



# **Minutes**

**Local Emergency  
Management Committee**

**First Quarter  
Wednesday 5 August 2020**



# Local Emergency Management Committee – 5 August 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 5 August 2020. The Chairperson Mr. I Francis declared the meeting open the time being 12:46pm.

### 1. ATTENDANCES

#### Members

G Stevens	CESC, Shire of Murray
R Porter (Proxy)	LEMC Executive Officer   MRES, Shire of Murray
R Wilson	CBFCO, Shire of Murray
I Francis	LEMC Deputy Chairperson/OIC, WAPOL Pinjarra
S Vieceli (Proxy)	Acting OIC, WAPOL Dwellingup
C Hunter	Station Manager, St John Ambulance
C Thompson	Community Representative, Shire of Murray
C Louis	Principal, Pinjarra Primary School
S Gunn (Proxy)	Fire Operations Officer – Perth Hills District, DBCA

#### Ex-Officio

C Goff	RESSO, Shire of Murray
D Rowland (Proxy)	Acting District Officer – Emergency Management, DFES
J Carter (Proxy)	Acting District Officer – Wellington, DFES
M Cross	DEMA, DFES

#### Guests

N Palmer	Acting OIC, WAPOL Pinjarra
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### 2. ABSENT

#### Members

S Kirkham (Apology)	LEMC Chairperson   Councillor, Shire of Murray
D Harnett (Apology)	OIC, WAPOL Dwellingup
L McGuirk (Apology)	LRC   Director Place and Community, Shire of Murray
P Steven (Apology)	Manager Environmental Health, Shire of Murray
K Jones (Apology)	Brigade Captain, Pinjarra VFRS
K Laurendi (Apology)	Senior Ranger Lane Poole Reserve, DBCA
G Cresswell	Emergency Services Superintendent, Alcoa
T Sillitto	Senior District Emergency Services Officer, DoC
P Dwyer	Unit Manager, Murray SES
D McLeod	OS&H Rep, Bedingfeld Park Inc Aged Care Facility
M Sutherland	Operations Manager, Water Corporation

#### Ex-Officio

D Walker (Apology)	BRPC, Shire of Murray
B Finlay (Apology)	District Officer – Fire Services, DFES
P Stewart (Apology)	District Officer – Emergency Management, DFES
S Beaton (Apology)	Manager EPDR, Department of Health
N Elrick	District Officer – Natural Hazards, DFES
T Simpson	Local Welfare Coordinator, DoC
D Cormack	Network Inspector, Main Roads WA
J Allcock	Emergency Response Coordinator, Alcoa
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 – 5 February 2020, 18 March 2020 and 6 May 2020

#### Recommendation/Committee Decision

**LEMC20/003**

**Moved: C Thompson**

**That the minutes of the Local Emergency Management Committee meeting held on Wednesday 5 February 2020 be confirmed as a true and correct record.**

**CARRIED UNANIMOUSLY 9:0**

*Committee Recommendation LEMC20/003 was carried by the Council at the 27 August 2020 Ordinary Council Meeting as per resolution OCM20/150.*

#### Recommendation/Committee Decision

**LEMC20/004**

**Moved: I Francis**

**That the minutes of the Special Local Emergency Management Committee meeting held on Wednesday 18 March 2020 be confirmed as a true and correct record.**

**CARRIED UNANIMOUSLY 9:0**

*Committee Recommendation LEMC20/004 was carried by the Council at the 27 August 2020 Ordinary Council Meeting as per resolution OCM20/150.*

#### Recommendation/Committee Decision

**LEMC20/005**

**Moved: I Francis**

**That the minutes of the Local Emergency Management Committee meeting held on Wednesday 6 May 2020 be noted.**

**CARRIED UNANIMOUSLY 9:0**

*Committee Recommendation LEMC20/005 was carried by the Council at the 27 August 2020 Ordinary Council Meeting as per resolution OCM20/150.*

