



CONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

29 SEPTEMBER 2017

I certify that the minutes of the meeting of the Local Emergency Management Committee held 29 September 2017 Folios LEMC 1 to LEMC 14 were confirmed on 1 December 2017.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, is written over a horizontal line.

Chairperson

1-12-2017.



CONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

29 SEPTEMBER 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 10.02am, welcoming all in attendance.

1.1 Announcement of Visitors

1.2 Record of Attendance and Apologies

Members	Craig Cuthbert	Acting LEMC Executive Officer
	Cr Stephen Fox	Chairperson
	Mark Luzi	Acting Chief Executive Officer
	Jamie O'Neill	CESM/Chief Bush Fire Control Officer
	Craig Garrett	DFES District Officer Metro North East
	Merveen Cross	Office of Emergency Management
	Ryan Hamblion	Department of Communities
	Nick Stewart	St John Ambulance
	Michael Pasotti	Department of Biodiversity, Conservation and Attractions
	Damien Lee	Wooroloo Prison
Staff	Jenine Banks	Minute Secretary
Apologies	Jonathan Throssell	CEO
	Megan Griffiths	Director Strategic & Community Services
	Paul O'Connor	Director Corporate Services
	Martin Shurlock	Senior Environmental Health Officer
	Lorna Woodley	Education Department
	Claire Silveria	Red Cross
	Jeff Taylor	OIC Mundaring Police
Guests	Jimmy Lewis	WAPOL
	Aaron Willox	WAPOL
Members of the Public	Nil	
Members of the Press	Nil	

2.0 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

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 meeting of the Local Emergency Management Committee held Friday 28 July 2017 be confirmed.

COMMITTEE DECISION	DLEMC1.09.17
Moved by: Craig Garrett	Seconded by: Craig Cuthbert

CARRIED 10/0

5.0 PRESENTATIONS

Craig Cuthbert congratulated Sargent Jeff Taylor on behalf of LEMC for his recent Australian Police Medal award.

Craig Cuthbert asked the meeting if the Committee was interested in receiving a presentation from Rene Baur in regards to the Yarloop disaster clean-up. A brief discussion was held with the Committee saying that they would like to have Rene Baur give this presentation at the next LEMC meeting.

6.0 REPORTS OF MEMBERS

6.1 CESM Report

Jamie O'Neill said that he had recently been involved with a successful joint exercise with Wooroloo Prison Farm and Accacia, also attending a regional exercise which included the Darling Range ICV on 14 September 2017.

6.2 Acting Executive Officer Report

Craig Cuthbert said that the Shires Fire Hazard Inspection Officers and fire Protection Officers continue to work closely with the Chief Bush Fire Control Officer and bridges in preparation for the upcoming season.

6.3 OEM REPORT

Merveen Cross spoke to the following report:

DFES Fire Chat (Replaces "Are You Ready Champagne")

This bushfire season Fire Chat will be the new 'branding umbrella' for community engagement and communications around bushfire. This will be supported by the Are You Ready Campaign. Fire Chat replaces DFES previous bushfire communications known as Prepare. Act. Survive. A suite of new bushfire planning and preparation tools have been developed, consisting of 5 minute Fire Chat, and supported by Your Bushfire Preparation Toolkit, which are two simple steps aimed at helping residents to be better prepared for bushfire. The 5 minute Fire Chat asks people living in a high bushfire risk area to have a fire chat to discuss three key questions with family and friends or to discuss with their neighbours if they live alone:

- When will you know to leave?
- Where will you go?
- Which way will you go?

If this is all people do, they will be more prepared than doing nothing. This approach is easy for all people to achieve. After people have answered the three questions above, they are then asked a disruptive and thought-provoking question: That's a great first step to protect your family. However have you considered what you would do if you are at work when a fire threatens? The intent of this question is to drive them to the take the next step, which is to seek out their Bushfire Preparation Toolkit. The Toolkit is available in hard copy but can also be downloaded at www.dfes.wa.gov.au/firechat.

Fact Sheets with further bushfire preparedness information can also be found on the website. All existing publications of Prepare. Act. Survive and supporting publications should be disposed of as Fire Chat and Your Bushfire Preparation Toolkit will replace this publication. The new resources are available at www.dfes.wa.gov.au/firechat or complete a resource order form. For more information please contact Community Preparedness on 08 9395 9816.

2017 Preparedness and Capability Survey

The survey closed on 14 June 2017. Office of Emergency Management is currently collating all information provided by local governments and hazard

Management agencies. It is anticipated the 2017 Preparedness Report will be published the last quarter of the year.

