



Shire of
Serpentine
Jarrahdale

Local Emergency Management Committee

Minutes

3 November 2020

1400 hrs

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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 - 14 December 2020



Table of Contents

1. Attendances and Apologies (including leave of absence):.....	4
2. Declaration of Councillors, Officers and Committee Members interest:.....	4
3. Minutes of Previous Meeting:.....	5
3.1 Local Emergency Management Committee Meeting – 26 August 2020	5
4. Standing Items:	5
4.1 Update of LEMC Contacts	5
4.2 Resource List	5
4.3 Change of Positions / Leave and Acting Arrangements	5
4.4 Incident Support Group Activations.....	5
4.5 Risk Profile Change	5
4.6 Local Emergency Management Arrangements.....	5
4.7 Local Recovery Plan.....	5
4.8 LEMC Exercises	5
5. Agency Reports:	6
5.1 Shire of Serpentine Jarrahdale	6
5.1.1 – COVID-19 Pandemic Community Recovery Debrief (SJ3250).....	6
5.1.2 – Draft Local Emergency Management Arrangements and Local Recovery Plan (SJ3201).....	19
5.2 Shire President	26
5.3 Karnet Prison Farm.....	26
5.4 Armadale Kalamunda Group.....	26
5.5 Department of Communities	26
5.6 St Johns Ambulance	26
5.7 Parks and Wildlife	26
5.8 Department of Fire and Emergency Services	27
5.9 District Emergency Management Advisor	27
5.10 State Emergency Services	32
5.11 Mundijong Police	33
5.12 Chief Bush Fire Control Officer	33
5.13 Sports Aircraft Builders Club Inc.....	34
5.14 ARC Infrastructure.....	34
6. General Business:.....	34
7. Next meeting:	34
8. Closure:	35



Dear Committee Member

A meeting of the Local Emergency Management Committee Meeting of the Shire of Serpentine Jarrahdale was held on Tuesday, 3 November 2020 commencing at 1400hrs.

Helen Sarcich
**Deputy Chief Executive Officer / Director Community and Organisational
Development**

9 November 2020



Minutes

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

The meeting opened at 2.04pm.

Attendance

Voting Delegates

Cr Michelle Rich	Chair /Shire President
Cr Dave Atwell	Council Delegate
Sgt Ross McKellar	Mundijong Police
Helen Sarcich	Deputy Chief Executive Officer / Director Community and Organisational Development / Local Recovery Coordinator
Paul Southam	District Officer South East Department Fire and Emergency Services
Martin Seward	Serpentine Jarrahdale State Emergency Services
Chris Phoebe	Department of Biodiversity, Conservation and Attractions
Mark Cundell	Karnet Prison Farm – Assistant Superintendent Security
Jillian Smith	St Johns Ambulance
Ricky Southgate	Chief Bush Fire Control Officer

Non Voting Delegates

Sharna Sumpton	District Emergency Management Advisor (DFES)
Andrew Trosic	Director Development Services
Rebecca Steinki	Manager Community Activation – Local Welfare Liaison Officer
Gillian French	Executive Officer / Coordinator Emergency Services
Brian Owston	Coordinator Community Safety
Brian Oliver	Manager Communications and Customer Engagement

Apologies

Ryan Hamblion	Department of Communities
Mike Hayward	Coordinator Emergency Management – East Metropolitan Health Service - Armadale Kalamunda Group
Snr Sgt Jeremy Peterson	Local Emergency Coordinator / Deputy Chair/Mundijong Police

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

Nil



3. Minutes of Previous Meeting:

3.1 Local Emergency Management Committee Meeting – 26 August 2020

3.1/11/20 LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

Moved: R Southgate, seconded M Seward

That the minutes of the Local Emergency Management Committee Meeting held on 26 August 2020 (E20/9740) be CONFIRMED.

CARRIED UNANIMOUSLY (10/0)

4. Standing Items:

4.1 Update of LEMC Contacts

Contact list was circulated.

4.2 Resource List

A number of amendments have already been made. Members to forward any additional changes or additions to the Executive Officer. The Resource List is provided as **4.2 – attachment 1**. (E20/12276)

4.3 Change of Positions / Leave and Acting Arrangements

Retirement of Tony Willison from St Johns Ambulance. Jillian Smith will be providing representation for St John's Ambulance.

New OIC Mundijong Police – Snr Sgt Jeremy Petersen.

Helen Sarcich will be on leave from 5 to 20 November 2020. Andrew Trosic is the nominated deputy for recovery.

4.4 Incident Support Group Activations

Nil

4.5 Risk Profile Change

Nil

4.6 Local Emergency Management Arrangements

Refer to item 5.1.2.

4.7 Local Recovery Plan

Refer to item 5.1.2.

4.8 LEMC Exercises

Nil



5. Agency Reports:

5.1 Shire of Serpentine Jarrahdale

5.1.1 – COVID-19 Pandemic Community Recovery Debrief (SJ3250)	
Responsible Officer:	Deputy CEO/ Director Community and Organisational Development
Senior Officer:	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 purpose of this report is to provide the Local Emergency Management Committee with an overview of the COVID-19 Pandemic community recovery.

Relevant Previous Decisions of Council

<p><i>Ordinary Council Meeting – 17 August 2020 – OCM270/08/20</i></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"><i>1. NOTES the minutes of the Local Recovery Coordination Group, Community Wellbeing Sub-Committee and Economic Sub-Committee as contained within attachments 1, 2 and 3;</i><i>2. NOTES the COVID-19 Communications Register as contained within attachment 4; and</i><i>3. NOTES the update provided in regard to the development of the Community Long Term Recovery Plan.</i>

Background

The *Emergency Management Act 2005* specifies that it is the responsibility of the local government to manage recovery following an emergency affecting the community in its district. Recovery is defined in the Act as “*the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing*”.



The Government of Western Australia declared a State of Emergency on 16 March 2020 and a Public Health Emergency on 17 March 2020 in response to COVID-19 coronavirus.

In response, a meeting of the Local Emergency Management Committee was held on 19 March 2020 and the Shire of Serpentine Jarrahdale Local Recovery Plan was activated, including the formation of a Local Recovery Coordination Group.

