



Shire of
Serpentine
Jarrahdale

Local Emergency Management Committee

Unconfirmed Minutes

12 November 2019

1400hrs

Contact Us

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In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au

Ordinary Council Meeting 16 December 2019



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Minutes of the Local Emergency Management Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong on 12 November 2019.

The Chairperson, Councillor Rich declared the meeting open at 1400hrs and welcomed Councillors, Committee Members and Staff, and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid her respects to their Elders past and present.

Minutes

1. Attendances and Apologies (including leave of absence):

Voting Delegates

Cr Michelle Rich	Chair/Local Recovery Coordinator/Shire President
Cr Dave Atwell	Council Delegate
Gailene Hamilton	Local Emergency Coordinator/Deputy Chair/Mundijong Police
Mike Teraci	Acting District Officer South East Department Fire and Emergency Services
Ken Elliott	Volunteer Chief Bush Fire Control Officer
Chris Phoebe	Department of Biodiversity, Conservation and Attractions
Mark Cundell	Karnet Prison Farm – Assistant Superintendent Security
Ryan Hamblion	Department of Communities – Senior District Emergency Services Officer

Non Voting Delegates

Merveen Cross	District Emergency Management Advisor (DFES)
Andrew Trosic	Director Development Services
Lisa Keys	Acting Director Community Services
Gillian French	Executive Officer/ES Coordinator
Brian Owston	Acting Manager Emergency Services and Community Safety
Darren Kane	Acting Manager Health and Building – Local Welfare Liaison Officer
Ellena Murdock	Department of Communities - Local Welfare Coordinator
Evie Devitt-Rix	Senior Policy Advisor, Emergency Management – WALGA
Thomas Woodage	Manager Residential Care - Graceford Hostel



Apologies

Helen Sarcich	Deputy Chief Executive Officer/ Director Community Services
Tony Willison	St John Ambulance
Paul Southam	District Officer South East Department Fire and Emergency Services
Martin Seward	Serpentine Jarrahdale State Emergency Services
Chris Kin Maung	District Officer South East State Emergency Services
Mike Hayward	Emergency Management Coordinator – East Metropolitan Health Service - Armadale Kalamunda Group
Tracey Johnson	Manager Community Development

2. Declaration of Councillors, Officers and Committee Members interest:

3. Minutes of Previous Meeting:

3.1 Local Emergency Management Committee Meeting - 13 August 2019

3.1/11/19 LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

Moved: M Cundell, seconded G Hamilton

That the [minutes](#) of the Local Emergency Management Committee Meeting held on 13 August 2019 be CONFIRMED (E19/9929).

CARRIED UNANIMOUSLY 8/0

4. Standing Items:

4.1 Update of LEMC Contacts

Contact list to be emailed with minutes.

4.2 Resource List

Currently being updated into book format.

4.3 Change of Positions / Leave and Acting Arrangements

Nil

4.4 Incident Support Group Activations

Nil

4.5 Risk Profile Change

The Shire are shortening the restricted burning period from 17 November 2019.

4.6 Local Emergency Management Arrangements

Agenda item below. LEMA to be reviewed.

4.7 Local Recovery Plan

To be reviewed in line with the LEMA.



4.8 LEMC Exercises – Management of Animals in Emergencies

Presented by Brian Owston

5. Agency Reports:

5.1 Shire of Serpentine Jarrahdale

5.1/11/19 – Change of Local Recovery Coordinator and Local Welfare Liaison Officer (SJ365)	
Responsible Officer:	Deputy CEO / Director Community Services
Senior Officer/s:	Chief Executive Officer
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The Local Emergency Management Committee is being requested to recommend that Council:

1. Endorses the change of responsibility for the following positions:
 - Local Recovery Coordinator, from the Shire of Serpentine Jarrahdale Shire President to the Shire of Serpentine Jarrahdale Deputy Chief Executive Officer/Director Community Services.
 - Local Welfare Liaison Officer from the Shire of Serpentine Jarrahdale Manager Health Services to the Shire of Serpentine Jarrahdale Manager Community Development.
2. Endorses the amended Shire of Serpentine Jarrahdale Local Recovery Plan, Local Emergency Management Arrangements and Local Emergency Management Committee Terms of Reference to reflect the position change.
3. Notes the addition of a Deputy Councillor Delegate in the Local Emergency Management Committee Terms of Reference.