- 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 Beach Emergency Number (BEN) Signs – R Porter**

File Ref: 7206  
Previous Items: Nil  
Applicant: Nil  
Author and Title: Ron Porter, Manager Ranger and Emergency Services  
Declaration of Interest: Nil  
Voting Requirements: Simple Majority

##### **Recommendation/Committee Decision**

**LEMC20/006**

**Moved: C Hunter**

**That Council supports:**

- 1. suitable locations being identified adjacent to the Peel Inlet and along the Murray and Serpentine Rivers, in consultation with stakeholders, for the potential installation of Beach Emergency Number (BEN) signs, and;**
- 2. investigations be made into additional Beach Emergency Number (BEN) sign locations at approved and dedicated mountain bike and 4WD trail heads in the Dwellingup region, and;**
- 3. correspondence be sent to the Director General of the Department of Biodiversity Conservation and Attractions seeking support for the installation of Beach Emergency Number (BEN) signs at suitable locations within the Lane Poole Reserve, Dwellingup, and;**
- 4. grant funding options be investigated to offset the costs associated with the installation of Beach Emergency Number (BEN) signs within the district, and;**
- 5. a further report to be presented to Council to consider costs should grant funding not be secured.**

**CARRIED UNANIMOUSLY 9:0**

*Committee Recommendation LEMC20/006 was carried by the Council at the 27 August 2020 Ordinary Council Meeting as per resolution OCM20/148.*

##### **In Brief**

- Council is requested to support the investigation of suitable locations for the potential installation of Beach Emergency Number ('BEN') signs within the district.
- Correspondence be sent to the Department of Biodiversity Conservation and Attractions seeking their support in installing BEN signs at suitable locations within the Lane Poole Reserve, Dwellingup.
- Exploration of possible grant funding opportunities to offset the costs associated with the installation of BEN signs.

## Background

BEN signs were initially implemented by the City of Mandurah in honour of Ben Gerring. Ben died in June 2016 after a shark bite at Geary's surf break, Falcon, and there were concerns about possible delays in emergency services being able to locate the closest beach access point to help him.

In December 2017, the State Government launched the grants program as part of its shark mitigation strategy to provide funding for the installation of BEN signs from Geraldton to the South Australian border. Up to \$25,000 was available for metropolitan local governments and up to \$50,000 for country local governments.

The Department of Primary Industries and Regional Development ('**DPIRD**') led the development of the BEN sign program, working with local governments and other stakeholders.

The system aimed to improve emergency response times by installing signs with unique codes primarily at beach access points. It also included other coastal areas like harbours, estuaries, boat ramps, fishing platforms, jetties.

Suitable sign locations are determined by the local government, Department of Biodiversity Conservation and Attractions ('**DBCA**') or other land managers in consultation with DPIRD.

The BEN code prefixes are based upon the location and are consistent with the Department of Transport's system for vehicle number plates, followed by a one to four digit number.

The numbers are based on the distance between the sign location and the local governments northern or western boundary. e.g. WR101 means the Shire of Waroona, approximately 10.1 km from its northern boundary. Because the numbers increase going south or east but are not sequential, the system allows for infill of extra signs later without upsetting the number order.

The signs provide specific location information to emergency services and other responders just by referencing the BEN numbers. The unique codes and linked underlying location coordinates are integrated into computer aided dispatch ('**CAD**') systems used by emergency services.

Since May 2018 WA Police has logged 326 requests for assistance thru 000 where BEN signs provided location information. The figure for St John Ambulance is 174, (very few emergencies have been shark-related).

All BEN signs installed under the program are reversible a uniform red and green sign on the front and a beach closure sign on the back. (Location data is present on both. This consistent approach to signage helps ensure familiarity, improving sign awareness in the event of an emergency.

So far over 900 BEN signs have been installed from Irwin around to Esperance, well over 1200 signs are anticipated to be installed by the summer of 2020/21.

