



MINUTES

Of the Local Emergency Management Committee Meeting held on Tuesday 21 February 2023, at the Don Mason Community Centre, Railway Street, Trayning commencing at 4:30 pm

The Shire of Nungarin and Trayning LEMC meets at least three times per year, *generally on the third Tuesday of every February, August, and October.*

Committee Members	Cr Melanie Brown	Chairperson/Shire President Trayning
	Cr Pippa de Lacy	Deputy Chairperson/Shire President Nungarin
	TBA	Local Emergency Coordinator & OIC – Mukinbudin Police Station
	David Tapscott	OIC - Bencubbin Police Station
	Cameron Large	CBFCO – Nungarin
	Dylan Tarr	CVBFCO – Trayning/Captain – Trayning VFES
	Paul Cosson	DCBFCO Captain
	Peter Barnes	Lieutenant – Trayning VFES/DCBFCO
	Peter Geraghty	Area Coordinator – St John Ambulance
	Siobhan Bishop	Acting Area Officer Upper Wheatbelt DFES
	Jo Spadaccini	District Emergency Services Officer, Department of Communities
	Leonie Matthews	Principal – Nungarin Primary School
	Vicki MacDonald	Acting Principal - Trayning Primary School
Joanne Randell	DON – Kununoppin Hospital	
Staff	Leonard Long	Recovery Coordinator/CEO- Nungarin
	Leanne Parola	CEO – Trayning
	David Nayda	Manager Works & Services - Nungarin
	Stephen Thomson	Works Supervisor - Trayning
	Belinda Taylor	Manager of Corporate Services

**Shires of Nungarin and Trayning
Local Emergency Management Committee**

Postal Address: PO Box 95 Trayning WA 6488

Telephone: (08) 9683 1001

Email: ceo@trayning.wa.gov.au

MINUTES

**Of the Meeting held at the Council Chambers, Railway Street, Trayning,
on Tuesday 21 February 2023 commencing at 4.30 pm**

1. Declaration of Opening/Announcement of Visitors

The Chairperson, Cr Melanie Brown, declared the meeting open at 4:32 pm.

2. Record of Attendance/Apologies

Committee Members	Cr Melanie Brown Cr Pippa de Lacy David Tapscott Mick Caughey Paul Cosson Peter Barnes Peter Geraghty Vicki MacDonald Joanne Randell	Chairperson/Shire President Trayning Deputy Chairperson/Shire President Nungarin OIC - Bencubbin Police Station ACBFCO – Nungarin DCBFCO Captain Lieutenant – Trayning VFES/DCBFCO Area Coordinator – St John Ambulance Acting Principal - Trayning Primary School DON – Kununoppin Hospital
Staff	Leonard Long Leanne Parola Stephen Thomson Belinda Taylor	Recovery Coordinator/CEO- Nungarin Recovery Coordinator/CEO – Trayning Works Supervisor - Trayning Manager of Corporate Services
Apology	Siobhan Bishop Leonie Matthews Jo Spadaccini	Acting Area Officer Upper Wheatbelt DFES Principal – Nungarin Primary School District Emergency Services Officer, Department of Communities
Guests	Greg Shea	Development Officer Department of Primary Industries and Regional Development

3. Confirmation of Minutes

Moved L Parola

Seconded P Geraghty

That the Minutes of the Trayning Local Emergency Management Committee Meeting held 18 October 2022 as circulated, be confirmed, as a true and correct record of proceedings.

Carried

4. Business Arising from Previous Meeting

Nil

5. Agency Reports

5.1 Shire of Nungarin

Nungarin CEO Leonard Long - Waiting for approval for joint LEMP with KTY.

5.2 Shire of Trayning

KTY CEO Leanne Parola – Thanked everyone for the assistance with the Trayning and Kununoppin Fires in January.

5.3 WA Police

SC Dave Tapscott gave a WA Police review of the Kununoppin Event.

5.4 Department of Fire and Emergency Services

Nil

5.5 District Emergency Management Committee

See attached report from Jo Spadaccini - District Emergency Services Officer
Emergency Relief and Support

5.6 Nungarin Bush Fire Brigade

ABFCO Nungarin – Mick Caughey - Need to be proactive with Harvest Bans to better avoid incidents.

