



# **Minutes**

**Local Emergency  
Management Committee**

**First Quarter  
Wednesday 1 August 2018**



# Local Emergency Management Committee – 1 August 2018

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## Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Murray Lesser Hall, 1915 Pinjarra Road, Pinjarra on Wednesday 1 August 2018. The Chairperson Mr G Black declared the meeting open the time being 10:05am.

### 1. ATTENDANCES

#### Members

G Black	LEMC Chairperson/Councillor, Shire of Murray
D Walker	CESC, Shire of Murray
R Wilson	CBFCO, Shire of Murray
I Francis	Deputy Chairperson/OIC, WAPOL Pinjarra
M Fitzgerald	OIC, WAPOL Dwellingup
A Madgwick	Senior Ranger – Lane Poole Reserve, DBCA
T Sillitto	Senior District Emergency Services Officer, DoC
K Racco	Security Supervisor, Alcoa
B King	Unit Manager, Murray SES
C Hunter	Station Manager, St John Ambulance
C Thompson	West Murray VBFB, Community Representative

#### Ex-Officio

C Goff	RESSO, Shire of Murray
R Porter	MRES, Shire of Murray
I Joseph (Proxy)	Acting District Officer Murray, DFES
T Simpson	Local Welfare Coordinator, DoC
B Vasiliauskas	Field Service Coordinator, Western Power

### 2. ABSENT

#### Members

P Steven	Manager Environmental Health, Shire of Murray
K Jones	Brigade Captain, Pinjarra VFRS
M Sutherland	Operations Manager, Water Corporation
R Lawson	Pinjarra Network of Schools Representative
D McLeod	Bedingfeld Park Inc Aged Care Facility Representative

#### Ex-Officio

B Finlay (Apology)	District Officer Murray, DFES
M Cross (Apology)	DEMA, DFES
D Cormack (Apology)	Network Inspector, Main Roads WA
S Beaton (Apology)	Manager EPDR, Department of Health
N Elrick	District Officer, Emergency Management, DFES
A Wright	District Officer, Natural Hazards, DFES
G Davies	Supervisor, ATCO Gas

### 3. CONFIRMATION OF MINUTES OF MEETING

#### 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting – 2 May 2018

**COMMITTEE RECOMMENDATION:****LEMC18/006****Moved: C Thompson**

**That the minutes of the Local Emergency Management Committee meeting held on Wednesday 2 May 2018 be confirmed as a true and correct record.**

**CARRIED UNANIMOUSLY 11:0**

*Committee Recommendation LEMC18/006 was carried by the Council at the 25 October 2018 meeting as per resolution OCM18/207.*

#### 3.2 Review of Meeting Action Register – refer to **Appendix 1** – D Walker

The current Meeting Action Register was reviewed and all outstanding items were discussed.

### 4. State EM Preparedness Procedure 7 – LEMC Requirements

#### 4.1 Every Meeting

##### 4.1.1 Confirmation of LEMA Contact Details – refer to **Appendix 2** - D Walker

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 as per **Appendix 2**.

##### 4.1.2 Review any Post-Incident Reports and/or Post-Exercise Reports – D Walker

Nil.

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

Shire of Murray have entered into a Bushfire Risk Management Planning Program (BRMP) Grant Agreement with the Shire of Harvey and DFES. The Shire negotiated 20% funding for a Bushfire Risk Planning Coordinator (BRPC) who is currently an employee at the Shire of Harvey.

The aim of the program is to identify bushfire risk within both Local Governments and develop a treatment plan while utilising shared resources between Shire of Harvey and Shire of Murray.

Once the program commences the BRPC will work two days at the Shire of Murray office and will be attending fuel load training at DFES.

#### 4.1.4 Emergency Risk Management (ERM) / Treatment Strategies Progress – D Walker

As previously discussed treatment strategies need to be worked on. As identified in the meeting action register Bushfire, Road Transport Emergency and Flood/Flash Flooding were the risks previously identified.

As discussed at the last LEMC meeting DFES Manager Intelligence Analysis – A Kotowski has been working on the DFES Community Exposure Report for the Murray River Catchment. Once the project is finalised the final report will be distributed to LEMC.

#### 4.1.5 Review of Local Emergency Management Arrangements – D Walker

The wafer USB's have arrived. Electronic copies of the documents will be loaded onto the wafer cards once IT provide access. Hard copies of the documents will be printed. Documents will be distributed to stakeholders in due course once signed off by the Shire President and LEMC Chairperson.