On Monday 3 August 2020, the Shire received communication from the Acting State Recovery Coordinator advising that an amendment had been made to the State Emergency Management (EM) Policy and Plan to approve a whole of government approach to Western Australia's recovery from the COVID-19 pandemic.

As a result, the Local Recovery Coordinator recommended to the Chief Executive Officer and Council that the Local Recovery Coordination Group and associated sub-committees be stood down as of 20 August 2020, with the last meeting of the Local Recovery Coordination Group being on that date and that a meeting of the LEMC be called to provide an overview and a debrief of the recovery effort.

At the meeting of the LEMC held on 26 August 2020 members were advised that a more detailed debrief including feedback from the Local Recovery Coordination Group and sub-committee members and an assessment of lessons learnt, would be delivered to the November meeting of the LEMC.

Community / Stakeholder Consultation

Members of the Local Recovery Coordination Group, Community Wellbeing sub-committee and Economic Recovery sub-committee, were offered the opportunity to provide their feedback to inform the debrief from the response.

Statutory Environment

Emergency Management Act 2005

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.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

(a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and

(b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and



(c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Comment

The Local Recovery Coordination Group and its sub-committees adopted the following Recovery Principles and Recovery Values. These underpinned all discussions and development of response during the recovery period.

Our Recovery Principles:

- Understanding the CONTEXT
- Recognising COMPLEXITY
- Using COMMUNITY LED approaches
- COORDINATE all activities
- COMMUNICATE effectively
- Build CAPACITY

Our Recovery Values:

1. Always consider consequences of actions ensuring NO HARM to affected communities.
2. Always provide LEADERSHIP for our community.
3. Recognise our key role is to foster COLLABORATION between partner agencies, community and Council.
4. EMPOWERING individuals and groups to effectively carry out recovery activities.
5. Avoid DUPLICATON of services and programs within the community.
6. ACT as quickly as possible, however planning for the LONG TERM in consideration of value one.
7. Consideration for TRANSITION to normal services will be part of Recovery Long Term Strategy.
8. CAPTURING lessons learnt for provision of capacity building and resilience.

Local Recovery Coordination Group and sub-committees

Local Recovery Coordination Group membership:

Shire of Serpentine Jarrahdale Representatives

- Councillor Michelle Rich – Shire President, Chairperson.
- Helen Sarcich - Local Recovery Coordinator/ Deputy CEO/ Director Community and Organisational Development.



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- Andrew Trosic - Director Development Services.
 - Brian Oliver - Manager Communications and Customer Engagement.
 - Brian Owston - Coordinator Community Safety.
 - Darren Kane - Manager Health and Building Services.
 - Deon van der Linde - Manager Strategic Planning (Chair Economic Recovery sub-committee).
 - Frazer Sullivan - Director Corporate Services.
 - Gillian French - Coordinator Emergency Services.
 - John O'Neill - Manager Economic Development, Tourism and Marketing.
 - Steven Harding - Director Infrastructure Services.
 - Paul Martin - Chief Executive Officer.
 - Rebecca Steinki - Manager Community Activation (Chair Community Wellbeing sub-committee).
 - Kylie Shailer- PA to the Deputy CEO/Director Community and Organisational Development (Administration Support)

External Agency Representatives

- Karen Edmeades - State Coordinator, Emergency Services – Resilience and Recovery, Australian Red Cross.
- Ryan Hamblion - Ryan Hamblion - Senior District Emergency Service Officer, Department of Communities.
- Gailene Hamilton – Local Emergency Coordinator, Officer in Charge Mundijong Police, WA Police.

Community Wellbeing sub-committee membership:

Shire of Serpentine Jarrahdale Representatives

- Rebecca Steinki - Manager Community Activation (Chair).
- Sarah Farrance - Coordinator Community Development.
- Lisa Keys - Manager Library Services.
- Jason Parker - Coordinator Sport and Recreation.
- Matt Sargeson - Coordinator Environmental Health.
- Asha Naresh - Environmental Health Trainee/Technician.
- Deirdre Baker - Digital Communications Officer.
- Janice Ferguson - Community Safety Officer.



- Helen Sarcich - Local Recovery Coordinator/ Deputy CEO/ Director Community and Organisational Development.
- Aimee Sealey- Business System Analyst CRM (Administration Support).

External Agency Representatives

- Nicole Little – Centre Manager, SJ Recreation Centre.
- Ryan Hamblion - Senior District Emergency Service Officer, Department of Communities.
- Don Warner – Community Pastor, Byford Baptist Church.
- Karen Edmeades - State Coordinator, Emergency Services – Resilience and Recovery, Australian Red Cross.
- Kristie Tonkin, or Simone Hutton - Peel Development Commission.
- Amy Blom or Hayden Burbidge - Alyssa Hayden's Office.
- Anthony Pyle - APM Communities.
- Heidi Holmen - Communicare.
- Carmen Wright - Communicare.
- Richard Usher - Communicare.
- Emily Lees - Anglicare WA.
- Anna Notley - FinuCare.

Economic Recovery sub-committee membership:

Shire of Serpentine Jarrahdale Representatives

- Deon van der Linde - Manager Strategic Planning (Chair).
- John O'Neill - Manager Economic Development, Tourism and Marketing.
- Nick Grant - Manager Finance.
- Samantha Stewart - Strategic Project Specialist.
- Andrew King - Communications Officer.
- Andrew Trosic - Director Infrastructure Services.
- Helen Sarcich - Local Recovery Coordinator/ Deputy CEO/ Director Community and Organisational Development.
- Belinda Struwig- PA to the Director Infrastructure Services (Administration support)

External Agency Representatives

- Andrew Ward – CEO, Peel Development Commission.
- Andrew McKerrell – General Manager, Peel Chamber of Commerce.
- John Hardy - Peel CCI – SJ Business sub-group.
- Dave Crispin - Business SJ.



Local Recovery Coordination Group (LRCG) and sub-committees meetings

The first Local Recovery Coordination Group was held on 26 March 2020. The LRCG met 10 times between March and August 2020.

