

Meeting Date	Wednesday, 3 May 2023
Location	55 Abel Street, Boyup Brook – Shire Council Chambers
Time	10:00
Videoconference Link	MS Teams

1. Administration RECORDING Permission provided by all attendees.

1.1. Open Meeting 10:08am

1.2. Acknowledgement of Country

The Shire of Boyup Brook acknowledges the Traditional Owners throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of Aboriginal communities and their cultures; and to Elders past, present, and emerging.

1.3. Attendance and Apologies

Invite sent to:

Name	Organisation	Attended	Apologies
Cr Richard Walker	(Shire President)	Y	
Peter Clarke	Acting Chief Executive Officer	Y	
Jason Forsyth	Manager Works & Services		Y
Carolyn Mallett	Deputy Chief Executive Officer	Y	
Angela Hales	St John Ambulance		Y
Cr Darren King	Councillor	Y	
Donna Forsyth	LEMC - XO		Yes
Sgt Phil Huggins	WA POL		Y
Snr Constable Sarah Cole	WA POL		Y
Tristan Mead (Chief Bush Fire Control Officer)	Chief Bush Fire Control Officer		Y
Ben Thompson	X-Ray 1		Y
Brad Skraha	X-Ray 2		Y
David Fortune	X-Ray 3	Y	
Brad Fairbrass	X-Ray 4		Y
Clinton (Arky) Wawilow (Capt)	Volunteer Fire & Rescue (Boyup Brook)	Y	
Renee Flaxman	Department of Communities		Y
Roma Boucher	Department of Communities	Y	
Lynne Schreurs	SJAA (Boyup Brook)		Y
Paige Weaver	Health Service Blackwood Region		Y
Erin Kenny	Dept. of Communities - Collie		Y
Julie Webber	Dept. of Primary Industries and Regional Development – Agriculture and Food Div.		Y
Mel Robertson	Water Corporation		Y
Nathan Hall (District Officer – Emergency Management)	DFES		Y

Chris Sousa (Area Officer)	DFES	Y	
Erin Hutchins (District Emergency Mgmt. Advisor)	DFES		Yes
Matt Cole (Please remove – no longer a volunteer)	DFES (Boyup Brook)		Y
Chris Doherty	Bushfire Mitigation Coordinator	Y	

1.4. Confirmation of the minutes from the previous meeting – 3RD Quarter LEMC meeting held 08/02/2023

Moved: Darren King Seconded: Dave Fortune

1.5. Correspondence In

- 1.5.1. 230221 DPIRD-LEMC/DEMC report (Attachment)
- 1.5.2. 230301 Dept. Communities SW DESO – Return to work
- 1.5.3. 230321 National Disaster Risk Reduction (NDRR) Competitive Grant Program 2023-24
- 1.5.4. 230324 Emergency Management News - March 2023
- 1.5.5. 230328 Disaster Ready Fund (DRF) projects progressed to NEMA
- 1.5.6. 230330 SW DEMC Meeting – 10 Oct 2023
- 1.5.7. 230404 Request for Feedback - Local Emergency Management Committee (LEMC) Handbook Consultation Request - Draft Western Australian Emergency Management Capability Framework
- 1.5.8. 230405 AFDRS First Season review and Guide to Mechanical Bushfire Mitigation (Attachment A, B and C)
- 1.5.9. 230405 Checklist - State and Local Welfare Centre Boyup Brook Football Club.docx (Attachment)
- 1.5.10. 230405 Media statements - \$38 million in funding to boost natural disaster recovery in WA (Media statement printed)
- 1.5.11. 230405 Update on the Government's response to the Wooroloo Bushfire Review
- 1.5.12. 230417 E HUTCHINS - LEMC - Shire of Boyup Brook – Apologies
- 1.5.13. 230417 WALGA Recovery Coordinators Course Local Govt – 4-5 May
- 1.5.14. 230420 CONSULTATION REQUEST: WA Climate Change Adaptation Program (Attachment A and B)
- 1.5.15. 230427 Emergency Management Sector Climate Change Adaptation Plan Survey
- 1.5.16. 230428 LEMC – Shire of Boyup (Attachment DEMA report 4th Quarter -A; DFES Spontaneous Volunteer Poster – B)

