



Committee Attachments
ORDINARY COUNCIL MEETING
Wednesday, 13 December 2017

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1.1	Setting 2018 Meeting Dates 1. "Unconfirmed" Minutes for the Local Emergency Management Committee meeting held on 22 November 2017	1 – 30

MINUTES FOR THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

Wednesday, 22 November 2017

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 10.04am

Closure: 11.02am



Disclaimer

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the *Local Government Act 1995* (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Chittering 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 resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

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	Councillor
Deputy Chair	Deputy Councillor
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 Principal 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 6 December 2017.



Jim Garrett
Acting Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at a meeting to be held on 28 February 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 10.04am.

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

2.1 Attendance

The following members were in attendance:

Members	Alan Sheridan	Chief Executive Officer (Chairperson)
	David Carroll	Community Emergency Services Manager
	Peter Stuart	Acting Executive Manager Development Services
	Rhona Hawkins	Executive Manager Corporate Services
	Jim Garrett	Executive Manager Technical Services
	Craig Garrett	District Officer North East Metropolitan, Department of Fire and Emergency Services
	Ash Smith	Local Manager Swan SES
	Lian Webb	Department of Communities
	Ryan Hamblion	Department of Communities
	Nathan Gough	Building Surveyor
	Rick Choules	St John Ambulance

Quorum – 6 members

Observers	Natasha Mossman	Executive Support Officer (Minute Secretary)
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2.2 Apologies

Cr Gordon Houston	President
Yvette Gregg	District EM Advisor Office of Emergency Management
A/Sgt John Warburton	WA Police



2.3 Approved leave of absence

2.3.1 Cr Peter Osborn

Cr Peter Osborn (Deputy President) was granted Approved Leave of Absence at the Ordinary Council Meeting held on 15 November 2017 (Resolution 011117) for the period inclusive of Tuesday, 21 November 2017 until Sunday, 3 December 2017.

3. CONFIRMATION OF MINUTES: 23 August 2017

3.1 OFFICER RECOMMENDATION

Moved Ash Smith / Seconded Ryan Hamblion

That the minutes of the Chittering Local Emergency Management Committee meeting held on Wednesday, 23 August 2017 be confirmed as a true and correct record of proceedings.

CARRIED

4. REPORTS

4.1 WA Police

A/Sgt John Warburton gave the following report prior to the meeting:

- Couple of recent road crashes where the drivers have been backpackers that do not have the appropriate licenses.
- Have busted a burglary ring that has been active in Chittering and Gingin where vehicles (especially Landcruisers) and equipment are being stolen from properties while residents are away. The offenders are using GOOGLE to view properties. The investigation has found that offender's laptop browser history is showing the properties that have been targeted. The offenders are not locals; they reside in Midland, Ellenbrook and Middle Swan. The reason – meth.
- In the Gingin Shire there a plane from the RAAF called in an emergency; thankfully the pilot found a disused airstrip in the Gingin Shire where he was able to land safely; otherwise he would have had to eject out of the plane.
- The occupant that was in the vehicle abandoned on Bindoon Hill has been treated as non-suspicious. The callout to this incident was on the same day as the plane emergency.
- Guns stolen from registered gun holder.



4.2 Department of Fire and Emergency Services

Craig Garrett gave the following report during the meeting:

- Western Australian Fire & Emergency Services Conference was held on 8-10 September 2017 at the Perth Convention & Exhibition Centre.
- DFES and the Shire of Chittering negotiated a new MOU and Business Plan for a DFES employed CESM, which has now been signed off.
- DFES Regional staff have inspected UCL/UMR lands re mitigation works required for fire season.
- DFES 2017 Volunteer Employer Recognition Awards (VERA) were held on 3 November.
- DFES currently undertaking a project to replace the Computer Aided Dispatch (CAD) system which is used to dispatch resources for emergencies state wide.
- The State Bush Fire Exercise was held on 17 October. This year it involved the SOC/MOC and Regional incident management teams in country areas such as Northam and Manjimup.
- DFES staff attended onsite meetings with Defence regarding pre-season arrangements for the Bindoon and Muchea Weapons Range.
- DFES have launched a new community engagement initiative, Fire Chat which replaces the 'Prepare Act Survive' program. The Fire Chat will still be supported by the "Are You Ready" campaign, but will provide a series of short questions to guide the public into planning for fires and a range of tools to assist. Details are available on the DFES website. The Are You Ready campaign was re- launched on Sunday, 1 October.
- The Pre-season Bush Fire forum for volunteers was held by DFES at Joondalup on 4 November.
- DFES is currently undertaking a Resource to Risk assessment in regard to Muchea BFB becoming a DFES VFES unit.
- A Rural Urban Interface (RUI) exercise was conducted in Chittering Shire on 28 October involving BFB's and DFES VFES volunteers.
- A DFES Metro "Exercise Kaala" was held on 11 October involving fire and government agencies, invited LG's and other lifeline stakeholders, focussing on recovery following a major incident.
- The Volunteer Bush Fire Games was held on 23 September at Forrestfield, involving a number of BFB's including some from outside the metro area.
- Westplan Fire has now transitioned into State Hazard Plan- Fire.
- The DFES Season Synopsis has been released for this Fire and Cyclone season.
- Mr Darren Klemm is the new FES Commissioner.