The first Community Wellbeing sub-committee meeting was held on 27 March 2020, in total there were 13 Wellbeing sub-committee meetings held between March and August 2020.

The first Economic Recovery Sub-Committee meeting was held on 30 March 2020, in total there were 7 sub-committee meetings held between March and August 2020.

Meetings were hosted via Microsoft Teams and administration support was provided by the Shire. Each group had its own Chair/Coordinator, its own Administration Officer and Communications Officer. This assisted in ensuring that the workload was shared amongst a number of Shire staff and that there was a key person responsible for the activities of each group. The Local Recovery Coordinator attended the meetings of each of the groups, which provided a central point of coordination and knowledge for the recovery effort.

Key Achievements

Local Recovery Coordination Group:

- Development and regular review of the Operational Recovery Plan COVID-19 and Recovery Communications Plan COVID-19.
- Elevation of issues of concern and requests for clarity on government directions through to the State Government.
- Elevation of items to Council for consideration, including allocation of financial resources to support the recovery effort.
- Overview of operations of the sub-committees.

Community Wellbeing Recovery sub-committee:

- List of support services developed and provided to the community through the webpage and social media.
- Neighbourhood Watch volunteers assisted community members with deliveries.
- Office of Alyssa Hayden MLA regularly phoned local seniors and provided deliveries of needed supplies.
- Byford Baptist Church provided the Byford Free Food Market, which experienced significant increase in demand.
- Sub-committee members provided staffing resources to assist the Byford Free Food Market when volunteers were short in number.
- FinuCare provided financial counselling services.
- Establishment of the Helping Hands SJ project, including arrangements for the onboarding of volunteers if this had become necessary to respond to demand.
- Free training was provided for staff and community group volunteers to assist them when speaking with community members who were experiencing anxiety and/or stress.



- Provision of a mail out to all residents listed on the rate payer roll with pensioner status, providing information on Helping Hands SJ and tips on avoiding social isolation. 14 people registered for assistance through the Helping Hands SJ project.
- Development and regular updating of the SJ Matters Facebook group to provide activities and support during periods of isolation. The group had 154 members.
- Provided Little Miss Squeezebox entertainment for residents at Graceford Byford and Serpentine over 45's Lifestyle Village.
- Distribution of 'Hello Neighbour' cards to encourage residents to reach out and support each other.

Economic Recovery sub-committee:

- Provision of free support and advice for local businesses through Business Foundations and Business Advisory South West & Peel.
- Full page advertisement in the Examiner newspaper on 2 April 2020, providing information to local business and contact details of Shire Officer.
- Dedicated COVID-19 page on the Shire's website providing information for business and community members.
- COVID-19 information updated daily and then as required on Shire social media pages.
- Regular communication with Economic Development Australia, Peel Development Commission, Regional Development Australia, CEDA, and DWER, Peel Chamber of Commerce and Industry and Business SJ to assess local business needs and opportunities to support local businesses.
- Peel Chamber of Commerce and Industry and Business SJ provided regular information and assistance to their members and undertook surveys of their members needs.
- Shire staff available to assist businesses to understand and respond to changing government regulations and consumer behaviours.
- Meetings to seek to establish local supply chain opportunities, bringing local suppliers and local retailers together.
- Support for tourism operators to assist with transition of their businesses.
- Meetings with investors interested in establishing businesses in the Shire.
- Hosted a virtual Tourism Forum on 10 June 2020 for more than 50 tourism providers in the Shire.
- Delivered #SmallBusinessShoutout and Business Directory campaigns to support and celebrate small businesses in the Shire.

Local Recovery Coordinator:

- Attended all Operational Area Support Group (OASG) Meetings.
- Attended all recovery webinars.



- Elevated issues of concern or clarification to the WA State Government through the OASG and DFES as requested by the Local Recovery Coordination Group.
- Provided monthly update reports to Council.
- Provided update reports to the Local Recovery Coordination Group.
- Coordinated updates to the Operational Recovery Plan and Communication Plan.
- Provided support to the Chair of the Local Recovery Coordination Group and both sub-committees.
- Coordinated the development of the Community Recovery Strategy.
- Coordinated scenario planning to ensure preparedness.
- Coordinated the delivery of training for Shire Officers involved in the recovery who had not undertaken any prior training.

Review of approach

All members of the Local Recovery Coordination Group and sub-committees were offered an opportunity to provide feedback on what worked, what didn't work, what they considered could be done differently next time and any other comments they wished to make. Four people responded, these responses are summarised below and included in this report as **attachment 1**.

Documentation used to guide the recovery response

The Shire's Local Emergency Management Arrangements (LEMA) and Recovery Plan were consulted and used to guide the response. Additional to this the Shire was in the middle of revising these documents and it was useful to test the applicability of the draft documents in the pandemic environment.

It was found that the LEMA and Recovery Plan as adopted, were orientated more towards a response and recovery from a physical emergency, such as a bush fire. This was also the experience with the draft documents however the draft documents provided templates for an Operational Recovery Plan and Communication Plan that were useful for the purposes of pandemic.

The adopted LEMA and Recovery Plan were limited in the provision of information but had enough information to assist in understanding the structure for the formation of the Local Recovery Coordination Group and sub-committees.

The draft documents have been amended to ensure they provide appropriate information in a form that can be applied in a range of emergencies, in a format that is easy to follow.

Establishment of the Local Recovery Coordination Group and sub-committees

Establishment of the groups was guided by the LEMA and Recovery Plan. Due to the nature of the emergency there was some difficulty in the early days getting members for the groups. Many services closed, and due to the state-wide nature of the emergency representatives from State Government departments were not able to attend, other than the Senior District Emergency Service Officer from the Department of Communities and the Officer in Charge



Mundijong Station. As time progressed services began to reopen and it became easier to engage participation from both government and non-government agencies.

Meetings

Due to the nature of the emergency the preference was for meetings to be held online which allowed for social distancing to be complied with, and recognised that many group members had transitioned to working from home.

In the early days Microsoft Teams had some limitations on usability for some members of the groups. These were overcome through a variety of means including offering some members the opportunity to attend meetings at the Shire office and sit with a Shire Officer, whilst meeting social distancing requirements. As Teams improved the meetings became easier to hold, and the software became more accessible for members to use.

