



Committee Attachments
ORDINARY COUNCIL MEETING
Wednesday, 21 March 2018

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MINUTES FOR THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

Wednesday, 28 February 2018

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 10:10am

Closure: 11:05am

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

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 9 March 2018.



Alan Sheridan
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at a meeting to be held on 23 May 2018.

Signed

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

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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 Mr Alan Sheridan (Chief Executive Officer, Shire of Chittering) 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 10:10am.

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

2.1 Attendance

The following members have confirmed their attendance:

Members	Alan Sheridan	Chief Executive Officer (Chairperson)
	David Carroll	Community Emergency Services Manager
	Peter Stuart	Executive Manager Development Services
	Rhona Hawkins	Executive Manager Corporate Services
	Jim Garrett	Executive Manager Technical Services
	Ryan Hamblion	Department of Communities
	Rick Choules	St John Ambulance Gingin/Chittering
Quorum – 6 members		
Observers	Marie Barton	Principal Edmund Rice College
	Glen Bewick	Principal Bindoon Primary School
	Dennis Badcock	Tronox
	Natasha Mossman	Executive Support Officer (Minute Secretary)

Members of
the public 0

2.2 Apologies

Cr Gordon Houston	President
Yvette Gregg	District EM Advisor Office of Emergency Management
Ash Smith	Local Manager Swan SES
Glenn Sargeson	Principal Environmental Health Officer Shire of Chittering
Nathan Gough	Building Surveyor Shire of Chittering
Lian Webb	Department of Communities
Craig Garrett	District Officer North East Metropolitan Department of Fire and Emergency Services
Lynette Prendergast	Welfare Liaison Officer Shire of Chittering
Skye Hannd	Immaculate Heart College
Murray Sullivan	Department of Defence
Rick Symons	Department of Defence

2.3 Approved leave of absence

2.3.1 Cr Peter Osborn

At the Ordinary Council Meeting held on 21 February 2018 Council resolved that Cr Peter Osborn be granted 'Approved Leave of Absence' for the period inclusive of Tuesday, 27 February 2018 until Thursday, 8 March 2018 (Resolution 010218).

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF MINUTES: WEDNESDAY, 22 NOVEMBER 2017

4. OFFICER / COMMITTEE RECOMMENDATION

Moved Dave Carroll / Seconded Rhona Hawkins

That the minutes of the Chittering Local Emergency Management Committee meeting held on Wednesday, 22 November 2017 be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 WA Police

Nil

During the meeting Alan Sheridan spoke briefly about the State Government reducing front line administration staff in all stations; knock-on effect is that officers have to complete their own paperwork.

ACTION

Alan Sheridan to contact Sgt Iain Lind from Gingin Police Station and discuss matters relating to emergencies in the Shire, including attendance at LEMC meetings.

5.2 Department of Fire and Emergency Services

Nil

5.3 Department of Child Protection and Family Support

Report date	28 February 2018
Prepared by	Ryan Hamblion
Disclosure of interest	Nil
Documents tabled	Nil
Attachments	Nil

Matters discussed

- Department has been conducting local government activation exercise the last six months with two local governments (Town of Victoria Park and City of Belmont). This exercise has identified gaps and also shown strengths.
- Department is currently working on a new welfare plan that should be finalised before the next fire season.
- Welfare Emergency Training – next session will be held in South Perth.

5.4 Australian Defence Force

Nil

During the meeting Dave Carroll informed the meeting that a portable reporter will be stuck to the tower located in the Bindoon Army Range to improve communications.

5.5 St John Ambulance

Report date	28 February 2018
Prepared by	Rick Choules
Disclosure of interest	Nil
Documents tabled	Nil
Attachments	Nil

Matters discussed

- New Community Paramedic – Anne Davies
- New building project has stalled in recent months, but is continuing. Alan stated that if St John's need support from Council please contact him.
- Membership- 40 members spread across the two branches. Short of Level 2 Officers – Level 2 officers can administer drugs (e.g. if an ambulance had two Level 1 Officers both Officers would only be able to perform CPR manually, a Level 2 Officer would be able to use the heart machine).
- Fleet is in good repair but vehicles will need to be replaced in the short-term. To replace one vehicle estimate \$160,000 and this does not include internal fit-out, this cost is for the cab and chassis. Local branches have contributed \$50,000 towards the last vehicle purchases.

