



LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

MINUTES

**Emergency Management Act 2005
SECTION 38 (1)**

A Local Government is to establish one or more local emergency management committees for the local government district.

Ordinary Meeting of the Local Emergency Management Committee
Held at the Shire of Plantagenet Committee Room
3.00pm Thursday 5 December 2019

**Rob Stewart
CHIEF EXECUTIVE OFFICER**

Committee Members

Cr M O'Dea (Chairperson), Cr S Etherington (Deputy), Mr M Barnes (Executive Officer), Mr A Smith, Ms A Tucker, Sgt D Johnson, Mr D Lynch, Ms E Drage, Mr J Stasev, Ms J Hollingworth, Ms K Beidatsch, Ms K Hill, Mr N Blackburn, Ms N Rouse, Mr N Handasyde, Mr S Player, Mr W Hood, (Resolution No. 217/19)

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
	GENERAL ACRONYMS AND ABBREVIATIONS.....	1
1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	2
2	RECORD OF ATTENDANCE / APOLOGIES	2
3	CONFIRMATION OF MINUTES.....	3
4	BUSINESS ARISING FROM PREVIOUS MEETINGS.....	3
5	STANDARD AGENDA ITEMS (REFER STATE EM PROCEDURE 7).....	3
5.1	CONFIRMATION OF CONTACT DETAILS AND KEY STAKE HOLDERS.....	3
5.2	POST MAJOR INCIDENT REPORTS.....	3
5.3	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)	3
5.4	FUNDING NOMINATIONS AND APPLICATION PROGRESS	3
5.5	ISSUES TO BE RAISED AT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)	3
6	AGENCY REPORTS.....	4
6.1	SHIRE OF PLANTAGENET	4
6.2	WA POLICE FORCE.....	4
6.3	BUSHFIRE BRIGADES – CHIEF BUSH FIRE CONTROL OFFICER	4
6.4	MOUNT BARKER VOLUNTEER FIRE & RESCUE	4
6.5	ST JOHN AMBULANCE	4
6.6	DEPARTMENT OF FIRE & EMERGENCY SERVICES.....	5
6.7	OFFICE OF EMERGENCY MANAGEMENT	5
6.8	PLANTAGENET/CRANBROOK HEALTH SERVICE	5
6.9	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT	5
6.10	DEPARTMENT OF BIODIVERSITY CONSERVATIONS AND ATTRactions.....	6
6.11	EDUCATION DEPARTMENT	6
6.12	DEPARTMENT OF COMMUNITIES	7
6.13	WATER CORPORATION	7
6.14	MAIN ROADS WA.....	7
6.15	WESTERN POWER.....	8
6.17	STATE EMERGENCY SERVICE	8
6.18	PARDELUP PRISON	9
7	EXERCISE UPDATE.....	9
7.1	EXERCISE	9
7.2	POST EXERCISE REPORT	10
8	GENERAL BUSINESS.....	10

9 DATE OF NEXT MEETING 10

10 CLOSURE 10

ACTION LIST 11

ATTACHMENT LIST 12

MEMBERSHIP (Quorum 8)

Cr Marie O'Dea (Chairperson)	Council Representative
Cr S Etherington (Deputy)	Council Representative
Mr Mike Barnes (EO)	Community Emergency Services Manager
Mr Adam Smith	District Emergency Management Advisory
Ms Alex Tucker	Environmental Health Coordinator: Shire
Sgt David Johnson	Western Australian Police Force
Mr David Lynch	Executive Manager Works and Services: Shire
Ms Elsa Drage	St John Ambulance – Mount Barker
Mr Jason Stasev	Mount Barker Volunteer Fire & Rescue Service
Ms Julie Hollingworth	Department of Health
Ms Kirsten Beidatsch	Mount Barker State Emergency Service
Ms Kelly Hill	Department of Primary Industry and Regional Development
Mr Neville Blackburn	District Emergency Services Officer
Ms Nikki Rouse	Department of Biodiversity Conservation & Attractions
Mr Norm Handasyde	Chief Bush Fire Control Officer
Mr Steve Player	Senior Ranger: Shire
Mr Wayne Hood	Red Cross