At times the internet connections of individual members made working in the online environment more difficult, and it will be important in future to ensure that provisions are made for members of such groups who may not have a good internet connection at home and may need to attend the Shire office or be provided with an alternative option for internet connection. Also, it will be important to take the time to orientate group members with new software and recognize differences in technological literacy.

A Summary of what worked well in the approach taken

- The Local Recovery Coordination Group and sub-committees were established early and considered all aspects relevant to the emergency, which allowed for actions to be implemented effectively.
- The communication network for each of the groups was established early and was effective, all members were kept up to date.
- Having clearly defined Recovery Principles and Values and having these outlined in the agenda for every meeting ensured that the approach to the recovery was consistent and that the best interests of the community were kept in mind, with a do no harm approach.
- Information that was disseminated and discussed was well researched, and additional input and information was sought from subject matter experts as required.
- Community engagement was guided by a communications plan and used a variety of media and communication forms.
- Existing community networks were utilised to disseminate information and undertake recovery tasks.
- All opinions and ideas were welcomed, shared freely and explored. This allowed for well thought out responses.
- Information, plans and responses of other local governments, state government agencies and community groups was considered, lessons learnt and adopted as relevant.
- Delegated actions and outcomes were achieved successfully and reported on. This provided for a sound flow of information, achievements and outcomes.



- Meetings were well structured, well supported and timely, and all members worked closely and collaboratively in delivery of response.
- Consultation was undertaken with local business owners to understand their requirements for support.
- Partnerships were formed or called upon with existing service providers and support groups, both on a local and state level to provide support to residents and businesses.
- Utilising online platforms and social media to provide information and forums allowed participation by the community and businesses, whilst recognising that many businesses were closed and people were socially isolating.
- The use of Shire staff meant dedicated resources were available for delivery of response and communications.
- Shire staff were able to implement the skills learnt in recovery training and communications in recovery training.
- There was a clear direction and well managed process.
- Where improvements were identified, changes were implemented immediately. Processes and, workflows that were found to have shortfalls were identified early and resolved early and well before the issue became a problem.
- Responsibility for tasks was shared equally in the groups, this assisted to share the workload and ensure timely outcomes.
- Availability and support from the Executive Officer's for the Metropolitan District Emergency Management Committees, ensured that there was a resource to check that the recovery effort was appropriate and that no elements had been missed. They also provided further information as required and a pathway to request further information.
- Monthly updates were provided to Council regarding the recovery effort and included minutes of all meetings and updates on the information from the State Government. This assisted in ensuring that community leaders were also kept informed.
- The Shire was quick to allocate both staffing and financial resources to the recovery effort, this allowed timely responses to community needs.
- Community consultation ensured that the groups were able to hear from those being impacted and also allowed for input into the development of the Community Recovery Plan.

Things that did not work

- The take up rate of business assistance from local small business offered by Business Foundations was lower in Serpentine Jarrahdale than in other surrounding local government areas.
- Shire staff sometimes used the meetings as an opportunity to give a blow-by-blow description of what they had been doing. Updates/information sharing needed to be more focused and aligned to aims/objectives of the group.



- There was possibly too many Shire operational staff on the Local Recovery Coordination Group.
- As Western Australia moved to Phase 4, the Local Recovery Coordination Group seemed to lack a purpose of what it was working towards. The commencement of the planning for the Long Term Recovery Plan sooner would have addressed this.
- Additional workloads that members of the groups experienced through their participation in the recovery effort, were also combined with expectations of business as usual for their roles. This created a significant amount of work for group members and burn out and exhaustion was regularly experienced.
- Despite extensive use of communication mediums, some community members and business owners reported that they had not been exposed to recovery communications from the Shire. A future alternative to this could be a mail out to all properties.
- Whilst out of the control of the Shire's recovery effort the communication from the State and Federal Governments was at times difficult to keep track off. Each media conference brought about more changes, often without notice. Often an announcement would be made by the Premier but the guiding documentation would not be available via the website for a number of days leaving uncertainty.

What could be done differently next time

- Consider having a Pandemic Emergency Management Plan as an appendix to the Local Emergency Management Arrangements.
- Identify and implement training programs relevant to pandemic events.
- Create or update the resource register to reflect resources relevant to a pandemic event.
- In the event of a longer-term recovery it will be necessary to consider how the recovery effort is resourced and if additional staff resourcing will be required.

Group members were also asked if they wished to make any further comments, these are listed below and included with **attachment 1**.

Options and Implications

Option 1

That the Local Emergency Management Committee;

1. RECEIVES the debrief report for the COVID-19 pandemic; and
2. RECOMMENDS that Council REQUESTS the Shire President write to all members of the Local Recovery Coordination Group and sub-committees to thank them for their involvement and commitment to the recovery response.

Option 2



That the Local Emergency Management Committee DOES NOT receive the debrief report for the COVID-19 pandemic and requests further information be provided.

Option 1 is recommended.

Conclusion

Whilst the State of Western Australia remains in a state of emergency and the pandemic recovery continues, lessons can and have been learnt from the response to date.

Attachments (available under separate cover)

5.1.1 - attachment 1 – Local Recovery Coordination Group (LRCG) - Combined Debrief Comments (E20/9446)

Alignment with our Strategic Community Plan

Outcome 1.1	A healthy, active, connected and inclusive community
Strategy 1.1.2	Provide a healthy community environment
Outcome 1.3	A safe place to live
Strategy 1.3.3	Enhance community safety
Outcome 4.1	A resilient, efficient, and effective organisation
Strategy 1.3.3	Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources

Financial Implications

Nil

Risk Implications

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

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	



1	That the lessons learnt from the response are not captured and explored.	<i>Debrief document provided for the review of the LEMC.</i> <i>Updating of the draft LEMA and Recovery Plan to incorporate lessons learnt.</i>	Reputation	Rare	Minor	LOW	
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Voting Requirements: Simple Majority

Officer Recommendation:

That the Local Emergency Management Committee;

1. RECEIVES the debrief report for the COVID-19 pandemic; and
2. RECOMMENDS that Council REQUESTS the Shire President write to all members of the Local Recovery Coordination Group and sub-committees to thank them for their involvement and commitment to the recovery response.

