



Minutes

**Local Emergency
Management Committee**

**Third Quarter
Wednesday 1 February 2017**

Local Emergency Management Committee – 1 February 2017
Table of Contents

0		
1.	ATTENDANCES.....	1
2.	ABSENT	1
3.	CONFIRMATION OF MINUTES OF MEETING.....	2
	3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting – 2 November 2016	2
	3.2 Review of Meeting Action Register – Refer to Appendix 1 – D Walker	2
4.	STATE EM PREPAREDNESS PROCEDURE – 7	2
	4.1 Every Meeting	2
	4.1.1 Confirmation of LEMA Contact Details – Refer to Appendix 2 – D Walker.....	2
	4.1.2 Review any Post-Incident Reports and/or Post Exercise Reports – D Walker.....	2
	4.1.3 Funding Nominations and Applications Process – D Walker.....	2
	4.1.4 Emergency Risk Management (ERM) / Treatment Strategies Process – D Walker.....	2
	4.1.5 Review of Local Emergency Management Arrangements – C Goff/R Porter.....	3
	4.1.6 Review Business Plan Strategies for the Past Quarter – D Walker.....	3
4.2	THIRD CALENDAR QUARTER.....	3
	4.2.1 Begin development of the 2017 – 2018 Business Plan – D Walker.....	3
5.	BUSINESS ARISING	3
	5.1 Updates to the Local Welfare Plan – T Sillitto	3
	5.2 Evacuation Centre Training – T Sillitto	4
6.	GENERAL BUSINESS.....	4
	6.1 WAPOL – Dwellingup Representation – M Fitzgerald	4
	6.2 Traffic Management During Incidents – B Finlay	4
	6.3 Reporting Year Exercise – D Walker.....	4
	6.4 CPFS Staff Post Waroona/Yarloop Fire Assistance – T Sillitto.....	4
	6.5 State Emergency Management Committee – SEMC – M Cross	5
	6.6 Chief Bush Fire Control Officer – R Wilson	5
	6.7 Manager Ranger and Emergency Services – R Porter.....	5
	6.8 Community Emergency Services Coordinator – D Walker	6
7.	NEXT MEETING.....	6
8.	CLOSE.....	6



Minutes of the Local Emergency Management Committee meeting held at the Murray State Emergency Service Headquarters, 6 Phillips Road, Pinjarra on Wednesday 1 February 2017. The Chairperson C Thompson declared the meeting open the time being 10.05am.

1. ATTENDANCES

Members

C Thompson	LEMC Chairperson/Councillor, Shire of Murray
R Wilson	CBFCO, Shire of Murray
D Walker	CESC, Shire of Murray
K Jones	Brigade Captain, Pinjarra VFRS
C Hunter	Station Manager, St John Ambulance
T Sillitto	Senior District Emergency Services Officer, CPFS
C Butcher	Local Welfare Coordinator, CPFS
K Racco	Security Supervisor, Alcoa
M Fitzgerald	OIC, WAPOL Dwellingup
I Todd (Proxy)	Representative, WAPOL Pinjarra
J White (Proxy)	Bedingfeld Park Inc Aged Care Facility Representative

Ex-Officio

R Porter	Manager Ranger and Emergency Services, Shire of Murray
C Goff	RESSO/Minutes Secretary, Shire of Murray
D Biggs	RESSO/Minutes Secretary, Shire of Murray
B Finlay	District Officer Murray, DFES
D Cormack	Network Inspector, Main Roads WA
M Cross	DEMA, OEM
B Vasiliauskas	Field Service Coordinator, Western Power

2. ABSENT

Members

D Wilkes (Apology)	Executive Manager Community Development, Shire of Murray
P Steven	Manager Environmental Health, Shire of Murray
A Madgwick (Apology)	Senior Ranger – Lane Poole Reserve, PaW
P Robinson	Deputy Chairperson/OIC, WAPOL Pinjarra
R Lawson	Pinjarra Network of Schools Representative
G Adlam	Operations Manager, Water Corporation
D McLeod	Bedingfeld Park Inc Aged Care Facility Representative
B King	Unit Manager, Murray SES

Ex-Officio

N Elrick (Apology)	District Officer, Natural Hazards, DFES
G Davies	Supervisor, ATCO Gas
P Hay	A/District Officer– Fire Services, Murray, DFES
T Cooper	Linesman, Western Power

Guests

L McDonnell	Community Engagement Officer, DFES
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3. CONFIRMATION OF MINUTES OF MEETING

3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting – 2 November 2016

COMMITTEE RECOMMENDATION:

LEMC17/001

Moved: T Sillitto

That the minutes of the Local Emergency Management Committee meeting held on Wednesday 2 November 2016 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 11:0

Committee Recommendation LEMC17/001 was carried by the Council at the 23 February 2017 meeting as per resolution OCM17/052.

