



Minutes

Local Emergency Management Committee

**First Quarter
Wednesday 4 August 2021**

Local Emergency Management Committee – 4 August 2021

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Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Bushfire Centre of Excellence at 20 Dollyup Street, Nambelup on Wednesday 4 August 2021. Supt Craig Garrett from the Bushfire Centre of Excellence provided a tour of the building prior to the meeting. The Chairperson Mr. S Kirkham then declared the meeting open the time being 10:17am.

1. ATTENDANCES

Members

S Kirkham	LEMC Chairperson Councillor, Shire of Murray
M Walmsley	LEMC Chairperson Shire President, Shire of Waroona
S Hull	LEMC Executive Officer LRC MRES, Shire of Murray & Waroona
G Stevens	CESC, Shire of Murray & Waroona
B Jordan	MALC Manager, Shire of Murray
R Wilson	CBFCO, Shire of Murray
N Palmer (Proxy)	LEMC Deputy Chairperson Acting Sgt, WAPOL Pinjarra
G Cresswell	Emergency Services Superintendent, Alcoa
M Cross	DEMA, DFES
P Dwyer	Unit Manager, Murray SES
K Jones	Brigade Captain, Pinjarra VFRS
C Hunter	Station Manager, St John Ambulance Pinjarra
C Louis	Principal, Pinjarra Primary School
C Thompson	Community Representative, Shire of Murray

Ex-Officio

C Goff	RESSO, Shire of Murray & Waroona
S Walker	RESSO/AWARE Project Officer, Shire of Murray & Waroona
J Carter	District Officer – Emergency Management, DFES
A Lewis	Project Engineer, Harvey Water

Guest

R Marlborough	Manager Governance, Shire of Murray
D Walker	BRPC, Shire of Murray, Waroona & Harvey

2. ABSENT

Members

S Macdonald (Apology)	WCRC Manager, Shire of Waroona
I Francis (Apology)	LEMC Deputy Chairperson OIC, WAPOL Pinjarra
J Worthington (Apology)	OIC, WAPOL Dwellingup
L Saxby (Apology)	Acting Sgt, WAPOL Dwellingup
R Blake (Apology)	OIC, WAPOL Waroona
T Sillitto (Apology)	Senior District Emergency Services Officer, DoC
S James (Apology)	Representative, Quambie Park
B Beales	CBFCO, Shire of Waroona
N Dew	Community Representative, Shire of Waroona
J Humphreys	Health and Safety Manager, Alcoa
D McLeod	CEO, Bedingfeld Park Inc Aged Care Facility
D Wilson	Representative, St John Ambulance Waroona
B Worthington	Community Representative, Shire of Waroona

Ex-Officio

S Beaton (Apology)	Manager EPDR, Department of Health
J Gilliland (Apology)	Manager Emergency Preparedness Agriculture and Food, DPIRD
D Cormack (Apology)	Maintenance Supervisor, Fulton Hogan
T Simpson	Local Welfare Coordinator, DoC
B Bassett	Team Leader, DoC

Ex-Officio

B Finlay	District Officer Wellington – Fire Services, DFES
N Elrick	District Officer – Natural Hazards, DFES
K Laurendi	Senior Ranger Lane Poole Reserve, DBCA
P Buckley	Operations Manager, Water Corporation
J Rawlins	Field Operations Team Leader, Western Power

3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting – **refer to Appendix 1** – 5 May 2021

Committee Recommendation**LEMC21/005**

Moved: M Walmsley

That the minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 5 May 2021 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 14:0

The Shire of Waroona Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 4 August 2021 at the 24 August 2021 Ordinary Council Meeting as per resolution OCM21/08/117.

The Shire of Murray Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 4 August 2021 at the 26 August 2021 Ordinary Council Meeting as per resolution OCM21/128.

- 3.2 Review of Meeting Action Register – **refer to Appendix 2**

The Shire of Murray & Waroona LEMC meeting action register was reviewed and updated. Refer to **Appendix 2**.