5.1.1/11/20 LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

Moved Cr D Atwell, seconded P Southam.

That the Local Emergency Management Committee;

1. **RECEIVES** the debrief report for the COVID-19 pandemic; and
2. **RECOMMENDS** that Council **REQUESTS** the Shire President write to all members of the Local Recovery Coordination Group and sub-committees to thank them for their involvement and commitment to the recovery response.

CARRIED UNANIMOUSLY (10/0)



5.1.2 – Draft Local Emergency Management Arrangements and Local Recovery Plan (SJ3201)

Responsible Officer:	Deputy Chief Executive Officer / Director Community and Organisational Development
Senior Officer:	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 purpose of this report is for the Local Emergency Management Committee to recommend that Council adopts the Draft Local Emergency Management Arrangements and draft Local Recovery Plan (2020) after a significant document review.

Relevant Previous Decisions of Council

<p><i>Ordinary Council Meeting – 21 September 2020 - OCM311/09/20</i></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"><i>RECEIVES the minutes of the Shire of Serpentine Jarrahdale Local Emergency Management Committee meeting held 26 August 2020 contained in attachment 1;</i><i>APPROVES the Terms of Reference of the Local Emergency Management Committee as contained in attachment 3;</i><i>APPROVES the Shire of Serpentine Jarrahdale become a party to the Local Government Emergency Management Memorandum of Understanding, as per attachment 4; and</i><i>AUTHORISES the Chief Executive Officer to sign the Local Government Emergency Management Memorandum of Understanding.</i>
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<p><i>Ordinary Council Meeting – 16 December 2019 – OCM273/12/19</i></p> <ol style="list-style-type: none"><i>That Council RECEIVES the Unconfirmed Minutes of the Local Emergency Management Committee held on 12 November 2019 (E19/15139).</i>



2. *That Council ADOPTS Local Emergency Management Committee Resolution 5.1/11/19 and ENDORSES the Deputy Chief Executive Officer/Director Community Services as the Local Recovery Coordinator; ENDORSES the Manager Community Development as the Local Welfare Liaison Officer; ENDORSES the Shire of Serpentine Jarrahdale Local Recovery Plan (Attachment 2) and Local Emergency Management Arrangements (Attachment 4) as amended; 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 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.*

Ordinary Council Meeting – 26 September 2017 - OCM134/09/17

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.*

Ordinary Council Meeting – 24 April 2017 - OCM035/04/17

That Council:

1. *Receives the Local Emergency Management Committee Minutes of 9 March 2017 as per attachment OCM035.1/04/17, and notes all resolutions contained therein.*

Background

The current Local Emergency Management Arrangements (LEMA) was endorsed by the Local Emergency Management Committee at their meeting of 9 March 2017 and endorsed by Council on 24 April 2017 OCM035/04/17.

The current Local Recovery Plan (LRP) was endorsed by the Local Emergency Management Committee at their meeting of 11 September 2017 and adopted by Council on 26 September 2017 OCM134/09/17.

In early 2020, both documents underwent a comprehensive document review.

Community / Stakeholder Consultation

Ahead of the LEMC meeting of 26 August 2020, the LEMC were provided with copies of the draft documents and subsequently resolved the following:



5.1.4/8/20 LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION

Moved: A Allison, seconded P Southam

That the Local Emergency Management Committee:

1. *RECEIVES the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) as contained in attachments 1 and 2.*
2. *REVIEWS the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) and provides comments to the Deputy CEO/Director Community and Organisational Development by 11 September 2020.*
3. *REQUESTS the Deputy CEO/ Director Community and Organisational Development provides the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) with any necessary amendments, to the District Emergency Management Advisor for formal compliance review after 11 September 2020.*
4. *REQUESTS the final draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) are provided to the Local Emergency Management Committee meeting to be held 10 November 2020, for endorsement and recommendation to Council for adoption.*

CARRIED UNANIMOUSLY (8/0)

No feedback was received from LEMC members.

Statutory Environment

Emergency Management Act 2005

41. Emergency management arrangements in local government district

- (1) *A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.*
- (2) *The local emergency management arrangements are to set out —*
 - (a) *the local government's policies for emergency management; and*
 - (b) *the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and*
 - (c) *provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and*
 - (d) *a description of emergencies that are likely to occur in the local government district; and*
 - (e) *strategies and priorities for emergency management in the local government district; and*
 - (f) *other matters about emergency management in the local government district prescribed by the regulations; and*



- (g) other matters about emergency management in the local government district the local government considers appropriate.*
- (3) *Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.*
- (4) *Local emergency management arrangements are to include a recovery plan and the 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.*
42. *Reviewing and renewing local emergency management arrangements*
- (1) *A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.*
- (2) *Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.*

State Emergency Management Preparedness Procedures, Part Three, 8. Local Emergency Management Arrangements

Comment

Following the resolution of the LEMC on 26 August 2020, the District Emergency Management Advisor's validated the documents for compliance with the State EM Policy, State EM Plan, State EM Procedures and State EM Guidelines. The documents were deemed compliant in advice received from the DEMA's on 21 September 2020. A number of minor edits were suggested to text and references and these have been incorporated into the documents attached.

The amended documents were formally sent to the District Emergency Management Committee (DEMC) for review and noting on 23 October 2020. DEMC members have until 11 November 2020 to provide any feedback on the plans.

Attachment 3 outlines comments received from DEMC members at the time of writing this report and actions undertaken to resolve them. Amendments to Appendix documents will be updated by the responsible agencies and advised through LEMC when available.

The Local Emergency Management Committee is being requested to endorse the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) acknowledging there still may be comments from DEMC. Comments are likely to be minor corrections and will be made in documents before Council considers them for adoption.

Upon adoption by Council, the documents will be formally provided to the State Emergency Management Committee (SEMC) ahead of their 4 December 2020 meeting for noting.



