

## Local Emergency Management Committee Special Meeting (LEMC) 02 May 2024

### MINUTES

Location	55 Abel St, Boyup Brook – Shire Chambers
Time	12:02pm
Videoconference Link	MS Teams

#### 1. Administration

The meeting was not audio recorded for minute taking purposes

##### 1.1 Declaration of Opening

The Presiding Member welcomed attendees and declared the meeting open at 12:02pm.

##### 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 – Local Recovery Coordinator	✓	
Angela Hales	Deputy Local Recovery Coordinator	✓	
Lynne Schreurs	St John Ambulance Boyup Brook	✓	
Rosalyn Edwards	LEMC – XO, Ranger	✓	
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		✓
Julie Webber	DPIRD- Agriculture & Food Division		✓
Christine Renke	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		✓
Reuven Meiri	Bridgetown SES	✓	
Donna Forsyth	SoBB Bushfire Risk Mitigation Officer Bushfire Ready Facilitator	✓	
Bruce Hancock	Main Roads WA	✓	
Nicola Jones	SoBB Community Development Officer	✓	

## 2. Guest Presentations

- 2.1 Lewis Winter (Lewis Winter - Fire & Emergency Management and Chris Widmer) facilitated the Emergency Management Planning and Awareness Workshop for the Shire of Boyup Brooks' reviewed Boyup Brook Local Emergency Management Arrangements (LEMA), prior to this LEMC Special Meeting. LEMA and associated Appendices tabled. (**Attachment A2 and A3**).
- 2.2 Lewis Winter (Lewis Winter Fire & Emergency Management and Chris Widmer) will facilitate the Emergency Management Planning and Awareness Workshop for the Shire of Boyup Brooks' Local Recovery Plan (LRP), following this LEMC Special Meeting. LRP and associated Appendices tabled. (**Attachment A4 and A5**).

## 3. Previous LEMC Meeting Minutes

<p><b>Moved: Angela Hales..... Seconded: Sarah Cole.....</b></p> <p><b><u>COMMITTEE DECISION LEM 24/05/004</u></b></p> <p><b>That the minutes of the Local Emergency Management Committee Meeting held on 07 February 2024 be confirmed as being a true and accurate record, with the amendment to Item 11 General Business</b> Angela Hales communicated that food taken to fire grounds must be stored and handled in accordance with the <i>Food Act 2008</i> Food Safety Standards.</p> <p style="text-align: right;"><b>Carried For: All Against: Nil</b></p>
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It was also noted that an auxiliary trailer has been provided to the local volunteer bushfire brigades with support of the Shire of Boyup Brook. This is designed to hold food on ice, prepared by appropriately qualified organisations e.g. IGA and cafes.

## 4. Correspondence

- 4.1 Correspondence IN - deferred to next LEMC Meeting
- 4.2 Correspondence OUT - deferred to next LEMC Meeting

## 5. Review of Emergency Contacts List (**Attachment A1**)

- 5.1 Invitations were invited for review of Emergency Contacts List.
  - 5.1.1 Bruce Hancock from Main Roads WA to be added.
  - 5.1.2 Christine Renke – DPIRD to be added.
  - 5.1.3 Donna Forsyth – SoBB Bushfire Mitigation Officer to be added.
  - 5.1.4 Reuven Meiri – Bridgetown SES proxy to be added.
- 5.2 Add Lynne Schreurs as St John Ambulance second contact.

## 6. Review of Action List and business arising

Item	Owner	Status
Set date for workshop to review and test LEMA, Disaster Recovery training for Local Recovery Group, test plan and review.	XO and LEMC	Complete: 02May2024
Recommend and select potential people/groups to invite to workshop to form BB Local Recovery Group. LRG invited to workshop – Sue Mead, Nicki Jones, Malcolm Armstrong, Donna Forsyth Russell Miller, April Miller, Tara Reid, Erlanda Deas, Jodi Nield.	XO and LEMC	Complete: Invitations sent out for workshop 02May2024.
Send updated LERSP (Feb2024), to Shire Exec Officer for inclusion in council meeting agenda as recommendation to Council to endorse at Feb2024 Ordinary Council Meeting.	XO	Complete: LEMC Minutes to be provided to Council for inclusion in Agenda. Endorsed by Council.
Develop local Hazardous Substance Register from local business and review Hazmat procedures manifesto at front of buildings. DFES are developing state wide register Develop Hazardous Substance Register.	DFES VBFB Arky	Active: Arky and DFES to provide update on any progress – not present – deferred to next meeting

