



**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 OCTOBER 2019**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1.1	Unconfirmed Minutes from 28 August 2019 Attachments 1. Unconfirmed minutes from 28 August 2019	1 – 12



Minutes for Local Emergency Management Committee Wednesday 28 August 2019

Held at Council Chambers, 6177 Great Northern Highway, Bindoon
Commencing at 9am

MEMBERSHIP

Membership

Membership of the LEMC is representative of agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Chair	President
Deputy Chair	Deputy President
Executive Officer	Community Emergency Services Manager / Chief Bush Fire Control Officer
Members	SoC Local Recovery Coordinator
	SoC President
	St Johns Ambulance Gingin/Chittering
	St Johns Ambulance Bullsbrook
	SoC Principal Environmental Health Officer
	SoC Building Surveyor
	SoC Executive Manager Development Services
	SoC Executive Manager Corporate Services
	SoC Executive Manager Technical Services
	SoC Deputy Chief Bush Fire Control Officers
	SoC Local Welfare Liaison Officer
	WA Police – Gingin representative
	Department for Communities representative
	DFES District Manager North East
	RAAF Defence representative
	Western Australian Meat Industry Authority representative
	Bindoon Primary School
	Edmund Rice College
	Immaculate Heart College

Tenure of Membership

Shall be in accordance with the **Local Government Act 1995**, Section 5.11.

ATTENDANCE BY GOVERNMENT AGENCIES

Department of Fire and Emergency Services
Department for Communities

VISION

Our vision is for the Shire of Chittering to have an efficient and responsive emergency management

OBJECTIVES

- (a) To plan, administer and test the Local Emergency Management Arrangements.
- (b) To keep up to date the Contact details in the Local Emergency Management Arrangements.
- (c) Meet and produce post-incident reports.
- (d) Meet and produce post-exercise reports.
- (e) Produce an Annual report.
- (f) Produce and approve an Annual Business Plan.

The Committee will advise the local government all matters relating to Emergency Management.

Shall be in accordance with the **Emergency Management Act 2005**, Section 39.

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) to carry out other emergency management activities as directed by the OEM or prescribed by the regulations.*

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Chittering Local Emergency Management Committee (LEMC) Meeting, where the minutes will be confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Chairperson.

Attachments that formed part of the agenda, in addition to those tabled at the Chittering LEMC Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 11 September 2019.



Matthew Gilfellow
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes were confirmed at a meeting held on 27 November 2019.

Signed

Note: The Chairperson at the meeting at which the minutes were confirmed is the person who signs above.

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*Indicates separate attachments



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES
WEDNESDAY 28 AUGUST 2019

In accordance with the provisions of the *Local Government Act 1995, Section 5.14*:

*If in relation to the presiding member of a committee—
the office of a presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member if any are not available or are unable or unwilling to perform the functions of the presiding member then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

The Committee agreed that Matthew Gilfellon to hold the office of Chairperson for the duration of the meeting.

1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 9.11am.

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 Attendance

The following members have confirmed their attendance:

Members:	Matthew Gilfellon	SoC Local Recovery Coordinator
	Jim Garrett	SoC Executive Manager Technical Services
	Jake Whistler	SoC A/Executive Manager Development Services
	David Carroll	Community Emergency Services Manager/Chief Bushfire Control Officer
	Glenn Sargeson	SoC Principal Environmental Health Officer <i>left at 10.05am</i>
	Murray McBride	Department of Fire and Emergency Services
	Brad Slater	Department of Fire and Emergency Services
	Donna Watts	Department of Defence
	Pamela Darcy	Department of Defence
	Iain Lind	WA Police (Gingin representative)
	Lisa Kay	SoC Local Welfare Liaison Officer
	Rick Choules	St Johns Ambulance Gingin/Chittering

Observers:	<u>Internal</u>	
	Natasha Mossman	Executive Assistant to the CEO (Minute Secretary)

2.2 Apologies

Cr Gordon Houston	President
Cr Peter Osborn	Deputy President
Rhona Hawkins	SoC Executive Manager Corporate Services
Glen Bewick	Bindoon Primary School
Lian Webb	Department of Communities, Child Protection and Family Support
Ryan Hamblion	Department of Communities
Luke Hutchinson	Department of Defence
Yvette Grigg	Department of Fire and Emergency Services



2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES: Wednesday 28 November 2018

4.1 RECOMMENDATION

Moved Dave Carroll / Seconded Glenn Sargeson

That the minutes of the Local Emergency Management Committee meeting held on Wednesday 28 November 2018 be confirmed as a true and accurate record of proceedings.

CARRIED

5. REPORTS

5.1 WA Police

Nothing to report.