Relevant Previous Decisions of Committee and Council

7.1/09/17 SERPENTINE JARRAHDALÉ LOCAL EMERGENCY MANAGEMENT COMMITTEE

That the Local Recovery Plan be adopted and forwarded to the District Emergency Management Committee for approval.

Moved: D Gossage

Seconded: D Brandis

CARRIED UNANIMOUSLY

Ordinary Council Meeting – 26 September 2017

OCM0134/09/17 COUNCIL DECISION:

Moved Cr Gossage, seconded Cr Piipponen

That Council:

1. *Receives the Local Emergency Management Committee Minutes of 14 September 2017 as per attachment OCM134.1/09/17.*
2. *That Council adopts the Shire of Serpentine Jarrahdale Local Recovery Plan as per attachment OCM134.2/09/17 and forward it to the District Emergency Management Committee for information and comment.*

CARRIED UNANIMOUSLY 8/0

Special Council Meeting 28 October 2019 COUNCIL DECISION in part.

Moved Cr Strautins, seconded Cr McConkey

That Council

2. *RESOLVES to appoint the following members to the Local Emergency Management Committee for the period ending at the next ordinary local government elections:*
Member – Cr Atwell
Deputy – Cr Coales
Other members per the Terms of Reference – various state government departments
3. *Amend the Terms of Reference for the Local Emergency Management Committee to include a Deputy Councillor position.*

CARRIED UNANIMOUSLY 9/0

Background

The Local Recovery Coordinator role is currently assigned to the Shire President and the Local Welfare Liaison Officer role is currently assigned to the Manager Health Services. These positions are reflected in the Shire of Serpentine Jarrahdale Local Recovery Plan,



Local Emergency Management Arrangements and Local Emergency Management Committee Terms of Reference.

Recently changes have been made internally within the Shire Administration to assign responsibility for recovery activities to the Community Services Directorate. Additionally internal restructuring has resulted in a number of changes to job titles and these are required to be reflected in the updated documentation.

Members of the Local Emergency Management Committee and Council are advised that a full review of the Shire of Serpentine Jarrahdale Local Recovery Plan, Local Emergency Management Arrangements and Local Emergency Management Committee Terms of Reference will be undertaken in late 2019/early 2020.

Community / Stakeholder Consultation

Nil

Statutory Environment

Emergency Management Act 2005 - Section 36 Functions of local government

It is a function of a local government-

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and*
- (b) to manage recovery following an emergency affecting the community in its district; and*
- (c) to perform other functions given to the local government under this Act.*

Emergency Management Act 2005 - Section 41 Emergency management arrangements in local government district

(4) Local emergency management arrangements are to include a recovery plan and nomination of a local recovery coordinator.

(5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

Emergency Management Act 2005- Section 42 Reviewing and renewing local emergency management arrangements

(2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

Comment

Section 41 of the *Emergency Management Act 2005* requires that the local government nominate a Local Recovery Coordinator.



Currently the Shire of Serpentine Jarrahdale Local Recovery Plan and Local Emergency Management Arrangements recognises the role as being filled by the Shire President.

The Shire President fulfils the role of Chair of the Local Emergency Management Committee, Chair of the Local Recovery Coordination Group and is the spokesperson for the Shire as per the Local Government Act 1995.

Given that the Shire President has a number of roles in the preparation for and in the event of an emergency, it has been identified that it would be beneficial to appoint another person to the position of Local Recovery Coordinator.

It is recommended that the Deputy Chief Executive Officer/Director Community Services be appointed to the position of Local Recovery Coordinator. In the event that recovery is required, the Deputy Chief Executive Officer/Director Community Services and Community Services Directorate would be heavily involved in all aspects of recovery and therefore it is considered appropriate that the Deputy Chief Executive Officer/Director Community Services is appointed as the Local Recovery Coordinator.