Optional Attendees

Mr Brad Lenton	Main Roads Western Australian
Mr Craig Andrew	Arc Infrastructure
Mr David Rae	Community Paramedic
Mr Fred Steer	Arc Infrastructure
Supt. Jodi Miller	Pardelup Prison Farm
Ms Jo Wills	St John Ambulance – Rocky Gully
Mr Kurt Weinert	Field Supervisor Western Power
Mr Peter Gray	Department of Water
Mr Rhys Skipper	Main Roads Western Australian
Mr Steve Farmer	Pardelup Prison Farm
Mr Steve Machin	Western Power
Mr Vince Hilder	Department of Biodiversity Conservation & Attractions
Mr Wes Bailye	Department of Fire and Emergency Services

GENERAL ACRONYMS AND ABBREVIATIONS

ALAC	Albany Leisure and Aquatic Centre
AO	Area Officer
BAL	Bushfire Attack Level
CBFCO	Chief Bush Fire Control Officer
CESM	Community Emergency Services Manager
CRC	Community Resource Centre
DBCA	Department of Biodiversity, Conservations and Attractions
DOC	Department of Communities
DOE	Department of Education
DFES	Department of Fire & Emergency Services
DOH	Department of Health
DPIRD	Department of Primary Industries and Regional Development
DEMA	District Emergency Management Advisor
DEMC	District Emergency Management Committee
EHO	Environmental Health Officer
EO	Executive Officer
EMWS	Executive Manager Works and Services
HAZMAT	Hazardous Material
HSR	HAZMAT Structure Rescue
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LEWP	Local Emergency Welfare Plan
LWC	Local Welfare Coordinator
MRWA	Main Roads Western Australia
OEM	Office of Emergency Management
OIC	Officer in Charge
P&W	Parks and Wildlife Service
SJA	St John Ambulance
SES	State Emergency Service
VFRS	Volunteer Fire & Rescue Service
WALGA	Western Australian Local Government Association
WAPF	Western Australian Police Force

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

3:01pm The Presiding Member declared the meeting open.

Due to many new faces all were requested to introduce themselves, where and who they are representing.

2 RECORD OF ATTENDANCE / APOLOGIES

Members Present

Cr Marie O'Dea	Council Representative (Chari)
Mr Adam Smith	District Emergency Management Advisor
Ms Alex Tucker	Environmental Health Coordinator: Shire
Mr David Lynch	Executive Manager Works and Services: Shire
Ms Elsa Drage	St John Ambulance – Mount Barker
Mr Jason Stasev	Mount Barker Volunteer Fire & Rescue Service
Ms Julie Hollingworth	Dept. of Health
Ms Kirsten Beidatsch	Mount Barker State Emergency Service
Mr Mike Barnes	Community Emergency Services Manager
Mr Neville Blackburn	District Emergency Services Officer
Ms Nikki Rouse	Dept. of Biodiversity, Conservations & Attractions
Mr Steve Player	Senior Ranger: Shire
Mr Wayne Hood	Red Cross

Visitors

Cr Chris Pavlovich	Shire President
Mr Ian Foote	Deputy Manager State Emergency Service
Mr Jason Rutter	Relief Ranger: Shire
Supt Jodi Miller	Pardelup Prison Farm
Mr Kurt Weinert	Field Supervisor Western Power
Mr Rhys Skipper	Main Roads Western Australia

Apologies

Cr Sue Etherington	Council Representative (Deputy Chair)
Sgt David Johnson	Western Australian Police Force
Mr David Rae	Community Paramedic – St John Ambulance
Ms Jo Wills	St John Ambulance – Rocky Gully
Mr Norm Handasyde	Chief Bush Fire Control Officer
Mr Vince Hilder	Dept. of Biodiversity, Conservations & Attractions
Mr Wes Bailye	Dept. of Fire & Emergency Services
Mr Brad Lenton	Main Roads Western Australia
Mr Craig Andrew	A.R.C. Infrastructure
Mr Peter Gray	Water Corporation
Mr Steve Farmer	Pardelup Prison
Mr Steve Machin	Field Operations Team Leader – Western Power

3 CONFIRMATION OF MINUTES

Moved: Mr Hood; Seconded: Mr Blackburn

That the Minutes of the Ordinary Meeting of the Local Emergency Management Committee held on 2 May 2019, as circulated, be taken as read and adopted as a correct record; subject to the name of the seconder of the Confirmation of Minutes of the meeting held 2 May 2019 being amended to read Mr Hood, replacing the name Mr Wood.

