



## CONFIRMED MINUTES

# LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**28 JULY 2017**

I certify that the minutes of the meeting of the Local Emergency Management Committee held 28 July 2017 Folios LEMC 1 to LEMC 14 were confirmed on 29 September 2017.

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

29-9-17

Chairperson



## **CONFIRMED MINUTES**

### **LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

**28 JULY 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:

<b>Item</b>	<b>Example</b>	<b>Description</b>
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 10.01am, welcoming all in attendance.

**1.1 Announcement of Visitors**

**1.2 Record of Attendance and Apologies**

<b>Members</b>	Adrian Dyson	LEMC Executive Officer
	Cr Stephen Fox	Chairperson
	Daniel Heptinstall	Acting CESM/Chief
	Craig Cuthbert	Coordinator Community Safety & Emergency Management
	Martin Shurlock	Senior Environmental Health Officer
	Megan Griffiths	Director Strategic & Community Services
	Craig Garrett	DFES District Officer Metro North East
	Merveen Cross	Office of Emergency Management
	Jeff Taylor	WAPOL OIC Mundaring
	Claire Silveria	Red Cross
	Ryan Hamblion	Department of Communities
	Lorna Woodley	Hills Principal Network Group/Principal Darlington PS
	William Newell	Serco-Acacia Prison
	Jeff Taylor	OIC Mundaring Police
<b>Staff</b>	Jenine Banks	Minute Secretary
<b>Apologies</b>	Jonathan Throssell	CEO
	Paul O'Connor	Director Corporate Services
	Leanne Alderman	Education Department
	Mark Sedgewick	Wooroloo Prison Farm
	Michael Pasotti	PaW – Fire District Coordinator
	James Martin	Councillor – South Ward
<b>Guests</b>	Jamie O'Neill	
<b>Members of the Public</b>	Nil	
<b>Members of the Press</b>	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 3 March 2017 be confirmed.

<b>COMMITTEE DECISION</b>		<b>DLEMC1.07.17</b>	
Moved by:	Craig Cuthbert	Seconded by:	Jeff Taylor

**CARRIED 14/0**

## **5.0 PRESENTATIONS**

## **6.0 REPORTS OF MEMBERS**

### **6.1 CESM Report**

Daniel Heptinstall told the meeting that during his 6 weeks as acting CESM he had carried out a variety of duties and general brigade activities.

Jamie O'Neill was introduced to the Committee as the newly appointed CESM, saying that he was impressed with the support and effort that the Shire of Mundaring have a good reputation for and is looking forward to working with Shire staff and the 9 local volunteer bush fire brigades.

## **6.2 Westplan Dambreak Revocation**

Adrian Dyson told the meeting that the SEMC had reviewed the SEMP in consultation with stakeholders and through the OEM the SECM has intention to revoke Westplan Dambreak, as it is not a valid Westplan. In the unlikely event of a dam break, the incident would be managed by Westplan Flood.

Adrian Dyson said that on or before 13 October 2017 the Shire of Mundaring needs to indicate its acceptance (or otherwise) as to its support of the revocation of Westplan Dambreak.

## **7.0 STANDARD MEETING ITEMS**

### **7.1 Contact Details**

Adrian Dyson said that the LEMC contact details will be updated with the following:

Claire Silveria – Red Cross  
Mark Garbaney – WAPOL Midland  
Ryan Hamblion – Department of Communities  
Jamie O’Neill – CESM/CBFCO  
Lorana Woodley – Hills Principal Network Group  
Estrada Spartech - Acciona Trility

Members to LEMC are appointed by Council after the Local Government elections held in October.

### **7.2 Post Incident Reports**

Nil.

### **7.3 Post Exercise Reports**

05.04.17      Exercise Basswater – City of Bayswater and Town of Bassendean

Adrian Dyson told the meeting he was invited to the above exercise held around an extreme weather event saying that the exercise was comprehensive and very well conducted.

21.06.17      DFES Simulation Centre – Weather Event Exercise

Adrian Dyson told the meeting he had attended the above exercise which was held in the FES simulation bunker in Belmont, playing the role of an executive officer/ local government representative.

23.06.17      SOM, LEMC and BCP – Exercise “Imperfect Storm”

Adrian Dyson gave the meeting a briefing of the exercise which tested elements of the Shire’s business continuity plan, with a report on the exercise to be provided to the DEMC.

Merveen Cross congratulated Adrian Dyson and Shire staff on such a successful and well run exercise.

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

Nil.

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

Nil.

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

Nil.

