

Minutes of LEMC held on Thursday 21st June 2019

MINUTES OF THE BALRANALD SHIRE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD AT THE BALRANALD SHIRE DEPOT ON THURSDAY 13th June 2019, commencing at 11am.

PRESENT: Cr Leigh Byron (Balranald Shire), Paul Murphy (SES) Paul Hadlow (Balranald VRA), Peter Bath (Fire NSW), Justin Ryan (Rural Fire Service), Rex Scott (Rural Fire Service), Michael Kitzelmann (Balranald Shire Council), Lee Mannix (Local Land Service), Cr Trevor Jolliffe (Balranald Shire Council), Sgt Narelle Tucker (NSW Police) < Constable Kaan Sengoz (NSW Police), Sgt Andrew Mensforth (NSW Police), Doug Allen (NSW Ambulance), Ray Davy (Balranald Shire Council) Thomas Cashion (NSW Health) and Carol Holmes (Balranald Shire Council)

APOLOGIES: Cr Steve O'Halloran (Balranald Shire Council) and Graeme Manning (VRA), Julia McClure (NSW Health), Brendan Hedger (NSW Health), and Craig McIntyre (NSW SES)

Adoption of Minutes from Previous Meeting

The Minutes of the previous Meeting were moved by Ray Davy and Seconded by Rex Scott.

Business Arising

With regards to the level of Emergency Operation Centre and membership of the LEMC Committee; the committee were advised that the LEMC agencies do not have the power to direct other agencies they are formed as a LEMC for coordination of activities. Each organisation directs their own members at different emergencies.

At the previous meeting Ray Davy was asked to investigate and report back to the Committee, **Attachment 1** is the report from Ray.

Membership

Once the Minister's approval has been given, the new committee exists even if it has not yet formally met. The *State Emergency and Rescue Management Act 1989 1989 (SERM) act* states the LEMC is to consist of:

- The General Manager of the nominated principal council, appointed as the LEMC Chairperson;
- A senior representative of each emergency service organisation operating in the area. This means one representative nominated by that organisation. Therefore, where organisations have a boundary or more than one office in the LGA then it is up to the organisation to appoint one senior representative to be the member of that committee;
- Other organisations that provide services in a functional area within the LGA may appoint a (one) representative to the LEMC, from time to time; and
- Local Emergency Operations Controller.

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Role of Local Emergency Management Committee Members

LEMC only have the powers for the coordination and preparedness at local levels for any emergency situation.

Members with voting rights should include delegates from the following departments;

SES
VRA
Fire NSW
Rural Fire
Police
Ambulance
Council
Local Land Services; and
NSW Health

All other members be observers without the voting rights.

Emergency Operations Centre (EOC)

Ray advised the committee there is no specifications set for a functional EOC. We, as a committee need to determine the functions of the EOC.

There is no statutory compliance for EOC's

General Manager advised he is not happy with Depot being used as EOC, as there is numerous unauthorised people with depot keys.

The proposal was put to the committee to relocate the EOC from the Shire Depot to Council Chambers.

Risk Management

General Manager advised the committee that all Council operations in the office will cease if a significant emergency arises and the need for Council Chambers to be used. An alternate EOC would be the Council Depot.

Lee Mannix enquired about the line-marking for LLS driveway to cease the vehicles parking across the driveway. She was advised that Council staff have line marking on the works program.

Fire NSW also enquired about the Fire hydrant in front of Shamrock, could it be painted yellow and not the red that is current. It was also advised that Council are continuing to check fire hydrants within Balranald and Euston and placing cat's eyes with Balranald township completed whilst Euston fire hydrants still need to be done.

ACTION

Ray Davy to forward a map of fire hydrants within the Shire to Fire NSW.

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New Business:

LLS: Change of Government areas.

Implementation of S.W.A.G.S

Currently reviewing policies and procedures (including Truck rollovers)

Police: Inspector commences work on 15th July 2019

Had one fatality between Balranald and Euston

Police borders have changed now include Tooleybuc in our area.

Ambulance:

Currently with 5 members of staff

1 was training is now qualified.

