



06 September 2024

NOTICE OF MEETING

Dear Committee Member,

The next Local Emergency Management Committee meeting will be held at 10:00 AM on Friday, 13 September 2024 in the Committee Room, 7000 Great Eastern Highway, Mundaring.

The attached agenda is presented for your consideration.

Yours sincerely

Jason Whiteaker
CHIEF EXECUTIVE OFFICER

Please Note

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



AGENDA
LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
13 SEPTEMBER 2024

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.

CONTENTS

| | | |
|------------|---|-----------|
| 1.0 | OPENING PROCEDURES | 4 |
| 1.1 | ANNOUNCEMENT OF VISITORS..... | 4 |
| 1.2 | ATTENDANCE/APOLOGIES | 4 |
| 2.0 | ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION | 4 |
| 3.0 | DECLARATION OF INTEREST | 4 |
| 3.1 | DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS | 4 |
| 3.2 | DECLARATION OF INTEREST AFFECTING IMPARTIALITY..... | 4 |
| 4.0 | CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS | 5 |
| 5.0 | PRESENTATIONS | 5 |
| 6.0 | REPORTS OF EMPLOYEES | 5 |
| 6.1 | AVIAN INFLUENZA - BE ALERT NOT ALARMED..... | 5 |
| 6.2 | SHIRE OF MUNDARING LEMC EXERCISE PROGRAM UPDATE | 8 |
| 6.3 | BUSHFIRE RISK MANAGEMENT REPORT | 10 |
| 6.4 | GRANT FUNDING OPPORTUNITIES..... | 14 |
| 7.0 | URGENT BUSINESS (LATE REPORTS) | 15 |
| 8.0 | CLOSING PROCEDURES | 15 |
| 8.1 | DATE, TIME AND PLACE OF THE NEXT MEETING | 15 |
| 8.2 | CLOSURE OF THE MEETING | 15 |

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
COMMITTEE ROOM, 7000 GREAT EASTERN HIGHWAY, MUNDARING – 10:00 AM**

1.0 OPENING PROCEDURES

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.1 Announcement of Visitors

1.2 Attendance/Apologies

| | | |
|----------------|--------------------|---|
| MEMBERS | CR NERIDAH ZLATNIK | CHAIRPERSON / EAST WARD |
| | TANIA MACKENZIE | DEPUTY CHAIRPERSON / MUNDARING OFFICER IN CHARGE SOUTH WARD |
| | CR TRISH COOK | MIDLAND OFFICER IN CHARGE |
| | MARK MARRIOTT | DEPARTMENT OF COMMUNITIES |
| | RYAN HAMBLION | DEPARTMENT OF FIRE AND EMERGENCY SERVICES |
| | MURRAY MCBRIDE | DEPARTMENT OF FIRE AND EMERGENCY SERVICES |
| | JAMIE O'NEILL | DEPARTMENT OF FIRE AND EMERGENCY SERVICES |
| | CATE WILLEY | DEPARTMENT OF FIRE AND EMERGENCY SERVICES |
| | JOSH MULCAHY | SERCO – ACACIA |
| | CALLUM MACNEILL | WOOROLOO PRISON |
| | ROD POTTER | SES MUNDARING |
| STAFF | ADRIAN DYSON | MANAGER COMMUNITY SAFETY AND EMERGENCY MANAGEMENT |
| | CRAIG CUTHBERT | COORDINATOR COMMUNITY SAFETY AND EMERGENCY MANAGEMENT |
| | KAREN DORE | BUSHFIRE RISK MANAGEMENT OFFICER |
| | SHEKOFEH ELHANI | COORDINATOR HEALTH SERVICES |

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Council 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

A Council 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*

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Local Emergency Management Committee Meeting held 14 June 2024 be confirmed.

