



**WYALKATCHEM
LOCAL EMERGENCY MANAGEMENT
COMMITTEE
28 February 2018
MEETING
MINUTES**



Date: Wednesday, 28 February 2018

Time: 5:00pm

Venue: Council Chambers, Shire of Wyalkatchem, Honour Avenue

Attendance: Ian McCabe (CEO – Shire of Wyalkatchem), Craig Harris (Manager of Works – Shire of Wyalkatchem), Owen Garner (VFRS), Peter Wood (SJA), Jay Hammond (SJA), Duncan Jones (SJA), Glen Metcalfe (Water Corp), Jo Spadaccini (Dept. Communities), Daniel Hendriksen (DFES), Trent Tyler (CBFCO), Susan Bruse (WDHS), Subin Daniel (WKDH), Emma Holdsworth (VFRS), Ella McDonald (Shire of Wyalkatchem – Governance and Emergency)

Apologies: Quentin Davies (Chair), Colin Fergusson (WDHS), Marcus Reilly (DCBFCO), Tracey Print (WAPOL), Nathan Eley (WAPOL), Yvette Grigg (OEM), Graeme Keals (DPaW), Cliff Simpson (Roadwise)

Guests: Nil

Purpose of Local Emergency Management Committee (LEMC) Meetings

The purpose of the 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 comply with the requirements of the Emergency Management Act.

1.0 Opening of Meeting: 5.01pm

2.0 Apologies
Chair announced apologies (listed above)

3.0 Confirmation of Previous Meeting Minutes (11 October 2017)

Moved – Trent Tyler **Seconded** – Jay Hammond

The Minutes of the LEMC meeting of 11 October were confirmed.

4.0 Business arising from previous Minutes-

- 4.1 Water tanks – the general area of Korrelocking tennis courts will be used as a guide for the location of the tanks – Shire to consult with Water Corp etc.

5.0 Stakeholder Reports

Stakeholders to report on relevant activities.

- 5.1 **Bush Fire Brigades** – Trent reported that there was nothing major to report on – there had been a few minor fires that were well handled between the three brigades. There were three harvest bans for the season.
- 5.2 **Volunteer Fire & Rescue Service** – Emma reported that it had been fairly quiet with no incidents to report. Current membership is at 12 people. The brigade had completed 400MHz radio training.
- 5.3 **St John Ambulance** – Jay reported they had completed 43 call outs since the last LEMC meeting. Couple of projects are in the works at the moment – the transportable building is progressing and the sign was being erected at the time of the meeting. The Koorda building has been built with only the fit-out left to do. Current volunteer numbers are at 5 in Koorda and 9 or 10 in Wyalkatchem. The mass casualty kit was reviewed and updated by the local sub-centre, this was previously done by the Belmont centre but can now be done locally.
- 5.4 **Police** – No report this meeting.
- 5.5 **District High School** – Tracey reported that the school's bushfire plan was officially passed and sent to the Department.
- 5.6 **Wyalkatchem Koorda District Hospital** – Subin reported that the hospital renovations have been completed. The upgrade to the Emergency Department should be finished in four to six weeks. No major incidents to report. The issues resulting from a lightning strike that hit the fire panels a few weeks ago have all been resolved.
- 5.7 **Shire of Wyalkatchem** – Craig reported that there was nothing much to report from a works point of view – couple of minor storm incidents causing trees on roads etc.
- 5.8 **Department of Communities** – Jo reported that the DC is in the process of updating the Local Welfare Plans, the State Welfare Plan is currently with the State Emergency Management Committee. Evacuation Centre training is being planned for later this year.
- 5.9 **Water Corporation** – Glen reported that it was business as usual, they have had a few contractors in lately repairing pipes.

5.10 Main Roads – No report this meeting.

5.11 Roadwise – Ella reported on behalf of Cliff. Latest statistics for the road tolls – 21 deaths so far for 2018, 9 in the metropolitan area and 12 in the regions. On this day in 2017 there had been 23 deaths. New laws were passed and come in to effect on 2 March. 'SLOMO' or 'Slow Down Move Over' laws were passed that mandates when an emergency service or first responder vehicle are on the side of the road with their lights flashing, passing cars are to gradually slow down to a speed of no more than 40km/h.

