



**22 February 2017**

**NOTICE OF MEETING**

Dear Committee Member

The next Local Emergency Management Committee meeting will be held on **Friday 3 March 2017** at 10.00am in the Committee Room, Shire of Mundaring, 7000 Great Eastern Hwy, Mundaring

Yours sincerely

A handwritten signature in black ink, appearing to read "Jonathan Throssell".

**Jonathan Throssell**  
**CHIEF EXECUTIVE OFFICER**

**Please Note**

If any member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior officer (noted in the report) prior to the meeting.



## **AGENDA**

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

**3 MARCH 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 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.

## 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.

<b>1.0</b>	<b>OPENING PROCEDURES</b>	<b>4</b>
1.1	ANNOUNCEMENT OF VISITORS.....	4
1.2	RECORD OF ATTENDANCE AND APOLOGIES .....	4
<b>2.0</b>	<b>ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION</b>	<b>4</b>
<b>3.0</b>	<b>DECLARATION OF INTEREST</b>	<b>4</b>
3.1	DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTERESTS.....	4
3.2	DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY .....	4
<b>4.0</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	<b>4</b>
<b>5.0</b>	<b>PRESENTATIONS</b>	<b>4</b>
<b>6.0</b>	<b>REPORTS OF MEMBERS</b>	<b>4</b>
6.1	BUSHFIRE SEASON REPORT.....	5
6.2	EMERGENCY PREPAREDNESS OFFICER.....	5
<b>7.0</b>	<b>STANDARD MEETING ITEMS</b>	<b>7</b>
7.1	CONTACT DETAILS .....	7
7.2	POST INCIDENT REPORTS .....	7
7.3	POST EXERCISE REPORTS.....	7
7.4	FUNDING NOMINATIONS AND APPLICATIONS PROGRESS .....	7
7.5	EMERGENCY RISK MANAGEMENT/TREATMENT STRATEGIES PROGRESS .....	7
7.6	REVIEW LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) .....	8
7.7	REVIEW LEMC BUSINESS PLAN STRATEGIES & RECORD KEY ACHIEVEMENTS.....	8
<b>8.0</b>	<b>PENDING ITEMS</b>	<b>8</b>
8.1	FIRE SIREN/COMMUNITY ALERT/WARNING SIREN .....	8
8.2	ANIMAL WELFARE SUB PLAN.....	8
8.3	CHILDCARE SECTOR ENGAGEMENT .....	8
<b>9.0</b>	<b>URGENT BUSINESS (LATE REPORTS)</b>	<b>8</b>
<b>10.0</b>	<b>CORRESPONDENCE</b>	<b>8</b>
<b>11.0</b>	<b>CLOSING PROCEDURES</b>	<b>8</b>
11.1	DATE, TIME AND PLACE OF THE NEXT MEETING.....	8
11.2	CLOSURE OF THE MEETING .....	8

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
COMMITTEE ROOM – 10.00AM**

---

**1.0 OPENING PROCEDURES**

**1.1 Announcement of Visitors**

**1.2 Record of Attendance and Apologies**

**Members**

**Staff**

Jenine Banks

Minute Secretary

**Apologies**

**Guests**

**Members of  
the Public**

**Members of  
the Press**

**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**

**5.0 PRESENTATIONS**

**6.0 REPORTS OF MEMBERS**

## **6.1 Bushfire Season Report**

Mark Casotti, Mundaring CEMM will table a report on the Bushfire Season to date.

## **6.2 Emergency Preparedness Officer**

There was a reduction of community engagement and activities from mid-December through to mid-January due to reduced access to DFES, VBFB and Red Cross resources as everyone is in response mode and not as readily available. This highlighted the need to have a non-response focussed resources available to assist with community engagement activities over the summer months. Potentially Bush Fire Ready facilitators could be engaged in this role if we promote that they are not active firefighters focussed on emergency response and fire suppression but rather brigade members focused on community preparedness. The project has only a few more months to run, with the finish date set for mid-June.

### **December 2016**

We delivered a fantastic partnership community event – Being Bushfire Ready Together Community Sundowner. This was a partnership between the Mt Helena VBFB, Mt Helena Resident and Ratepayers Assoc and the Shire with support from the Sawyers Valley VBFB. With more than 30 residents attending to specifically talk about how they can be better prepared and 3 expressions of interest to form Bushfire Ready Street Groups it was a huge success. One of the best community engagement activities undertaken in recent years in Mt Helena and as a model worth exploring further in other ‘village’ areas. The wider community network captured people who had not previously thought much about their bushfire safety or their role in being prepared. The expertise of brigade members, attraction of checking out the fire station and trucks and the extensive range of information on display and available for people to take with them combined with the community links of the Resident and Ratepayers Assoc and promotional support by the Shire were all essential elements of the event’s success.

The Red Cross Rediplan Sessions that were held through November were a huge success with a number of social media posts sparking intense discussion over preparedness activities and responsibilities. I have attached a selection below. Another indicator of the success of the sessions was the number of requests for another community session – these came from those unable to attend the November sessions and also from some who had attended but would like family members to attend. We ran an additional Rediplan Session on the 20 December which was well attended even being only days before Christmas.

As a further on-flow benefit of the Red Cross sessions - I was invited to speak with the Yr 5 class at Glen Forrest Primary School who had been working on their own Bushfire Safety Powerpoint presentations and posters. I had a 40 minute session with the class who were very engaged, had some great ideas and a good knowledge of what they and their families should do in a bushfire. Red Cross had run both their Pillowcase program and a Rediplan session at Glen Forrest.