CARRIED 13/0

4 BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil

5 STANDARD AGENDA ITEMS (REFER STATE EM PROCEDURE 7)

5.1 CONFIRMATION OF CONTACT DETAILS AND KEY STAKE HOLDERS.

(As per attached contact list Attachment One)

5.2 POST MAJOR INCIDENT REPORTS

Nil

5.3 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

This is in an older format and is available on the Shire web site with the contact details removed. This document needs to be updated.

Action

LEMA to be updated by the end of August 2020 - Contribution from all members

5.4 FUNDING NOMINATIONS AND APPLICATION PROGRESS

Nil

5.5 ISSUES TO BE RAISED AT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

Nil to be raised

A DEMC meeting will be held next week.

6 AGENCY REPORTS

6.1 SHIRE OF PLANTAGENET

The LEMA is in need of an update.

The SOP has temporarily employed two rangers (three in total) who are visiting every property within the Shire to educate owner/occupiers on their requirements/obligations for fire fuel mitigation upon their land. This is the second year that the Shire has been proactive by doing this and is proving to be very beneficial with the recorded infringements down considerably from two years ago.

All of the fire appliances have been serviced with some minor repairs to be completed

6.2 WA POLICE FORCE

Apology

6.3 BUSHFIRE BRIGADES – CHIEF BUSH FIRE CONTROL OFFICER

Apology

6.4 MOUNT BARKER VOLUNTEER FIRE & RESCUE

Hazardous fire fuel reduction burns have taken place prior to the season within the gazetted area of town site.

Our 3.4 fire appliance has been replaced with a more hazard specific vehicle, a HAZMAT, Structure, Rescue or HSR Appliance. This has reduced some capability around bushfire but enhanced the brigade in the other areas.

6.5 ST JOHN AMBULANCE

6.5.1 Community Paramedic

Apology

Mr David Rae is undertaking a Major Incident Medical Management Support (MIMMS) course at the moment

6.5.2 Mount Barker Sub-Centre

All is going well, membership is good

6.5.3 Rocky Gully Sub-Centre

Apology

6.6 DEPARTMENT OF FIRE & EMERGENCY SERVICES

6.6.1 Area Officer

Apology

Mr Wes Bailye has been deployed to the Esperance fires

6.6.2 District Emergency Management Advisor

There will be DEMC meeting held next week.

The State Hazard Plan for Fire (interim) has been released for comment; (see Attachment Two).

West Australian Local Government Association (WALGA) has released DPIRD's 'Animals in Emergency' template for comment (see Attachment Three)

Action

All members to read and/or comment on 'Animals in Emergency' template at the next meeting

The template for evacuations will be out next year 2020.

6.7 OFFICE OF EMERGENCY MANAGEMENT

This office has moved under the umbrella of DFES. Please see the comments from the DEMA 6.6.2. OEM will no longer appear.

6.8 PLANTAGENET/CRANBROOK HEALTH SERVICE

The Plantagenet Hospital will be undergoing a much needed update of the facilities with a new internal plan and a duress alarm system being installed.

There is much thought of where the health service patients would/could be taken in the event of evacuation and the planning department is looking in to this and how this would look. i.e. timings, transport, suitable locations, availability of qualified staff to name just a few.

Those vulnerable in the community in an evacuation also need consideration by the committee and should be reflected in the LEMA.

6.9 DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT

Apology

6.10 DEPARTMENT OF BIODIVERSITY CONSERVATIONS AND ATTRACTIONS

6.10.1 Albany District Fuel Mitigation Program for the 2019-2020

Apology

6.10.2 Frankland District Fuel Mitigation Program for the 2019-2020

Prescribed Burning

The Frankland District has commenced its 2019/20 prescribed burn program. The current program contains 25 prescribed burns covering 57,911ha of which five burns, totalling 23,569ha fall within the Shire of Plantagenet.