1.6. Review of Action List and Business arising

Item:	Owner:	Status
Shire Items on the DFES Radio Tower – Any update on progress?	Nathan Hall (not present) Chris Sousa	Outstanding At point of no return going over to other tower – Optus – no updates – preference to build a new tower. cost of rental on tower. Darren King – Agreement with landowner was all Shire and St Johns would be put across to Optus tower at no cost and no rental. Darrell DJ communications is contact
Shire Annual Large Event Schedule	Carolyn Mallett	Outstanding – CM schedule being planned of major events. We have had a de-brief for CMF and planning one for Rodeo. Aim to improve communications and compliance with pre-planning to avoid undue pressures for approval and licences at last minute.

1.7. Review of Emergency Contact List

- 1.7.1. WAPOL – New Police Officer – Welcome Constable Daniel Drummond. Details required for the Emergency contact list please.
- 1.7.2. Are there any other suggested updates for the Emergency Contact List.
Remove Matt Cole, volunteer Fire rescue service (not DFES) for Arky, Roma to provide update by email for Dept of Communities.

1.8. Guest Presentations

- 1.8.1. Nil

2. Standard Reporting

2.1. Post Incident Reports – Nil

2.2. Post Exercise Reports – Nil

2.3. Exercise – CBFCO – Tristan Mead (Dave Fortune – would like to do exercise in July. Multi agency as much as possible. More planning on Tristians model required. Who is setting LEMC meetings as it's Tristan's busy time and most farmers. April would be better. Roma- Traditionally 4 meetings per year. Some LG have reduced to 2, but 3 would be better. Busy primary production seasons to be mindful of.

2.4. Local Emergency Management Arrangements LEMA update

- 2.4.1. Shire currently in discussion with Chris Widmer (Angelika – Grants) Seeking project timeline, scope and cost.

2.5. Emergency Risk Management update

2.5.1. The Shire of Boyup Brook has currently aligned its top 5 hazards with the South West District Emergency Management Committee; Bushfire, Storm, Flood, Animal & Plant Biosecurity and Electricity Supply Disruption. These hazards in the table below are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard. Risk mapping high risk areas within the Shire of Boyup Brook is task that has been identified as requiring review and update.

(Q: Can we as a group discuss possible areas/locations that they feel are high risk for development into a Risk map and risk register for the Shire?)

Discussion ensued after closure of meeting

Table: (Shire of Boyup Brook LEMA 2017. V4.3; Pages 30-31.)

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	Westplan	Local Plans
Bushfire	DFES	DFES	DFES	Plantation Industries	Westplan Fire	Bushfire Risk Management Plan 2017
	DpaW		DpaW	Western Power		
	Shire BB		Shire BB	Water Corp		
Storm	DFES	DFES	SES	Western Power Shire BB	Westplan Storm	
Flood	DFES	DFES	SES	Dept. of Water Water Corp Shire BB	DFES	
Animal & Plant Biosecurity	Dept of Agric & Food	Dept of Agric & Food	Dept of Agric & Food	Shire of BB Dept of Health Water Corp DFES	Westplan Animal & Health Biosecurity	

Electricity Supply Disruption	Western Power	Dept of Finance – Public Utilities Office	Western Power	Synergy	Westplan Electricity Supply Disruption	
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3. Agenda Items