4.3 Department of Communities

Ryan Hamblion spoke on the following items during the meeting:

- Emergency Welfare Training – 5 December (Armadale) and 13 December (Kalamunda).
- MOU Welfare Arrangements ~ Swan and Gingin.

Nathan asked Ryan about welfare centres and emergencies in neighbouring shires are Chittering staff required to attend other LGs centres. Ryan advised that 'yes' it is ideal to have a Welfare Liaison Officer from neighbouring local governments at the centres. Ryan also advised that the



local government can open a welfare centre, but the Department of Communities cannot provide any support until they receive the okay. The Welfare Liaison Officers/Shire officer should contact the emergency on-call officer at the Department.

4.4 St John Ambulance

Rick informed the meeting that the new station is still in limbo.

4.5 Shire of Chittering

Alan Sheridan spoke on the following during the meeting:

- The Shire has three staff who will be attending the Emergency Welfare Centre Management Training" on 5 December 2017: Lisa Kay, Annie Hudson and Lynette Prendergast.
- The Shire's current Welfare Liaison Officers are: Tresa White, Nathan Gough and Veronica Robinson (Mucnea only).
- Availability of Welfare Liaison Officers are other locations.

4.6 Chief Bushfire Control Officer

David Carroll spoke on the following during the meeting:

Operations

- Incidents and Membership: 23/08/2017 – 22/11/2017

Brigade	Incidents	Personnel
Mucnea 6443	5	31
Lower Chittering 6387	6	41
Upper Chittering 6138	2	34
Bindoon 6055	3	34
Wannamal 6652	1	58
Chittering Incident Support 6975	0	24
TOTAL	17	222

Training

- Brigades conducting ongoing maintenance training including - pre-season skills refresher training:
 - Burn Over procedures and equipment;
 - Automatic Vehicle Locators, which have now been fitted to all appliances;
 - Re Breather equipment; and
 - WAERN radio use.
- Incident Support Brigade ICV training and exercising including DFES software:
 - Webeoc, IRMS
 - AVL and
 - FES Maps
- Prescribed Burning training session with senior brigade members 30 September.
- Mucnea RUI exercise October 28th involving 6 brigades including Bullsbrook.



- All 14 firefighting appliances, pumps and WAERN radios have been serviced.
- Muchea R2R in progress, with DFES.

Mitigation

- Fire break upgrades and Hazard reduction by Entire Fire
 - 46 hectares of burns completed including Muchea East Road Verge Maryville;
 - 2 sections from the Blackboy Ridge prescribed burn plan; and
 - 58km of strategic firebreaks upgraded.
- Fire Mitigation Services prescribed burnt several hundred hectares of the Bindoon training Area.
- 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 four days per week.
- Next year's mitigation program will be reviewed as will the funding and tender process.

Community Engagement

- DFES have rolled out the Fire Chat community engagement program which replaces the Prepare Act Survive campaign, we have had on display at the Bindoon Show, and Street meet held by Muchea BFB.
- Monthly community engagement themes continue to be uploaded to Face Book, Chatter and Shire website.
- AWARE project funding will be used to produce short monthly themed videos for the Shire Facebook page and website.
- Firebreak notice compliance and community education safety campaign to take the stress of rangers as part of the AWARE project.
- Funding opportunities being looked at and applied for through NDRP and AWARE for community engagement programs.
- Local Risk identification community consultation meeting with Yvette Grigg, Gingin and Dandaragan. Local staff required to run project.

4.7 Office of Emergency Management Secretariat

Yvette Gregg is an apology due to the recent storm in the Goldfields.

4.8 Swan SES

Ash Smith spoke on the following during the meeting:

Major events and incident coordination

- Total number of incidents – seven involving 11 premises.
- Summary of incidents by type of call:
 - Storm/sever weather – four incidents involving eight premises;
 - Structural damage to premises – Guildford;
 - Land search – Fremantle (member of the public found safe and well);
 - Land search – Boya (called off enroute).
- Current membership – 58 active members.