Options and Implications

Option 1

That the Local Emergency Management Committee:

1. ENDORSES the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) as contained in **attachments 1 & 2** and acknowledges further comments from DEMC may be received; and
2. RECOMMENDS that Council ADOPTS the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) and REQUESTS the Shire President and Chief Executive Officer to sign the documents and provide a copy to the State Emergency Management Committee for noting.

Option 2

That the Local Emergency Management Committee:

1. DOES NOT ENDORSE the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) at this time; and
2. REQUESTS the draft documentation is provided with amendments, for consideration of the Local Emergency Management Committee at the meeting to be held on 9 March 2021.

It is not expected that major alterations will be required to the documents given the extent of review to date. Holding the endorsement over will result in the documents not being considered by Council for adoption until after the 2020/21 fire season.

Option 1 is recommended.

Conclusion

The draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) are provided for consideration by the Local Emergency Management Committee.

Attachments (available under separate cover)

5.1.2 - attachment 1 – Draft Local Emergency Management Arrangements (2020)

5.1.2 - attachment 2 – Draft Local Recovery Plan (2020)

5.1.2 - attachment 3 – Comments from District Emergency Management Committee



Alignment with our Strategic Community Plan

Outcome 1.3	A safe place to live
Strategy 1.3.1	Comply with relevant local and state laws, in the interests of the community
Strategy 1.3.3	Enhance community safety

Financial Implications

There are no financial implications to this report.

Risk Implications

Risk has been assessed on the Officer Options and Implications:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	Significant changes to the documents are received from DEMC and the document endorsed by the LEMC is significantly different to that which is presented to Council.	District Emergency Management Advisor's validated the documents for compliance with the State EM Policy, State EM Plan, State EM Procedures and State EM Guidelines.	Organisational Performance	Unlikely	Moderate	MODERATE	Nil
2	Entering the 20/21 fire season with outdated LEMA and LRP documentation.	LEMA and LRP updated and reviewed prior to 20/21 season	Organisational Performance	Unlikely	Moderate	MODERATE	LEMC to endorse draft documentation in November. Council to adopt draft documentation in November 2020.



Voting Requirements: Simple Majority

Officer Recommendation:

That the Local Emergency Management Committee:

1. ENDORSES the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) as contained in attachments 1 & 2 and acknowledges further comments from DEMC may be received, and;
2. RECOMMENDS that Council ADOPTS the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) and REQUESTS the Shire President and Chief Executive Officer to sign the documents and provide a copy to the State Emergency Management Committee for noting.

5.1.2/11/20 LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

Moved R Southgate, seconded M Seward.

That the Local Emergency Management Committee:

1. **ENDORSES** the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) as contained in attachments 1 & 2 and acknowledges further comments from DEMC may be received, and;
2. **RECOMMENDS** that Council **ADOPTS** the draft Local Emergency Management Arrangements (2020) and draft Local Recovery Plan (2020) and **REQUESTS** the Shire President and Chief Executive Officer to sign the documents and provide a copy to the State Emergency Management Committee for noting.

CARRIED UNANIMOUSLY (10/0)



5.2 Shire President

Extended a thank you to agencies participating in the Community BBQ's. This year 9 Community BBQ's are being held across the shire.

Thank you to DFES for the support provided at the Rural Urban Interface Exercise in Jarrahdale on 24 October and for working with the local brigades in preparing for the upcoming season.

Thank you to Byford Brigade for stopping and checking on motorist with a flat tyre and offering assistance.

5.3 Karnet Prison Farm

Business as usual within COVID-19 restrictions. Thank you to DFES for assistance in developing their onsite brigade and to Parks & Wildlife for recent training.

5.4 Armadale Kalamunda Group

Nil

5.5 Department of Communities

Emergency Welfare Plan (November 2020) updated and forwarded for review. Shire Officers have provided feedback to Department of Communities. The Plan will be included as an updated appendix in the LEMA. A copy has been emailed to LEMC members for comment and the Plan will be presented to LEMC for endorsement at the next meeting in March 2021.

Action: LEMC

Local Emergency Welfare Plan (November 2020) – review and advise comments or amendments to Executive Officer.

5.6 St Johns Ambulance

Annual Report was released yesterday. Calls have increased 11% on last year averaging 500-600 calls per day. If any agencies are undertaking exercises please advise as St John's Ambulance are keen to participate.

Action: LEMC

Advise St John's Ambulance of any exercises coming up for their involvement.

5.7 Parks and Wildlife

Fuel reduction burning is underway in and around Jarrahdale.

Concerns were raised regarding vehicle and camping activity at Blurock and the risk it presents.

Action: Shire, WA Police, Parks and Wildlife



To meet outside of LEMC to discuss Bluerock issues and develop a response plan.

5.8 Department of Fire and Emergency Services

A briefing on the weather analysis for the coming season and aviation support was provided to the meeting. Copies of the presentations are attached to the minutes.

5.8 – attachment 1 – Seasonal Outlook, Spring/Summer 2020/2021 (E20/12693)

5.8 – attachment 2 – 2020 Aviation Services Briefing (E20/12694)

Action: DFES – P Southam

Cr M Rich asked if there were discussions around the Jandakot Airport tenure for post 2023.

5.9 District Emergency Management Advisor

State News

CORONAVIRUS (COVID-19)

The Department of Health is continuing to work under the umbrella of a State Emergency Declaration to manage COVID-19.

LEGISLATION AMENDMENTS

In March 2020 the Emergency Management Amendment Regulations 2020 amended the EM Regulations to:

- **prescribe hostile act as a hazard;**
- prescribe heatwave as a hazard rather than rely on the 'or other natural event' definition;
- amend the scope and territorial jurisdiction for marine search and rescue;
- prescribe the Chief Executive Officer of the Department of Transport as the Hazard Management Agency for marine transport emergency and spillage/release/escape of oil hazards;
- prescribe the Chief Executive Officer of the Department of Health as the Hazard Management Agency for the human epidemic hazard, spillage/release/escape of biological substance and heatwave hazards;
- prescribe the Department of Fire and Emergency Services as a combat agency for the emergency management activity of fire suppression; and
- administrative amendments to update the description of support function, update Hazard Management Agency name and Departmental references.