2016-2017 Office of emergency Management Annual Report

The above report was tabled in Parliament on Wednesday 13 September 201 and can be viewed at:

<https://oem.wa.gov.au/Documents/Publications/AnnualReports/SEMCandOEM2016-17Annual%20Report.pdf>

OEM New Platform – EMERGE

The Office of Emergency Management (OEM) has commenced delivering EM news and information in a new format and platform called *emerge*.

emerge is delivered as a quarterly html email to OEM's stakeholders. Each email contains images and headlines which are hyperlinked to the full news stories on the OEM website.

emerge also lives independently on the OEM website under a year and quarter structure. The sub-site also contains links to our *newsletter archive*, as well as *news feed* and *publications*.

OEM encourages you to visit www.oem.wa.gov.au/emerge and begin exploring.

Westplans

Rationalisation of the Westplans

Work on Phase 7

Westplan Rationalisation is underway. This phase involves transforming all Westplans into State Hazard Plans and making them annexes to the overarching State EM Plan. The new State Hazard Plan template is near completion and will be circulated to stakeholders soon.

Westplans for similar hazards will be combined into a single State Hazard Plan during this phase. A workshop has been held to progress amalgamation of the four 'crash' related Westplans (air crash, road crash, PTA rail crash and Brookfield rail crash).

The Department of Fire and Emergency Services (DFES) has also been progressing the amalgamation of Westplans for the hazards of flood, cyclone and storm, as well as earthquake and collapse. Phase 7 is expected to be completed by December 2017.

Risk Assessment Reports

A risk assessment report has been produced for each of the Emergency Management districts in the state. These reports detail the results of the district risk assessments that were conducted as part of the State Risk Project.

Each report explains the risks posed to the district from a range of priority hazards. A credible worst-case scenario for each hazard was assessed in a workshop setting to determine the risks. Participants assessed how the hazards may impact upon the district's economy, its people, public administration, the environment and the social setting. These five key areas are part of the State Core Objectives.

The collective district data represents the culmination of three years of extensive collaboration that has included input from 406 individuals from 119 separate agencies. The State Risk Project has identified the district level as the best avenue for practically assessing risk, developing treatments and measuring capability. These reports provide a body of evidence that shows how emergencies will likely

affect us. This will then inform mitigation options and expenditure priorities to build a more resilient state.

To access the risk assessment reports for each of Western Australia's emergency management districts go to www.oem.wa.gov.au.

10th Australasian Natural Hazards Management Conference (ANHMC)

The conference will be hosted by the Office of Emergency Management and will take place from 30 October to 3 November 2017. This year's conference will provide a forum for discussion of the integration of hazard information into effective emergency risk management. Applying science and research information to best practice planning, warning, response and recovery capabilities will lower the impact of events on communities. The conference will bring together expertise from Australia, New Zealand and abroad to enable the sharing of knowledge and strengthen collaboration. The target audience of the conference is: emergency managers, planners, risk assessors, asset and utility managers, natural hazard researchers and scientists.

WA Police – Recovery Communications Project

The SEMC Public Information Reference Group (PIRG) wrote to local governments requesting feedback in relation to how local governments would benefit from having access at a state level in relation to the planning and delivery of recovery related public information activities during the recovery phase of an emergency.

WA Police were successful in receiving funding through the National Disaster Resilience Program (NDRP) administered by the Federal Attorney-General's Department and the WA Office of Emergency Management. A highly experienced EM professional, Sharna Sumpton, has been engaged to work on this initiative with WA Police. The agency is excited about the potential benefits this initiative will have for Local Governments in the future.

Sharna Sumpton will be liaising with local governments and relevant key stakeholders over the coming months to develop strategies and recommendations for PIRG to implement. Should you have any queries regarding this project please contact WA Police on 9222 1538.

Memorandum of Understanding (MOU)

The Metropolitan South District Emergency Management Committee have been working on a draft MOU between all local governments in the south district including surrounding shires of Serpentine Jarrahdale and Boddington. The MOU will provide the opportunity to share resources through response and recovery. There is the possibility that the MOU could be progressed to the East, Central and North metropolitan DEMCs at a later date.

A Emergency Risk Management Local Government Handbook

The handbook is intended specifically for use by local governments around the State to facilitate risk management and to develop emergency management plans. Local governments are encouraged to view the handbook on OEMs website.

New Bushfire Subcommittee Up and Running

An additional subcommittee now operates within the State Emergency Management Committee (SEMC) framework

The Creation of a State Bushfire Coordinating Committee (SBCC) was a direct recommendation from Mr Euan Ferguson's Report of the Special Inquiry into the January 2016 Waroona Fire to assist in enhancing the management of rural fire within Western Australia.

