



Shire of Serpentine Jarrahdale

Sustainable. Connected. Thriving

OUR COMMUNITY VISION

"A sustainably developed Shire, where the community, local economy and natural environment are interconnected and thriving."

MINUTES

FOR THE

Local Emergency Management Committee

(LEMC) Meeting

14 September 2017

OUR VISION

“A sustainably developed Shire, where the community, local economy and natural environment are interconnected and thriving.”

OUR COMMITMENT

The Shire is committed to providing quality service. We strive to provide a friendly, professional and efficient service which meets the needs of our customers.

OUR VALUES

We focus on the Customer

We do the right thing

We work as a team

We act safely

**SHIRE OF SERPENTINE JARRAHDALE
LOCAL EMERGENCY MANAGEMENT MEETING
14 SEPTEMBER 2017
INDEX – MINUTES**

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NOTICE OF MEETING

Dear LEMC Member

The Local Emergency Management Committee Meeting of the Shire of Serpentine Jarrahdale was held on Thursday, 14 September 2017 in the Civic Chambers, Paterson Street, Mundijong – commencing at 1400hrs.

KR Donohoe
Chief Executive Officer

1.0 OFFICIAL OPENING

The Shire President declared the meeting open at 1408 hours and welcomed Government Agencies, Councillors and Staff, and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid his respects to their Elders past and present.

2.0 ATTENDANCE AND APOLOGIES

| Members Present | |
|------------------|---|
| John Erren | Chair/Local Recovery Coordinator/Shire President |
| Darryl Brandis | Local Emergency Coordinator/Deputy Chair/Mundijong Police |
| Andre Schonfeldt | Executive Officer/Director Planning |
| Gillian French | Administration Officer/ES Technical Officer |
| Merveen Cross | District Emergency Management Advisor (OEM) |
| Mike Ward | Acting District Officer South East Department Fire and Emergency Services |
| Mark Cundell | Karnet Prison Farm – Assistant Superintendent Security |
| Ryan Hamblion | Department of Community Services |
| Brian Owston | Senior Ranger |
| Dave Gossage | Councillor |
| Rosemary Jasper | Risk, Health and Safety Advisor |
| Kim Maddern | Volunteer Chief Bush Fire Control Officer |

| Apologies | |
|-----------------|--|
| Chris Phoebe | Department of Biodiversity, Conservation and Attractions |
| Jim Johnson | Manager Rangers and Emergency Services |
| Mike Hayward | Emergency Management Coordinator – East Metropolitan Health Service - Armadale Kalamunda Group |
| Kenn Donohoe | Chief Executive Officer Shire Serpentine Jarrahdale |
| Tony Willison | St John Ambulance |
| Lorna Green | SJ Anglican Parish |
| Chris Kin Maung | District Officer South East State Emergency Services |
| Tony Turner | Manager Health |
| Martin Seward | Serpentine Jarrahdale State Emergency Services |

| Absent | |
|-------------|---------------------------|
| Lyn Cameron | Department of Agriculture |
| Wayne Lee | Telstra |

3.0 MINUTES OF PREVIOUS MEETING

3.1 Amendments to previous minutes
Nil

3.2 Confirmation of minutes of 8 June 2017 (E17/4840)

3.2/12/16 SERPENTINE JARRAHDALÉ LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION - Acceptance of Local Emergency Management Committee Meeting

DECISION: That the minutes of the Serpentine Jarrahdale Local Emergency Management Committee meeting held 8 June 2017 be confirmed (E17/4840)

Moved: D Brandis

Seconded: D Gossage

CARRIED: All

4.0 CORRESPONDENCE

| In | | |
|----|-----|---|
| 1 | OEM | Stakeholder Feedback Survey |
| 2 | OEM | Release of District Risk Assessment Reports |
| 3 | OEM | AWARE Grant Outcome |
| 4 | OEM | WANDRRA |
| 5 | OEM | Draft Report – ESL Review |
| 6 | OEM | Dambreak Correspondence |
| 7 | OEM | Local Government Guide |

| Out | | |
|-----|----------------|---|
| 1 | Gillian French | Release of District Risk Assessment Reports |
| 2 | Gillian French | WANDRRA |
| 3 | Gillian French | Draft Report – ESL Review |
| 4 | Gillian French | Dambreak Correspondence |
| 5 | Gillian French | AWARE Grant (Signed) |
| 6 | Gillian French | Minutes of Meeting 8 June 2017 |
| 7 | Gillian French | Local Government Guide |
| 8 | Gillian French | Local Recovery Plan |