Larger landscape protection burns of high priority include;

- Pardelup (FRK_037);
- Karara Northumberland (KRK_071);
- Denbarker (FRK_072) – falls on the Shire of Plantagenet/Denmark boundary; and
- Perillup (FRK_076).

To date DBCA Frankland District has completed the following burns;

- Perillup (FRK_076) 5105ha
- Karara Northumberland (KRK_071) 6491ha; and
- Denbarker (FRK_072) – falls on the Shire of Plantagenet/Denmark boundary 7860ha. This burn had aircraft and extra trucks to complete the burn by Friday 8 November 2019 prior to the hot weather coming in on the weekend of 9 and 10 November 2019.

All burns are advertised on the DBCA website via email, with CRCs to post on public forums/social pages. The landowners are aware of the burns it is just the larger community that seem to be uninformed. Social media needs to be used in a much more positive light.

A Map of the Frankland District burns is included in Attachment Four.

Staff Changes

Wes Bailye has left the DBCA and the new District Fire Coordinator for the Frankland District is Nikki Rouse.

6.11 EDUCATION DEPARTMENT

6.11.1 Mount Barker Community College – Primary Evacuation Centre

Apology

6.11.2 Kendenup Primary School

Apology

6.12 DEPARTMENT OF COMMUNITIES

Local Emergency Welfare Plan (LEWP)

The plan has been updated and tabled at this meeting (Attachment Five); Ms Kellie Jaworski is the new Local Welfare Coordinator (LWC) for this area. Mr David Lynch will be one of the contacts for the Evac Centre.

Exercise

On 19 November 2019, the DOC held an evacuation exercise at ALAC based on the actual bushfire that happened in Bremer Bay eleven months ago (Attachment Six 3 documents). ALAC can handle between 500 and 1,000 evacuated persons now that DOC has a much larger staff to draw on.

Vulnerable persons would be of concern as the Evac Centre is not set up for or able to handle medical cases. DFES assisted with advice but the service provider (Dept. of Health) has to include this in their plan whether protect in place or evacuate.

BAL assessments may need to be completed on evacuation centres and/or BAL mitigation works completed to ensure an evacuation building is at the correct level.

6.13 WATER CORPORATION

6.13.1 Maintenance and Works Programs for 2019-2020

Apology

6.14 MAIN ROADS WA

6.14.1 Maintenance and Works Programs for 2019-2020

The Martagallup Road and Beverley Road intersection on the Albany Highway is the only major road works in this Shire. Some minor repairs are happening on the Denmark/Mount Barker Road in the Shire of Denmark.

All MRWA road assets have been checked for fire/fuel mitigation and any reports of overgrowth and/or damage should be reported to 138 138 which is monitored 24/7.

If there is an incident then MRWA needs to be contacted early in the event as it does take time to mobilise work crews.

MRWA has been proactive in fuel mitigation strategies along the road verges with a lot of work already completed to remove the fuel and not just reduce it.

6.15 WESTERN POWER

6.15.1 Maintenance and Works Programs for 2019-2020

Kendenup has had a major upgrade going into the town which is almost complete. There is nothing else major going forward for the next six months as we will be working in the Albany and Denmark areas over the wet period.

Western Power's bushfire mitigation plan was completed at the end of November.

Western Power is up to date with our reported faults which will allow us to have only on call-staff available over the Christmas holidays.

Question (Q)

What about washing the power lines after the harvest has been completed?

Answer (A)

Power lines have been washed and once dry a silicon product is applied to the insulators to decrease the amount of dust build up reducing the tracking of the electricity which contributes to fire. This also assists any rain to wash the dust off the insulators which has proved to be beneficial in the reduction of pole top fires.

6.16 ARC INFRASTRUCTURE

6.16.1 Maintenance and Works Programs for 2019 -2020

Apology

Mr David Lynch EMWS – has received information that ARC Infrastructure has completed the hazard reduction work in the town sites of Mount Barker and Narrikup.

