



CONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

9 DECEMBER 2016

I certify that the minutes of the meeting of the Local Emergency Management Committee held 16 September 2016 Folios LEMC 1 to LEMC 13 were confirmed on 3 March 2017.


Chairperson



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9 DECEMBER 2016

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Officer, or the content of any discussion occurring during the course of the Committee Meeting.

LEGEND

To assist the reader, the following explains the method of referencing used in this document:

Item	Example	Description
Page Numbers	LEMC1 NOVEMBER 15 (LEMC2, LEMC 3 etc)	Sequential page numbering of LEMC Agenda or Minutes for November 2015.
Item Numbers	8.1 (8.2, 8.3 etc)	Sequential numbering of reports under the heading "8.0 Reports of Officers"
Committee Recommendation Reference	LEMC 11.11.15	Committee Recommendation number 11 from LEMC meeting November 2015.
Committee Decision Reference	DLEMC 7.11.15	Committee Decision number 7 from LEMC meeting November 2015.

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**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
COMMITTEE ROOM – 10.00AM**

1.0 OPENING PROCEDURES

The Chairperson opened the meeting at 10.07am, welcoming all in attendance.

1.1 Announcement of Visitors

1.2 Record of Attendance and Apologies

Members	Adrian Dyson	LEMC Executive Officer
	Cr Stephen Fox	Chairperson
	Jonathan Throssell	CEO
	Mark Casotti	CESM/Chief
	Paul O'Connor	Director Corporate Services
	Craig Cuthbert	Coordinator Community Safety & Emergency Management
	Martin Shurlock	Senior Environmental Health Officer
	Merveen Cross	Office of Emergency Management
	Ryan Hamblion	CPFS Senior District Emergency Services Officer
	Jeff Taylor	WAPOL OIC Mundaring
	Leanne Alderman	Education Department
Staff	Jenine Banks	Minute Secretary
Apologies	James Martin	Councillor South Ward
Guests	Neridah Zlatnik	Emergency Preparedness Officer
	Tracey Robinson	Woorloo Prison Farm
	Karl Gill	Office of Emergency Management
	Stuart Gunning	Office of Emergency Management
	Sandra McGhie	CPFS
Members of the Public	Nil	
Members of the Press	Nil	

2.0 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

3.0 DECLARATION OF INTEREST

3.1 Disclosure of Financial Interest and Proximity Interests

Members must disclose the nature of their interest in matters to be discussed at the meeting. (Part 5 Division 6 of the Local Government Act 1995).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).

3.2 Disclosure of Interest Affecting Impartiality

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice. (Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C).

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the minutes of the meeting of the Local Emergency Management Committee held Friday 16 September 2016 be confirmed.

COMMITTEE DECISION		DLEMC1.12.16	
Moved by:	Jeff Taylor	Seconded by:	Martin Shurlock

CARRIED 9/0

5.0 PRESENTATIONS

6.0 REPORTS OF MEMBERS

6.1 Bushfire Season Outlook

Community Emergency Services Manager, Mark Casotti spoke to the below report on the bushfire season outlook for the 2016/17 fire season to date and continuing.

Prevention

- Bushfire Brigades conducted 41 burns this year
- Fire Hazard Inspection Officers conducted 45 burns this year – target was 35
- Prohibited burning period commences 1st December
- Meeting with Water Corporation - bushfire mitigation program
- Meeting with 'Vulcan'

Preparedness

- VBFB Training at Mundaring Firefighters School:
 - 17 & 18 September: Pump Operations – 10 attendees
 - 24 September: Initial Control At Wildfires – 11 attendees
 - 15 October: Fire Control Officer - 20 attendees including 3 City of Wanneroo Rangers
 - 8/9 October: Introduction to Firefighting – 14 attendees including 2 BFB volunteers from other local governments and 2 x SES volunteers
 - 15/16 October: Bushfire Firefighting – 14 attendees including 1 other local government BFB volunteer and 2 x SES volunteers
 - 22 October: Ground Controllers Course – 24 attendees including
 - 29/30 October: Structural Firefighting – 16 attendees including 5 BFB volunteers from other local governments and 1 SWORD volunteer
 - 5th November: Crew Leader Bushfire – cancelled (insufficient numbers)

