



**CONFIRMED MINUTES  
LOCAL EMERGENCY MANAGEMENT  
COMMITTEE MEETING**

**4 DECEMBER 2020**

I certify that the minutes of the meeting of the Local Emergency Management Committee held 4 December 2020 were confirmed on 9 April 2021.

  
Chairperson





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4 DECEMBER 2020**

**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**

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**1.0 OPENING PROCEDURES**

The Chairperson opened the meeting at 10.00am 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**

|                  |                    |   |
|------------------|--------------------|---|
| <b>Members</b>   | Micheal Tite       | Deputy Chairperson                                  |
|                  | Adrian Dyson       | LEMC Executive Officer                              |
|                  | Jonathan Throssell | CEO   |
|                  | Gary Bird          | Director Corporate Services                         |
|                  | Megan Griffiths    | Director Strategic & Community Services             |
|                  | Simon Cuthbert     | Councillor  |
|                  | Claire Silveira    | Red Cross Community Resilience & Recovery           |
|                  | Sam Roberts        | Department of Justice                               |
|                  | Callum McNeill     | Department of Justice                               |
|                  | Martin Shurlock    | Shire of Mundaring Senior Health Officer            |
|                  | Murray McBride     | DFES District Officer North East                    |
|                  | Paul Larkin        | Department of Education                             |
|                  | Ryan Hamblion      | Department Communities                              |
|                  |                    |   |
| <b>Staff</b>     | Jenine Banks       | Minute Secretary                                    |
|                  | Craig Cuthbert     | Coordinator Community Safety & Emergency Management |
|                  |                    |   |
| <b>Guests</b>    |                    |   |
|                  |                    |   |
| <b>Apologies</b> | Toni Burbidge      | Chairperson/Councilor                               |
|                  | Jamie O'Neill      | CESM/CBFCO  |
|                  | Merveen Cross      | DFES – District Emergency Management Advisor        |

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**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 4 September 2020 be confirmed..

| COMMITTEE DECISION |              | DLEMC1.12.20 |                |
|--------------------|--------------|--------------|----------------|
| Moved by:          | Adrian Dyson | Seconded by: | Murray McBride |
|                    |              |              |                |

**CARRIED \_ \_ 13/0**

### 5.0 PRESENTATIONS

### 6.0 REPORTS OF EMPLOYEES

#### 6.1 Australian Fire Danger Rating System (AFDRS)

The Executive Officer provided an update on the proposed changes to the FDR System (to be applied nationally)

The new Australian Fire Danger Rating System (AFDRS) introduces a significant change to the forecasting of fire danger. Using the latest science and technology to better reflect environmental and weather conditions, the AFDRS aims to improve community safety by:

- increasing community awareness of risk exposure to bushfire
- providing greater scientific accuracy to support government and emergency services decisions and advice
- giving communities and business clear and up-to-date information in which they can have confidence.

The nationally coordinated AFDRS Program to design and implement the new AFDRS is funded by the Australian Government and each state and territory government, working together to improve fire danger ratings and community safety as a national priority.

The AFDRS Program is overseen by a Board made up of representatives from all states and territories, as well as the Australian Government, and is coordinated by a Program Management Office located at the Australasian Fire and Emergency Service Authorities Council (AFAC) in Melbourne.

The new AFDRS is expected to be rolled out across Australia in 2022.

Preparation is underway for changes to legislation, policy, procedures, IT systems and signage. The AFDRS Program is also developing training for staff, contractors and volunteers across sectors including fire and land management, education, health, transport, agriculture and forestry, utilities (e.g. electricity, gas and water) and local council.

## 6.2 Shire of Mundaring Bushfire Preparedness Webinar

The Coordinator Community Safety and Emergency Management said that 2 Webinars will be held in place of the Shire's annual "Test Your Bush Fire Survival Plan" held via Facebook in recent years.

WEBINAR 1 – (held on Wednesday 2 December) with some topics of discussion listed below.

