



## CONFIRMED MINUTES

# LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

I certify that the minutes of the meeting of the Local Emergency Management Committee held 15 March 2019 were confirmed on 7 June 2019.

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

Chairperson



**CONFIRMED MINUTES  
LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
15 MARCH 2019**

**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  
FUNCTION ROOM, MUNDARING ARENA, MUNDARING – 10.00AM**

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**1.0 OPENING PROCEDURES**

The Presiding Person declared the meeting open at 10.01am welcoming all in attendance.

Acknowledgment of Country

Shire of Mundaring respectfully acknowledges Noongar elders past and present and their people (specifically the Whadjuk people who are from this area) who are the traditional custodians of this land.

**1.1 Announcement of Visitors**

**1.2 Attendance/Apologies**

<b>Members</b>	Cr Stephen Fox	Chairperson
	Adrian Dyson	LEMC Executive Officer
	Paul O'Connor	Director Corporate Services
	Merveen Cross	DFES District Emergency Management Advisor
	Claire Silveira	Red Cross
	Jimmy Lewis	WAPOL
	Aaron Wilcox	WAPOL
	Matt Folini	DFES
	Lorna Woodley	Department of Education
	Murray McBride	DFES
<b>Staff</b>	Cristy Jordan	Minute Secretary
	Craig Cuthbert	Co-ordinator Community Safety & Emergency Management
	Jonathan Throssell	CEO
<b>Apologies</b>	Jamie O'Neill	CESM /Chief Bush Fire Control Officer
	Jenine Banks	Administration Officer Community Safety, Fire Safety
<b>Guests</b>		

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The Executive Officer announced through the chair, that Paul O'Connor is retiring. The committee recognised Paul's input with the committee and wished to thank him for all his hard work.

**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*).

### **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*).

### **4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

That the minutes of the meeting of the Local Emergency Management Committee held Friday 9 December 2018 be confirmed.

<b>COMMITTEE DECISION</b>	<b>DLEMC1.03.19</b>
Moved by: Paul O'Connor	Seconded by: Craig Cuthbert

**CARRIED 13/0**

### **5.0 PRESENTATIONS**

### **6.0 REPORTS OF EMPLOYEES**

#### **6.1 STATE EMERGENCY ANIMAL WELFARE PLAN**

Adrian Dyson provided an overview on work that has been done in getting together some state arrangements for the care of animals in emergencies. SOM has a plan in process at local government level, but on 8 March 2019 a State Support Plan Animal Welfare interim was produced.

A suggestion was made to involve the Department of Primary Industries & Regional Development in future LEMC exercises to test the plan.

Further information can be found on the SEMC website <https://semc.wa.gov.au/>

#### **6.2 COLLECTIVE TRAUMA – RECOVERY CONSIDERATION**

Adrian Dyson provided an extract of a presentation that was delivered to the SOM leadership team, highlighting the importance of all organisations knowing their roles, when managing a recovery.

Claire Silveira delivered a presentation outlining the process Red Cross followed when the Osmington incident occurred. Red Cross worked with the Shire of Augusta/Margaret River, to manage this incident that attracted huge media coverage. Red Cross will be rolling out Community Recovery training across the State.

### 6.3 REVIEW OF STATE EM POLICY, PLAN AND PROCEDURES

Adrian Dyson provided an introduction to the new state hazard plan for energy supply disruption. This is a new plan that will bring together everything around energy supply. The State Support plan for Emergency Public Information has also been amended and updated.

Work is currently being done on the State exercise framework. Exercises are currently conducted at State, District and local levels (LEMC). It is being sought to properly intergrate these agencies, with a view to have a standard set of exerices across all fields. A State exercise co-ordination team has been formed, which will be conduct a needs and capabilty assessment, to identify any training gaps, before setting in place an exercise program over the next three years. The executive officer has been appointed as part of this team. The new framework we be looking at the capacity of each agency, to identify training needs throughout exercises. All exerices will be put on a calendar, to offer further training to agency's in need and help collaberate agency's together.