5.0 PRESENTATIONS

6.0 REPORTS OF EMPLOYEES

6.1 Avian Influenza - Be Alert not Alarmed

| | |
|-----------------------------------|---|
| File Code | EM.PLN 3 |
| Author | Adrian Dyson, Manager Community Safety & Emergency Management |
| Senior Employee | Mark Luzi, Director Statutory Services |
| Disclosure of Any Interest | Nil |
| Attachments | Nil |

PURPOSE

To facilitate the sharing of information provided to Shire of Mundaring, through a WALGA webinar by Dr Michelle Rodan, Chief Veterinary Officer, Department of Primary Industries and Regional Development (DPIRD) on Avian Influenza.

BACKGROUND

A new strain of high pathogenicity Avian Influenza, commonly known as bird flu, is spreading globally, leading to significant losses among poultry and wild birds, and causing spill over infections in mammals.

In Australia there have to date (as at 26 July 2024) been outbreaks of a high pathogenicity strain of Avian Infulenza in 8 poultry farms in Victoria, 6 poultry farms in New South Wales and 2 poultry farms in the Australian Capital Territory.

Department of Health WA advise that Avian Influenza dose not easily spread from birds to humans. It can be spread to people who have had close contact with infected birds, including poultry, or their contaminated materials, environments or equipment. Contaminated materials include feathers, faeces or other waste from infected birds.

On 22 August 2024 WALGA hosted a webinar on this matter with the key message being “Be Alert not Alarmed” in relation to this matter.

STATUTORY / LEGAL IMPLICATIONS

The following State Hazard Plans that are relevant to this issue include roles and responsibilities for a range of organisations including Local Government:

- *Animal and Plant Biosecurity*
- *Human Biosecurity*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Mundaring Council Plan 2024 - 2034

Objective 2 - Sustainable Environments

Outcome 2.3 - Build resilience to cope with natural disasters and emergencies, including storms, flooding and fire.

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

| Risk: A reputational risk could arise if Shire of Mundaring failed to maintain awareness of potential biosecurity hazards and/or fails to assist relevant authorities in disseminating relevant information to key local emergency management stakeholders. | | |
|--|--------------------|---------------|
| Likelihood | Consequence | Rating |
| Possible | Minor | Moderate |
| Action / Strategy | | |
| Share information provided by relevant authorities through forums such as the LEMC | | |

CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

| Direct to stakeholder /s | Website article/ post | Social media post | Print article/ media release | E-newsletter/ Community update | Advertisement | Nil |
|--------------------------|-----------------------|-------------------|------------------------------|--------------------------------|---------------|-----|
| X | | | | | | |

EXTERNAL CONSULTATION

This report forms consultation with key emergency management stakeholders.

COMMENT

Noting the key theme of the DPIRD presentation is “Be Alert not Alarmed” it is none the less important for local emergency management stakeholders to be appraised of active hazards in other regions, states, countries that could make incursions into Western Australia.

VOTING REQUIREMENT

Simple Majority

| OFFICER RECOMMENDATION |
|---|
| That the Committee notes the information within Dr Michelle Rodan’s presentation through WALGA of 22 August 2024 entitled <i>Avian Influenza – Be Alert not Alarmed</i> . |

6.2 Shire of Mundaring LEMC Exercise Program Update

| | |
|--------------------|----------|
| File Code | EM.PLN 3 |
| Attachments | Nil |

PURPOSE

To update, and seek feedback from, the committee on Emergency Management exercising (held and upcoming), either run by or otherwise involving Shire of Mundaring employees and other LEMC members, including the following:

- 1) Shire of Mundaring LEMC - Exercise Sirocco, 6 September 2024

A precis of the combined feedback provided by participants of this exercise and a draft Shire of Mundaring annual exercise report to be submitted to the District Emergency Management Committee will be presented

- 2) Disaster Relief Australia for City of Swan – Big Map Exercise, 18 September 2024

Annette Turner-Duggan, Manager, DRT WA will present to the committee on this innovative exercise.

- 3) Shire of Mundaring LEMC – Annual School Principals Pre- Bushfire Season Workshop and Mini Exercise – November 2024 (date TBA).

