



Committee Attachments
Wednesday, 21 September 2016

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1	Chittering Local Emergency Management Committee: 25 August 2016 1. "Unconfirmed" minutes of the Chittering Local Emergency Management Committee meeting held on Thursday, 25 August 2016	1 – 11



Local Emergency Management Committee Minutes

10.32am, 25 August 2016

Council Chambers
Shire of Chittering

UNCONFIRMED

LOCAL EMERGENCY MANAGEMENT COMMITTEE

**Minutes of meeting held at the Council Chambers,
Shire of Chittering on 25 August 2016**

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following 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 LEMC Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 12 September 2016.



Alan Sheridan
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes were confirmed at a meeting held on

Signed

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of meeting held at the Council Chambers,
Shire of Chittering on 25 August 2016

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*indicates separate attachments

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Agenda for meeting to be held in the Council Chambers,
Shire of Chittering on 25 August 2016

MEMBERSHIP
As at November 2015

Members	Deputies
Gordon Houston (Shire President)	
Chief Executive Officer	
Community Emergency Services Manager Chief Bush Fire Control Officer	Deputy Chief Bush Fire Control Officer Southern/ Northern Region
Executive Manager Technical Services	
Manager Human Resources	
Principal Environmental Health Officer	
St John Ambulance	
WA Police / Gingin	
Department of Fire and Emergency Services	
Department of Child Protection & Family Services	
Australian Defence Force	
WA Meat Industry Authority	

Quorum: 6 members

LOCAL EMERGENCY MANAGEMENT COMMITTEE
Agenda for meeting to be held in the Council Chambers at the
Shire of Chittering on Thursday, 25 August 2016

1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

In accordance with the provisions of the *Local Government Act 1995, Section 5.14* the Committee chose the Chief Executive Officer (Mr Alan Sheridan) to preside over the meeting until the arrival of the Chairperson.

The Presiding Member declared the meeting open at 10.32am.

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

2.1 Attendance

The following members were in attendance:

Cr Gordon Houston	President, Shire of Chittering (Chairperson)	<i>arrived at 10.40am</i>
Jamie O'Neill	Community Emergency Services Manager, Shire of Chittering	
Alan Sheridan	Chief Executive Officer, Shire of Chittering	
Ian Hollick	Deputy Chief Bushfire Control Officer Southern Region, Chittering Fire Service	
Rick Choules	St John Ambulance, Chittering/Gingin Sub-branch	
John Warburton	Acting Sergeant Gingin Police, WA Police	
Richard Symons	Senior Base Support Operations Officer, Australian Defence Force	
Glenn Sargeson	Principal Environmental Health Officer, Shire of Chittering	
Karen Parker	Manager Human Resources, Shire of Chittering	
Lian Webb	Team Leader, Department of Child Protection	
Jim Garrett	Executive Manager Technical Services, Shire of Chittering	

The following non-voting members were in attendance:

Dennis Badcock	Emergency Services Officer, Tronox
Natasha Mossman	Executive Support Officer, Shire of Chittering (Secretary)

2.2 Apologies

William Cameron	Australian Defence Force
Dave Saunders	Support Services Manager, Western Australian Meat Industry Authority
Craig Garrett	District Officer North East Metropolitan, Department of Fire and Emergency Services
Ash Smith	Swan Local Manager, State Emergency Service

3. DISCLOSURE OF INTEREST

Nil

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4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting – Thursday, 26 May 2016

4.1 OFFICER RECOMMENDATION/ COMMITTEE DECISION

Moved Jamie O'Neill / Seconded Jim Garrett

That the minutes of the Local Emergency Management Committee meeting held on Thursday, 26 May 2016 be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 WA Police

Sergeant John Warburton introduced himself to the meeting and advised that he was the current Acting Senior Sergeant at Gingin Police. Sergeant Warburton briefed the meeting on the incident that occurred on Saturday 20 August 2016. Sergeant Warburton expressed that the emergency crews that were involved worked really well together. Due to the nature of the incident a section of Great Northern Highway had to be closed to traffic to allow St John Ambulance to attend the scene. Sergeant Warburton acknowledged how quickly the fire brigades were able to attend the scene, due to the annual Huw Davies Training Day being undertaken on the 20th August.