4. BUSINESS ARISING**5. State EM Preparedness Procedure 7 – LEMC Requirements****5.1 Every Meeting**

- 5.1.1 Confirmation of LEMC Contact Details – **refer to Appendix 3, 4 and 5**

LEMC Attendance Sheet

The meeting attendance sheet was distributed and attendees were asked to ensure that all their contact information was up to date. The updated LEMC Contact Register is attached in **Appendix 3**.

LEMC Membership Changes**SoM/SoW - MRES - Sarah Hull**

The LEMC Chairperson – S Kirkham welcomed Sarah Hull to the meeting and introduced her as the new Manager Ranger and Emergency Services at the Shire of Murray and Shire of Waroona. S Hull stated that she is looking forward to meeting everyone and mentioned that she has come from the City of Rockingham. She advised that she previously worked in the Navy and Police as well.

Department of Health - Manager EPDR - Scott Beaton

S Beaton from Department of Health forwarded an email as per **Appendix 4** advising that as of Friday 16 July 2021 he will no longer work with the Rockingham Peel Group. He thanked the LEMC membership for being welcoming / active over the years and apologised for the lack of attendance at LEMC meetings over the past year due to the COVID demands at hospitals.

He advised that he will be completing a handover with his replacement and they will be in contact with the Shire of Murray/Shire of Waroona LEMC once they start.

S Beaton stated that he will be continuing his on-call role with the State Health Incident Coordination Centre so he may still be in contact with the LEMC membership in the future.

WAPOL Pinjarra - OIC - I Francis

Acting Sgt N Palmer advised that WAPOL Pinjarra OIC - I Francis has been transferred to Rockingham and the new OIC – Snr Sgt Mark Howes will be starting on Monday 9 August 2021.

DPIRD - Manager Emergency Preparedness Agriculture and Food - Shane Bryant

Tim Stevens the Emergency Preparedness Coordinator Incident & Emergency Management from DPIRD sent an email as per **Appendix 5**. He advised that John Gilliland will be replacing Shane Bryant as the DPIRD representative on LEMC. J Gilliland is an apology at this meeting due to pre-existing work commitments but will attend future meetings.

C Goff on behalf of the LEMC membership thanked S Beaton, I Francis and S Bryant for all the work they have done within Emergency Management for Shire of Murray & Waroona and wished him all the best for their next chapter.

5.1.2 Review any Post-Incident Reports and/or Post-Exercise Reports

Nil.

5.1.3 Funding Nominations and Applications Progress

WALGA currently have a Local Government Animal Welfare in Emergencies Grant Program open. Applications closed on Friday 23 July 2021. R Marlborough sent in a grant application for three staff members from SoM and SoW Ranger Services to attend the training.

5.1.4 Emergency Risk Management (ERM) / Treatment Strategies Progress

As part of the State Risk Project an Emergency Risk Management Workshop for Storm and Flood is scheduled to be held at the City of Rockingham on 25 August 2021. An Emergency Risk Management Workshop for Rail Crash is also scheduled for Wednesday 29 September 2021 with the location to be confirmed.

5.1.5 Review of Local Emergency Management Arrangements

S Walker introduced herself as the AWARE Project Officer and stated that she is currently working on the combined SoM and SoW LEMA project. She advised that she has completed the final draft of the LEMA's which will be circulated via email to the LEMC membership after the meeting. The LEMC membership will be requested to review and provide feedback.

The next step will be reviewing the Local Recovery Plan and development of an Animal Welfare Sub-plan and an Evacuation Sub-plan.

5.1.6 Review Business Plan Strategies and Record Key Achievements

Currently awaiting approval of the State Strategic Business Plan by SEMC.

5.2 First Calendar Quarter

5.2.1 Workshop / Finalise LEMC Business Plan for the next reporting period

Currently awaiting approval of the State Strategic Business Plan by SEMC.