#### **7.7 Review LEMC Business Plan Strategies & Record Key Achievements**

Adrian Dyson reported that he had completed the on-line survey on behalf of the Shire.

### **8.0 PENDING ITEMS**

#### **8.1 Fire Siren/Community Alert/Warning Siren**

Draft guidelines have been distributed to local governments by OEM, with some comment received from local governments, which will be put together and distributed in due course.

Some LG's who have had communities keen to take on sirens. As a result of that a working group (off LEMC) has formed to address various issues around community sirens.

#### **8.2 Animal Welfare Sub Plan**

The draft Animal Welfare Sub Plan has been submitted to OEM.

#### **8.3 Childcare Sector Engagement**

Shire staff to make contact with Camp Australia and invited them to the next Principals Network Forum.

### **9.0 URGENT BUSINESS (LATE REPORTS)**

Adrian Dyson told the meeting that the Economic Regulations Authority is currently review the ESL and has produced a report containing recommendations around how the ESL is distributed/spent, noting in the report that some portion of the ESL should be spent on planning and prevention, rather than just response.



Ryan Hamblion – Department of Communities

The Department for Child Protection and Family Support has now amalgamated with Community Grants, Funding & Initiatives, Disability Services Commission, Housing Authority and Regional Services Reform to form the Department of Communities. Additionally; when referring to the Department it can be also referred to as Communities after being referred to in the first instance as the Department for Communities and DC can be used when an acronym is needed.

14th June, 2017 - Held an Introduction to Welfare Centre Management at the Cannington Leisureplex. Attendees were walked through the stages of DC and LGA's management of a welfare centre. 36 attendees from LGA's, DC and other key stakeholder non-government departments attended.

19th July, 2017 - Held an Introduction to Welfare Centre Management at the Cannington Leisureplex. Attendees were walked through the stages of DC and LGA's management of a welfare centre. 42 attendees from LGA's, DC and other key stakeholder non-government departments attended.

Next training session will be held in September in the Armadale District and employees from the Mundaring LGA and other LEMC members are more than welcome to attend to get a greater understanding of the welfare support services offered during and after an emergency. The more LGA staff that are trained in working in the welfare centre will greatly assist the LGA with business continuity by having more trained staff being able to operate in the welfare centre.

Craig Garrett - District Officer North East

The State Bush Fire Exercise will be conducted in September 2017- TBC  
The State Earthquake Exercise will be conducted on Saturday 19 August 2017  
The WA Fire and Emergency Services Conference to be held 8-10 September 2017.

DFES currently running Wintersafe Campaign targeting Storms and Home fire safety.

New CESM/CBFCO Jamie O'Neill commencing 31 July.

DFES will be inspecting UCL/UMR lands for mitigations works, prior to the southern fire season.

Two new light tanker fire vehicles supplied to Shire brigades, Parkerville and Glen Forrest BFB's from LGGS funding.

Merveen Cross – Office of Emergency Management

### **2017 Preparedness and Capability Survey**

The survey closed on 14 June 2017. Office of Emergency Management is currently collating all information provided by local governments and hazard Management agencies. It is anticipated the 2017 Preparedness Report will be published the last quarter of the year.

## **Flooding in Western Australia: January and February 2017**

Day Labour Exemption: Local Governments to be fully reimbursed.

The Commonwealth Government has confirmed that they will accept Western Australia's proposal to allow local governments to include overhead costs when using their own resources to undertake recovery works following a proclaimed disaster event.

This is excellent news for local governments as it enables them to be fully reimbursed when using their own labour for recovery works.

The previous Day Labour Exemption (9 May 2017) did not allow local governments to be **fully** reimbursed when using their own labour, as only salaries could be reimbursed. Now overheads, such as vehicle expenses, insurance and sick and holiday pay are covered.

It is important to note:

This **temporary exemption** can only be utilised for events occurring since January 2017. Repairs to damage caused by prior events should already be well underway, given the damage is to an essential public asset. Main Roads and OEM will, however, review specific local government requests for prior events on a case by case basis.

An important requirement for this exemption is that all local governments demonstrate the cost-effectiveness of using their own labour, plant and equipment, compared to contractors.

Local governments must claim overheads in accordance with the local government legislation and the Australian Accounting Standards.

### ***Changes to the Temporary Framework***

Since the release of the Temporary Exemption framework and supporting templates, OEM has worked with users to review the documents and further streamline the process. The Supporting Guidelines and Templates on the OEM website have been updated. Guidance on the specific overheads can be found in the WANDRRA Guidelines.