This activity will enable School Principals, Shire of Mundaring fires safety and emergency management staff and DFES Officers to engage in confirming arrangements (such as the Principals Guide to Bushfire), Shire of Mundaring Local Emergency Management Arrangements, bushfire response protocols etc.to enhance preparation for the upcoming 2024-25 high bushfire threat period.

OUTCOME SOUGHT

That the Committee discuss and provides feedback on the following:

- 1) Shire of Mundaring LEMC - Exercise Sirocco, 6 September 2024
- 2) Disaster Relief Australia for City of Swan – Big Map Exercise, 18 September 2024
- 3) Shire of Mundaring LEMC – Annual School Principals Pre- Bushfire Season Workshop and Mini Exercise – November 2024 (date TBA)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That the Committee discuss and provides feedback on the following:

- 1) Shire of Mundaring LEMC - Exercise Sirocco, 6 September 2024
- 2) Disaster Relief Australia for City of Swan – Big Map Exercise, 18 September 2024
- 3) Shire of Mundaring LEMC – Annual School Principals Pre- Bushfire Season Workshop and Mini Exercise – November 2024 (date TBA).

6.3 Bushfire Risk Management Report

File Code GV.MTG 6.5

Attachments 1. BRMO Report 23 August 2024 [↓](#)

PURPOSE

To brief the Committee on Shire of Mundaring progress against its Bushfire Risk Management Plan as per the Bushfire Risk Management Officer (BRMO) Quarterly Update 30 June 2024 (with amendments as at 23 August 2024).

COMMENT

The Committee is briefed on the BRMO Quarterly Update 28 March 2024 (with amendments as at 7 May 2024).

VOTING REQUIREMENT

Simple Majority

| OFFICER RECOMMENDATION |
|--|
| That the Committee notes and provides feedback on the BRMO Quarterly Update 30 June 2024 (with amendments as at 23 August 2024). |



Bushfire Risk Management Officer (BRMO)

Quarterly Update, 30/06/24

LEMC update 23/08/24

Key
 Up-to-date ●
 In progress ●
 Overdue ●

| 1. Bushfire Risk Management Plan (BRMP) and Bushfire Area Access Strategy (BAAS) | | | | |
|--|---------|---------|-------------|---------|
| <ul style="list-style-type: none"> ● BRMP 2019-2024: draft review commenced for 2025-2030 update. ● BAAS: Audit complete and disseminated for internal feedback. Strategy update drafted. Previous request by Brigades to have access to data noted. ● OBRM: annual report submitted, in relation to our mitigation spend for 2023-2024 32% was from the Shire budget and 68% from MAF. Liaising with DFES BRMS team to ascertain if we can have a report created to show a breakdown of treatment types, area covered, who undertook the works and approximate cost ← we are now entering ALL mitigation information into the BRMS to enable a more comprehensive picture (refer Theme Report and request for Brigade information). | | | | |
| 2. Stakeholder Relations | | | | |
| <ul style="list-style-type: none"> ● <i>Stakeholder Relations Plan Summary available on request.</i> ● DBCA – 2024-2025 Burn Program, meeting to be facilitated by DFES. ● DoE (DFES) – ongoing liaison with DFES Bushfire Risk Management Liaison Officer. ● DPLH (DFES) – as per CESM mitigation plan. ● MRWA – pre-season 2024-2025 to be scheduled, awaiting their reply. ● WaterCorp – pre-season 2024-2025 scheduled for 28/08/24. <p><i>Other Agencies 'as required' and / or via Shire's FHIO / FPO.</i></p> | | | | |
| 3. Community Engagement | | | | |
| Inform | Consult | Involve | Collaborate | Empower |
| <ul style="list-style-type: none"> ● ProPer Prep (Inform & INSPIRE) <ul style="list-style-type: none"> ● https://engage.mundaring.wa.gov.au/emergency-response-recovery ● At Risk Communities / Disability Inclusive Emergency Preparedness (DIEP) (Involve) <ul style="list-style-type: none"> ● https://collaborating4inclusion.org/diep/reports-wa/ ● Volunteer Recruitment (facilitate to Empower) <ul style="list-style-type: none"> ● To re-engage with Brigades for feedback / forward thoughts (August BFAC). ● Bush Fire Ready Groups / Initiatives (Collaborate) <ul style="list-style-type: none"> ● WVFBFB – supported Burn Smart talk on Saturday 27 July 2024. ● SVVFBFB – supporting Open Day on Saturday 14 September 2024, including Community Preparedness VR Goggles. ● DVFBFB – shared callout for assistance to man a Bush Fire Ready Stall at the Darlington Arts Festival. ● Wooroloo Community – secured Community Preparedness VR Goggles for Community Dinner on Friday 20 September 2024. ● Community Engagement Facilitator (was Bushfire Ready Facilitator) (Empower) <ul style="list-style-type: none"> ● Completed at DFES Cockburn, Saturday 20 July 2024. Some great resources to share with any interested Brigades / Preparedness Advocates. | | | | |