ACTION

Shire to find out if there is a reason why Lotterywest no longer provide funding for St John Ambulance vehicles.

ACTION

Rick Choules to arrange a meeting with Hon Marty Aldridge and invite Alan Sheridan along to the meeting.

5.6 Shire of Chittering

Report date	28 February 2018
Prepared by	Executive Support Officer
Supervised by	Chief Executive Officer
Disclosure of interest	Nil
Documents tabled	Nil
Attachments	Nil

LEMC Membership

Current listing

Shire officers sent emails to all current Committee members confirming contact details. The contact details page in the Local Emergency Management Arrangements has been updated to reflect the new details.

New members

Shire officers have contacted the three regional schools (Bindoon Primary, Immaculate Heart College and Edmund Rice College) to seek their interest in becoming members of the Committee. Shire officers have also asked them for copies of their Emergency Management Plans so that they can be incorporated in the Shire's Local Emergency Management Arrangements.

OFFICER / COMMITTEE RECOMMENDATION

Moved Dave Carroll / Seconded Jim Garrett

That the Local Emergency Management Committee membership be amended to include a representative from:

- 1. Edmund Rice College;**
- 2. Bindoon Primary School; and**
- 3. Immaculate Heart College.**

CARRIED UNANIMOUSLY

2018 Meeting Dates

Shire officers have published a local public notice in *The Ellenbrook Advocate* the meeting dates for 2018 on 21 February 2018. Details have also been published on the Shire's website (<http://www.chittering.wa.gov.au/council/committees-and-advisory-groups/local-emergency-management-committee.aspx>).

Review of the Local Emergency Management Arrangements

At the November 2017 Committee meeting the Shire was actioned to contact the three regional schools to obtain copies of their emergency management plans. The Shire has contacted the schools and currently has received the '*Emergency and Critical Incident Management Plan*' for Edmund Rice College. The Shire will continue to contact the other two schools for their plans.

Once all three plans have been received the information contained will be incorporated into the Shire's Local Emergency Management Arrangements (LEMA).

The Shire has been advised by the Office of Emergency Management (OEM) that the LEMAs are due for its five year review. The LEMAs are to be endorsed by the State Emergency Management Committee by September 2018. The Shire is currently liaising with the OEM to ensure that the current LEMAs meet all current compliancy checks and will be meeting with the OEM to discuss further. The Committee will be sent the 'draft' updated LEMAs for their review and input and the final version will be presented to the May Committee meeting for their endorsement. Once the Committee have received the LEMAs the Chittering Council will be requested to endorse the final version, which will be sent to the OEM.

ACTION

Committee members to be forwarded the 'draft' updated Local Emergency Management Arrangements for their review and input and ensure that any alterations are forwarded to the Shire's Executive Support Officer prior to Friday, 11 May 2018. The 'draft' will then be presented to the Committee on 23 May 2018 for receiving and presented to Council on 20 June 2018 for endorsement.

Welfare Liaison Officers

The Shire of Chittering’s Welfare Liaison Officers are:

1. Tresa White
2. Nathan Gough
3. Veronica Robinson (Muchea only)
4. Lisa Kay
5. Annie Hudson
6. Lynette Prendergast.

AWARE Program Funding

Chittering was one of 20 organisations to receive funding through the All West Australians Reducing Emergencies through the Office of Emergency Management. Chittering commenced its campaign through Chatter Check-in survey which closed end of August 2017. A working group discussed the results of the survey and identified how to engage the local community. The Shire has produced a series of short videos which are being progressively uploaded to the Chittering Bushfire Ready Facebook Page (commenced on 9



February 2018).

ACTION
 Shire to send Facebook link to all LEMC members details of the short videos.

