



CONFIRMED MINUTES

**LOCAL EMERGENCY MANAGEMENT
COMMITTEE MEETING**

16 SEPTEMBER 2016

I certify that the minutes of the meeting of the Local Emergency Management Committee held 16 September 2016 Folios LEMC 1 to LEMC 9 were confirmed on 9 December 2016.

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

Chairperson



UNCONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

16 SEPTEMBER 2016

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 10.06am, 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 Luzi	Director Statutory Services
	Mark Casotti	CESM/Chief
	James Martin	Councillor South Ward
	Ryan Hamblion	CPFS – Senior District Emergency Services Officer
	Rachael Collins	CPFS
	William Newell	Acacia Prison
	Jeff Taylor	WAPOL OIC Mundaring
	Leanne Alderman	Education Department
	Lidia Dawkins	Baptistcare
	Marinos Theocharous	Wooroloo Prison Farm
Staff	Jenine Banks	Minute Secretary
	Craig Cuthbert	Coordinator Community Safety & Emergency Management
	Martin Shurlock	Senior Environmental Health Officer
Apologies	Merveen Cross	District Emergency Management Advisor Metro
Guests	Neridah Zlatnik	Emergency Preparedness Officer
	Tracey Robinson	Wooroloo Prison Farm
	James Townley	Yallambee
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 4 June 2016 be confirmed.

COMMITTEE DECISION	DLEMC1.09.16
Moved by: Stephen Fox	Seconded by: Adrian Dyson

CARRIED 13/0

5.0 PRESENTATIONS

Neridah Zlatnik provided the meeting with a presentation on her 12 month role as Emergency Preparedness Officer.

6.0 REPORTS OF MEMBERS

Lidia Dawkins said that Yallambie Hostel were in the process of finalising their Emergency Management plans.

Ryan Hamblion said that CPFS had run an evacuation course on 31 August 2016, advising that the next CPFS Emergency Course will be held in Kalamunda in November 2016. Further information will be distributed in due course.

Ryan Hamblion advised that CPFS now has a State Emergency Welfare Plan.

7.0 MATTERS FOR DISCUSSION

7.1 Seasonal Review

Community Emergency Services Manager, Mark Casotti spoke to the following report:

Prevention

- Identification of work requirements for mitigation of UCL UMR reserves for 2016/17 has commenced.
- Development of prescriptions for UCL UMR works.
- Meeting with P&W regarding prescribed burn activities 2016/17.
- Shire of Mundaring Fire Protection Officers continuing with mechanical fire mitigation strategies and have commenced prescribed burns.
- Fire Hazard Inspection Officers working with residents to develop Fuel Load Management Plans.
- Media campaign preventing structural fires.
- VBFBs commenced prescribed burns.
- Bush already burning very well. May cause an increase in uncontrolled burns.
- Restricted burning period will commence on 1 October 2016.

Preparedness

- VBFB Training at Mundaring Firefighters School:
 - Introduction to Firefighting X 23 attendees
 - Machine Supervision x 14 attendees (CBFCO)
 - Bushfire Firefighting x 23 attendees
 - WEARN Basic & Advanced x 42 attendees
 - AIIMS 4 x 13 attendees (CBFCO)
 - Initial Control at Wildfires x 23 attendees
 - Structural Firefighting x 15 attendees including 2 from Northam
 - Crew Leader Advanced Bushfire 25 x including 5 from Chittering (CBFCO)
 - Mundaring Practical Crew Leader x 13 attendees
 - Mundaring Prescribed Burning: 10 Participants
 - Applied First Aid: 27 Participants
 - 3 courses cancelled
- Presentation at Helena College Senior on Bushfire Preparedness
- Review of ICV improvements
- Conducted RUI Exercise – 24 appliances, 4 observers, 82 properties inspected, 20% defensible without assistance, 64% defensible with assistance, 29% un-defensible
- FESMap testing in ICV
- Attended Wooroloo Prison Farm and Acacia Prison – DFES MOU review / Yearly exercise requirements / mitigation activities
- Attended Mundaring BFAC
- Attended Building in Bush Fire Prone Areas Workshop
- Attended Public Information Workshop
- Two new DCBFCOs appointed – Ian Zlatnik & Chris Kendrick – Rod Eyre has retired as a DCBFCO after +10 years
- Negotiated 120,000lt static water supply at Lakes Road House
- Testing BART for vehicle tracking
- Shire nominated Resilient Australia Award
- Implemented eAcademy training for VBFB members & trainers through the MFS

Response

- Primary response down by 83 incidents / 39% decrease for the same period last year.
- Support response down by 98 incidents / 24% decrease.
- Overall response down by 181 incidents / 29% decrease.
- Overall there has been a significant decrease in the occurrences of suspicious and deliberate fire incidents.