5.7 Trayning Fire and Volunteer Emergency Services

ABFCO Trayning – Peter

members attended 2x car accidents, 2 fires and 1x at Mukinbudin/Bencubbin shires.
All trucks have now been moved into the new shed on Sutherland Street.

5.8 Kununoppin St John Ambulance Sub-Centre

Peter Geraghty – St Johns Ambulance Coordinator

Sub Centre is still busy
Had first committee meeting
Recruiting new VOLLIES
Vehicle upgrade program will be over the next 3 years.
Updated floodlights at Kununoppin Airstrip
Peter thanked the Shire for maintaining the Strip.

5.9 Kununoppin Hospital

Joanne Randall - Director of Nursing / Health Service Manager

LEMC Meeting Trayning 21/02/2023

Kununoppin Health Service Notes

- Updated Business Continuity Plan (BCP) progressing
- Bushfire preparedness plan proved to be a successful guide on the 10/01/2023 when the town of Kununoppin was directed to evacuate. Hospital residents and staff were relocated to Merredin Hospital for the night.
- Security guards were sent to care for the hospital during the night and assist with the transfer of the hospital residents back from Merredin Hospital
- Thanks to the Shire staff, police, DFES and volunteers who provided and offered assistance to the hospital staff.
- No outbreaks of COVID 19 within the hospital – preventative measures have included concierge monitoring of all attendees, although not mandated, request for people attending clinical areas or visiting residents to wear a mask and practice hand hygiene. We have maintained a dedicated COVID treatment room and staff wearing PPE to treat COVID positive patients and staff wear at a minimum a surgical mask in clinical areas.
- Thanks to community members for their cooperation.
- Free RATS tests for the community members are still available from the hospital
- Staff have ongoing Fire and Safety training management for internal fire emergencies using table top training.
- WACHS Wheatbelt have staff dedicated to emergency management - the Executive on Call is available after hours.

5.10 Nungarin Primary School

Presented to the committee by Trayning School Principal - Vicky McDonald on behalf of Nungarin Primary School Principal - Leonie Matthews



21/02/2023

Nungarin Primary School LEMC Report 2023

Principal - Leonie Matthews

- Bushfire Assessment Ratings Nungarin Primary School was reclassification from very high to extreme for. Catastrophic conditions- no staff/students/personal to enter school grounds. The school will be closed for the day.
- Updated Bushfire Risk Management report completed. Field assessment 2 Jun 2022. Fuel management clearing of all shrubs, undergrowth, and trees within a 20m radius was carried out late 2022. The school gardener aware of the report and continually working towards maintaining the school grounds in accordance with the specifications within the report.
- Lock down procedures updated and rehearsed Dec 2022. Evacuation procedure practised timetabled for Tuesday Week 6.

5.11 Trayning Primary School

Presented to the Committee by Trayning Primary School Principal Vicky MacDonald



TRAYNING PRIMARY SCHOOL
Scholarship, Citizenship, Manners

21 February 2023

LEMC Meeting 21/2/23

- Cleaning of school surrounds – dry leaf litter, etc, raked and bagged
- Updating Incident Management Plan
- Talked about lock downs and fire drills – practiced 2022 will be doing a whole school practice this term 2023.
- Bushfire Assessment Rating - Moderate

Vicki Macdonald
Principal

5.12 Other Agencies in Attendance

Apology at meeting report emailed 21 Feb 2023
Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit

District Emergency Services Officer – Wheatbelt Update: February 2023

In the event of an emergency please call the All Hazards - State On-Call Coordinator on 0418 943 853, this number is manned 24/7. emergencyservices@communities.wa.gov.au.
(Not for public distribution)

Meetings, exercise details or information request can be emailed to
joanne.spadaccini@communities.wa.gov.au

Name Change

Our Directorate has been changed from the Emergency Services Unit to Emergency Relief and Support. Our responsibilities and contact details remain the same.

Changes to LG and community contacts in the Local Emergency Welfare Plan

A copy of your relevant district LEWP was sent out over the past few months requesting that you verify the LGA's contact details, the details of your evacuation centres and any other

contact information in the shire. Any changes received have been amended in the current Local Emergency Welfare Plan which can be tabled at the next meeting.

