



# Wyalkatchem Local Emergency Management Committee

## MINUTES

Date 26 October 2022

Location Shire Offices

Time 5.00pm

Videoconference link: TEAMS

### *39. Functions of local emergency management committees*

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.*
- (b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
- (c) to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.*

### **1. Opening and Welcome**

The Chief Executive Officer opened the meeting at 5:04pm.

### **2. Attendance and Apologies**

#### **Attendance**

Peter Klein	Chief Executive Officer – Local Recovery Coordinator
Emma Holdsworth	Captain, Volunteer Fire & Rescue Service
Stephanie Elvidge	Governance Executive Officer
Terry Delane	Manager of Works
Jay Hammond	St John Ambulance Chairperson
Emma Grant	WDHS
Cliff Simpson	WALGA Roadwise
Trent Tyler	CBFCO, Bush Fire Brigade Wyalkatchem and Districts
James Gaunt	Wyalkatchem police Department (teams' viewer)

#### **Apologies**

Quentin Davies	Shire President and Chair
Karen Anstey	Wyalkatchem Koorda Health Services
Murray Coombs	Western Power
Stephen Petchell	St John Ambulance Vice Chairperson
Cathy Carter	Commonwealth Home Support Program
Maxi McDonald	Community Paramedic
Siobhan Bishop	DFES
Yvette Grigg	District Emergency Management Advisor (on leave)
Owen Garner	Shire Deputy President and Deputy Chair

Glen Metcalfe	Water Corporation
Samantha Webb	Department of Biodiversity Conservation and Attractions
Jo Spadaccini	Department of Communities
Marcus O'Reilly	DBFCO Nalkain Bush Fire Brigade (Proxy for Trent Tyler–CBFCO)
Nikki Hauser`	Community Resource Centre

### 3. Disclosure of Interests

Nil

### 4. Guest Presentations

Nil

### 5. Confirmation of the minutes of the LEMC meeting held on 2 March 2022

Moved: Cliff Simpson

Seconded: Jay Hammond

*That the minutes of the Shire of Wyalkatchem LEMC Meeting held on Wednesday 2 March 2022 be confirmed as a true and correct record.*

**CARRIED**

### 6. Review of Action list and business arising

Item	Owner	Status
5.2 VFRS Training update	Emma Holdsworth	Further training has taken place.
5.3 Shire to review prohibited and restricted burning periods	Peter Klein and Trent Tyler	Discussed – no change.
5.4 Clinical Waste Bin for Transfer Station	Shire of Wyalkatchem	No longer required.
5.4 St John plan to draft the Police, Brigade members to train as emergency responders so that they can drive the vehicles and assist with transportation.	Jay Hammond	St John have some new volunteers.
5.5 Doctor – update for the Hospital	Peter Klein	Actively working on recruitment. Rural Health West reports 100 vacancies in regional WA.
6.2 Transferring the management of the Brigades from the Shire to DFES	Peter Klein	Met and subsequently wrote to the DFES Commissioner. Emergency Management act review to give legislative framework to enable the transfer. Requested a CESM. Discussing with NEWROC.
6.3 That the Terms of Reference be amended to reflect the change in meeting	Stephanie Elvidge	OMC 17 November 2022.

frequency to a minimum of 2 meetings per year as endorsed by Council.		
Status report - A scope of works and cost estimate be developed and be presented for Council approval during the FY23 budget approval process.	Stephanie Elvidge and Peter Klein	Scope and estimate received. Not in FY 22/23 budget – to be given further consideration and including if grant funding is available.

**5. Review of LEMC membership and contact list updates (section 8 is confidential)**

All LEMC members to review the Section 8 information and contact Stephanie with any noted updates.

**6. Airport Lighting Maintenance**

Dennis Pease has attended the Terminal RFDS building, run checks and resolved any issues. Dennis has been requested to support the Shire with the ongoing maintenance of the airstrip lighting.

**7. Agency/Member Reports**

- St John – St John have attended 64 call outs and were on standby for the aircraft incident.  
Recent annual review meeting saw a change in office bearers. Jay will send an updated list of their contacts and positions.  
Maxi has returned to the Wyalkatchem Service.
- DFES – Siobhan Bishop is acting in Daniel Hendrickson’s post. She provided the recent Fire awareness training for Wyalkatchem.
- Health – Karen Anstey is currently replacing Subin Daniels.
- James Gaunt WAPOL confirmed his role in the event of an emergency. When the police truck swaps out, it will be fitted with a radio that enables communication with the fire trucks.
- Cliff Simpson, WALGA Roadwise, updated the group on road statistics. Cliff will be able to support the shire with grant applications for the Rodeo and Traffic Management.  
Cliff shared the Road safety ‘Drive safe’ initiative – Quentin will be the ‘face’ on the photos/ posters etc.  
If anyone requires assistance with CCTV, contact Michelle Brockhurst in Northam – Grant writer working with Roadwise.  
There is a new mains road template for Road safety plans – Cliff can assist to complete.
- VRFS – Emma reports that there are now 5 fully qualified volunteers with the breathing apparatus training. They have attended 4 incidents since the last meeting – 3 road crash and 1 structure fire.  
Fire hydrant checks were carried out in April 2022.  
Emma will share the briefing session information from Koorda season briefing with Peter and Trent.  
There are no changes to personnel.

- VBFF – Trent has attended meetings with the Shire and Trent and Peter will conduct a risk management exercise regarding fire response management tomorrow.

31 volunteers attended the DFES Training. There have been no fires or incidents to date.

- WDHS – Emma reported that the school has updated their Bushfire management Plan. Emma would really like the school to be a part of a live drill. Emma Holdsworth explained that they used to run the cadets. Emma and Emma will be in touch to discuss further.
- Shire Works manager – Terry reminded all that it was UHS Radio channel 5 to speak to Trent in case of a bushfire.

Terry mentioned his concerns re the roadworkers and the dense foliage being susceptible to a spark fire.

Jay suggested contacting CBH – Mick Chandler to borrow a water truck. Trent also offered the water tank out of the Fire shed. It was agreed that it would be preferable to use the CBH water tank and leave the Shires in situ.

## **8. Desktop emergency exercise**

*Scenario – DFES sent a memo elevating the fire danger over the weekend as Extreme for the Avon region on Sunday.*

Trent and Emma explained the following –

- All bush fire captains would be involved in a conference call with DFES on the Friday prior at 10:00 where they are briefed in detail by DFES Comms of escalated events and what resources are available for back up.

Trent said that he would issue a harvest ban a day before the extreme weather event (catastrophic conditions). Trent would also be in communication with Marcus and Dennis to ascertain the need to impose a ban. They would be communicating updates 1-2 hourly, checking wind speeds etc.

DFES are responsible for alerting Volunteers of a Total fire Ban – there is a message service the Shire can join to receive these messages.

On weekends, The DFES Regional Duty coordinator is contactable 24/7 for assistance. They also monitor the resources on the ground and air and can advise on back up strategies.

Other feedback –

- The school doesn't receive emails regarding fire risks, they do receive emails about extreme weather in order to be prepared. If the power and water is on, the school would usually remain open.
- St John volunteers would remain ready for action over the highlighted period.
- The Shire would continue working unless there was a total movement ban – they would stop regardless if they felt the situation was too risky. The Shire would liaise with Trent.

The question remains – when and how do we notify the community?

**9. Next Meetings**

LEMC calendar 2023

March 2023 (not the 14<sup>th</sup>) date to be confirmed.

September 2023 date to be confirmed.

**10. Meeting Closure**

There being no further issues, the Chair closed the LEMC meeting at 6:33pm.