Seasonal risk preparation briefings

- Training focus for this quarter is on fire safety and fire support roles.
- The DFES Season Synopsis has been released and presented to members.

Emergency management exercises attended

- Shire of Chittering LEMC exercise focusing on severe weather events.
- Members assisted at the West Gidgegannup Bushfire Games event at Stronghills.
- Members assisted at the Annual Bushfire Games in September.
- Rural Urban Exercise with the City of Swan on 30 September.

Any other issues involving emergency management

- Members from Swan SES attended the FES Volunteer Conference in September.
- Noted changes to insurance arrangements with presumptive legislation and the insurance 'equalisation' scheme – waiting evidence of the insurances from City of Swan.
- Swan SES have developed a three year plan and new leadership team structure.
- The ERA review into ESL has been released and Swan SES have requested a meeting with the City of Swan to discuss further and improve the current process.
- No recent community engagement events.

5. GENERAL BUSINESS

5.1 Seasonal review

David Carroll addressed the meeting and spoke with regard to the '2017-2018 Western Australian Cyclone and Southern Bushfire Season Synopsis' (**Attachment 1**).

5.2 Contact Details

ACTION

The Shire of Chittering to email current Emergency Contact List and ask members to review and update.

ACTION

The Shire of Chittering to email the local schools seeking copies of their emergency plans.

5.3 Post-Incident Reports

The Swan SES conducted the Desktop Exercise on 13 September 2017. Ash Smith has provided the following report:

- 10 Participants: SoC, SJA, DC, SES
- Storm scenario based around Bindoon and Chittering. It was a desktop exercise designed to get people to think about Storm response.



The following points came out of the exercise:

- Emergency Welfare kit needs to be checked regularly
- The LEMC does not have access to schools in the district emergency plans – this needs to be looked at and a soft or hard copy obtained.
- Communications plan is lacking in the LEMA. Dave Wilson to look at ways of using BFB communications systems to assist if phone go down.
- Available employees / residents who are trained / qualified to assist the ISG and Local Recovery Committee. Their details available within the LRP
- There needs to be monitoring of social media during an event as this can help responders / Council in regard to debris on road and also extent of damage.

The exercise went well as it started to assist people thinking about what they would do during a storm response.

5.4 Post-Exercise Reports

Nil

5.5 Funding nominations and applications progress

AWARE

5.6 Emergency Risk Management / Treatment Strategies Progress

Nil

5.7 Review Local Emergency Management Arrangements (LEMAs)

Ongoing

5.8 Review LEMC Business Plan Strategies and record key achievements

The Shire has received notification from the Office of Emergency Management (OEM) that the Business Plan is no longer required from an OEM perspective. This Plan was a local tool that some LEMCs used to keep themselves on track and report to Council. The OEM has recommended that if the Shire does develop one, that it should be kept extra simple with basic issues that the Shire intends to work on each quarter. This coming year will be largely taken up with the risk project.

The OEM also advised that the Annual Reporting has been rolled into the capability/preparedness questionnaire; they are one and the same and the Shire has been completing these every year.



5.9 Setting of 2018 meeting dates

Under c1.13.3.11 of the *Terms of Reference* the Committee is required to meet quarterly. It is therefore being recommended that the meeting dates for 2018 be as follows:

1. Wednesday, 28 February;
2. Wednesday, 23 May;
3. Wednesday, 22 August; and
4. Wednesday, 28 November.

The meetings will commence at 10.00am and will be held in the Shire of Chittering's Council Chambers, 6177 Great Northern Highway, Bindoon (unless otherwise advised).

5.9 OFFICER/COMMITTEE RECOMMENDATION

Moved Ryan Hamblion / Seconded Jim Garrett

That the:

1. Local Emergency Management Committee meeting dates for 2018 are as follows:
 - a. Wednesday, 28 February;
 - b. Wednesday, 23 May;
 - c. Wednesday, 22 August; and
 - d. Wednesday, 28 November.
2. The Local Emergency Management Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 10.00am (unless otherwise advised).

CARRIED

5.10 Other Business

ACTION

The Shire of Chittering to write to the local schools inviting them to become members of the LEMC.

6. NEXT MEETING

The next scheduled meeting of the Chittering Local Emergency Management Committee is scheduled for 10.00am on **Wednesday, 28 February 2018**.

7. CLOSURE

The Chairperson declared the meeting closed at 11.02am.





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WA Cyclone & Southern Bushfire Season Synopsis 2017/2018



WA Cyclone and Southern Bushfire Season Synopsis 2017/18

With many areas of Western Australia predicted to experience above normal bushfire activity and a likelihood of around two tropical cyclones impacting land, there is no part of Western Australia that can afford to be under prepared this upcoming season.