- 6 November: Advanced Bushfire Firefighting – cancelled (insufficient numbers)
- 12 November: Mundaring Practical Crew Leader – 5 attendees
- 12 November: WAERN Basic – 10 attendees including 2 from other local governments and 1 from metro VFRS
- 12 November: WAERN Advanced – 13 attendees including 3 from other local governments and 1 from metro VFRS
- Total: 12 courses, 2 cancelled , 137 attendees
- Other Training:
 - 12 October – Breathing Apparatus Refresher – 14 attendees
 - Preseason exercise - Angarika
 - North East Region bushfire exercise - SIMCEN
 - State Exercise – Quinns Rocks
 - Shire of Mundaring Preseason Training Seminar
 - North region Preseason Volunteer Forum
 - 2 day DFES Workshop
 - Level 3 IMT exercise – Wannamal
 - North Region ICV exercise
 - Level 3 IMT exercise - Chidlow
- Community Engagement:
 - Presentation to Chidlow Bushfire Ready Group Street Coordinators
 - Presentation to Darlington Bushfire Ready Group Street Coordinators
 - Darlington emergency warning siren community meeting
 - Mundaring Firefighters School launched Facebook page
 - Presentation to School Principals (Principals Forum) on 'Principals Guide to Bushfire'
- Operational Preparation:
 - DCBFCOs meeting
 - Brigade Training Officers meeting
 - Mundaring Firefighters School meeting x 2
 - Mundaring BFAC x 2
 - Fire Operation Group Mundaring meeting
 - Preseason operational support planning – Toodyay, Northam, York LGs
- Other
 - ICV preseason ICT inspection
 - ABC interviews re aftermath of Parkerville Stoneville Mundaring fire

Response

Volunteer Bush Fire Brigade responses

- Incidents 1 July 2016 – 30 November 2016
 - 100 responses
 - 54 Primary responses (local incidents)
 - 46 Support responses (multiple brigade responses/provision of external support)
- Incidents 1 July 2014 – 30 June 2015
 - 171 responses
 - 70 Primary responses (local incidents)
 - 101 Support responses (multiple brigade responses/provision of external support)
- Overall response down by 71 incidents / down by 41%
- Primary response down by 16 incidents / down by 23%
- Support response down by 55 incidents / down by 54%
- Overall there has been a significant increase in the occurrences of suspicious and deliberate fire incidents.

Recovery

- Esperance Report – waiting for State to declare position on the recommendations

Other

- Acting District Officer North Coastal for the period of 27/09/2016 – 21/01/2016
- Mundaring Firefighters School celebrated 21 years

Seasonal Synopsis

- Initiatives and projects for this upcoming season which are in line with the intent of the Ferguson Recommendations.
 - The formation of Level 3 Bushfire Preformed Teams,
 - New Incident Action Plan documentation,
 - Operations Pre-start Books,
 - Volunteer Identification Cards,
 - Traffic Management processes; and the
 - Automatic Vehicle Location project amongst many others, are all new initiatives for this season.
- In the South West, despite early and close to average rainfall, there is an underlying long-term deficit in the soil moisture and, despite recent bushfires and prescribed burning which has reduced fuel loads in localised areas, the current high loads of forest fuels have resulted in above normal fire potential.
- November to January rainfall is likely to be above average across most of WA, except for the southwest of the state.
- November to January days are likely to be warmer than average over the western Pilbara and Gascoyne districts, whilst cooler than average over the remainder of the state.
- Night-time temperatures are also more likely to be warmer than average over the western Pilbara and Gascoyne districts, whilst cooler than average over the remainder of the state.
- A 63% chance of an above average number of tropical cyclones in waters off the northwest coast (average number is five).
- Likelihood of around two coastal impacts.
- Significant risk of at least one severe tropical cyclone coastal impact during the season.

Atmospheric Instability

This fire season BoM is introducing atmospheric instability into the DFES Operational Preparedness Briefings by adopting the C-Haines Index. The C-Haines Index provides a guide on whether pyro-cumulonimbus (pyro-cb) will develop. Pyro-cb is a fire generated thunderstorm which can have a significant impact on fire behaviour as it can cause:

- Amplification of burn and spread rates.
- Enhanced spotting from the lofting of firebrands downwind.
- Ignition of new fires from lightning strikes.