- What is the FBFLN for and about
- What is the purpose of a firebreak?
- Hazard Reduction Burning Pro's/Con's (winter burning, best time to burn, brigades doing burns)
- Shire services/roles in mitigation and preparedness (FHIO/FPO/Brigades)
- Seasonal outlook
- Fire Danger Ratings, What do they mean? How are they determined?
- Total Fire Bans/Harvest Vehicle Movement Bans (who,what,when,where,how)
- Meanings of warnings, Advice, Watch and Act, Emergency Warning
- Emergency Warning System/SMS, how does it all work why don't I get them/get them

WEBINAR 2 – Scheduled to be held on Wednesday 9 December. Some topics of discussion will be:

- Brigade structures (local government/DFES and how it all ties in)
- How many appliances and equipment is in the shire and what are their capabilities
- What brigades need you to do to assist them
- How to volunteer and where to go
- Importance of having a bushfire plan
- What things should you consider, route, triggers equipment and PPC/E
- Evacuation Centres, how are the chosen who does what
- Animals and Evacuation. What can I do with them?
- Recovery, what does it mean? How does it work
- Red Cross Perth Hills Preparedness Project

### 6.3 FES Commissioner Bush Fire Risk Treatment Standards 2020

The Executive Officer briefed the Committee on the above Standards advising that the Commissioner of Fire & Emergency Services had last week issued Standards for Bushfire Risk Treatments which were Gazetted on 6 November 2020.

The particular properties affected are in higher bushfire prone areas, of which Mundaring is in that area. We will have to reflect on the relationship of those standards to our firebreak and fuel load reduction notice. In effect they can provide in certain areas that properties would be able to have a clearance around their property within 10 metres (basically remove everything) and within the next 10 metres remove all vegetation and under-pruning of trees up to two metres, which is quite dramatically different to what we provide in our notices.

The new Standards provide an avenue for people to clear vegetation around a house for bushfire protection purposes, taking out some of the red tape, but only applying to dwellings that were built or received for planning approval before 8 December 2015, which is the day on which the bushfire prone areas were declared.

After 8 December 2015 submitting plans for planning and building approval for a property within the bushfire prone area, which were subject to a Bushfire Attack Level (BAL) assessment and the building had to be constructed relative to AS3959

### 6.4 Royal Commission into National Natural Disaster Arrangements – Report & Recommendations

The Executive Officer provided the Committee with a briefing on the above report and recommendations, making special mention of Recommendation 12.2 – Evacuation Planning:

*Evacuation routes and seasonal populations State and territory governments should ensure that those responsible for evacuation planning periodically review those plans, and update them where appropriate, including in relation to:*

*(1) roles and responsibilities of state and territory governments, local governments and local communities*

*(2) education and signage about evacuations and evacuation routes, including education of seasonal populations*

*(3) the adequacy of evacuation routes; including contingencies if evacuation routes or centres are assessed as not being able to cope, and*

*(4) the potential inability to evacuate, either by reason of circumstances or personal characteristics.*

### 6.5 Seasonal Outlook

In Jamie O'Neills absence, Adrian Dyson read the following provided by The Chief Bush Fire Control Officer/Community Services Emergency Manager



## **Seasonal outlook;**

8th driest winter on record.

Prior to recent rains the KDBI/SDI were slightly above the 5-year average, November to January is likely to see above average rainfall across nearly all of Australia.

On average, days during November to January are likely to be warmer than the long-term average across parts of south-east, northern, and western Australia.

On average, nights during November to January are very likely to be warmer than the long-term average across nearly all of Australia.

A La Niña is underway in the tropical Pacific. La Niña typically increases the likelihood of above average rainfall across much of Australia during spring and early summer.

## **Prevention;**

- Shire currently in prohibited season.
- UCL/UMR works ongoing with 138ha HRB conducting through the burning season

## **Preparedness;**

- Shire officers are currently inspecting properties throughout the shire for compliance to the fire break and fuel load notice.
- Shire conducted bush fire education webinar 03/12
- Metro North East Level 2 Bushfire with COVID19 conducted in November

## **Response;**

- Brigade Response since last LEMC – 79 incidents attended by SoM Brigades
- We are currently in the high threat period with the Metropolitan Enhanced Air Operation arrangements in place.
- Brigades fully Operational and are currently investigating strategies to maintain capabilities while ensuring personnel and equipment hygiene and safe distancing where possible in preparation of COVID outbreak during fire season.

