



Committee Attachments
ORDINARY COUNCIL MEETING
Wednesday, 21 June 2017

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1	Chittering Local Emergency Management Committee: 24 May 2017 1. "Unconfirmed" Chittering Local Emergency Management Committee meeting minutes from 24 May 2017	1 – 18

MINUTES FOR THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

Wednesday, 24 May 2017

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 10.00am
Closure: 10.52am



Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Chittering Local Emergency Management Committee (CLEMC) 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 CLEMC Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 2 June 2017.



Alan Sheridan
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at a meeting to be held on 23 August 2017.

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



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 10.00am.

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

2.1 Attendance

Members:	Alan Sheridan	Chief Executive Officer, Shire of Chittering (Chairperson)
	Jim Garrett	Executive Manager Technical Services, Shire of Chittering
	Yvette Gregg	District EM Advisor, Office of Emergency Management
	David Wilson	Acting Chief Bushfire Control Officer, Shire of Chittering
	Ash Smith	Local Manager, Swan SES
	Rick Choules	St John Ambulance (Gingin/Chittering Sub-branch)
	Quorum: 6 members	

Guests:	Nathan Gough	Building Surveyor, Shire of Chittering
	Patrick O'Dal	Wheatbelt Community Paramedic, St John Ambulance
	Natasha Mossman	Executive Support Officer, Shire of Chittering (Secretary)

2.2 Apologies

The following members have notified of their apology:

Craig Garrett	District Officer North East Metropolitan, Department of Fire and Emergency Services
Jamie O'Neil	Chief Bushfire Control Officer, Shire of Chittering
Rhona Hawkins	Executive Manager Corporate Services, Shire of Chittering
Bronwyn Southee	Executive Manager Development Services, Shire of Chittering
Cr Gordon Houston	President, Shire of Chittering
Ryan Hamblion	Senior District Emergency Service Officer, Department for Child Protection and Family Support - Emergency Services Unit

**2.3 Approved leave of absence**

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF MINUTES: Wednesday, 22 March 2017**4. OFFICER/COMMITTEE RECOMMENDATION**

Moved Ash Smith / Seconded Jim Garrett

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

CARRIED 6/0**5. REPORTS****5.1 WA Police**

Nil

5.2 Department of Fire and Emergency Services

Nil

5.3 Department of Child Protection and Family Support

Nil



5.4 St John Ambulance

- Introduction of Pat O'Dol, Community Paramedic for St John Ambulance.
- Main priority for the local sub-centres was recruitment.
- Emergency management plans are being updated for the sub-centres.
- Bullsbrook locality have their own sub-centre.

5.4 COMMITTEE RECOMMENDATION

Moved Rick Choules/Seconded David Wilson

That Council approves the inclusion of a representative from the Bullsbrook St John Ambulance Sub Centre to the Chittering Local Emergency Management Committee.

CARRIED 6/0

- Attendance to calls has improved in the last six weeks.
- Eight volunteers joined in March; have undertaken initial training course (Gingin – 6 and Chittering – 2).
- Total volunteers – 36.
- Discussion on tapping into volunteer Fire Control Officers during the off-season to join St John Ambulance.

ACTION

Jamie O'Neill to schedule a meeting with St John Ambulance to talk about cross-agency coordination.

- Alan enquired into updates on the new facility in Bindoon. Rick advised that the design has been fully engineered and that the project has slowed down to focus on increasing volunteers. This is still an active project for the branch.

5.5 Shire of Chittering

- Alan attended the WALGA "Manage Recovery Activities in Local Government" on 12 May 2017. It was noted that the Red Cross were not listed in the Shire's LEMAs. The Shire will be looking at the business continuity plan as the centre mentioned for the Shire to use during an emergency is not set up with internet access.

ACTION

LEMAs to be updated with details for Red Cross.

- The Shire has received the 2017 Annual Preparedness Report and Capability Survey, which Jamie will complete when he returns from leave.

ACTION

Jamie O'Neill to complete the 2017 Annual Preparedness Report and Capability Survey prior to 14th June 2017.



