

## Local Emergency Management Committee (LEMC) Minutes for Meeting 1 August 2019

Minutes of the Local Emergency Management Committee (LEMC) Meeting held in the Manjimup Emergency Services Collocation Building, located at 46 Bath Street Manjimup on Thursday 1 August 2019.

### 1. Declaration of Opening the Meeting

Shire of Manjimup, Chief Executive Officer, Andrew Campbell assumed the chair and opened the meeting at 1.01pm.

### 2. Attendance / Apologies

<b>Present</b>	
<b>Voting</b>	<b>Non Voting</b>
Andrew Campbell ( <b>Chair</b> )	Tim Jones – Police Manjimup (1.45pm)
Cliff Winfield	Andrew Ashworth – Police Manjimup (1.45pm)
Todd Ridley	Nicole Favero
Remo Pessotto	Brad Wren
Jodie Omodei - WHS	Leon Gardiner - DFES
John Bridger – Police Walpole	Bruce Ward – Shire Airport Reporting Officer
Brad Barton - DBCA	Ashleigh Reeve
Steven Ward - DFES	Catherine Mills - Shire
Ian Guthridge - DPIRD	Debbie Whittle - Shire
Sharon Austin – CPFS (Proxy)	Mark Stephens – AIR BP
	Max Lefroy – Mjp Airport Reporting
	Nathan Hall - DFES
<b>Apologies</b>	
Neville Blackburn - CPFS	Gary Willcox – St John Ambulance
Ray Deall – Western Power	Vickram Cheema – DEMC/SEMC

### 3. Declaration of Financial Interest – Nil

### 4. LEMC – Update of Distribution / Key Contact List

The distribution contact list was updated by all in attendance.

**5. Confirmation of Minutes of the General Meeting held on Thursday 9 May 2019**

**MOVED:** Remo Pessotto                      **SECONDED:** Leon Gardiner

*“That the confirmed Minutes of the General Meeting held Thursday 9 May 2019 be received as a true and correct record.”*

**CARRIED 10 – 0**

**6. Council’s Response to Minutes of the General Meeting held Thursday 9 May 2019**

**COUNCIL RESOLUTION:**

**MOVED:** Eiby, W                      **SECONDED:** Taylor, R

27851

That Council receive the minutes of the Local Emergency Management Committee held on the 9 May 2019 as contained in the Attachment: 9.16.2(1).

**CARRIED: 9/0**

**7. Business Arising from the Minutes**

Nil

**8. Treatment Strategies and Task List – ATTACHMENT 1**

Refer to Section 11 Other Business.

**9. Training and Exercise Report – ATTACHMENT 2**

Exercise will be run today after close of meeting, actions arising found in Attachment 1 Treatment Strategies & Task List.

<b>Training / Exercise</b>	<b>Status</b>	<b>Action</b>
Airfield Exercise	<ul style="list-style-type: none"><li>➤ Exercise planned for 2018.</li><li>➤ Police advise they will not be the lead agency to organise the exercise.</li></ul>	<ul style="list-style-type: none"><li>➤ MJP Police / Airfield Committee.</li><li>➤ Todd Ridley to work with Catherine Mills and the Airfield Committee.</li><li>➤ Catherine Mills, Ashleigh Reeve met with DFES Nathan Hall. Exercise planned for August / September LEMC Meeting.</li><li>➤ Exercise will follow the August meeting.</li></ul>

## **10. Members Reports**

### **10.1 Warren Health Service - Jodie Omodei**

- Code Yellow (No Notice Bushfire) table-top exercise was attended by WACHS staff, DFES and Manjimup Shire on the 23 May 2019.
- Code Brown (External Medical Emergency ie. Bus crash) table top exercise was also held on the same day and attended by WACHS staff only.
- Warren Health staff have updated their training in MIMMS.

### **10.2 DPIRD - Ian Guthridge**

Nothing to Report

### **10.3 Police - John Bridger (Walpole)**

Nothing to Report

### **10.4 CPFS - Sharon Austin (Proxy)**

Nothing to Report

### **10.5 Chief Bushfire Control Officer – Remo Pessotto**

- It was all go at the opening of fire season in April, May with 12 fires getting out of hand.
- Private property owners lighting up heaps and bush, not knowing what the weather conditions were going to present together with strong winds and little rain, thus keeping brigade members and appliances on the go.
- Brigades also helping out Department of Biodiversity, Conservations & Attractions, Bridgetown Shire with pine fires and Manjimup FRS assisting on house fires, as back up water, if required.
- The shire were asked to assist with the Jarrahwood incident, being very busy with our own incidents we had to decline.
- The linking of radio repeaters 251, 292, 142, 293, 252, is an ongoing issue that needs to be sorted out.
- With weather currently presenting to date, it's a concerning indication of what will follow for this summer 2019/20. It's going to be very dry conditions, not looking good with what we will be faced but will deal with the best we can.
- Appreciation and thanks go to all volunteer brigade members for their commitment, assistance and support. Brilliant workmanship, thank you all.