Over these past few years, significant changes have occurred across the areas of prevention, preparedness, response and recovery within DFES. The WA Cyclone and Southern Bushfire Season Synopsis 2017/18 site provides a snapshot on many of these initiatives and provides links to gain detailed information if required. The Synopsis is intended to complement the preseason planning, preparedness and training initiatives already completed or underway by those involved in emergency and response activities.

I highlight that emergency services activities are inherently dangerous and responder safety remains the priority this summer. Regardless of what systems or controls are in place, the potential of hazards and the threats to those involved constantly remains. Bushfire and cyclone events are unpredictable and we should all strive to keep ourselves and others safe.

Knowledge of a hazard and the means of reducing the risk to ensure our own safety and that of fellow responders and the community are critical elements of our business.

Your mental health is also important and I urge you to include a 'wellbeing check' into your routine. It is imperative we monitor not only ourselves but also that we take the time to look after each other. Please remember it's ok to not be ok and that there are support systems available to you.

I trust you will find this site informative and a useful source of reference over the potentially challenging months ahead of us.

Lloyd Bailey AFSM
 Deputy Commissioner Operations
 Department of Fire and Emergency Services



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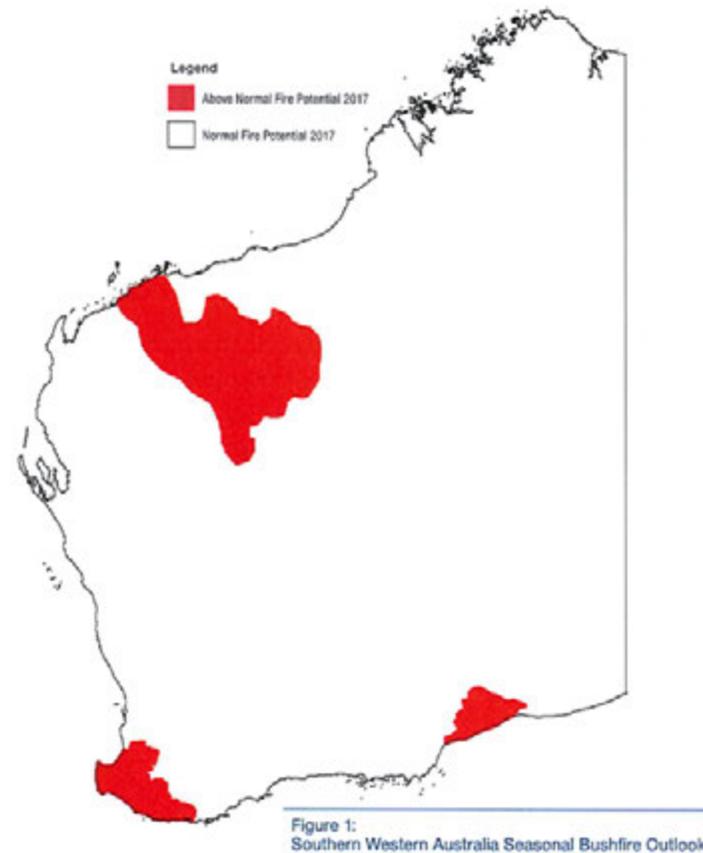
4 WA Cyclone & Southern Bushfire Season Synopsis 2017/2018

Southern Seasonal Bushfire Assessment 2017/18

On top of persistent soil moisture deficits, the South West recorded its driest autumn for five years. This has resulted in forest vegetation experiencing additional water stress, with dead surface leaf litter and woody materials also continuing to dry out. Consequently, there is potential for above normal bushfire activity within the southern parts of the Swan Coastal Plain, the Warren region and the majority of the Southern Jarrah Forest.

A record wet 2016/2017 summer period for Western Australia, from the Midwest to the South Coast, has seen high perennial grassland fuel loads develop. However, the pattern of rainfall, recent bushfires, prescribed burning, cropping and grazing activities have constrained potential above normal grass fuel loads in many areas, with the exceptions being the Eastern Gascoyne, Pilbara and Eucla regions. Higher than average perennial grassland fuel loads, combined with drying soil moisture as summer approaches, have resulted in some areas in these regions being assessed as having an above normal fire potential for the southern bushfire season.

More detailed information is available from Bushfire and Natural Hazards CRC website at [Southern Australia Seasonal Bushfire Outlook 2017](#).





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WA Cyclone & Southern Bushfire Season Synopsis 2017/2018



Bureau of Meteorology

Climate Outlook for Western Australia October – December

Towards the end of each month, the Bureau of Meteorology (BoM) releases a three-month climate outlook for Australia. The outlook for October through to December has been released and the key points for Western Australia are:

- Warmer three months likely for north western parts of the state.
- Near equal chances of wetter or drier three months.