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

WEDNESDAY, 24 MAY 2017

- Shire has renewed the MOU with DFES with regard to the position of the Community Emergency Services Manager for a further three years.
- At the OCM held on 17 May 2017 the Shire's Bushfire Risk Planning Coordinator presented the Shire's Bushfire Risk Management Plan, which Council resolves as follows:

9.1.1 SUBSTANTIVE MOTION/COUNCIL RESOLUTION 030517

Moved Cr Osborn / Seconded Cr Rossouw

That Council:

- 1. endorses the Bushfire Risk Management Plan for the Shire of Chittering as per Attachment 1.*
- 2. resolves that the Bushfire Risk Management Plan has equal standing to that of the Local Biodiversity Strategy.*

Advice Note:

- 1. Council consider allocating a financial contingency in the draft 2017/2018 budget in the case that the Bushfire Risk Planning Coordinator role discontinues due to cease of funding. This will allow for the treatment options as identified in the Bushfire Management Plan to continue.*

SUBSTANTIVE MOTION WAS PUT AND DECLARED CARRIED 6/0
7:26PM

- The BRMP assessed the whole Shire by addressing risks and assessing private properties in the 'Extreme' areas. By reducing lot sizes and installing firebreaks around properties better chance of asset protection. The Shire has applied for funding (\$10,000) through AWARE to engage the community with emergency management/preparedness, the Shire to match 50:50.

Yvette advised that the Shire's funding request was well received and rated highly at the District Office.

- The Shire received notification from Wheatbelt District Emergency Management committee that a cross boundary district exercise will be held in Gingin on 13 June 2017. Alan Sheridan will be on annual leave; however invitations extended to the Shire's Executive Managers to attend.
- The Shire received notification from the Office of Emergency Management with regard to local governments being able to use their own labour, plant and equipment for the rebuilding of essential public assets as part of the January WANDARA event (Chittering Shire not involved).



5.6 Chief Bushfire Control Officer (Shire of Chittering)

- In the absence of Craig Garrett, David expressed Craig's gratitude to the Committee.

Operations

Primary and Support Incidents & Membership: 01/01/2017 – 17/05/2017

Brigade	Incidents	No of Personnel Attending Incidents	# Brigade Members as @ 17/05/17
Muchea 6443	9	30	34
Lower Chittering 6387	10	26	36
Upper Chittering 6138	15	84	55
Bindoon 6055	19	56	33
Wannamal 6652	5	16	57
Chittering Incident Support 6975	2	18	22
Totals:	60	230	237

NA* - Fire Incident Reporting System is currently inaccessible and has been reported to DFES

Community/Stakeholder Engagement

- Shire of Chittering Bush Fire Ready Facebook Monthly community engagement themes, information on Fire Break compliance.
- Meetings with DFES North Metro, North & South East CBFCO's, Brigades meetings, LEMC, Operation Meeting, DFES Community Engagement and DFES Training Support Officer.

Mitigation Works

- Fire break compliance ongoing.
- Bush Fire Risk Management plan completed by BFRMC and approved.
- Hazard reduction burn Black Boy Ridge postponed until favourable burn conditions.

Training

- Brigades continuing with ongoing maintenance training.
- 1st Aid Training Completed, 13 participants.
- Advanced Firefighter Course Completed, 6 participants,

Bush Fire Management Plans

Nil

Investigations/Reviews (PIA/Recommendations)

Nil



5.7 District EM Advisor, Officer of Emergency Management

Capability and Preparedness Questionnaire – due 14th June 2017

Each year state agencies, service providers and LGs are asked to complete a preparedness questionnaire. The data from this is used to develop a preparedness report that goes to parliament to advise on the state's preparedness.

The survey was sent out to all local governments recently and is due by the 14th June 2017.

Measuring resilience or preparedness is a complex task. So the a state capability framework has been developed that sets some core objectives for the state to aim for. Benchmarks or best practice if you like. It aligns with national models, but has been tweaked to suit WA. There are 7 capability areas and 32 core capabilities. The questionnaire is based on these.

For further detail in regard to the capability framework please go the OEM website [here](#).

