servicing 43 local governments.
Attendance at Cunderdin Emergency Services Day, which had a low turnout, to recruit volunteers to give their time to St John and DFES as well.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES**

13 MARCH 2024

Welfare Planning: changes in references to the word “relief” as per notification in the Department’s update.

4.7.4 CESH

From a bush fire service perspective: brigades are performing well. Age demographic is a challenge in our community. Lack of DFES representation here today due to significant flooding across regions at present and the holding of the DEMC meeting.

Liaison with new DEMA person (Shelby Robinson) to replace the previous DEMA Yvette Griggs. LEMC will meet her in June.

4.7.5 EMCCS

Still transitioning – new CEO to come on board. Recruitment process being managed and there will be further updates to the contact register.

4.7.6 EMO

The Shire of Toodyay currently has no permanent Rangers. This has possible Emergency Services and Emergency Management implications. This is a scenario we may still face in the future, even if the Shire has two permanent Rangers and is perhaps something to consider for the future.

The Shire has lost two of its four WLOs (Welfare Liaison Officers) and is looking to find suitable replacements.

Generator Issues – In a demonstration of the Memorial Hall Evacuation Centre Generator (manual switch), it failed. During the early January Storms of 2024, the Shire Administration building, Shire Depot and Coondle Fire Station generator failed. This is an Emergency Management consideration.

4.7.7 Local Recovery Coordinator

Procurement process underway for Inspection, testing and maintenance of all generators in the Shire buildings.

Seeking funding for a generator in the admin centre to be the central back up.

5 CONFIRMATION OF NEXT MEETING

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on 12 June 2024 commencing at 10:30 AM.

6 CLOSURE OF MEETING

The Chairperson closed the meeting at 11.41am.

LEMC STATUS REPORT
Local Emergency Management Committee

Supporting Officers
CESM / EMO / LRC



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
8/11/2023	Swimming Pool follow up.	Separate point to follow up – Reach out to TRC & Chemical Company in regards to possible impact of chemical spill.	Feb 2024	EMO	t.b.a.	What is stored? How much? Risk Radius?
14/06/2023	Call out procedure	That the formalised procedure to call out Shire Officers as required in emergency situations be updated and provided to WAPOL.	Dec 2023	LRC	31/05/2024	Formalise procedure has been incorporated into the Contacts Register.
8/11/2023	Updating Landowner Details	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.	t.b.a.	EMO	t.b.a.	Discussion options on the process of this action with Management.



Committee Member Reporting form

Committee Member Details

Name(s): _____

Organisation representing
(if applicable): _____

Contact Details: Phone: _____ Email: _____

Request Details

I request for the item noted below to be discussed at the next:

- | | | |
|---------------|---|--|
| Committee | <input type="checkbox"/> Audit & Risk Committee | <input type="checkbox"/> Bushfire Advisory Committee |
| Meeting: | <input type="checkbox"/> Environmental Advisory Committee | <input type="checkbox"/> Heritage Advisory Committee |
| (please tick) | <input type="checkbox"/> Local Emergency Management Committee | |

Date of Committee Meeting: _____

Item Name: _____
(e.g. Subject, title or purpose).

Are you tabling attachments at the meeting? Yes No Copy attached

Background Information OR if you only wish to ask questions please do so
(if not enough room please use reverse side of this page)

Proposed recommendation required? Yes No *write some wording below*



Administration Centre
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

T (08) 9574 9300
E records@toodyay.wa.gov.au
W www.toodyay.wa.gov.au

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