

Local Emergency Management Committee Meeting (LEMC) 07 February 2024

MINUTES

Location	55 Abel St, Boyup Brook – Shire Chambers
Time	11:00am
Videoconference Link	MS Teams

1. **Administration** The meeting was audio recorded for minute taking purposes

1.1 Declaration of Opening

The Presiding Member welcomed attendees and declared the meeting open at 11:04am.

1.2 Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

1.3 Record of Attendance

Name	Organisation	Attended	Apologies
Cr Richard Walker	Shire President & Chair	✓	
Cr Helen O'Connell	Deputy Shire President & Deputy Chair		✓
Leonard Long	Chief Executive Officer	✓	
Jason Forsyth	Executive Manager Operations	✓	
Carolyn Mallett	Executive Manager Corporate & Community	✓	
Angela Hales	St John Ambulance Boyup Brook	✓	
Rosalyn Edwards	LEMC - XO	✓	
Sgt Martin Baraiolo	WA POL	✓	
Snr Constable Sarah Cole	WA POL	✓	
Snr Constable Daniel Drummond	WA POL		✓
Ben Thompson	CBFCO	✓	
Tristan Mead	X-Ray 1 BBVBFB		✓
Brad Skraha	X-Ray 2 BBVBFB		✓
David Fortune	X-Ray 3 BBVBFB		✓
Brad Fairbrass	X-Ray 4 BBVBFB		✓
Clinton (Arky) Wawilow	Captain - Boyup Brook VFRS	✓	
Renee Flaxman	Department of Communities	✓	
Mark Schorer	Department of Communities		✓
Erin Kenny	Dept. of Communities - Collie		✓
Paige Weaver	WACHS - Blackwood Region	MS Teams	
Julie Webber	DPIRD- Agriculture & Food Division		✓
Mel Robertson	Water Corporation	✓	
Nathan Hall	District Officer Emergency Management - DFES		✓
Chris Sousa	District Officer Nelson - DFES	✓	
Erin Hutchins	District Emergency Management Advisor SW - DFES	✓	
Chris Doherty	Bushfire Mitigation Coordinator	✓	
Jodi Nield	Boyup Brook CRC	✓	
Lewis Winter (Presenter)	Lewis Winter Fire & Emerge Mgt	✓	
Michael Phillips	Department of Communities		✓
Richard Bothe	Bridgetown SES	✓	

2. Guest Presentations

2.1 Lewis Winter (Lewis Winter Fire & Emergency Management) The Shire of Boyup Brooks' application for All West Australians Reducing Emergencies (AWARE) Program 2023/24 (funded by DFES) for Review and Development of Boyup Brook's Local Emergency Management Arrangements, (Emergency Management Plan) and Local Recovery Plan was successful. Lewis Winter was awarded the project to draft and workshop these plans.

Lewis provided an overview of his experience in emergency management throughout his working career. He passed around an example of a Local Emergency Management Arrangements (LEMA), and Local Recovery Plan (LRP) for LEMC members to view, emphasising that he uses icons to attract the eye and focusses on readability, clarity and simplicity for everyone.

Lewis aims to finalise the LEMA and LRP 2024 by the end of February 2024.

The morning of 14 March 2024 a LEMC emergency exercise will be conducted using the LEMA, thereafter the LEMA 2024 will be workshopped. Then in the afternoon the Local Recovery Group will workshop the LRP 2024. Once the LEMA and LRP 2024 had been finalised, the LEMC 4th Quarter meeting will be conducted, endorsing the LEMA and LRP 2024 and a motion of recommendation will be made to Council to endorse the LEMA and LRP 2024 at the next Ordinary Council Meeting.

Lewis suggested a broad spectrum of people should be involved in the Local Recovery Group to workshop the LRP 2024, e.g. CWA, tourist bureau, CRC, other LG staff, key people in community, people who know people.

Approximately 1 hour should be provided for training on what disaster recovery entails, followed by a short emergency management exercise and recovery exercise.

Lewis Winter left the Chambers at 11:30am.

2.2 Erin Hutchins (DEMA) – LEMC updated Handbook and presentation on the aims, objectives, duties and responsibilities of the LEMC.

Erin ran a PowerPoint presentation on emergency management and building disaster resilient communities being a shared responsibility, not just the responsibility of local government or agencies.

