



CONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

1 DECEMBER 2017

I certify that the minutes of the meeting of the Local Emergency Management Committee held 1 December 2017 Folios LEMC 1 to LEMC 9 were confirmed on 9 March 2018.

A handwritten signature in black ink, appearing to be "J. L. ...", is written over a horizontal line.

Chairperson



UNCONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

1 DECEMBER 2017

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 10.00am, welcoming all in attendance.

1.1 Announcement of Visitors

1.2 Record of Attendance and Apologies

Members	Craig Cuthbert	Acting LEMC Executive Officer
	Cr Stephen Fox	Chairperson
	Cr David Lavell	Councillor
	Jamie O'Neill	CESM/Chief Bush Fire Control Officer
	Craig Garrett	DFES District Officer Metro North East
	Steve Trlin	Acting Director Statutory Services
	Paul O'Connor	Director Corporate Services
	Ryan Hamblion	Department of Communities
	Cassie Kelly	Department of Communities
	Martin Shurlock	Senior Environmental Health Officer
	Robert Palmer	Mundaring SES
	Lorney Woodley	Principal Darlington Primary School
	Terry O'Dea	Midland Police
	Claire Silveira	Red Cross
Staff	Jenine Banks	Minute Secretary
	Allan Entwistle	FHIO
	Rene Baur	Manager Building Assets
Apologies	Jonathan Throssell	CEO
	Megan Griffiths	Director Strategic & Community Services
	Michael Pasotti	Department of Biodiversity, Conservation and Attractions
Guests		
Members of the Public	Nil	
Members of the Press	Nil	

2.0 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

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 29 September 2017 be confirmed.

COMMITTEE DECISION	DLEMC1.12.17
Moved by: Craig Garrett	Seconded by: Jamie O'Neill

CARRIED 14/0

5.0 PRESENTATIONS

5.1 Presentation on Fire Clean-up and Recommendations

Rene Baur, Manager Building Assets provided the meeting with a presentation on fire clean-up learnings and recommendations, focusing on the more recent events in Harvey/Waroonna and surrounds during which time he was seconded as Project Manager to work with contractors and residents through the demolition and clean up process.

5.2 Seasonal Review

Jamie O'Neill, Chief Bush Fire Control Officer provided the following:

- CESM had a meeting with RISE network who has replaced Home and Community Care (HACC) to discuss high-risk community groups within the Shire of Mundaring, recommending an invite to next LEMC meeting.
- Shire is currently in Prohibited burning period

- First multi-agency fire November 20 2017 in Greenmount, fire got to approximately 6ha before being brought under control. Agencies attending were Shire of Mundaring BFB, City of Kalamunda BFB, Park & Wildlife, DFES, Fire & Rescue and SES.
- Brigades have attended a number of fires in recent weeks, 4 of which have been suspicious.

6.0 REPORTS OF EMPLOYEES

Nil

7.0 STANDARD MEETING ITEMS

7.1 Contact Details

7.2 Post Incident Reports

7.3 Post Exercise Reports

Jamie O'Neill advised that the Shire had held its annual Test Your Bushfire Survival plan via Facebook on Wednesday 29 November 2017.

7.4 Funding Nominations and Applications Progress

Craig Cuthbert told the meeting that Minister for Emergency Services had released a Media Statement advising of a \$15 million bushfire mitigation fund being made available for 15 high-risk local governments to carry out mitigation works. Unfortunately, the Shire of Mundaring was not on the list to receive any funding.

7.5 Emergency Risk Management/Treatment Strategies Progress

Craig Cuthbert told the meeting that the Shire's Fire Hazard Inspection Officers are currently doing firebreak assessments with 7000 inspection being carried out so far.

7.6 Review Local Emergency Management Arrangements (LEMA)

Nil.

7.7 Review LEMC Business Plan Strategies & Record Key Achievements

Nil.

8.0 URGENT BUSINESS (LATE REPORTS)

Craig Garrett provided the following report:

- Western Australian Fire & Emergency Services Conference was held on 8-10 September 2017 at the Perth Convention & Exhibition Centre
- DFES Regional staff have inspected UCL/UMR lands re mitigation works required for fire season. A number of prescribed burns were completed with the assistance of Brigades and fire break upgrades will be commencing shortly.
- DFES 2017 Volunteer Employer Recognition Awards (VERA) were held on 3 November 2017.

- DFES currently undertaking a project to replace the Computer Aided Dispatch (CAD) system which is used to dispatch resources for emergencies state wide.
- The State Bush Fire Exercise was held on 17 October. This year it involved the SOC/MOC and Regional incident management teams in country areas such as Northam and Manjimup.
- DFES staff attended onsite meetings with Acacia and Wooroloo prisons regarding pre-season arrangements and exercises.
- DFES have launched a new community engagement initiative, Fire Chat *which* replaces the Prepare Act Survive program. The Fire Chat will still be supported by the “Are You Ready” campaign, but will provide a series of short questions to guide the public into planning for fires and a range of tools to assist. Details are available on the DFES website. The ‘Are You Ready’ campaign was re- launched on Sunday, 1 October 2017.
- The Pre-season Bush Fire forum for volunteers was held by DFES at Joondalup on 4 November 2017.
- A Rural Urban Interface (RUI) exercise was conducted at Chidlow, in Mundaring Shire on 21 October 2017, involving BFB’s and DFES VFRS and SES volunteers.
- A DFES Metro “Exercise Kaala” was held on 11 October 2017 involving fire and government agencies, invited LG’s and other lifeline stakeholders, focussing on recovery following a major incident.
- The Westplan Fire has now transitioned into State Hazard Plan- Fire
- The DFES Season Synopsis has been released for this Fire and Cyclone season.
- Mr Darren Klemm is the new FES Commissioner.
- Thanks to the Shire of Mundaring, Parks and Wildlife and all emergency service volunteers for their support and assistance over the past year.