### 6.4 SEMC EMERGENCY PREPAREDNESS REPORT 2018

Adrian Dyson referred to the SEMC Emergency Preparedness Report 2018 and highlighted the following points from the report:

- The best way for the state of Western Australia to protect itself from foreseeable hazards and threats is to be prepared. Emergency management has been seen by some as an additional burden that is placed upon agencies and businesses. It is the position of the SEMC that 'emergency preparedness is the cost of doing business responsibly'. As such, it should be factored in to business as usual activities for all.
- Information describing the hazards and their impacts, for the most part, is freely and openly available. Hazard management agencies (HMA) and supporting agencies have developed and made available a range of tools or systems to help people, companies and businesses to prepare. Yet the perception is that community understanding and action remains low. This is the attitude that must change. People must take a level of responsibility for their own safety and that of their families. We need them to choose to learn about what may impact them and what steps they can take to protect themselves. It is this action that will better prepare us and lessen impacts in the future.
- Effective land use planning is the ultimate tool to address future risk – by simply not placing the things we value in harm's way. But this does not address existing or legacy issues and decisions can be swayed or influenced by a range of competing priorities.
- Stakeholders overwhelmingly report conducting risk assessments, with local governments (LGs) reporting improved capacity and a broadening of hazards being assessed.
- Most stakeholders identified telecommunications as the most fragile single point of failure, with minimal redundancies in place for critical ICT systems and networks.

The full document can be accessed via the SEMC website.



Merveen Cross advised that as of next year, each local government will receive their own individual report, to assist with presenting the information within the document to employees and councillors. This will provide opportunities for local governments to collaborate with other local governments, and identify strengths and weaknesses of the document. The new version is currently being worked on, and is promised to be more clear, simple and easier to understand.

## 6.5 SEASONAL REVIEW

The Executive Officer spoke to the following report provided by the Chief Bush Fire Control Officer/Community Services Emergency Manager.

### Forecast Conditions for WA.

The BoM's Seasonal Climate Summary for WA January to March 2019 forecasts a drier than average three months, with warmer than average days and nights. Parts of the west coast are more likely to experience cooler than average nights.

- Temperatures off the coastline are expected to remain cooler than average, limiting moisture flowing into WA.
- The 2018 to 2019 High Threat Period (HTP) has certainly shifted to reach a peak in late January 2019 and extend into May 2019.
- A later finish to the bushfire threat will probably increase strain on response capabilities, with careful consideration regarding the deployment of
- It is likely an extended bushfire threat will result in conditions suited to the extension of both the Prohibited and Restricted Burning periods in the regions

### Shire of Mundaring

Prohibited Burning Season for the Shire of Mundaring has been extended to and including April 14 2019.

Current fire incidents to date;

BRIGADES	FIRES
DVBFB	37
GFVBFB	23
PVBFB	37
MHVFBFB	38
SVBFB	19
DRVBFB	6
SVVBFB	21
CVBFB	16
WVBFB	18

## Regional Assessment

- Metropolitan region will may experience a later onset of high threat bushfire conditions, likely in late-January 2019.
- The base of the escarpment, east into the hills and the northern suburbs will experience peak bushfire risk earlier in comparison to the southern fringe of Perth.
- Fires in the confines of the Rural Urban Interface and inner fringe suburbs are at increased fire risk in late January and early February 2019.
- Conditions in the metropolitan area reflect a shift towards later onset of high threat bushfire conditions. This is reflective of the average winter rainfall experienced across the region. Warmer temperatures have increased fuel monitoring indices such as curing, SDI and Keetch-Byram Drought Index (KBDI), along the base of the escarpment, east into the hills and the northern suburbs.
- These areas will reach peak bushfire risk earlier than the southern fringes of the Perth metropolitan area. This is reflected by elevated levels of curing, KBDI and in appropriate locations SDI. Locations include the RAAF Base Pearce and Mundaring, with lower values around southern parts such as Mandurah.