In a local context, on the 24 January 2018, 22-year-old Kim Johnston was swimming with her 17-year-old brother Aaron at the Dwaarlindjinaap swimming hole in Lane Poole Reserve, Dwellingup. The current pulled Ms Johnston underwater and she became wedged under a rock.

The isolation of Lane Poole Reserve meant paramedics were hindered in their attempts to get to Ms Johnston, and the issue was compounded when there was a miscommunication about the location of the incident.



Ms Johnston's family called on DBCA and the Shire to consider the installation of locator signs similar to BEN signs within national parks. The proposal also had backing from St John Ambulance.

There was limited support from the land manager, being DBCA, at the time and the proposal was never progressed.

In early June 2020, Ms Marion Massam, the BEN Sign Coordinator from DPIRD contacted the Shire seeking to gauge interest on BEN signage being installed on the eastern side of the Peel Inlet.

Ms Massam indicated that the City of Mandurah had already installed a number of signs on the western side of the inlet and there has been project creep and a number of shires have now installed signs in non-coastal locations such as inland rivers & lakes.

The WA government paid for the production of Mandurah's signs because they were eligible as a coastal local government, unfortunately the Shire would have to self-fund our signs – each estimated at about \$300 however DPIRD would provide in-kind support in data management, production and communications support.

It was raised with Ms Massam that more than 220,000 visitors attend Lane Poole Reserve, Dwellingup annually. The 2018 incident was also raised as rationale for having BEN signs at popular destinations within the reserve.

Subsequent discussions between DPIRD and DBCA indicate that there is a reluctance on behalf of DBCA to install BEN signs within Lane Poole Reserve.

### Report Detail

Should the recommendation be supported by Council then Officers from the Shire, in consultation with relevant stakeholders, will identify and examine suitable locations for the potential installation of BEN signs.

Furthermore, the change in project scope provides an ideal opportunity for the Shire to lobby and seek cooperation from the Department of Biodiversity Conservation and Attractions in installing BEN signs at suitable locations within the Lane Poole Reserve, Dwellingup.

Officers will also investigate possible grant funding opportunities to offset the costs associated with the installation of BEN signs, once the costs are better known. If grant funding cannot be secured then a further report will be presented to Council to consider costs before proceeding with any installation works.

### Murray 2030 Strategic Community Plan

<b>Focus Area</b>	Places for People
<b>Aspiration</b>	To create great places for the people through strong partnerships with the community; innovative urban design; and improve the well-being and quality of life for residents.
<b>Strategy</b>	Ensure the safety.

### Murray 2019- 2023 Corporate Business Plan

<b>Focus Area</b>	Places for People
<b>Objective</b>	1.1 Socially connected, safe and cohesive community
<b>Strategy</b>	1.1.6 Ensure the safety of our community
<b>Project and Actions</b>	

**Other Strategic Links**

Nil

**Statutory Environment**

Nil

**Sustainability & Risk Considerations**

*Economic - (Impact on the Economy of the Shire and Region)*

There are no economic impacts on the community.

*Social - (Quality of life to community and/or affected landowners)*

The installation of BEN signs at well frequented public locations provides confidence to residents and visitors that there will be a suitable response in emergency situations.

*Environment – (Impact on environment’s sustainability)*

Nil

*Policy Implications*

Nil

*Risk Management Implications*

Nil

**Consultation**

*Emergency Management Act 2005,*

*Local Government Act 1995,*

Department of Primary Industries and Regional Development,

Sharksmart,

LEMC membership,

External agencies; and,

Relevant internal staff.

**Resource Implications**

*Financial*

The cost of each BEN sign is about \$300.

*Workforce*

There will be minimal workforce implications associated with the installation of the BEN signs.

**Options**

Council has the option of:

1. Endorsing the recommendation,
2. Not endorsing the recommendation.

**Conclusion**

The BEN signs project provides residents and visitors with a consistent and well recognised system that ensures emergency services personnel and visitors unfamiliar with the area can seek and obtain emergency assistance in a timely manner.