For more information visit:
www.bom.gov.au/climate/

Tropical Cyclone Outlook for Western Australia 2017-18

Summary of the Tropical Cyclone Seasonal Outlook for Western Australia:

- A ~60% chance of an above average number of tropical cyclones in waters off the northwest coast (average number is five).
- Likelihood of around two coastal impacts.
- Significant risk of at least one severe tropical cyclone coastal impact during the season.

It is important to note that the number of tropical cyclones is not a good indicator of the threat to communities. For most people, a bad season is one when their community cops a direct hit or suffers a major flood.

Information on tropical cyclones, including current advices and track maps can be accessed through www.bom.gov.au/cyclone/.

What's new from the Bureau of Meteorology

4 Day Fire Danger Ratings:

The BoM is producing four day Fire Danger Ratings, which can be found on the BoM's website at: www.bom.gov.au/wa/forecasts/fire-danger-ratings.shtml

Cell Based Severe Thunderstorms Service for Perth and surrounding areas:

BoM is improving the Severe Thunderstorm Warning service for Perth and its surrounding areas by providing a cell based Severe Thunderstorm warning service. These warnings will be issued when individual severe thunderstorms are within range of the BoM's weather-watch radars. They provide more specific information on individual severe thunderstorms. The warning includes a map depicting any existing thunderstorms and the forecast direction of movement for up to 60 minutes.

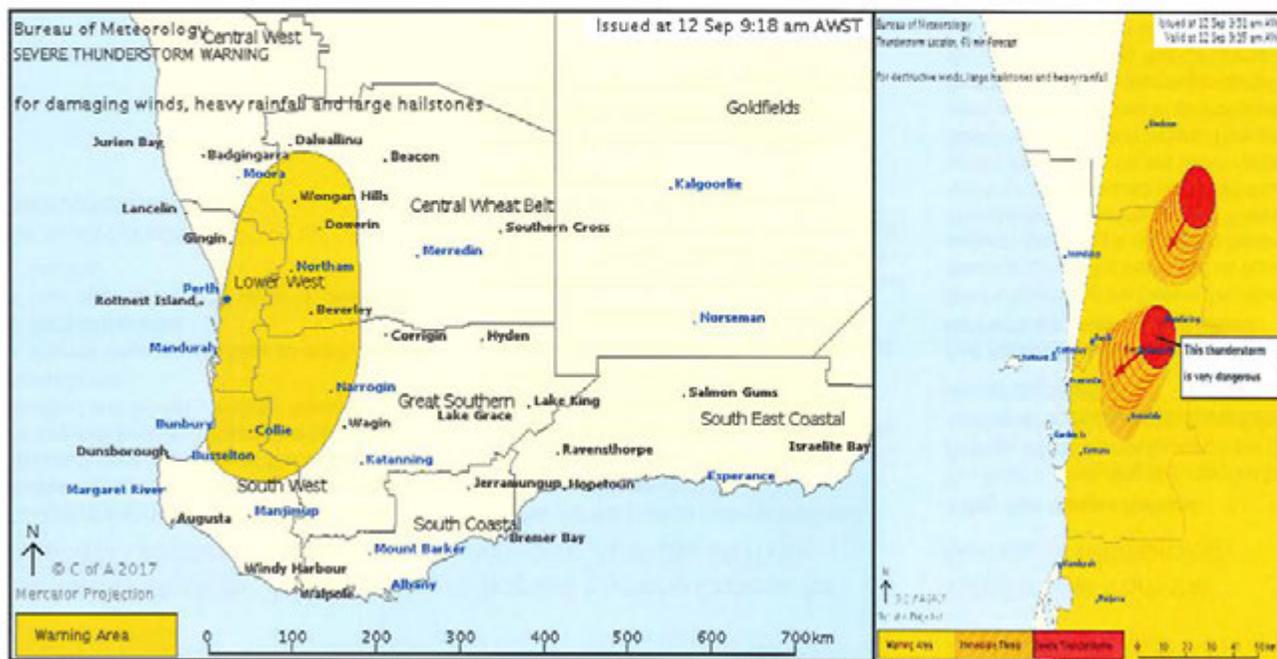


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WA Cyclone & Southern Bushfire Season Synopsis 2017/2018



Bureau of Meteorology



When issued, severe thunderstorm warnings can be accessed via the BoM WA warnings page: www.bom.gov.au/wa/warnings/

Bureau of Meteorology

Atmospheric Instability and the C-Haines Index

BoM introduced atmospheric instability into the DFES Operational Preparedness Briefings by adopting the C-Haines Index. The C-Haines Index provides a guide on whether pyro-cumulonimbus (pyro-cb) will develop. Pyro-cb is a fire generated thunderstorm which can have a significant impact on fire behaviour as it can cause:

- Amplification of burn and spread rates.
- Enhanced spotting from the lofting of firebrands downwind.
- Ignition of new fires from lightning strikes.

