



Minutes

Local Emergency Management Committee

**Second Quarter
Wednesday 3 November 2021**

Local Emergency Management Committee – 3 November 2021

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Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Waroona Council Chambers at 52 Hesse Street, Waroona on Wednesday 3 November 2021. The Chairperson Mr. M Walmsley declared the meeting open the time being 10:06am.

1. ATTENDANCES

Members

M Walmsley	LEMC Chairperson Shire President, Shire of Waroona
R Marlborough (Proxy)	Manager Governance, Shire of Murray
C Goff (Proxy)	RESSO, Shire of Murray & Waroona
B Beales	CBFCO, Shire of Waroona
R Wilson	CBFCO, Shire of Murray
M Howes	LEMC Deputy Chairperson OIC, WAPOL Pinjarra
J Worthington	OIC, WAPOL Dwellingup
R Blake	OIC, WAPOL Waroona
S Macdonald	WCRC Manager, Shire of Waroona
K Eaton (Proxy)	Representative, DoC
P Dwyer	Unit Manager, Murray SES
L Tunbridge (Proxy)	Deputy Principal, Pinjarra Primary School

Ex-Officio

B Finlay	District Officer Wellington – Fire Services, DFES
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Guest

D Walker	BRPC, Shire of Murray, Waroona & Harvey
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2. ABSENT

Members

S Kirkham (Apology)	LEMC Chairperson Councillor, Shire of Murray
G Stevens (Apology)	CESC, Shire of Murray & Waroona
B Jordan (Apology)	MALC Manager, Shire of Murray
T Sillitto (Apology)	Senior District Emergency Services Officer, DoC
M Cross (Apology)	DEMA, DFES
C Louis (Apology)	Principal, Pinjarra Primary School
C Thompson (Apology)	Community Representative, Shire of Murray
G Cresswell	Emergency Services Superintendent, Alcoa
J Humphreys	Health and Safety Manager, Alcoa
D McLeod	CEO, Bedingfeld Park Inc Aged Care Facility
K Jones	Brigade Captain, Pinjarra VFRS
C Hunter	Station Manager, St John Ambulance Pinjarra
D Wilson	Representative, St John Ambulance Waroona
S James	Representative, Quambie Park
N Dew	Community Representative, Shire of Waroona
B Worthington	Community Representative, Shire of Waroona

Ex-Officio

B Bassett (Apology)	Team Leader, DoC
J Gilliland (Apology)	Manager Emergency Preparedness Agriculture and Food, DPIRD
T Simpson	Local Welfare Coordinator, DoC
N Elrick	District Officer – Natural Hazards, DFES
J Carter	District Officer – Emergency Management, DFES
K Laurendi	Senior Ranger Lane Poole Reserve, DBCA
A Lewis	Project Engineer, Harvey Water
D Cormack	Maintenance Supervisor, Fulton Hogan

Ex-Officio

P Buckley
J Rawlins

Operations Manager, Water Corporation
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** – 4 August 2021

Committee Recommendation**LEMC21/006****Moved: R Marlborough**

That the minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 4 August 2021 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 12:0

- 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

- 4.1 Local Government Emergency Management Memorandum of Understanding (MOU) - City of Mandurah, City of Rockingham, Shire of Murray, Shire of Waroona and Shire of Serpentine Jarrahdale - **refer to Appendix 3** - R Marlborough

File Ref:	7206	
Previous Items:	SoM OCM. 9 Jul 15 Item 11.1.2	(OCM15/170)
	SoW OCM. 26 Apr 17 Item 9.4.1	(OCM17/04/039)
Applicant:	Nil	
Author and Title:	Rob Marlborough, Manager Governance	
Declaration of Interest:	Nil	
Voting Requirements:	Simple Majority	

Appendix 3**Committee Recommendation****LEMC21/007****Moved: R Wilson****That Council:**

- 1. supports the Local Government Emergency Memorandum of Understanding between City of Mandurah, City of Rockingham, Shire of Murray, Shire of Waroona and the Shire of Serpentine Jarrahdale, as detailed and provided at Appendix 6; and,**
- 2. supports the Shire of Murray and Shire of Waroona Chief Executive Officers endorsing the Local Government Emergency Management Memorandum of Understanding with the adjoining Local Governments, as detailed.**

CARRIED UNANIMOUSLY 12:0

In Brief

- At the Shire of Murray Ordinary Council Meeting on the 9 July 2015, Council provided in principle support for the Shire of Murray to enter into an Emergency Management MOU with City of Mandurah and City of Rockingham and authority for the CEO to sign off on the MOU.
- Shire of Waroona agreed to enter into the MOU and the Shire of Waroona Council endorsed the recommendation at the Shire of Waroona Ordinary Council Meeting on 26 April 2017.
- The current MOU is due to expire on 10 December 2021. A new MOU has been drafted, as attached in **Appendix 3** and the agreement if supported will be in place from 2021 to 2025.

Background

The Local Government Emergency Management Memorandum of Understanding (MOU) for Mutual Aid during emergencies between City of Mandurah, City of Rockingham and the Shire of Murray (Partner Local Governments) was first supported by Shire of Murray at the Ordinary Council Meeting on 9 July 2015. The operable term of this first MOU was from 2015 to 2018.

