

WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE

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Executive Officer
79 Newcastle Street
NORTHAM WA 6401

MINUTES

**FOR THE MEETING CONDUCTED AT 1000 HRS
ON WEDNESDAY 20 AUGUST 2014 GINGIN SHIRE COUNCIL CHAMBERS,
7 BROCKMAN STREET GINGIN WA 6503**

ITEM 1. Record of Attendance

Executive

Superintendent Peter Halliday (Chair)
Yvette Grigg (Executive Officer)

WA Police
SEMC Secretariat

Members

Steve Hall
Robert Fraser
Rob Towers
Gren Putland
Paula Greenway
Nicole Harwood
Torben Bendsten
Tyron Neill
Peta Fissioli

St John Ambulance
Dept of Fire & Emergency Services
Dept of Parks and Wildlife
Main Roads WA
LG Rep – Avon Midland Country Zone
Wheatbelt Health
Dept of Fire & Emergency Services
Western Power
Dept of Agriculture and Food WA

Visitors

Mal Cronstedt
Cr Doreen Mackie
Jamie O'Neill
Vicki Booth
Paul Postma
Max Walker
Sebastian Camillo

SEMC Secretariat
Shire of Chittering
Shire of Chittering
Shire of Moora
Shire of Gingin
WA Police (Gingin)
Shire of Gingin

Apologies

Graeme Keals
Pamela l'Anson
Andy Sullivan
George Tiedtke

Dept of Parks and Wildlife
Dept of Agriculture and Food WA
Dept of Education
Western Power

Derek Host	Water Corporation
Superintendent Trevor Tasker (Deputy Chair)	Dept of Fire & Emergency Services
Genevieve Middleton (Minutes Secretary)	Dept of Fire & Emergency Services
Sven Andersen	Dept of Fire & Emergency Services
Mark Bowen	Dept of Fire & Emergency Services
Colin Brown	Dept of Fire & Emergency Services

**ITEM 2. Meeting opening and apologies.
Introduction of Visitors/ New members / proxies.**

The Chair opened the meeting at 10:10 and welcomed all to the meeting. As the meeting was held in Gingin with a number of visitors present, introductions were made.

ITEM 3. Confirmation of Minutes

It was agreed that the minutes of the Wheatbelt District Emergency Management committee held on the 21 May 2014, be confirmed as a true and accurate record.

Moved: Steve Hall
Seconded: Paula Greenway

ITEM 4. Business Arising from the Minutes. Review of Action List.

4.1 All Scheduled exercises to be made known to the DEMC XO for distribution through to members. Ongoing

4.2 Poor telecommunications along the Great Northam Hwy. (refer correspondence). Letter has been sent to the Essential Services Network Operators Reference Group (ESNORG) to request further research into this issue. Remove from action list.

4.3 Northam LEMC not meeting regularly. There is a recently appointed CEO and CESM. Progress will be monitored. Remove from action list.

4.4 LEMA Arrangements tabled for review – Shire of Tammin
Complete. Tabled at SEMC 19 June 2014. Remove from action list.

4.5 Social Media in emergency situations. Lead emergency management agencies have processes in place to ensure where possible through their media a common message is given. Remove from action list.

4.6 Mobile Telephone coverage for Kununoppin Hospital. Complete (refer correspondence). Remove from action list.

4.7 Inoculations for personnel exposed to contagious animal diseases. Outstanding, to be followed up.

4.8 Plymouth Brethren Rapid Response Teams. Ongoing. Peter Halliday to contact Kim Dean at Child Protection and family services for his guidance on this issue.

4.9 LEMC membership and low numbers. While there has been some improvement this quarter in numbers attending LEMC meetings, OICs and anyone attending LEMCs to encourage appropriate membership and nomination of proxies. Ongoing

4.10 Animals in evacuation. Pam l'Anson to investigate if report/plan is finalised and source a copy and provide to the XO. Support Plan is currently being developed as part of the Westplan. Remove from action list.

