

CONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

I certify that the minutes of the meeting of the Local Emergency Management Committee held 6 December 2019 were confirmed on 6 March 2020.

Chairperson



CONFIRMED MINUTES LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 6 DECEMBER 2019

ATTENTION/DISCLAIMER

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 Employee, 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 Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING COMMITTEE ROOM, SHIRE OF MUNDARING – 10.00AM

1.0 OPENING PROCEDURES

The Chairperson opened the meeting at 10.01am welcoming all in attendance.

Acknowledgment of Country

Shire of Mundaring respectfully acknowledges the Whadjuk of the Noongar Nation, who are the traditional custodians of this land. We wish to acknowledge Elders past, present and emerging and respect their continuing culture and contribution they make to the region.

1.1 Announcement of Visitors

1.2 Attendance/Apologies

Members	Cr Toni Burbidge	Chairperson
	Adrian Dyson	LEMC Executive Officer
	Jamie O'Neill	CESM/CBFCO
	Murray McBride	DFES DO Neast East Metro
	Merveen Cross	District Emergency Management Advisor
	Ryan Hamblion	Department Communites
	Cassie Kelly	Department of Communities
	Claire Silveira	Red Cross
	Sam Roberts	Department of Justice
	Paul Larkin	Mundaring Primary School
	Jeff Taylor (arrived 10.51)	OIC Mundaring Police
	Benjamin Sutton	St John Ambulance
	Paul Larkin	Department of Education
	Martin Shurlock	Senior Health Officer
Staff	Jenine Banks	Minute Secretary
	Craig Cuthbert	Co-ordinator Community Safety & Emergency Management
	Charis Bloomer	Health Officer
Guests	Julie Aizlewood	Camp Australia
	Haley Hibbitt	DFES Community Preparedness Advisor
Apologies	Jonathan Throssell	CEO
•	Megan Griffiths	Director Strategic & Community Services
	Cr Simon Cuthburt	Councillor East Ward

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Elected 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).

Nil.

3.2 Declaration of Interest Affecting Impartiality

An Elected Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C).

Nil.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the minutes of the meeting of the Local Emergency Management Committee held Friday 13 September 2019 be confirmed.

COMMITTEE DECISION		DLEMC1.12.19	
Moved by:	Martin Shurlock	Seconded by:	Claire Silveira

CARRIED 13/0

5.0 PRESENTATIONS

Hayley Hibbitt provided the meeting with a Powerpoint Presentation around DFES Areas of Community Engagement Focus (ACEF) which explained :

- What is ACEF
- Why is the ACEF process used
- Current ACEF's (which includes Darlington and Parkerville)
- The ACEF selection process
- How DFES work with ACEF's
- Outcomes

Merveen Cross tabled the District Emergency Management Advisory Report (Attachment 1)

6.0 REPORTS OF EMPLOYEES

7.1 UTAS/WALGA RECOVERY – STRETCH THINKING SEMINAR 22 OCTOBER 2019

The Executive Officer advised that the University of Tasmania (UTAS) Disaster Resilience Research Group has been undertaking research towards developing training materials to assist personnel in emergency management to be more creative. This includes material around the creation of an environment of Psychological Safety in incident management and recovery settings and a cognitive Bias Aide Memoire to aid effectivedecision making. The Executive Officer learnt that the UTAS tools are very useful for incident management/reovery.

8.2 AIDR DISASTER RISK MANAGEMENT SEMINAR – 23 OCTOBER 2019

The Executive Officer said the this seminar focused on climate and climate patterns that we are currently observing, with recent natural disasters experienced. Preparing the general community and looking at every single level of society to properly prepare for disaster risk, with a whole of government, business and society reponse needed to meet disaster risks both now and in the future.