In recent fires, the Fire Dangers have been relatively low but the fires have become out of control due to the effects of pyro-cb. Of note, during the Waroona/Yarloop fire the Fire Dangers peaked in the Very High range however lightning and/or enhanced spotting from pyro-cb's was identified as the weather driver for the fire to become uncontrollable.

More information on atmospheric instability and the C-Haines Index can be found [HERE](#)



Photo: Pyro-cb developing over the Lower Hotham fire, 2015.



Incident Management

Directive 3.8 – Severe Weather Events

A new Directive, *Directive 3.8 – Severe Weather Events*, has been developed for the management of severe weather events for cyclones, floods and storms (it excludes tsunamis and earthquakes). The Directive replaces the State Emergency Service Operations Instruction 7 and 9 and addresses the areas of Prevention, Preparedness, Response and Recovery.

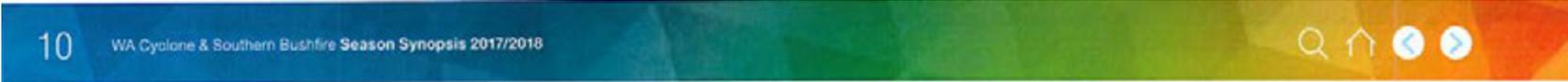
The Directive is available here [Directive 3.8 – Severe Weather Events](#)

Operations Pre-Starts Book

All appliances, including those from Parks and Wildlife Service, CFRS, VFRS, VFES, and BFBs, should carry an Operations Pre-Starts Book (OPB). The OPB is intended to capture the minimal amount of critical information for a Crew Leader/Officer in Charge (OIC) from their initial briefing at the Control Point prior to commencing operations at an incident. The OPB is a summary of the current situation, strategies, tactics, communications and safety structures for the incident and is intended for use when no formal Incident Action Plan has been developed.

The OPB is to be used in accordance with [SAP 3.2.C – Incident Action Planning](#)





Incident Management



T-Card Management

T Cards, so called due to their 'T' shape, are used to maintain vision of all human and physical resources on the incident ground. This is vital given that the Incident Controller has ultimate responsibility for everyone and everything at the incident (essentially a workplace) that they are controlling. **T Cards are mandatory for all personnel** and should be used to keep track of equipment also. Certain parts of the T Card **MUST** be completed whilst other parts can be used as applicable.

Each appliance should carry a supply of T Cards and **MUST** submit a completed T Card to the Control Point (CP) prior to commencing operations. Details recorded on each T Card will provide the IMT with information required to plan for the following:

- Welfare of all personnel, i.e. food and water, rest breaks, shifts length, etc.
- Crew changeovers and extra resource requirements
- Ability to contact individual personnel

Further information on T Cards is available in [SCP 3.2.6 – T Cards and Incident Management Boards](#)



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WA Cyclone & Southern Bushfire Season Synopsis 2017/2018



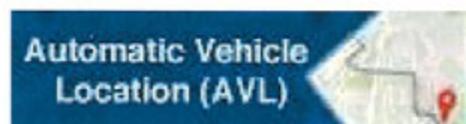
Incident Management

Automatic Vehicle Location

The Automatic Vehicle Location (AVL) system provides real-time visibility of vehicles and automated features that support enhanced crew safety.

AVLs have been installed in vehicles across the state, with portable AVL units deployed in regional locations to ensure Local Government, contractor and farm vehicles can also be monitored.

Click [HERE](#) to find out more information.



Restricted Access Permits

Western Australia's Emergency Management arrangements provide Incident Controllers the powers to prohibit movement within, into, out of or around an incident area, direct the evacuation and removal of persons from part or all of an area and close roads, access routes or areas of water in or leading to an incident area.

A Restricted Access Area is an area or specified properties within the incident area in which permitted people are allowed to return for a period of time for a specified purpose.

A Restricted Access Permit must be issued to allow entry, exit and potentially re-entry to the Restricted Access Area in accordance with the permit conditions.

The appointed Incident Controller has the authority to issue Restricted Access Permits to a variety of persons for a range of reasons and scenarios. The form and nature of the Permit is a decision for the IC, in consultation with the Local Emergency Coordinator (LEC) in attendance at the Incident Control Centre and may be in the form of:

- An adhesive sticker to be affixed to a vehicle's windscreen
- A paper permit
- Department of Fire and Emergency Services ID card

A "Restricted Access Permit Unit" can be established by the Incident Controller depending upon the nature and extent of the restricted access area and the number of persons likely to apply for restricted access permits.