Each local government should have at least one LEMC for the district as set out in Section 38 of the *Emergency Management Act 2005*, and LEMC should follow best practice principles as required under the Act and State Emergency Management Policy, procedures and guidelines.

The State Emergency Management Framework guides LEMC procedures, terms and appointment of members.

To effectively plan for local emergencies., the community look to the local government for leadership during an incident.

1. Purpose of LEMC – improve the level of awareness within the community and empower to be disaster resilient and community focussed.
2. Core function of LEMC – as outlined in Section 39 of the *Emergency Management Act 2005*. Advise and assist local governments in ensuring LEMA is established, carry out emergency management activities as directed by state EMC.

General comments:

- Once LEMA is endorsed by Council, it is then presented to DEMC and SEMC for noting. Workshops, exercise, presentations can be considered a LEMC meeting.
- LEMC annual report – to be provided to DEMC within 2 weeks of end of financial year, detailing activities undertaken during the year.
- A Preparedness Report is also required to be submitted. Note that there was no preparedness capability survey for 30 June 2023
- Post exercise reports are to be submitted to DEMC.

3. Previous LEMC Meeting Minutes

Moved: Angela Hales..... Seconded: Renee Flaxman.....

COMMITTEE DECISION LEM 24/02/001

That the minutes of the Local Emergency Management Committee Meeting held on 4 October 2023 be confirmed as being a true and accurate record.

**Carried
For: All
Against: Nil**

4. Correspondence

4.1 Correspondence IN

- 4.1.1 04122023 Chris Doherty, – Dec2023 Bushfire Risk Mitigation Report (**Attachment A4**).
- 4.1.2 05122023 Natalie Gemmell, Dept Communities – Restructure Update – Emergency relief and Support.
- 4.1.3 14122023 Erin Hutchins, DFES – National Disaster Risk reduction Grant now open.
- 4.1.4 14122023 Erin Hutchins, DFES – Release of Emergency Management Sector Adaptation Plan (EM-SAP) Discussion Paper.
- 4.1.5 15122023 Maggie Le Grange, SoBB – LEMC Elected Members Update.
- 4.1.6 18122023 Erin Hutchins, DFES – Disaster Ready Fund Round Two opening 22 January 2024.
- 4.1.7 19122023 Office of the Hon. Stephen Dawson MLC – All West Australians reducing Emergencies (AWARE) 2023-24 Grant application for Review and Development of Boyup Brook’s Local Emergency Management Arrangements (LEMA) and Local Recovery Plan Project is successful.
- 4.1.8 11012024 Cr Darren King – Advising he is no longer a member of the LEMC.
- 4.1.9 16012024 Erin Hutchins, DFES – DEMA LEMC 3rd Quarter Report.

4.1.10 01022024 Aruna Pillai, DFES – Signed LEMA Grant Agreement from AWARE funding.

4.1.11 05022024 Renee Flaxman, Dept Communities – 3rd Quarter LEMC Report and updated Local Emergency Relief & Support Plan (LERSP) for tabling and endorsement. (Attachment A6)

4.2 Correspondence OUT Nil

5. Review of Emergency Contacts List (Attachment A1)

5.1 Shire President, Richard Walker was re-appointed as LEMC Chair at the Shire of Boyup Brook Ordinary Council Meeting held on 26 October 2023.

5.2 Deputy Shire President, Helen O'Connell was appointed as LEMC Deputy Chair at the Shire of Boyup Brook Ordinary Council Meeting held on 26 October 2023.

5.3 Shire Ranger, Rosalyn Edwards was appointed as LEMC Executive Officer at the Shire of Boyup Brook Ordinary Council Meeting held on 26 October 2023.

5.4 Darren King request to be removed from Contact List as no longer on LEMC.

5.5 Welcome to new LEMC member – Richard Bothe from Bridgetown SES – Bridgetown SES can provide vertical rescue, fireground communication support, IMT, coordinate water bombers, if massive will provide staging areas. Welfare support and provide assistance to the Shire of Boyup Brook by calling Regional Duty Coordinator (RDC) in Manjimup or SES 13 25 00. Website – Bridgetown SES.com.au.