In April 2020 The Emergency Management Amendment (COVID-19 Response) Bill 2020 amended the EM Act to:

- introduce new provisions into the Western Australian emergency management framework to strengthen the State's capacity to respond to the COVID-19 pandemic and similar events in the future;



- clarify and amend existing provisions to remove barriers in the existing laws that were impeding the COVID-19 response and future emergencies.

Related amendments were also made to the EM Regulations to introduce the ability for infringement notices to be issued for a failure to comply with directions under the EM Act. A detailed summary of the amendments to the EM Act and EM Regulations is available on the [SEMC Policy Amendments webpage](#)

Amendments to the suite of State Emergency Management Documents

The State Emergency Management (EM) Policy and Plan have been amended to facilitate the State Government approved whole of government approach to Western Australia's recovery from the COVID-19 pandemic. The amendments were approved by the SEMC on 21 July 2020 (SEMC Resolution Number 42/2020).

The inclusion of appendix AA in State Emergency Management Policy and Plan permits the State Recovery Controller to continue leading the whole of government approach to Western Australia's recovery from COVID-19, whilst removing the responsibility of the HMA/Controlling Agency and Local Governments recovery functions as prescribed in the State Emergency Management Framework. The implemented changes are a consequence from a Ministerial direction issued to the SEMC, which fundamentally is a result from a Cabinet decision. Local Governments will continue to collate data and monitor progress for COVID-19 recovery activities at the request of the State Recovery Controller.

The SEMC approved the inclusion of the below statement as an Appendix (AA) to both the State EM Policy and Plan:

APPENDIX AA: COVID-19 RECOVERY

The following five sections of the State Emergency Management Framework are amended such that they do not apply for a period of 12 months retrospectively from the 15 July 2020 for recovery activities undertaken by the pandemic caused by virus COVID-19:

- i. State Emergency Management Policy 6.2 Role of Controlling Agency
- ii. State Emergency Management Plan 6.2 Commencement of Recovery
- iii. State Emergency Management Plan 6.4.1 Impact Statement
- iv. State Emergency Management Plan 6.5 Role of Local Government in Recovery
- v. State Emergency Management Plan 6.8 State Level Recovery Plan

These five sections continue to apply for all other emergencies.

In addition to the above amendments, the SEMC recently approved (SEMC Resolution Number 40/2020) a revised State Support Plan – Emergency Welfare (Interim). It is acknowledged that further work and consultation will be undertaken on the Plan following the completion of the Department of Communities emergency services review.



The fundamental principles of the Plan remain unchanged, the main alterations include:

- Naming of the State Welfare Incident Coordination Centre.
- Re-designation of the Department of Communities, Emergency Services Coordinator to the Welfare Emergency Controller.
- Further details regarding scope and responsibilities pertaining to emergency food provision.
- New roles and responsibilities and process flow of activation of the AUSRECPLAN.
- Delegation capacities of the State Welfare Coordinator and Welfare Emergency Controller and emphasis towards scale-ability.
- Other minor expansions of explanation of scope, roles and responsibilities and statement of fact changes.

All documents are now available on the SEMC Website [State EM Policy State EM Plan State Support Plan - Emergency Welfare](#), it is strongly advised that all agencies review the updated documents.

For any queries, please email semc.policylegislation@dfes.wa.gov.au.

The inclusion of appendix AA in State Emergency Management Policy and Plan permits the State Recovery Controller to continue leading the whole of government approach to Western Australia's recovery from COVID-19, whilst removing the responsibility of the HMA/Controlling Agency and Local Governments recovery functions as prescribed in the State Emergency Management Framework. The implemented changes are a consequence from a Ministerial direction issued to the SEMC, which fundamentally is a result from a Cabinet decision. Local Governments will continue to collate data and monitor progress for COVID-19 recovery activities at the request of the State Recovery Controller.

SEMC UPDATE

- Revised Emergency Management Forms and State Hazard Plan – Maritime Environmental Emergencies were noted by SEMC at its 9 October meeting. These amendments reflect the change in Hazard Management Agency to the Chief Executive Officer of the Department of transport and updates to the jurisdiction of waters in alignment with the Emergency Management Regulations 2006.
- A revised term of reference for the Public Information Reference Group was supported to increase membership representation.
- SEMC endorsed the progression of an aggregated buying model to procure a crisis information management system across government, led by the Department of Finance to support:
 - Collaboration across hazard management organisations: sharing knowledge and practice
 - Alignment with Emergency Management Arrangements to establish integrated and interoperable information management systems
 - Alignment to the Office of Digital Government's Digital WA ICT Strategy



EMERGENCY MANAGEMENT CAPABILITY SUMMARY 2019

The Emergency Preparedness Report Steering Committee have determined not to release the Annual and Preparedness Report Capability Survey for 2020. This decision reflects the significant impact that COVID-19 has, and continues to have, on the EM sector across WA. It is expected that the 2021 survey will go ahead in April next year.

STATE EMERGENCY MANAGEMENT EXERCISE FRAMEWORK TRANSITION PROJECT

Several new and engaging exercise initiatives are now available to the Emergency Management sector. We encourage all agencies and organisations to utilise the resources and information that is now readily accessible.

SEMC Website

With several updates and additions, the EXERCISING tab on the SEMC website now provides the EM sector with easy to find references for:

- The State Emergency Management Exercise Framework
- The State EM Exercise Cycle (the start date of the three-year state exercise cycle being undertaken by the State Exercise Coordination Team to 1 July 2020).
- The State Exercise (SEMC approved the hazard of Earthquake as the scenario to test capabilities throughout the three-year state exercise cycle).
- Managing Exercises Online Training
- Templates, Guidelines and Resources
- Reporting of Exercises

Online Training

The Managing Exercises online self-paced training course is now available for all EM sector professionals. It is designed to provide greater accessibility to exercise training which will help with your preparedness to deal with hazards. It can be accessed on any device, from a desktop computer to a mobile phone and is optimised in Chrome. The course compliments the WA Managing Exercises Guideline.