Whilst there is no adverse reputational risk to the Shire should the recommendation not be supported there is significant benefit for visitors, the community and emergency services personnel by providing a well-established and clear location referencing system.

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

File Ref:	7206		
Previous Items:	LEMC. 5 Feb 20	Item 5.2	(LEMC20/002)
	OCM. 26 Mar 20	Item 10.1.1	(OCM20/027)
Applicant:	Nil		
Author and Title:	Ron Porter, Manager Ranger and Emergency Services		
Declaration of Interest:	Nil		
Voting Requirements:	Simple Majority		

#### Recommendation/Committee Decision

##### LEMC20/007

Moved: I Francis

That Council supports:

6. the amalgamation of the Shire of Murray and Shire of Waroona Local Emergency Management Committees, and;
7. the Chief Executive Officer overseeing the formation of a Working Group to establish the administration arrangements of the combined Local Emergency Management Committee and then seek final endorsement from the State Emergency Management Committee.

**CARRIED UNANIMOUSLY 9:0**

*Committee Recommendation LEMC20/007 was carried by the Council at the 27 August 2020 Ordinary Council Meeting as per resolution OCM20/149.*

#### In Brief

- At the Ordinary Council Meeting on the 26 March 2020, Council provided in principle support for the amalgamation of the Shire of Murray and Shire of Waroona Local Emergency Management Committees subject to consultation with stakeholders.
- The Shire of Waroona Council endorsed an identical recommendation at its Ordinary Council Meeting on the 26 May 2020.
- Internal analysis and stakeholder consultation haven't uncovered any issues that would prevent the amalgamation from proceeding.
- Council is requested to support the finalisation of the amalgamation of the Shire of Murray and the Shire of Waroona Local Emergency Management Committees.

#### Background

Under section 38 of the *Emergency Management Act 2005* ('Act') local governments must establish at least one Local Emergency Management Committee ('LEMC') for their district. However, under section 34 of the Act local governments may unite for the purposes of emergency management with the approval of the State Emergency Management Committee ('SEMC').

The appointment of a shared Community Emergency Services Coordinator has meant that emergency management now forms part of the resource sharing arrangements between the Shires of Murray and Waroona. This provided the ideal opportunity to explore the possibility of amalgamating the LEMC's.

The LEMC Executive Officer has been in discussions with the Shire of Murray/Waroona Chief Executive Officer, the Chairpersons of the respective Committees and the Department of Fire and Emergency Services ('DFES') District Emergency Management Advisor ('DEMA') on the feasibility of amalgamating the LEMC's.

The advantages of amalgamating the LEMC's would be:

- Significant improvement in emergency management planning,
- Reduction in the number of meetings required to be attended by agency and stakeholder representatives; and,
- Ability for additional local government resources to be utilised should an emergency occur within either district.

At the Ordinary Council Meeting on 26 March 2020 (OCM20/027) council endorsed the following LEMC recommendation;

*That Council:*

1. *Provides in principle support for the amalgamation of the Shire of Murray and Shire of Waroona Local Emergency Management Committees,*
2. *Requests that consultation be undertaken to ensure the amalgamation is achievable and practicable for all Agencies and Stakeholders; and,*
3. *Requests that another report be prepared for consideration at the Local Emergency Management Committee meeting scheduled for the 6 May 2020 outlining the future direction on amalgamation of the Shire of Murray and Shire of Waroona Local Emergency Management Committees.*

An identical report, seeking in-principle support, was presented at the Shire of Waroona Ordinary Council Meeting (OCM20/05/083) on the 26 May 2020, having already been endorsed by the Shire of Waroona LEMC on the 4 March 2020 (LEMC20/002).