Item No.	Action Required	Person Responsible	Date Due	Comment
1	All scheduled exercises to be made known to the DEMC XO for distribution through to members.	All members	Ongoing	
2	Inoculations for personnel exposed to contagious animal disease. Pam l'Anson to have the Agricultural OSH contact WA Police OSH with policy and procedures for inoculation.	Pam l'Anson	Next Meeting	
3	Plymouth Brethren Rapid Response Teams. Peter Halliday to seek guidance from Kim Dean at Child Protection and Family Services.	Peter Halliday	Next Meeting	
4	LEMC membership and low numbers. The WA Police Superintendent to contact OICs to ask their assistance to encourage appropriate membership and nomination of proxies at their local LEMCs.	WA Police Superintendent	Ongoing	
5	Letter from Great Southern DEMC in regard to road movements on the Anzac celebration weekend, to be distributed to DEMC agencies, LEMC members and Local Governments.	Executive officer	ASAP	
6.	Letter to be sent to Western Power in regard to lack of communication during power outages in Chittering.	Executive	ASAP	
7	Shire of Dowerin LEMA to be circulated to members for comment	All Members	12 th September	

Other business arising:

ITEM 5 Correspondence

Outwards:	SEMC	Briefing note outlining concerns over telecommunications black spots within the district.
	Shire of Mukinbudin	Mobile Telephone Coverage for Kununoppin Hospital.
	Shire of Tammin	Congratulations on finalising LEMA and notification they will be tabled at the June meeting of SEMC.
	SEMC Secretariat	DEMC Annual Report

Inwards:

Great Southern DEMC ANZAC Albany celebrations.
ACTION – Letter to be forwarded to DEMC agencies, LEMC members, and Local Governments to ensure everyone is aware and can take preparatory actions for the weekend. Road movements have been revised upward of 100,000.

SEMC Secretariat Communique and Newsletter (as distributed)

Shire of Chittering Telstra and power outages lower Chittering
ACTION –Letter to be written to Western Power in regard to closer communication with local governments in these type of situations.

ITEM 6 Standing items (to be considered at each meeting)

- 6.1 Update of DEMC Contacts – list to be circulated for updating. Will send electronically
- 6.2 OASG activations – Nil
- 6.3 ISG activations – Nil
- 6.4 LEMA Arrangements tabled for review –
 - Shire of Dowerin
- 6.5 EM Status in Wheatbelt EM District
LEMA LEMC Status Sheet – Attachment 1.
- 6.6 LEMC DEMC Exercise Reports – Attachment 2.
- 6.7 LEMC meeting and exercise schedules - Attachment 3.
- 6.8 DEMC Exercises scheduled – Attachment 4.

ITEM 7 Avon river planning committee - Update

Simon Rodgers from the Dept of Water provided an update of progress on the project.

Pilot project has begun at Beverley with flood plan mapping – extents and flood depths, including terrain information – gauging stations.

Meeting with the Beverley Shire on 1st September to further discuss the available mapping and the next steps in the Avon River flood planning project. Interested HMA and LEMC members are welcome to attend.

In regard to the Gingin location, mapping has also been finalised along the Moore river.

Simon will be working with the executive officer to begin development of some local and district flood plans that may be useful as models across the state.

ITEM 8 Presentation - Livestock disease and “Stock Standstill”

Peta Fissioli gave a brief presentation on the threat of livestock disease and DAFWA’s preparedness.

A number of exercises and rapid response teams have been developed to ensure preparedness. Major exercises have been held at the Katanning and Muchea sales yards with their staff and DAFWA staff.

Due to the fact that disease is spread by saliva and air borne vapours, sales yards are an obvious point of concern. Lock down of sales yards would cause serious issues including animal welfare, disposal of diseased animals, and the need to have a ‘stock standstill’ to prevent further spread of the disease. This would require the assistance of many agencies and has the capacity to have a major detrimental financial impact on the agricultural industry.

ITEM 9 SEMC Secretariat – Update

The Executive Director of the SEMC Secretariat, Mal Cronstedt, provided an update on the current focus of emergency management business at the state level.

SEMC Secretariat’s key tasks are to;

- Develop Standards, processes, guidelines and Policies
- Measure / Assess Performance (Preparedness Report)
- Promote best practice

Currently undertaking a major risk project which will encompass the state, district and local levels, and be rolled out across the districts beginning in 2015.