Graphical Severe Weather Warnings

BoM is improving the Severe Weather and Severe Thunderstorm Warning services for Western Australia and the Northern Territory. Previously, warnings for severe weather and severe thunderstorm events were described using text-only updates. The new service will include a graphical representation of the warnings to better convey which

areas are at threat of severe weather or severe thunderstorms. This completes the national roll-out of graphical severe weather and severe thunderstorm warnings. www.bom.gov.au/wa/warnings/.

Bureau of Meteorology's Mobile App

BOM Weather is BoM's weather app, giving you the most accurate weather information as you move around. <http://www.bom.gov.au/app/?ref=marketing>

Emergency WA Website

Emergency WA is a product of the DFES Critical Messaging System (CMS) Project, managed by Media and Corporate Communications. The CMS also streamlines Public Information processes, however this does not change the way warnings are 'activated' by Incident Management Teams.

Emergency WA (www.emergency.wa.gov.au) will replace the existing alerts and warnings websites from DFES and Parks and Wildlife for all hazards.

This new site has many advantages including being:

- o faster – you will see information on the website as soon as a triple zero call comes in to DFES;
- o easier – you can visit one site to find alerts and warnings from DFES, Parks and Wildlife and local governments, and it will include information from other departments in the future; and
- o better – you can look at mapping of incidents that is easier to read and understand, as well as search, filter and enlarge maps to find information that might affect your safety.

6.2 Emergency Preparedness Officer

The following report was provided by Emergency Preparedness Officer, Neridah Zlatnik.

October 2016

Implemented community engagement activities including presentations at RISE day centres, static display in Shire's Admin front office focussed on having a plan and packing your emergency kit, attended Bushfire Ready meetings in Darlington, held two Bushfire Ready information sessions – one for brigades on being a facilitator and one for the wider community about how to set up a street group, attended the Parkerville Children and Youth's About YOUTH Health Expo for Yr 10 students, presented at the Shire's Principals Network Forum, partnered with the City of Swan to present the Ready and Resilient display at the Gidgegannup Show, spoke at the Yallambee Village Evacuation and Warden Training session, meet with Eastern Hills SHS and Helena College GFC about Yr 11 media projects that will have students producing bushfire safety/stories videos, supported Red Cross in meeting with Helena College GFC to run youth emergency safety sessions for Yr 10 students.

November 2016

Implemented community engagement activities including partnering with Red Cross and local primary schools to deliver 6 Red Cross Rediplan sessions to parents and residents, supported the delivery of 3 Red Cross youth sessions at Helena College GFC, provided support to Darlington and Mt Helena VBFBs for displays at local community events (DAF and Mt Helena PS Fete), met with Mt Helena Resident and Ratepayers Assoc to discuss opportunities to involve them in the bushfire conversation which has resulted in the Being Bushfire Ready Together Community Sundowner event, display at Shire's Seniors Expo for Seniors Week, presentation to Speakers Circle for Mundaring Men's Shed, held Seniors Bushfire Workshop as an outcome from Yallambee Village meeting which was promoted to all seniors who live independently at home, attended RISE's Aged Care Advisory Committee meeting to gain insight into how we can better communicate with frail, aged residents living independently (learnt about RISE's Disaster Management plan which is being developed and explored the opportunities for the Shire and Rise to work together using their framework to communicate with residents and to also support those members who are more at risk), coordinated video interview project with Helena College GFC media dept with 9 local residents sharing their bushfire stories on film, supported EHSBS how to be fire safe at school video project as liaison between school and local brigades, explored how we could use the Shire's Test Your Bushfire Survival Plan Facebook event page to share handy tips on how to be better prepared, organised a display at the Shire's stand at the Sacred Heart Community Fete, static display in Shire's Admin front office focussed on how to keep informed during the bushfire season, met with volunteer cadets at the Mundaring FRS to talk about bushfire safety, their knowledge/understanding and how they thought to best engage with teenagers on the issue.