### **Assurance Directorate**

#### ***Rationalisation of the Westplans***

##### **Work on Phase 7**

Westplan Rationalisation is underway. This phase involves transforming all Westplans into State Hazard Plans and making them annexes to the overarching State EM Plan. The new State Hazard Plan template is near completion and will be circulated to stakeholders soon.

Westplans for similar hazards will be combined into a single State Hazard Plan during this phase. A workshop has been held to progress amalgamation of the four 'crash' related Westplans (air crash, road crash, PTA rail crash and Brookfield rail crash).

The Department of Fire and Emergency Services (DFES) has also been progressing the amalgamation of Westplans for the hazards of flood, cyclone and storm, as well as earthquake and collapse. Phase 7 is expected to be completed by December 2017.

## **Risk Assessment Reports**

A risk assessment report has been produced for each of the Emergency Management districts in the state. These reports detail the results of the district risk assessments that were conducted as part of the State Risk Project.

Each report explains the risks posed to the district from a range of priority hazards. A credible worst-case scenario for each hazard was assessed in a workshop setting to determine the risks. Participants assessed how the hazards may impact upon the district's economy, its people, public administration, the environment and the social setting. These five key areas are part of the State Core Objectives.

The collective district data represents the culmination of three years of extensive work that has included input from 406 individuals from 119 separate agencies. The State Risk Project has identified the district level as the best avenue for practically assessing risk, developing treatments and measuring capability. These reports provide a body of evidence that shows how emergencies will likely affect us. This will then inform mitigation options and expenditure priorities to build a more resilient state.

To access the risk assessment reports for each of Western Australia's emergency management districts go to [www.oem.wa.gov.au](http://www.oem.wa.gov.au).

## **10<sup>th</sup> Australasian Natural Hazards Management Conference (ANHMC)**

The conference will be hosted by the Office of Emergency Management and will take place from 30 October to 3 November 2017. This year's conference will provide a forum for discussion of the integration of hazard information into effective emergency risk management. Applying science and research information to best practice planning, warning, response and recovery capabilities will lower the impact of events on communities. The conference will bring together expertise from Australia, New Zealand and abroad to enable the sharing of knowledge and strengthen collaboration. The target audience of the conference is: emergency managers, planners, risk assessors, asset and utility managers, natural hazard researchers and scientists.

## **WA Police – Recovery Communications Project**

The SEMC Public Information Reference Group (PIRG) Chair Neil Stanbury has written to local governments requesting feedback in relation to how local governments would benefit from having access to any of the following support options during the recovery phase of an emergency:

1. A network of media and public information specialists to provide advice and support to LGA media / communications staff;
2. Access to senior WA Government agency media / communications managers to provide advice on state-level coordination and facilitation of public information; and
3. Templates and guides to assist LGA media / communications staff in recovery communications.

Mr Stanbury is also interested in hearing any other suggestions or proposals that relate to how local governments could be supported at a state level in relation to the planning and delivery of recovery related public information activities. Local governments who wish to provide feedback on this matter, are asked to provide the information by Friday 15 August 2017. Please be advised Inspector Rob Harrison has replaced Mr Stanbury as the Chair of PIRG effective Monday 3 July 2017.

### **Memorandum of Understanding (MOU)**

The Metropolitan South District Emergency Management Committee have been working on a draft MOU between all local governments in the south district including surrounding shires of Serpentine Jarrahdale and Boddington. The MOU will provide the opportunity to share resources through response and recovery. There is the possibility that the MOU could be progressed to the East, Central and North metropolitan DEMCs at a later date.

### **DEMC Chairs and Deputy Chairs Forum 27 June 2017**

This year's theme is "Collaborative Leadership in Practice. The forum will discuss future emergency management planning, challenges of leadership in a changing environment and exercising.

The WA Police and DFES personnel are the Chairs and Deputy Chairs of the District Emergency Management Committees and will travel from around the state of Western Australia to attend.

### **WA Emergency Risk Management Local Government Handbook**

The handbook is intended specifically for use by local governments around the State to facilitate risk management and to develop emergency management plans. Local governments are encouraged to view the handbook on OEMs website.

### **2016-17 NDRP Grants - announced**

The Hon Michael Keenan Member of Parliament, Minister for Justice announced the successful projects for the 2016-17 grants on Thursday 15 June 2017. There were 41 applications requesting over \$2.8 million.

