



Committee Attachments
ORDINARY MEETING OF COUNCIL
Wednesday 12 December 2018

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1	Local Emergency Management Committee 1. "Unconfirmed" minutes from the Local Emergency Management Committee meeting held 28 November 2018	1 - 18

MINUTES FOR THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

Wednesday, 28 November 2018

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 10.03AM

Closure: 10.38AM



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.*

MEMBERSHIPMembership

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 representative
	Edmund Rice College representative
	Immaculate Heart College representative

Tenure of Membership

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

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 5 December 2018.



Rhona Hawkins
Acting Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at a meeting to be held on Wednesday 27 February 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

1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Chairperson is to declare the meeting open at

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

2.1 Attendance

The following members have confirmed their attendance:

Members	Cr Gordon Houston	President (Chairperson)
	Alan Sheridan	Chief Executive Officer
	Peter Stuart	Executive Manager Development Services
	Jim Garrett	Executive Manager Technical Services
	David Carroll	Department of Fire and Emergency Services; Community Emergency Services Manager
	Glenn Sargeson	Principal Environmental Health Officer
	Lynette Prendergast	Local Welfare Liaison Officer
	Rick Choules	St John Ambulance
	Ash Smith	Swan SES
	Yvette Grigg	Department of Fire and Emergency Services
	Marie Barton	Edmund Rice College
	S/C Cindy Lynch	WA Police Gingin
	Sgt Iain Lind	WA Police Gingin
	Lian Webb	Department of Communities
	Ryan Hamblion	Department of Communities

Quorum – 6 members

Observers	Nadine Hayes	Finance Officer – Support (Minute Secretary)
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2.2 Apologies

Rick Symons	Department of Defence
Mathew Guile	St John Ambulance
Sean Plumber	Swan SES
Nathan Gough	Building Surveyor
Rhona Hawkins	Executive Manager Corporate Services
David Wilson	Deputy Chief Bush Fire Control Officer
Greg Cocking	Deputy Chief Bush Fire Control Officer
Phil Humphry	Deputy Chief Bush Fire Control Officer
Murray Sullivan	Department of Defence
Sgt Tiarn Bowes	WA Police Gingin

2.3 Approved leave of absence

2.3.1 Cr Peter Osborn

Council has previously approved leave of absence for Cr Peter Osborn for the period inclusive of Thursday 22 November 2018 to Monday 10 December 2018 (Resolution 011118)

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF MINUTES: Wednesday, 22 August 2018

4. OFFICER/COMMITTEE RECOMMENDATION

Moved Jim Garrett / Seconded Rick Choules

That the minutes of the Chittering Local Emergency Management Committee meeting held on Wednesday, 22 August 2018 as a true and correct record of proceedings.

[CARRIED]

5. REPORTS

5.1 WA Police

Nil

5.2 Department of Fire and Emergency Services

David Carroll addressed the meeting and spoke to the following:

- SoC prohibited burning period is approaching and will begin on 1 December 2018.
- Three SoC officers have monitored firebreak compliance this season. Special focus has been placed on Asset Protection Zones. Overall, pleasing results have been achieved throughout the Shire which is credit to the officers' preparation and effective engagement with the community.
- SoC have undertaken the spraying of verges and maintenance of strategic firebreaks in-house this season. This has allowed the work to be undertaken at the right time to ensure the best results. This has received positive feedback from DFES and the community.
- Brigades undertook a successful recruitment drive at the Bindoon Agricultural Show in October. Volunteer numbers are currently sitting at approximately 230 people.
- A rural urban interface exercise was undertaken between the Shires of Chittering, Swan and Mundaring on 17 November which was well attended by approximately 150 volunteer fire fighters.
- SoC would like to thank Gingin Police for their support at a fire incident in November at the intersection of Timaru Road and Brand Highway in Muchea.

5.3 Department of Communities

Ryan Hamblion addressed the meeting and spoke to the following:

- A new Local Emergency Welfare Plan has been prepared by the Department of Communities for the Midland Region encompassing the City of Swan, Shire of Chittering, Town of Bassendean, Shire of Mundaring and City of Kalamunda.