5.7 Community Emergency Services Manager / Chief Bushfire Control Officer

Report date	28 February 2018
Prepared by	Chief Bushfire Control Officer
Disclosure of interest	Nil
Documents tabled	Nil
Attachments	Nil

Operations

- Shire of Chittering is currently in the Prohibited Burning Time, transitioning to “Restricted” on 1 April 2018.
- No ISG or Welfare Centre activations during this period.
- Summer season 2017/18 has been mild with no heat wave conditions or days reaching 40° occurring. Mid-summer rains have eased stress on bushland and increased grass fuel loads.
- Long range weather forecast is for drier than average Autumn over scattered areas of WA.
- Daytime and night-time temperatures are likely to be warmer than average.

Incidents and Membership: 30/06/2017 – 27/02/2018

Brigade	Incidents	Personnel
Muchea 6443	14	31
Lower Chittering 6387	15	41
Upper Chittering 6138	11	34
Bindoon 6055	12	34
Wannamal 6652	1	58
Chittering Incident Support 6975	2	24
	TOTAL	222

- Chittering Fire Service assisted with 3rd Alarm out of Shire fires at Shire of Mundaring, Gorrie Road Sawyers Valley (14 January) and City of Swan, Chittering Road, Bullsbrook (16 February).
- 29 January incident 381828: 3rd Alarm Zone 2a bush fire, Chittering Road, Lower Chittering. Ignited by tandem trailer faulty brakes and wheel coming off.
- Response provided from Muchea, Lower, Upper, Bindoon Bush Fire Brigades, Bullsbrook VFES and Chittering Incident Support brigade.
- Support provided from Shires of Chittering, Toodyay and Gingin, Cities of Swan, Wanneroo, DFES FRS Stations Joondalup and Ellenbrook, Air Wing and Belmont Bush Fire Managers, local contactor’s Wayne Wright and Fire Management Services, Chittering Road House and Muchea General Store. Thanks to Shire of Chittering for assistance with road closures, verge tree assessments and bulk water delivery.
- 13 February: Grass/bush fire at Tronox, Brand Highway Muchea – well responded to by local brigades, DFES air-wing and City of Swan resources, handled well by Tronox onsite resources. Post incident review conducted by Tronox identified mitigation activities to be carried out to understand, manage and reduce onsite risk.
- 25 February: localised storm/flood event Chittering Road, Lower Chittering, road cleared quickly.

Training

- Brigade training available across multiple training calendars, Brigade, CFS and DFES Metro.
- Training planned, 2018 brigade training calendar distributed:
 - Introduction to Firefighting
 - Bush Firefighting
 - Prescribed Burning

Safety Issues

- Working at fires on Highways, crews advised to call WAPOL ASAP for traffic management.
- Slow initial turnout, under resourcing at fires, crews advised to request as much backup as required, including air support and resources from neighbouring Shires, Cities.

Mitigation

- Wisteria Way reserve fire break earthworks, culvert upgrade by Entire Fire Management Systems.
- Shire of Chittering Bush Fire Risk Management Coordinator, continuing to assess and enter assets at risk into the DFES BRMS system, has now moved into Gingin 4 days per week.
- Bush reserves 2018/19 mitigation program and funding to be reviewed.
- Reviewing mitigation methods with Chittering Landcare, including prescribed burning, slashing/spraying.
- BRMP Mitigation Activity Funding application successful \$26,900 provided for Muccha mitigation.

Community/Stakeholder/Brigade Engagement

- Muccha BFB/VFES Risk to Resource Road Crash Rescue request, forwarded DFES for decision.
- Firefighting SWS tanks approved by P&W Wannamal and Upper Chittering, installation stage, POs forwarded, Upper Chittering 110,000 litre tank to be installed on 16 March 2018.
- Investigation of Fire Fighting water tank water level sensor viability.
- AWARE Community Education Bushfire Videos x5 scripted, filmed and edited, approved by OEM, posted weekly on social media – Property preparation, Fire Danger Index, HVM Bans, Stay & defend or Leave early.
- Fire Danger Index graphic now on Shire of Chittering home page.
- 13 December: Shire staff Annie, Lisa, Lynnette and Dave attended Emergency Welfare Centre Management training in Kalamunda undertaken by Department of Communities Child Protection and Family Support, topics covered were setting up organising and running a welfare centre.
- Resident fuel measurement gauges finalised and printed.
- BRMP treatments finalise with SoC BRPC & DFES BRMO.
- DFES Fire Chat Program promoted across Shire social media platforms and at events.
- Local Risk identification community consultation meeting with Yvette Grigg, Gingin and Dandaragan. *Local staff required to run project.*

