



Shire of Murray

Minutes

**Local Emergency
Management Committee**

**Second Quarter
Wednesday 11 November 2020**

Local Emergency Management Committee – 11 November 2020

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Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Murray Civic Centre Lesser Hall at 1915 Pinjarra Road, Pinjarra on Wednesday 11 November 2020. The Chairperson Mr. S Kirkham declared the meeting open the time being 10:00am.

1. ATTENDANCES

Members

S Kirkham	LEMC Chairperson Councillor, Shire of Murray
R Wilson	CBFCO, Shire of Murray
I Francis	LEMC Deputy Chairperson/OIC, WAPOL Pinjarra
D Harnett	OIC, WAPOL Dwellingup
C Hunter	Station Manager, St John Ambulance
C Thompson	Community Representative, Shire of Murray
C Louis	Principal, Pinjarra Primary School
K Jones	Brigade Captain, Pinjarra VFRS
G Cresswell	Emergency Services Superintendent, Alcoa
T Sillitto	Senior District Emergency Services Officer, DoC

Ex-Officio

R Porter	LEMC Executive Officer MRES, Shire of Murray
C Goff	RESSO, Shire of Murray
D Walker	BRPC, Shire of Murray
B Finlay	District Officer – Fire Services, DFES
D Cormack	Maintenance Supervisor, Fulton Hogan

2. ABSENT

Members

G Stevens (Apology)	CESEC, Shire of Murray
L McGuirk (Apology)	LRC Director Place and Community, Shire of Murray
S Gunn (Apology - Proxy)	Fire Operations Officer – Perth Hills District, DBCA
P Dwyer (Apology)	Unit Manager, Murray SES
K Laurendi	Senior Ranger Lane Poole Reserve, DBCA
D McLeod	OS&H Rep, Bedingfeld Park Inc Aged Care Facility
M Sutherland	Operations Manager, Water Corporation
P Steven	Manager Environmental Health, Shire of Murray

Ex-Officio

P Stewart (Apology)	District Officer – Emergency Management, DFES
N Elrick (Apology)	District Officer – Natural Hazards, DFES
M Cross (Apology)	DEMA, DFES
S Beaton	Manager EPDR, Department of Health
T Simpson	Local Welfare Coordinator, DoC
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 – 11 November 2020

Recommendation

LEMC20/008

Moved: I Francis

That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Wednesday 11 November 2020.

CARRIED UNANIMOUSLY 10:0

Committee Recommendation LEMC20/008 was carried by the Council at the 17 December 2020 Ordinary Council Meeting as per resolution OCM20/209.

- 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. BUSINESS ARISING

4.1 Amalgamation of Shire of Murray and Shire of Waroona Local Emergency Management Committees - R Porter

The amalgamation of the Shire of Murray and Shire of Waroona Local Emergency Management Committee has been endorsed by Shire of Murray and Shire of Waroona Councils.

R Porter has created a draft Terms of Reference for the new amalgamated LEMC, which will be submitted to the State Emergency Management Committee (SEMC) for consideration when seeking support for the amalgamation. R Porter advised that the next SEMC meeting was scheduled for first week of December 2020.

R Porter stated that if SEMC supported the proposal then the next LEMC meeting in early 2021 would be the new amalgamated committee. The meeting date, time and venue would be advised closer to the date.

4.2 School and Aged Care Evacuation Plans

Brief discussion was held in regards to evacuation plans for special needs groups as per serial number 03/13 on the Shire of Murray LEMC meeting action register.

R Porter advised that a Bushfire Management Plan was submitted for the Bedingfeld Aged Care Facility as part of their recent expansion and as it was within a Bushfire Prone area and considered a vulnerable use, then a Bushfire Emergency Evacuation Plan (BEEP) would have been a requirement.

R Porter advised that he would follow up obtaining a copy of the BEEP from the Shire of Murray Planning Department and forward it onto the LEMC membership.

Action: R Porter to follow up with the Shire of Murray Planning Department to obtain a copy of the Bushfire Emergency Evacuation Plan (BEEP) and forward it onto the LEMC membership.

The committee requested that the LEMC Executive Officer write a letter to the board of the Bedingfeld Aged Care Facility and Murray District Hospital requesting an updated Evacuation Plan. Particularly in regards to self-evacuation.

Action: R Porter to write to the board of the Bedingfeld Aged Care Facility and Murray District Hospital requesting an updated Evacuation Plan.

5. State EM Preparedness Procedure 7 – LEMC Requirements

5.1 Every Meeting

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

The LEMC Contact Register is attached in **Appendix 2**. Attendees were asked to ensure that all their contact information was up to date.

R Porter advised that DFES Emergency Management had requested Local Government emergency management contacts and their movements for the upcoming fire season. Updated contact details for the CEO, President, LEMC Chairperson, LEMC Executive Officer and Local Recovery Coordinator were provided for both Shire of Murray and Shire of Waroona.

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

Nil. SEMC have sent out a template Post COVID-19 Exercise report. If completed then no exercise is required for the 2020-2021 reporting period.

5.1.3 Funding Nominations and Applications Progress – R Porter

AWARE grant funding for 2020-21 opened at 12:00pm on Monday 2 November 2020 and closes at 12:00pm on Friday 11 December 2020.