3.1. Agency/Member Reports

- 3.1.1. Dept of Communities – Renee Flaxman (report provided)
Local Emergency Welfare Plan Feb 2023 – Roma mentioned that this was intended to be tabled on this meetings Agenda but it wasn't. Provided to Shire early March. Roma will now work on fine-tuning the document further for presenting at the next meeting Agenda.
PUT ON July meeting AGENDA
- 3.1.2. WAPOL – Sgt Phil Huggins – not present
- 3.1.3. DFES – District Area officer – Chris Sousa, Nathan Hall
6 level 2 incidences. 2 Bridgetown, 4 into Donnybrook. Centre worked well. Thanks to local BFB for assistance during the season. Good response whenever asked. Total fire bans and fire danger rating system has been updated. New nation wide concept. Teething problems being experienced. Ask we be patient while national committee deals with this and sorts it out. Boyup is being impacted by this. Total fire ban ratings of severe. With pines, fire danger goes to extreme with wind 19km/hr and humidity. Can't change fire danger ratings. Working on it at regional level so more suitable. Meetings with plantations FPC regularly. Assistant commissioner coming down from Perth to view landscape (a week visit). Overview of process of timeframe to be resourced and managed for plantations until becomes an elevated risk for community. FPC has a working group. \$360M project (Gary). Liaising with DFES.
- Had a demonstration meeting here in Boyup. Thanks to Tristian for organising. Roz and Donna attended bushfire facilitator training on weekend.
- 3.1.4. SJA – Angela Hales – not present – Darren King was asked to provide comment – Volunteers are inundated with jobs. Lot of transfers. Under-resourced putting current volunteers under additional strain potentially leading to burn out. Need additional volunteers. Displays at shows seeking volunteers. Have 3 levels of officers now to attract volunteers. Still struggling to attract any.
- 3.1.5. Dept. Health – Paige Weaver – not present
- 3.1.6. Boyup Brook VFRS – Captain Arky Wawilow – road crashes attendances have increased recently. Out of control burn in town, outside of burning season, no permit. Rangers to take further. Have been invited to attend Road Safety awareness week event at BBDHS. Put on FB to alert community there may be multiples sirens sounding that day.
- 3.1.7. DPIRD (report printed for presenting)

Members to consider: Capabilities or limitations for the coming season (resources/staffing); Any known emerging risks; Any scheduled exercises; Outcomes or lessons learnt from any incidents or exercises.

3.2. General Business

No comments

4. Quarterly Reporting

W

Quarter 1: (Jul-Aug-Sep)	<p>LEMC Business Plan Tabled Develop annual meeting schedule Mar, Jul, early Oct – 3 meetings per year Exercise date for financial year Tristian – July2023</p>
Quarter 2: (Oct-Nov-Dec)	<p>Seasonal review – covered in reports Dave Fortune – dry summer and quiet. Very dry still and very wary. Escape burns last week. Good season otherwise. Chris Doherty – managed to put together an application speaking to all stakeholders, have good solid plan for coming season for preventative works. Thanked Boyup volunteers for their assistance during this season. Always very responsive Chris Souza – busy with lightening strikes and multiple fires. 3 years ago had 8 fires burning on 5th June in the region. Predictions are for drier and hotter autumn going into winter (next 3 months) so season not over yet. Pete – good for fire and rescue. Road crash side increased recently. Winter – will promote road safety Darren – nothing to report Roz – joined us in Ranger & Emergency team. Welcome. Roma – returned from northern QLD where they had 345ml of rain (14 inches) in one day. Never experienced it before. Flooding concerns. nothing additional</p> <p>State Preparedness Report Review</p>
Quarter 3: (Jan-Feb-Mar)	LEMC Business Plan Developed
Quarter 4: (Apr-May-Jun)	<p>Complete annual Preparedness Survey and Annual Report (due in Jun – Donna will be back to complete) Exercise Schedule developed (for next year – evacuation drill proposed – possibly November 2023)</p>

5. Next Meeting

Date:	Activity:	Venue:	Comment:
19 TH JULY 2023 10AM		CHAMBERS	3 MEETINGS/YEAR

6. Meeting Closed

Time: 10:51am

Comments following meeting:

- Chris's x 2 will provide map with identified assets on map for further discussion;
- CM asked for map with owners update fire map. Chris's will work on. ArcGIS may be usable (SLIP);
- Darren King – Beta version software being developed by Mike Nix for use only in Boyup Brook – multi layered using public available information. fire boundaries, dfes updated info fire dots, radio channels, DPIRD managed lands. Can be used on phone. Take photo of smoke, snap, map, pointer. Put on whats app. Others do it. Triangulates and then pin points fire location. Private platform hosted on website currently. From public information. Brings in weather forecasts. Will add plantation assets also. Will trial with Tweed Brigade this next season.