Investigations/Reviews

Nil

5.8 Office of Emergency Management Secretariat

Nil

5.9 Swan SES

Report date	28 February 2018
Prepared by	Shelly Staff, Deputy Local Manager
Supervised by	Ash Smith, Manager
Disclosure of interest	Nil
Documents tabled	Nil
Attachments	Nil

Significant Events and Incident Coordination

Total Number of Incidents

- 23 incidents involving 46 premises/requests Period: 23 November 2017 – 26 February 2018
Note two incidents in Shire of Chittering:
 - 11 December 2017 - Land Search Julimar State Forest, missing person located safe and well
 - 29 January 2018 – Crew change for Swan BFS attending Lower Chittering incident

Significant events

- Severe weather event 16 January 2018. Swan SES attended 20 RFAs including five in Wanneroo, Joondalup with Swan SES assisting out of region.

Critical issues identified

- None

Summary of incidents by type of call

- Storm / Severe Weather – 10 incidents (33 premises attended)
- Structural Damage to premise – 2 car v house
- Fire support – 6 incidents (14 requests for support/crew change etc)
- Land Search – 4 incidents (7 days in total)
- Fallen tree hazard – referred to CoS as LG tenure

Unit Membership

Current membership: 56 Active Members (down from 58 last report) 10 potential new recruits attended first 2018 intake evening

Seasonal Risk Preparations

Training will focus on Storm Damage Operations and Basic General Rescue over the next three months.

Storm unit consumables restocked following January event.

Other matters

To increase **safety when working at heights** - full body harnesses (and training in the use of) are being issued by DFES to increase safety when attached to a roof safety system line.

Community preparedness events – Swan SES are keen to help the Shire of Chittering deliver the SES HMA community safety messages (preparing for storms, storm safe, winter fire safety etc). If there are any events being held shortly where we can provide members to talk to the community and/or engagement material please contact us.

6. GENERAL BUSINESS**6.1 Contact details**

Contact details will be updated in the LEMAs following today's meeting.

6.2 Post-incident reports

Nil

6.3 Treatment strategies progress**Fire Mitigation**

There is funding opportunity coming up in April which the Shire will be looking at completing an application. Funding is only available to protect 'townsites' however as the Shire is in a significant BAL area the Shire is going to apply for those estates that require further mitigation.

The Shire was successful in receiving funding for Payne Reserve in Muchea.

6.4 Other Business

Dennis Badcock raised the issue with the Northlink roadworks and if there is fire mitigation in place. Dave Carroll advised that the Shire has arrangements in place with the project team and that if there is a hot works ban declared the project is exempt from this ban.

Dennis Badcock spoke briefly on the two incidents at the Tronox facility and thanked the support for the response. Positive outcome from these incidents is that it has renewed the lines of communication.

Dennis Badcock advised that the Tronox facility is generally able to handle emergencies however was not sure what is contained in the LEMAs.

ACTION

Shire to review LEMAs and see what information is listed under Tronox.

7. NEXT MEETING

The next scheduled meeting of the Chittering Local Emergency Management Committee is scheduled for 10.00am on Wednesday, 23 May 2018.

8. CLOSURE

The Chairperson declared the meeting closed at 11:05am.



6177 Great Northern Highway
PO Box 70 Bindoon WA 6502
T: 08 9576 4600 F: 08 9576 1250
E: chitter@chittering.wa.gov.au
www.chittering.wa.gov.au

Office hours: Monday to Friday
8.30am - 4.30pm