ACTION

Minute Secretary to distribute the new Local Emergency Welfare Plan to all LEMC members via email.

5.4 Australian Defence Force

Nil

5.5 St John Ambulance

Rick Choules addressed the meeting and spoke to the following:

- A feasibility study for a proposed new Chittering Sub-Centre has been put forward for tabling at the January/February 2019 St John Ambulance Board.
- A new Community Paramedic for the region will be starting in December.
- A recruitment drive for volunteer ambulance officers will be undertaken in January 2019.

5.6 Shire of Chittering

5.6.1 Adoption of Local Emergency Management Arrangements and Recovery Plan*

Report date	28 November 2018
Prepared by	Finance Officer - Support
Supervised by	Acting Chief Executive Officer
Disclosure of interest	Nil
Attachments	1. Local Emergency Management Arrangements (LEMAs) 2. Recovery Plan

Executive Summary

Council was asked to consider the adoption of the Shire of Chittering 2018 Local Emergency Management Arrangements (LEMA), including Recovery Plan in accordance with the *Emergency Management Act 2005*.

Background

The purpose of the LEMA is to structure how the Shire coordinates and operates during the response and recovery phase of an emergency.

The Arrangements are designed to ensure that appropriate strategies are in place to minimise the adverse effects on the community, and to restore normality as quickly as possible following an emergency event.

The LEMA undergoes a major review every five years. The prior Arrangements were compiled back in 2015 when there was no requirement for a separate Recovery Plan. The processes, resources, and contacts it contained have since become superseded as a result of numerous inquiries and post-incident analyses, changes in legislation, and advancements in technology.

A meeting of the Shire of Chittering Local Emergency Management Committee took place on 22 August 2018, where the Local Emergency Management Arrangements were presented to the assembled Committee for tabling.

Consultation/Communication Implications

Local

Dave Carroll, Department of Fire and Emergency Services
 Gingin Police
 St John Ambulance Chittering-Gingin

State

Department of Fire and Emergency Services
 Department of Communities

Legislative ImplicationsState

- Emergency Management Act 2005

41. Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (***local emergency management arrangements***) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out—
 - (a) the local government's policies for emergency management; and
 - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and
 - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and
 - (d) a description of emergencies that are likely to occur in the local government district; and
 - (e) strategies and priorities for emergency management in the local government district; and
 - (f) other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

42. Reviewing and renewing local emergency management arrangements

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

43. Local emergency management arrangements to be available for inspection

- (1) A local government is to keep a copy of its local emergency management arrangements at the offices of the local government.
- (2) The arrangements are to be available for inspection, free of charge, by members of the public during office hours.
- (3) The arrangements may be made available in written or electronic form.

Local

Nil

Policy Implications

State

Nil

Local

Nil

Financial Implications

Nil

Strategic Implications

Local

- Strategic Community Plan 2017-2027

Focus area: Our natural environment

Objective: S2.3 Protection of life and property

Strategy: S2.3.1 Improve bushfire preparedness and recovery

Focus area: Our community

Objective: S1.3 A safe and healthy community

Strategy: S1.3.1 Improve the safety of our community

Focus area: Strong leadership

Objective: S5.2 Strong partnerships and relationships

Strategy: S5.2.1 Build effective partnerships with stakeholders

Objective: S5.3 Accountable governance

Strategy: S5.3.1 Good governance which supports efficient and effective service delivery

State

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

Alignment of Local, State and Federal Emergency Management Arrangements to ensure the smooth management of emergency situations, and the local government's recovery from emergencies.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comments/Details

The LEMA have been reviewed and updated by Natasha Mossman and Nadine Hayes, and have been checked by Yvette Grigg, Office of Emergency Management, and they are compliant to the requirements of the *Emergency Management Act 2005* and underpinning policies.

From time to time, the LEMA will be amended with changes noted in the amendment record. These changes will largely be updates to contact details and available resources. Minor changes such as these do not require Council endorsement.