5.12 DFES – Daniel reported the season was very quiet – DFES have been rolling out 400mHz radio systems. Daniel will possibly be acting in the role of Area Officer for another six months – everything is very much up in the air until the structure of the Rural Fire Service are announced.

5.13 OEM – Ella reported on behalf of Yvette about the State Risk Project – the Shire of Wyalkatchem as part of the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) secure AWARE funding to help the NEWROC Shires complete the State Risk Project. Rachel Nightingale is facilitating the project for the involved Shires. Koorda completed their risk assessment workshop on 28 February. Ella McDonald attended with Rachel to gain a greater understanding of the process which will help when Wyalkatchem reviews their risk project later this year.

6.0 General Business

6.1 Joint Exercise with Dowerin re-cap

The exercise in Dowerin was well attended. It provided a chance to review the content of our LEMA. The four areas of focus were capability, coordination, welfare and recovery. The Shire will work on the recovery aspect and perhaps develop a second document for the recovery side of things – this will be discussed at a future LEMC.

6.2 Communications during emergencies

Ella to seek more information on DFES messaging system. Phone signal remains an issue. Shire will possibly look at asking for Satellite phones as part of the operating grant.

6.3 Safe driver's course

All agencies have their own driver training.

7.1 Meeting Schedule 2018

- Wednesday, 11 April 2018
- Wednesday, 15 August 2018
- Wednesday, 17 October 2018

8.0 Status Report

Task No.	Task	Responsible Person	Comment	% Complete	Last update
1.	Training requirements for FCO's and Volunteers	AO CFCO	Bushfire policy is being updated. "Recommended that all those attending a fire have at a minimum completed the 'introduction to bush firefighting'. DFES offer training for FCO's and BFB volunteers Upon inspection 11/10/17 – (refer policy EP2) – suggest developing the policy to reflect the above. For discussion at BFAC		
2.	Health certification for Volunteers	AO CFCO	Bushfire policy being updated to include "Maintain a reasonable standard of physical fitness" "To advise of any health condition that may impede their abilities at a fire" "FCO's responsibility to ensure those at fire front are of good enough health" If not then delegate to other tasks" FCO's are aware of their responsibilities with regards to this. Please refer notes to Item 1.		
3.	Assessment of Shire Weather Station to ensure continuity	AO SF O	Weather station is not on the server Weather station requires replacement as it is irreparable – quotes to be obtained, hoping to replace in near future		
5.	Establishment of Plant Replacement and Servicing Schedule	CBFCO DFES	DFES are aware that Nalkain require a truck, this application is still progressing. Request for a high fuel season truck put in (June 2016). DFES have their schedule for replacements. Capital grant this year was turned down		

9.	Develop and implement mitigation plans for all council vested reserves in regards to fire prevention planning	MOW CFCO	Identification of reserves has commenced. Plans are in “bush fire policy document”. Conversations with DpaW highlighted that we can only do our best in terms of fire breaks around reserves. Council will be clearing firebreaks in the coming weeks before November 1. Inspections were undertaken last week.		
10.	Develop an unallocated crown land and unmanaged reserves program in relation to fire and risk protection	DCEO MOW CFCO	Identification of reserves has commenced. “Plans are in bush fire policy document” Firebreaks are placed around reserves Need to develop a position – write to various actual owners with what we want – for discussion at BFAC.		
11.	Inspect water standpipes and water tanks pre and post fire season. Ensure watersupplies have fittings suitable for fire appliances	MOW CFCO DCFCO	Were checked June 2016 Negotiations are ongoing with Water Corp regarding the tundish & RPZ installations to standpipes. Trevor negotiating with water corp to use washings for watering lawns. Shire to place on works schedule for action, report to be given at next LEMC		
12.	Ensure the development and maintenance of a list of all communications equipment and maintenance records	MOW DFES CFCO AO	An asset register is being compiled of all communication equipment, weather meters, and vehicles. Included in Shire asset register with program indicator so that these items can be isolated.	100%	COMPLETE

9.1 Meeting Closed at: 5.52pm

9.2 Next Meeting: 11 April 2018