

Meeting Date	04 October 2023
Location	55 Abel St, Boyup Brook – Shire Chambers
Time	11:00
Videoconference Link	MS Teams

1. Administration

1.1. Welcome and Open: Attendees were welcomed and the Meeting opened at 11.00am.

1.2. Acknowledgement of Country: *We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.*

1.3. Attendance and Apologies

Name	Organisation	Attended	Apologies
Cr Richard Walker	(Shire President)	✓	
Leonard Long	Chief Executive Officer	✓	
Jason Forsyth	Manager Works & Services		✓
Carolyn Mallett	Deputy Chief Executive Officer	✓	
Angela Hales	St John Ambulance	✓	
Cr Darren King	Councillor	✓	
Rosalyn Edwards	Ranger – LEMC X0	✓	
SARG Martin Baraiolo	WA POL	✓	
Snr Constable Sarah Cole	WA POL	✓	
Snr Constable Daniel Drummond	WA POL	✓	
Ben Thompson	CBFCO		✓
Tristan Mead	X-Ray 1		✓
Brad Skraha	X-Ray 2		✓
David Fortune	X-Ray 3	✓	
Brad Fairbrass	X-Ray 4		
Clinton (Arky)Wawilow (Capt)	DFES (Boyup Brook)	✓	
Roma Boucher	Department of Communities		✓
Sharon Austin	Department of Communities	✓	
Angela Hales	SJAA (Boyup Brook)	✓	
Paige Weaver	Health Service Blackwood Region	✓	
Erin Kenny	Dept. of Communities - Collie	Via Teams	
Julie Webber	Dept. of Primary Industries and Regional Development – Agriculture and Food Div.		
Mel Robertson	Water Corporation		
Nathan Hall (District Officer – Emergency Management)	DFES		
Chris Sousa (Area Officer)	DFES	✓	
Jodi Nield	Boyup Brook CRC	✓	
Erin Hutchins (District Emergency Mgmt. Advisor)	DFES		✓
Chris Doherty	Bushfire Mitigation Coordinator		✓
Colin Hales	ComHAT Representative		✓

1.4. Confirmation of the minutes from the previous meeting

That the minutes of the LEMC Meeting held on 19 July 2023 be confirmed as being a true and accurate record.

Moved: Carolyn Mallett

Seconded: Rosalyn Edwards

1.5. Correspondence In / Out

- 1.5.1. 230719 – WALGA – LEMC and DEMC Review Focus Group Consultation
- 1.5.2. 230720 – Dept. Communities – LEWP Update – May 2023
- 1.5.3. 230725 – WALGA – DFES Aboriginal Cultural Heritage and Emergency Management Resources
- 1.5.4. 230726 – Burn SMART – Planned Burning – Monthly Theme – August 2023
- 1.5.5. 230728 – DFES – DRAFT 2023-2024 South West Emergency Management Calendar
- 1.5.6. 230728 – WALGA – Emergency Management News – July 2023
- 1.5.7. 230802 – Rhodes Pastoral – Hazardous substance Manifest
- 1.5.8. 230802 – WALGA – FINAL CALL for LEMC and DEMC Review focus group nominations
- 1.5.9. 230803 – WALGA – Community Recovery study into the 2019-2020 bushfires
- 1.5.10. 230807 – WALGA – Hazardous Webinar: Improving community-based risk assessment
- 1.5.11. 230807 – WALGA – Grants Webinar: Disaster Ready Fund Round 2
- 1.5.12. 230807 – BRMO – Report for Boyup Brook Bushfire Risk Mitigation Coordinator – see attachment. (A.1 Q2.)
- 1.5.13. 230807 – DFES – Mitigation Activity Fund Grants Program 2023/24 Round 1 – Shire of Boyup Brook – Return of Signed Grant Agreement
- 1.5.14. 230807 – DFES – MOU for provision of mutual aid during emergencies and post incident recovery
- 1.5.15. 230810 – WALGA – Bushfire Operations Committee – July 2023 Communique – see attachment. (A.2 Q2.)
- 1.5.16. 230810 – WALGA – AWE Excellence Awards now open!
- 1.5.17. 230810 – WALGA – Updates from AIDR | August 2023
- 1.5.18. 230814 – WALGA – Discussion Paper: Alternative Commonwealth Capabilities for Crisis Response
- 1.5.19. 230816 – DFES – LEMA Improvement Plan – announcement. See attached. (A.3 Q2.)
- 1.5.20. 230821 – DFES – Bushfire Centre of Excellence update – see attachment. (A.4 Q2.)
- 1.5.21. 230822 – DFES – DEMA out of office retuning Tuesday 26th September
- 1.5.22. 230830 – WALGA – New Training & Professional Development Course Directory