## 7. Agency/Member Reports - NIL Reports for LEMC Special Meeting

- 7.1 Dept of Communities - Renee Flaxman
- 7.2 WAPOL – Sgt Martin Baraiolo
- 7.3 DFES – Chris Sousa
- 7.4 DFES - Erin Hutchins
- 7.5 VBFB – Ben Thompson
- 7.6 St John Ambulance – Lynne Schreurs
- 7.7 Dept of Health – Paige Weaver
- 7.8 Boyup Brook VFRS – Arky Wawilow
- 7.9 DPIRD – Julie Webber
- 7.10 Water Corp – Mel Robertson
- 7.11 Boyup Brook CRC – Jodi Nield
- 7.12 Bushfire Risk Mitigation Coordinator – Chris Doherty
- 7.13 Main Roads WA – Bruce Hancock – Provided verbally – A note to Local Governments that when a LG becomes an incident controller, the road owner is the only authority that can open and close roads, following correct protocol. Eg the Shire for local roads and Main Roads WA for eg Boyup Brook Kojonup Road.

**8. Local Emergency Management (standing items)**

- 8.1 Post Incident Reports – deferred to next LEMC Meeting.
- 8.2 Post Exercise Reports – deferred to next LEMC Meeting.
- 8.3 Exercise – deferred to next LEMC Meeting.
- 8.4 Review Local Emergency Management Arrangements – draft review workshopped and facilitated by Lewis Winter and Chris Widmer.
- 8.5 Risk management update – deferred to next LEMC Meeting.
- 8.6 Review LEMC business plan – deferred to next LEMC Meeting.
- 8.7 Review funding opportunities - deferred to next LEMC Meeting.

**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 – deferred to next LEMC Meeting as not yet available. Exercise Schedule developed – deferred to next LEMC Meeting.

**10. Agenda Items**

10.1

**Moved: Helen O’Connell..... Seconded: Angela Hales.....**

**COMMITTEE DECISION LEM 24/05/005**

**That the Committee:**

**1. Adopts and recommends Council adopts, the Shire of Boyup Brook Local Emergency Management Arrangements and associated appendices, subject to agreed amendments and administrative changes, including incorporation of a decision making tool for Risk Level Trigger Points and responsible persons to the section ‘Managing Risk’, with corresponding alert level appendix.**

**Carried  
For: All  
Against: Nil**

10.2

**Moved: Helen O’Connell..... Seconded: Sarah Cole.....**

**COMMITTEE DECISION LEM 24/05/006**

**That the Committee:**

- 1. Adopts and recommends Council adopts, the Shire of Boyup Brook Local Recovery Plan and associated appendices, subject to agreed amendments and administrative changes.**

**Carried  
For: All  
Against: Nil**

10.3 LEMC Terms of Reference – To be reviewed every 5 years. LEMC Terms of Reference be drafted and reviewed at next LEMC Meeting.

10.4 LEMC draft Business Plan 2023-2025 review - Workshopped LEMC Meeting 07Feb2024. To be presented to next LEMC Meeting.

**11. General Business - Nil**

**12. Next Meeting**

<b>Date</b>	<b>Activity</b>	<b>Venue</b>	<b>Comment</b>
12 June 2024	10:00am	Shire Chambers and via MS Teams to test communications	4 <sup>th</sup> Quarter LEMC Meeting

**13. Meeting Closure**

There being no further business the meeting closed at 12.19pm.

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Presiding Member

\_\_\_\_\_  
Date

### Action List from Agenda Items and Business Arising

Item	Owner	Status
Present final draft LEMA and Local Recovery Plan and LEMC Special Meeting Minutes 02 May 2024 with recommendation to Council to endorse plans.	XO and LEMC	Active: To be endorsed at Special LEMC Meeting 02May2024 and included in Jun2024 Ordinary Council Meeting Agenda
LEMC Terms of Reference to be reviewed every 5 years.	XO	Active: Prepare draft. Deferred to next LEMC Meeting
Review draft LEMC Business Plan 2023-2025. Workshopped LEMC Meeting 07Feb2024.	XO	Active: Updated table to be presented to next LEMC Meeting
LEMC Contact List – Add Lynne Schreurs as St John Ambulance second contact. Bruce Hancock from Main Roads WA to be added. Christine Renke – DPIRD to be added. Donna Forsyth – SoBB Bushfire Mitigation Officer to be added. Reuven Meiri – Bridgetown SES proxy to be added.	SO	Active: Update LEMC Contact List