



**CONFIRMED MINUTES  
LOCAL EMERGENCY MANAGEMENT  
COMMITTEE MEETING  
5 JUNE 2020**

I certify that the minutes of the meeting of the Local Emergency Management Committee held 5 June 2020 were confirmed on 4 September 2020.

A handwritten signature in blue ink, appearing to read "N. J. ...", written over a horizontal line.

Chairperson



**CONFIRMED MINUTES  
LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
5 JUNE 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 10.01am 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**

<b>Members</b>	Cr Toni Burbidge	Chairperson
	Adrian Dyson	LEMC Executive Officer
	Jonathan Throssell	SoM CEO
	Garry Bird	Director Corporate Services
	Jamie O'Neill	CESM/CBFCO
	Michael Tite	OIC WAPOL Mundaring
	Cr Simon Cuthbert	Councillor
	Ryan Hamblion	Department Communities
	Claire Silveira	Red Cross
	Sam Roberts	Department of Justice
	Martin Shurlock	Senior Health Officer
	Michael Title	WAPOL
<b>Staff</b>	Jenine Banks	Minute Secretary
	Craig Cuthbert	Coordinator Community Safety & Emergency Management
<b>Guests</b>		
<b>Apologies</b>	Megan Griffiths	Director Strategic & Community Services
	Shane Purdy	Directory Infrastructure Services
	Mark Luzi	Director Statutory Services
	Paul Larkin	Department of Education

**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 6 March 2020 be confirmed

<b>COMMITTEE DECISION</b>	<b>DLEMC1.06.20</b>
Moved by: Toni Burbigde	Seconded by: Jonathan Throssell

CARRIED 12/0

### **5.0 PRESENTATIONS**

### **6.0 REPORTS OF EMPLOYEES**

### **6.1 COVID-19 INCIDENT MANAGEMENT FRAMEWORK**

Adrian Dyson provided the meeting with a snap shot of information around the COVID-19 Incident Management Framework, noting that most people attending this LEMC meeting would be familiar with it.

Adrian advised the meeting that the Shire had formed a Local Relief & Recovery Coordinating Committee (LRRCC), early on in the pandemic which consisted of two subcommittees, an economic and a community subcommittee.

### **6.2 COVID-19 RELIEF & RECOVERY STRUCTURE AND LOCAL STATE**

Adrian Dyson told the meeting that a State Recovery Controller, Sharyn O'Neill had been appointed.

A State Recovery Advisory Group has been formed with 24 representatives from various organisations consisting of business, government and not for profit. Adrian said that both the subcommittees for the LRRCC were aware of this advisory group and it is hoped they will provide the group with feedback on their findings/outcomes in due course.

## 6.7 CORRESPONDENCE IN/OUT

### In

- 27.02.20 M Cross, DFES – Disaster Recovery Arrangements when supporting other LG's
- 23.03.20 M Jeffs, DFES – Postponement – State Exercise Program
- 24.03.20 M Cross, DFES – EM Risk Workshops Suspended
- 28.04.20 M Cross, DFES – SEMC Approval of:
- Cancellation of DEMC & LEMC Meetings
  - Annual Report/Preparedness Survey Suspended
- 14.05.20 M Cross – DFES, Changes due to COVID-19
- DEMC Meetings
  - EM Act & Regs Amend
  - Demc Contact List
  - New DEMA (S Sumpton)

Adrian said that most correspondence received since the last LEMC meeting in March 2020 was around delaying and/or cancelling various activities while LG's and various agencies devoted time to COVID-19.

Jonathan noted that there had been advice on cancelling LEMC's and DEMC's with Adrian saying that the correspondence in that regard had provided for LEMC's to continue to meet.

### 7.1 Contact Details

Nil.

### 7.2 Post Incident Reports

Jamie O'Neill said that other than the recent Total Fire Ban (weekend May 24 & 25 2020) which had been declared by DFES for the last weekend of the Restricted Burning Period there was nothing to report.

### 7.3 Post Exercise Reports

Adrian Dyson said that although there is an expectation to run an annual exercise, there will be no exercise planned for this financial year as COVID-19 has been a significant activation, saying that he believes COVID-19 to so far have been a very good (unplanned) exercise.

### 7.4 Funding Nominations and Applications Progress

Adrian Dyson told the meeting that through the LGGS, an application had been submitted for 20/21 funding to build a new Stoneville VFB station, with works (not including demolition and site works of the existing building) to be worth approx \$700,000. This project is viewed as economic stimulus activities and recovery in terms

of COVID-19, but still requires part Shire and DFES funding to be approved. The LEMC will be provided with updates on this project it progresses through the process.

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

Adrian Dyson said the above is on hold during the COVID-19 pandemic, saying that it will be held with other LG's once business returns to normal.

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

Adrian Dyson advised that the above is also on hold however, a draft may be presented the the LEMC in December 2020.

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

COVID 19 process so far has provided "food for thought: for looking at LEMA and recvoery plans.

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

Claire Silviera said that this project was largely on hold as LG's and most agencies were tied up with COVID-19. Prior to COVID-19 the Red Cross had recruited phone based volunteers who were now somewhat experienced as they have been used during the pandemic for Outreach. The recruitment of a Project Officer has commenced.

#### **7.9 Finalise & approve LEMC Annual Report & Business Plan Achievements**

Adrian Dyson said that he had completed and submitted a lengthy survey to the SEMC however for reasons unknown no feedback in regards to the survey has so far been received, however it is understood that a draft has been compiled.

#### **7.10 Finalise LEMC Exercise Schedule**

Adrian Dyson advised that due to the significant activation of COVID-19 there will be no LEMC exercise this financial year.

#### **7.11 Seasonal Review – Storm Season Preparedness**

Jamie O'Neill said that the local SES were well prepared, however he doesn't believe this coming storm season to be any different (better/worse) to any other.

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

Jonathan Throssell said that the Shire will move into Phase 3 of the COVID-19 Road Map on Saturday 6 June 2020, wanting the LEMC to be aware of the ongoing issues in terms of people gathering unsupervised in outside areas such as playgrounds, skaetparks etc, seeking comment from Michael Tite.

Michael Tite responded saying that as WAPOL have limited resources, they will be relying on information from the public around breaches and compliance, saying that he doesn't feel there will be big issues in the hills. WAPOL have dedicated COVID-19 "roaming teams" who will be available during Phase 3.

Adrian Dyson asked Michael Tite for his thoughts on patrons being required to remain seated while consuming alcohol at a local tavern/pub and the ability of the licensee to determine a patrons intoxication. Michael Tite that the responsibility remained with the licensee and the RSA rules.

Claire Silveira said that the Red Cross continue to host Webinars on supporting local communities. A Telephone Outreach Support Service had been carried out with vulnerable residents within the Shire of Mundaring with a report to be provided in due course.

Adrian Dyson asked Sam Roberts for an update around Wooroloo Prison.

Sam Roberts responded saying that there had been a recent major disturbance at Wooroloo Prison Farm since the last LEMC meeting.

Sam said that it is not anticipated that Section 95 (Prisoners working in the community) will return until a least the end of 2020.

## **9.0 CLOSING PROCEDURES**

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

The next meeting will be held at 10am on 4 September 2020, in the Civic Room.

### **9.2 Closure of the Meeting**

The Chairperson closed the meeting at 10.45am.