The SBCC was formed in early 2017 following approval by the SEMC in December 2016 of an initial terms of reference and proposed membership

The SBCC met twice in the first half of 2017, Mr Murray Carter Director Office of Bushfire Risk Management, was appointed inaugural Chair, with the formation membership comprising:

Office of Bushfire Risk Management	Mr Murray Carter (Chair)
Office of Bushfire Risk Management	Mr Tim McNaught (Deputy Chair)
Office of Emergency Management	Mr Mal Cronstedt
Department of Fire and Emergency Services	Mr Steve Fewster
Department of Biodiversity, Conservation and Attractions	Mr Peter Dans
Department of Lands	Mr Tony Richman
Department of Local Government and Communities	Ms Kelly McIntyre
WA Local Government Association	Ms Melissa Pexton
Forest Products Commission	Mr Andrew Lyon
WA Farmers Federation	Mr Dale Park
Bureau of Meteorology	Mr Mike Bergin
Pastoralists and Graziers Association	Mr Gary Peacock

A significant early achievement of the committee has been reaching agreement on an overarching mechanism to prioritise distribution of bushfire risk mitigation grant expenditures, inclusive of a proposed governance structure to ensure transparency and criteria to guide decision making.

A considerable proportion of the committee's effort is being placed into the formulation of a State Bushfire Management Policy. This important initiative is currently in the early scoping stages and considerable collaboration will be undertaken with a wide range of affected and interested parties as the policy development progresses.

2016-17 NDRP Grants – announced

The Hon Michael Keenan Member of Parliament, Minister for Justice announced the successful projects for the 2016-17 grants on Thursday 15 June 2017. There were 41 applications requesting over \$2.8 million.

The successful projects are:

Applicant	Project Name	Funding \$
WA Police	Recovery Communications	56,751
DFES	Severe Wind Hazard Assessment Project	126,000
Department of Fire and Emergency Services	Taking Care of Country: Taking Care of People	203,000
Office of Bushfire Risk Management	Developing a Decisions Support System for Western Australia	151,000
City of Cockburn	Bushfire Risk Identification Tool (BRIT)	95,000
Eastern Metropolitan Regional Council	Understanding and Managing Flood Risk in Perth: Stage 4	70,000
The Bethanie Group	Disaster Preparedness Planning Pilot - Building Resilience among one of society's most vulnerable groups	34,370
Chamber of Commerce and Industry WA	Research report and recommendations: business community disaster recovery readiness and financial security	86,420
Australian Red Cross	Emergency Preparedness - A Whole of Community Approach	124,779
WA Council of Social Service	Building Resilient Community Organisations in WA: Bringing the ACOSS Resilient Community Organisations (RCO) Toolkit to the WA Community	124,982
WA Local Government Association	Local Waste Management arrangements for Emergency events	35,000
Shire of Harvey	Importance of Preparedness: Lessons Learnt DVD 2016 January Bushfires	21,960

The projects will be delivered by the respective agencies over the coming years, with the ultimate goal of enhancing disaster resilience in WA.

Successful AWARE applications for 2017-18 awarded

The intent of AWARE is to support emergency management by investing in planning and human capacity building at a local or district level, to create safer communities.

There was \$202,000 available in 2017-18, and the assessment process has been applied to the 36 applications received, requesting over \$487,000.

The following applicants were successful:

Applicant	Project Name	Funding \$
City of Wanneroo	New residents and emergency management	8,000
WA Police	State Public Information Line (SPIL) Exercise	7,112
Shire of Pingelly	Pingelly-Wandering LEMC Emergency Exercise	10,000
City of Bunbury	City of Bunbury Community Safety and Emergency Management	12,000
St John Ambulance	Remote Aboriginal Community First Aid Education - East Kimberley	20,000
City of Perth	City Emergencies - Are you ready?	20,000
Shire of Murray	Training for Local Recovery Management Committee Membership	10,340
City of Rockingham	Joint Local Government Recovery Exercise	3,988
Shire of Cranbrook	Spring into Preparedness Month: Family Fire Safety - Get Prepared!	15,000
Shire of Derby-West Kimberley	Kimberley Regional Group Emergency Management Training	20,000
Shire of Chittering	Raising Resilience - a community empowerment campaign	17,500
Department of Parks and Wildlife	Martu Indigenous communities bushfire training & mitigation project	10,000
Shire of Capel	Business Continuity and Recovery	4,000
Shire of Broome	Employment of Emergency Management Officer	4,000
Shire of Harvey	Harvey Emergency Risk Assessment Project	4,000
Shire of Wyalkatchem	NEWROC Risk Project 1	12,000
Shire of Wyalkatchem	NEWROC Risk Project 2	12,000
Shire of Waroona	Whole of Shire Risk Assessment	4,000
Shire of Dardanup	Shire of Dardanup Local Risk Project	4,000
Shire of Serpentine Jarrahdale	Community Emergency Risk Management	4,000

2017 SEMC MEETING SCHEDULE

- 3 October 2017 (Preparedness Report)
- 5 December 2017

7.0 STANDARD MEETING ITEMS

7.1 Contact Details

Nil.