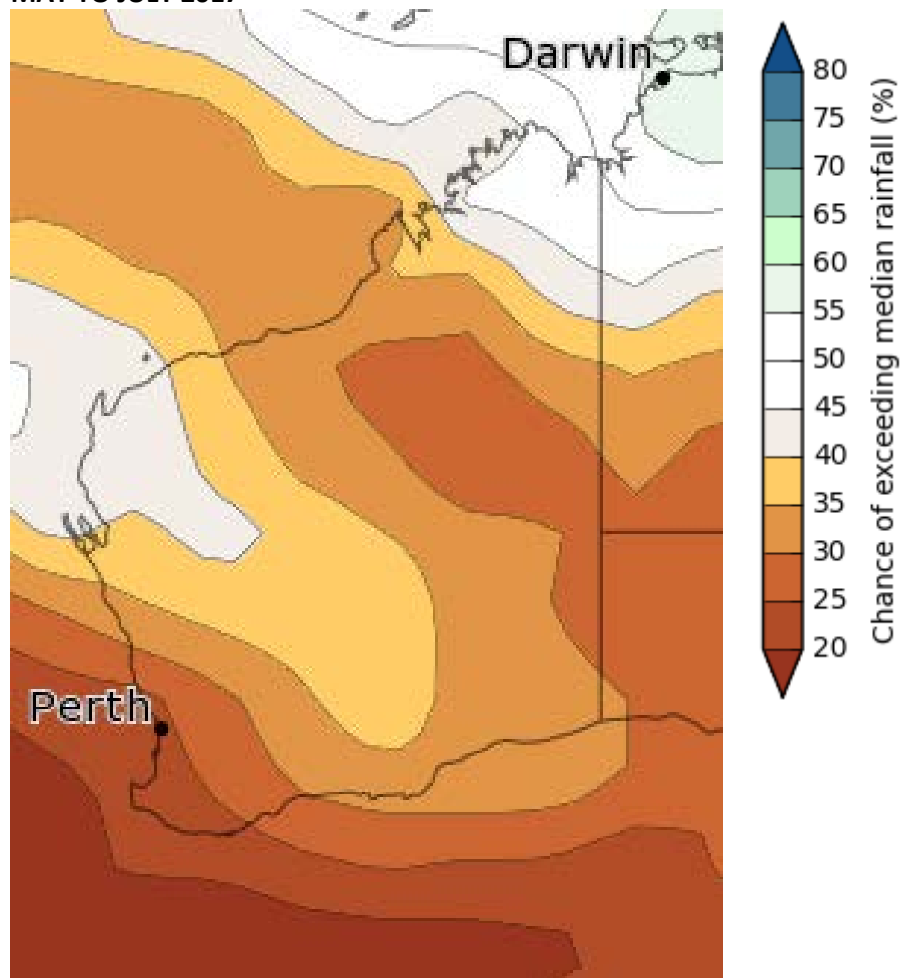
CAPABILITY FRAMEWORK



Local Risk Project

The roll out of the local risk project has begun in the Wheatbelt across the Local governments in the Avon and NEWROC. Looking to commence the project for Chittering, Gingin and Dandaragan in August with an introductory Workshop. Suggested date the 8th August 2017. Venue to be confirmed.

BOM Seasonal outlook
MAY TO JULY 2017



Steve Duggan from the Bureau of Meteorology gave a seasonal outlook at a recent flood preparedness workshop held in Northam.

Of interest were his comments that while it appears winters are becoming drier, there is a tendency for monsoon rains to come further south in summer, and summers may become wetter than average, certainly in the short term it seems to be the trend. On top of an already wet catchment, this could mean further flooding, next summer. Also severe thunderstorms, microbursts similar to what occurred in Kellerberrin a few weeks ago, are becoming more common.



5.8 Swan State Emergency Service Agency Report

Reporting period from 28 February 2017 to 31 May 2017

Major events and incident coordination

- Total Number of Incidents: 7
- List Significant Event and any critical issues identified:
 - Land Search 3 May 2017 – Walyunga NP. Missing person located deceased. Team debrief conducted and wellness and peer support has been offered.
- Summary of incidents by type of call:
 - Storm / Severe Weather – 4 with 8 premises attended
 - Land Search – 3
- Current membership is 57 members including 3 probation members.

Seasonal risk preparation briefings

- Training focus for this next quarter is on Storm Damage Operations, Basic General Rescue and Radio Communications.

EM Exercises attended

- A Level 2 Storm exercise is planned in the SIMCEN 21 June 2017.

Any other issues involving EM

- Communications – 400 MHz spectrum changes. DFES are required to make changes to UHF radio systems. This will require a transition of all UHF channels (frequencies). Swan SES are currently waiting dates for transition of our equipment and expect this to be in June.
- Natural Hazards Request For Assistance (RFA) process – improvements to the DFES All Hazards Incident Management System (AHIMS) mean the Web-based Emergency Operations Centre (WebEOC), currently used to manage Level 2 & 3 incidents, will be extended to provide an end-to-end solution for managing Natural Hazard RFA's.
- Swan SES vehicles have been fitted with Automatic Vehicle Location (AVL) devices and members received training into the operation and maintenance.
- Community engagement events are being planned in line with the 2017 WinterSAFE campaign which runs until 30 Sept.





6. GENERAL BUSINESS

6.1 Contact details

To be updated as per attendance list.