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

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 will be updated to reflect recent staff 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 Process – D Walker

The Shire of Murray was successful in receiving All West Australians Reducing Emergencies (AWARE) funding. Applications were submitted requesting funding to review the Shire of Murray Local Emergency Management Arrangements (LEMA's) and to develop and facilitate a multi-agency Evacuation Field Exercise which will include the community.

The project commenced on Monday 22 August 2016 and will run for a duration of nine months.

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

During the AWARE Project, bushfire was identified as one of the highest risks to the community. A budget submission was presented to Council requesting funding for the development of a Bushfire Risk Management Plan (BRMP) however this was not supported within the 2016/2017 Shire budget.

4.1.5 Review of Local Emergency Management Arrangements – C Goff/R Porter

R Porter discussed the Local Emergency Recovery Plan. The Local Emergency Recovery Plan is now complete, with the Local Emergency Management Arrangements to follow.

Meetings with the Local Recovery Coordinating Group (LRCG) take place every three weeks.

The Local Recovery plan has been signed off by the LRCG and is now awaiting endorsement from Council which is expected in May 2017.

The Local Recovery Plan outlines the Shire of Murray staff responsibilities. The plan helps to advise staff roles and responsibilities during an emergency.

Evacuation plans have been incorporated into Local Emergency Management Arrangements.

Red Cross and CPFS are to be added to the Recovery group in the recovery plan.

The resource manual within the Local Recovery Plan has appendices included with relevant documents in regards to emergency process and procedures.

**Action: Circulate Local Recovery Plan prior to the next LEMC Meeting.
Red Cross and CPFS to be added to the Recovery Group in the Recovery Plan.**

4.1.6 Review Business Plan Strategies for the Past Quarter – D Walker

The business plan strategies for the past quarter were reviewed and all outstanding items were discussed.

Review actions against strategies.

The consensus is all members are happy with the current business plan. If members are in agreeance to move forward, the business template can be endorsed.

The actions from the last two meetings will be included in the new Business Plan template.

Draft business plan until the end of the 2016/2017 financial year. (Reporting year June 2017).

M Cross stated she is happy to endorse.

4.2 Third Calendar Quarter

4.2.1 Begin development of the 2017 – 2018 Business Plan – D Walker

The 2017/18 Business plan will be in the format of this financial year's template that align with OEM's Strategic Plan 2015-2018 and will be distributed for comment.

5. BUSINESS ARISING

5.1 Updates to the Local Welfare Plan – T Sillitto

T Sillitto has advised there has been a comprehensive update to the welfare plan.

Details in the Local Welfare Plan that have been reviewed and updated include evacuation centres and organisations.

5.2 Evacuation Centre Training – T Sillitto

T Sillitto advised the LEMC on Thursday 24 November 2016 a welfare exercise was conducted. Three members from the Leisure Centre at the Shire of Murray attended this training exercise.

There will be additional LEMC evacuation centre training, which is due to run late February/early March 2017.

A proposal was made to the Shire of Waroona in regards to running an evacuation centre training session there. T Sillitto will provide feedback.

6. GENERAL BUSINESS

6.1 WAPOL – Dwellingup Representation – M Fitzgerald

M Fitzgerald introduced himself to the LEMC, as Dwellingup OIC at Dwellingup Police Station.

6.2 Traffic Management During Incidents – B Finlay

B Finlay (DFES District Officer, South West Region) discussed the issue of traffic management during incidents. This issue was identified in the Ferguson Report following the Waroona/Yarloop fire.

From this finding, the Automatic Vehicle Locator (AVL) has been deployed into most DFES vehicles in the Peel region.