### **Report Detail**

Subsequent to the abovementioned recommendation from both local governments providing in-principle support, a process was established to ensure agency and stakeholder consultation occurred in accordance with the requirements of State Emergency Management Preparedness Procedure 14 which states the following –

*“Each local government must conduct an analysis of its ability to comply with the provisions of the EM Act in respect to EM. This analysis must examine the local government's ability to provide both effective and efficient EM and identify any associated risks.”*

To meet this obligation a risk analysis assessment was designed and distributed to the Shire of Murray and the Shire of Waroona LEMC memberships on the 11 June 2020, with recipients being provided until 3 July 2020 to respond.

LEMC members were requested to identify and analysis any potential risks from their agency/stakeholder perspective that they believed may compromise either local governments' ability to provide both effective and efficient emergency management. Six agencies/stakeholders provided feedback with none identifying any issues or concerns.

Should Council support the recommendation, a Working Group involving representatives from both Shires will be formed to determine the administrative arrangements and communication strategy. Once these matters are resolved, a letter will be forwarded onto the SEMC Executive Officer, requesting endorsement of the proposed amalgamation by the State Emergency Management Committee.

### Murray 2030 Strategic Community Plan

<b>Focus Area</b>	Places for People
<b>Aspiration</b>	To create great places for the people through strong partnerships with the community; innovative urban design; and improve the well-being and quality of life for residents.
<b>Strategy</b>	Ensure the safety.

<b>Focus Area</b>	Capable and Accountable
<b>Aspiration</b>	To develop strong leadership through good governance, effective communication and ensuring value for money.
<b>Strategy</b>	Deliver efficient and effective Council services to the community.

### Murray 2019- 2023 Corporate Business Plan

<b>Focus Area</b>	Places for People
<b>Objective</b>	1.1 Socially connected, safe and cohesive community
<b>Strategy</b>	1.1.6 Ensure the safety of our community
<b>Project and Actions</b>	

### Other Strategic Links

Nil

### Statutory Environment

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*.

#### 34. Local governments may combine

- (1) Two or more local governments may, with the approval of the SEMC, agree to unite for the purposes of emergency management under this Part.
- (2) If 2 or more local governments (the **combined local government**) unite as mentioned in subsection (1), the provisions of this Part apply as if —
  - (a) a reference to a local government were a reference to the combined local government; and
  - (b) a reference to the local government's district were a reference to the districts of the combined local government; and
  - (c) a reference to the local government's offices were a reference to the office of each local government that is part of the combined local government.

### 36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

### 38. Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
  - (b) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
  - (c) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

### 39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

As mentioned in this report, **State Emergency Management Preparedness Procedure 14** provides a clear procedure for local governments to follow when amalgamating for the purpose of emergency management.

### Sustainability & Risk Considerations

*Economic - (Impact on the Economy of the Shire and Region)*

There are no economic impacts on the community.

*Social - (Quality of life to community and/or affected landowners)*

The amalgamation of the LEMC memberships and the subsequent improvement in emergency management planning will result in positive outcomes for the community.

*Environment – (Impact on environment’s sustainability)*

There is no negative impact on the natural or built environment.

*Policy Implications*

The LEMC Terms of Reference will need to be updated to reflect the changes to the membership structure.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	The amalgamation of the LEMC provides greater expertise on the committee and will reduce the Shire’s risk exposure through the development of associated plans, structures and training to effectively coordinate local emergency management activities.

**Consultation**

*Emergency Management Act 2005,*  
*Local Government Act 1995,*  
*State Emergency Management Preparedness Procedure 14,*  
 Shire of Murray/Waroona Chief Executive Officer,  
 Shire of Murray and Shire of Waroona LEMC Chairpersons,  
 DFES DEMA,  
 LEMC membership,  
 External agencies; and,  
 Relevant internal staff.

**Resource Implications***Financial*

There is no financial implication associated with this proposal.

*Workforce*

There is no workforce implication associated with this proposal.