5.0 STANDING ITEMS

- 5.1 Update of LEMC Contacts
Update in progress.
- 5.2 Update Resources List
To be updated.
- 5.3 Change of Positions / Leave and Acting Arrangements Notification
Brad Sorrell 30/06/2017 to 06/08/2017
Gavin Eva is no longer District Officer South East DFES
- 5.4 Incident Support Group Activations
Nil
- 5.5 Risk Profile Change
AWARE grant applied for to review.
- 5.6 Local Emergency Management Arrangements
Currently with District Emergency Management Committee for review.
- 5.7 Local Recovery Plan
To be discussed as an agenda item
- 5.8 LEMC Exercises

Nil

6.0 AGENCY REPORTS

- 6.1 Mundijong Police
Two incidents within the Shire with successful outcomes.
- 6.2 Karnet Prison Farm
Volunteer Chief Bush Fire Control Officer and Brigade members attended the Prison Farm recently to undertake drills and training within fire trucks.
- 6.3 Armadale Kalamunda Group
No report
- 6.4 Department of Community Services
Exercise being arranged in conjunction with the Shire for possibly November.
- 6.5 St Johns Ambulance
No report
- 6.6 Parks and Wildlife
Burning has begun around Jarrahdale townsite and surrounding areas in preparation for bushfires and is likely to increase as conditions allow.
- 6.7 Department of Fire Emergency Services
Assistant Commissioner Klemm was appointed as the new Fire and Emergency Services Commissioner for an initial term of 18 months.
Appointment to be made shortly for a District Officer South East. Until then there is a generic telephone number and email address that can be used.
Training exercises are being held prior to the upcoming fire season. Rural urban Interface exercises to be undertaken, of which the Shire will be part of.
A review of Zone 2 and 2A responses is underway and Local Government involvement will be required.
- 6.8 Telstra
No report
- 6.9 District Emergency Management Advisor (OEM)
2017 Preparedness and Capability Survey
The survey closed on 14 June 2017. Office of Emergency Management is currently collating all information provided by local governments and hazard Management agencies. It is anticipated the 2017 Preparedness Report will be published the last quarter of the year.

OEM New Platform – EMERGE

The Office of Emergency Management (OEM) has commenced delivering EM news and information in a new format and platform called **emerge**.

emerge is delivered as a quarterly html email to OEM's stakeholders. Each email contains images and headlines which are hyperlinked to the full news stories on the OEM website.

emerge also lives independently on the OEM website under a year and quarter structure. The sub-site also contains links to our *newsletter archive*, as well as *news feed* and *publications*.

OEM encourages you to visit www.oem.wa.gov.au/emerge and begin exploring.

Westplans

Rationalisation of the Westplans

Work on Phase 7

Westplan Rationalisation is underway. This phase involves transforming all Westplans into State Hazard Plans and making them annexes to the overarching State EM Plan. The new State Hazard Plan template is near completion and will be circulated to stakeholders soon.

Westplans for similar hazards will be combined into a single State Hazard Plan during this phase. A workshop has been held to progress amalgamation of the four 'crash' related Westplans (air crash, road crash, PTA rail crash and Brookfield rail crash).

The Department of Fire and Emergency Services (DFES) has also been progressing the amalgamation of Westplans for the hazards of flood, cyclone and storm, as well as earthquake and collapse. Phase 7 is expected to be completed by December 2017.

Risk Assessment Reports

A risk assessment report has been produced for each of the Emergency Management districts in the state. These reports detail the results of the district risk assessments that were conducted as part of the [State Risk Project](#).

Each report explains the risks posed to the district from a range of priority hazards. A credible worst-case scenario for each hazard was assessed in a workshop setting to determine the risks. Participants assessed how the hazards may impact upon the district's economy, its people, public administration, the environment and the social setting. These five key areas are part of the State Core Objectives.

The collective district data represents the culmination of three years of extensive collaboration that has included input from 406 individuals from 119 separate agencies. The State Risk Project has identified the district level as the best avenue for practically assessing risk, developing treatments and measuring capability. These reports provide a body of evidence that shows how emergencies will likely affect us. This will then inform mitigation options and expenditure priorities to build a more resilient state.

To access the risk assessment reports for each of Western Australia's emergency management districts go to www.oem.wa.gov.au.

10th Australasian Natural Hazards Management Conference (ANHMC)

The conference will be hosted by the Office of Emergency Management and will take place from 30 October to 3 November 2017. This year's conference will provide a forum for discussion of the integration of hazard information into effective emergency risk management. Applying science and research information to best practice planning, warning, response and recovery capabilities will lower the impact of events on communities. The conference will bring together expertise from Australia, New Zealand and abroad to enable the sharing of knowledge and strengthen collaboration. The target audience of the conference is: emergency managers, planners, risk assessors, asset and utility managers, natural hazard researchers and scientists.

WA Police – Recovery Communications Project

The SEMC Public Information Reference Group (PIRG) wrote to local governments requesting feedback in relation to how local governments would benefit from having access at a state level in relation to the planning and delivery of recovery related public information activities during the recovery phase of an emergency.