7.2 Post Incident Reports

Nil

7.3 Post Exercise Reports

Craig Cuthbert told the meeting that he had attended DFES Exercise Nerrabup with Adrian Dyson held on 14 September 2017, saying that that it was a good exercise.

7.4 Funding Nominations and Applications Progress

Nil.

7.5 Emergency Risk Management/Treatment Strategies Progress

Nil.

7.6 Review Local Emergency Management Arrangements (LEMA)

Craig Cuthbert said that the Shire had recently updated the LEMA links on the website, renaming the links to the LEMA, making it easier and clearer to follow.

7.7 Review LEMC Business Plan Strategies & Record Key Achievements

Craig Cuthbert said that the report for the Shires Exercise Imperfect held on 23 June 2017 has been sent to OEM.

8.0 PENDING ITEMS

8.1 Animal Welfare Sub Plan

Craig Cuthbert said that the Animal Welfare Sub Plan was still in draft form and is now with OEM.

8.2 Childcare Sector Engagement

Craig Cuthbert said that work was ongoing/work in progress with Childcare Sector Engagement with contacts captured and reordered.

9.0 URGENT BUSINESS (LATE REPORTS)

10.0 CORRESPONDENCE

IN

10.08.17 Bureau of Meteorology - Weather Briefing

05.09.17 Bushfire & Natural Hazards – note 38, Southern Australia Seasonal Bushfire Outlook

OUT

08.09.17 OEM, Revocation of Westplan Dambreak

12.09.17 OEM, LEMC Exercise, Imperfect Storm Report

GENERAL BUSINESS

Craig Garrett spoke to the following:

- The State Bush Fire Exercise will be held on 17 October 2017.
- DFES staff attended a live fire drill at Acacia Prison, also involving Wooroloo staff and fire appliances. A visit of the site will be organised shortly to familiarise on-call DFES staff, prior to the fire season.
- DFES have launched a new community engagement initiative, Fire Chat which replaces the Prepare Act Survive program. The Fire Chat will still be supported by the Are You Ready campaign, but will provide a series of short questions to guide the public into planning for fires and a range of tools to assist. Details are available on the DFES website. The Are You Ready campaign will be launched this Sunday 1 October 2017.
- The Pre-season Volunteer Fire Fighter forum to be held by DFES at Joondalup on 4 November 2017.
- The UCL/UMR mitigation works to commence shortly on crown land, in the NE Region.
- An ICV exercise was conducted on 26 August 2017 involving all metro ICV's at the DFES Academy, including the Mundaring Darling Range BFB.
- A Rural Urban Interface(RUI) exercise will be conducted in Mundaring on the 21 October 2017, involving BFB's and DFES VFRS volunteers.
- A DFES Metro "Exercise Kaala" will be held on 11 October 2017 involving fire agencies, invited LG's and other lifeline stakeholders, focussing on recovery following a major incident.
- The Volunteer Bush Fire Games was held on 23 September 2017 involving a number of BFB's including Parkerville BFB, from Shire of Mundaring.

Ryan Hamblion advised that a training exercise will be held in November with the date and details to be advised in due course.

Nick Stewart said that St John Ambulance had recently attend several exercises and spoke about ambulance evacuation in an emergency. A discussion was held in regards to aged care and the time/resources that would be required to evacuate in an emergency.

Mark Luzi told the meeting that the Shire's Fire Hazard Inspection Officers will soon commence annual Firebreak inspections, with the Shires Fire Protection Officer currently conduction hazard reduction burns when weather conditions permit. Test Your Bush Fire Plan will be held in November

Craig Cuthbert advised that a variable message board has been hired for the month of October and will be located on selected arterial roads within the Shire, providing residents with fire preparedness messages.

Craig Cuthbert said that Fire Hazard Inspection Officers and Emergency Management staff will attend the Rotary Markets and Darlington Arts Festival in November promoting Bush Fire Preparedness and DFES Fire Chat.

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 1 December 2017 at 10.00am in the Committee Room.

11.2 Closure of the Meeting

The Presiding member declared the meeting closed at 10.40am.