5.2 Department of Fire and Emergency Services

Murray McBride addressed the meeting and spoke to the following items:

- Quiet season.
- Change in structure, starting to settle into roles.
- Mitigation in the NE region budget: \$91,000 last year, \$1.39m this year.
- Working in the Defence area at the moment.

Matthew Gilfellon asked the question about Rural Fire Service and mitigation.

Murray McBride advised that the Rural Fire Service would not be involved in mitigation.

Brad Slater addressed the meeting and advised that the "Office of Emergency management" does not exist anymore, now comes under DFES. Brad addressed the meeting and spoke on the following items:

- The Shire's LEMAs are next due for review in 2024.
- Local schools emergency plans deadline is 31 August.
- Animal welfare and emergencies – appointment of a new person "State Welfare Coordinator"

There was general discussion on residents and properties, and how to better inform residents about leaving their property during an emergency.



5.3 Department of Child Protection and Family Support

Nil

5.4 Australian Defence Force

Donna Watts addressed the meeting and spoke to the following item:

- Planning pre-fire season meeting scheduled before end of October, and will be inviting the CBFCO to attend this meeting.

Dave Carroll asked if there is any mitigation happening at Bindoon.

Donna Watts advised that Pearce only look after their site, not the Bindoon site. Donna advised that she will look into this matter to find out who is responsible and advise Dave accordingly.

5.5 St John Ambulance

Rick Choules addressed the meeting and spoke to the following items:

- Defibrillator locations around the Shire – these are maintained at a cost to the sub-centre. Currently the Community Paramedic is undertaking this at no cost to the centre. Currently there is not one located at Muchea Hall, however there is one at the Brigade station.

Lisa Kay advised that the community needs to be educated on how the defibrillators work, especially as first responder and where about they are located in the Shire.

- Building of the new sub-centre in Bindoon (located adjacent to the Chittering Health Centre). The titles for the parcel of land have now been received, expressed thanks to the Shire for gifting the land to them. Currently the architect is finalising plan and are hoping that in the next 12 months there will be some action at the site. Having a more visible and newer facility will hopefully encourage more volunteers. There are only a handful of volunteers who attend most callouts. We have some new volunteers, however they do not realise how much time is required to commit to being a volunteer especially the young ones.
- No incidents to report on.

Lisa Kay spoke about the impact that the suicides have had on the local volunteers. The Shire has had recent discussions with Holyoake's, who are looking at developing a "Community Welfare Plan" to assist residents. There will be a survey going out to residents during October/November to gauge what the demographics are and what services are required.

- With the new phone system, is there a landline phone?

Matthew Gilfellon advised that plugging in the generator access to the phones would be possible, but not if the phone lines were out – this would be caused by a line outage.

Murray McBride advised that service from the mobile phone towers would end after 2hrs.

There was further discussion about WAERNS and that one in the Shire building would assist during emergencies. Apparently DFES are moving away from WAERNS and moving towards digital emergency communication devices.

**ACTION:**

Community Emergency Services Manager to seek out WAERN funding or other suitable funding opportunities.

5.6 Shire of Chittering

Matthew Gilfellon addressed the meeting and spoke to the following items:

- Role as Local Recovery Coordinator.
- The Committee is to meet four times a year, and as this is the first one for this calendar year, must ensure that meetings are conducted in accordance with the Emergency Management Act 2005.
- Committee must ensure that the Local Emergency Management Arrangements are kept up-to-date.

Glenn Sargeson asked the meeting if there was an emergency exercise planned in the near future.

The response provided was there was going to be an exercise after the Local Government Elections (which are scheduled for 19 October 2019). The next Committee meeting is scheduled for November.

Murray McBride advised that the last welfare exercise that was conducted in the Shire of Chittering was well attended by Shire representatives.

Lisa Kay informed the meeting that the Shire would like to know the results from this exercise to find out what the practicalities are for the Shire.

Brad Slater advised that the Shire has addressed six hazards and that the risk assessments have been completed and now need to be finalised. Brad advised that he would discuss this with Dave Carroll. Brad also advised that the Shire's Annual Business Plan report is to be completed by Dave Carroll.

The State Emergency management Committee advise that LEMC should test their LEMAs at least once a year, identifying what type of exercise you want to test.

Rick Choules entered the meeting at 9.25am

Jim Garrett entered the meeting at 9.26am

Jake Whistler informed the meeting that the Shire is currently assessing a Joint Development Assessment Panel application for a lagoon and racetrack (cars) for the northern area of the Shire. Part of the application is for an Emergency Response Recovery Plan needs to be reviewed by the Committee, as there is not one agency that signs off on the Plan.

ACTION:

The Shire to arrange for the Emergency Response Recovery Plan to be forwarded to the LEMC members for their review.



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Rick Choules spoke on the Emergency Evacuation Pack location, this needs to be a permanent location. The contents of the Pack need to be audited every year. Found that the keys in the Pack are too many and that instead there should just be one General Master Key. Also, Wannamal Hall needs to ensure that there is access with the General Master Key.