Also undertaking some major work to streamline suite of policies. Many are complex and somewhat repetitive, so slowly going through the process to simplify where possible.

ITEM 10 Unclear House Numbering – Moora Project.

Steve Hall from St John Ambulance – outlined the issues Moora have faced with unclear numbering and their project to raise awareness and clearly number houses within their town.

The meeting agreed this was a common problem across the district and discussion was held on the merits of kerb side numbering, street signage to include numbers, difficulties of numbering rural lots and the inaccurate data sometimes found in more technical processes, ie computers in emergency service vehicles with inaccurate or incomplete addresses.

It was agreed that at this point the best way the DEMC could assist would be to raise awareness of the issue across the district, and encourage any projects to mitigate this problem.

Action. Executive officer to forward a letter to all LEMCs to ask them to include on the agendas for their next meeting.

ITEM 11 Agency Updates

Members to advise of any issues that may have an impact on EM within the District from their agency's perspective.

WA Police – Peter Halliday

There has been a recent major issue with what are colloquially known as "Doof Doof" parties being held on DPaW land mainly in the Shires of York and Beverley. They are advertised via social media, with the location kept secret until the last minute. Organisers are metro based, and they change the location regularly. They are attended by many drug affected people and serious concerns have been raised in regard to;

- Parties occurring in water catchment areas
- Lost persons (as occurred recently)
- Bush fire – with so many drug affected people, question around how to evacuate or protect in place

WA Police and DPaW are working closely together on this issue.

Current WA Police reform is currently occurring mainly in the Metro area, with several police areas combining. There will be no significant changes in the Wheatbelt District.

Department of Agriculture and Food WA – Peta Fissioli

Pam l'Anson is currently undertaking EM training, utilising "Royalties for Regions" funding. This funding has enable more personnel to undertake EM training.

Department of Parks and Wildlife – Rob Towers

- A state bushfire exercise will be conducted on the 15th October 2014.
- Currently updating the Avon Valley Fire response plan.
- A 170 ha fire occurred in Gingin last weekend. Escaped domestic burn off, however very unusual at this time of year.
- Prescribed burning is currently being undertaken in Beverley and Brookton.
- Offer from DPaW (and DFES) to give a seasonal briefing at the next DEMC meeting.
- Green Bags trial. – Mal Cronstedt was able to advise that the SEMC have approved the roll out of the programme in a measured way across the state. A working group will be set up to market the programme and work across the state and ensure awareness among emergency service staff.
- Excellent idea to have the meeting out of Northam, gives the ability to focus on other issues ie coastal issues such as;
 - Oil spills
 - Whale stranding's, more of an issue from a public safety perspective.

Main Roads WA – Gren Putland

- Main Roads are finalising their restructure with the amalgamation of Narrogin and Northam Districts.
- Mark VASSILIOU has been appointed Main Roads, Crisis and Emergency Management Manager. He is based at Main Roads Head Office and manages Regional response.
- Wheatbelt Region plans Web EOC training with the possibility of an exercise to test the capability of the joint (expanded) Region.
- Any planned exercises will be advised to the DEMC XO in advance.

Wheatbelt Health – Nicole Harwood

- Regional Emergency Exercise training has been rolled out.
- Regular smaller exercises, have been found to be more valuable for many of the smaller hospitals and are currently being conducted.

Shire of Gingin – Sam Camillo

Sam gave some examples of coastal issues experienced;

- At Seabird – coastal erosion where lives and properties could be at risk.
- In Guilderton – rock wall collapses along limestone retaining wall, need mitigating.
- Popular off road vehicle routes in Lancelin – attracts overseas tourists as well as young people for sand boarding etc... This is where the incident occurred with the rollover of a bus which impacted 34 international visitors.
- A Balcony collapse also occurred.

Coastal communities face a broad range of issues. Multiple marine rescue incidents have also occurred to rescue small leisure craft.

ITEM 12 General Business

Peter Halliday – WA Police

A few new OICs out in the District, Ron Daniels will now be the new OIC at Northam.

Cr Paula Greenway – Avon Midland WALGA Zone representative.

Expressed her concern over confusion as to her roles and responsibilities as a DEMC member. Refer to below.