The Being Bushfire Ready Together Community Sundowner happening on Sunday 4 December at the Mt Helena VBFB fire station. This is a test event with it being a partnership between the Mt Helena VBFB and the Mt Helena Resident and Ratepayers Assoc, also supported by the Sawyers Valley VBFB.

Due to increased interest after the Red Cross Rediplan sessions held in November and the Test Your Bushfire Survival Plan Facebook event we are now looking at holding another Rediplan session on the 20th December.

the display in the Shire's foyer will be updated this month with the information about the Fire Danger Ratings and Bushfire Emergency Warning systems. Looking at displays in both Mundaring and Greenmount libraries on how to keep informed and kids and bushfires.

Looking at attending the Seen and Heard Pipelines (battle of the bands) event in January to further engage with teenagers and gain some insight into how best to get them actively involved in their own bushfire safety.

Have been investigating how to best set up a Community Resilience Committee incorporating a wide range of representatives from our community with the view to collaboratively plan, develop and implement community resilience programs and initiatives and to enhance the community of the Shire of Mundaring's ability to prepare for, endure, and recover effectively from the impacts and consequences of emergency events. I would like any comment from LEMC as research has led to this potentially being a sub-committee of the LEMC, feeding information into the committee, creating an informed base for any recovery committees that need

to be formed in response to an emergency and to create community ownership of emergency safety activities

7.0 STANDARD MEETING ITEMS

7.1 Contact Details

The LEMC membership register has been updated with the most recent changes being relative to CPFES, SJA and SOM representation.

The Shire of Mundaring Emergency Roster and Resource Register has been produced and distributed.

7.2 Post Incident Reports

There have been no incidents requiring the formation of an Incident Support Group.

7.3 Post Exercise Reports

Shire of Mundaring staff participated in two DFES facilitated exercises. Exercise Angarika on 11 October 2016 and the Level 3 Incident Management Team exercise on 1 December 2016.

7.4 Funding Nominations and Applications Progress

There are no outstanding or pending funding applications.

7.5 Emergency Risk Management/Treatment Strategies Progress

Four Shire of Mundaring staff have received DFES provided training in the development of an integrated Bush Fire Risk Management Plan (BRMP) via the use of the Bush Fire Risk Management System (BRMS). The associated assessments and analysis will commence shortly.

7.6 Review Local Emergency Management Arrangements (LEMA)

Following on from Shire of Mundaring Staff, 38 in total receiving the WALGA Manage Recovery Activities Training over 16 & 17 November 2016. The Recovery Sub-plan will be amended to include reference to the establishment of a Call Centre to handle post incident/recovery queries.

7.7 Review LEMC Business Plan Strategies & Record Key Achievements

The following key achievements are noted:

- LEMA Animal Emergency Welfare Plan developed and provided to SEMC for comment
- Recovery related training delivered to 38 Key Shire of Mundaring Staff

8.0 PENDING ITEMS

8.1 Fire Siren/Community Alert/Warning Siren

Adrian Dyson said that along with Craig Cuthbert he had recently met with Phil Vile (former President of the Darlington Residents and Ratepayers Association) (DRRA) in regards to the installation of a Community Warning Siren for the Darlington area, introducing Karl Gill and Stuart Gunning from the Office of Emergency Management to the meeting.

Stuart Gunning thanked the meeting for the opportunity to speak to the Shire's LEMC in regards to this item, going on to say that the Office of Emergency Management (OEM) has been tasked with implementing some of the recommendations of the Euan Ferguson report, with Community Warning Sirens being one of the recommendations requiring some research and being aware of the Community initiative in Darlington for such a warning system.

A discussion was held with Jonathan Throssell expressing some concerns in regards to :

- Who is the "Group" in Darlington
- The local Brigade has indicated that they do not support a siren in Darlington
- Who will be the most appropriate person to sound the siren
- Where will the siren be located
- What will the standards be
- Who will be responsible for maintenance and operation

Stuart Gunning said that he is aware of the issues raised, saying that the OEM has developed a preliminary paper and is now seeking to gauge the feeling of the LEMC in regards to engaging directly with the DRRA or is the LEMC's preference that the OEM use the LEMC as the first reference point.

