

SHIRE OF WEST ARTHUR

MINUTES of the Local Emergency Management Committee (incorporating Roadwise) meeting held on Tuesday 10 October 2017.

1. Declaration of Opening

The Shire President declared the meeting open at 5.08pm.

2. Record of Attendance and Apologies

Attendance (Invited)

Ray Harrington	President, Shire of West Arthur (Chair)
Kevin King	Shire Councillor, Shire of West Arthur (from 5.30pm)
Nicole Wasmann	CEO, Shire of West Arthur
Bill Owen	Works Manager, Shire of West Arthur
Tim Hutton	Parks and Wildlife Service, DBCA
Mesha Barritt	Customer Service Officer, Shire of West Arthur
Eloisa Goss	Principal, Darkan Primary School
Roma Boucher	Child Protection and Family Support, Department of Communities
Matt Bradbury	Williams Police
Michael Tinley	Williams Police
Duncan South	CBFCO, Shire of West Arthur
Peter Cupitt	Bushfire Risk Planning Coordinator, Shire
Simon Vogel	District Officer, DFES
Donna Morgan	Bushfire Risk Management Officer, DFES
Arthur Putland	St John Ambulance
John Lane	WALGA
Trevor Palframan	Williams Volunteer Fire and Rescue Service

Apologies:

Rodney Thornton	Roadwise
Kyle Hulls	Parks and Wildlife
Stephen Stingemore	OIC, Williams Police
Adam Smith	Office of Emergency Management
Cathy Morey	Main Roads
Graeme Blake	Dept of Water
Greg Hodgson	FPC
Tony Peplow	Water Corporation

3. Confirmation of Minutes of Previous Minutes

Moved: Duncan South

Seconded: Nicole Wasmann

That the minutes of the Shire of West Arthur LEMC Meeting held 5 October 2016 be confirmed as a true and correct record.

4. Reports

4.1 WA Police

Road Trauma Support WA offer a workshop on Working with Grief, Loss and Trauma to support emergency service personnel. A copy of the flyer is included as an attachment. If there is interest a workshop could be coordinated. Responses to Matt Bradbury or the Shire.

Williams Police established an IMT in Williams when the fires were lit along Albany Highway.

4.2 Department of Fire and Emergency Services

DFES are preparing for the coming fire season. We have a new State Government and understand that there will be a Rural Fire Service in some form. A new commission has been appointed for an 18 month term and has a focus on prevention, mitigation and volunteers.

The Shire's Bush Fire Risk Management Plan has been approved. Part of the role of Donna and Peter is to reduce risks/mitigation with door knocking on high risk properties. There is a state wide plan to reduce risks and assist people to consider their plans i.e. Are you Ready campaign.

Prepare Act Survive has been changed to a focus on "5 minute fire chat" – have a chat with your family, know your route etc.

4.3 Department of Communities – Child Protection and Family Support

1. From the 1st July 2017, the former Department for Child Protection and Family Support has become a division of Department of Communities, together with –

- Housing
- Disability Services
- Community Grants, Funding and
- Education and Care Regulation
- Regional Services Reform
- Youth Justice Services (later in 2017)

The Machinery of Government (MoG) changes across government involve a number of steering groups, working parties and personnel from each of the impacted departments. To oversee the creation of the new Department of Communities, there is a Steering Committee consisting of:

- Grahame Searle, as acting interim CEO;
- the current head of each merging entity; and
- representatives from the Public Sector Commission, Treasury and State Solicitors Office.

It is intended the permanent corporate executive and corporate services structures will be developed by December 2017. In this first instance of service amalgamation, corporate services functions will remain as they are. There'll be a new name but it is expected that all staff will continue to do the job they are doing now. Each staff member has a new email signature, reflecting the name and branding of the new Department; emails sent to current email address will be redirected to the new email account.

I have been asked by one Local Government for information regards shortening the name of the Department and over the page is some is some details regarding Department referencing for your guidance –

Department of Communities

Department of Communities is the business name of our agency. It is to be used on all occasions when referencing the agency in full.

For example, where you previously used your agency name i.e. 'Department for Child Protection and Family Support', you will now use 'Department of Communities'.

*The word **the** remains lower case if the full name is referenced mid-sentence.*

*Rent is collected by **the** Department of Communities to pay for essential maintenance.*

'The' can be removed from in front of the name if, on occasion, the sentence flows better without it. This usually occurs where the name commences a sentence and is at the writer's discretion.

Department of Communities uses rent to pay for essential maintenance.

Communities

*Use of the name **Communities** alone is the shortened version of Department of Communities in external communication. Do not use DoC as an abbreviation.*

***Communities** may be used after **Department of Communities** has been used in the first instance. Once a naming precedent has been set it should remain throughout the document.*

Note: To set the precedent, when the name Department of Communities first appears, add Communities in brackets afterwards – Department of Communities (Communities). From that point, Communities can be used as an abbreviation. Only set the precedent and use Communities when there is more than one use of Department of Communities.