On going, if there are any changes to the contact numbers or details from those listed on the LEWP, could you please advise any changes to joanne.spadaccini@communitites.wa.gov.au

LG Activation Tubs

Communities will be following up with each LG, to ensure everyone has their activation / good to go tubs ready in the event of an activation as confirming numbers of current LG staff who have completed Evacuation Centre training.

Training

Please advise if you would like training conducted for local government staff, this can be an introduction to opening an evacuation centre, to cover the first couple of hours as Communities staff are on route. Happy to work with Shires to ensure little impacts to normal operations. Please e-mail joanne.spadaccini@communities.wa.gov.au to request training. Happy to discuss at any time.

Emergency Relief and Support – All Hazards Update

- **Kimberley Floods** - The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley floods. As of 1 February 2023:
 - Communities is operating three Flood Help Centres (Broome, Fitzroy Crossing and Derby).
 - 136 people are in Communities' supported emergency accommodation in Broome and Derby.
 - Since opening the Disaster Relief Hotline on the 11 January 2023 until COB 1 February 2023, Communities has responded to a total of 773 calls.
 - 189 people have been repatriated.
 - 288 people have been assisted to relocate to alternative safe locations.
 - 750 properties spanning 17 remote communities and the Fitzroy Crossing town have had electrical safety assessments completed (or currently underway).
 - Communities is providing rent relief to public housing tenants in Fitzroy Crossing and tenants in impacted remote Aboriginal communities following the floods.
 - Communities is planning medium to long term accommodation options for people whose homes are uninhabitable due to the floods.

- **Bushfires** – At the same time Communities have responded to a number of bushfires requiring Evacuation Centres including:
 - Cervantes (Nambung)
 - Armadale
 - Henderson
 - Albany – Bakers Junction
 - Thomson Brook
 - Donnybrook Complex
 - Donnybrook (Glenn Mervyn)
 - Toodyay

- **Strategic Opportunities**
 - Medium to Long term Accommodation – The SEMC has asked Communities to lead a cross-agency working group to prepare an issues

paper about Government responsibilities for medium and long-term accommodation following an emergency.

- State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) – Communities has reviewed the State Support Plan and the State Emergency Management Committee Policy Branch has released it for consultation:

<https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/>

- Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services
- Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
- People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
- Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.

If you would like any further information, please call my mobile 0429 102 614 or email joanne.spadaccini@communities.wa.gov.au.

Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit

6. Matters for Discussion

6.1 Local Emergency Management Committee Health Check

DEMA have provided the following Health Check document for the LEMC to complete.

	Key achievements	2022-2023	2023-2024	2024-2025
<p><i>Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.</i></p> <p>Planning to ensure preparedness</p>				
1.	Does your Local Government (LEMC) have a current set of SEMC endorsed Local Emergency Management Arrangements (LEMA)?	Complete		
2.	Are contact list and resource details kept current? (Contact details to be updated quarterly, resources at least annually)	In progress		
3.	Does the LEMA contain a local recovery plan?	Not started		
4.	Are the LEMC and the local government (LG) staff aware of who the local recovery coordinator is?			
5.	Has a group of internal LG staff been identified to assist the local recovery coordinator?			
6.	Has the local recovery coordinator and/or support staff as identified received recovery training?			
7.	Have any specific pre-event evacuation plans been considered for any communities at risk, i.e., those with limited access/egress or in high-risk areas?	Not applicable		

8.	Are efforts made to inform LEMC members and the community of where the possible evacuation centres and/or muster points are?			
9.	Have vulnerable groups within the community been identified in case they require extra care or specific messaging etc. before during and after an emergency?			
10.	Has animal welfare been considered during welfare planning? Has consideration been given to a specific animal welfare plan?			
11.	Do MOUs or agreements for mutual aid exist across LG boundaries and/or with different agencies, community organisations or business partners for resource sharing?			
12.	Has any communication planning been carried out? (With special consideration for power outages and any identified contingencies).			

