



**Committee Attachments**  
**ORDINARY COUNCIL MEETING**  
**Wednesday, 20 September 2017**

<b>REPORT NUMBER</b>	<b>REPORT TITLE AND ATTACHMENT DESCRIPTION</b>	<b>PAGE NUMBER(S)</b>
<b>10.1</b>	<b>Local Emergency Management Committee: 23 August 2017</b> 1. "Unconfirmed" Local Emergency Management Committee Minutes from 23 August 2017	1 – 12

# MINUTES FOR THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

Wednesday, 23 August 2017

Council Chambers  
6177 Great Northern Highway  
Bindoon

Commencement: 10.17am  
Closure: 10.50am



**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 8 September 2017.

Alan Sheridan  
**Chief Executive Officer**  
**Shire of Chittering**

**Confirmed Minutes**

These minutes will be confirmed at a meeting to be held on 22 November 2017.

Signed .....

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

## TABLE OF CONTENTS

<b>1.</b>	<b>DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS.....</b>	<b>1</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE.....</b>	<b>1</b>
	2.1 Attendance .....	1
	2.2 Apologies .....	1
	2.3 Approved leave of absence .....	2
<b>3.</b>	<b>CONFIRMATION OF MINUTES: WEDNESDAY, 23 MAY 2017.....</b>	<b>2</b>
<b>4.</b>	<b>REPORTS.....</b>	<b>2</b>
	4.1 WA Police.....	2
	4.2 Department of Fire and Emergency Services .....	2
	4.3 Department of Communities.....	3
	4.4 St John Ambulance .....	3
	4.5 Shire of Chittering.....	4
	4.6 Chief Bushfire Control Officer (Shire of Chittering).....	4
	4.7 District EM Advisor, Office of Emergency Management .....	5
	4.8 Swan State Emergency Service Agency Report .....	5
<b>5.</b>	<b>GENERAL BUSINESS .....</b>	<b>5</b>
	5.1 Contact details.....	5
	5.2 Post-incident reports .....	5
	5.3 Treatment strategies progress .....	5
	5.4 LEMC Exercise: Desktop “Storm” on 13 September 2017.....	5
	5.5 Other Business.....	5
<b>6.</b>	<b>OUTSTANDING ACTIONS AND RECOMMENDATIONS .....</b>	<b>6</b>
<b>7.</b>	<b>NEXT MEETING.....</b>	<b>8</b>
<b>8.</b>	<b>CLOSURE.....</b>	<b>8</b>



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 10.17am.

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

### 2.1 Attendance

Members:	Alan Sheridan	Chief Executive Officer, Shire of Chittering (Chairperson)
	David Carroll	Community Emergency Services Manager, Shire of Chittering
	Peter Stuart	Acting Executive Manager Development Services, Shire of Chittering
	Rick Choules	St John Ambulance, Gingin-Bindoon Sub-branch
	Craig Garrett	District Officer North East Metropolitan, Department of Fire and Emergency Services
	Ryan Hamblion	Senior District Emergency Service Officer   Emergency Services Unit; East Metro - Armadale, Cannington, Midland; Child Protection and Family Support, Department of Communities

**Quorum: 6 members**

Observers: Natasha Mossman Executive Support Officer, Shire of Chittering (Secretary)

### 2.2 Apologies

The following members have notified of their apology:

Ash Smith	Local Manager, Swan SES
Jim Garrett	Executive Manager Technical Services, Shire of Chittering
Lian Webb	Team Leader, Emergency Services Unit; East Metro - Armadale, Cannington, Midland; Child Protection and Family Support, Department of Communities
Phil Humphry	Deputy Chief Bushfire Control Officer (Central)
Scott Ormsby	Bushfire Risk Planning Coordinator, Shire of Chittering
Rhona Hawkins	Executive Manager Corporate Services, Shire of Chittering
Yvette Gregg	District EM Advisor   Office of Emergency Management
Nic Grayer	First Class Constable, WA Police (Gingin)



### 2.3 Approved leave of absence

Nil

## 3. CONFIRMATION OF MINUTES: WEDNESDAY, 23 MAY 2017

### 3. OFFICER RECOMMENDATION

Moved Rick Choules / Seconded Alan Sheridan

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

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 6 / 0

## 4. REPORTS

### 4.1 WA Police

Nil

### 4.2 Department of Fire and Emergency Services

Craig Garrett spoke on the following items:

- The State Bush Fire Exercise is to be conducted on Tuesday, 17 October 2017 in various locations.
- The Western Australian Fire and Emergency Services Conference is to be held from Friday, 8 to Sunday, 10 September 2017 at the Perth Convention and Exhibition Centre.
- Currently DFES are running a Wintersafe media campaign focussing on winter storms and home fire safety.
- DFES and the Shire of Chittering are currently negotiating a new MOU (Memorandum of Understanding) and Business Plan for a DFES employed CESM.
- Regional staff will be inspecting UCL/UMR lands re mitigation works required for fire season.
- Mr David Carroll has been employed as the Chittering CESM and CBFCO. Jamie O'Neill has moved to CESM Mundaring.
- An ICV exercise to be conducted on Saturday, 26 August at WA FES Academy, with Chittering ISB to attend.
- The 2017 Volunteer Employer Recognition Awards (VERA) nominations are still open until end of August.
- The Chittering Rural Urban Interface (RUI) Exercise will be conducted on Sunday, 15 October with local and neighbouring brigades.
- On behalf of DFES, we would like to pass on our condolences to family and friends of Steve Browne.
- The State Earthquake Exercise was conducted on Saturday, 19 August.
- DFES currently undertaking a project to replace the Computer Aided Dispatch (CAD) system which is used to dispatch resources for emergencies state wide.



#### 4.3 Department of Communities

Ryan Hamblion spoke on the following items:

- The Department for Child Protection and Family Support has now amalgamated with Community Grants, Funding & Initiatives, Disability Services Commission, Housing Authority and Regional Services Reform to form the Department of Communities. Additionally; when referring to the Department it can be also referred to as Communities after being referred to in the first instance as the Department of Communities and DC can be used when an acronym is needed.
- 14<sup>th</sup> June 2017 – held an Introduction to Welfare Centre Management at the Cannington Leisureplex. Attendees were walked through the stages of DC and LGA's management of a welfare centre. Thirty-six attendees from LGA's, DC and other key stakeholder non-government departments attended.
- 19<sup>th</sup> July 2017 – held an Introduction to Welfare Centre Management at the Altone Park Centre. Attendees were walked through the stages of DC and LGA's management of a welfare centre. Forty-two attendees from LGA's, DC and other key stakeholder non-government departments attended.
- Next training session will be held in October in the Armadale District and employees from the Chittering LGA and other LEMC members are more than welcome to attend to get a greater understanding of the welfare support services offered during and after an emergency. The more LGA staff that are trained in working in the welfare centre will greatly assist the LGA with business continuity by having more trained staff being able to operate in the welfare centre.

#### 4.4 St John Ambulance

Rick Choules spoke on the following items:

- Pat O'Dol has moved on and the new representative is Stuart who will be covering for a period of six to eight weeks. Stuart will be based at the sub-centre located in Lancelin (Coast).
- Recruitment drive: currently going through Level 1 training, we have two new volunteers for Bindoon. When attending emergencies the ambulance needs a Level 2 in the back of the ambulance as Level 1 are not able to administer drugs.
- Centre is missing calls as not enough volunteers.

David Carroll raised the question about what the Shire could do to assist with recruitment, and Rick advised that any assistance provided by the Shire would be a benefit to the community.

- Most Level 2 volunteers work outside the area and are therefore not able to attend to call-outs during the day.

There was general discussion about what the Shire could do to assist with the recruitment drive.

#### **ACTION**

**David Carroll to check the AWARE Funding and if there is any available for a recruitment drive.**

- With St John Ambulance going electronic it has resulted in a massive loss of volunteers.



**ACTION**

**David Carroll to speak with Jamie O'Neill regarding cross-agency.**

- The location of the new building has stalled with management in Belmont to meet and discuss plans. The new building will be located near the Chittering Health Centre and it will have a 'fatigue room' (funded by the RAC) which it is hoped will entice new volunteers. The current centre is not 'branded' it is more a shed and a lot of residents/visitors do not realise that there is a St John Ambulance centre in the Shire. The new building will be "St John Ambulance branded" to ensure visibility to traffic and residents/visitors.