5.6.1 COMMITTEE RECOMMENDATION

Moved Yvette Grigg / Seconded David Carroll

That the Local Emergency Management Committee endorses the Shire of Chittering Local Emergency Management Arrangements 2018 and Shire of Chittering Local Recovery Plan 2018 in accordance with section 41(2) of the *Emergency Management Act 2005*.

[CARRIED]

5.6.2 Proposed Meeting Dates 2019

Report date	28 November 2018
Prepared by	Finance Officer - Support
Supervised by	Chief Executive Officer
Disclosure of interest	Nil
Attachments	Nil

Executive Summary

Members of the Chittering Local Emergency Management Committee is requested to review the 2019 meeting schedule. The dates will then be presented to the September Ordinary Meeting of Council for adoption.

Background

The Chittering Local Emergency Management Committee have historically met each quarter during a calendar year, i.e. February, May, August and November. The meetings have always been held in the Council Chambers at the Shire of Chittering, and commence at 10am.

Consultation/Communication Implications

Local

Chittering Local Emergency Management Committee

State

Nil

Legislative Implications

State

- Emergency Management Act 2005
 - 38. **Local emergency management committees**
 - (1) A local government is to establish one or more local emergency management committees for the local government's district.
 - (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
 - (3) A local emergency management committee consists of—
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
 - (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

39. **Functions of local emergency management committees**

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; and
- (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 SEMC or prescribed by the regulations.

Local

Nil

Policy Implications

State

Nil

Local

Nil

Financial Implications

Nil

Strategic Implications

Local

- Strategic Community Plan 2017-2027
 Focus area: Our natural environment
 Objective: S2.3 Protection of life and property
 Strategy: S2.3.1 Improve bushfire preparedness and recovery

State

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comments/Details

In accordance with the Shire's Council Committees and Advisory Group Booklet, clause 1.13.3.11:

1.13.3.11

MEETINGS

Annual General Meeting

Nil

Committee meetings

Meetings shall be held quarterly

Quorum

At least 50% of the members of the Committee.

It is recommended that the dates for 2019 be as follows:

- Wednesday 27 February;
- Wednesday 22 May;
- Wednesday 28 August; and
- Wednesday 27 November.

The meetings will commence at 9am and will be held in the Shire of Chittering's Council Chambers, 6177 Great Northern Highway, Bindoon (unless otherwise advised).

5.6.2 COMMITTEE RECOMMENDATION

Moved David Carroll / Seconded Jim Garrett

That the Local Emergency Management Committee meetings:

1. For 2019 are as follows:

- a. Wednesday 27 February
- b. Wednesday 22 May
- c. Wednesday 28 August
- d. Wednesday 27 November.

2. Commence at 9am and are held in the Shire of Chittering's Council Chambers, 6177 Great Northern Highway, Bindoon (unless otherwise advised).

[CARRIED]

5.7 Chief Bushfire Control Officer

David Carroll addressed the meeting and spoke to the following:

- St John Ambulance and Volunteer Bushfire Brigades to consider the possibility of a joint recruitment drive in January 2019.

ACTION

Minute Secretary to invite representatives from local volunteer bushfire brigades to St John Ambulance recruitment planning meeting in January 2019.

5.8 Wheatbelt District Emergency Management Committee

Yvette Grigg addressed the meeting and spoke to the following:

NBN preseason briefing

- The Wheatbelt DEMC is held a Webex meeting last Friday 23 November, with Jane McNamara (NBN state manager) and Cameron Scott, (NBN Network Emergency Manager).
- Cameron is based in Melbourne. The meeting discussed capabilities and vulnerabilities of their infrastructure and their response in major emergencies, particularly in regard to power outages.

Key messages:

- Communities will lose NBN connections during power outages. If power is out to homes, there will be no access to NBN, regardless of whether the infrastructure is affected or not. This includes medical alarms, emergency call systems and security alarms. Need to have contingencies in place, ie batteries for essential devices, and Satellite phones or sleeves for urgent communications.
- In 18 months most copper land lines will no longer work, except for those who have fixed wireless NBN.
- Work with communications companies to ensure excellent battery life on towers.
- NBN do have a variety of mobile communication centres that they will deploy if communications are down for extended periods.

