



Minutes

**Local Emergency
Management Committee**

**First Quarter
Wednesday 7 August 2019**

Local Emergency Management Committee – 7 August 2019

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Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Murray Councillor Lounge, 1915 Pinjarra Road, Pinjarra on Wednesday 7 August 2019. The Deputy Chairperson Mr. N Palmer declared the meeting open the time being 10:00am.

1. ATTENDANCES

Members

N Palmer (Proxy)	Deputy Chairperson/Acting Senior Sergeant, WAPOL Pinjarra
R Porter (Proxy)	MRES, Shire of Murray
R Wilson	CBFCO, Shire of Murray
L McGuirk	LRC/Director Place and Community, Shire of Murray
K Jones	Brigade Captain, Pinjarra VFRS
T Sillitto	Senior District Emergency Services Officer, DoC
P Dwyer	Unit Manager, Murray SES
C Louis	Principal, Pinjarra Primary School
C Thompson	Community Representative, Shire of Murray
G Cresswell	Emergency Response Supervisor, Alcoa
A Madgwick (Arrived at 10:19am)	Senior Ranger – Lane Poole Reserve, DBCA

Ex-Officio

C Goff	RESSO, Shire of Murray
D Walker	BRPC, Shire of Murray
B Finlay	District Officer - Fire Services, DFES
P Stewart	District Officer – Emergency Management, DFES
M Cross	DEMA, DFES
T Simpson	Local Welfare Coordinator, DoC
J Rawlins	Field Operations Team Leader, Western Power
S Beaton	Manager EPDR, Department of Health

2. ABSENT

Members

G Black (Apology)	LEMC Chairperson/Councillor, Shire of Murray
I Francis (Apology)	Deputy Chairperson/OIC, WAPOL Pinjarra
D Harnett (Apology)	OIC, WAPOL Dwellingup
C Hunter (Apology)	Station Manager, St John Ambulance
P Steven	Manager Environmental Health, Shire of Murray
M Sutherland	Operations Manager, Water Corporation
D McLeod	Bedingfeld Park Inc Aged Care Facility Representative

Ex-Officio

N Elrick (Apology)	District Officer - Natural Hazards, DFES
G Davies	Supervisor, ATCO Gas
D Cormack	Network Inspector, Main Roads WA

3. CONFIRMATION OF MINUTES OF MEETING

3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting – 1 May 2019

Recommendation/Committee Decision

LEMC19/004

Moved: N Palmer

That the minutes of the Local Emergency Management Committee meeting held on Wednesday 1 May 2019 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 11:0

Committee Recommendation LEMC19/004 was carried by the Council at the 26 September 2019 Ordinary Council Meeting as per resolution OCM19/178.

3.2 Review of Meeting Action Register – **refer to Appendix 1** – R Porter

The current Meeting Action Register was reviewed and all outstanding items were discussed. Refer to **Appendix 1**.

4. State EM Preparedness Procedure 7 – LEMC Requirements

4.1 Every Meeting

4.1.1 Confirmation of LEMA Contact Details – **refer to Appendix 2** – R Porter

The attendance sheet was passed around and filled out by all attendees. Attendees were asked to ensure that all their contact information was up to date. The LEMC Contact Register was updated to reflect recent membership changes and updated contact details as per **Appendix 2**.

4.1.2 Review any Post-Incident Reports and/or Post-Exercise Reports – R Porter

Nil.

4.1.3 Funding Nominations and Applications Progress – R Porter

Nil.

4.1.4 Emergency Risk Management (ERM) / Treatment Strategies Progress – R Porter

Treatment strategies need to be worked on. The main priority at the moment from an ERM point of view is Bushfire Risk Management Planning.

4.1.5 Review of Local Emergency Management Arrangements – R Porter

The review of the Local Emergency Management Arrangements has been completed. The AWARE acquittal has been completed and sent back to DFES.

A letter was received from SEMC Executive Officer – Mal Cronstedt AFSM advising that the LEMA was tabled for noting at the SEMC meeting held on 2 August 2019 and it meets the requirements of the *Emergency Management Act 2005 (the Act)*. Refer to **Appendix 3**.

Electronic updates will be sent via the distribution list whenever amendments are made to the LEMA, LRP or LRRM. Those agencies wanting hard copies provided need to advise the LEMC Executive Officer.

4.1.6 Review Business Plan Strategies and Record Key Achievements – R Porter

As discussed at the last meeting, SEMC are currently reviewing the State Strategic Plan. Once reviewed it will be distributed to DEMC's and LEMC's. The Shire of Murray will continue to use the existing Business Plan until this process has been completed.

4.2 First Calendar Quarter

4.2.1 Finalise 2019/2020 LEMC Business Plan – R Porter

As per Item 4.1.6.

5. BUSINESS ARISING

5.1 2019 Annual Preparedness Report – refer to **Appendix 4** – R Porter

General discussion was held in regards to the 2019 Annual Preparedness Report as per **Appendix 4**. Members were requested to review the submission and provide any feedback directly to R Porter.

M Cross advised that the Shire will receive a final report from SEMC in due course.

6. GENERAL BUSINESS

6.1 DoC – Senior District Emergency Services Officer – T Sillitto

T Sillitto advised that he will be on annual leave from mid-August until mid-November 2019.

The next evacuation training will be held in February 2020. Further information will be provided in due course.

As discussed at the last meeting T Sillitto is currently organising a DoC welfare exercise for the activation of an evacuation centre.