Yvette Grigg – SEMC Secretariat

Review of Policy 2.4 “District Emergency Management Arrangements”

This policy is currently under review and will have a complete rewrite. It will also have a guide attached to it that will assist with meeting functionality, roles and responsibilities of members. All members will have the opportunity to have input into this policy and guide.

Australian Emergency Management Institute Recovery Course

Funded through the AWARE programme, the recovery course will be held in Northam from the 7th to the 9th October 2014. It is open to all agencies involved in recovery across the Wheatbelt, however there are limited places and priority will be given to Local Government and their recovery coordinators.

DEMC Business Planning.

Executive has done some work on the business plan, to implement strategies to achieve outcomes. Very similar to previous years with the exception of risk. The DEMC will now have oversight across the Local risk processes. A stock take will be undertaken, and then progress of risk projects will be reported to the DEMC quarterly. Members will notice new items on the Agenda to reflect this.

Torben Bendsten – DFES

Pre seasonal preparations as usual for the bushfire season. It has been a good season so crops will present a significant risk until harvested.

There is a current trend to amalgamate farms and thus there are less landholders, residents and therefore less responders. For example, the Shire of Dowerin now only has 7 main working farms left in the area.

ITEM 13 Confirmation of Next meeting and meeting schedule.

The next meeting will held on 19th November 2014, at the DFES District Office in Northam.

Proposed Meeting Schedule 2015

18 February 2015
20 May 2015

ITEM 14 Closure

There being no further business the Chair declared the meeting closed at 11:50hrs

Attachment 1. LEMC LEMA Status Sheet as at 20 August 2014				
Local Government	Status ERM process	Status LEMA	LEMC Functionality	Comments
Beverley	Nil	Endorsed 2012	Meeting quarterly.	LEMC meeting regularly (Compliant)
Bruce Rock	Nil	Endorsed 2012	Meeting quarterly.	LEMC meeting regularly (Compliant)
Chittering	Complete 2012	Endorsed 2012	Meeting quarterly.	LEMC meeting regularly. (Compliant)
Cunderdin	Nil	Endorsed 2011	Meeting quarterly.	LEMC meeting regularly. (Compliant)
Dalwallinu	Nil	Endorsed 2014	Meeting quarterly.	LEMC meeting regularly. (Compliant)
Dandaragan	Finalised	Endorsed 2010	Meeting regularly.	Strong commitment to EM. Recovery plan and nomination of recovery coordinator to be finalised. (Progressing to Compiancy)
Dowerin	Finalised	Final Draft 2013	Meeting regularly	LEMC now meeting regularly. LEMA going to Council and DEMC in August (Progressing to Compiancy)
Gingin	Complete 2012	Under Review	Meeting quarterly	LEMC proactive and meeting regularly. LEMA in draft (Progressing to compliancy) 10th September
Goomalling	Complete 2013	Endorsed 2011	Meeting quarterly	LEMC meeting regularly. (Compliant)
Kellerberrin	Complete 2013	Complete 2013	Meeting quarterly.	LEMC meets regularly. (Compliant)
Koorda	Nil	Completed 2011	Meeting regularly	LEMC meets regularly. Recovery coordinator not nominated. (Progressing to Compiancy) November tabling.
Merredin	Finalised	Endorsed 2010	Meeting quarterly	LEMC meeting regularly. LEMA to be reviewed this year. (Compliant)
Moora	Nil	Endorsed 2013	Meeting quarterly	LEMC meeting regularly. (Compliant)
Mt Marshall	Nil	Endorsed 2011	Meeting quarterly.	LEMC meeting regularly. (Compliant)
Mukinbudin	Nil	Endorsed 2013	Meeting quarterly.	LEMC meeting regularly . (Compliant)

