



# Shire of Wyalkatchem

## WYALKATCHEM LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

### Minutes

Thursday 4<sup>th</sup> March 2021

Commencing at 5.00pm in the Council Chambers,  
Honour Avenue, Wyalkatchem

The purpose of LEMC is to:

- 1.0 Foster effective communication between stakeholders to ensure that emergency management for Wyalkatchem is in place;
- 2.0 Assist the Shire of Wyalkatchem to deliver its obligations under the Emergency Management Act.

### 1. Opening of Meeting

The Acting Chairperson, CEO Peter Klein, opened the meeting at 5:03pm.

### 2. Attendance and Apologies

#### Attendance:

Peter Klein	Chief Executive Officer – Local Recovery Coordinator
Emma Holdsworth	Captain, Volunteer Fire & Rescue Service
Jay Hammond	St John Ambulance Chairperson
Stephanie Elvidge	Governance Executive Officer
Glen Metcalfe	Water Corporation
Daniel Hendriksen	DFES
Susan Bruse	WDHS
Cliff Simpson	WALGA Roadwise

#### Apologies:

Quentin Davies	Shire President
Rachel Nightingale	Local Welfare Officer
Yvette Grigg	District Emergency Management Advisor
Colin Ferguson	WDHS
Subin Daniel	Wyalkatchem Koorda Health Services

Owen Garner	Lieutenant, Volunteer Fire & Rescue Service
Murray Coombs	Western Power
Wendy Pease	WAPOL
Sean Doyle	WAPOL
Trent Tyler	CBFCO, Bush Fire Brigade
Cathy Carter	Commonwealth Home Support Program
Jo Spadaccini	Department of Communities
Ally Bryant	Manager of Corporate Services
Keith Mills	Manager of Works
Marcus O'Reilly	DBFCO Nalkain and Proxy for Trent Tyler – CBFCO, Bush Fire Brigade

### 3. Confirmation of Previous Meeting Minutes

#### 3.1. LEMC –

**RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem LEMC Meeting held on Wednesday 7 October 2020 (Attachment 3.1) be confirmed as a true and correct record.*

**LEMC COMMITTEE RESOLUTION**

**Moved – Jay Hammond      Seconded – Glen Metcalf**

*That the minutes of the Shire of Wyalkatchem LEMC Meeting held on Wednesday 7 October 2020 (Attachment 3.1) be confirmed as a true and correct record.*

**CARRIED**

#### 4. Business arising from previous Minutes

Nil

#### 5. Stakeholder Report

**Stakeholders reported on relevant activities.**

##### 5.1. St John Ambulance

- 49 call outs in the last four months since early October 2020
- 3 volunteers have received commendation for services rendered
- Appointment of Community Paramedic Natalie Osmetti - welcome
- Lost 2 volunteers – this is a concern though not critical yet  
Another will be retiring shortly

##### 5.2. DEMC

- [See attached report](#)

##### 5.3. Volunteer Fire and rescue service

- Training is scheduled in June for breathing apparatus use
- Road crash rescue exercise, Feb 21 – 3 members attended
- 1x call out since last meeting- structural fire in Cunderdin
- 2 members volunteered to help respond to the fires in Wooraloo

**5.4. Wyalkatchem District High School**

- Updated and inducted staff to the Emergency Evacuation Plan
- WDHS has resubmitted their Critical Incident Plan
- Gutters have been cleaned

**5.5. Wyalkatchem Koorda District Hospital**

- Staff have been trained in aggression management
- More training is scheduled over the year
- Staff trained in fire evacuation procedures
- COVID vaccine rollout – Phase 1 currently in progress

**5.6. Shire of Wyalkatchem**

- Standpipe Keys have been provided to each BFB, CBFO and BFCO x 2
- The Shire is working through the LGGs grant for upgraded firefighting equipment, 2 new 1 bay fire sheds and PPE. Negotiations in place with CBH and Shire of Tammin for locations
- Sites with water shortages may receive new tanks
- Ally Bryant attended the Joint Emergency Exercise in Trayning

**5.7. Water Corporation**

- 3 staff have left/ retired. Recruitment is underway  
This leaves 3 staff based locally in Wyalkatchem, not 5 or 6 and this could impact on the delivery of timely repairs of emergency works

**5.8. Western Power**

- There is an increase in the number of network faults due to the weather events
- Western Power highlighted that occasionally there is a need to enter paddocks to maintain power lines to respond to outages, even when in crop. Western Power is seeking the cooperation of land owners.