| 4. Mitigation Activity Funding (MAF) | | |
|---|----------------------|----------------------|
| ● 23-24 \$740,000.00 | ● 22-23 \$499,146.12 | ● 21-22 \$499,968.54 |
| ● 20-21 \$331,596.00 | ● 19-20 \$308,082.91 | ● 18-19 \$166,288.00 |
| ● MAF 23-24 Round 1, \$500k acquitted. | | |
| ● MAF 23-24 Round 2 \$240k, acquittal submitted and accepted. | | |
| ● MAF 24-25 \$486,500 application, \$327,500 approved. Twenty three Sixteen treatments: <ol style="list-style-type: none"> 1. Burton Park, Darlington 2. Christmas Tree Creek, Parkerville 3. Quarry Court, Glen Forrest 4. Railway Reserve Heritage Trail - Old Sawyers to Sawyers Road, Sawyers Valley <i>partial</i> 5. Railway Reserve Heritage Trail - Railway Terrace to Keane Street West, Mount Helena 6. Railway Reserve Heritage Trail - Stoneville Road to Sexton Street, Sawyers Valley 7. Superblock, Glen Forrest | | |
| 5. Other Funding Opportunities | | |
| ● All West Australians Reducing Emergencies Aware (AWARE) 2024-25. Due to current capacity and previously successful grants decision made to not apply. | | |
| ● National Disaster Risk Reduction (NDRR) 2023-24 successful. <ul style="list-style-type: none"> ● Ref: NDRR2324-014, \$10,000 to cover contractor fees. ● Project: creation of a further ten informative localised property and personal preparation related videos as per project plan. ● Status – filming complete, editing and release underway. 8. July: “Clean Gutters” https://youtu.be/6p2-PZaTQr8?si=gAOs0f_toAZ4y1lg 9. August: “Prune Rake Remove” https://youtu.be/RSflzgtc-4o 10. (scheduled) September: “Fix Fire Traps” https://youtu.be/uBourmk1-pE 11. (scheduled) October “firebreaks and fuel load” https://youtu.be/v5ZbTwFp2rY 12. (scheduled) November “check your insurances” https://youtu.be/MyoN8nCubCA 14. (scheduled) March “burning periods” https://youtu.be/2w-9Z72T2jU 16. (scheduled) May “extinguish properly” https://youtu.be/BGZkOfUkikk ● Additional shorts are being prepared, one for each Brigade. | | |
| ● National Disaster Risk Reduction (NDRR) 2024-25 successful. <ul style="list-style-type: none"> ● Ref: NDRR2425-014, \$139,671 project, \$69,720 requested. ● Static Water Supplies Support Community Safety – three 60,000 litre static water tanks, one with a community mural to support a community awareness campaign. ● Status – finalising quotes and engagement campaign. ● Seeking ideas re conversation to have with community members to assist with the message / branding of the mural. | | |
| ● All West Australians Reducing Emergencies Aware (AWARE) 2023-24 successful. <ul style="list-style-type: none"> ● Ref: AWARE2324-018, \$21,600 to cover training courses. ● Formal BAL Assessor training for six staff (6) to assist with community engagement in relation to personal preparedness, including retro-fitting older homes. ● Status – course completed by all staff, with three to complete final assessments. Drafting promotional campaign to raise community awareness. ● Seeking ideas and Brigade buy-in to share and gather info. | | |