Currently, responsibility for the role of Local Welfare Liaison Officer is assigned to the Manager Health Services. In line with the move to assign responsibility for recovery activities to the Community Services Directorate it is recommended that the Manager Community Development be appointed to the position of Local Welfare Liaison Officer.

In September, WALGA delivered the Local Recovery Coordinator training at the Shire. The Deputy Chief Executive Officer/ Director Community Services attended this training along with the Director Development Services, Director Infrastructure Services, Director Corporate Services, Manager Community Development, Manager Library Services, Coordinator Community Development, Coordinator Emergency Services, PA to Deputy CEO/Director Community Services.

In August, the Manager Community Development and a Community Development Officer attended Welfare Centre Training with the Department of Communities. This ensures that the Shire has sufficiently trained staff to provide support and relief for the Local Recovery Coordinator and Local Welfare Liaison Officer if required.

At the Special Council Meeting held 28 October 2019, Council resolved to add a Councillor to serve as a Deputy Councillor Delegate on the Local Emergency Management Committee.

Under the proposed amendments to the Terms of Reference, the Shire President retains membership and the role of Chairperson of the Local Emergency Management Committee. If the Shire President is unable to attend, the meeting will be presided over by the Deputy Chairperson with the Deputy Councillor Delegate attending as an ordinary member, retaining representation of two Councillors on the Committee.

The rationale for retaining the Shire President as Chair is two-fold. First, by retaining the Shire President as a member, Council would continue to have two members as well as a deputy member following Council's resolution in October 2019. Second, retaining the Shire President as the Chair would be consistent with the State Emergency Management Committee's recommended practice, which states that the meeting should be chaired by an elected member.

The Local Recovery Plan, Local Emergency Management Arrangements and Local Emergency Management Committee Terms of Reference are required to be amended to reflect these changes. The amended Local Recovery Plan with tracked changes is included



in this report as Attachment 1 and without tracked changes as Attachment 2. The amended Local Emergency Management Arrangements with tracked changes is included in this report as Attachment 3 and without tracked changes as Attachment 4. The amended Local Emergency Management Committee Terms of Reference with tracked change is included in this report as Attachment 5 and without tracked changes as Attachment 6.

Options and Implications

Option 1

That the Local Emergency Management Committee recommend that Council:

1. Endorses the Deputy Chief Executive Officer/ Director Community Services as the Local Recovery Coordinator;
2. Endorses the Manager Community Development as the Local Welfare Liaison Officer;
3. Endorses the Shire of Serpentine Jarrahdale Local Recovery Plan and Local Emergency Management Arrangements as amended;
4. Endorses the Shire of Serpentine Jarrahdale Local Emergency Management Committee Terms of Reference as amended to reflect the change of Local Recovery Coordinator and retention of the Shire President as a member and Committee Chair; and
5. Requests the Chief Executive Officer provide a copy of the amended Shire of Serpentine Jarrahdale Local Recovery Plan and Local Emergency Management Arrangements to the East District Emergency Management Committee and the Local Emergency Coordinator.

Option 2

That the Local Emergency Management Committee does not recommend that Council endorse the Deputy Chief Executive Officer/Director Community Services as the Local Recovery Coordinator or the Manager Community Development as the Local Welfare Liaison Officer and does not endorse the changes to the Shire of Serpentine Jarrahdale Local Recovery Plan, Local Emergency Management Arrangements and Local Emergency Management Committee Terms of Reference

Option One is recommended.

Conclusion

It is necessary to ensure that the responsibilities for the various functions of emergency management preparation and recovery coordination are appropriately resourced. The recommended changes will ensure that the Shire is best placed to respond to recovery requirements.