6.2 Post-incident reports

Nil

6.3 Treatment strategies progress

Nil

6.4 LEMC Exercise

David advised that this would be discussed with Jamie when he returns from leave.

ACTION

Jamie O'Neill to progress preparations for upcoming LEMC Exercise, and will brief the Committee at the next meeting.

6.5 Other Business

Ash asked if the Shire had a community engagement department, which Alan advised that the Shire's responsible officer is Karen Dore (Economic Development/Communications Officer). Ash was put in contact with Shire staff who can assist with the distribution of SES advice through our normal communication channels.



7. OUTSTANDING ACTIONS AND RECOMMENDATIONS

Meeting Date	Report title	Details of required action	Person responsible	Current status	Action completed
26/05/2016	LEMC	Priority list of top 5 risks in our shire to be discussed by LEMC	LEMC	November 2016 meeting	
26/05/2016	Treatment strategies progress	Bush fire risk mapping to be presented to LEMC	Ian Hollick	November 2016 meeting	
26/05/2016	Emergency Warnings	Cr Houston to look into the community radio further	Cr Houston	Cr Houston put a request to Joe Francis's office to talk to someone about funding for community services/programs. Might be an opportunity to source funding; which is in response to the Yarloop fire. It isn't a quick process, but if we could secure some form of funding it would greatly benefit the community.	
22/03/2017	WA Police	The Shire of Chittering to write to Main Roads WA highlighting the recent traffic accidents and the state of the road at this location.	CEO		
22/03/2017	Exercise: 11 October 2016	UHF hand-held or a landline to be kept in welfare kit	CESM		
22/03/2017	Exercise: 11 October 2016	MOU with neighbouring shires to be able to use their facilities to manage operations.	CEO		
22/03/2017	Exercise: 11 October 2016	Phone diversions: can it be diverted to multiple numbers (i.e. tree setup) / email notifications.	CESM		



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES
WEDNESDAY, 24 MAY 2017

Meeting Date	Report title	Details of required action	Person responsible	Current status	Action completed
22/03/2017	Setting of 2017 meeting dates	<p>That the:</p> <ol style="list-style-type: none"> Local Emergency Management Committee meeting dates for 2017 are as follows: <ol style="list-style-type: none"> Wednesday, 22 March; Wednesday, 24 May; Wednesday, 23 August; and Wednesday, 22 November. 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). 	CEO	<p>Officer report presented to the April 2017 where Council resolved the following (Resolution 170417):</p> <p>The Council:</p> <ol style="list-style-type: none"> Receives the unconfirmed minutes of the Chittering Local Emergency Management Committee meeting held on Wednesday, 22 March 2017. Approves the Local Emergency Management Committee meeting dates for 2017 are as follows: <ol style="list-style-type: none"> Wednesday, 22 March; Wednesday, 24 May; Wednesday, 23 August; and Wednesday, 22 November. Confirms that 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). Approves the advertising of the 2017 Local Emergency Management Committee meeting dates in accordance with the <i>Local Government (Administration) Regulations 1996</i>. <p>Local public notice was advertised in <i>The Advocate</i> on 17 May 2017; and also details are on the Shire's website http://www.chittering.wa.gov.au/news/article/01052017-0/chittering-local-emergency-management-committee-meeting-dates-2017.aspx)</p>	17 May 2017



**LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES
WEDNESDAY, 24 MAY 2017**

Meeting Date	Report title	Details of required action	Person responsible	Current status	Action completed
24 May 2017	St John Ambulance	That Council approves the inclusion of a representative from the Bullsbrook St John Ambulance Sub Centre to the Chittering Local Emergency Management Committee.	ESO	Officer report to be presented to June's OCM for Council's consideration.	
24 May 2017	St John Ambulance	Jamie O'Neill to schedule a meeting with St John Ambulance to talk about cross-agency coordination.	CESM		
24 May 2017	Shire of Chittering	LEMAs to be updated with details for Red Cross.	ESO		
24 May 2017	Shire of Chittering	Jamie O'Neill to complete the 2017 Annual Preparedness Report and Capability Survey prior to 14 th June 2017.	CESM		
24 May 2017	LEMC Exercise	Jamie O'Neill to progress preparations for upcoming LEMC Exercise, and will brief the Committee at the next meeting.	CESM		

**8. NEXT MEETING**

The next scheduled meeting of the Chittering Local Emergency Management Committee is for 10am on Wednesday, 23 August 2017.

9. CLOSURE

The Chairperson declared the meeting closed at 10.52am.



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