

	<b>WAGAIT SHIRE EMERGENCY MANAGEMENT COMMITTEE</b>	
	<b>MINUTES #13</b>	ORDINARY MEETING & UPDATES
	<b>DATE</b>	6:30PM WEDNESDAY 14 SEPTEMBER 2022
	<b>VENUE</b>	WAGAIT COUNCIL CHAMBERS / Teams
COUNCIL	Neil White (President)	
	Renita Glencross (CEO) – Secretariat	
RESIDENTS	Chris Tyzack	
	Kim Dye (Apology)	
	Jodi Reyes (Apology)	
EMERGENCY SERVICES	Cox Pen Volunteer Bushfire Brigade	Doug Chalmers (Captain)
	Wagait Beach Supermarket	Kevin Zhang (Manager)

1. Welcome (RG): [meeting was postponed 1 day due to confusion of days/dates.](#)
2. Apologies: [KZ, KD, JR](#)
3. Minutes of last meeting (#12 June 2022); [accepted by CT & DC.](#)
4. Guests: [None.](#)
5. Committee Business:
  - 5.1. Fire Season update (DC): [new rating system has 4 categories. No install date.](#)
  - 5.2. Gamba survey:

[Council follow up to be done on patches in Cox, Uhr and WTR. DC noted that at recent meeting in Belyuen indication was that they may join program next season, with supply from Wagait.](#)

- 5.3. Mosquito/midge report & virus risks (RG): [CT to send mosquito calendar link.](#)
- 5.4. Local Emergency Plan amendments update and AIIMS training (RG):

[RG is working with Shelter DoE, Police and NTES on 2022 Darwin LEP, which is in a more template form for regional use. NTG are still planning on splitting operations to Darwin Urban / Darwin Regional. A final version should be available before 1 November.](#)

- 5.5. Pre-Cyclone season preparations: council arrangements:

[RG discussed workshop for new residents, personal plans, storm-surge & verge letters, SMS campaign, meetings with Sealink, Aged Care etc to update arrangements for vulnerable persons.](#)

- 5.6. Crisis management & council vulnerabilities > business continuity (RG):

[JLT \(local government insurance brokers\) to deliver risk management workshop with staff and councillors in November. Reports will be provided to the Audit & Emergency Committee's.](#)

- 5.7. Simulation/scenario planning (environmental > dry season visitors > safety issues)
- 5.8. Media contacts/spokesperson in event of emergency/disaster, comms templates\*:

[Council media policy provides for President and CEO \(RG\) to be media spokespeople in any situation. Script templates have been set up in the Emergency SMS program. Volunteer groups set up open channels and CEO has access to WebEOC.](#)

- 5.9. Immediate response checklists have been updated and are in folder.

6. Other Business:

6.1. Community concerns raised with council (RG):

A resident has raised concerns about council responsibility in the event of terrorist attack or war. Committee discussed this and resolved that any arrangements would be led by Defence and council emergency and recovery procedures would support if required.

6.2. Upcoming events/actions for next agenda

7. Review actions:

- Email new plan to members.
- Follow up AIIMS training for RG and KD.

8. Next meeting 13 December 2022

9. Closed at 7:30pm.

\*Table of Communications from Business items, for discussion.

<b>EMERGENCY / CRISIS PREPARE, RESPONSE &amp; RECOVERY COMMUNICATIONS</b>		
<b>TOOL</b>	<b>REQUIREMENTS</b>	<b>ACTIONS</b>
Email distribution lists	Create lists for ?	Council admin to prepare
Council newsletter	Existing, Pre Cyclone Season Bulletin	Publish in September
Emergency SMS	Existing, need to increase subs (50)	New campaign w PCSB
Social media	Existing, Pre Cyclone Season Bulletin	Use for updates
Website	Existing	Update info
Advisory notices	Letters to storm-surge properties	CEO to prepare + PCSB?
Holding statements	Spokesperson/delegate, script	CEO to prepare
Media release/interview	Spokesperson/delegate, script	CEO to prepare
Fact-sheets	Use existing + design new (funding?)	Include to PCSB + website
Info-sessions/briefings	PRE-cyclone season workshops	Include to PCSB + website
Telephone trees	Establish start point, provide script	Include to Shelter Directions
Info-centre/hub	Established at council office	Update info