



CONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

3 MARCH 2017

I certify that the minutes of the meeting of the Local Emergency Management Committee held 3 March 2017 Folios LEMC 1 to LEMC 12 were confirmed on 28 July 2017.

A handwritten signature in black ink, appearing to be "S. M. B.", is written over a horizontal line.

Chairperson



CONFIRMED MINUTES

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 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:

Item	Example	Description
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 10.00am, welcoming all in attendance.

1.1 Announcement of Visitors

1.2 Record of Attendance and Apologies

Members	Adrian Dyson	LEMC Executive Officer
	Cr Stephen Fox	Chairperson
	Jonathan Throssell	CEO
	Mark Casotti	CESM/Chief
	Craig Cuthbert	Coordinator Community Safety & Emergency Management
	Martin Shurlock	Senior Environmental Health Officer
	Merveen Cross	Office of Emergency Management
	Jeff Taylor	WAPOL OIC Mundaring
Staff	Jenine Banks	Minute Secretary
Apologies	Ryan Hamblion	CPFS Senior District Emergency Services Officer
	Hendrik Raak	Mundaring SES
	Leanne Alderman	Education Department
Guests	Neridah Zlatnik	Emergency Preparedness Officer
	Tracey Robinson	Wooroloo Prison Farm
	Sandra McGhie	CPFS
Members of the Public	Nil	
Members of the Press	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 9 December 2016 be confirmed.

COMMITTEE DECISION	DLEMC1.12.17
Moved by: Jeff Taylor	Seconded by: Martin Shurlock

CARRIED 8/0

5.0 PRESENTATIONS

6.0 REPORTS OF MEMBERS

6.1 Bushfire Season Report

Mark Casotti, Mundaring CESM will tabled the following report on the Bushfire Season to date.

Prevention

- Currently still in Prohibited burning period with cessation to occur midnight 31st March
- Restricted Burning Period to commence 1st April ending midnight 31st May
- Winter Burning Program currently being developed and planned to commence June.
- UCL UMR mitigation works program implemented and nearly completed

Preparedness

- VBFB Training at Mundaring Firefighters School:
 - 46 courses programmed for 2017
 - 3 x Introduction to Firefighting
 - 3 x Bush Fire Firefighting
 - 5 x WAERN Basic & Advanced
 - 2 x Structural Fire Firefighting
 - 4 x Initial Control at Wildfires
 - 2 x AIIIMs
 - 2 x Machine Supervision
 - 3 x Pump Operations
 - 2 x Mundaring Prescribed Burning
 - 2 x Level 1 Incident Controller
 - 3 x Advanced Bush Fire
 - 3 x Crew Leader
 - 3 x Mundaring Practical Crew Leader
 - 2 x Sector Commander
 - 2 x Sector Commander Assessment
 - 1 x Leadership Fundamentals
 - 2 x Applied First Aid
 - 1 x Fire Control Officer
 - Driver Training
- Other Training:
 - FESMAps (emergency management mapping)
 - New Mental Health course available through DFES Academy
 - Youth Leadership Training Opportunity
 - IMT Training – Darling Range ICV
- Community Engagement:
 - Continuation of Emergency Preparedness Project – final report currently being developed
- Operational Preparation:
 - District Operational Advisory Committee
 - Wooroloo Prison Farm Mitigation
 - Brigade Training Officers
 - Mundaring Firefighters School
 - Mundaring Bush Fire Advisory Committee
 - Fire Operation Group Mundaring

- Other
 - Automatic Vehicle Locators installed in all fire appliances

Response

Volunteer Bush Fire Brigade responses

- Incidents 1st July 2016 – 28th February 2017
 - 187 responses
 - 80 Primary responses (local incidents)
 - 107 Support responses (multiple brigade responses/provision of external support)
- Comparable Data: Incidents 1st July 2015 – 28th February 2016
 - 373 responses
 - 96 Primary responses (local incidents)
 - 277 Support responses (multiple brigade responses/provision of external support)
- Overall response down by 186 incidents / down by 50%
- Primary response down by 16 incidents / down by 17%
- Support response down by 170 incidents / down by 61%
- Overall for the same period for the last three years, there has been a 48% reduction in fire occurrences within the Shire of Mundaring's bush fire response area. There has also been a 65% reduction in responses assisting other controlling agencies.

Recovery

- Nil

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.

Adrian Dyson congratulated and thanked Neridah Zlatnik for her work over the last 12 months, advising the meeting that AWARE funded Emergency Preparedness Officer role will be finished before the next LEMC.

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

Adrian Dyson advised that the current AWARE funded Emergency Preparedness Offices (EPO) program will conclude 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

Adrian Dyson said that since the last LEMC meeting (9 December 2016) there is nothing further to report on this matter other than the HMA (?) guidelines have been sent for feedback.

8.2 Animal Welfare Sub Plan

Adrian Dyson advised that the Animal Welfare Sub-Plan has been sent to the Office of Emergency Management.

Merveen Cross said that a project officer has been employed for 6 months to develop a plan.

8.3 Childcare Sector Engagement

Craig Cuthbert said that he had organised and attended a meeting with Yalambee where some transport issues had been identified. A designated Safer place will be investigated with the Shire's FHIO to work with a maintenance team to help educate independent residents.

Craig advised that he will provide an update on the Childcare Sector Engagement at the next LEMC meeting.

9.0 URGENT BUSINESS (LATE REPORTS)

Adrian Dyson advised that he had provided a submission to the Economic Regulation Authority in regards to the review of the Emergency Services Levy as per recommendation 17 of the Ferguson Enquiry.

Adrian Dyson said that he believes that the Business Continuity Plan (BCP) should be a subplan of the LEMA.

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 23 June 2017** at 10.00am in the Committee Room.

11.2 Closure of the Meeting

The Presiding member declared the meeting closed at 10.37am.