**4.5 Shire of Chittering**

Alan Sheridan spoke on the following:

- Appointment of new Community Emergency Services Manager/Chief Bushfire Control Officer, David Carroll.

**4.6 Chief Bushfire Control Officer (Shire of Chittering)**

David Carroll spoke on the following:

- Scott Ormsby is putting together a list of burns to hand out to Brigades.
- Jim Garrett is putting together a verge management plan and extra resources have been engaged in the Shire's Parks and Garden Team to assist with this.
- Entire Fire Management System are working on the strategic firebreaks. Meeting held with Gavin from Entire Fire Management to discuss traffic on Muchea East Road and how it is going to be managed.
- How the local brigades are burning and as this is a priority will be meeting with each brigade Captain to discuss.
- Hue Davies Day was well attended (19 August) – almost all brigades attended, only Wannamal was absent.
- The LEMC will be undertaking an exercise on 13 September – Desktop Storm which will be conducted by the Swan SES.
- Attended a pre-season meeting at the Bindoon Army Camp on 22 August.
- Familiarisation Day will be held at Bindoon Army Camp, which will involve Toodyay.
- Undertaking an exercise with Toodyay prior to the start of the season.
- The Firebreak Notice will be issued in September – will also include education items, volunteer recruitment and the DFES brochure "Prepare, Act, Survive" (DL size).
- The two new tanks are being installed at Upper Chittering and Wannamal; however need to find out the location for the one in Wannamal. David Wilson spoke about the remote water level monitoring which will be installed on the new and existing tanks, which the Shire has been successful in obtaining grant funding.

**ACTION**

**David Carroll to the Wannamal Volunteer Fire Brigade to find out the location for the new tank.**



**4.7 District EM Advisor, Office of Emergency Management**

Nil

**4.8 Swan State Emergency Service Agency Report**

Nil

**5. GENERAL BUSINESS****5.1 Contact details**

Ryan Hamblion	Department of Communities	<a href="mailto:ryan.hamblion@communities.wa.gov.au">ryan.hamblion@communities.wa.gov.au</a>
Peter Stuart	Chittering Shire	<a href="mailto:emds@chittering.wa.gov.au">emds@chittering.wa.gov.au</a>
David Carroll	Chittering Shire	<a href="mailto:cesm@chittering.wa.gov.au">cesm@chittering.wa.gov.au</a>

**5.2 Post-incident reports**

Nil

**5.3 Treatment strategies progress**

- Entire Fire Management
- Brigade Burns

**5.4 LEMC Exercise: Desktop "Storm" on 13 September 2017**

The Exercise is scheduled for Wednesday, 13 September 2017 and will be conducted by Swan SES.

**5.5 Other Business**

Nil



## 6. OUTSTANDING ACTIONS AND RECOMMENDATIONS

Meeting Date	Report title	Details of required action	Person responsible	Current status	Action completed
26 May 2016	LEMC	Priority list of top 5 risks in our shire to be discussed by LEMC	LEMC	November 2016 meeting	
26 May 2016	Treatment strategies progress	Bush fire risk mapping to be presented to LEMC	Ian Hollick	November 2016 meeting	
26 May 2016	Emergency Warnings	Cr Houston to look into the community radio further	Cr Houston	<b>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.</b>	
22 March 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 March 2017	Exercise: 11 October 2016	UHF hand-held or a landline to be kept in welfare kit	CESM		
22 March 2017	Exercise: 11 October 2016	MOU with neighbouring shires to be able to use their facilities to manage operations.	CEO		
22 March 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, 23 AUGUST 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.	21 June 2017
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 <sup>th</sup> 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		
23 August 2017	St John Ambulance	David Carroll to check the AWARE Funding and if there is any available for a recruitment drive.	CESM		
23 August 2017	St John Ambulance	David Carroll to speak with Jamie O'Neill regarding cross-agency.	CESM		
23 August 2017	Chief Bushfire Control Officer	David Carroll to the Wannamal Volunteer Fire Brigade to find out the location for the new tank.	CESM		



**7. NEXT MEETING**

The next scheduled meeting of the Chittering Local Emergency Management Committee is scheduled for 10.00am on **Wednesday, 22 November 2017**.

**8. CLOSURE**

The Chairperson declared the meeting closed at 10.50am.





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