- 1.5.23. 230831 – WALGA – August EnviroNews – WALGA's Environmental and Climate Change Newsletter
- 1.5.24. 230904 – DFES – Webinar – Bolstering Australia's flood defences 7 September 2023
- 1.5.25. 230922 – Dept of Communities – DESO on leave and updated LEWP
- 1.5.26. 230922 – DPIRD – DEMC and LEMC Report and DPIRD 23/24 heightened threat period preparedness
- 1.5.27. 230927 – DFES – Emergency relief and support function change management process in Dept of Communities
- 1.5.28. 230915 – DFES – Review of Map of Bushfire prone area

1.6. Review of Action List and Business arising

Item:	Owner:	Status
1.7 Updates to LEMC contact List: Remove Lynne Schruers CEO Phone Number update. Add new Sargant. Change DFES to VFRS for Arky. Change Chris Sousa – Area to District Officer	XO	Completed;
1.8 Follow up – Legalities involved with use of Michael Nix's database by BFB and other local EM agencies	XO	Completed; Unofficial consult with Lawyer. Advised that if anything was to go wrong due to any misinformation provided by the tool, could lead to litigation. Some copyright may exist in some platforms and the fine print should be read before use. Use as a guide at own risk.
2.3 Make appointment with Chris Sousa and Erin Hutchins re: Desktop exercise	XO	Active: Erin has provided information to Donna and Chris and DTE is being developed
2.4 Obtain second LEMA update consultant contact from Erin (DEMA)	XO	Completed:
3.1.1 Send LEWP (Sep 2023) to Shire Exec Officer for inclusion in council meeting agenda	XO	Active: To be included in one of the upcoming Council meetings
3.2 Enquiries regarding Red Cross Workshops – general Business	XO	Completed: Katrina Skipworth – Red Cross Coordinator SW 0437 989 602

1.7. Review of Emergency Contact List

- 1.7.1. LEMC Contact List has been revised, All attendees updated their details see attached (A.5 Q2).
- 1.7.2. Sargent Martin Baraiolo was welcomed and added to LEMC Contact List.
- 1.7.3. Additional amendments to be made to the LEMC Contact List: Remove the Matt Cole, Renee Flaxman; amend email address for Angela Hales, amend mobile for Sgt Martin Baraiolo, amend Position for Paige Weaver.

1.8. Guest Presentations

- 1.8.1. Colin Hales – CoMHAT Committee Member – Emergency Recovery – deferred to next meeting, pending Colin’s availability.

2. Standard Reporting

- 2.1. Post Incident Reports – NIL
- 2.2. Post Exercise Reports – NIL
- 2.3. Exercise – *Desktop exercise presented by DFES – Chris Sousa (District Officer) – Mock ISG Meeting – Refer Notes attached.*

The exercise aims to build collaborative education and awareness related to the preparedness and response management as a result of a significant bushfire incident.

The objectives of the exercise are;

To better understand the purpose of an ISG

To understand the role and responsibilities of various organisations within the ISG; and

To validate the sharing of critical incident information

2.4. Local Emergency Management Arrangements LEMA update

- 2.4.1. AWARE Grant Submitted per Quote Lewis Winter (Fire & Emergency Management) – see attachment (A.8. Q2)

2.5. Emergency Risk Management update

- 2.5.2. Rhodes Pastoral have shared a Hazardous Substance register for emergencies. *Suggest that other businesses do the same such as Co-op and Ag supplies for example.*

It was confirmed that Hazardous Substance Registers be directed to Arky, Arky will then review the Hazmat Procedures manifesto at the front of buildings. Communication is to come from DFES.