The above report was read out by Murray McBride.

Adrian Dyson expressed hopes that the extension of prohibited burning periods is well considered and necessary, as it can be problematic to the shire. The extensions are advertised, but is still missed by the community and can be problematic to manage by volunteers. A suggestion was made to review the current prohibited burning calendar year, and extend the date formally in the future, in line with surrounding regions. Murray advised that Toodyay, Northam and York have formally extended the restrictions period. and a suggestion to extend with surrounding regions.

## 6.6 CORRESPONDENCE IN/OUT

### In

14.12.18	B Pianta - DFES, NDRP Grant Program Forms and Information
24.12.18	M Cross – DFES, Central DEMC Contacts Listing
09.01.19	M Cross – DFES, AIDE Memoire for Local Recovery Coordinators
09.01.19	M Cross – DFES, Review of State Hazard Plan – Human Biosecurity
11.01.19	M Cross – DFES, Amendments to State Hazard Plans – Energy Supply Disruption & Emergency Public Information
17.01.19	K Edmeades – Red Cross, Proposed NDRP Preparedness Project Background Paper
08.02.19	R Curtis – DFES, Changes to Comprehensive Impact Assessment Documents & Processes
11.02.19	M Cross – DFES, State EM Exercise Framework



## **7.0 STANDARD MEETING ITEMS**

### **7.1 Contact Details**

Acknowledged new member Murray McBride who is the new district officer for DFES. It was also noted that Kerry Baxter and Matt Folini will also attend future LEMC's.

### **7.2 Post Incident Reports**

There has been a few fires, naming the ones in Darlington/Boya, and a couple on Gorrie Road Chidlow. All were handled well. The Darlington fire was a loss of bush only and not property, due to assistance of aerial assets.

### **7.3 Post Exercise Reports**

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

The Shire was preparing a Bushfire Risk Management Plan to DFES when an invite came for mitigation activity funding to be available, if the plan was endorsed. \$258 000 was granted to the Shire, to complete 21 mitigation projects, with the funding available up until end 2019.

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

BRMP has been endorsed by OBRM. It still needs to be endorsed by council with more work required on the treatment strategy side of the document.

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

None currently scheduled until 2020.

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

All on track.

## **8.0 Urgent Business (Late Reports)**

Lorna Woodley discussed the importance of the role the school plays in their emergency preparedness. Representatives from local schools are encouraged to be trained in psychological first aid. Schools are required to complete bushfire awareness training, and with the assistance of Claire, pillow case talks have been encouraged to use at the school.

Lorna expressed concerns that there is an overlook of the existence of school, when an emergency situation is in action. Lorna gave an example that involved two fugitives on the loose in Darlington, and the school was not contacted to make them aware of the situation that was unfolding nearby. Merveen provided a suggestion to write to this committee regarding the issue, then to central DMC and escalate the complaint. The chairperson accepted this suggestion.

Lorna announced her retirement in four weeks time. She paid tribute to the work of the committee and advised that Paul Larkin, Principal of Mundaring Primary School, will attend the next LEMC meeting.



Murray McBride identified that there was not a written document available, that identifies the best point of contacts for all the aged care facilities, schools, childcare centre's etc within the Shire, in an emergency situation. Murray will work on compiling this document with the assistance of LEMC. It was noted that schools are required to have a bushfire response plan by October each year, but the information isn't being released to LEMC and DFES. It was suggested that these plans should be sent through to the particular DFES officer, then filtered through to LEMC.

Claire advised that the Red Cross ran a Preparedness work ready session, which was really successful with over 200 families in attendance.

Merveen announced that "Aware Funding" will be available in the next few weeks. There will also be "Resilience Awards" and nominations are encouraged.

## **9.0 CLOSING PROCEDURES**

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

The next meeting will be held at 10am on at date to be advised, in the Committee Room.

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

The Chairman closed the meeting at 11.33am, thanking all in attendance.