Further information is available in [SAP 3.2.D – Restricted Access Permits](#)

An online video has also been developed, [Traffic Management – Restricted Access Permits](#)

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WA Cyclone & Southern Bushfire Season Synopsis 2017/2018



Incident Management

New RFA boards in WebEOC

On Friday 18 August 2017, DFES implemented a new system and process to manage Natural Hazards Requests for Assistance (RFAs). WebEOC was extended to provide an end-to-end solution for managing Natural Hazard RFA's.

This change was managed through the All Hazard Incident Management System (AHIMS) program and will impact our people in the Communication Centre (COMCEN), State Emergency Service (SES) and Volunteer Fire and Emergency Services (VFES).

Benefits to COMCEN

- One system for capturing RFAs
- A streamlined process
- Increased system functionality
- Integration with existing DFES systems

Benefits to Volunteer

- Increased operational agility and situational awareness
- Ability to manage RFAs at a unit level
- Real time access to RFAs via the web based system

Further information is available [HERE](#)



Fire Chat

Everyone is encouraged to access the new bushfire planning and preparation tools for this bushfire season – the 5 minute Fire Chat and the Bushfire Preparation Toolkit, which were launched recently.

The *5 minute Fire Chat* asks people in high bushfire risk areas to discuss three key questions with family, friends or neighbours.

This approach is easy to achieve, and if this is all people do, they will be better prepared. For those who then want to take the next step, there is *Your Bushfire Preparation Toolkit*.

Additional information is available [HERE](#)

Safety

Emergency Services type activities are inherently dangerous and regardless of the systems or controls in place, there constantly remains the potential of hazards and risk to those involved. Safety is a paramount objective and hazards need to be identified and risks assessed with appropriate decisions being based on knowledge, skills and experience.

Safety Circulars

Twelve safety circulars have been issued relating to equipment and vehicles during 2017 so far. As safety is paramount, ensure you are aware of and comply with the critical messages within the safety circulars as applicable to you in your emergency response role.

The full list is available [HERE](#)

Fatigue

The consequences of heat illness and fatigue within an emergency services organisation can result in adverse effects on the health status of responders attending the incident, an increased risk of accidents, reduced individual decision-making ability and influence the organisational capability to respond in a prolonged incident.

Keep a look out for each other – Check me, check you!

Fatigued people are often unaware that they are not functioning as well as they would be if they were not fatigued and this can make it difficult to diagnose.

Signs and symptoms:

- A desire to sleep
- Delayed reaction times
- Decreased alertness
- Decreased motor skills
- Reduced visual perception
- Reduced situational awareness
- Stress, frustration and irritability
- Impaired memory performance
- Impaired performance insight
- Short periods of involuntary sleep (micro sleeps).

How to Reduce the Risk of Fatigue

- Try to get 7-9 hours of sleep per night
- Eating healthy and balanced meals will give you the energy you need to fuel your body throughout the day.
- Keeping physically fit and active
- Psychological health DFES has a number of strategies to help people experiencing psychological issues including the Wellness Branch, Health and Safety Services, Peer Supporters and our Employee Assistance Program.





Safety

Tips for Battling Fatigue

- Exercise – During the summer months, consider conducting Physical Training in the afternoon. Do not exercise too hard during your Physical Training session so you are not too fatigued for the remainder of the day.
- Sleep – Ensure you have adequate sleep so that you don't become sleep deprived.
- Water – Try to limit the amount of electrolyte drinks that are being consumed and ensure enough water is being drunk.
- Nutrition – When leaving the Control Point for the sector, ensure you have enough supplies and snacks to sustain yourself if by chance you cannot get back to the Control Point for a meal.
- Wellbeing – Ensure you monitor yourself and your team for any changes in physical or mental health during busy days or after a particularly challenging incident.

Heat Related Illness

Heat related illness can kill, so it's vital we all understand it.

Do Something Now! Immediate controls must be implemented to reduce the risk of injury.

An online video is available at [Don't Let Heat Stress Bring You Down](#)

LACES

No one ever plans to be lost, disoriented or injured therefore it is vital to continually monitor the environment to identify the hazards and assess the risks as they apply to the tasks being carried out. On an incident ground, it is important to utilise LACES as a guide to help maintain situational awareness and mitigate the risks that may be faced.

DFES personnel and volunteers use the acronym LACES (Lookouts, Awareness, Communication, Escape Routes, and Safety Zones) to assist in maintaining personal safety at all times [LACES Save your life – Check, safety first](#)

Red Flag Warnings

Red Flag Warnings is a message system that provides a process to ensure critical information (such as weather changes) is confirmed as received to the lowest levels and understood by all personnel involved in an incident.