Claire Silveira

Provided the following report of activities from 31 August 2017 to 30 November 2017 :

1. PREPAREDNESS

- Our Natural Disaster Resilience Program (NDRP) funded ‘Whole of Community Emergency Preparedness Project’ continues to roll out. We are working with partners Shire of Nannup, City of Swan and City of Rockingham over the next six months with the aim to increase community resilience and emergency preparedness through training and education sessions aimed at vulnerable community groups, schools, community service organisations, local businesses and sporting clubs.
- Australian Red Cross has also released the first version of the new Preparedness APP “Get Prepared” (currently only available from Apple through iTunes) go to <https://itunes.apple.com/au/app/get-prepared/id1292194053?mt=8>

2. RESPONSE

- Volunteer training and scenario exercising has begun ahead of the upcoming summer across a number of Red Cross Emergency Services volunteer functions. One of our capacity development focuses this year will be volunteer leadership.
- The two day Response exercise ‘Exercise Growth’ was successfully delivered to over 50 volunteers in the Metro and 2 days in Busselton areas, incorporating a better understanding of AIIMS roles and training, Evacuation Centre training and a focus on Register.Find.Reunite.

3. REGISTER.FIND.REUNITE.

- Online training is now available to local governments, Department for Communities staff and Red Cross volunteers. Anyone interested in having access to the online portal, please contact Erin Fuery, State Manager Emergency Services (details below).

4. RECOVERY

- WA Police, on behalf of the SEMC Public Information Reference Group (PIRG), has been successful in receiving an NDRP grant to progress a 'Recovery Communication' project, working closely with Local and State Government on recovery communication gaps and opportunities. Red Cross is sitting on the Project Advisory Group, and ran training for PIRG members and members of the Advisory Group on Communicating in Recovery in mid-October.
- The independent evaluation of our recovery work across the shires of Waroona and Harvey continues. The aim of the independent evaluation is to assess the relevance, appropriateness and effectiveness of our recovery work in response to the bushfire; identify ways to strengthen the value of our contribution to community recovery processes; and make recommendations for improvement. The second round of consultation is about to begin. Summary findings from the midterm independent evaluation report include:
 - Red Cross psychosocial support activities are strongly relevant and very appropriate to the needs of the community in recovery.
 - Red Cross listens and responds to the needs of the community and individuals in recovery and supports them to drive their own recovery.
 - The information and assistance provided by Red Cross is appropriate and appreciated by stakeholders and the community.
 - There is opportunity to explore increasing partnerships with local community groups and organisations.
 - Red Cross recovery program promotes community connectedness, provides useful information and referrals to community members and builds capacity to help communities drive their own recovery.
- Volunteers, with coordination from the Red Cross Recovery Project Officer based in the Harvey Bushfire Recovery Hub, conducted Outreach to fire impacted residents in the Shires of Harvey and Waroona. Several Outreach events were held from September to November. A total of 1041 residents were provided with information and support from Red Cross volunteers.

5. VOLUNTEER ENGAGEMENT

- We have started to roll out our externally funded 'Building Regional Volunteer Capacity Project' with a 'Team Convenor' workshop held in Perth in early August. Volunteers from Kununurra through to Albany attended to share their knowledge, network, and upskill.
- Georgia Hay, a WA Red Cross Emergency Services volunteer, is one of five AIDR 'Resilience Ambassadors' across the country for 2017. Georgia is working with us on a project looking at volunteer leadership. More information can be accessed from the AIDR website: <https://www.aidr.org.au/>

6. NATIONAL ACTIVITIES OF INTEREST

- Red Cross Emergency Services in South Australia has developed *Climate Ready Communities – A Guide to Getting Started* to support local governments and communities to have their own conversations about how the things they value will be impacted by climate change, and what they can do to continue to thrive. For more information, visit <http://redcross.org.au/climate-ready>
- In early August, Red Cross ran a two-day workshop in Melbourne with recovery stakeholders from across the country. With support from AIDR, attendees from community, not-for-profits and all levels of governments workshopped issues and

challenges in recovery to guide future national priorities. Feedback from this workshop will be available via the AIDR site soon.

- In early September, the WA Emergency Services State Manager represented Australian Red Cross at the Pacific Red Cross Societies Disaster Risk Management Forum held in Nadi, Fiji. The purpose of the Forum was to develop a unified approach for the Pacific national societies, working together with the same long-term goals, and to enhance the capacity of Pacific national societies allowing efficient and effective response and recovery efforts during an emergency. The Forum was facilitated by the International Federation of Red Cross and Red Crescent Societies (IFRC). The IFRC has numerous resources available for emergency services practitioners interested in accessing guidelines and research on practical humanitarian approaches to emergencies: <http://www.ifrc.org/en/what-we-do/disaster-management/>

Ryan Hamblion

Advised that Department of Communities will hold Emergency Welfare Centre Management Training on 5 December 2017 in Armadale.

9.0 CLOSING PROCEDURES

9.1 Date, Time and Place of the Next Meeting

The next meeting will be held at 10am on 9 March 2018, in the Committee Room.

9.2 Closure of the Meeting

The Presiding member declared the meeting closed at 10.53am