6. GENERAL BUSINESS

6.1 Consultation Request – State Hazard Plans for Collapse, Earthquake and Tsunami – refer to **Appendix 6** – R Marlborough

DFES has completed a review of State Hazard Plan Tsunami and a review and conversion of Westplans Collapse and Earthquake into State Hazard Plans for Collapse and Earthquake. The DFES State EM Policy Branch is now seeking feedback with consultation closing on Tuesday 17 August 2021.

An email was sent to the LEMC membership on Wednesday 23 June 2021 requesting feedback so a collective response can be submitted from the Shire of Murray & Waroona.

6.2 Local Welfare Plan Peel Region – refer to **Appendix 7** – R Marlborough

The Local Welfare Plan Peel Region was reviewed and feedback/required changes were sent to DoC as per **Appendix 7**.

6.3 Annual Preparedness Report Capability Survey – refer to **Appendix 8 and 9** – R Marlborough

A copy of the completed Annual Preparedness Report Capability Survey for Shire of Murray is attached in Appendix 8 and for Shire of Waroona in Appendix 9.

6.4 SoM/SoW - CESC - **Appendix 10** - G Stevens

A report was submitted as per **Appendix 10**.

6.5 DFES - DEMA - **Appendix 11** - M Cross

A report was submitted as per **Appendix 11**.

6.6 DFES – DO Emergency Management - **Appendix 12** - J Carter

A report was submitted as per **Appendix 12**.

6.7 SoM/SoW/SoH - BRPC - **Appendix 13** - D Walker

A report was submitted as per **Appendix 13**.

6.8 Alcoa - Emergency Services Superintendent - G Cresswell

G Cresswell advised that Alcoa have a requirement to conduct a Dam Wall Failure exercise with LG. Alcoa will be undertaking a review of flood studies and then will organise a desktop exercise with both Shires.

6.9 Pinjarra Primary School - Principal - C Louis

C Louis stated that he is currently reviewing bushfire plans at schools and the details need to be uploaded at the end of the month. He mentioned that Waroona SHS and Pinjarra SHS aren't apart of the bushfire zones but the other schools are involved.

6.10 SoW - Shire President - M Walmsley

M Walmsley advised that the Shire of Waroona held a meeting in regards to the management/land responsibility plan for Lake Navarino with various agencies on Monday 26 July 2021. No one has taken ownership yet but hopefully DBCA vest management. M Walmsley advised that there is no camping and Police/Rangers are helping to monitor the area.

6.11 Murray SES - Unit Manager - P Dwyer

P Dwyer advised that Murray SES has been quite busy the last few weeks with flooding in various areas particularly Pinjarra, Ravenswood and South Yunderup. He mentioned that on Saturday night a sand bag wall was constructed at the Ravenswood caravan park adjacent to the Ravenswood Hotel. Residents assisted with sand bagging. Approximately 400 sand bags were placed along the river bank. Cantwell park in Pinjarra is currently underwater which is attracting many people. Onlookers were advised of the dangers.

Murray SES have also been responding to calls in Furnissdale, Waroona and Hamel. They also assisted Mandurah with storm damage. Membership is increasing at Murray SES with around 40 members. Leaders are being trained in storm damage and rescue.

Prepping for Pinjarra VFRS to be set up at Murray SES. About to house a personnel carrier at Waroona.

6.12 Pinjarra VFRS - Brigade Captain - K Jones

K Jones stated that it is the last month for Pinjarra VFRS at the current fire station before moving to Murray SES. A lot of equipment has been moved however they still need to be mobile at the current station until the last day. Pinjarra VFRS will be located at Murray SES for approximately 4-6 months.

6.13 St John Ambulance Pinjarra - Station Manager - C Hunter

C Hunter advised that the St John Ambulance Pinjarra Depot is going well but she is currently doing an office job at RFDS.

7. NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 3 November 2021. The meeting time and venue is to be advised.

8. CLOSE

There being no further business the Chairperson declared the meeting closed the time being 11:00am.