



CONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

9 MARCH 2018

I certify that the minutes of the meeting of the Local Emergency Management Committee held 9 March 2018 Folios LEMC 1 to LEMC 8 were confirmed on 1 June 2018.

A handwritten signature in blue ink, consisting of stylized initials and a surname, positioned above a horizontal line.

Chairperson



CONFIRMED MINUTES

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9 MARCH 2018

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 Attendance/Apologies

Members	Cr Stephen Fox	Chairperson
	Adrian Dyson	LEMC Executive Officer
	Jamie O'Neill	CESM/Chief Bush Fire Control Officer
	Craig Garrett	DFES District Officer Metro North East
	Ryan Hamblion	Department of Communities
	Martin Shurlock	Senior Environmental Health Officer
	Lorna Woodley	Principal Darlington Primary School
	Terry O'Dea	Midland Police
	Jeff Taylor	OIC Mundaring Police
	Mark Gubanyi	OIC Midland Police
	Merveen Cross	OEM
	Mark Sedgwick	Wooroloo Prison
Staff	Jenine Banks	Minute Secretary
	Craig Cuthbert	Coordinator Community Safety & Emergency Management
	Cameron Greaves	Deputy Chief Bush Fire Control Officer
Apologies	Claire Silveira	Red Cross
Guests	Simon Robbins	Rise
Members of the Public	Nil	
Members of the Press	Nil	

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 1 December 2107 be confirmed.

COMMITTEE DECISION	DLEMC1.03.18
Moved by: Martin Shurlock	Seconded by: Craig Garrett

CARRIED 12/0

5.0 PRESENTATIONS

5.2 Seasonal Review

Jamie O'Neill, Chief Bush Fire Control Officer provided the meeting with a seasonal review, saying that the 2017/2018 bushfire season had been a reasonably quiet to date. Jamie advised that the Restricted Burning Period will commence on 1 April 2018.

6.0 REPORTS OF EMPLOYEES

6.1 Annual Electors Meeting – Recommendation to Upgrade Tracks Through Reserves for Emergency Access & Egress

Adrian Dyson advised that the Annual Electors Meeting was held on 13 December 2017. During the meeting electors voted on a number of motions, which were subsequently considered by Council at the 13 February 2018 Ordinary Council Meeting.

One of the motions requested the Shire of Mundaring upgrade tracks and trails, through Crown reserves in Mount Helena and Chidlow for emergency access and/or egress by end September 2018.

Adrian Dyson told the meeting that he had written a report for inclusion in the Council Agenda (13 February 2018) recommending that the elector's suggestion to have the tracks upgraded is not supported as:

- They could not comply with the requirements of an Emergency Access Way as stipulated within the *Guidelines for Planning in Bushfire Prone Areas, version 1.3, December 2017*; and
- Have been assessed to be unsuitable for upgrading to provide emergency access/egress due to their length and location within heavily vegetated areas and thus may be rendered unsafe due to nearby bush fires due to the presence of thick smoke or ignition due to spotting, or be directly impacted by the passage of a bushfire.

6.2 Rise Request Regarding Contact Details

Adrian Dyson thanked Simon Robbins for attending this LEMC meeting. A discussion was held around the 150 RISE properties within the Shire of Mundaring that support independent living within the community, housing individuals from aged care, mental health and youth.

Evacuation in the event of an emergency was talked about with Craig Garrett advising that evacuation times can be greater than what people estimate/think and that protecting in place may be a better option.

Craig Cuthbert asked that a list of RISE properties be sent into the Shire. A Fire Hazard Inspection officer can then coordinate visits to each property offering advice on how to have properties better prepared for an emergency.

6.3 Chambers Road Fire – 14 January 2018 – Incident 380520

Adrian Dyson told the meeting that he had attended the above fire as the LG Liaison providing updates to the Acting CEO during the multi agency fire. While attending IMT meeting/s at the DPaW office, it became evident that whilst the fire was in DPaW land, the coordination/cooperation of the multi agencies needs some improvement.

Craig Garrett advised that relationships can be built with other agencies advising that a debrief has been undertaken.

6.4 Westplan Heatwave

Adrian Dyson advised that the draft new Westplan Heatwave had some key changes reading out the following :

Hazard Definition - A heatwave is a period of abnormally and uncomfortably hot weather, which could impact on human health, infrastructure and services. Contributing factors include:

- maximum daily temperature and the minimum night time temperature;
- duration of the high temperatures;
- humidity and air quality;
- urban and rural design; and
- local acclimatisation.

Heatwaves have killed more people than any other natural hazard experienced in Australia saying that the Local Government and LEMC (with a strong lead from the Department of Health) was responsible for getting this information out to various (vulnerable) groups.

Merveen Cross said that the Health Department had a draft exercise for this plan to be run in May 2018.

6.5 2017/2018 Exercise

Adrian Dyson said that discussions had commenced on what the 2017/2018 LEMC exercise will be around, saying that it will have a Business Continuity element to it, inviting LEMC members who have any ideas for a scenario to please be in touch.

6.6 Correspondence In/Out

In

04.12.17	DC, R Hamblion	Emergency Welfare Centre Training
14.12.17	DC, R Hamblion	Midland Local Welfare Plan Update
19.12.17	OEM, M Cross	Central DEMC Meeting (23.11.17) Draft Minutes
22.12.17	Red Cross, A Coghlan	2017 AUDR Red Cross Recovery Workshop Final Report
25.1.18	OEM, M Cronstedt	Thank You Letter – Contribution to State Emergency Prep Report

Out

19.12.17	OEM, M Cross	SOM Contacts Listing for 17/18 Fire Season
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7.0 STANDARD MEETING ITEMS

7.1 Contact Details

7.2 Post Incident Reports

7.3 Post Exercise Reports

7.4 Funding Nominations and Applications Progress

7.5 Emergency Risk Management/Treatment Strategies Progress

Adrian Dyson said that newly appointed Deputy Chief Bush Fire Control Officer, Cameron Greaves has commenced working on the Shire's BRMP which will eventually be submitted to OEM.

7.6 Review Local Emergency Management Arrangments (LEMA)

Adrian Dyson said that a full review of the LEMA is due in 2020.

7.7 Review LEMC Business Plan Strategies & Record Key Achievements

8.0 URGENT BUSINESS (LATE REPORTS)

Craig Garrett provided the following information to the meeting :

- Nominations are now open for this year's Fire and Emergency Services Awards, closing 2 May- details via DFES Portal
- New or updated operating doctrine ie Strike team/Task Force SOP 3.2.11- and Initial Release of an Advice Warning – has been placed in DFES Circulars for Brigade awareness.
- Mild fire season so far, with number of high temperature days less than average. Thanks to Brigade members for their attendance and dedication over the season so far.
- Autumn may prove to be very dry as it was last year, so Brigades need to remain vigilant. The KBDI is still rising and approaching five year average.
- New Swan Region Emergency Service Directories (ESD's) printed and distributed to Brigades.
- Works on UCL/UMR mitigation completed or currently underway. Prescribed fire plans being drafted for Autumn burns on crown land.
- Machinery of Government structure changes and voluntary redundancies occurring in DFES.
- Newly revised DFES Community Engagement framework has been released.
- The local government paging service remains operational; LG BGU's are to continue to use pagers to ensure a turn-out redundancy is maintained.

Merveen Cross advised that as a result of Machinery of Government OEM will join with DFES.

9.0 CLOSING PROCEDURES

9.1 Date, Time and Place of the Next Meeting

The next meeting will be held at 10am on 1 June 2018, in the Committee Room.

9.2 Closure of the Meeing

The Presiding member declared the meeting closed at 10.51am