Narembeen	Nil	Endorsed 2011	Meeting regularly.	LEMC now meeting meeting regularly. (Compliant)
Northam	Complete 2012	Endorsed 2010	Not meeting.	Meeting scheduled for September. LEMA due for review.
Nungarin	Nil	Endorsed 2013	LEMC does not meet regularly.	LEMC does not meet regularly. LEMA Complete (Documentation compliant)
Quairading	Incomplete.	Endorsed 2011	Meeting quarterly.	LEMC meeting regularly. (Compliant)
Tammin	Nil	Endorsed 2014	Meeting quarterly	LEMC meeting regularly (Compliant)
Toodyay	Complete 2012	Endorsed 2011	Meeting quarterly.	LEMC meeting regularly. Proactive. Sometimes difficult to find a quorum. (Compliant)
Trayning	Complete 2013	Endorsed 2013	Schedule developed	LEMC not meeting regularly. (Documentation compliant.)
Wongan Hills / Vic Plains	Nil	Endorsed 2012	Meeting regularly	LEMC now meeting regularly again. (Compliant)
Wyalkatchem	Complete 2013	Endorsed 2014	Meeting quarterly	LEMC meeting regularly. (Compliant)
Yilgarn / Westonia	2011	Endorsed 2011	Meeting Quarterly.	LEMC meeting regularly. (Compliant)
York	2004	Endorsed 2012	Quarterly.	LEMC meeting regularly. (Compliant)

Attachment 2. LEMC DEMC Exercise Reports

LEMC Name	Date of Ex	Objectives	Lessons Learnt	DEMC Comment

DEMC Exercise Report

		Nil		
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Attachment 3. LEMC meeting and exercise schedule 2014 – 2015 as at 20 August 2014

LEMC	1 st Quarter July, Aug, Sept 2014		2 nd Quarter Oct, Nov, Dec2014		3 rd Quarter Jan, Feb March 2015		4 th Quarter April, May June 2015		Exercise Reporting			Annual report B Planning	
	Proposed	Actual	Proposed	Actual	Proposed	Actual	Propose d	Actual	Proposed	Actual	Report Received	AR	BP
25 LEMCs 28 LGs													
Beverley	12 Aug		11 Nov		10 Feb		12 May					Yes	Yes
Bruce Rock	7 July	Yes	18 Aug	Yes	20 Oct		16 Feb					Yes	Yes
Chittering	28 Aug		27 Nov		26 Feb		28 May		28 August			Yes	Yes
Cunderdin	27 Aug		26 Nov		25 Feb		27 May					Yes	Yes
Dalwallinu	28 July	Yes	27 October		23 Feb		27 April		28 July	28 July	tba	Yes	Yes
Dandaragan	13 Aug	Yes	12 Nov		11 Feb		6 May					Yes	Yes
Dowerin	31 July	No	30 Oct		12 Feb		11 June					Yes	Yes
Gin Gin	10 Sept		10 Dec		11 March		10 June					Yes	Yes
Goomalling	5 August		11 Nov		10 Feb		12 May					Yes	Yes
Kellerberrin / Tammin	5 Aug	Yes	4 Nov		3 Feb		5 May					Yes	Yes
Koorda	28 July	Yes	Oct		Feb		May					Yes	Yes
Merredin	12 Aug	Yes	4 Nov		3 Feb		6 May					Yes	
Moora	12 Aug	Yes	11 Nov		10 Feb		12 May					Yes	Yes
Mt Marshall	12 Aug	Yes	11 Nov		10 Feb		12 May					Yes	No
Mukinbudin	5 Sept		4 Dec		5 March		4 June					Yes	Yes
Narembeen	25 Aug		Nov		Feb		May		25 August			Yes	Yes
Northam	23 Sept		25 Nov		24 March		23 June		24 March			Yes	Yes
Nungarin	tba		tba		tba		tba					Yes	No
Quairading	4 Sept		6 Nov		5 March		4 June					Yes	Yes
Toodyay	13 August	Yes	12 Nov		10 Feb		5 May					Yes	Yes
Trayning	27 Aug		22 Oct		25 Feb		27 May					Yes	Yes
Victoria Plains Wongan Ballidu	20 Aug	yes	13 Nov		12 March		11 June		21 August			Yes	Yes
Wyalkatchem	13 August	Yes	12 Nov		11 Feb		13 May		15 October			Yes	Yes
Yilgarn / Westonia	28 August		6 Nov		5 Feb		6 May					Yes	Yes
York	12 Aug	Yes	11 Nov		10 Feb		12 May		Early Nov			Yes	Yes

Attachment 4. DEMC exercise schedule

Name	Date and time	Location	Lead Agencies	Detail