WA Police were successful in receiving funding through the National Disaster Resilience Program (NDRP) administered by the Federal Attorney-General's Department and the WA Office of Emergency Management. A highly experienced EM professional, Sharna Sumpton, has been engaged to work on this initiative with WA Police. The agency is excited about the potential benefits this initiative will have for Local Governments in the future.

Sharna Sumpton will be liaising with local governments and relevant key stakeholders over the coming months to develop strategies and recommendations for PIRG to implement. Should you have any queries regarding this project please contact WA Police on 9222 1538.

Memorandum of Understanding (MOU)

The Metropolitan South District Emergency Management Committee have been working on a draft MOU between all local governments in the south district including surrounding shires of Serpentine Jarrahdale and Boddington. The MOU will provide the opportunity to share resources through response and recovery. There is the possibility that the MOU could be progressed to the East, Central and North metropolitan DEMCs at a later date.

A Emergency Risk Management Local Government Handbook

The handbook is intended specifically for use by local governments around the State to facilitate risk management and to develop emergency management plans. Local governments are encouraged to view the handbook on OEMs website.

New Bushfire Subcommittee up and running

An additional subcommittee now operates within the State Emergency Management Committee (SEMC) framework.

The creation of a State Bushfire Coordinating Committee (SBCC) was a direct recommendation from Mr Euan Ferguson's Report of the Special Inquiry into the January 2016 Waroona Fire to assist in enhancing the management of rural fire within Western Australia.

The SBCC was formed in early 2017 following approval by the SEMC in December 2016 of an initial terms of reference and proposed membership.

The SBCC met twice in the first half of 2017. Mr Murray Carter, Director Office of Bushfire Risk Management, was appointed inaugural Chair, with the formation membership comprising:

| | |
|--|--------------------------------|
| Office of Bushfire Risk Management | Mr Murray Carter (Chair) |
| Office of Bushfire Risk Management | Mr Tim McNaught (Deputy Chair) |
| Office of Emergency Management | Mr Mal Cronstedt |
| Department of Fire and Emergency Services | Mr Steve Fewster |
| Department of Biodiversity, Conservation and Attractions | Mr Peter Dans |
| Department of Lands | Mr Tony Richman |
| Department of Local Government and Communities | Ms Kelly McIntyre |
| WA Local Government Association | Ms Melissa Pexton |
| Forest Products Commission | Mr Andrew Lyon |
| WA Farmers Federation | Mr Dale Park |
| Bureau of Meteorology | Mr Mike Bergin |
| Pastoralists and Graziers Association | Mr Gary Peacock |

A significant early achievement of the committee has been reaching agreement on an overarching mechanism to prioritise distribution of bushfire risk mitigation grant expenditures, inclusive of a proposed governance structure to ensure transparency and criteria to guide decision making.

A considerable proportion of the committee's effort is being placed into the formulation of a State Bushfire Management Policy. This important initiative is currently in the early scoping stages and considerable collaboration will be undertaken with a wide range of affected and interested parties as the policy development progresses.

2016-17 NDRP Grants - announced

The Hon Michael Keenan Member of Parliament, Minister for Justice announced the successful projects for the 2016-17 grants on Thursday 15 June 2017. There were 41 applications requesting over \$2.8 million.

The successful projects are:

| Applicant | Project Name | Funding \$ |
|---|--|-------------------|
| WA Police | Recovery Communications | 56,751 |
| Department of Fire and Emergency Services | Severe Wind Hazard Assessment Project | 126,000 |
| Department of Fire and Emergency Services | Taking Care of Country: Taking Care of People | 203,000 |
| Office of Bushfire Risk Management | Developing a Decisions Support System for Western Australia | 151,000 |
| City of Cockburn | Bushfire Risk Identification Tool (BRIT) | 95,000 |
| Eastern Metropolitan Regional Council | Understanding and Managing Flood Risk in Perth: Stage 4 | 70,000 |
| The Bethanie Group | Disaster Preparedness Planning Pilot - Building Resilience among one of society's most vulnerable groups | 34,370 |
| Chamber of Commerce and Industry WA | Research report and recommendations: business community disaster recovery readiness financial security | 86,420 |
| Australian Red Cross | Emergency Preparedness - A Whole of Community Approach | 124,779 |
| WA Council of Social Service | Building Resilient Community Organisations in WA: Bringing the ACOSS Resilient Community Organisations (RCO) Toolkit to the WA Community | 124,982 |
| WA Local Government Association | Local Waste Management arrangements for Emergency events | 35,000 |
| Shire of Harvey | Importance of Preparedness: Lessons Learnt DVD 2016 January Bushfires | 21,960 |

The projects will be delivered by the respective agencies over the coming years, with the ultimate goal of enhancing disaster resilience in WA.

Successful AWARE applications for 2017-18 awarded

The intent of AWARE is to support emergency management by investing in planning and human capacity building at a local or district level, to create safer communities.