Incident Action Plan (IAP) – a new prestart book has been issued.

B Finlay also advised the committee the 2017 training calendar has been compiled and distributed to all brigades.

Rural Urban Interface (RUI) training will be undertaken in the near future. Advice will be sent out upon confirmation of dates.

6.3 Reporting Year Exercise – D Walker

D Walker discussed with the LEMC what exercise should be undertaken for the 2016/17 reporting year. It is suggested that exercising the new Local Recovery Plan would be beneficial to the LEMC. It was recommended to consult the recovery committee, to advise what it is and what is involved, and gather feedback from the recovery committee.

6.4 CPFS Staff Post Waroona/Yarloop Fire Assistance – T Sillitto

T Sillitto discussed the assistance provided to the residents affected by the Waroona/Yarloop fires is still ongoing, with four full time staff members working to assist those who need the assistance. T Sillitto advised assistance can go on for quite some time after an incident has occurred, and community feedback has indicated assistance is still required.

6.5 State Emergency Management Committee – SEMC – M Cross

M Cross advised the State Emergency Management Committee has had a name change to Office of Emergency Management.

The main role is Governance side of emergency management providing quality assurance.

The Australasian Natural Hazard Conference will take place October 2017. Documents on DFES and OEM Website.

Aware funding opens March 2017, Shire of Murray are encouraged to apply.

The LEMC Executive officer forum is taking place on 28 March 2017, the program has been finalised.

Please refer to Appendix 4 - SEMC Secretariat DEMA Report 02022017.

6.6 Chief Bush Fire Control Officer – R Wilson

R Wilson reports it has been a quiet start to 2017.

R Wilson discussed an incident on Sunday, 29 January 2017 involving a fallen powerline along Pinjarra Road, Barragup. Western Power arranged their own traffic management for the entirety of the repairs, blocking off the road.

R Wilson also discussed the incident along the Serpentine River, was a Mandurah incident.

Local knowledge – people listening to local knowledge and the effectiveness of working together.

In regards to the Goodooga Road fire, B Finlay from DFES attended to assist.

It has been noted and identified that social media create issues with incorrect information being issued/released to the community.

There was an incident on Alcoa land during December 2016 which was managed by DFES. Once the situation was under control, the fire was handed back to Alcoa to manage.

6.7 Manager Ranger and Emergency Services – R Porter

R Porter discussed the GIVIT presentation and Recovery Meeting was held immediately after the LEMC Meeting. Shire of Murray Staff members are invited to network with LEMC Committee members.

R Porter has been advised by DFES that Local Governments are unable to claim cleaning costs through LGGS and as a result individual brigades and SES will be responsible for cleaning their brigades. Alternatives will need to be considered (council buildings) for council and brigade meetings.

R Porter also discussed the 2016/17 annual firebreak inspections, completed by Ranger Services. Over the two Shires (Shire of Murray and Shire of Waroona) approximately 6000 inspections have been completed, with 4,500 inspections undertaken in Murray and 1,500 in Waroona.

Compliance for Murray was 87%, non-compliant at 7% and 6% of residents issued infringements.

Compliance for Waroona was 89%, non-compliant was 9% and infringement was 2%.

A common issue Rangers seem to encounter with residents whilst completing firebreak inspections was the height clearance for the firebreaks. Residents were compliant with the 3 metre width however were not quite aware to the 4.5 metre height clearance in Murray and 4 metre height clearance in Waroona.

Shire of Murray is in discussions with the Shire of Waroona to align the firebreak notices so there are no discrepancies between the two.

R Porter, Shire President Cr Maree Reid and R Wilson attended a meeting chaired by the Minister for Emergency services in relation to the proposed implementation of the Rural Fire Service.

R Porter advised it was a very positive meeting and was open to feedback.

6.8 Community Emergency Services Coordinator – D Walker

D Walker received a request from the CEO of Fairbridge, D Russell to be added to the Local Emergency Management Committee membership. Further discussions are to be undertaken before a decision is made.

D Walker, T Sillitto and D Russell to arrange meeting to discuss.

7. NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 3 May 2017 commencing at 10.00am. The venue is yet to be determined.

8. CLOSE

There being no further business the Chairperson declared the meeting closed the time being 11:30am.