#### 4.1.6 Review Business Plan Strategies and Record Key Achievements – refer to **Appendix 3** – D Walker

The business plan strategies for the past quarter were reviewed and all outstanding items were discussed as per **Appendix 3**.

### 4.2 First Calendar Quarter

#### 4.2.1 Finalise 2018/2019 LEMC Business Plan – refer to **Appendix 4** – D Walker

Brief discussion was held in regards to the LEMC Business Plan template. It was raised that it was previously agreed to continue using the same template even though it is no longer a requirement.

The SEMC and OEM Strategic Plan 2017-2020 is attached in **Appendix 4**. D Walker advised that she will review the 2018/2019 LEMC Business Plan and align it with the Strategic Plan. Once the draft is completed it will be distributed to LEMC for feedback and endorsed at the next LEMC meeting.

### 5. BUSINESS ARISING

#### 5.1 2018 Annual Preparedness Report – refer to **Appendix 5** – D Walker

General discussion was held in regards to the 2018 Annual Preparedness Report as per **Appendix 5**.

R Porter stated that the timing is wrong for the survey to be completed as it should align with the financial year. Questions are vague, repetitive and not relevant. It was also raised that the questions request information on topics within plans that are currently not captured within the scope of SEMC guideline documents.

#### 5.2 Lane Poole Reserve Evacuation Exercise – A Madgwick

A Madgwick advised that a Lane Poole Reserve Evacuation Exercise will be held on Wednesday 8 August 2018 commencing at 10:00am. An ISG meeting will start at 10:30am.

The evacuation exercise will be a desktop exercise and the evacuation will be staged. In the exercise approximately 1500 to 2500 people will be evacuated from Lane Poole Reserve to Dwellingup oval.

All agencies are invited to attend. D Walker will forward the LEMC membership an email with further information. Anyone interested in attending will need to RSVP to A Madgwick.

### 5.3 Yamba Evacuation Exercise – R Porter/C Goff/R Wilson

Brief discussion was held in regards to the Community Evacuation Field Exercise for Yamba Estate. It has been an issue organising a suitable date as it is difficult getting community involvement during the week and LEMC involvement on a weekend. T Sillitto advised that DoC have the same issue and now use simulated cards instead of people for exercises.

The exercise was to test the updated LEMA's and the LEMC membership. However, it was raised that community involvement is also important.

R Porter advised that C Goff is commencing maternity leave at the end of the month. Project funding is still available however a replacement AWARE Officer has not been identified at the Shire.

T Sillitto stated that DoC will be holding an evacuation exercise at the end of the month and funding could go towards a community survey and LEMC could be involved in the DoC evacuation exercise however a replacement AWARE Officer would need to organise the community survey.

As no replacement AWARE Officer has been identified R Porter asked the LEMC membership for suggestions on a suitable replacement outside of the Shire.

## 6. GENERAL BUSINESS

### 6.1 OEM – DEMA – M Cross

As per **Appendix 6**.

### 6.2 DoH - Manager EPDR – S Beaton

As per **Appendix 7**.

### 6.3 DBCA – Lane Poole Reserve Senior Ranger – A Madgwick

DBCA have completed 96,000ha of burning and 116,000ha of burning in Swan. A new burn program will commence in Spring.

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

St John Ambulance have donated and installed six defibrillators in Dwellingup. One has been installed at each entry to Lane Poole Reserve.

### 6.5 Alcoa – Security Supervisor – K Racco

K Racco advised that she has been promoted to a new Health and Safety role and will no longer be on the LEMC membership. Once a replacement Security Supervisor has been identified their contact details will be provided to LEMC.

### 6.6 DoC – Senior District Emergency Services Officer – T Sillitto

DoC boundaries have recently changed from Boddington to Lake Clifton. T Sillitto stated that the Peel Welfare Plan has been updated and was distributed to the LEMC membership. Feedback is required and can be forwarded directly to T Sillitto. The final document will hopefully be adopted at the next LEMC meeting.



A new evacuation training session will be organised in due course. At least four weeks' notice will be given.

DoC have developed a Volunteer Evacuation Kit for spontaneous volunteers. Guidelines have been developed. Volunteer arm bands have been created and included in the kits for the volunteers to be easily identified.

**7. NEXT MEETING**

The next Local Emergency Management Committee meeting will be held on Wednesday 7 November 2018 commencing at 10.00am. The venue will be the Shire of Murray Lesser Hall, 1915 Pinjarra Road, Pinjarra.

**8. CLOSE**

There being no further business the Chairperson declared the meeting closed the time being 11:26am.