



Minutes

**Local Emergency
Management Committee**

**Second Quarter
Wednesday 6 November 2019**

Local Emergency Management Committee – 6 November 2019

Table of Contents

1.	ATTENDANCES	1
2.	ABSENT	1
3.	CONFIRMATION OF MINUTES OF MEETING	2
3.1	Confirmation of Minutes of Local Emergency Management Committee Meeting – 7 August 2019	2
3.2	Review of Meeting Action Register – refer to Appendix 1 – R Porter.....	2
4.	STATE EM PREPAREDNESS PROCEDURE 7 – LEMC REQUIREMENTS	2
4.1	EVERY MEETING	2
4.1.1	Confirmation of LEMA Contact Details – refer to Appendix 2 – R Porter	2
4.1.2	Review any Post-Incident Reports and/or Post-Exercise Reports – R Porter.....	2
4.1.3	Funding Nominations and Applications Progress – R Porter	3
4.1.4	Emergency Risk Management (ERM) / Treatment Strategies Progress – R Porter	3
4.1.5	Review of Local Emergency Management Arrangements – R Porter.....	3
4.1.6	Review Business Plan Strategies and Record Key Achievements – R Porter.....	3
4.2	SECOND CALENDAR QUARTER	3
4.2.1	Seasonal Review – DFES	3
5.	BUSINESS ARISING	4
5.1	Local Recovery Management Committee (LRMC) – refer to Appendix 3 - R Porter ...	4
5.2	Structure of the Local Emergency Management Committee – R Porter	4
6.	GENERAL BUSINESS	7
6.1	DFES – District Officer – Fire Services – refer to Appendix 4 – B Finlay	7
6.2	Alcoa – Emergency Response Coordinator – J Allcock	7
6.3	Alcoa – Emergency Services Superintendent – G Cresswell.....	7
6.4	Bedingfeld Park Inc Aged Care Facility – OS&H Rep – H Haddow	7
6.4	Pinjarra Primary School – Deputy Principal – M Kett	7
6.5	WAPOL Dwellingup – OIC – D Harnett.....	7
6.5	Department of Health – Manager EPDR – S Beaton.....	7
6.6	Shire of Murray – LEMC Chairperson/Councillor – S Kirkham.....	7
6.7	Shire of Murray – MRES – R Porter.....	8
6.8	DFES – DEMA – refer to Appendix 5 – M Cross	8
7.	NEXT MEETING	8
8.	CLOSE	8



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 6 November 2019. The Chairperson Mr. S Kirkham declared the meeting open the time being 10:01am.

1. ATTENDANCES

Members

S Kirkham	LEMC Chairperson/Councillor, Shire of Murray
R Porter (Proxy)	MRES, Shire of Murray
I Francis	LEMC Deputy Chairperson/OIC, WAPOL Pinjarra
D Harnett	OIC, WAPOL Dwellingup
G Cresswell	Emergency Services Superintendent, Alcoa
C Hunter	Station Manager, St John Ambulance
C Thompson	Community Representative, Shire of Murray
M Kett (Proxy)	Deputy Principal, Pinjarra Primary School
H Haddow (Proxy)	OS&H Rep, Bedingfeld Park Inc Aged Care Facility

Ex-Officio

C Goff	RESSO, Shire of Murray
B Finlay	District Officer - Fire Services, DFES
D Cormack	Network Inspector, Main Roads WA
S Beaton	Manager EPDR, Department of Health

Guests

J Allcock	Emergency Response Coordinator, Alcoa
-----------	---------------------------------------

2. ABSENT

Members

L McGuirk (Apology)	LRC/Director Place and Community, Shire of Murray
S Gunn (Apology)	Fire Operations Officer – Perth Hills, DBCA
K Jones (Apology)	Brigade Captain, Pinjarra VFRS
R Wilson	CBFCO, Shire of Murray
P Steven	Manager Environmental Health, Shire of Murray
T Sillitto	Senior District Emergency Services Officer, DoC
P Dwyer	Unit Manager, Murray SES
M Sutherland	Operations Manager, Water Corporation
C Louis	Principal, Pinjarra Primary School
D McLeod	CEO, Bedingfeld Park Inc Aged Care Facility

Ex-Officio

D Walker (Apology)	BRPC, Shire of Murray
N Elrick (Apology)	District Officer - Natural Hazards, DFES
P Stewart (Apology)	District Officer – Emergency Management, DFES
M Cross (Apology)	DEMA, DFES
T Simpson (Apology)	Local Welfare Coordinator, DoC
J Rawlins (Apology)	Field Operations Team Leader, Western Power
G Davies	Supervisor, ATCO Gas

3. CONFIRMATION OF MINUTES OF MEETING

3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting – 7 August 2019

Recommendation/Committee Decision

LEMC19/005

Moved: B Finlay

That the minutes of the Local Emergency Management Committee meeting held on Wednesday 7 August 2019 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 9:0

Committee Recommendation LEMC19/005 was carried by the Council at the 28 November 2019 Ordinary Council Meeting as per resolution OCM19/245.

