

Local Emergency Management Committee Special Meeting 02 May 2024

AGENDA

Location	55 Abel St, Boyup Brook – Shire Chambers
Time	11:30am
Videoconference Link	MS Teams Click here to join the meeting

1. Administration *(ask that RECORDING Permission be allowed by all attendees)*

1.1 Open Meeting – Attendees welcomed and Meeting declared openam.

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 Attendance and apologies

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		
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	Lewis Winter Fire & Emerge Mgt		
Michael Phillips	Department of Communities		

2. Guest Presentation and Facilitation

2.1 **Lewis Winter** (Lewis Winter Fire & Emergency Management) 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) 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. Confirmation of Previous Meetings Minutes

That the minutes of the LEMC meeting held 07 February 2024 be confirmed as being a true and accurate record.

Moved: _____

Seconded: _____

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 Recommendations invited from LEMC.

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	XO and LEMC	Complete: Invitations sent out for workshop 02May2024
Send updated LEWP (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 to 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 VFBF Arky	Active: Arky and DFES to provide update on any progress

DFES are developing state wide register Develop Hazardous Substance Register		
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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

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.
- 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 Exercise Schedule developed – deferred to next LEMC Meeting

10. Agenda Items

10.1 That the Local Emergency Management Committee recommends that Council adopts the Shire of Boyup Brook Local Emergency Management Arrangements, Local Recovery Plan and associated appendices.

Moved: _____ Seconded: _____

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

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

11. General Business

12. Next Meeting

Date	Activity	Venue	Comment
XX XXX 2024	11am	Shire Chambers	1 st Quarter LEMC Meeting

13. Meeting Closure

There being no further business the meeting closed at pm.

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	SO	Active: Update LEMC Contact List