Shire of Harvey Local Emergency Management Committee
Minutes

Australind Council Chamber
Monday, 16 December 2019
2pm
Shire of Harvey

Local Emergency Management Committee Meeting

Minutes of the meeting of the Shire of Harvey Local Emergency Management Committee held on Monday, 16 December 2019, in the Council Chamber, Mulgara Street, Australind commencing at 2.05pm.

Attendance

Committee Membership – Voting

Shire President (Chair)  Cr.  P. Gillett
Deputy Shire President  Cr.  F. Burgoyne
Chief Bush Fire Control Officer  Vacant
WA Police  Sgt.  S. Gillis
Department of Fire and Emergency Services  Mr.  B. Finlay
Department of Communities  Ms.  R. Boucher

Committee Membership – Non Voting

Department of Health  Ms.  L. Hayward
Water Corporation
Primary Industries and Regional Development

Other Attendees (Observers)

Acting Chief Executive Officer  Mr.  S. Collie
Department of Fire and Emergency Services  Mr.  V. Cheema
Bushfire Risk Management Officer  Ms.  D. Walker
Leschenault Volunteer Fire Brigade  Mr.  M. Papalia
Southern SEA Water Alliance  Mr.  P. George
Marketing and Communications Officer  Ms.  C. Eadie
Agenda and Minutes Officer  Ms.  K. Hough
Minutes

1. **Official Opening**

The Chairman opened the meeting at 2.05pm.

2. **Record of Apologies**

Apology

3. **Declarations of Members’ and Officer’s Personal Interest**

Nil.

4. **Response to Previous Questions Taken on Notice**

Nil.

5. **Public Question Time**

Nil.

6. **Petitions/Deputations/Presentations/Submissions**

Mr. Vikram Cheema presented to the Committee on the role of the Local Emergency Management Committee and how the Committee aligns with Local Government, District and State roles.

7. **Confirmation of Previous Minutes**

The Minutes of the Shire of Harvey Local Emergency Management Committee meeting held on Monday, 9 September 2019, are attached hereto.

**Recommendation**

That the Minutes of the meeting held on Monday 9 September 2019 as attached, be confirmed.

LEMC-19/004. Burgoyne/Finlay

That the Minutes of the meeting held on Monday, 9 September 2019, as attached, be confirmed as a true and correct record. CARRIED 5-0
8. **Reports of Officers and Committee Members**

8.1 Department of Fire and Emergency Services – Brett Finlay (refer *Tabled Attachment 1*)

8.2 Department of Fire and Emergency Services – Vikram Cheema (refer *Tabled Attachment 2*)

8.3 Bush Fire Risk Planning Officer – Donna Walker (refer *Tabled Attachment 3*)

8.4 Department of Communities – Roma Boucher (refer *Tabled Attachment 4*)

9. **Matters Behind Closed Doors**

Nil.

10. **Next Meeting**

The next meeting of the Shire of Harvey Local Emergency Management Committee will be held on Monday, 9 March 2020 in the Harvey Chamber, Young Street, Harvey commencing at 2pm.

11. **Closure**

There being no further business to discuss, the Meeting was declared closed at 3.19pm.

I, Cr. Paul Gillett certify that the aforesaid Minutes and Attachments of the meeting held on Monday, 16 December 2019, are confirmed as a true and correct record of that meeting on Monday, 16 December 2019.

Cr. Paul Gillett
PRESIDING MEMBER
LEVEL 3 INCIDENT CONTROL CENTRE & DRIVER TRAINING CENTRE

- DFES is working with the Shire of Collie to establish a suitable new Level 3 Incident Control Centre and the Driver Training Facility based in Collie area.

SEASONAL OUTLOOK

- The BOM have released their seasonal outlook for September to November. Access to this forecast is available via this link - http://www.bom.gov.au/climate/outlooks/#/overview/video
- BOM are forecasting average rainfall and above average temperatures for this period.

BUSHFIRE CENTRE OF EXCELLENCE

- DFES Rural Fire Division - Bushfire Centre of Excellence (BCoE) has been officially launched and is now operating out of temporary facilities in Pinjarra. A new purpose-built facility is being designed and will be located at the Peel Business Park. DFES are currently undertaking recruitment to fill the full-time positions.
- Training courses have already commenced, a training schedule is being developed for publication. They are also reviewing current bush firefighting training products and courses.
- Further details of the BCoE are available on their website: https://www.dfes.wa.gov.au/bushfirecoe

PRE-SEASON TRAINING & INFORMATION SESSIONS

- Various preseason training and information sessions have been conducted through the DFES South West Region.
- Recent Rural Urban Interface (RUI) at Leschenault Brigade

DEPLOYMENTS

- Deployments to the Eastern States and Intrastate are still happening and may possibly continue for some time.