6. Review of Action List and business arising

Item	Owner	Status
Updates to LEMC contact List: Remove Matt Cole, Renee Flaxman Update Angela Hales email, Sgt Martin Baraiolo mobile and Paige Weaver position	XO	Complete
Send updated LEWP (Sep 2023), to Shire Exec Officer for inclusion in Council meeting agenda	XO	Active: To be included in Feb 2024 Ordinary Council Meeting Agenda
Colin Hales – Guest Presentation next LEMC Meeting	XO	Complete: Presentation not proceeding at this stage
Review ISG Exercise led by Chris Sousa at previous LEMC Meeting	XO and LEMC	Active: Review of ISG Exercise, identify training required
Develop local Hazardous Substance Register from local business and review Hazmat procedures manifesto at front of buildings. DFES are developing statewide register Develop Hazardous Substance Register	DFES VBFB	Active: Captain – Boyup brook VFRS and DFES to provide update on any progress

7. Agency/Member Reports

- 7.1 Dept of Communities - Renee Flaxman (report provided, [Attachment A5](#))
Dept of Communities structure has been formalised with a few positions remaining to be filled. Evac training has commenced in the region with Boyup Brook to be contacted shortly. Dept of Communities activated Evacuation Centres for Eaton, Collie and Nannup fires.
- 7.2 WAPOL – Sgt Martin Baraiolo (provided in person)
- 7.3 DFES – Chris Sousa (provided in person)
It's been a busy fire season, lightning strikes, credit to brigades' prompt action to fires in Boyup Brook. Northcliffe went to Level 2 before Christmas. Nannup also had fires. DFES have reprioritised normal business and have been working with local governments to increase training and support to local communities.
- 7.4 DFES - Erin Hutchins (report provided, [Attachment A2](#))
Erin distributed the "Local Emergency Management Committee Handbook" to all attendees at the meeting.
Have been working with DEMC Nathan Hall and others, developing the new structure for recovery workshops for our district. Will send email asking for suggestions.
- 7.5 VBFB – Ben Thompson (provided in person)
- 26 fires this season which includes 14 during lightning storms between 14-17 Jan 2024. Only one major fire at Tonebridge – Cranbrook fire on Shire boundary. Working through tidying up after the Tonebridge fire.
 - Several HVMB's have been implemented, six in Nov 2023 and one in Jan 2024.
 - Carried out firebreak inspections and follow-ups required.
 - Communication: continued roll-out of WAERN radios to BFVB under exclusive licencing agreement, unique to Boyup Brook.
 - TIMS messaging up and running effectively.
- 7.6 St John Ambulance – Angela Hales (provided in person)
- Past two months key actions: with two developing situations:
 - Tonebridge – checked how many available to assist e.g. evacuating people.
 - Preparation for heatwave, check backup generator and aircon working.
 - Upcoming events - country music festival, camp draft, rodeo. Event plans are in with Shire, currently being evaluated.
 - Provided brief explanation of what constitutes minor/major event requirement and event application.
- 7.7 Dept of Health – Paige Weaver (provided via MS Teams)
- Have secured medical staff and on call nursing service during country music festival and currently working on campdraft requirements.
- 7.8 Boyup Brook VFRS – Arky Wawilow
- Update for Standard Operation Procedure (SOP) from DFES on lithium battery response. VFRS group provided with presentation/information on response and emerging risks of lithium. Getting prepared for incoming tourists for festival.
- 7.9 DPIRD – Julie Webber – no report received.
- 7.10 Water Corp – Mel Robertson (provided in person)
- Business as usual. District very busy with very dry season ensuring water security, for mainly Bridgetown and Manjimup districts.
- 7.11 Boyup Brook CRC – Jodi Nield (provided in person)
- Thanked Rosalyn for collaboration and Donna and Jason for hosting event for Ridgeview residents held 9 Dec 2023. It was a great opportunity to meet, learn

about fire preparedness, look at vehicle sizes and what's required for properties. A tangible outcome of this event was the addition of names to the local "WhatsApp" group and the development of a map for landholders.

- Vulnerable people register and those with disabilities in event of an emergency is being developed.
- Working with NRM and BBG on drought preparedness and community resilience. Series of workshops being delivered online, linking up CRC's, the next workshop is 23 Feb 2024.