2. I have updated the 11 South West Local Government Local Welfare Plans and have forwarded the latest version of each plan to Nicole. As advised at that time, I have updated page 2, and mainly Appendices 2, 6, 7 and 8 with current contact details for us and other agencies, e.g. DFES, Health, Police and partnering agencies, e.g. ARC, service clubs and churches.

As advised, a new State Emergency Welfare Plan is currently being developed by our Emergency Services Unit, with review due for completion at the end of the year and all going well, should be available in the first quarter of next year. New plans will then be prepared for SW Local Governments.

3. We have a new acting District Director, Alison Braid; an Assistant District Director, Margaret Collard for our SW District; the Collie office has a new Team Leader, Maria Barry and in January this year I was permanently appointed to this position.

4. Our three Community Resilience Liaison workers based at Harvey/Waroona have transitioned out of their recovery work and returned to their former positions. Our Manager of Community Resilience continues to be available to make arrangements for counselling and any other issues that arise.

5. Our Collie office staff had an emergency welfare field exercise on Wednesday 16th November 2016 exercising with Shire of Collie admin and recreation staff, DFES, WA Police, SJA and Youthcare. I am currently making arrangements for this year's exercise with Shire of Boyup Brook, anticipated for Thursday 9th November – to be confirmed, invites out soon.

6. During April I was seconded to Queensland following Cyclone Debbie, providing recovery assistance and outreach services, based at Bowen, 200

kilometres north of Mackay. I appreciated the experience and was mindful of the logistics involved in sustaining 80 recovery teams and how WA would cope if a similar event occurred over an area of 1,800 kms of our State coastline.

7. CPFS now has a supply of 50 x air mattresses/blankets/towels and toiletries stored in our Emergency Services Trailer at the Bunbury office, in readiness for an emergency event in our South West District.

4.4 St John Ambulance

An AED (Automatic External Defibrillator) has been placed at the Lake in the office at Lakeside Camping.

Action

Shire will arrange for a notice to be placed in the public area advising how to access AED.

The Darkan Sub-centre currently has low numbers of volunteers especially in Darkan townsite.

Community Paramedic Skye Moxham is returning.

4.5 Shire of West Arthur

The Shire has subscribed to WALGAs Emergency Management Subscription service for the 2017/18 financial year.

4.6 Bush Fire Brigades, Shire of West Arthur

Duncan South reported that they are preparing for the coming season and have been interacting with and have the support of DFES and Parks and Wildlife personnel.

4.7 Fire and Rescue, Williams

This is the first meeting of the West Arthur LEMC that Williams Fire and Rescue has attended. West Arthur is part of their area for structural, hazmat, and road crash. They are available to assist and support structural fires and also back up Collie and Wagin for incidents.

4.8 Roadwise

Correspondence received regarding Road Ribbon for Road Safety 2017 campaign.

Shire has organised to have signs monitoring speed (similar to SAM trailers but on a post) during December and will liaise with Williams Police regarding location.

4.9 WALGA

The WALGA service assists local government with the burden of building plans and keeping them up to date. WALGA keeps all the plans up to date and tables amendments at meetings. WALGA can also coordinate desktop exercises and provide a Risk Vision tool on their website.

4.10 Darkan Primary School

Darkan Primary School Bushfire Stand Alone Plan was presented and received (Separate Attachment to minutes).

Doors have been changed on classrooms to enable them to be locked from internally. The Department is reviewing procedures for active armed offender.

Procedures have been put in place for teachers to have their mobile phones on their desk to enable immediate contact to be made in emergency.

4.11 Parks and Wildlife Service

Parks and Wildlife are now part of the Department of Biodiversity, Conservation and Attractions.

Spring burn season has commenced, with current focus on protection burns near townsites. They have no changes to previous year personnel.

5. General Business

5.1 Update/Review Contact Details

Changes to department names noted.
Community Paramedic will be Skye Moxham.

5.2 Post Incident Reports

An incident on Bowelling Duranillin Road required resources from Fire and Rescue, Police and Ambulance services.

5.3 Emergency Risk Management and Treatment Strategies

Not discussed.

5.4 LEMC Exercise

Desk top exercise to be coordinated for the April meeting.

5.5 Local Emergency Management Arrangements

John Lane has commenced a review of the Emergency Management Arrangements and Treatment Strategies. Draft amendments will be circulated for adoption at the next meeting.

5.6 Other Business

Communication problems from limited phone coverage through parts of the Shire was discussed. This caused problems for the local St John service at a recent incident in Duranillin. The Shire has recently installed a mobile repeater in the Works Manager's car and has noticed improvements in mobile phone coverage.

5 Next Meeting

The next meeting is to be held on Tuesday 10 April 2018.

6 Closure

The Chairperson declared the meeting closed at 6.35pm.