Was invited to speak about the project at the Mundaring Residents and Ratepayers meeting – once again presentation was well received but at times

sidetracked from discussions around community preparedness to focus on what the Shire's activities were on issues like fire mitigation on public lands, verge maintenance, role of Shire to enforce fire preparedness for residents (neighbour concerns). There was a large turn out to the meeting with approx. 30 people in attendance due to the Mundaring Town Planning Strategy presentation also happening that evening.

As a result of the Seniors Bushfire session in November we continued communications with Baptistcare with regard to Yallambee Independent Living Village on the possibility of a bushfire survival plan workshop for residents – it was decided to hold until the new year and then arrange a suitable time. Their attendance at the session did raise a few questions on how Baptistcare manage bushfire safety and they were going to look further into issues such as evacuation procedures, safe place of last resort, property preparedness.

#### January 2017

January was quieter with me being on leave from 21 December through to the 12 January and then on reduced hours through to 1 February 2017.

We updated the display in the Shire's Admin to provide clearer information on what the different Bushfire Ratings mean and what actions residents should be consider taking. Also set up a display in the Mundaring Library on how residents can keep informed during the bushfire season and in a bushfire, promoting that they need to have a number of sources of information not just one and that situations can change quickly.

Presented two sessions at Wahroonga Day Centre for Rise – the sessions focussed on what older residents living independently and with physical or mental frailties limiting their ability to both respond and prepare needed to do. Highlighted the need for them to stay connected, to discuss their plan with family, friends and neighbours (particularly given the fact that the majority do not drive), to seek assistance with property preparedness, how to safely keep important documentation off-site, to consider leaving the area or staying with family/friends who can assist on days of severe/extreme or catastrophic FDR. Also discussed what they need to have prepared in case they cannot leave in time – where they can retreat to in their homes. Both sessions were very vocal and engaged – but with different key concerns and levels of existing knowledge.

Had made arrangements to also have a display and activity at the youth event – Pipelines Battle of the Bands at the end of January but unfortunately the extreme weather forecast and some last minute planning issues meant we had to cancel.

#### February 2017

Focus for the start of February was the stand at the Mundaring Twilight Markets which promoted both volunteering and community preparedness. The display involved the local VBFBs, VFRS and SES, this multi-brigade and service approach is a first and was hugely successful garnering a large amount of interest – particularly for the ICV and Darling Range VBFB and the FRS Cadets. The idea was to promote brigades as a resource for the community – both for response and preparedness, being connected to your local brigade could assist you with your own level of preparedness and improve your level of awareness of conditions and situations during the fire season.

We are looking into running another Rediplan Session as we have had more enquiries and also have two bushfire ready street meetings to support once a date has been selected by the residents.

I am meeting with DFES to discuss Bushfire Ready and At-Risk communities program activities for the next couple of months to complement what we do in Mundaring through the close of the project. Also meeting with City of Swan, Shire of Kalamunda, City of Cockburn and City of Wanneroo Emergency community engagement staff to find out more about their programs in particular the effectiveness and value of activities. A conscious decision had been made early in our project to not replicate what has been done elsewhere unless we saw value in modifying to suit our community. But after discussions with OEM we will incorporate some of the feedback from other LGAs on their activities to hopefully present a full suite of community engagement activities around emergency preparedness in our final report.

We are also looking at options for further funding to extend the project into Phase Two which could include the establishment of a Community Resilience Committee and community engagement around the LEMP.

## **7.0 STANDARD MEETING ITEMS**

### **7.1 Contact Details**

There have been no changes to the LEMC membership contact details since the date of the last LEMC meeting.

### **7.2 Post Incident Reports**

There have been no incidents within the Shire of Mundaring requiring the formation of an Incident Support Group.

### **7.3 Post Exercise Reports**

No exercises have been held or attended.

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

There are no outstanding or pending funding applications.

The current AWARE funded Emergency Preparedness Offices (EPO) program concludes on 31 June 2017. Shire staff are considering a follow-on program of the EPO program that could be the subject of an application to the next round of AWARE.

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

A further three Shire of Mundaring staff have received DFES provided training the development of an integrated Bush Fire Risk Management Plan (BRMP) via the use of the Bush Fire Risk Management System (BRMS).



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

The Shire of Mundaring LEMA are scheduled for a full review within the 2019/20 financial year.

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

Planning for the 2016/2017 LEMC exercise has commenced. It is expected that the exercise will be held in May 2017. The exercise will be structured to test elements of the Shire's Business Continuity Plan (BCP) in addition to testing elements of the LEMA.

## **8.0 PENDING ITEMS**

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

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

### **8.3 Childcare Sector Engagement**

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

## **10.0 CORRESPONDENCE**

### **IN**

30.11.16	Red Cross – Resilience Newsletter
30.11.16	WALGA EM News – Issue 11
05.12.16	Office of Emergency Management – OEM replaces SEMC Secretariat
09.12.16	Office of Emergency Management - NDRP Grants Round
12.12.16	Office of Emergency Management – Communique – December 2016
14.12.16	Office of Emergency Management – Ferguson Recommendation #14 Traffic Management
22.12.16	WALGA EM News – Issue 12
25.01.17	WALGA EM News – Issue 1

## **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 21 June 2017** at 10.00am in the Committee Room.

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