7.12 Bushfire Risk Mitigation Coordinator – Chris Doherty (report provided) – Dec 2023
Bushfire Risk Mitigation Report ([Attachment A4](#))

- 29 treatments underway.
- One of major things being currently being worked on is permission for mitigation works on DPLH and Parks land closer to townsite and around critical infrastructure assets. No funding is currently available. Burns will need to be in kind. Water Corp have also committed support.

8. Local Emergency Management (standing items)

8.1 Post Incident Reports – discussion and note any outcomes to be actioned.
Outcome Erin suggested to run an Incident Support Group (ISG) exercise annually. The review of the LEMA by Lewis Winter will provide us some guidance and learning.

8.2 Post Exercise Reports – ISG Exercise Report from 4 October 2023 was tabled.

8.3 Exercise – date for Local Recovery Plan Exercise. 14 March 2024 and next LEMC meeting.

8.4 Review Local Emergency Management Arrangements – being reviewed and workshopped by Lewis Winter.

8.5 Risk management update – monitor and review, emerging risks, mitigation.

8.6 Review LEMC business plan – was reviewed during meeting. (Refer Agenda Item 10.5).

8.7 Review funding opportunities

8.7.1 Disaster Ready Fund Round Two opening 22 January 2024 – Federal funding \$200M funding for disaster risk reduction and resilience initiatives. \$1B over five years, matched by applicants. DFES is inviting EOI from LG's and non-LG' organisations to access support to strengthen their grant application. Shire is to apply for Bushfire Risk Management Plan to be reviewed by September 2024 as this has expired.

A list is to be provided to grant meeting of schedule of requests. Some grants require contributions. Won't be able to apply for all. Currently applying for grants. DFES is not aware of any state funding. Request will go to council to commit funds in upcoming budget.

8.7.2 National Disaster Risk Reduction Framework (NDRRRF) Grants - State and Federal Govt funding distributed by State Emergency Management Committee (SEMC). DFES administer the NDRR on behalf of the SEMC. Funding is to support projects to take action to reduce existing disaster risk, minimise creation of future disaster risk and equip decision-makers with the capabilities and information they need to reduce disaster risk and manage residual risk. – The Shire have applied for 2 LED trailers. 50% co-contribution.

9. 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

10. Agenda Items

10.1 Local Emergency Relief and Support Plan (LERSP) (Feb 2024) has been updated for template and terminology changes (**Attachment A6**). LERSP (Feb 2024) was tabled with a recommendation to be made to Shire of Boyup Brook Council to endorse this updated document with contact amendments provided at this meeting. Renee will update the contacts as discusses at this meeting and provide to the Shire. Renee encouraged the Committee to review the contact details in the report and send updates to her for inclusion in later versions. The Committee should note that the word “WELFARE” has been replaced with “RELIEF and SUPPORT”.

Amendments include:

Page 18:

- Rosalyn Edwards is Ranger & Emergency Services Officer
- Carolyn Mallett is Executive Manager Corporate & Community
- Sergeant Martin Baraiolo email and mobile phone amended
- Senior Constable Sarah Cole mobile phone added
- 4th Contact Angela Hales EHO and Deputy Local Recovery Coordinator added

Page 19:

- Erin Hutchins is District EM Advisor
- replace John Carter with Brian Penman
- Nathan Hall is District Officer

Page 20:

- Phil Bresser is District Officer – Natural Hazards

Moved: Jodi Nield..... Seconded: Angela Hales.....

COMMITTEE DECISION LEM 24/02/002

That the Committee:

1. Approve the Local Emergency Relief and Support Plan (Feb 2024) as updated for template and terminology changes.

**Carried
For: All
Against: Nil**

- 10.2 The date was set for Lewis Winter LEMA workshop to review and test LEMA, review Disaster Recovery Plan, training for Local Recovery Group, test Local Recovery Plan exercise and review Plans, scheduled for 14 March 2024.
- 10.3 Discussion to consider which community members and/or community group representatives to invite to be part of the Local Recovery Group. These group members to be invited to Local Recovery Plan review and exercise workshop.

Expression of Interest on Facebook and target individuals directly, those connected to football clubs, sporting clubs who have contacts and work well as teams. Recovery starts during response, generally recovery group members will be busy with response. We need to consider people who are not responders. EOI question - why want to be on it and why want to be on it.