6.1 CORRESPONDENCE IN/OUT

In

23.09.19	Red Cross, WA ES Team, Disaster Preparedness Info
18.10.19	R Hamblion, Dept Communities – Update EM Contacts
23.10.19	Dr J Esmond, Curtin – Update on EM Future Education
20.11.19	R Hamblion, Dept Communities – Invitation to Welfare & Evacuation
	Centre Training
22.11.19	Red Cross, Claire Silveira – PHP OSC Minutes & ToR

7.0 STANDARD MEETING ITEMS

7.1 Contact Details

The Executive Office advised that Mr Jeff Taylor OIC, Mundaring Police and LEMC Deputy Chair has taken a new posting in Forrestfield. Mr Taylor's replacement (yet to be appointed) will become the Deputy Chair of LEMC in accordance with the Emergency Management Act 2005.

7.2 Post Incident Reports

7.3 Post Exercise Reports

7.3.1 Exercise Fervidus 28 November 2019

The Executive Officer provided a report to the meeting after attending Exercise Fervidus which focused on Heatwave. The SEMC State Hazard Plan for Heatwave was displayed with it being shown that:

For the Perth Metropolitan area, the heatwave trigger is defined as a 3 day average temperature (3DAT) calculation of 32 decgrees celsius or above. The 3DAT calculation is based on both daily maximum and minimum temperatres over a forward looking 3 day prediction.

The Executive Officer said that he will be breifing the Leadership Team on 12 December 2019 in regards to Heatwave and organisation roles and responsibilities.

7.3.2 SECT Report

The Executive Officer circulated the SEMC Preparedness and Capability Survey as completed by LG's, June 2019. The results/findings from the survey have not been published/released as yet.

The Executive Officer is his role within the SECT had developed a Capability Assessment tool (CAT) for use by LG's to both assess their EM capability and to identify and implement tasks/actions required to address capability gaps. Use of the CAT was however not supported by WALGA as they advocate for such a tool to be part of the overall SEMC annual capability assessment process.

7.4 Funding Nominations and Applications Progress

7.5 Emergency Risk Management/Treatment Strategies Progress

Most risk management/treatment strategies relate to the State Risk Project. A risk workshop around extreme weahter will be held, with deails to be provided when available.

7.6 Review Local Emergency Management Arrangments (LEMA)

The Executive Officer advised that the statutory time to review the LEMA is July 2020, with the LEMC to be involved in the review.

7.7 Review LEMC Business Plan Strategies & Record Key Achievements

7.8 Red Cross Preparedness Project (SoM, CoS, CoK)

Claire Silveira tabled the Red Cross Report (Attachment 2)

7.9 Review State Preparedness Report

The above report is awaiting release from Minister.

7.10 Review Local Recovery Arrangements

Refer to item 7.6 above.

8.0 URGENT BUSINESS (LATE REPORTS)

Department of Justice advised that there have been some recent excercises with Acacia and LG, saying that the there is a dedicated crew of prisoners that are able to carry out mitigation works.

DFES told the meeting that 13 strike teams have been sent to the eastern states to assist with fires in NSW.

Mitigation (mechanical) works are currently being carried out at various locations in the Mundaring Shire with work already completed in Chidlow, Mt Helena and Mahogancy Creek.

Further mitigation (burn) works will be carried out in the coming winter/spring as training exercises. These will be advertised/communicated to local residents before commencement.

Department of Education advised that although school holidays are approaching, some schools will run a holiday program.

Advised that Mundairng Primary School had carried out mitigation works on site but was concerned that Council had not maintained the verge outside the school. Craig Cuthbert said that he would raise this issue with the Shire Operations.

Department of Justice said that Wooroloo prisoners could be made available to carry out verge works around schools upon request.

Department of Communites said that a Emergency Management Centre Training had been held on 22 August 2019 with another one scheduled for the new year which will be held in Kalamunda.

9.0 CLOSING PROCEDURES

9.1 Date, Time and Place of the Next Meeting

The next meeting will be held at 10am on 6 March 2020, in the Committee Room.