5.2 Department of Fire and Emergency Services

In the absence of Craig Garrett, Jamie O'Neill was to ask for his report to be sent through to be included with the minutes.

5.3 Department of Child Protection and Family Support

Lian Webb addressed the meeting and advised that Ryan Hamblion was undertaking a training session on Wednesday, 31 August. This training will be run every three or four months. Any members wishing to contact Ryan can do so via email ryan.hamblion@cpfs.wa.gov.au.

5.4 Australian Defence Force

Richard Symons informed the meeting that the Australian Defence Force recently had the Department of Fire and Emergency Services undertake some AIMMS training, and that they plan to undertake another one working in with others. The Force will be undertaking some planning exercises in October which will involve WA Police.

5.5 St John Ambulance

Rick Choules spoke to the meeting about the recent death near the Brockman Centre. The fire brigade volunteers who attended the scene before St John Ambulance arrived undertook CPR. Upon the arrival of St John Ambulance they asked the fire brigade volunteers to continue doing the CPR as they were

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impressed with how they were performing it. This allowed the St John Ambulance officers to ready the vehicle ready for transporting the victim.

Mr Choules also spoke on the current recruitment drive as currently there are not many volunteer members in the branch. Due to the length of time it takes to process any volunteer applications it takes some time to process them all. The branch is always looking for volunteers, especially during working hours as most residents do not work in the townsites. Mr Choules informed the meeting that if a call comes through to Bindoon and there is nobody available the next point of call is through to Gingin. If there is nobody available in Gingin, then a call is put through to Bullsbrook. If Bullsbrook is also unavailable then a call is placed at Swan. The branch really needs to encourage more membership.

Mr Choules then informed the meeting about the new sub-centre being planned for Bindoon. The new building will include a training room and a wing for accommodation. Having accommodation will help to cater for volunteers who may come from, for example Wannamal (or further afield) and they are able to stay for a couple of nights. The new sub-centre will be located near the Chittering Health Centre (Great Northern Highway, Bindoon).

Cr Gordon Houston arrived at 10.40am, thanked Mr Sheridan for starting the meeting and then took the chair.

5.6 Shire of Chittering

This was covered in item 5.7

5.7 Chief Bushfire Control Officer (Shire of Chittering)

Jamie O'Neill addressed the meeting and spoke with regard to the incident over the weekend.

Mr O'Neill also spoke on Swan joint training, training that was undertaken during June, ISB training, ICV training, SES quad-bikes (another one is being scheduled for November).

Mr O'Neill informed the meeting that there was site meeting with the Australian Defence Force at their reserve (located north Bindoon). The meeting was to raise the ongoing issue of communication at this reserve.

Mr O'Neill finished by saying that the Shire has sent out Firebreak Variations to residents, response has been overwhelmingly positive. The Shire's Rangers visit every property to assess the request before making a decision.

5.8 State Emergency Management Committee Secretariat

Nil – Ash Williams was an apology.

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6. GENERAL BUSINESS

6.1 Contact details

Mr O'Neill informed the meeting that an attendee list was being sent around the table for attendees to complete. Mr O'Neill further advised that the Shire's Administration Support Officer will review/update LEMA contacts.

Sergeant John Warburton informed the meeting that when the initial call was logged with them there was a delay with the communication received. Sergeant Warburton advised that the Officer in Charge at Gingin should be contacted. With regard to Saturday's incident it took them about 50minutes to attend the site, so if there had of been an 'emergency' road traffic management would have been a major issue.

6.2 Post-incident reports

This had been dealt with under items 5.1, 5.5 and 5.7.

6.3 Treatment strategies progress

Mr O'Neill informed the meeting of the Risk Planning Process. Dave was currently in Lancelin and that this item will be actioned for discussion at the next committee meeting.

ACTION

Community Emergency Services Manager to include Risk Planning Update on the agenda for November's committee meeting.

6.4 LEMC Exercise

Mr O'Neill raised two dates with those members in attendance. After discussion with members the date Tuesday, 11 October 2016 was selected as the date to do the exercise.