**Options**

Council has the option of:

1. Endorsing the recommendation,
2. Not endorsing the recommendation.

**Conclusion**

The amalgamation of the Local Emergency Management Committees will realize significant efficiency gains for Shire staff and the agencies/stakeholders involved.

Furthermore, the subsequent improvements in emergency management planning will result in positive outcomes for the Shire of Murray and Shire of Waroona communities.

## **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 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 is attached in **Appendix 2**.

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

Nil. It was raised that we are still in a State of Emergency due to COVID-19.

#### 5.1.3 Funding Nominations and Applications Progress – R Porter

Nil. Most funding from the State will go towards Recovery. AWARE and NDRP funding will be available shortly for emergency management.

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

D Walker was an apology however a report was submitted as per **Appendix 3**.

#### 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 will be completed.

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

SEMC have reviewed the State Strategic Business Plan and are currently awaiting approval. Once approved 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.

## **6. GENERAL BUSINESS**

### 6.1 SoM - CBFCO - R Wilson

Due to COVID-19 training has been delayed but has recently started again. Areas in Pinjarra and Furnissdale have been identified for traditional burning.

A Rural Urban Interface (RUI) exercise has been planned for October 2020 in Dwellingup. All Brigades will be involved however this could be cancelled or delayed if restrictions change with COVID-19.

### 6.2 St John Ambulance – Station Manager – C Hunter

C Hunter advised that training is being held on Saturday. Additional PPE has been sourced and cleaning is being conducted regularly.

### 6.3 WAPOL Pinjarra – Acting OIC – N Palmer

N Palmer stated that crime levels have dropped significantly due to COVID-19. Police are conducting COVID-19 quarantine checks. Police stations and vehicles are being thoroughly cleaned regularly. N Palmer has been liaising with Bedingfield Park Inc Aged Care Facility to obtain a copy of their evacuation plan which they are still working on.



#### 6.4 WAPOL Dwellingup – Acting OIC – S Vieceli

S Vieceli advised that the Dwellingup 100 Mountain Bike Classic and Mighty Jarrah Trail Run Event is scheduled for Saturday 19 September 2020. The event will also include a 6km dog run this year.

Bushfire plans are currently being reviewed in Pinjarra, Dwellingup, North Dandalup and Waroona.

A new performing arts centre and sports hall will be built at Pinjarra Senior High School and is expected to be completed in 2022.

#### 6.5 DFES – Acting DO Emergency Management – D Rowland

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

#### 6.6 SoM – CESC – G Stevens

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

#### 6.7 DBCA – Fire Operations Officer – S Gunn

S Gunn stated that mandatory training is going ahead however precautions are in place with the groups being split. Regular cleaning is being conducted.

#### 6.8 DFES - DEMA - M Cross

A report was submitted as per **Appendix 6**.

#### 6.9 SoM – MRES – R Porter

R Porter advised that the State Government has amended state EM policy framework and will now be responsible for COVID-19 Recovery. No further Shire of Murray/Shire of Waroona recovery meetings have been held. The Shire is working on keeping connections with the community and people are being urged to buy local. Welfare initiatives are also in place. Initial impact statements have been completed and provided to the State Government to assist with Recovery. The Shire will continue to engage with the State Recovery Controller as recovery activities continue.

WALGA contacted the Shire back in April to obtain fortnightly PPE stocktakes. The Department of Finance (DoF) was named as the central conduit to report stock levels and lodge requests for PPE.

The DoF now undertakes centralised ordering of PPE stock across the public sector. The information previously gathered by WALGA, and fortnightly updates, are used to calculate PPE requirements. Genuine reasons are required for additional PPE.

#### 6.10 DoH – Manager EPDR – S Beaton

S Beaton was an apology however a report was submitted as per **Appendix 7**.

### 7. NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 4 November 2020. The venue and time are to be advised.

### 8. CLOSE

There being no further business the Chairperson declared the meeting closed the time being 1:55pm.