Recovery

- Ferguson Report – waiting for State to declare position on the recommendations

7.2 Exercises

- Pre-Season Exercise Angarika

Executive Officer, Adrian Dyson advised that he will attend the above DFES exercise on 11 October 2016, which will encompass all hazards.

- RUI Exercise

Executive Officer, Adrian Dyson said that the recent RUI exercise held in Darlington on Saturday 6 August 2016 was a great success with Shire brigades, career units, Mundaring VFRS and key DFES staff in attendance.

7.3 Report of the Special Inquiry into the January 2016 Waroona Fire

Executive Officer, Adrian Dyson spoke to this report, and provided the meeting with a brief on the recommendations in the report.

- Lessons learned from previous bushfire emergencies
- Fuel management and fire prevention
- Information, alerts and warnings
- Evacuation and shelter issues
- Traffic management
- Rural fire capability
- Incident management
- Resource efficiency

Special mention was made to *Information, Alerts and Warning* with the meeting be told about a warning siren which has recently been placed in the Darlington area by the Darlington Residents and Ratepayers Association which was tested on Saturday 11 September 2016, with no feedback so far received in regards to the result of the test.

Further discussion was held around the Darlington Community Siren with Adrian Dyson saying that the SEMC have advised that in line with the Ferguson Inquiry they will develop guidance for local governments on the introduction and use of community fire sirens.

7.4 State Risk Project Metropolitan Fire & Earth Quake Workshop

Executive Officer, Adrian Dyson provided the meeting with a report on the above workshop which he attended on 21 June 2016, saying that the workshop had been modelled on a large fire effecting most of the Darlington/Greenmount area while a large fire was burning in Bullsbrook.

7.5 Metropolitan & North East Recovery Group

Executive Officer, Adrian Dyson provided the meeting with a report on the annual meeting of this group which met on 16 September 2016, where the meeting focused on the agreement/MOU between the groups. During the meeting it was discussed that the MOU had been successfully activated during the Parkerville/Stoneville/Mt Helena fires in January 2014.

8.0 PENDING ITEMS

8.1 Fire Siren/Community Alert/Warning Siren

As per 7.3 above, Adrian Dyson said that a community warning sire had been purchased and trialled by the Darlington Residents and Ratepayers association with no feedback so far received.

8.2 Animal Welfare Sub Plan

The Draft Animal Welfare Sub Plan was distributed on 5 July 2016. This will come back to LEMC before going to the DEMC for comment and eventually to Council for approval.

8.3 Childcare Sector Engagement

Induction/Handover currently taking place after the recent restructure of Statutory Services.

9.0 URGENT BUSINESS (LATE REPORTS)

Adrian Dyson said that it was evident from the Ferguson Inquiry that the connection from fire to recovery was not entirely effective with the SEMC now being tasked with developing a recovery aide memoire/checklist for incident controllers so that recovery could be more effective.

Adrian Dyson said that IMT's would have enhanced effectiveness if they consisted of LG employees or volunteers with local knowledge

Adrian Dyson said that It is a requirement of Westplan – Fire that an integrated Bush Fire Risk Management Plan (BRMP) is developed for each LG area across the State, which details the bush fire prevention and mitigation measures across all tenures using templates and guidelines supplied by OBRM. It is also a requirement of this Westplan that LG, DFES, P&W and FPC participate in, and contribute to, the planning process. In addition, all State agencies that control or manage land within the LG must contribute relevant risk data to the planning process. Data and information provided to the planning process must be in a form defined by the

OBRM. So far, four Shire of Mundaring staff members have attended DFES training on how to establish the risks and key in treatments. Mark Casotti said that DFES have recently created a Facebook page, and will soon launch a critical information page.

10.0 CORRESPONDENCE

Nil comment.

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 16 December 2016** at 10.00am in the Committee Room.

11.2 Closure of the Meeting

The Presiding member declared the meeting closed at 11.22am