Attachments

- [Attachment 1](#) – Shire of Serpentine Jarrahdale Local Recovery Plan with tracked changes (E19/13574)
- [Attachment 2](#) - Shire of Serpentine Jarrahdale Local Recovery Plan as amended (E19/13592)
- [Attachment 3](#) - Shire of Serpentine Jarrahdale Local Emergency Management Arrangements with tracked changes (E19/13573)
- [Attachment 4](#) - Shire of Serpentine Jarrahdale Local Emergency Management Arrangements as amended (E19/13593)
- [Attachment 5](#) - Local Emergency Management Committee Terms of Reference with tracked changes (E19/13583)
- [Attachment 6](#) - Local Emergency Management Committee Terms of Reference as amended (E19/13594)

Alignment with our Strategic Community Plan

Outcome 1.3	A safe place to live
Strategy 1.3.3	Enhance community safety

Financial Implications

Nil

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Shire President has too many responsibilities and is unable to fulfil them all	Likely (4)	Major (4)	High (10-16)	Reputation - Major Substantiated, public embarrassment, widespread high impact on key stakeholder trust, high media	Accept Officer Recommendation



				profile, third party actions	
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Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk rating of **12** has been determined for this item.

Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements: Simple Majority

5.1/11/19 OFFICER RECOMMENDATION

That the Local Emergency Management Committee recommend that Council:

1. **ENDORSES** the Deputy Chief Executive Officer/Director Community Services as the Local Recovery Coordinator;
2. **ENDORSES** the Manager Community Development as the Local Welfare Liaison Officer;
3. **ENDORSES** the Shire of Serpentine Jarrahdale Local Recovery Plan (Attachment 2) and Local Emergency Management Arrangements (Attachment 4) as amended;
4. **ENDORSES** the Shire of Serpentine Jarrahdale Local Emergency Management Committee Terms of Reference (Attachment 6) as amended to reflect the change of Local Recovery Coordinator and retention of the Shire President as a member and Committee Chair; and
5. Requests the Chief Executive Officer provide a copy of the amended Shire of Serpentine Jarrahdale Local Recovery Plan and Local Emergency Management Arrangements to the East District Emergency Management Committee and the Local Emergency Coordinator.



5.1/11/19 LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION

Moved M Teraci, seconded R Hamblion

That the Local Emergency Management Committee recommend that Council:

1. ENDORSES the Deputy Chief Executive Officer/Director Community Services as the Local Recovery Coordinator;
2. ENDORSES the Manager Community Development as the Local Welfare Liaison Officer;
3. ENDORSES the Shire of Serpentine Jarrahdale Local Recovery Plan (Attachment 2) and Local Emergency Management Arrangements (Attachment 4) as amended;
4. ENDORSES the Shire of Serpentine Jarrahdale Local Emergency Management Committee Terms of Reference (Attachment 6) as amended to reflect the change of Local Recovery Coordinator and retention of the Shire President as a member and Committee Chair; and
5. REQUESTS the Chief Executive Officer, once formally reviewed, to provide a copy of the amended Shire of Serpentine Jarrahdale Local Recovery Plan and Local Emergency Management Arrangements to the East District Emergency Management Committee and the Local Emergency Coordinator.

CARRIED UNANIMOUSLY 8/0

Reason for difference to Officer's Recommendation - to amend the wording of Condition 5 to enable the Local Emergency Management Arrangements to be formally reviewed.

5.2 Karnet Prison Farm

Recently had DFES, Armadale FRS and Shire Officer attend for site familiarization and bushfire mitigation information. Water bombing training has been provided to eight prisoners.

5.3 Armadale Kalamunda Group

Nil Report

5.4 Department of Communities

Welcomed Ellena Murdock who will be the Local Welfare Coordinator for the Shire. South Eastern Welfare Plan is currently with SEMC and should be available soon.

Thanked Shire staff who recently attended Welfare Centre Training.

A contact list had been forwarded to all Local Governments to update.

5.5 St John Ambulance

Nil Report (Merveen Cross to contact St John Manager to review attendance).

5.6 Parks and Wildlife

Nil Report

5.7 Department of Fire and Emergency Services

Acting position until February 2020.



Official opening of the Armadale Regional Office was well attended.