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

Mandurah Fire and Rescue conducted a multi-agency aircraft exercise which was held at Murrayfield Airport on Lakes Road on Tuesday 22 October 2019. The pre-briefing started at 9:00am with the exercise starting at 10:00am.

Unfortunately the Shire of Murray was not advised until a week before the exercise. It would've been a great opportunity for training, networking and to test the recently reviewed LEMA's. It was raised that the City of Mandurah Emergency Services department didn't know about the exercise until last minute as well.

Manudrah Fire and Rescue arranged to use the Murray 12.2 for the exercise. Mandurah representatives were involved in the exercise but it was held in the Shire of Murray. Both Pinjarra Police and St John's Ambulance representatives stated that it was a good exercise.

No post-exercise report has been received. R Porter will contact the DO and Station Officer to obtain a copy of the post-exercise report.

A Rural Urban Interface (RUI) exercise was held in North Dandalup on Sunday 13 October 2019. The main focus for the exercise was set up and triage. The community was involved to educate them and ensure they are prepared. It was also a great opportunity for the Brigades to conduct training and for networking.

No post-exercise report was received. A RUI exercise is conducted annually prior to each fire season.

4.1.3 Funding Nominations and Applications Progress – R Porter

R Porter advised that unfortunately due to deficiencies in staffing, a decision was made to return the AWARE grant funding for the Community Evacuation Field Exercise Project.

The Shire intends on considering the project again in the future when in a better position to coordinate the completion.

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

The State Risk Project was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels. A series of assessment workshops will be held over the next 12-18 months with the LEMC membership being involved.

It was raised that the Local Government have previously identified local risks however the HMA's need to address the risks. Local plans need to be utilised instead of relying on State Plans.

4.1.5 Review of Local Emergency Management Arrangements – R Porter

R Marlborough has updated the LEMA, LRP and LRRM to reflect recent staff and position changes at the Shire of Murray. The new Impact Statement will need to be included in the LEMA's.

C Goff will update the documents and send out in an email to the LEMC membership for them to replace the existing documents on their wafer cards.

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

As previously discussed, 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 Second Calendar Quarter

4.2.1 Seasonal Review – DFES

B Finlay presented a "Climate and Water Outlook September – November 2019" video from the BoM website - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

The BoM are forecasting average rainfall and above average temperatures for this period.

5. BUSINESS ARISING

5.1 Local Recovery Management Committee (LRMC) – refer to Appendix 3 - R Porter

The Local Recovery Management Committee (LRMC) is a subcommittee of the Local Emergency Management Committee. Shire of Murray staff are included in the LRMC membership. The LRMC membership has previously completed recovery training. New staff will be provided with basic training.

All LRMC members have a position description which is included in the LRP. This is to ensure that they are aware of their responsibilities when in a recovery situation.

Ms. Leanne McGuirk who is the Director Place and Community at the Shire of Murray is now the Local Recovery Coordinator. L McGuirk has completed her Emergency Management and Local Recovery Coordinator training.

The media/marketing department have developed a Recovery brand design which includes a colour logo, black and white logo, letterhead and newsletter as per **Appendix 3**. A Recovery webpage has been created and is sitting in the back ground of the Shire of Murray website. In the case of a recovery situation relevant information will be added and the web page can be changed to live.

5.2 Structure of the Local Emergency Management Committee – R Porter

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

Appendix 2

Recommendation

LEMC19/006

Moved: I Francis

That Council endorses a second representative from Alcoa Australia be appointed to the Local Emergency Management Committee (LEMC) as an ex-officio member.

CARRIED UNANIMOUSLY 9:0

Committee Recommendation LEMC19/006 was carried by the Council at the 28 November 2019 Ordinary Council Meeting as per resolution OCM19/244.

In Brief

To appoint a second representative from Alcoa Australia as an ex-officio member on the Local Emergency Management Committee.

Background

Alcoa of Australia ('Alcoa') currently have one representative, from the Pinjarra Refinery, on the Local Emergency Management Committee. Alcoa have been in dialogue with the CEO requesting that a second representative from the Huntley Mine site being added to the membership. Alcoa declare that a second delegate on the LEMC would provide:

- An alternate contact should the Pinjarra delegate not be available.
- Greater opportunity to understand and engage with Alcoa's emergency response resources should they be required – with access to the Huntly mine site
- Broader depth in emergency services support should an emergency be in the Pinjarra area, moreover more remote areas such as Dwellingup and North Dandalup
- Better pre-established networks should a significant emergency occur that covers the patches that Huntly Mine operates – with bush fire being one of the highest risks in the areas we operate
- Furthermore, the proposed representative is a highly qualified and experienced emergency responder who will bring knowledge to the group

Report Detail

The review of the LEMC membership and the subsequent improvement in emergency management planning will have a positive impact on the community. The recommendation seeks to appoint an additional LEMC member from Alcoa.