Health: Julia and Brendan both apologies from meeting

Recruiting some Registered Nurses has commenced.

VRA: Nothing to report.

Fire NSW:

10 callouts, 3 of which were to assist Ambulance NSW.

Currently with 9 members

NSW Rural Fire:

Rex Scott advised the committee it had recently been quiet.

Attachment 2 – Report from Justin Ryan

Council: Council currently liaising with RMS as some safety issues within our network.

No specific emergencies to report

Noticeably more stock on the roadways.

Funding has enabled us to do more roadworks on rural roads.

Cr Jolliffe advised the committee, we could be receiving more enquires from landowners requesting some assistance for fencing along the highway.

More traffic, including heavy vehicles is currently using our roadways with all the new developments occurring. In particular to the B-Doubles turning right towards out of Weimby Road. Michael also advised that a significant increase of heavy vehicle movements in the coming years will commence.

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Risk Assessment – Council has adopted a Enterprise Risk Management Framework.

Decommissioning of a filtered water reservoir for Balranald is on the works program for this coming year, whilst Euston Raw Water will be on the works program for the next financial year.

Council has now employed a Bio-Security Officer fulltime.

Upgrading of the Truck wash bay with an inspection bay for biosecurity.

Mobile Blackspot, successful with the partnership of lobbying, with 3 towers being placed within our Shire.

Cristal Mining agreed to put in full mobile phone tower, this will give our Shire 75% mobile Service coverage.

Water tanks are at various places around our Shire enabling travellers to access water if needed.

General Business:

Multi agency exercises are on the schedule for committee members; dates to be confirmed

- Online Training
- Face to Face; and
- Exercise

Next Meeting

The next meeting will be held on 12th September 2019 in Council Chambers

There being no further business the meeting closed at 12.06pm.

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Attachment 1

Bairnald Shire Council Local Emergency Management Committee (LEMC)

Membership and Voting

At the last meeting of the Bairnald LEMC, I was asked to investigate and report back to the Committee on the rules for membership and voting procedures. The following information has been extracted from the Information Guide published by the State Office of Emergency Management.

Membership

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- A senior representative of each emergency service organisation operating in the area. This means one representative nominated by that organisation. Therefore, where organisations have a boundary or more than one office in the LGA then it is up to the organisation to appoint one senior representative to be the member of that committee;
- Other organisations that provide services in a functional area within the LGA may appoint a (one) representative to the LEMC, from time to time; and
- Local Emergency Operations Controller.

Therefore, once a new LEMC exists it will automatically have, as a minimum, the following core membership:

- General Manager of the Council of the relevant LGA, who is to be the Chair of the Committee;
- Local Emergency Operations Controller for the relevant LGA; and
- Representatives from the following agencies:
 - NSW Police Force,
 - Fire & Rescue NSW,
 - Ambulance Service NSW and
 - NSW State Emergency Service

with possibly a representative from NSW Rural Fire Service, Volunteer Rescue Association and Marine Rescue where they operate in the area.

No other organisation is automatically a member of the committee until the Council makes a determination of their membership. There is no obligation on Council to make a determination of additional organisations to be members of the LEMC.



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It is recommended that the determination by Council of an agency's membership of the LEMC should adhere to the following process:

- LEMC recommends agency to Council including the Functional Area in which the agency suggests that it provides services.
- Council, via LEMC Chair, writes to REMC member to determine if the recommended agency actually provides a service in a Functional Area (this means the agency has some form of agreement with the Functional Area). To assist Council in determining the appropriateness of the agency for membership on the LEMC, a recommendation or comment may be requested from the REMC member/representative for that Functional Area.
- Once the confirmation is received that the agency provides services in a Functional Area, the Council considers and makes a determination on that agency involvement.
- Council then writes to that agency to seek its nomination of a person to be its representative and member on the LEMC. It is recommended that in doing this, Council writes to the agency at least one level above the level that is being suggested for membership to avoid self-nomination and so that the person nominated would have genuine agency support for their involvement.
- Council advises the LEMC of the decision and the LEMC Chair invites the nominated person to attend future meetings.