9.2 Closure of the Meeting

The Chairperson declared the meeting closed at 11.21am

Attachment 1





MUNDARING LOCAL EMERGENCY MANAGEMENT COMMITTEE DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT 6 DECEMBER 2019

STATE NEWS

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) 2018/2019 ANNUAL REPORT

Executive Summary

2017 – 2020 Strategy Scorecard

Over the past two years there have been a number of changes, including the issuing of the Ministerial Statement of Intent and the Machinery of Government changes to integrate the OEM into DFES. The table below illustrates the outcomes achieved against the SEMC and OEM Strategic Plan for 2014-2020.

Strategic Priority	Key Strategies 2017- 2020	Outcomes achieved as at 30 June 2019
Risk Develop an emergency management risk profile of the State and promote targeted investment in mitigation activities that reduce the State's risk profile	Facilitate the assessment of a comprehensive emergency risk profile for the State: •Facilitate the assessment of the State's key risks at a State and district level •Provide advice and training on the application of the National Emergency Risk Assessment Guidelines at the local level Report on the State's risk profile: • Report on the key State, district and local risks	 Assessment of 26 of the 27 hazards undertaken at State level Assessment of priority hazards undertaken across all emergency management districts 120 local governments introduced to the National Emergency Risk Assessment Guidelines risk assessment process State Level Risk Report developed and awaiting approval All District Level Risk Reports completed and published Local Risk Assessment Reports – 17 completed; circa 80 in planning and underway

Capability

Develop an emergency management capability profile of the State and promote targeted investment in the State's emergency management capabilities

- Develop an emergency management capability picture for the State:
- Facilitate and report on the assessment of the State's existing capability
- Identify priority capability gaps
 Report on the State's emergency preparedness:
- Provide an annual report on the emergency preparedness of the State
- Inform resourcing decisions across the emergency management sector

- State Capability
 Framework developed and operational
- Substantial data capture against the framework for 2017, 2018, 2019; circa 250,000 points of data captured against framework
- Capability gaps being reported through the Preparedness Reports
- Preparedness Report published annually
- Preparedness Report and State Risk Project data used to inform 2018/19 National Disaster Resilience Program (NDRP) grants round and agency prioritisations

Recovery

Enhance the level of emergency recovery capability at the state and local level Ensure the provision of coordinated recovery support to emergency affected communities Provide emergency recovery coordination and support:

- Lead the maintenance and review of State recovery arrangements and plans
- Review the recovery arrangements framework established for local government
- Ensure the provision of coordinated recovery support to emergency affected communities
- Review the Comprehensive Impact Assessment with all Hazard Management Agencies and local governments. The review has resulted in a refined, scalable document
- Established a State
 Recovery Network in
 partnership with the
 Western Australian
 Local Government
 Association (WALGA)
 to assist in building
 local government and
 recovery sector skills,
 capacity and
 capabilities and share
 lessons learned and
 best practice

Assurance Develop and maintain an emergency management assurance framework	 Confirm the establishment of an emergency management assurance framework for the State Develop a lessons management framework Track recommendations from incident inquiries 	Reviewed the Local Recovery guidelines in collaboration with WALGA and local governments Completed the Recovery Training Review Assurance options developed for consideration Lessons Management Framework approved Lessons Management Reference Group established to track lessons from incident inquiries
Governance	Ensure robust emergency management arrangements are in place Ensure there is clarity on roles and responsibilities for emergency management Foster relationships and networks to facilitate coordination of emergency management Provide guidance on emergency management arrangements	 Rationalisation of 26 Westplans into 13 State Hazard Plans. Five Westplans remain Continued amendments and revisions made to State emergency management arrangements Facilitated meetings across three subcommittees and four reference groups
Investment	Administer and manage the provision of funds to eligible groups and individuals to:	The Commonwealth supported Natural Disaster Resilience Program awarded over \$3 million via competitive

- Undertake programs to prepare for, prevent and respond to emergencies; and
- Recover from emergencies
- grant processes to enhance disaster resilience in the State
- The State funded All West Australians Reducing Emergencies (AWARE) program awarded nearly \$380,000 to support local and district emergency management initiatives via a competitive grants program
- Guided WA through implementation of the Disaster Recovery Funding Arrangements (known as DRFA-WA) which came in on 1 November 2018 replacing the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)