| |
|---|
| <ul style="list-style-type: none"> ● Disaster Ready Fund (DRF) Round Two (2024) pending. <ul style="list-style-type: none"> ● Ref: DRF2425-080, Evacuation Centre Power Redundancy Project (generator at The Arena), \$91,235 requested (+ \$91,235 contribution). ● Outcome expected late 2024, funds available early 2025. |
| <ul style="list-style-type: none"> ● Disaster Recovery Funding (DRFA) pending. <ul style="list-style-type: none"> ● Ongoing liaison following storm event (16 January 2024), refer Manager Community Safety & Emergency Management. |
| <ul style="list-style-type: none"> ● NAB Foundation Community Grants opportunity for discussion, close 30 September. <ul style="list-style-type: none"> ● Up to \$25,000 for local projects that help communities withstand and recover from natural disasters. |
| <ul style="list-style-type: none"> ● Projects Under Discussion / Development <ul style="list-style-type: none"> ● Emergency Response Trailer – Animal Welfare (\$15,000). ● Firewise Garden, Mundaring Fire School. Awaiting feedback from Brigades. ● Brigade Calendar – could be used to promote Brigades AND monthly ProPer Prep messaging. Awaiting feedback from Brigades. |
| <ul style="list-style-type: none"> ● Project Ideas <ul style="list-style-type: none"> ● Bushfire Area Access Strategy works. ● Jane Brook and / or Wooroloo Brook management plan and works. ● Public awareness video, multi-layered walk-through of an incident (in collaboration with Shires of Toodyay and Chittering). ● Generators – Boya Community Centre, Brown Park and Mundaring Police Station. ● Telecommunications. ● Equipment, ie drones, dashcams, mobile CCTV. |

6.4 Grant Funding Opportunities

| | |
|--------------------|----------|
| File Code | GS.STA 5 |
| Attachments | Nil |

PURPOSE

To brief, and receive feedback from the Committee on proposed grant applications under the following grant programs

1. AWARE – All West Australians Reducing Emergency, administered by Department of Fire and Emergency Services (DFES)
2. NDRR – Natural Disaster Risk Reduction, administered by DFES on behalf of the Australian Government
3. DRF – Disaster Ready Fund, administered by DFES on behalf of the Australian Government

The following table details progress as to grant applications under the above programs

| Program | Proposal | Status |
|----------------------------|--|---|
| AWARE 2023/24 | Bushfire Attack Level (BAL) training - 6 Shire staff, \$21,600 | Granted/Approved, staff have completed the training. |
| NDRR 2023/24 | Preparedness video production, \$10,000 | Granted/Approved, video editing underway |
| NDRR 2024/25 | Static firefighting water supply tanks x3, \$80,000 | Granted/Approved in motion |
| DRF 2023/24 round 2 | Backup power supply generator Mundaring Arena, \$91,235 | Granted \$91,235, public announcement pending. |
| AWARE 24/25 | Potential projects to be assessed | Grant round recently announced |
| NAB Community Grants 24/25 | Opportunity to apply for \$25,000 Community Grant | Application in discussion |

OUTCOMES SOUGHT

The Committee is briefed on the progress of grant applications, and provides feedback on items to be considered for future grant applications.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That the Committee:

1. Notes the AWARE, NDRR and DRF grant application progress, and
2. Provides suggestions as to items to be considered for future Shire of Mundaring emergency management related grant applications

7.0 URGENT BUSINESS (LATE REPORTS)

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

8.2 Closure of the Meeting