It should be noted that where a LGA covers more than one administrative area of agencies (for example two or more Police Area Commands or Districts or State Emergency Service (SES) Units areas etc.) then that agency can only have one member on the LEMC and it is up to the agency to nominate its representative to be the member.

Voting Rules

The SERM Act specifies that the LEMC may determine what other stakeholders should be members of the LEMC. The LEMC may identify which agencies are appropriate for voting membership and this should be adequately recorded in meeting minutes and contact directories.

Any agency wishing to be a member of the LEMC should submit such a request in writing to the LEMC. The LEMC is then required to table a motion and make a recommendation for the consideration of LEMC to determine. Options for the LEMC are to endorse voting membership or to allow the agency to be an observer. Once a decision is reached, the LEMC should write to the applying agency advising them on the outcome.

The rules of the Committee are outlined in the SERM Act. In summary, voting rules are:

- The Committee must have a quorum for a vote to be undertaken. A quorum exists where a majority of the LEMC voting membership are in attendance.
- Members, other than the Chair, are afforded one vote only.
- The Chair has the first deliberative vote, and a casting vote, if votes cast are equal in number.

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In the event equality of votes is reached the Chair may choose to:

- Utilise their casting vote immediately;
- Open further discussion on the matter prior to utilising their casting vote; or
- Call for a re-vote to occur without utilising their casting vote. Further discussion takes place prior to the motion being re-tabled and a resolution occurring.

A vote can be 'in favour' or 'not in favour' of the motion only if a quorum exists. If there is no quorum, the motion may be discussed and deferred to another meeting for a vote. A member may choose to abstain from casting a vote. The Chair has the right to enquire justification in either open forum or discreetly; however, no rationale or justification is required to be provided by the abstaining member.

The SERM Act does not provide information on committee observers. Advice from the SEMC is that the committee may determine that an organisation may be invited to attend meetings, either on an as required or ongoing basis, as observers (non-member). The purpose for such invitations may include:

- observers that have a stakeholder interest in the activities and functions of the committee; or
- provide expert advice and guidance to the LEMC.

It is recommended that the Committee should determine which organisations ought, in its opinion, be admitted as either voting members or observers and that a report be submitted to the next meeting of Council to undertake the formal process outlined above.

Ray Davy

Director, Infrastructure and Development

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Attachment 2

BALRANALD LOCAL EMERGENCY MANAGEMENT COMMITTEE

Agency / Functional Area Report to LEMC

June 2019

Report submitted by: Justin Ryan

Agency or Functional Area: NSW Rural Fire Service Lower Western District

Date: 13th June 2019

Report submitted for the inclusion in the Business Papers of the Local Emergency Management Committee meeting scheduled for 13th June 2019.

The following activities have been undertaken or are being undertaken by this agency since the previous meeting:

PLANNING:

- RFS Strategic Fire Break works ongoing.
- Agency Hazard Reduction works for 2018-19.

TRAINING (INTERNAL):

- Nil internal training completed within the Balranald Shire since previous meeting.
 - Balranald RFB currently have two new members undertaking their min-skills training.

TRAINING (EXTERNAL):

- NA

OPERATIONS:

- Since the cessation of the Bushfire Danger Period (31st May) we've received 24 burn notifications private burn offs within the Balranald Shire.

LWZ Brigade Responses (Balranald Shire) – Six (6)

- Forest, Grass and or Scrub Fire(s): One (1)
- Machinery Fire: Two (2)
- Vehicle Fire: One (1)
- Structure, Building and or House Fire: One (1)
- Assist Fire and Rescue NSW: One (1)

EXERCISES:

- NA

DEVELOPMENT PROJECTS IN PROGRESS:

- NA

EMERGENCY RISK MANAGEMENT PROJECT STUDIES:

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- NA

CONTENTIOUS ISSUES OR MATTERS TO BE RAISED:

- NA

OTHER MATTERS:

- NA

Signed:



Justin Ryan

District Officer.

Lower Western Zone Rural Fire Service.

DRY