## **10.6 DFES A/DO Manjimup - Steve Ward**

- **Event Debriefs**

Have attended a number of post event debriefs held by the LG for events conducted in the Shire. These include the Targa SW and Truffle Kerfuffle. These have been useful to identify issues related to emergency response arrangements between DFES and Event Organisers. For example, a Road Crash at the Targa event highlighted gaps in communication arrangements and roles of DFES crews and contracted responders. This will be addressed for future events by closer communication and ensuring Risk Management Plans are sent direct to Stakeholders.

- **Walpole Response Capacity**

The committee needs to be made aware that due to loss of volunteers in the VFRS and SES and low crew numbers that the capacity to respond to RCR or structural fires is likely to be compromised. DFES is working on strategies to address the shortfall by recruitment campaigns, individual training programmes or looking at other options such as day release prisoners from Pardelup.

## **10.7 DBCA Parks and Wildlife Services – Brad Barton**

- **Prescribed Burning (Also see ATTACHEMENT 3 - Burn Program Map)**

The Warren region completed its prescribed burn program in June 2019. Over 72,000ha of lands managed by DBCA across the Warren was treated during the 2018/19 year.

The burns were for a variety of purposes including town site protection, silviculture, biodiversity management and broad scale fuel reduction. Three notable burns include Gordon, Easter and completion of Dordagup mixed fuel burns directly adjacent to One Tree Bridge/Donnelly River valley and Quinninup respectively.

Planning for the upcoming 2019/20 annual burn program has been completed at regional level and is awaiting corporate endorsement.

- **Bushfire**

The 2018/19 bushfire season was relatively mild. Staff and crews from Warren region assisted with bushfire events in Lewana, Jurien Bay, Esperance, USA, Queensland, Tasmania and Victoria.

- **DBCA Forward Control Vehicle**

This should be included in the resources list.

## **10.8 Shire CEO – Andrew Campbell**

- Bring to the attention of LEMC that we are due again for another large fire, please be aware this group plays a very big role.

## **10.9 CESM and Training Coordinator – Todd Ridley**

- Beach Emergency Numbers (BEN) Sign Program

The Shire of Manjimup is introducing the Beach Emergency Numbers (BEN) system to improve emergency response times by installing signs with unique numbers at beach access points. They are in the process of implementing approximately 140 signs along Shire of Manjimup beaches with public access. Hope to be in place by summer months.

## **11. General Business**

### **10.10 Local Emergency Management Arrangements (LEMA) 2019-2024 DRAFT**

- Todd discussed revision and requested feedback prior to next meeting to be able to adopt the arrangements. Will send a reminder prior to the next meeting. Also look at flagging isolated and at risk communities on maps.
- These arrangements highlight that we are prepared, identifies Welfare centres and ISG rooms and works in conjunction with the Emergency Resource Directory.

### **10.11 Local Emergency Welfare Plan DRAFT**

- There is one change that needs to be made to the Northcliffe Welfare Centre as the address is incorrect.
- We also have another document to be revised being Evacuation Plan.

CEO suggested as we have two more meetings before the end of the year, we table two documents for the October meeting and the final document at last meeting of the year.

### **10.12 Power Outage Issues Walpole - DFES – Steve Ward**

Local Brigade and SES concerned when power outage in Walpole as there is a lack of communication available. Public meeting held with Western Power that CEO attended. Also radios go down, an example ABC has a phone link up for updates. Western Power a big issue with brown outs, CEO will be discussing next week and working toward a resolution. Terry Redman is also working on the issue.

## **12. Correspondence - Nil**

## **13. Next Meeting**

Next Meeting to be held in October 2019, date TBA.

## **14. Declaration of Close of Meeting (Following the meeting will be a Manjimup Aerodrome Exercise)**

Shire of Manjimup, Chief Executive Officer, Andrew Campbell thanked everyone for their attendance and after closing the meeting they will set up for the Airport Exercise. Meeting closed at 1.48pm.