ACTION:

The Shire's Welfare Liaison Officers to review the location of the Emergency Evacuation Pack, and also schedule an annual audit on the contents of the Pack.

5.7 Chief Bushfire Control Officer

Seasonal Outlook

The Shire of Chittering is currently in the Unrestricted Burning Time, transitioning to the Restricted Burning Time on October 1, unless conditions require an earlier transition.

The Spring (September to November) climate outlook, issued 15 August 2019, indicates a drier than average season is likely for most of mainland Australia. Spring maximum temperatures are likely to be warmer than average, except in the southeast, which has a 50-50 chance of warmer or cooler than average days.

Perth is forecast to have its warmest August day on record today, with temperatures expected to reach nearly 10 degrees above average for this time of year, average temp being 19°. Wednesday the 28th official forecast maximum temperature of 28 degrees in Perth would be the city's highest August temperature since records began in 1897. Spring nights are likely to be warmer across northern and Western Australia. With more cloud-free days and nights expected, there remains an increased risk of spring frost in susceptible areas.

July rainfall was below average over much of the southern mainland, Bindoon rainfall was average. Lower-level soil moisture below average for July across large parts of the country. Warmer than average July across much of Australia continues to add to moisture stress. Disappearance of autumn with fire risk persisting into winter. No storm incidents or damage reported over the winter months.

Incidents & Membership: 30/06/2018 – 21/08/2019

Brigade	Total Incidents		Personnel	
	2018	2019	2018	2019
Muchea 6443	17	36	24	25
Lower Chittering 6387	22	40	35	45
Upper Chittering 6138	22	40	33	30
Bindoon 6055	20	45	37	39
Wannamal 6652	10	12	57	53
Incident Support 6975	1	5	24	24
			210	216

Welfare Officers

Organisation, training and exercising of Shire Recovery Coordinators, Welfare and Liaison Officers, emergency contacts, welfare centres and kits, budget, overtime.



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Mitigation

Mitigation going ahead on Shire managed land within Chittering using a volunteer workforce. The Shire commitment to Bush Fire Mitigation has continued in 2019 with the Shire upgrading/maintaining approximately 79 kilometres of sub division strategic and bush reserve firebreaks. Hazard reduction prescribed burning has been carried out on Shire managed land at Heron Hill, Hidaway and Aquila Reserve, near Bindoon. DFES Bushfire Risk Management Plan Mitigation Activity Funding applications were successful with \$19,500 provided for firebreaks, spraying and prescribed burning on Unallocated Crown Land in Wannamal.

Community Engagement

The Shire web site and social media have been used to promote the following:

- Slomo legislation aimed at slowing traffic to 40km/h for the protection of emergency services volunteers and road side workers
- Changing weather patterns and the need to take care when burning prior to rain during the autumn restricted burning time. High fire risk has preceded the passing of the first cold fronts in autumn leading to numerous out of control fires.
- Severe weather warnings, changed conditions and the changing of the burning seasons from prohibited to unrestricted
- Timing of Total Fire Bans and Harvest and Vehicle Movement Bans
- Location and timing of prescribed burns

Fire Fighting Appliances	Heavy Tankers 8	Light Tankers 7
Muchea	2 – 2.4R, 1.4R	1
Lower Chittering	1 – 3.4U	2
Upper Chittering	1 – 2.4R	2
Bindoon	2 – 2.4R, 3.4U	1
Wannamal	1 – 2.4B	1
Incident Control Vehicle	1	Total: 18
Fire Support Vehicle	1	
Incident Support Trailer, collar tank	1	

Shire of Chittering Council has approved the creation of a new Bushfire Risk Officer to assist with identification, assessment and treatment of bushfire risk in the Shire.

Also the replacement of the Chittering Fire Service Fire Support Vehicle.

Thanks to Natasha Mossman for her years of Service as the LEMC Secretary

5.8 Swan SES

Nil



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5.9 Bindoon Primary School

Nil

5.10 Edmund Rice College

Nil

5.11 Immaculate Heart College

Nil

Sgt Iain Lind arrived at 10.00am

Glenn Sargeson left at 10.05am

6. GENERAL BUSINESS

6.1 Emergency Contact details*

The Committee is requested to review Annex A: Emergency Contact Information (Restricted) in the *Local Emergency Management Arrangements* and provide updates to the meeting.

6.2 Post-incident reports

Nil

6.3 Other Business

Murray McBride advised that they will be making contact with the local schools to test their plans. The Shire needs to be made aware of aged care residents during emergencies, and how they are going to evacuate them.

7. NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for **Wednesday 27 November 2019 commencing at 9am.**

8. CLOSURE

The Chairperson declared the meeting closed at 10.10am.