The successful projects are:

<b>Applicant</b>	<b>Project Name</b>	<b>Funding \$</b>
WA Police	Recovery Communications	56,751
Department of Fire and Emergency Services	Severe Wind Hazard Assessment Project	126,000
Department of Fire and Emergency Services	Taking Care of Country: Taking Care of People	203,000
Office of Bushfire Risk Management	Developing a Decisions Support System for Western Australia	151,000
City of Cockburn	Bushfire Risk Identification Tool (BRIT)	95,000
Eastern Metropolitan Regional Council	Understanding and Managing Flood Risk in Perth: Stage 4	70,000
The Bethanie Group	Disaster Preparedness Planning Pilot - Building Resilience among one of society's most vulnerable groups	34,370
Chamber of Commerce and Industry WA	Research report and recommendations: business community disaster recovery readiness and financial security	86,420

Australian Red Cross	Emergency Preparedness - A Whole of Community Approach	124,779
WA Council of Social Service	Building Resilient Community Organisations in WA: Bringing the ACOSS Resilient Community Organisations (RCO) Toolkit to the WA Community	124,982
WA Local Government Association	Local Waste Management arrangements for Emergency events	35,000
Shire of Harvey	Importance of Preparedness: Lessons Learnt DVD 2016 January Bushfires	21,960

The projects will be delivered by the respective agencies over the coming years, with the ultimate goal of enhancing disaster resilience in WA.

**Successful AWARE applications for 2017-18 awarded**

The intent of AWARE is to support emergency management by investing in planning and human capacity building at a local or district level, to create safer communities.

There was \$202,000 available in 2017-18, and the assessment process has been applied to the 36 applications received, requesting over \$487,000.

The following applicants were successful:

Applicant	Project Name	Funding \$
City of Wanneroo	New residents and emergency management	8,000
WA Police	State Public Information Line (SPIL) Exercise	7,112
Shire of Pingelly	Pingelly-Wandering LEMC Emergency Exercise	10,000
City of Bunbury	City of Bunbury Community Safety and Emergency Management	12,000
St John Ambulance	Remote Aboriginal Community First Aid Education - East Kimberley	20,000
City of Perth	City Emergencies - Are you ready?	20,000
Shire of Murray	Training for Local Recovery Management Committee Membership	10,340
City of Rockingham	Joint Local Government Recovery Exercise	3,988
Shire of Cranbrook	Spring into Preparedness Month: Family Fire Safety - Get Prepared!	15,000
Shire of Derby-West Kimberley	Kimberley Regional Group Emergency Management Training	20,000
Shire of Chittering	Raising Resilience - a community empowerment campaign	17,500
Department of Parks and Wildlife	Martu Indigenous communities bushfire training & mitigation project	10,000
Shire of Capel	Business Continuity and Recovery	4,000
Shire of Broome	Shire of Broome	4,000
Shire of Harvey	Harvey Emergency Risk Assessment Project	4,000
Shire of Wyalkatchem	NEWROC Risk Project 1	12,000



Shire of Wyalkatchem	NEWROC Risk Project 2	12,000
Shire of Waroona	Whole of Shire Risk Assessment	4,000
Shire of Dardanup	Shire of Dardanup Local Risk Project	4,000
Shire of Serpentine Jarrahdale	Community Emergency Risk Management	4,000

## 2017 SEMC MEETING SCHEDULE

- 3 October 2017 (Preparedness Report)
- 5 December 2017

### 10.0 CORRESPONDENCE

#### IN

- 20.02.17 OEM News – February 2017
- 03.03.17 OEM Facebook Page – Flooding in Western Australia
- 23.03.17 OEM News – March 2017
- 28.03.17 LEMC Executive Officers Forum Program
- 28.04.17 OEM News – April 2017
- 02.05.17 OEM – LEMC Executive Officer Forum Contact List
- 23.05.17 OEM News – May 2017
- 24.05.17 OEM – LG Handbook – Risk Assessment Process
- 24.05.17 WA Police – Recovery Communication
- 29.05.17 EM News – May 2017
- 15.06.17 OEM – Successful Applicants for Natural Disaster Resilience Funding
- 29.06.17 SOM Emergency Preparedness Office Pilot Project Reports
- 03.07.17 LG Emergency Management Advisory Group Minutes 13.06.17
- 03.07.17 WANDRRA – Natural Disaster Relief & Recovery Arrangements
- 07.07.17 Economic Regulation Authority – ESL Review
- 07.07.17 OEM – Westplan Dambreak
- 14.07.17 10<sup>th</sup> Australasian Natural Hazards Management Conference Perth 2017

## **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 15 September 2017** at 10.00am in the Committee Room.

### **11.2 Closure of the Meeting**

The Presiding member declared the meeting closed at 10.43am.