Projects delivered under the 2020-21 AWARE program will support local government projects that fall into one or more of the following categories:

- Furthering the emergency risk management process
- Facilitating capability-based exercises
- Assisting in reviewing Local Emergency Management Arrangements (LEMA)
- Delivering emergency management training
- Hosting or facilitating emergency management events or forums

\$4,000 is available for furthering emergency risk management processes. Up to \$30,000 is available for other categories.

R Porter advised that the Shires of Murray and Waroona would be submitting a joint application for the Local Emergency Management Arrangements to be completely reviewed as part of the impending LEMC amalgamation. R Porter advised that successful applicants will be notified at the end of December 2020.

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

As part of the State Risk Project a Bushfire Risk Assessment Workshop will be held at the City of Kwinana on Tuesday 17 November 2020 commencing at 9:30am. CBFCO's, DCBFCO's and Local Government staff from Emergency Services, Community Development, Environmental and Building Services have been invited to attend the workshop.

DFES have provided two separate scenarios for Shire of Murray and Shire of Waroona. Risk statements have been chosen, consequence tables have been generated and the WA Risk Register Tool will be completed at the workshop. Treatment strategies will be worked on at a subsequent workshop in the new year.

5.1.5 Review of Local Emergency Management Arrangements – R Porter

Once the Shire of Murray and Shire of Waroona Local Emergency Management Committees are amalgamated, both Local Emergency Management Arrangements will

be combined and a full review completed. The Animal Welfare and Evacuation Plan will be included utilizing the new templates.

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

R Porter advised that we were awaiting approval of the State Strategic Business Plan by SEMC. Once approved it will be distributed to DEMC's and LEMC's.

6. GENERAL BUSINESS

6.1 SoM – BRPC – D Walker

A report was submitted by D Walker as per **Appendix 3**.

6.2 SoM - CBFCO - R Wilson

A decision was made to reduce controlled burns due to fire behavior. The West Murray VBFB recently received a new 3000L truck. The Brigade are currently training on new truck.

Burning on Indigenous land took place in the Shire of Murray recently. It was raised that Evacuation Centre's may need to be opened late at night as seen with the Yarloop fire the biggest run was at 11:30pm.

6.3 St John Ambulance – Station Manager – C Hunter

Police, Ambulance and DBCA had a meeting yesterday to discuss Lane Poole Reserve and the upcoming fire season. 2wd maps have been received and keys are being organised. K Jones advised that Pinjarra VFRS weren't apart of the discussion and haven't received any information.

It was raised that St John Ambulance and Murray SES aren't trained in vertical rescue. Harvey is vertically rescue trained. Otherwise the next closest is Perth. R Porter advised that an R2R can be done if training is required for Shire of Murray. This will need to be monitored and display an evolving/developing trend. Proof will be required to show that the training is needed. B Finlay stated that he will discuss with the matter with DFES Regional Office.

6.4 Pinjarra Primary School – Principle – C Louis

C Louis advised that a Bushfire Prevention meeting was held in Kalamunda. Pinjarra Primary School Evacuation Plans are currently being reviewed following the meeting.

A Risk Assessment of Pinjarra Primary School will be completed on Thursday 3 December 2020. It was raised that other schools need to be included. R Wilson advised that he is meeting with North Dandalup Primary School to discuss their evacuation plan. C Louis and R Wilson will organise a meeting with all schools.

6.5 Fulton Hogan – Network Inspector – D Cormack

D Cormack stated that he is concerned in regards to influx of people that will be travelling south due to COVID-19 travel and border restrictions. Leavers starts on Tuesday 24 November 2020. It is anticipated that an extra 1000 kids will be down south due to the restrictions.

6.6 DoC – Senior District Emergency Services Officer – T Sillitto

T Sillitto advised that an email was sent on Tuesday 27 October 2020 in regards to DoC guidelines for Evacuation Centres. A triage process is being followed for COVID-19.

Local Government will have to deal with issues until DoC arrive and will require appropriate PPE. T Sillitto requested feedback.

Local Governments also received Red Cross Guidelines for Evacuation and COVID-19. T Sillitto advised that DoC Guidelines reflect WA situations and information has been gathered across Australia. It was raised that Local Government welfare plans need to be updated.

T Sillitto stated that the evacuation set up at the Murray Leisure Centre works well and staff have completed required training and exercises.

R Porter advised that COVID-19 safe welfare guidelines were received from WALGA and DoC. Feedback on the guidelines were sent directly to WALGA. R Porter stated that evacuation takes precedent over COVID-19. Local Government and DoC aren't sure who is self-isolating. It was suggested that people who are self-isolating should stay in cars and call a hotline. If people have COVID-19 they should be staying in a hotel to quarantine.

The Manager Murray Aquatic & Leisure Centre – Ben Jordan and Manager Environmental Health – Phil Steven are currently reviewing the maximum occupancy numbers for the MALC and will provide the numbers to DoC.

6.7 DFES – DO Wellington – B Finlay

A report was submitted as per **Appendix 4**.

6.8 SoM – CESC – G Stevens

A report was submitted as per **Appendix 5**.

7. NEXT MEETING

The next Local Emergency Management Committee meeting date, time and venue is to be advised.

8. CLOSE

There being no further business the Chairperson declared the meeting closed the time being 11:22am.