Changes to State Recovery team and funding arrangements

- With the integration of OEM into DFES the state Recovery Coordinator role has been incorporated into the position of Assistant Commissioner Resilience and Recovery.
- A Deputy Recovery Coordinator has also been appointed. Respectively these roles currently are filled by;
- Assistant Commissioner Rick Curtis (State Recovery Coordinator)
- Suellen Flint. (Deputy State Recovery Coordinator)
- The WA Natural Disaster Relief and Recovery Arrangements (WANDRRA) were replaced on the 1st November 2018 with the Disaster Recovery Funding Arrangements – WA.
- To come into effect immediately. Key points include;
- For all events that occur prior to 1 November 2018, the current WANDRRA guidelines and processes apply.
- For all events that occur following 1 November 2018, the new DRFA-WA guidelines and processes will apply.
- This means that these systems will be running in parallel until all WANDRRA claims are closed, or by 30 June 2021.

- There are significant changes which will assist local governments and a communication roll out of these changes is currently occurring.
- Full details and guidelines on the DRFA can be found at the DFES website as below;
<https://www.dfes.wa.gov.au/recovery/Pages/default.aspx>
- For full guidelines on Community Recovery, please refer to the Australian Disaster Resilience Handbook Collection "Community Recovery". and the National Principles for Disaster Recovery see links below;
 - <https://knowledge.aidr.org.au/resources/handbook-2-community-recovery/>
 - <https://knowledge.aidr.org.au/media/5255/national-principles-disaster-recovery-a4-flyer.pdf>

Preparedness Preseason Checks

- Contacts lists, including holiday rosters. 24/7 contact details.
- LEMA including recovery plan is updated, read and understood by key personnel.
- Recovery coordinator and key personnel are aware of the National principles for disaster recovery.
- Welfare plans and caches/equipment checked.
- Plans printed and/or loaded onto thumb drives for ease of access.

5.9 Swan SES

Nil

5.10 Bindoon Primary School

Nil

5.11 Edmund Rice College

Nil

5.12 Immaculate Heart College

Nil

6. GENERAL BUSINESS

6.1 Contact details

Nil

6.2 Post-incident reports

- There was a fire incident at the intersection of Brand Highway and Timaru Road on 14 November 2018. The fire incident was taken care of quickly by volunteer brigades; however there was a motor vehicle incident at the fire site which resulted in the write off of a volunteer's vehicle and a volunteer firefighter being admitted to Midland Hospital. The volunteer was not seriously injured.

6.3 Treatment Strategies in Progress

Nil

6.4 Other Business

Yvette Grigg addressed the meeting and spoke to the following:

- A joint workshop with the Shires of Chittering, Gingin and Dandaragan is scheduled for March 2018. Three emergencies which have a probability of occurring in all three Shires are to be selected and workshopped. It was identified that the following three emergencies would be beneficial to workshop:
 1. Human/Animal Epidemic
 2. Plant Biosecurity Issue
 3. Flood
- The end of March (post-fire season) was identified as an appropriate time for the workshop to take place.

Rick Choules addressed the meeting and spoke to the following:

- SoC has installed security cameras along Great Northern Highway in Bindoon. These cameras have license plate recognition and will assist local Police in identifying "blacklisted" plates.

Cr Gordon Houston addressed the meeting and spoke to the following:

- Thanks to Alan Sheridan for his efforts on the LEMC. Mr Sheridan has resigned from his position as SoC Chief Executive Officer. Recruitment of a replacement CEO is underway.

7. NEXT MEETING

The next scheduled meeting of the Chittering Local Emergency Management Committee is scheduled for 9.00am on Wednesday, 27 February 2019.

8. CLOSURE

The Chairperson to declare the meeting closed at 10.38 AM



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