The Local Welfare Plan has been updated, finalised in the new format and tabled at LEMC meetings. A copy is attached as per **Appendix 5**. The Emergency Welfare Coordination Group newsletter for August 2019 has been attached as per **Appendix 6**.

6.2 DFES – District Officer – Fire Services – B Finlay

B Finlay stated that there was a late start to the fire season. Thursday 6 June 2019 was the busiest day for incidents throughout the district.

The Bushfire Centre of Excellence (BCoE) is progressing well. A BCoE update function was held on Friday 5 July 2019 at the Shire of Murray Lesser Hall.

6.3 DBCA – Senior Ranger - Lane Poole Reserve – A Madgwick

A Madgwick advised that DBCA have a big season planned for the Perth Hills district. A new Lane Poole Reserve Emergency Plan is being created and will include the main threats being flood, storm and bushfire.

6.4 WAPOL Pinjarra – Sergeant – N Palmer

N Palmer stated that all resources were stretched over the fire season. A lot of fuel was present late in the season. Police were involved with Traffic management.

6.5 DoH – Manager EPDR – S Beaton

S Beaton advised that all Emergency Management plans are current. It was raised that work is being done Murray District Hospital for emergencies. At the moment the maximum capacity is fifteen patients plus staff members.

6.6 DFES – District Officer – Emergency Management – P Stewart

A report was submitted as per **Appendix 7**.

6.7 Western Power – Field Operations Team Leader – J Rawlins

J Rawlins stated that water trailers are currently being sourced.

6.8 DFES – DEMA – M Cross

A report was submitted as per **Appendix 8**.

6.9 SoM – CBFCO – R Wilson

It was raised that the 5 – 6 June 2019 was probably the busiest time of the fire season and all Shire of Murray resources were stretched during this time. R Wilson stated that Shire of Waroona resources who had been assisting had to be released due to various incidents also occurring within the Waroona district.

R Wilson stated that there had been a few fires recently due to the dryness of the current weather. R Wilson advised that it is predicted to be a busy fire season again this year.

R Wilson stated that a Rural Urban Interface (RUI) exercise was planned for Sunday 20 October 2019 and that all Brigades would be involved. R Wilson explained that properties would be set up to be defended.

6.10 Pinjarra VFRS – Brigade Captain – K Jones

Pinjarra VFRS had ninety two call outs which were mainly traffic accidents. There was one incident in which lightning struck and burnt down a house in Pinjarra and one Structure Fire in a shed. K Jones explained that Pinjarra VFRS are currently preparing for the upcoming fire season.

6.11 SoM – Manager Ranger and Emergency Services – R Porter

Reserve inspections have started. Ranger A Eppen has completed the DFES Bushfire Risk Management System (BRMS) training and will now be able to document treatments on Shire reserves into the system.

R Porter, D Walker and M Cross attending the Disaster and Emergency Management Industry Consultation Workshop at Curtin University on Wednesday 24 July 2019. It was raised that the Business and Law unit are currently looking at implementing Emergency Management training and are currently in consultation with all agencies. This will be a great opportunity for all involved.

Ms. Julie Burton who was the Local Recovery Coordinator for the Shire of Murray has taken on a new position as Chief Executive Officer at the Shire of Pingelly. Ms. Leanne McGuirk who is the Director Place and Community at the Shire of Murray will now take on the role of Local Recovery Coordinator. L McGuirk is booked in to complete Emergency Management and Local Recovery Coordinator training.

R Porter raised the issues regarding the fires on the 5 -6 June 2019. R Porter explained that the Restricted Burning Time (RBT) had ceased in most Local Governments within the South West land division meaning no restrictions on burning were able to be implemented. R Porter advised that to address the situation a number of Local Governments declared a 'fire ban' under s.46(1A) of the *Bush Fires Act 1954*. R Porter stated that it had been hard to communicate the 'fire ban' message to the community given it was so far outside the normal fire season. It was also raised that fire seasons are getting longer and winds occurring immediately prior to the first winter storm had created problems in recent years.

R Porter advised that DFES were currently reviewing the Total Fire Ban Regulations in regard to the process of s.22C exemption approvals and were currently seeking feedback from stakeholders. It was raised that a number of activities would no longer require a formal s.22C exemption and would instead be prescribed under the Regulations provided set conditions were adhered to. R Porter raised concerns about Off-road activities being prescribed under the Regulations as it could possibly open it up to recreational users. P Stewart explained that he understood it was for commercial activities only. R Porter advised that Shire of Murray would be providing feedback to DFES on the proposed changes.

A Madgwick stated that agencies need to educate the community in regards to burning and weather conditions. Funding opportunities are available for education. R Wilson advised that a Shire of Murray Captains' & FCO's meeting will be held on Thursday 8 August 2019. All Brigades will be instructed to educate the community.

It was raised that the Shire of Murray Firebreak Notice and Bushfire Information booklet states that unseasonal weather conditions may necessitate a variation to the Restricted and Prohibited Burning Times. R Wilson stated that it also needed to state that prior to any burning people need to call DFES Communications Centre **'and their local Fire Control Officer or Permit Issuing Officer'**. R Wilson was advised to liaise with R Porter directly after the meeting to discuss the possible change as the booklets were due to be printed in the next couple of days.

7. NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 6 November 2019 commencing at 1.00pm. The venue is to be advised.

8. CLOSE

There being no further business the Chairperson declared the meeting closed the time being 11:40am.