DFES are currently working on high risk hazardous materials to develop a state wide register and raising awareness.

3. Agenda Items

Agency/Member Reports

- 3.1.1. **Department of Communities** – Roma Boucher by email: *Tabling of the Local Emergency Welfare Plan Sep2023 – see attached (A.7 Q3) At the Ordinary Council Meeting 31 August 2023 Shire of Boyup Brook Council adjourned the motion to endorse the LEWP to review contact details. Amended LEWP Sep2023 to be presented to the next available Shire of Boyup Brook Council Meeting for endorsement.*
- 3.1.2. **Department of Communities** – Sharon Austin – report tabled (Item 1)-
Emergency Relief and Support Update
- 3.1.3. **WAPOL** – Sgt. Martin Baraiolo – provided verbally – Community are pro Police, crime is limited, current focus is on farm security message to protect against opportunists
- 3.1.4. **DFES**
 - 3.1.4.1. **DFES** – Erin Hutchins – report provided by email and tabled (Item 2) –
DEMA Report Second Quarter 2023-24
 - 3.1.4.2. **DFES** – Chris Sousa – provided verbally – Last 3 months have been uneventful from a fire/emergency perspective. There has been a lot of regional training, 70 leadership training opportunities, predicting a early start to the bushfire season.
- 3.1.5. **VBFB** – Dave Fortune – provided verbally – Fuel loads are not as high due to the dryer season, water will be a limiting factor, fire permits will be heavily scrutinised, predicting a longer season.
- 3.1.6. **SJA** – Angela Hales – provided verbally – St John Ambulance have recruited 5 new volunteers, with 6-12 months of training commencing, a new Mk7 Ambulance has been delivered , 2 large upcoming events on 28th October 2023 – Blackwood Marathon and Harvey Dickson Rodeo.
- 3.1.7. **Dept. Health** – Paige Weaver – provided verbally – last month patients, residents and staff attended bushfire preparedness training due to the large turnover in staff. There will be a Dr in town and additional staff will be in place for the upcoming events.
- 3.1.8. **Boyup Brook VFRS** – Arky Wawilow – provided verbally – agreed there would be higher scrutinising of fire permits, VFRS will perform review of the event grounds to determine bearings for emergency access. Access has improved over time.
- 3.1.9. **DPIRD** – Julie Webber see attached (A.6 Q3)– the below reports were provided by email and tabled
 - 3.1.9.1. DEMC and LEMC Report Sep2023 (Item 3) and 2023-24 Heightened threat period preparedness (Item 4)



3.1.10. **Boyup Brook CRC** – Jodi Nield – provided verbally – Community Care program is proving very popular, providing support workers for clients.

3.2. General Business – NIL

4. Quarterly Reporting

Quarter 1: (Jul-Aug-Sep)	1. LEMC Business Plan Tabled 2. Develop annual meeting schedule 3. Exercise date for financial year
Quarter 2: (Oct-Nov-Dec)	Seasonal review State Preparedness Report Review
Quarter 3: (Jan-Feb-Mar)	LEMC Business Plan Developed
Quarter 4: (Apr-May-Jun)	Complete annual Preparedness Survey and Annual Report Exercise Schedule developed

4.1 Seasonal Review – refer DPIRD 2023-24 Heightened threat period preparedness report

4.2 State Preparedness Report Review – NIL provided

5. Next Meeting

Date:	Activity:	Venue:	Comment:
07 February 2024	11am	Shire Chambers	3 rd Qtr

6. Meeting Closed

Meeting closed at 12.35pm

Presiding Member

Date

Action Items:

Item:	Owner:	Status
1.7 Updates to LEMC contact List: Remove Matt Cole, Renee Flaxman Angela Hales email update Sgt Martin Baraiolo mobile update	XO	Active



Paige Weaver position update		
3.1.1 Send LEWP (Sep 2023) with amended contact details to Shire Exec Officer for inclusion in council meeting agenda	X0	Active: To be included in upcoming Council meetings
1.8. Colin Hales – Guest Presentation next LEMC Meeting	X0	Active: Invite Colin Hales to present at next LEMC Meeting 07 Feb 2023