To review the full report go to:

https://semc.wa.gov.au/about-us/annual-reports/Documents/SEMC-AnnualReport2018-19.pdf

OUTCOMES OF SEMC MEETING - 4 OCTOBER 2019

A new Subcommittee, the Public Safety Communications (PSC) Subcommittee was established. The Government Chief Information Officer will Chair the Subcommittee which will support the development and operation of effective and efficient Public Safety Communications (PSC) in Western Australia.

EMERGENCY SERVICES ACTS TO BE CONSOLIDATED INTO A SINGLE PIECE OF LEGISLATION

The Fire Brigades Act 1942, Bush Fires Act 1954 and Fire and Emergency Services Act 1998 will be replaced by one Act, which will allow WA's emergency services organisations to work together more effectively and efficiently.

The contribution of Local Governments, through WALGA and individually, in addition to feedback from volunteers, State agencies and industry representatives was vital in helping to shape the new legislation.

The next step to progress the legislation will be the drafting of the Exposure Draft Bill. Once completed, the Draft Bill will be released for public comment and WALGA will ensure a comprehensive consultation with Local Governments.

For more information, please contact Lauren Townsend, Project Manager, on 9395 9872 or via email lauren.townsend@dfes.wa.gov.au

AMENDMENTS TO THE STATE EMERGENCY MANAGEMENT DOCUMENTS

Please be advised the State Emergency Management Committee (SEMC) recently approved the revised State Hazard Plan – **Fire and State Support Plan – Animal Welfare in Emergencies.** These plans effective from 25 November 2019 are now available on the SEMC website SEMC Plans.

Please note:

The **State Hazard Plan** – **Fire** replaces the previous interim version. A full content review was completed, with the Department of Fire and Emergency Services establishing a working group to review the large amount of feedback received from stakeholders and agencies, amendments to the plan include:

- Incorporation of the Parks and Wildlife Service's State Commander role;
- Expansion and further clarification of treatment options
- Total Fire Bans amended to reflect changes to the Bush Fires Regulations 1954:
- Financial Arrangements Included to reflect the State EM Plan financial arrangements and DFES SAP 3.1A;
- Notifications Amended and expanded;
- Warning systems into their respective standalone section; and
- Inclusion of Appendix B: Glossary of Terms / Acronyms.

The State Support Plan – Animal Welfare in Emergencies replaces the previous interim version. A review of the plan was undertaken by the Department of Primary Industries and Regional Development (DPIRD) following Exercise Equss (a joint exercise between DPIRD and the SEMC Business Unit), amendments to the plan include:

- Clearer triggers and processes for plan activation and authorisation;
- Documenting the role of DPIRD in an emergency prior to any plan activation;
- Clarification of DPIRD's responsibility where no other services or resources are available;
- Clarification regarding owners and carers proceeding to evacuation centres with their animals where no other information has been provided;

- Inclusion of the agreed Terms of Reference for the Committee for Animal Welfare in Emergencies which came into effect in March 2019; and
- Documenting the role of the operational Animal Welfare Emergency Group and inclusion of the Terms of Reference.

Please remove previous copies of these plans you may have and update your references as required.

DISTRICT NEWS

AMENDMENTS TO THE SUITE OF STATE EMERGENCY MANAGEMENT DOCUMENTS

The State Emergency Management Committee has recently approved and published amendments to the suite of State Emergency Management documents incorporating several new recovery arrangements

Significant amendments include:

- New Impact Statement template and Guide (replacing the Comprehensive Impact Assessment) - Impact Statements are to be completed by the controlling agency during all Level 3 incidents and Level 2 incidents where there are impacts requiring recovery activities.
- New roles and responsibilities for the State Recovery Controller and new procedures describing their appointment.