Mr O'Neill informed the meeting that the following will be reviewed to be discussed during the exercise:

1. Business Continuity Plan
2. Welfare Plan
3. Local Emergency Recovery Committee
4. Local Emergency Management Arrangements
5. Incident Operations

ACTION

Community Emergency Services Manager to ensure that all members are made aware of the date and time for the exercise.

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6.5 Other Business

ADF Bindoon Training Area

Mr Badcock addressed the meeting; stating that it was more a comment for the Chief Bushfire Control Officer (Mr O'Neill) and Mr Hollick – communications [or lack off] at the Bindoon Training Area north of Bindoon. With the recent fire up in the reserve the lack of communication is putting fire control officer's lives at risk. This has always been an issue and with the change of officers at Defence the matter doesn't appear to be getting resolved/actioned.

Mr O'Neill informed the meeting that he met with representatives from Defence on Tuesday, 23 August at the location. Options suggested were to install an aerial and cable for portable repeater (plug & play) or install a permanent repeater the plug & play option is not ideal as it can take between 4/5 hours for a repeater to arrive. Mr O'Neill informed the Defence representatives of the last fire that was in this area volunteers were involved in a burnover. A repeater would cost something in the vicinity of \$18,000. The Shire's volunteer fire control officers who enter Defence land to fight a fire at the request of the department. Mr O'Neill advised that he would keep LEMC up to date with regard to a repeater.

Mr O'Neill advised that Defence have relied on the local repeater instead of their own repeater. There was also talk about having CCTV to monitor after lighting strikes. It is definitely a safety issue to send in volunteers where their communication is compromised and they are unable to communicate with other volunteers. Mr O'Neill advised that the minutes from Tuesday's meeting will be distribute to members once he receives them.

Traffic Management

Mr Badcock addressed the meeting with regard to BFB involvement at Saturday's incident as a representative of St John Ambulance, and the matter of traffic management. Mr Badcock was advised that if there is a crash on Great Northern Highway that it is out of their jurisdiction to manage traffic.

Sergeant Warburton addressed the meeting and spoke on a traffic accident which occurred on the Bindoon/Moora Road (in a 60km zone), he was attending the accident and coming up the hill a member of the general public was trying to manage traffic. The patient had already been removed from the accident site. This member of the general public believed that they were doing the right thing but they were putting themselves at risk as they did not have the appropriate training or PPE to manage traffic. Main Roads WA assist on their roads; and Shire officers assist where required. Members of the general public put themselves at risk as they do not have the awareness required.

Mr O'Neill informed the meeting that any incident is best to be called through the Comms Centre. Any calls called in are covered; i.e. volunteers who are asked to attend are covered as everything is logged.

Mr Hollick advised that the volunteer bushfire brigades core business was not traffic management. When they are called to an incident it is more a response to the call. Some members were forgetting to put is as a log, as they may be used as an emergency service; especially if there is the risk of fire or the jaws of life are required.

Sergeant Warburton advised that if the incident was not classified as a "MAJOR INCIDENT" they would not seek the services of the volunteer bushfire brigades. Their first point of contact is Main Roads WA.

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Mr O'Neill advised that when the call is received through "000" it all depends on what information the responder is given, to what services are sent to the incident. It is therefore crucial for the information provided in the "000" is conveyed.

Binda Place Upgrade

Mr Sheridan informed the members of the upgrades currently being undertaken with Binda Place, Bindoon. The new road layout will only have one entrance into Binda Place, with the southern section becoming an 'exit only'. This will be a significant improvement to road safety, with the project's expected completion date January 2017.

7. NEXT MEETING

The next scheduled meeting of the Chittering Local Emergency Management Committee is scheduled for 10.30am on Thursday, 24 November 2016.

8. CLOSURE

The Chairperson to declare the meeting closed at 11.33am.

OUTSTANDING ACTIONS AND RECOMMENDATIONS

Meeting Date	Report title	Details of required action	Person responsible	Current status	Action completed
20/03/2015	Australian Defence Force	Richard Symons to provide contact details for the Bindoon Training Area.	Richard Symons		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	