CURRENT FIRES

- Overview of current fires throughout the state.
District Emergency Management Advisor – Report

State
- **SEMC annual report 2018-19.** Key highlights for 2018-19 are:
  - Approval of the new State Exercise Framework
  - Continue to oversee the implementation of the recommendations and opportunities for improvement from the Report of the Special Inquiry into the January 2016 Waroona Fire, prepared by Euan Ferguson AFSM
  - Established the State Exercise Coordination Team and the Lessons Management Reference Group
  - Approved the State Support Plan – Animal Welfare in Emergencies (Interim), coordinated and developed by the Department of Primary Industries and Regional Development (DPIRD). Work is continuing to exercise and validate this plan prior to the 2019-20 Southern bushfire season.
  - Endorsed 25 National Disaster Resilience Program competitive grant applications, to a value of $2,853,859
  - Reviewed and supported changes to the Emergency Management Regulations 2006.
  - Commenced a review of the SEMC Strategic Plan and supporting administrative arrangements

- **Amendment to the suite of State EM documents**
  - Impact Statement within recovery arrangements
  - State Recovery Controller roles
  - State Recovery Coordination appointment
  - State Recovery Aides Memoire
  - SEMC Subcommittee and Reference group procedures

- **State Exercise Framework:** The State Emergency Management Exercise Framework is a capability-based exercise program. Capability based exercising leverages off the SEMC emergency management, **Capability Framework,** which reflects the current best thinking on assessing preparedness within Western Australia.

District
SW DEMC meeting held on 19 November 2019. Agenda for the meeting covered:
- Seasonal fire weather outlook – BOM
- Potential for Class A greywater use for the fire fighting
- State Exercise Framework
- State Recovery Arrangements

Local
A copy of the South West local government EM report November 2019 attached.
South West
District Emergency Management Committee
Local EM report as at 8 November 2019

**Yellow highlighted local governments are now due for LEMA review**

<table>
<thead>
<tr>
<th>Number local governments</th>
<th>Number LEMCs</th>
<th>LEMA noted/submitted to SEMC</th>
<th>% Local governments with current required LEMA</th>
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<tbody>
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<td>12</td>
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<th>LEMA Status</th>
<th>Date</th>
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<th>Date of 5 year review</th>
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<td>Augusta Margaret River</td>
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<td>46/2017</td>
<td>3/10/2022</td>
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<td>Boyup Brook</td>
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<td>3/08/2018</td>
<td>52/2018</td>
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<td>46/2017</td>
<td>3/10/2022</td>
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<tr>
<td>City of Bunbury</td>
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<td>10/03/2015</td>
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<td>10/03/2020</td>
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<tr>
<td>Shire of Collie</td>
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<td>46/2017</td>
<td>3/10/2022</td>
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<tr>
<td>Shire of Dardanup</td>
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<td>Noted at SEMC</td>
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<td>40/2016</td>
<td>2/08/2021</td>
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<td>Shire of Donnybrook-Balingup</td>
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<td>46/2017</td>
<td>3/10/2022</td>
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<tr>
<td>Shire of Harvey</td>
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<td>Shire of Nannup</td>
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<td>2/12/2019</td>
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## LEMC meeting and exercise summary 2019-20

<table>
<thead>
<tr>
<th>LEMC</th>
<th>Planned</th>
<th>Complete</th>
<th>Cancelled</th>
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<table>
<thead>
<tr>
<th>Meetings</th>
<th>ISG activation</th>
<th>Exercises Reporting</th>
<th>Capability Survey Complete</th>
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<td>Date</td>
<td>Event Date</td>
<td>Report Received</td>
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<tr>
<td>Augusta Margaret River</td>
<td>13 Aug</td>
<td>12 Nov</td>
<td>11 Mar</td>
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<tr>
<td>Boyup Brook</td>
<td>24 July</td>
<td>6 Nov</td>
<td>5 Feb</td>
</tr>
<tr>
<td>Bridgetown-Greenbushes</td>
<td>20 Aug</td>
<td>19 Nov</td>
<td>18 Feb</td>
</tr>
<tr>
<td>Bunbury</td>
<td>29 Aug</td>
<td>28 Nov</td>
<td>27 Feb</td>
</tr>
<tr>
<td>Busselton</td>
<td>3 Sept</td>
<td>3 Dec</td>
<td>3 Mar</td>
</tr>
<tr>
<td>Capel</td>
<td>11 Sept</td>
<td>4 Dec</td>
<td>4 Mar</td>
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<td>Collie</td>
<td>27 Aug</td>
<td>27 Nov</td>
<td>?</td>
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<td>7 Aug</td>
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<td>5 Feb</td>
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<td>Local Government</td>
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<td>Complete</td>
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<td>------------------</td>
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<td>----------</td>
<td>----------</td>
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<tr>
<td>Augusta Margaret River</td>
<td>A</td>
<td>Storm</td>
<td>Flood</td>
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<tr>
<td>Boyup Brook</td>
<td>B</td>
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<td>B</td>
<td>Storm</td>
<td>Flood</td>
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</table>
Shire of Harvey Bushfire Risk Planning Coordinator Review – Dec 2019