## ATTACHMENT 1. TREATMENT STRATEGIES AND TASK LIST

Item	Status	Next Step	Action By
Local Emergency Management and Evacuation Plans for the Shire of Manjimup	All Arrangements require review in 2018	<ul style="list-style-type: none"> <li>➤ Draft new Arrangements and LEMC to review 2019</li> <li>➤ Complete changes and send 3 weeks prior to Oct Meeting</li> </ul>	T. Ridley (Shire)
Emergency Resource Directory	Require review in 2019	<ul style="list-style-type: none"> <li>➤ Complete changes and send 3 weeks prior to Oct Meeting</li> </ul>	T. Ridley (Shire)
Welfare Plan	Require review in 2019	<ul style="list-style-type: none"> <li>➤ Complete changes and send 3 weeks prior to Oct Meeting</li> </ul>	T. Ridley (Shire)
Evacuation Plan	Require review in 2019	<ul style="list-style-type: none"> <li>➤ Draft new plan ready adopt at last meeting of year.</li> </ul>	T. Ridley (Shire)

### Actions arising from the Aerodrome Emergency Desktop Exercise

Item	Action	Action By
Aerodrome Emergency Desktop Exercise	<ul style="list-style-type: none"> <li>• To create a documented process to be used as standard emergency procedure by the Airfield Reporting Officer, including management of the 'event' and closing of the Airport where required.</li> <li>• To develop a training schedule for the standard emergency procedure for ARO's and Shire Officers, to ensure trained back up is available if Chief ARO is not contactable.</li> <li>• To identify and map alternative entry and exit points for the airfield in case main entry is compromised.</li> <li>• To update the Aerodrome Manual to include findings from the Emergency Desktop Exercise.</li> </ul>	C.Mills (Shire)



## ATTACHMENT 2. 2019 EMERGENCY DESKTOP EXERCISE

# MANJIMUP AERODROME

01 August 2019



facilitated by;

**LOCAL EMERGENCY MANAGEMENT COMMITTEE**

### **Aim of Desktop Exercise**

To provide a co-ordinated response for rescue and recovery to an emergency at the Manjimup Aerodrome.

To get an understanding of what the Shire of Manjimup needs to implement at the aerodrome to accommodate a full scale emergency.

To provide the relevant Emergency Services with an understanding of their requirements/roles during a full scale emergency at the aerodrome.

To identify any pit falls/failings of the Manjimup Air Transport Emergency Plan

### **Abbreviations**

LEMC – Local Emergency Management Committee

ARO - Airport reporting Officer

RFDS – Royal Flying Doctor Service.

DBCA - Department of Biodiversity, Conservation and Attractions

DFES - Department of Fire and emergency Services

CASA – Civil Aviation Safety Authority.

STO – Senior Technical Officer – Shire of Manjimup

DPIRD - Department of primary Industries and Regional Development

DPCFS - Department of Child Protection and Family Support

MATEP - Manjimup Air Transport Emergency Plan

ATSP – Air Traffic Service Provider

NOTAMS – Notice to Airmen

HAZMAT – Hazardous Materials



## **Scenario**

Thursday December 2019. Between 10am and 2pm

A fuel tanker carrying 35,000L of Avgas is refuelling at the fill station at the Manjimup Aerodrome. The driver is distracted and does not notice that a significant amount of fuel has been spilt. The driver tries to stop the fuel transfer immediately but is overcome by fumes and is incapacitated. The fuel runs towards the grated gully drainage system and into the interceptor tanks. These tanks overflow into Shire drainage system ending up in Bendotti's dam.

ARO is onsite and reports the accident to the appropriate authorities. (Calls 000, Air BP and Shire of Manjimup)

ARO advises Air Services that the airport needs to be shutdown.

RFDS are on the main apron awaiting patient transfer.

DBCA has a spotter plane in the air. Water Bombers are grounded.

**Below you will find some prompt questions - To be discussed during the exercise.**

## **What agency takes the lead role?**

### Airport Reporting Officer

Who do you contact first?

How do you shut the aerodrome down?

Who do you liaise directly with?

### Manjimup Police

Where do you get details of aerodrome first? (Red Tube)

What does your agency do first?

Who must you liaise with initially?

### Department of Fire and emergency Services (DFES)

Where do you get details of aerodrome first? (Red Tube)

Who communicates with whom?

What is AVGAS?

Who manages the contamination?

Air BP

How quickly can you get to site?

What role would you assume in the spill and the clean up?

Who contacts drivers employer and/or next of kin?

Department of Biodiversity, Conservation and Attractions (DBCA)

Who communicates with whom?

How does your agency maintain "business as usual"?

Does the scenario change if it is a 40 degree day?

St Johns Ambulance

How will you manage RFDS grounding and patient in terminal waiting to go?

Where is a safe point to have ambulance transfer?