## **7.0 CORRESPONDENCE IN/OUT**

### **In**

|          |  |
|----------|--|
| 24.09.20 | M Cross, DFES – COVID-19 Aged Care Industry Scenario Exercise                |
| 02.10.20 | M Cross, DFES – DEMC Agenda  |
| 05.10.20 | State EM Preparedness Procedure Consultations Request                        |
| 12.10.20 | R Hamblion, Dept Communities – Review Local EM Contacts Listing              |
| 13.10.20 | M Cross, DFES – State EM Preparedness Procedure Consultations                |
| 13.10.20 | R Hamblion, Dept Communities – COVID-19 Welfare Evacuation Centre Guidelines |

|          |  |
|----------|--|
| 26.10.20 | R Hamblion, Dept Communities – Welfare Evacuation Centre – Review of Capacity Re: COVID-19 |
| 30.10.20 | R Hamblion, Dept Communities – Updated Midland Region – Local Emergency Welfare Plan       |
| 11.11.20 | R Hamblion, Dept Communities – Welfare Evacuation Centre Training December 9 2020          |
| 04.11.20 | Q La Rosa, DFES – COVID-19 Post Exercise Report  |
| 04.11.20 | E Devitt-Rix, WALGA – Aware Program 2020-21  |
| 06.11.20 | M Cross, DFES – SEMC Membership Changes  |
| 16.11.20 | M Cross, DFES – Emergency WA – COVID-19 Alerts   |

#### **7.1 Contact Details**

#### **7.2 Post Incident Reports**

Nil.

#### **7.3 Post Exercise Reports**

Nil.

#### **7.4 Funding Nominations and Applications Progress**

Adrian Dyson advised that, an appeal was submitted on 15 September 2020, with no formal response received so far, however informal discussions with DFES staff have indicated that the appeal will be unsuccessful. Council will meet early in the New Year to discuss projects that may be funded with the expected \$1.5m stimulus grant at which the Stoneville VFBF station build would be considered.

#### **7.5 Emergency Risk Management/Treatment Strategies Progress**

#### **7.6 Review Local Emergency Management Arrangements (LEMA)**

#### **7.7 Red Cross Preparedness Project (SoM, CoS, CoK)**

Claire Silveira provided the meeting with a PHP update as follows:

- The LSC meetings recommenced in August in all 3 local government areas. A meeting was also held in early November
- Training of volunteers in Red Cross programs such as Pillowcase and RediPlan recommenced in September.
- The Project Officer was recruited, trained and is now collocated in the local governments Kalamunda Mon, Mundaring Tues and Swan on Thurs.
- The Baseline Community Survey to assess the focus area preparedness awareness has been a focus over the last month by phone and online using survey monkey promoted by social media. The local governments assisted

promotion of this through email and social media. This is now completed and we will analyse the data and report back to the steering committees in January.

- The practical phase of the project was launched during Red Cross Disaster Preparedness Week 31 Aug-6 Sept by media release.
- The Pillowcase project lessons have been delivered in some local schools and others are being booked for 2021
- The project is currently focusing on community profiling to understand and highlight groups that have specific preparedness needs in the areas we are working
- There has been a focus on expanding the community membership of the local steering committees to be the voice for the focus areas
- The committees have suggested groups to commence booking for RediPlan sessions
- Local Government preparedness training for frontline staff has been arranged for Dec in CoK and CoS and January for SoM as per the project milestones

Red Cross LEMC Update (**Attachment 1**)

## **7.8 Finalise LEMC Exercise Schedule**

Adrian Dyson advised that the next LEMC Exercise is scheduled to be held in May 2021 with a scenerio being around earthquake. A date and planning team yet to be determined.

## **8.0 CLOSING PROCEDURES**

### **8.1 Date, Time and Place of the Next Meeting**

The next meeting will be held at 10am on 5 March 2021, in the Committee Room.

### **8.2 Closure of the Meeting**

The Chairperson closed the meeting at 11.28am.

## Australian Red Cross Emergency Services

### 1. AUSTRALIAN RED CROSS ACTIVITIES

#### COVID Response

The ongoing focus of Australian Red Cross during the COVID-19 response has been on helping people to maintain vital social connections through periods of self-isolation.