There was \$202,000 available in 2017-18, and the assessment process has been applied to the 36 applications received, requesting over \$487,000.

The following applicants were successful:

| Applicant | Project Name | Funding \$ |
|----------------------------------|---|-------------------|
| City of Wanneroo | New residents and emergency management | 8,000 |
| WA Police | State Public Information Line (SPIL) Exercise | 7,112 |
| Shire of Pingelly | Pingelly-Wandering LEMC Emergency Exercise | 10,000 |
| City of Bunbury | City of Bunbury Community Safety and Emergency Management | 12,000 |
| St John Ambulance | Remote Aboriginal Community First Aid Education - East Kimberley | 20,000 |
| City of Perth | City Emergencies - Are you ready? | 20,000 |
| Shire of Murray | Training for Local Recovery Management Committee Membership | 10,340 |
| City of Rockingham | Joint Local Government Recovery Exercise | 3,988 |
| Shire of Cranbrook | Spring into Preparedness Month: Family Fire Safety - Get Prepared! | 15,000 |
| Shire of Derby-West Kimberley | Kimberley Regional Group Emergency Management Training | 20,000 |
| Shire of Chittering | Raising Resilience - a community empowerment campaign | 17,500 |
| Department of Parks and Wildlife | Martu Indigenous communities bushfire training & mitigation project | 10,000 |
| Shire of Capel | Business Continuity and Recovery | 4,000 |
| Shire of Broome | Employment of Emergency Management Officer | 4,000 |
| Shire of Harvey | Harvey Emergency Risk Assessment Project | 4,000 |
| Shire of Wyalkatchem | NEWROC Risk Project 1 | 12,000 |
| Shire of Wyalkatchem | NEWROC Risk Project 2 | 12,000 |
| Shire of Waroona | Whole of Shire Risk Assessment | 4,000 |
| Shire of Dardanup | Shire of Dardanup Local Risk Project | 4,000 |
| Shire of Serpentine Jarrahdale | Community Emergency Risk Management | 4,000 |

2017 SEMC MEETING SCHEDULE

- 3 October 2017 (Preparedness Report)
- 5 December 2017

6.10 Water Corporation

No report

6.11 Western Power

No report

6.12 State Emergency Services

No report

6.13 Shire of Serpentine Jarrahdale

No report

6.14 SJ Anglican Parish

No report

6.15 Volunteer Chief Bush Fire Control Officer

Preparedness

- School education commenced within the Byford/Oakford precinct
- Bushfire Ready promotions at shopping centers and local community fairs
- Bushfire awareness campaign to commence in October – Scarp
- Rural urban interface exercise – Oakford area – joint DFES
- Volunteer formal training to commence October
- Preseason Briefing scheduled for November (post DFES briefing)
- Incident Control Vehicle / Emergency Support Group exercise undertaken with DFES
- Hydrant maintenance commenced

Prevention

- Controlled burns being undertaken by brigades on private lands
- Preplanned mitigation work to continue with Water Corp in Jarrahdale

Response

- 1 July to 14 September – 29 call outs – not significant

7.0 AGENDA ITEMS

7.1 Draft Local Recovery Plan

In accordance with Section 41(4) of the *Emergency Management Act 2005*, the Shire has prepared a draft Local Recovery Plan as an appendices to the Local Emergency Management Arrangements. The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability

The Local Recovery Plan requires endorsement by this committee prior to being forwarded to council and the District Emergency Management Committee. Once noted by the District Emergency Management Committee, the document is then forwarded to State Emergency Management Committee to ensure it is consistent with legislation and policy requirements.

The Shire's Local Recovery Plan has been previously circulated for comments and workshopped with Shire officers.

Amendments to this document have been received from Armadale Kalamunda Group and Parks and Wildlife. Amendments focused on the change of agency names and a request to specify whom from the Department of Health the document refers to.

**7.1/09/17 SERPENTINE JARRAHDALE LOCAL EMERGENCY MANAGEMENT COMMITTEE
DECISION – That the Local Recovery Plan be adopted and forwarded to the District Emergency
Management Committee for approval.**

Moved: D Gossage

Seconded: D Brandis

CARRIED: All

8.0 LATE ITEMS

Nil

9.0 NEXT MEETING

Schedule for LEMC Meetings to be held at 1400hrs

| | |
|---|------------------------------|
| Shire of Serpentine Jarrahdale Civic Chambers | 9 March 2017 |
| Shire of Serpentine Jarrahdale Civic Chambers | 8 June 2017 |
| Shire of Serpentine Jarrahdale Civic Chambers | 14 September 2017 |
| Shire of Serpentine Jarrahdale Civic Chambers | 8 December 2017 |

10.0 MEETING CLOSURE

Chairperson closed the meeting at **1553** hours