Clarification of recovery evaluations to be provided to the State Recovery Coordinator and SEMC within 12 months of an emergency

Full details of all amendments are available on the <u>SEMC Policy Amendments</u> <u>webpage</u>. It is strongly advised that all agencies review the updated documents.

If you have any questions regarding these recovery arrangements please contact Deputy State Recovery Coordinator, <u>Suellen Flint</u>, or Recovery Manager Emergency Management, <u>Suzanne Blyth</u>

CONSIDERING ANIMAL WELFARE AS PART OF EMERGENCY RISK PLANNING

Having these plans in place not only improve Local Governments' ability to respond to animal welfare issues during an emergency, but will support DPIRD, when the <u>State Support Plan – Animal Welfare in Emergencies</u> is activated, to know key local information such as where animal evacuation shelters

can

be
held.

Local Governments can seek support from the WALGA Emergency Management team or DPIRD to develop local AWE plans. Although Local Governments are encouraged to have animal welfare plans in place, it is ultimately the owner or carer of an animal who is responsible for the welfare of that animal and should consider its welfare in preparedness for, response to and recovery from an emergency.

A wealth of emergency planning information aimed at animal owners/carers is available from the <u>DPIRD website</u>. Local Governments can direct residents to these resources via their communications channels and encourage animal owners/carers to integrate animal welfare into their household emergency plans.

SEMC ITEM PAPER

The 4 Metropolitan District Emergency Management Committees jointly submitted an Item Paper to the SEMC 2 August meeting. They have requested a review on existing Funding in Emergencies – criteria for meeting costs associated with emergencies (State EM Policy 5.12.2) and to provide clarification for the facilitation by local government in traffic management. SEMC endorsed funding arrangements around traffic management to be reviewed.

At the SEMC meeting held on Friday 2 August 2019 the committee endorsed a review of State EM Policy section 5.12, including the existing Funding in Emergencies – Criteria, for meeting costs associated with emergencies. The review is expected to commence late October 2019 with an anticipated completion date of June 2020.

LOCAL NEWS

EMERGENCY MANAGEMENT ENGAGEMENT SURVEY

The Engagement Survey was created using feedback from the WALGA Emergency Management Workshop - *Before - During - After*, held in early August. Feedback from the workshop was based around four themes: Funding Policy, Governance, Workforce Planning and Capacity Building. The Engagement Survey was prepared by drawing on these themes, to further prioritise key areas for WALGA support for Local Governments through member representation, advocacy and capacity building.

The Engagement Survey was open from 17 September 17 to 4 November. WALGA received responses from 78 Local Governments across WA, of which almost three-quarters were from regional areas. Now that it has closed, the next step is to analyse the survey data and use this analysis to inform a WALGA Emergency Management Strategy 2020-2025.

The Emergency Management Strategy will be circulated to all Local Governments for comment in early 2020 prior to WALGA State Council endorsement.

Thank you again for your support of this process, the Emergency Management team looks forward to further engagement with Local Governments as we progress this important body of work.

For more information, please contact the WALGA Emergency Management Team.

2019 SEMC MEETING SCHEDULE

- 6 December 2019
- 06 March 2020
- 08 May 2020
- 14 August 2020
- 09 October 2020
- 04 December 2020

The SEMC approved meeting dates for 2020. It was endorsed that, as much as practical, Subcommittees, Reference Groups, DEMC and LEMC schedule meetings to align with SEMC meetings to ensure up-to-date and relevant information is provided. This alignment will facilitate a greater flow of information and ensure that DEMC, Subcommittee and Reference Group summaries provide maximum value. Recommended meeting dates across all committees.