Subsequently, discussion took place about developing another MOU with the adjoining Local Governments not captured in the original Mutual Aid MOU. The Shire of Waroona agreed to enter into the MOU, following formal Council support on 26 April 2017.

The amended Mutual Aid MOU was finalised on 10 December 2018, that included all listed local government. The operable term of the MOU was from 2018 to 2021.

Report Detail

The current MOU is due to expire on 10 December 2021. A new MOU will continue to support the ongoing cooperative arrangements between the partner local governments during emergencies, and during post-incident recovery activities which could impact one or more local government districts.

It is suggested that the Committee support the recommendation presented to enter into a new MOU. The MOU will be included into the joint Shire of Murray and Shire of Waroona Local Emergency Management Arrangements.

Conclusion

Having documented relationships with adjoining local governments in the Emergency Management sphere provides a means for mutual support should the need arise. This is in turn supports the broader community during recovery activities.

5. State EM Preparedness Procedure 7 – LEMC Requirements

5.1 Every Meeting

5.1.1 Confirmation of LEMC Contact Details – refer to Appendix 4

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 4**.

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

Nil.

5.1.3 Funding Nominations and Applications Progress

Three Rangers recently attended the Local Government Animal Welfare in Emergencies training which was grant funded by WALGA. Staff advised that the training was beneficial and will assist with the Animal Welfare Sub-plan.

5.1.4 Emergency Risk Management (ERM) / Treatment Strategies Progress

Nil.

5.1.5 Review of Local Emergency Management Arrangements

S Walker is now working at the Shire of Serpentine-Jarrahdale therefore the review of the LEMA's was on hold until a new AWARE Project Officer was identified. C Shenton is the new AWARE Project Officer and will be working on the project two days per week.

5.1.6 Review Business Plan Strategies and Record Key Achievements

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

5.2 Second Calendar Quarter

5.2.1 Seasonal Review

A seasonal review was provided by B Finlay. The BOM have released their latest climate outlook which is available at –

<http://www.bom.gov.au/climate/outlooks/#/overview/video>

6. GENERAL BUSINESS

6.1 Bushfire Risk Management Plan 2021 - 2026 - refer to Appendix 5 and 6 - D Walker

The draft Shire of Murray Bushfire Risk Management (BRM) Plan supported by Department of Fire and Emergency Services (DFES) has been prepared and sent to the Office of Bushfire Risk Management (OBRM) for review. Other stakeholders have also been provided a copy of the draft plan. Minor changes have been recommended by OBRM. It is intended to present the plan for formal Council consideration at the Shire of Murray OCM meeting in November 2021.

OBRM confirmed on 29 October 2021 that the draft plan submitted to DFES meets the requirements under the Bushfire Risk Management Planning Guidelines.

A copy of the draft Shire of Murray Bushfire Risk Management Plan is attached in **Appendix 5**. D Walker submitted a report as per **Appendix 6**.

M Walmsley on behalf of the SoM and SoW LEMC membership thanked D Walker for all her hard work on the project and wished her all the best for the future.

6.2 Beach Emergency Number (BEN) Signs - R Marlborough

In consultation with DPIRD an agreement was reached to install four BEN signs adjacent to the Peel Harvey Estuary at Birchmont, Herron Point, Robert Bay and adjacent to Coopers Mills as these places are popular for recreation water-based activities. BEN signs provide the community the opportunity to give Emergency Responders clear direction should incidents occur.

The signs will be installed within the next month.

6.3 Safe & Found WA - A joint initiative of WA Police and Medic Alert Australia - **refer to Appendix 7** - R Marlborough

The Safe and Found WA initiative is a collaboration between Western Australia Police Force and the not for profit Medic Alert Foundation. The initiative was developed to assist Police to more rapidly locate vulnerable persons impacted by dementia or another cognitive impairment and at risk of becoming lost.

6.4 SoM/SoW - CESC - **refer to Appendix 8** - G Stevens

G Stevens was an apology however a report was submitted as per **Appendix 8**.

6.5 DFES - DEMA - **refer to Appendix 9** – M Cross and Q La Rosa

M Cross and Q La Rosa were apologies however a report was submitted as per **Appendix 9**.

6.6 WAPOL - J Worthington

J Worthington stated that it would be beneficial if the LEMC membership conducted a Bushfire Exercise at Lane Poole Reserve. R Wilson advised that A Madjwick who was previously the Senior Ranger at Lane Poole Reserve conducted a desktop Lane Poole Reserve Evacuation Exercise which was held at the DBCA Dwellingup office in 2018. Therefore, K Laurendi may be able to tweak the previous exercise. J Worthington will follow up and organise the exercise.

Action: J Worthington to follow up with K Laurendi and organise a Bushfire Exercise at Lane Poole Reserve.

6.7 DFES - DO Wellington - **refer to Appendix 10** - B Finlay

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

7. **NEXT MEETING**

The next Local Emergency Management Committee meeting will be held on Wednesday 2 February 2022. 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 10:32am.