**5.9. Roadwise**

- Cliff Simpson presented road accident statistics. Although there have been no fatalities, Cemetery Rd has had 2 serious crashes which qualifies the road for Blackspot funding.  
Cliff is working with Wyalkatchem CEO and MOW to explore if this presents an opportunity to access Black Spot funding to deliver Cemetery Rd improvements
- RRG meeting on Monday

**5.10. DFES**

- Expanded on the potential 2x1 bay fire truck shed facilities with change rooms, toilets, training area and kitchen and upgraded trucks
- The Shire of Wyalkatchem was thanked for releasing the fire truck to the fires in Wooraloo and to the supporting volunteers
- Road crash exercise in February was well attended
- Planning a recruitment drive that will be stepped out in the near future
- Very busy with fire and flood management

## 6. General Business

### 6.1. Emergency Management and Training Exercise

Feedback from the joint emergency management and training exercise conducted at the Trayning Sports Club on Wednesday 28 October 2020 was generally positive. An overview of this exercise and improvement opportunities are provided in attachment 6.1.

A member commented that there was a good turnout and discussion at the Road Crash Emergency exercise.

This person expressed the opinion that Wyalkatchem is not ready for a disaster due to a lack of knowledge about community resources.

Concern was raised about the lack of attendance, communication, and commitment to working together in a more cohesive manner.

Discussion was held about the LEMC Meeting times to maximise attendance.

Those present at the meeting felt there was a need to stress the urgency of attendance in order to have meaningful and productive meetings, and therefore better emergency management response planning.

Suggestions of what to do in future meetings:

- Continuous review of parts of the LEMA,
- WHAT IF'S – scenarios of what to know and what to do if this or that happened, using local knowledge and industry.
- 2017/2018 scenarios, LEMA – check prev minutes and agenda's for more ideas

### 6.2. COVID-19 Plan

Feedback on the COVID -19 Phased Response and Action Plan is requested and whether further development and implementation of the plan is required. (Attachment 6.2)

#### **Comment -**

Plan is to contain short, medium and long term strategies.  
Currently there isn't a medium or long term plan.

**Action – Liaise with other Shires, NEWROC, and WALGA and use the findings as a base for updating Wyalkatchem's plan.**

### 6.3. LEMC – Draft Terms of Reference

The LEMC draft Terms of Reference has been completed and is presented to the LEMC for their review, feedback and endorsement. (Attachment 6.3)

#### **COMMITTEE RECOMMENDATION**

*That the Wyalkatchem Local Emergency Management Committee:*

1. *Endorse the draft LEMC Terms of Reference*

*That the Wyalkatchem Local Emergency Management Committee recommends that Council;*

2. *Adopts the endorsed LEMC Terms of Reference*

**LEMC COMMITTEE RESOLUTION**

**Moved – Emma Holdsworth                      Seconded – Jay Hammond**

***That the Wyalkatchem Local Emergency Management Committee:***

- 1. Endorse the draft LEMC Terms of Reference***

***That the Wyalkatchem Local Emergency Management Committee recommends that Council;***

- 2. Adopts the endorsed LEMC Terms of Reference***

**CARRIED**

**7. Matters for Discussion**

**7.1 Potential Joint LEMC meetings with neighbouring shires.**

e.g. 2 joint (via NEWROC) then specific local meetings.

**COMMITTEE RECOMMENDATION**

*That the Wyalkatchem Local Emergency Management Committee supports further exploration of the concept of joint LEMC meetings and exercises.*

**LEMC COMMITTEE RESOLUTION**

**Moved – Emma Holdsworth                      Seconded – Jay Hammond**

***That the Wyalkatchem Local Emergency Management Committee supports further exploration of the concept of joint LEMC meetings and exercises.***

**CARRIED**

**7.2 Wyalkatchem EM Capability Summary 2019 - for consideration for next meeting.**

This will be sent as an attachment with the March Minutes. All members to spend some time reviewing the document and note any suggestions for further discussion at our next meeting.

**8. Next Meeting**

26 May 2021 at 5PM

**9. Meeting Closure**

With there being no further discussions, the Chairperson thanked everyone for their attendance and closed the meeting at 6pm.