- Nationally Red Cross is continuing to make daily check-in calls to people who are in mandatory self-isolation and others who may be vulnerable in our communities. As at 1 November, more than 199,100 calls have been made supporting people around Australia.
- In WA, Australian Red Cross has provided (and continues to provide) a similar phone service to a small vulnerable cohort of community members in quarantine here in WA since May 7 2020 on behalf of Department of Communities.
- Red Cross has developed an in-depth document on **'Evacuation Centre Planning and Operational Considerations COVID-19'**. These guidelines draw on International and domestic best practice, process and research, and may be used to supplement existing evacuation / relief centre guides and handbooks. The purpose of this document is to adequately allow for the application of COVID-19 safe practice in an evacuation centre / emergency sheltering environment. This document:
  - provides safe and supportive solutions for evacuated communities and associated responding agencies
  - centralises recommendations that can assist multiple agencies and entities to identify COVID-19 safe guidelines for disaster response
  - includes adjustments to current emergency sheltering practice to assist in preventing the spread of COVID-19
  - is centred on evidence-based research to date, for mitigation of COVID-19 transmission risk in congregate areas
  - incorporates recommendations from, but not limited to, the Australian Government Department of Health, Queensland Health and Safe Work Australia

Please contact [waeoc@redcross.org.au](mailto:waeoc@redcross.org.au) if you would like to be sent a copy of these guidelines

- Red Cross has representation on the COVID State Welfare Emergency Committee and is attending discussion exercises run by the State Welfare Incident Co-ordination Centre.
- Red Cross continues to share information to support community preparation, response and recovery related to COVID 19 and adding more content all the time <https://www.redcross.org.au/stories/covid-19>

#### Recovery

- Red Cross has screened free recovery webinars covering a great array of topics. Although most of these have been prepared to support the 'Black Summer' recovery work, many of the learnings can be applied to COVID and the recovery from other events. Recent additions include an 'Anniversaries and Memorials' session and Rob Gordon presenting on 'Tackling uncertainty and anxiety ahead of the next disaster season' a. The

webinar recordings can be accessed [here](#)

### National Bushfire Recovery

- Nationally Red Cross is working to support bushfire affected across the country. A team of 26 recovery workers will provide long term recovery programs over the next three years. The compounding impacts of COVID have meant these workers have been focused on innovative ways of providing psychosocial support during the last few months.
- The Bushfire Grants program continues to be expanded and thus far has distributed more the \$239 million. For more information on how these funds are being spent visit here <https://www.redcross.org.au/news-and-media/news/australian-bushfires-how-we-are-using-funds>

### Preparedness

- Red Cross worked together with the ABC on the three part TV series, 'Big Weather and How to Survive It' which aired in October and can now be watched on iview <https://iview.abc.net.au/show/big-weather-and-how-to-survive-it> . The program promoted the Red Cross' Preparedness App <https://www.redcross.org.au/get-help/emergencies/preparing-for-emergencies/get-prepared-app> as well as the 'Big Weather Ready Together Toolkit' which has been designed specifically to support people to organise a virtual or in person #ReadyTogether event in support of the Big Weather and How to Survive it series. Please feel free to use and promote [the digital version](#) of the toolkit to support community led preparedness activities in your community. Please note that the series does contain some very strong imagery and I'd suggest you mention this when you send this toolkit on. There is a warning about this on the back page of this toolkit.
- The Perth Hills Preparedness project working in partnership with the City of Swan, Shire of Mundaring and City of Kalamunda was publically launched. The project has been funded by the State Emergency Management Committee through the National Disaster Resilience Program (NDRP). For more information please email [wapreparedness@redcross.org.au](mailto:wapreparedness@redcross.org.au)

## 2. KEY MESSAGES

Follow our Emergency Services (WA) Facebook Page for updated posts:  
<https://www.facebook.com/RedCrossEmergencyServicesWA/>.

Key messages and support tips are continually updated on the Australian Red Cross website:  
<https://www.redcross.org.au/>

*For further information, please contact:*

Karen Edmeades  
State Manager (Acting), Emergency Services  
Mobile 0448 713 604 | Email [kedmeades@redcross.org.au](mailto:kedmeades@redcross.org.au)