Manjimup Hospital

What role will you have?

Department of primary Industries and Regional Development (DPIRD)

Do DPIRD have a role in this exercise?

Are you concerned that a dam has been contaminated?

Department of Child Protection and Family Support (DCPFS)

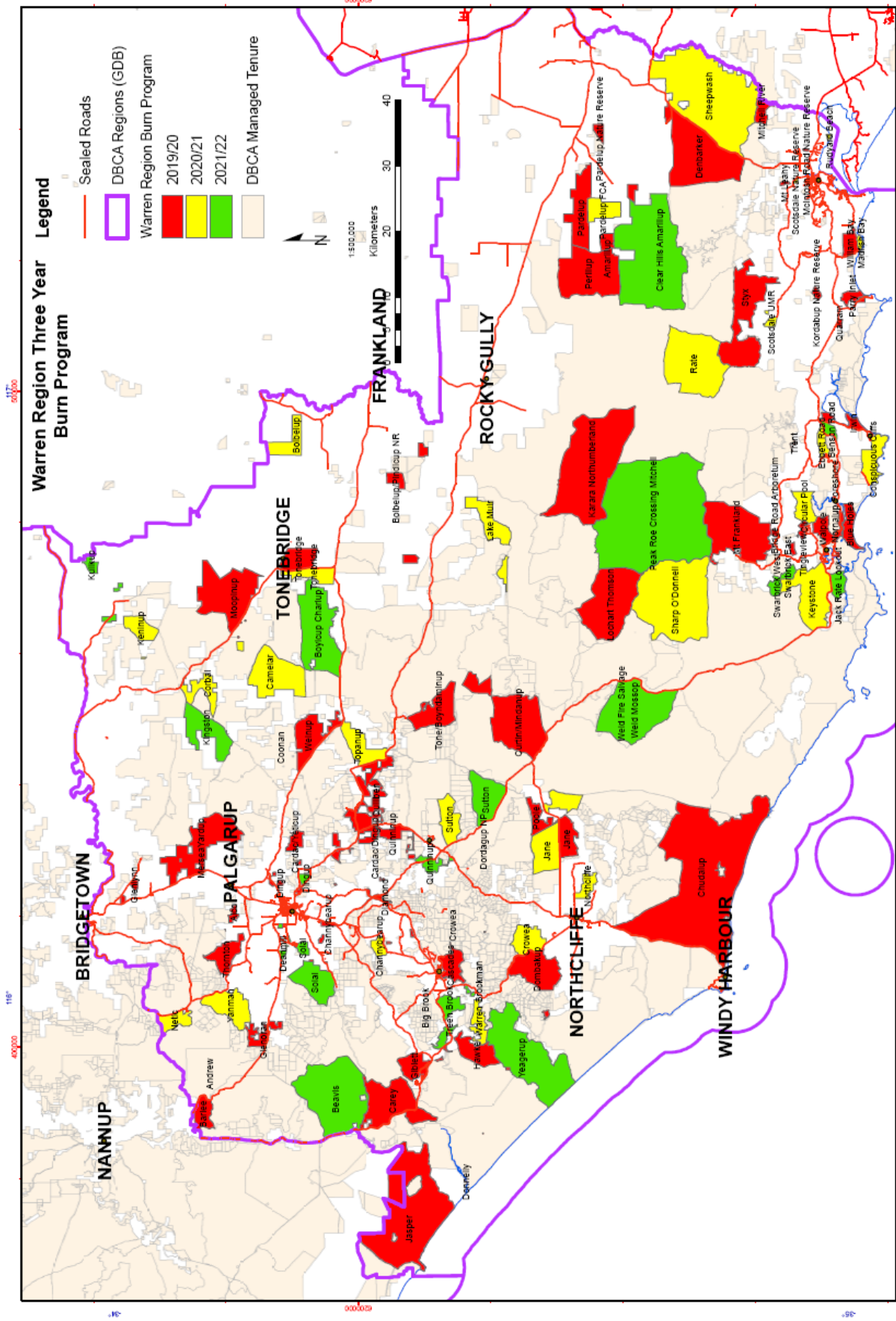
Do DCPFS have a role in this exercise?

Restorair - Shane Hawley

Do you have a role in this exercise?

Could you potentially make the emergency call?

# ATTACHMENT 3. Burn Program Map



Produced by Warren Region

The Department of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw or error and disclaims all liability for any error, loss or other consequence which may arise from relying on any information depicted.

Roads and tracts on land managed by Department of Biodiversity, Conservation and Attractions may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

Gridlines shown at 1 degree intervals and shown at 100000 metre intervals