Murray 2030 Strategic Community Plan

[Places for People SCP Link](#)

Focus Area	Places for People
Aspiration	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.
Strategy	Ensure the safety of our community.

Murray 2019- 2023 Corporate Business Plan

[Places for People CBP Link](#)

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

Other Strategic Links

Nil

Statutory Environment

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

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 review of the LEMC membership and the subsequent improvement in emergency management planning will have a positive impact on 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 be updated to reflect the addition to the membership.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	The review of the LEMC membership 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,
Local Emergency Management Committee; 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. Recommending to Council to endorse the recommendation.
2. Recommending to Council to endorse the recommendation with amendments.

Conclusion

It is recommended that a second representative from Alcoa of Australia be added to the Local Emergency Management Committee as an ex-officio member.

6. GENERAL BUSINESS

6.1 DFES – District Officer – Fire Services – refer to Appendix 4 – B Finlay

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

6.2 Alcoa – Emergency Response Coordinator – J Allcock

J Allcock introduced himself as the Emergency Response Coordinator from Alcoa.

6.3 Alcoa – Emergency Services Superintendent – G Cresswell

Brief discussion was held in regards to the changes to the Total Fire Ban (TFB) notification system and Harvest and Vehicle Movement Bans (HVMB). It was raised that Alcoa have a TFB exemption until 2020. The new style of TFB notifications come into place in 2021.

6.4 Bedingfeld Park Inc Aged Care Facility – OS&H Rep – H Haddow

H Haddow introduced herself as the OS&H Representative from Bedingfeld Park Inc Aged Care Facility. C Hunter stated that the Evacuation Plan for Bedingfeld would need to be reviewed.

6.4 Pinjarra Primary School – Deputy Principal – M Kett

M Kett introduced herself as the Deputy Principal at Pinjarra Primary School.

6.5 WAPOL Dwellingup – OIC – D Harnett

D Harnett advised that he will be having an informal pre-season catch up with Dwellingup Volunteer Bush Fire Brigade (VBFB) to ensure that both Dwellingup Police and Dwellingup VBFB are prepared and have correct contact numbers in case of an emergency.

B Finlay mentioned that he has been discussing organising a pre-season forum with the CBFCO which will include all Brigades. It would be beneficial for Police to attend the pre-season forum.

It was raised that a new Senior Ranger for Lane Poole Reserve will be appointed within the next few weeks.

6.5 Department of Health – Manager EPDR – S Beaton

S Beaton advised that all Emergency Management plans are up to date. S Beaton attended an exercise with DFES which included 34 patients in Kalamunda.

Brief discussion was held in regards to Murray District Hospital emergencies. At the moment the maximum capacity is fifteen patients plus staff members. Staff have access to staff and Government vehicles to safely move patients.

6.6 Shire of Murray – LEMC Chairperson/Councillor – S Kirkham

S Kirkham introduced himself as the new LEMC Chairperson and Councillor at the Shire of Murray.

6.7 Shire of Murray – MRES – R Porter

Shire of Murray and Shire of Waroona resource sharing arrangements now include a joint Chief Executive Officer – Mr Dean Unsworth. Ranger Services, Information Technology and Environmental Health are already resourced shared between both Councils. There is an opportunity for resource sharing in other departments which will include Emergency Services.

The Community Emergency Services Coordinator (CESC) role has been advertised as a shared role between Shire of Murray and Shire of Waroona. Initially once employed the CESC's main focus will be establish the gaps in Waroona to start with.

Volunteer Bush Fire Brigades will be undertaking a hazard reduction burn off on the Public Transport Authority (PTA) property on Pinjarra-Williams Road, Dwellingup. The burn will be undertaken on weekend over the next 2-3 weeks prior to the Prohibited Burning Time.

A Traffic Management plan has been developed and will be in place on Pinjarra-Williams Road west of Dwellingup townsite. Traffic will be reduced to one lane whilst the burn is occurring however, temporary closure of the road is possible for short periods.

6.8 DFES – DEMA – refer to **Appendix 5** – M Cross

M Cross was an apology at the meeting. A report was submitted as per **Appendix 5**.

7. **NEXT MEETING**

The next Local Emergency Management Committee meeting will be held on Wednesday 5 February 2020. The venue and time is to be advised.

8. **CLOSE**

There being no further business the Chairperson declared the meeting closed the time being 10.59am.