Handover of Mundijong 12.2 BWT.

Fleet project video of the 12.2 has been completed and will soon be available.

Congratulated Shire officers for their proactive approach in shortening the restricted burning period.

Thanked the Shire and volunteers supporting deployment.

Reported that the Shires Emergency Services Department and Chief Bush Fire Control Officer have a good working relationship with DFES officers

5.8 District Emergency Management Advisor

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) 2018/2019 ANNUAL REPORT

Executive Summary

2017 – 2020 Strategy Scorecard

Over the past two years there have been a number of changes, including the issuing of the Ministerial Statement of Intent and the Machinery of Government changes to integrate the OEM into DFES. The table below illustrates the outcomes achieved against the SEMC and OEM Strategic Plan for 2014-2020.

Strategic Priority	Key Strategies 2017-2020	Outcomes achieved as at 30 June 2019
<p>Risk</p> <p>Develop an emergency management risk profile of the State and promote targeted investment in mitigation activities that reduce the State's risk profile</p>	<p>Facilitate the assessment of a comprehensive emergency risk profile for the State:</p> <ul style="list-style-type: none"> • Facilitate the assessment of the State's key risks at a State and district level • Provide advice and training on the application of the National Emergency Risk Assessment Guidelines at the local level • Report on the State's risk profile: • Report on the key State, district and local risks 	<ul style="list-style-type: none"> • Assessment of 26 of the 27 hazards undertaken at State level • Assessment of priority hazards undertaken across all emergency management districts • 120 local governments introduced to the National Emergency Risk Assessment Guidelines risk assessment process • State Level Risk Report developed and awaiting approval • All District Level Risk Reports completed and published • Local Risk Assessment Reports – 17



		completed; circa 80 in planning and underway
<p>Capability</p> <p>Develop an emergency management capability profile of the State and promote targeted investment in the State's emergency management capabilities</p>	<ul style="list-style-type: none"> • Develop an emergency management capability picture for the State: • Facilitate and report on the assessment of the State's existing capability • Identify priority capability gaps <p>Report on the State's emergency preparedness:</p> <ul style="list-style-type: none"> • Provide an annual report on the emergency preparedness of the State • Inform resourcing decisions across the emergency management sector 	<ul style="list-style-type: none"> • State Capability Framework developed and operational • Substantial data capture against the framework for 2017, 2018, 2019; circa 250,000 points of data captured against framework • Capability gaps being reported through the Preparedness Reports • Preparedness Report published annually • Preparedness Report and State Risk Project data used to inform 2018/19 National Disaster Resilience Program (NDRP) grants round and agency prioritisations
<p>Recovery</p> <p>Enhance the level of emergency recovery capability at the state and local level Ensure the provision of coordinated recovery support to emergency affected communities</p>	<p>Provide emergency recovery coordination and support:</p> <ul style="list-style-type: none"> • Lead the maintenance and review of State recovery arrangements and plans • Review the recovery arrangements framework established for local government • Ensure the provision of coordinated recovery support to emergency affected communities 	<ul style="list-style-type: none"> • Review the Comprehensive Impact Assessment with all Hazard Management Agencies and local governments. The review has resulted in a refined, scalable document • Established a State Recovery Network in partnership with the Western Australian Local Government Association (WALGA) to assist in building local government and recovery sector skills, capacity and