A Red Flag Warning should be issued when there is, or predicted to be, a significant risk to safety due to changed circumstances including:

- Weather changes;
- Hazardous materials;
- Fire behaviour;
- Structural integrity;
- Equipment failures.

All DFES staff and volunteers should familiarise themselves with [SOP 3.2.7 Red Flag Warnings](#).



Safety

Emergency Messages

The Emergency Message is only to be used in cases of extreme emergency. This definition could include a range of situations, for example, an emergency responder suffering illness/injury which requires urgent medical attention.

Emergency messages must be preceded by the words 'EMERGENCY EMERGENCY EMERGENCY' and must include the name and rank of the person sending the message.

Actions required by operational crews upon receipt of an emergency message may include the following, dependent on the incident and situation:

- Acknowledge receipt of message
- Confirm location and situation
- Immediately notify the OIC/ComCen as appropriate
- Respond at the direction of the OIC as required
- Re-establish contact with sender

Further information is available in [SOP 3.2.4 – Incident Communications](#).

Burnover Survival

Most entrapments result from sudden changes in fire intensity and direction, usually following a wind change. Sheltering within the vehicle is the best option for mounted crews, although the window and door trims remain vulnerable to the effects of radiant heat. Ensure you utilise the appropriate burnover process for the particular crew protection installed in the vehicle.

Whilst the best process for 'burnover' is to **avoid** placing yourself and crew members in situations where they may occur, [SOP 3.5.11 – Entrapment at Bushfire](#) provides the procedure designed to ensure the safety of responders entrapped by an encroaching bushfire and subject to a likely burnover of their vehicle.

An online video '[Burnover Blanket Use](#)' is available.

Deadman Zone

Firefighters working in parallel to a fire line are operating within an area where fire behaviour and environmental conditions may not be readily observable. Such areas are termed the deadman zone where a wind change can rapidly alter the direction of fire spread and prevent firefighters engaged in parallel attack from withdrawing to a place of refuge.

The following resources are available to all DFES staff and volunteers to familiarise themselves with all relevant processes/procedures that are designed to minimise risk:

- [Operations Directive 3.5 – Bushfire](#)
- [SOP 3.5.10 – Crew Safety at Bushfires](#)

An online video '[Deadman Zone](#)' is also available.



Wellness

Working within an emergency services environment is both rewarding and challenging.

It is important you take a holistic approach to your wellbeing: physical, mental and spiritual. Making sure you take care of yourself now will help protect yourself from the negative impact of stress and mental health issues in the future.

Noticing when your wellbeing is affected can be very difficult. The way we think and act can become 'normalised' (i.e. your normal way of thinking/behaving), meaning you may not notice the early signs and symptoms of any possible problems.

Quick Wellbeing Check

- Q. How am I sleeping?
- Q. When is the last time I had a good laugh?
- Q. Am I spending more time at home and less time socialising?
- Q. Am I arguing with partners, family or friends a lot?
- Q. Have my family or BGU members commented that I have changed?

Include a 'wellbeing check' into your routine. If your answers are negative, or seem to be getting more negative, seek help. The Wellness Branch or the free counselling service 'PeopleSense' are a good first step to get the information and help you need.

As part of the emergency services, it is likely that you will attend a critical incident (e.g. bushfire, cyclone, road crash, house fire, land/sea search) at some point. Attending such incidents can impact your wellbeing (e.g. changes in sleeping/eating patterns, more grumpy than usual, less motivation). These are normal and common reactions to an extraordinary situation and generally only last between 2 days – 4 weeks after the incident.

Please remember it's ok not to be ok – there are support systems available to you that you can easily access. These include: personal support networks, the DFES Wellness Branch, the DFES free counselling service 'PeopleSense' (9388 9000), DFES Peer Support Officers, a General Practitioner or a Mental Health Professional.

Signs you may need help

- **Physical Health** – tired all the time, appetite/weight changes, headaches, disturbed sleep, sick and run down.
- **Behaviour** – not wanting to see family/friends, not completing day to day tasks, finding it hard to concentrate, getting upset over little things.
- **Thoughts** – "I'm a failure", "it's all my fault", "I'm worthless", "life is not worth living", "there's no point in trying".
- **Feelings** – overwhelmed, unhappy, guilty, indecisive, disappointed, no confidence, irritable, angry.

It is very important we monitor ourselves but also that we take the time to look after each other.

Note: Bush Fire Brigades are included in the DFES Wellness Branch response and can access all DFES Wellness Branch Services.



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES
WEDNESDAY, 22 NOVEMBER 2017
ATTACHMENT 1





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