Suggestions were received during the meeting: Angela to provide a list. e.g. Built Environment – Jason Forsyth as lead, then Maurice Mead as support. e.g. Community – CoMHAT as lead, then others as support.

Roz – Fire Control Officers, Firearms group, bushfire ready groups, progress societies, Rhonda Parker, schools to be included.

10.4 LEMC Terms of Reference – To be reviewed every 5 years. Suggest that LEMC Terms of Reference be drafted and reviewed at next LEMC Meeting. Terms of Reference template in Erin's handout.

10.5 LEMC draft Business Plan 2023-2025 was tabled 19 July 2023 and reviewed. (refer **Attachment A3**).

Chris Doherty should be informed of any newly acquired or identified assets or critical infrastructure to be added onto the asset risk register. Approx. 1000 items. Weighted differently.

11. General Business

Angela Hales attended Recovery Coordinator training in Donnybrook. Presenters brought different dynamics to training. Community lead was the key take away, and how recovery sits under the pillars and how to get people under each of these pillars. Talk to people to see what they want rather than giving them what we think they want. Suggested recovery group attend training.

CEO to email request to Erin Hutchins that EMCC be nominated as Proxy to attend DEMC Meetings.

It was discussed that the LEMC nominate a Deputy Local Recovery Officer to assist in community recovery and provide coverage. Roles and responsibilities will be laid out in LEMA and Recovery Plan. Size of incident will determine who acts as Local Recovery Officer and if large, can be outsourced.

Moved: Carolyn Mallett..... Seconded: Sgt. Martin Baraiolo.....

COMMITTEE DECISION LEM 24/02/003

That the Committee:

- 1. Approve the nomination of Angela Hales as the Deputy Local Recovery Coordinator.**

Carried For: All Against: Nil
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Angela Hales communicated changes in food safety. She cautioned that food should not be taken to fire grounds for the fear of e.g., allergies. Suggested free online food safety handling training courses be encouraged for volunteer bushfire brigade members.

Rosalyn to raise the item at BFAC meeting. CRC suggested they can run some courses.

It was suggested and agreed that DBCA be invited to be a member of our LEMC.

12. Next Meeting

Date	Activity	Venue	Comment
14 March 2024	10:00am	Shire Chambers	LEMA review and Local Recovery Plan Workshop and Exercise
14 March 2024	1:00pm	Shire Chambers	4 th Quarter LEMC Meeting

13. Meeting Closure

There being no further business the meeting closed at 1:30pm.

Presiding Member

Date

Action List from Agenda Items and Business Arising

Item	Owner	Status
Update to LEMC Contact List: Add Renee Flaxman Dept, Communities (re-structure), Richard Botte, Bridgetown SES	XO	Active: Contacts to be amended
Set date for workshop to review and test LEMA, Disaster Recovery training for Local Recovery Group, test plan and review	XO and LEMC	Active: Proposed date 14 March 2024
Select potential people/groups to invite to workshop to form BB Local Recovery Group	LEMA review team	Active: recommend who to consider and send out invitations to workshop?
Present final draft LEMA and Local Recovery Plan after workshop at April 2024 LEMC for recommendation to Council to endorse plans	LEMA review team	Active: To be included in Jun 2024 Ordinary Council Meeting Agenda
LEMC Terms of Reference to be reviewed every 5 years	XO	Active: Prepare draft LEMC Terms of Reference for next LEMC Meeting
Local Emergency Relief & Support Plan (Updated Feb 2024) recommendation to Council to endorse at Feb 2024 Ordinary Council Meeting	XO	Active: LEMC Minutes to be provided to Council to endorse updated LERSP for inclusion if Agenda
Submit budget request to allocate funds for review of Bushfire Risk Management Plan	XO	Active: Submit budget allocation request by 29Feb
Review draft LEMC Business Plan 2023-2025	XO	Active: Table updated Business Plan at next LEMC Meeting
Bushfire Risk Management Plan to be reviewed as it has expired	XO and review team	Active: due to be reviewed by Sep2024
It was agreed that DBCA be invited to LEMC	XO	Active: Invite DBCA to LEMC