



Local Emergency Management Committee Meeting Minutes

Held on

Tuesday, 28 August 2018

Commencing at 9.03am

State Emergency Services Building, Bentley Street, Donnybrook WA 6239

A handwritten signature in black ink, appearing to read 'Ben Rose'.

Ben Rose
Chief Executive Officer

30 August 2018

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda may contain recommendations which have not yet been adopted by Council.



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

28 August 2018

TABLE OF CONTENTS

| | | |
|------------|---|----------|
| 1 | DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS..... | 4 |
| 2 | ATTENDANCE..... | 4 |
| 2.1 | COMMITTEE MEMBERS..... | 4 |
| 2.2 | PUBLIC GALLERY..... | 4 |
| 2.3 | APOLOGIES..... | 4 |
| 3 | DECLARATIONS FROM THE PRESIDING MEMBER..... | 4 |
| 4 | DECLARATION OF INTEREST..... | 5 |
| 5 | PUBLIC QUESTION TIME..... | 5 |
| 6 | PRESENTATIONS..... | 5 |
| 7 | CONFIRMATION OF MINUTES OF PREVIOUS MEETING..... | 5 |
| 8 | REPORTS..... | 5 |
| 8.1 | INDIVIDUAL COMMITTEE MEMBER REPORTS ON BEHALF OF REPRESENTING ORGANISATIONS..... | 5 |
| 8.2 | EMERGENCY EXERCISE COMMITTEE..... | 7 |
| 9 | OTHER BUSINESS..... | 7 |
| 9.2 | LEMC MEMBERS CONTACT LIST..... | 7 |
| 9.3 | STATE RISK PROJECT..... | 7 |

9.4 RECOVERY PLAN.....7
10 CLOSURE OF MEETING7

SHIRE OF DONNYBROOK BALINGUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

Held at State Emergency Services Building
on Tuesday, 28 August 2018 at 9.03am.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson to declare the meeting open at 9:03am, welcome the public gallery and advise them of the meeting procedures.

2 ATTENDANCE

2.1 *Committee Members*

| Organisation | Committee Member |
|---------------------------|--|
| Donnybrook Balingup Shire | Brian Piesse (Chairperson) |
| WA Police | Ryan Vander Heide (Deputy Chairperson) |
| Donnybrook Balingup Shire | Tyler Winter (Executive Officer) |
| Donnybrook Balingup Shire | John Attwood (Recovery Co-ordinator) |
| Department of Communities | Roma Boucher |
| Fire & Rescue | Ben Anderson |
| SES | Carol Vickridge |
| St John Ambulance | Ian Telfer |
| DFES | Steve Ward |
| DFES | Steph De Bruin |
| DFES | Vikram Cheema |

2.2 *Public Gallery*

2.3 *Apologies*

| Organisation | Committee Member |
|---------------------------|------------------|
| Bushfire Service | Max Walker |
| Kirup Community | Mick Zwart |
| Department of Communities | Hellen Hall |

3 DECLARATIONS FROM THE PRESIDING MEMBER

Chairperson reiterated the Committee's purpose:

The purpose of the Local Emergency Management Committee (LEMC) is to play a vital role in assisting our local communities to be more prepared for major emergencies by;

- 1) Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans*
- 2) Providing a multi-agency forum to analyse and treat local risk*
- 3) Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.*

The chairman thanked the emergency services involved in the Road Trauma exercise in Donnybrook recently and expressed his gratitude.

4 DECLARATION OF INTEREST

5 PUBLIC QUESTION TIME

6 PRESENTATIONS

Department of Communities – Roma Boucher advised the committee that the State Welfare Plan is currently under review and once the review is complete the local plan will be reviewed.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Steve Ward (DFES) Seconded: Ian Telfer (SJA)

That the Minutes of the Local Emergency Management Committee Meeting held on 8 May 2018 be confirmed as a true and accurate record with the amendment of the police representative and name change for the Department of Communities.

Carried 11/0

8 REPORTS

8.1 Individual Committee Member Reports on behalf of representing organisations

Committee members to provide an update on their representing organisation, in regards to issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the committee in relation to Local Emergency Management arrangements.

1. Donnybrook Police
 - a. Reiterated the main hazards local police manager are Road Crash and Land Search, no recent searches however two local fatal road crashes.
 - b. Mobile phone coverage was an issue with one fatality in Brookhampton – LEMC agreed to raise issue at council meeting.
 - c. Official debrief process with local agencies going well and helping support the welfare of responders
2. Donnybrook Volunteer Fire & Rescue – As attached
3. Donnybrook St John Ambulance
 - a. SJA Donnybrook-Balingup releasing Staying Alive in the Shire – an AED project designed to make our community more resilient when responding to sudden cardiac arrest – details attached
 - b. 550 jobs with 350 responses to the community last FY
 - c. Bronze Commander in MIMMS training for response to Major Incidents
4. Donnybrook State Emergency Service
 - a. Quiet with 1 storm incident responded to, Bunbury SES called in to support
 - b. Training progressing well with some recent changes
 - c. Problems with building leaking – CESM actioning
 - d. Problems being able to manage the gardens – CESM to speak with SES DO
5. Parks and Wildlife Service (PAWS) – Blackwood - Nil
6. Donnybrook District Hospital - Nil
7. Department of Communities
 - a. DoC responded to an incident in Margaret River which raise issues with response to non-prescribed hazards – work on going to define responsibilities
 - b. Planning to hold an Emergency Welfare Coordinator Group meeting
 - c. Welfare Exercise this year is with the Shire of Harvey
8. Shire of Donnybrook – Emergency Services
 - a. Work ongoing to upskill Bushfire Brigades and equip them with appropriate PPC and PPE
 - b. 11 brigades, 600 volunteers, 21 appliances who responded to more than 120 incidents and 30 prescribed burns last year
 - c. Shire about to receive Mitigation Activity Funding which will tie up the majority of the CESM role until Fire Season
9. Western Power - Nil
10. Water Corporation - Nil
11. Telstra - Nil
12. District Emergency Management Officer (DFES) – attached
13. Department of Fire & Emergency Services – Steve Ward & Steph De Bruin
 - a. State Bushfire Exercise was conducted and tested the Regional Operations Centre
 - b. DFES facilitated the LSW regional leaders forum with Bushfire and Fire and Rescue volunteers together building stronger relationships
 - c. Pre-Season drills are beginning with various LGs and Brigades
 - d. Social Media training conducted with brigades groups and units
 - e. Bushfire Ready Facilitator training conducted with three representatives from the Shire of Donnybrook including one new facilitator in Lowden
 - f. Communicating in Emergencies workshop in Oct for local government staff/volunteers
14. Recovery Coordinator – John Attwood
 - a. Two day training completed in Dec with Shire President – very informative

- b. It was raised that the Shire of Donnybrook – Balingup has not funding set aside for recovery activities.

8.2 Emergency Exercise Committee

Exercise planned for 13th October 2018: Multi-agency response.

9 OTHER BUSINESS

9.2 LEMC Members Contact List

A LEMC contact list will be distributed for review and no updates required.

9.3 State Risk Project

Overview of project, awaiting surrounding LGs to complete their draft plans and workshops in the new year will address treatment options.

9.4 Recovery Plan

Recovery plan requires updating – Shire to review with feedback from committee members

10 CLOSURE OF MEETING

The Chairperson to advise that the date of the next Local Emergency Management Committee meeting will be held on 27th November 2018, commencing at 9:00am.

The Chairperson to declare the meeting closed at 10:13am.