Bushfire Risk Management Plan
- Completed and forwarded to Department of Fire and Emergency Services (DFES) for quality assurance review of the Plan.
- Plan amended following QA review from DFES. Document formatting to be amended to reflect the Shire’s new branding and style guide. Thank you to Chloe Eadie for your assistance.
- Plan and asset identification has been pushed out to be completed by end of January 2019 due to workload within the three LG’s. Once completed, it will be forwarded to Office of Bushfire Risk Management (OBRM).

Risk Identification and Assessments
- Of the assets currently mapped, the following Risk Assessments for each category are as follows:

<table>
<thead>
<tr>
<th>Risk Assessment</th>
<th>Human Settlement</th>
<th>Economic</th>
<th>Environmental</th>
<th>Cultural</th>
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<tr>
<td>Extreme</td>
<td>24%</td>
<td>15%</td>
<td></td>
<td>11%</td>
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<tr>
<td>Very High</td>
<td>19%</td>
<td>20%</td>
<td></td>
<td>22%</td>
</tr>
<tr>
<td>High</td>
<td>26%</td>
<td>27%</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>Moderate</td>
<td>20%</td>
<td>28%</td>
<td></td>
<td>22%</td>
</tr>
<tr>
<td>Low</td>
<td>10%</td>
<td>9%</td>
<td></td>
<td>44%</td>
</tr>
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</table>

Please note: some risk assessments were conducted by desktop and may be amended once ground proofing has been done.
- Risk Assessments are currently being done on mapped assets.
- Mapping of East Brunswick completed and now working through Roelands and Brunswick between South West and Forrest Highway’s.

Stakeholder
- DFES – Bushfire Mitigation Assistant – Arranging site visit to Roelands Village

Treatments
- Harvey Community Emergency Service Manager to commence inputting shire owned land against assets already identified. (ongoing)
- Source Local Government works program regarding mitigation on council land. (ongoing)

Harvey CESM – Jason Maddern
- Working towards shire owned areas to have fire management plans with treatments aligned with current standards. (ongoing)
- Mitigation work completed within the past five years being documented hard copy on wall size maps. Sourcing information from brigades and other stakeholders. (ongoing)

DFES Southwest Region / Bushfire Risk Management Officer
- UCL / UMR within Shire of Harvey discussed with DFES officer. (ongoing)

Administration
- Next round of MAF funding is expected to be around April 2020. Once mapping completed and endorsed by both OBRM and Council, funding can be applied for to treat State government owned/vested land.
1. Recently we have held the following welfare field exercise –
   - Busselton office – Shire of Nannup
     - Exercise Fumus Hazard on Thursday 17th October @ Nannup
   - Collie office – Shire of West Arthur
     - Exercise Ignis Hazard on Thursday 24th October @ Darkan
   - Bunbury office – Shire of Harvey
     - Exercise Tempestas on Friday 8th November @ Harvey
   Following some comments during this exercise, David Marshall, Richard Duke and myself met on Monday 25th November and post exercise to discuss Animal Welfare and the use of both Harvey Recreation and Cultural Centre and Leschenault Leisure Centre as potential welfare evacuation centres. (apology Jason Maddern)

2. On October 29th and 30th I attended our Emergency Services Unit Conference in Perth and some of the items were as follows:
   - Presentation on Earthquake and Cyclone by Steve Gray, DFES
   - Workshop - Large Event Preparation Project (on-going)
   - Countering Violent Extremism by Sheila Willis, WAPol and Dr Eduardo Farate, DC
   - Disaster Information Support and Care Centre (DISCC) – Sgt Siobhan O’Loughlin, WAPol
   - DC – EM Response review – Crowe Australasia consultants
   - Animal Welfare in Emergency – Ryan Hamblion, S/DESO on a committee

3. We had staff representatives at the following agency exercises –
   - Shire of Capel exercise Columus held on 10th October at Bunbury Grammar College; a facility set in 33 hectares of bushland; has ~800 students of which up to 200 can be boarders and ~200 staff.
   - Water Corporation interagency desktop emergency response workshop for the Stirling and Harvey Dams on 24th October at Harvey; the workshop included a tour to Stirling and Harvey Dams and a step through preparedness and response protocols for flooding scenarios.

4. I’d like to offer my thanks and acknowledge the support from the Shire including the use of the Harvey Recreation and Cultural Centre for the exercise. We had students from Harvey Agricultural College participate in the exercise, representatives from 3 other Local Governments and our partnering agencies. An exercise report will be forwarded to the LEMC in due course.