6.17 STATE EMERGENCY SERVICE

The State Emergency Service has had a busy year in the last six months of 2019 with 10 incidents of a mixed bag including searches, bushfire support and Incident Control Vehicle (ICV) operations to name a few.

August saw the inception of the regional storm cache so we now hold a large number of supplies to be utilised for call outs from storm damage for this region: not just the Shire.

Members of the SES participated in a joint exercise with the Mount Barker St John Ambulance crew with great cooperation and understanding of the roles involved.

The SES is planning an exercise in the Porongurup National Park for the 25 January 2020 in an area that is more difficult than where we have done actual call outs. This is in joint cooperation with the DBCA and other SES crews. This will increase the scope of knowledge within the park and provide a better trained service.

6.18 PARDELUP PRISON

Currently there are 82 inmates. During a bushfire emergency there may be a need to evacuate the staff and inmates to another facility depending on the intensity and/or direction of the threat. If this is the case and an evacuation is warranted then the initial plan is to evacuate via the local bus company using 4 x 53 seater coaches and 2 x 23 seater mini buses. The prison is, after speaking with Superintendent Wayne Green (DFES), defensible in most situations due to the lack of major bushland close to the facility.

Ms Jodi Miller will speak with Nikki Rouse from Parks and Wildlife after the meeting about fuel mitigation work on the boundary of the prison.

A Memorandum of Understanding (MOU) has been completed with the Forest Hill Brigade and the Shire for the supply of bush fire training to the staff and inmates.

Training is planned for next week 11 and 12 December 2019 with the CESM Mr Mike Barnes.

Once ministerial approval has been granted a level three incident may be run from the prison by either, P&W or DFES as well as a place of refuge.

The prison has a commercial grade kitchen and can be used to supply food and drinks to an incident if all other commercial businesses are unable to assist.

The prison is supplying some of the catering to the Mountains and Murals Festival volunteers.

7 EXERCISE UPDATE

7.1 EXERCISE

No exercise update. There have been some changes to the requirements of what needs to be tested from the LEMA. This should be the focus for next year's exercise.

Possible desktop scenarios could include but not limited to:

- Bushfire
- Storm
- Medical
- Evacuation Centre
- Animal Welfare from Evacuation
- Resilient communities
- Emergency muster.

Action:

Meeting to be organised by the CESM with the LEMC chair, OIC police, and CESM to discuss an exercise for the next LEMC meeting to be held on 5 March 2020

Volunteer Fire and Rescue are in the process of testing their hazard management plans by writing a multi-agency exercise for the emergency services.

7.2 POST EXERCISE REPORT

Nil

8 GENERAL BUSINESS

Nil

9 DATE OF NEXT MEETING

The next meeting dates of the LEMC are listed below, starting at 3.00 pm at the Shire of Plantagenet Committee Room, Lowood Road Mount Barker:

- Thursday 5 March 2020
- Thursday 19 May 2020

10 CLOSURE

3.21pm The Presiding Member declared the meeting closed.

CONFIRMED: PRESIDING MEMBER _____ **DATE:** ___/___/___

ACTION LIST

- **5.3 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)**

Action

LEMA to be updated by the end of August 2020 Contribution from all members

- **6.7 OFFICE OF EMERGENCY MANAGEMENT**

West Australian Local Government Association (WALGA) has released for comment the Animals in Emergency template (Attachment Three)

Action

All members to read and comment at the next meeting

- **7.1 EXERCISE**

No exercise update. There have been some changes to the requirements of what needs to be tested from the Local Emergency Management Arrangements; this should be the focus for next year's exercise.

Action:

Meeting to be organised by the CESM; with the LEMC Chair, OIC police and the CESM to discuss an exercise for the next LEMC meeting on the 5 March 2020

ATTACHMENT LIST

1. Confirmation of Contact Details and Key Stake Holders
2. The State Hazard Plan for Fire (interim)
3. Animals in Emergency template
4. Map of the Frankland District burns
5. DOC Local Emergency Welfare Plan (LEWP)
6. DOC Exercise