		<p>capabilities and share lessons learned and best practice</p> <ul style="list-style-type: none"> • Reviewed the Local Recovery guidelines in collaboration with WALGA and local governments • Completed the Recovery Training Review
<p>Assurance</p> <p>Develop and maintain an emergency management assurance framework</p>	<ul style="list-style-type: none"> • Confirm the establishment of an emergency management assurance framework for the State • Develop a lessons management framework • Track recommendations from incident inquiries 	<ul style="list-style-type: none"> • Assurance options developed for consideration • Lessons Management Framework approved • Lessons Management Reference Group established to track lessons from incident inquiries
<p>Governance</p>	<ul style="list-style-type: none"> • Ensure robust emergency management arrangements are in place • Ensure there is clarity on roles and responsibilities for emergency management • Foster relationships and networks to facilitate coordination of emergency management • Provide guidance on emergency management arrangements 	<ul style="list-style-type: none"> • Rationalisation of 26 Westplans into 13 State Hazard Plans. Five Westplans remain • Continued amendments and revisions made to State emergency management arrangements • Facilitated meetings across three subcommittees and four reference groups
<p>Investment</p>	<p>Administer and manage the provision of funds to eligible groups and individuals to:</p> <ul style="list-style-type: none"> • Undertake programs to 	<p>The Commonwealth supported Natural Disaster Resilience Program awarded over \$3 million via competitive grant processes to</p>



	<p>prepare for, prevent and respond to emergencies; and</p> <ul style="list-style-type: none">• Recover from emergencies	<p>enhance disaster resilience in the State</p> <ul style="list-style-type: none">• The State funded All West Australians Reducing Emergencies (AWARE) program awarded nearly \$380,000 to support local and district emergency management initiatives via a competitive grants program• Guided WA through implementation of the Disaster Recovery Funding Arrangements (known as DRFA-WA) which came in on 1 November 2018 replacing the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)
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To review the full report go to:

<https://semc.wa.gov.au/about-us/annual-reports/Documents/SEMC-AnnualReport2018-19.pdf>

OUTCOMES OF SEMC MEETING – 4 OCTOBER 2019

The State Emergency Management Committee (SEMC) met on 4 October 2019. The key discussion items and resolutions from the meeting are summarised below:

- SEMC discussed the publishing of harvest and vehicle movement bans and undertook to research opportunities to streamline the availability of this information.
- SEMC approved referencing the Australian Institute of Disaster Resilience Handbook –Lessons Management (2nd edition) in the suite of State Emergency Management Documents as a guideline for use by all agencies. These amendments will be presented to stakeholders and subcommittees for feedback prior to submission to SEMC for approval.
- A competitive NDRP grant round of approximately \$1.34million was approved. This will be released quarter one of 2020.
- A new Subcommittee, the Public Safety Communications (PSC) Subcommittee was established. The Government Chief Information Officer will Chair the



Subcommittee which will support the development and operation of effective and efficient Public Safety Communications (PSC) in Western Australia.

AMENDMENTS TO THE SUITE OF STATE EMERGENCY MANAGEMENT DOCUMENTS

The State Emergency Management Committee (SEMC) approved amendments to the suite of State Emergency Management (EM) documents effective 31 October 2019, and are available on the SEMC website.

- Significant amendments were made to the State EM Policy, State EM Plan and State EM Procedures to reflect the new State Recovery Arrangements, these include:
- Development of the Impact Statement and Guidelines (replaces the Comprehensive Impact Statement);
- Inclusion of new roles and responsibilities for the State Recovery Controller;
- State Recovery Coordinator Appointment;
- Inclusion of State EM Preparedness Procedure 5 – State Recovery Controller Appointment;
- State Recovery Controller/Coordinator aides memoire; and
- Clarification regarding post-operational, State Emergency Coordination Group and recovery reporting arrangements.

If you require further information on the new State Recovery Arrangements please contact either Suellen Flint or Suzanne Blyth from the DFES Recovery team:

- **Suellen Flint**

Deputy State Recovery Coordinator

9395 9418 suellen.flint@dfes.wa.gov.au

- **Suzanne Blyth**

Recovery Manager Emergency Management

9395 9880 suzanne.blyth@dfes.wa.gov.au

Full details of the amendments are available on the [SEMC Policy Amendments webpage](#), it is strongly advised that all agencies review the updated documents.

EMERGENCY SERVICES ACTS TO BE CONSOLIDATED INTO A SINGLE PIECE OF LEGISLATION

The *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* will be replaced by one Act, which will allow WA's emergency services organisations to work together more effectively and efficiently.

The contribution of Local Governments, through WALGA and individually, in addition to feedback from volunteers, State agencies and industry representatives was vital in helping to shape the new legislation.