District Emergency Management Advisor Metropolitan Operations Department of Fire and Emergency Services

Attachment 2

Australian Red Cross Emergency Services LEMC Update November 2019

Detailing activities September - Early November 2019

1. PREPAREDNESS

- **'PERTH HILLS PREPAREDNESS PROJECT':** Australian Red Cross has commenced the multi-year NDRP funded "Perth Hills Preparedness Project' working with the City of Swan, Shire of Mundaring and City of Kalamunda. The comprehensive preparedness program will be guided by multi-agency steering committees to identify target groups, coordinate key messages, and advise throughout the project.
- 'PILLOWCASE' PREPAREDNESS SESSIONS FOR COMMUNITY & CHILDREN: Red Cross has trained new volunteer Pillowcase presenters to deliver sessions in primary schools. This calendar year more than 1700 students have attended Pillowcase lessons, becoming preparedness agents of change within their families.
- SUCCESSFUL RED CROSS PREPAREDNESS WEEK: Disaster Preparedness Week ran from Monday 23 September to Sunday 29 September. The main theme was; You can't stop disasters or emergencies from happening, but you can reduce how much they affect you. Red Cross had an extensive media and promotional campaign. Messaging was shared via stakeholders throughout WA and across the country. Red Cross resources such as the Get Prepared App and Rediplan were promoted.
- DENMARK PREPAREDNESS PROGRAM: Red Cross supported a multi-agency preparedness program being delivered in the locality of Denmark. This collaboration involved Local Government, DFES and local bushfire brigades. Red Cross delivered multiple sessions of Pillowcase, RediPlan and 'Youth Project - Get Redi'. Red Cross' contribution forms part of a larger preparedness project ongoing in the region.
- AIDR UNDERSTANDING DISATER RISK FORUM: Australian Red Cross attended the Australian Institute for Disaster Resilience's (AIDR) 'Understanding Disaster Risk Forum' on 23 October, and participated as a member of the panel. The Forum included an exploration of key national documents including the National Disaster Risk Reduction Framework, Profiling Australia's Vulnerability, and the Guidance for Strategic Decisions on Climate and Disaster Risk. Available to access from the AIDR website: https://knowledge.aidr.org.au/collections/disaster-risk-reduction/

2. RECOVERY

- OSMINGTON TRAGEDY: Red Cross volunteers provided psychosocial support at the final healing events held in the Margaret River area as part of the long term support provided by the Shire of Augusta-Margaret River following the Osmington Shooting Tragedy.
- **RED CROSS RECOVERY TRAINING PROGRAM:** Australian Red Cross has begun to roll out recovery training across WA. Training was delivered in the Great Southern and in Perth to local government and state government agencies. For further information on the training, please contact waeoc@redcross.org.au or call 0448 713 604.

3. RESPONSE

- INDEPENDENT WELL-BEING CHECKS: WA volunteers provided Independent well-being checks to Red Cross personnel deployed in the October NSW fires.
- PRE-SEASON PREPAREDNESS: Preparation activities are well under way including volunteer training in Psychological First Aid, State Inquiry Centre training and AIIMS. Red Cross personnel also attend Department of Communities Evacuation Centre Training
- AIRPORT EXERCISE: Personnel attended a walkthrough exercise at the Perth Airport aimed at increasing the awareness of airport staff regarding passenger registration and reunification and reception of family and friends

4. NATIONAL/INTERNATIONAL ACTIVITIES OF INTEREST

- NSW FIRES: Red Cross personnel are providing ongoing support to communities across NSW.
 To date Register. Find. Reunite. system has received 779 registrations with worse fire conditions still to come. Volunteers trained in Psychological First Aid have provided support to 16 evacuation centres and to the Public Information and Inquiry centre.
- QLD FIRES: Regsiter.Find.Reunite. has received 744 registrations and remains open. Red Cross
 personnel trained in Psychological First Aid provided support at five evacuation centres. Most
 affected regions experienced bushfires in recent months which has exacerbated distress in
 response to latest fires.
- IFRC 'THE COST OF DOING NOTHING' REPORT: The International Federation of Red Cross and Red Crescent Societies (IFRC) has released the Cost of Doing Nothing Report (https://www.redcross.org.au/news-and-media/news/the-cost-of-doing-nothing). The Report explores the human and financial costs of not taking action on climate change.

All Red Cross resources mentioned within the report can be accessed on the Red Cross website https://www.redcross.org.au/