Stephen Fox said that he is concerned about two things:

- Community positional awareness, relying on sirens potentially takes this aware
- What will be the trigger to sound the siren

Karl Gill said that the preliminary paper suggests that the siren will only ever be activated through an official process, aligned to formal warnings/official warning systems and that the only purpose of a siren is to alert people of the need to become informed only, not as a sign to evacuate, saying that the Guidelines will come through the LEMC for approval.

Johnathan Throssell said that there must be a comprehensive community engagement process, engaging the whole community, not just the DRRA.

Mark Casotti said that a warning siren is just another tool with potential problems, suggesting that it is not the way we should be going, believing priority should be the focusing on the improvement of mobile and internet service in areas of black spots (such as Darlington) so that emergency websites and mobile phone coverage are improved so that a siren (which will only hit certain spots anyway) is not felt as a need by any community.

Jeff Taylor said that he does not want to see a system in place that people rely on that has potential to fail.

Adrian Dyson said that during his recent meeting with Phil Vile, it was established that the local testing of the siren had not been successful and could not be heard inside houses on the street above normal household activities.

Stuart Gunning said that the OEM will continue to stay in touch with the LEMC as this issue progresses.

8.2 Animal Welfare Sub Plan

Adrian Dyson said that he had received some good comments in regards to the Animal Welfare Sub Plan draft that was distributed to LEMC members. The draft has now been given to the Office of Emergency Management for comment.

8.3 Childcare Sector Engagement

Craig Cuthbert said that he had recently attended a desk top exercise at Yallambie Village and has since arranged for one of the Shires Fire Hazard Inspection Officers to visit and advise management on works needed to make it a safer place to shelter. Through the Hills Emergency network, MOU's between relevant agencies will be developed.

Craig Cuthbert said that the Childcare sector will have the same approach, coming up with some MOU's around shared facilities etc.

Craig Cuthbert advised that he will be liaising with Camp Australia to establish what schools in the area have before and after school care/activities, which include care/activities during the December/January holidays.

9.0 URGENT BUSINESS (LATE REPORTS)

Mark Casotti said that during the upcoming fire season 2 Shire of Mundaring Deputy Chief Bush Fire Control Officer will be on roster to respond to incidents after hours.

10.0 CORRESPONDENCE

IN

03.09.16	Commissioner, DFES – Photo ID Cards for VBFB's
20.09.16	M Pexton, WALGSA – City of Launceston – Social media during floods
21.09.16	M Cross, SEMC Sec – Request LEMC Dates
21.09.16	K Edmeades, Red Cross – Red Cross Recovery Training
22.09.16	M Cross, SECM Sec – Crisis & EM Conference
29.09.16	M Cross, SEMC Sec – Media Release – State Govt Rural Fire Service

- 04.10.16 M Cross, SEMC Sec – Central DEMC meeting 6.10.16
Papers
- 13.10.16 Ryan Hamblion, CPFS – New Local Welfare Coordinator
- 19.10.16 P Turner, SEMC Sec – IC Recovery Aide Memoir Final Draft
- 24.10.16 WA Dept of Planning – Planning in Bushfire Prone Areas
- 27.10.16 SEMC Sec Policy Team - SEMC Stakeholder Workshop
- 08.11.16 WALGA – EM News October 2016
- 11.11.16 A Sanders, SEMC Sec – All Hazards Comprehensive Impact
Assessment Template
- 21.11.16 M Cross, SEMC Sec – Central DEMC Meeting
- 21.11.16 Ryan Hamblion, CPFS – Emergency Welfare Centre Training
- 24.11.16 WALGA – EM News November 2016
- 28.11.16 A/Director OBRM/DFES – Prescribed Fire Plan Package
- 29.11.16 Red Cross – Resilience Newsletter
- OUT**
- 18.10.16 M Cross, SEMC Sec – DEMC Report
- 09.11.16 M Cross, SEMC Sec – Draft Animal Welfare Plan for review

11.0 CLOSING PROCEDURES

11.1 Date, Time and Place of the Next Meeting

The next Local Emergency Management Committee meeting will be held on **Friday 3 March 2017** at 10.00am in the Committee Room.

11.2 Closure of the Meeting

The Presiding member declared the meeting closed at 11.21am.