The next step to progress the legislation will be the drafting of the Exposure Draft Bill. Once completed, the Draft Bill will be released for public comment and WALGA will ensure a comprehensive consultation with Local Governments.

For more information, please contact Lauren Townsend, Project Manager, on 9395 9872 or via email lauren.townsend@dfes.wa.gov.au

HAZARDOUS AND EMERGENCY EVENT SERVICES

WALGA has established a Preferred Supplier Arrangement (PSA) to assist its Members to directly access Hazardous & Emergency Event Waste Clean-up Services from a prequalified panel of service providers.

In recovery, the management of hazardous wastes generated in an emergency has the potential to cause significant problems and delays. The cost of removing these wastes and remediating properties within tight timeframes ran into many millions of dollars.

The appointment of suppliers to the PSA has allowed for an efficient means to access solutions through prequalified suppliers, including an Aboriginal enterprise, across a broad scope which is outlined and can be viewed here in more detail, along with the pre-qualified supplier list and category appointment.

For more information, please contact WALGA Procurement and Category Manager, Community, Dale Chapman via email or telephone 08 9213 2095.

AMENDMENTS TO THE STATE EMERGENCY MANAGEMENT DOCUMENTS

The State Emergency Management Committee (SEMC) approved amendments to the suite of State Emergency Management (EM) documents and approved the new **State Hazard Plan – Human Biosecurity**, effective from 24 May 2019.

[State Hazard Plan – Human Biosecurity](#) has been created as part of the SEMC Policy and Governance Review Project, Phase 7: Westplan Rationalisation. These arrangements have undergone a full content review and **replace Westplan Human Epidemic**.

Please remove or archive old copies of Westplan Human Epidemic you may have and update any references to the plan.

It is strongly advised that all agencies review the updated documents. Full details of the amendments are available on the [SEMC Policy Amendments webpage](#).

Please note:

Significant amendments were made to the State EM Policy, State EM Plan and State EM Procedures in regard to the new **State EM exercise framework**. Minor statement of fact amendments were made to some State EM guidelines to reflect changes to the State EM Policy.

The State EM exercise framework includes:

- the formation of the State Exercise Coordination Team (SECT) to support the State EM exercise framework;



- a capability-based exercise program requiring agencies to develop and report on 3-year exercise schedules; and
- a State EM Exercise, to occur every 3 years.

A 6-month transitional period will commence on 1 July 2019, allowing agencies time to adopt the new framework.

Upon request and subject to resourcing, the SECT will work with agencies and organisations in the preparation, coordination, delivery, and evaluation of exercise activities.

The 3-year exercise cycle will commence 1 January 2020 and the first State EM Exercise will occur in 2022.

The SECT now has an official email address: SECT@dfes.wa.gov.au.

This address is to be used for all agency correspondence relating to exercising. The address will be where agencies and DEMC's send Exercise Reports to and where updates and correspondence will be distributed from.

DISASTER AND EMERGENCY MANAGEMENT INDUSTRY CONSULTATION EDUCATION DIRECTIONS

A consultative workshop on the future development of emergency management course content, design and delivery in Disaster and Emergency Management at Curtin University was held in July.

Information from 120 workshop participants was analysed and a short report produced. Professional Development topics have been collected from workshop participants and those representatives unable to attend the workshop. Further development of professional development topics will be undertaken throughout 2020 as well as further exploration of Graduate Certificate and other degrees.

DISTRICT NEWS

EXERCISE FERVIDUS (HEATWAVE)

The 4 Metropolitan District Emergency Management Committees were successful in receiving AWARE funding to exercise Heatwave across the 34 metropolitan local governments. The exercise will be a full day and held on Thursday 28 November 2019. A save the date calendar invite has been sent to the 4 metropolitan DEMC members. Further details will be sent over the coming weeks with additional details.