	Key achievements	2021-2022	2022-2023	2023-2024
The LEMC is focussed on building resilience				
1.	<p>Do your LEMC members fully understand their role?</p> <ul style="list-style-type: none"> Do you have a “Terms of Reference” and/or an induction package to assist with understanding? 			
2.	<p>Does your LEMC have appropriate membership?</p> <ul style="list-style-type: none"> It should be representative of the local community, the risk profile and demographics Consider the following inclusions; emergency services, state agencies, community leaders, representatives of vulnerable groups, mental as well as physical health services, youth representatives and industry/business groups. 			
3.	<p>Does your LEMC exercise annually?</p> <ul style="list-style-type: none"> Outcomes of these exercises should be reported back to the LEMC for review and actioning 			
4.	<p>Does your LEMC meet regularly?</p> <ul style="list-style-type: none"> Schedules set in place early Times and venues suitable for members. 			
5.	<p>Is it administered professionally with a full agenda?</p> <ul style="list-style-type: none"> Reflective of current issues, outcomes from seasonal or incident reviews and exercises. Inclusive of issues pertaining to resilience building, ie ensuring the community is prepared for and can recovery from an emergency, not just respond to one. 			
6.	Is your LEMC aware of current funding opportunities?			

	<ul style="list-style-type: none"> Consider working with neighbours or other partners to develop joint funding applications that may benefit your region. 			
7.	<p>Has your LEMC undertaken or begun the risk management process?</p> <ul style="list-style-type: none"> Consider raising community awareness of these risks. The LEMC could discuss and document their current capabilities against these risks. 			
8.	Does your LEMC engage with neighbours to share knowledge and resources?			
Key achievements		2021-2022	2022-2023	2023-2024
Operational awareness and coordination				
1.	Do your LEMC members understand the roles and responsibilities of a Local Emergency Coordinator (LEC) during a major event?			
2.	Do both the LG and LEMC understand their roles and responsibilities in an Incident Support Group (ISG)?			
3.	<p>Is the LG aware of the importance of maintaining situational awareness from the beginning of the event by attending the IMT as an observer and/or the ISG?</p> <ul style="list-style-type: none"> Consider nomination of a LG/agency liaison officer 			
4.	<p>Are the LG and LEMC aware of the contents of the Local Welfare Plan and understand any roles and responsibilities they may have?</p> <ul style="list-style-type: none"> Local Welfare Liaison officer 			
Recovery – Impact Statement, Transition, and preparedness.				
1.	Are the LG and LEMC members aware of the requirements of the Impact Statement and how the transition from response to recovery occurs?			

2.	Are the LG and LEMC members familiar with the recovery plan and aware of their roles in the Local Recovery Coordination Group (LRCG)?			
3.	Are the above requirements in Planning, Operations and Recovery exercised?			

7. General Business

7.1 Draft LEMA for the Shires of Nungarin and Trayning

While the State Emergency Management committee have yet to formally consider our application for a Joint Local Emergency Management Committee, staff have prepared the attached draft LEMA for member input and community consultation before adoption at the individual Shire of Nungarin and Trayning Council Meetings.

7.2 Heatwave Hazard

The Department of Health have provided the attached factsheet for Health representation on LEMC regarding the State Hazard Plan for Heatwave.

7.3 Local Emergency Welfare Plan

The Department of Communities have provided the attached updated Local Emergency Welfare Plan for the Merredin District. Changes that need to be made that have been identified so far are include:

- contacts for the Shires on pages 17 & 18
- contacts for the Trayning Sports Club on pages 32 & 33
- Shire of Trayning accommodation on page 36
- Kununoppin Medical Practice on page 52

Are there any other changes required?

8. Readiness Exercises – Practical or Desktop

DEMC is holding a NEWROC Workshop/Exercise on 15 March for the LEMCs for the Shires of Dowerin, Koorda, Mt Marshall, Mukinbudin, Trayning, Nungarin, and Wyalkatchem at the Trayning & Districts Sporting Club from 10 am to 3 pm.

The aim of this Emergency Management Workshop and exercise is to;

- Gain a better understanding of how a changing climate may our communities.
- Better understand how resilient we are to these changing impacts and discuss how we can build capabilities against them.
- More fully understand the role of our LEMCs and the potential they have to assist build our community's preparedness and resilience.
- Build awareness of recovery principles and challenges and explore the use of district recovery processes.

All LEMC Members are encouraged to attend, please RSVP to Leanne by Thursday 9 March so she can pass numbers on to Yvette.

9. Next Meeting

Tuesday 15 August 2023 at 4:30 pm at the Nungarin Recreation Centre.

10. Closure

There being no further business the Chairperson Cr Melanie Brown thanked everyone for their attendance and declared the meeting closed at 5:05pm.