SEMC ITEM PAPER

The 4 Metropolitan District Emergency Management Committees jointly submitted an Item Paper to the SEMC 2 August meeting. They have requested a review on existing Funding in Emergencies – criteria for meeting costs associated with emergencies (State EM Policy 5.12.2) and to provide clarification for the facilitation by local government in traffic management. SEMC endorsed funding arrangements around traffic management to be reviewed.

At the SEMC meeting held on Friday 2 August 2019 the committee endorsed a review of State EM Policy section 5.12, including the existing Funding in Emergencies – Criteria, for meeting costs associated with emergencies. The review is expected to commence late October 2019 with an anticipated completion date of June 2020.

LOCAL NEWS

IMPLICATIONS OF CLIMATE CHANGE

In March 2019, the State Government announced a Chief Health Officer Inquiry to investigate the implications of climate change, including more frequent and intense weather events, on health.

The aim of the Inquiry is to review the current planning and response capacity of the health system in relation to the health impacts of climate change, and make recommendations for improvement with respect to climate change mitigation and public health adaptation strategies.

The dates for a series of public forums across the regional centres and Perth have been released via this link <https://ww2.health.wa.gov.au/Improving-WA-Health/Climate-health-inquiry>.

Climate change has long been on the radar with SEMC and as you well know, heatwave is one of the highest risks in some of our districts.

The SEMC met with the Inquirer where he commended the lead SEMC has taken on climate change and commended the research undertaken to date. As climate change is a critical issue impacting our sector, SEMC will provide a submission to the Climate Health WA Inquiry and commends the work being undertaken.

AWARE OUTCOMES

The grant round recipients for All West Australians Reducing Emergencies (AWARE) 2019-20 were announced in June 2019, with \$275,000 being distributed to 23 projects that will enhance community emergency management capacity at a local or district 3 level. Assessment was undertaken by the DEMC's prior to consideration by a State Panel. These projects will be delivered over the coming 2 years

The following applicants for the Metropolitan District Emergency Management area were successful for the 2019-20 AWARE Grants:



Applicant	Project Name
City of Joondalup	Recovery and Emergency Management Training
DFES WA	High Level State Exercise - Subterranean Environments/Structural
WA Police	Exercise Arena
City of Belmont	Local Recovery Coordinator Training
City of Belmont	Local Level Risk Workshop
Bushfire and Natural Hazards CRC	Building capacity in effective decision making for natural hazard emergencies within local government
City of Mandurah	I.G.N.I.T.E
City of Wanneroo	Local Emergency Recovery Roles & Responsibilities Training
Fiona Stanley Hospital	Rottnest Ferry Disaster
Fiona Stanley Hospital	Exercise SMP
Metropolitan DEMCs	Exercise Heatwave (28 November 2019)

2019 SEMC MEETING SCHEDULE

- 6 December 2019
- 06 March 2020
- 08 May 2020
- 14 August 2020
- 09 October 2020
- 04 December 2020

The SEMC approved meeting dates for 2020. It was endorsed that, as much as practical, Subcommittees, Reference Groups, DEMC and LEMC schedule meetings to align with SEMC meetings to ensure up-to-date and relevant information is provided. This alignment will facilitate a greater flow of information and ensure that DEMC, Subcommittee and Reference Group summaries provide maximum value.

Recommended meeting dates across all committees.



5.9 State Emergency Services

Nil Report

5.10 Mundijong Police

Nil Report

5.11 Volunteer Chief Bush Fire Control Officer

Thanked the staff of the Shire's Emergency Services Department for their support.

6. Next meeting:

Schedule for LEMC Meetings to be held at 1400hrs

Shire of Serpentine Jarrahdale Civic Chambers	11 February 2020
Shire of Serpentine Jarrahdale Civic Chambers	12 May 2020
Shire of Serpentine Jarrahdale Civic Chambers	11 August 2020
Shire of Serpentine Jarrahdale Civic Chambers	10 November 2020

7. Closure:

There being no further business, the Chairperson, Cr Rich declared the meeting closed at 1600hrs.

I certify that these minutes were confirmed at the
Local Emergency Management Committee Meeting held on 11 February 2020.

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Presiding Member – Councillor

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Date