Exercise Schedules

The operational response to COVID19, EM exercising has been the last thing on agencies and organisations mind. As we come out the other side and the sector slowly returns to normality, agencies and organisations will commence exercising again. The exercise framework requires you to develop an Exercise Schedule for your agency or organisation, so you can progressively plan your exercises over the three-year period.



If you have started developing your Exercise Schedule, please submit the schedule to your DEMC who will forward the information on to the State Emergency Coordination Team. Schedules will eventually be used to populate the State Exercise Calendar.

Action: LEMC

Develop Exercise Schedule – item for March 2021 meeting.

ROLE OF LOCAL GOVERNMENT IN WA'S COVID-19 RECOVERY PANDEMIC - LETTER FROM STATE RECOVERY CONTROLLER

The State Recovery Controller, Ms Sharyn O'Neill, has sent a letter to all local governments acknowledging the considerable support local government have provided to their communities. Given the scale of the impact of the COVID-19 pandemic and the extended nature of recovery efforts the Government has determined that WA's approach to recovery is most appropriately coordinated at a State level rather than local.

However, every local government will play a key role in recovery, particularly as they are the closest touch points to the community.

COVID-19 WELFARE CENTRE GUIDELINES

The Department of Communities, in conjunction with WA Health, has developed COVID-19 Welfare Centre Guidelines (the Guidelines) for the set up and running of an evacuation centre during the COVID-19 pandemic. The guidelines were released and WALGA will be coordinating feedback on these guidelines on behalf of local government.

District News

METROPOLITAN DISTRICT EMERGENCY MANAGEMENT COMMITTEE MEETINGS

The Metropolitan District Emergency Management Committee meetings have been completed for 2020.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE	MEETING SCHEDULE
Combined Central and North Metro (North)	April 2021
Combined East and South Metro (South)	April 2021

METROPOLITAN EMERGENCY MANAGEMENT MEETING ARRANGEMENTS

The trial of new Metropolitan Emergency Management Meeting arrangements will be scheduled for April 2021, combining the Central and North (North) and East and



South (South) District Emergency Management Committee's for meeting purposes only.

There is no intent to change or alter the metropolitan EM districts. The model proposes the consolidation of the four metropolitan EM districts into two districts (North and South) for meeting purposes only.

An Item Paper was raised at all DEMC meetings during October 2020. This discussion paper can be found on the MS Teams site for the Central, East, North and South DEMC.

Local News

ALL WEST AUSTRALIAN REDUCING EMERGENCIES (AWARE)

Applications are now open for the AWARE program which focuses on enhancing Western Australia's emergency management arrangements by building capacity and preparedness activities at a local level. The current program sets out to distribute \$230,000 to **local governments** via competitive grants to projects relating to these priorities:

- Furthering the emergency risk management process
- Facilitating capability-based exercises
- Assisting in reviewing Local Emergency Management Arrangements (LEMA)
- Delivering emergency management training
- Hosting or facilitating emergency management events or forums

Local governments are encouraged to collaborate and submit joint applications. Application close **12pm Friday 11 December**. Application forms and additional information can be found here:

<https://semc.wa.gov.au/funding/aware/Pages/Current-Round-Application.aspx>

2020 and 2021 SEMC Meeting Schedule

- 4 December 2020
- 5 March 2021
- 7 May 2021
- 13 August 2021
- 1 October 2021
- 3 December 2021

5.10 State Emergency Services

A number of recent activations to assist St John's Ambulance in the hills with hikers.

Action: Shire of Serpentine Jarrahdale



Shire to develop and promote a “Are you trail walking ready?” education campaign on health and safety when walking/hiking as well as details on the types/grades of walks.

SES to work with agencies to plot access to trails to assist their efforts.

5.11 Mundijong Police

New OIC has started and the WA Police are still heavily invested in the COVID Taskforce.

H Sarcich advised there was discussion at the DEMC meeting regarding the enforcement of the new COVID-19 requirements for large events as required by the Health Department. The WA Police representative in attendance at DEMC will follow up and advise.

5.12 Chief Bush Fire Control Officer

Prevention

- The Shire has completed 130HA of burns for this season with a possibility of a further 10Ha over 3 burns to be completed.
- Pass on my thanks to PaW for the burning around Jarrahdale and Nettelton Rd.
- MAF of \$418,900 allocated to the Shire and works now being finalised through the Mitigation Officer.
- Burn scheduled with Karnet Prison 2HA.
- Burn Permits Issued.
- Fire information sessions being held by our Bushfire Safety Awareness team. This is being conducted via Community BBQ's, SJ Farmers Market and Bushfire Planning workshops being held at the SJ Community Resource Centre.
- Fire Break noticed reviewed and issued.

Preparedness

- Recruitment for casual fire break inspectors underway with 2 Officers commencing the end of November.
- 435 fire hydrants serviced.
- All Strategic water tanks serviced and operational across the Shire.
- Training IFF, BFF, BFSA, BFFS, SFF, driver training with over 100 persons trained.
- We will hold a Pre-Season training for Shire Operators from this we can work on availability of operators through summer.
- Local Pre-Season brief was successful and beneficial to the volunteers.
- RUI drill in Jarrahdale was very successful with 22 families taking part in Millbrook with the finding that approximately 80% of properties inspected where possibly defensible.
- Interagency IMT exercises been ongoing with the final one next week .
- OIC training being rolled out across all OIC.
- Prison staff continuing internal training for fire suppression.



- FCO Ray Elliot is evaluating farm response units. Ones with correct gear will be issued with a fire response vehicle identifier sticker allowing them to assist in their local area.
- Rangers and contractors have been provided with ID stickers.
- 2x Helitaks came online 1 November, two more on 1 December Skycrane will be at Serpentine 20 December.
- Oakford 9.2 overweight and an exemption with MRD has been applied for with stage one of three completed.
- Byford Captain Jason Carrall stepped down and the election process has commenced with a new captain being elected on November 17
- New CESM / CBFCE car arrived.

Response

- 51 call outs in the Shire since last LEMC.
- Brief since last LEMC – 1 fatality that Jarrahdale responded to car vs tree. Albany HWY x Jarrahdale Rd car on fire.
- Byford - 21 call outs.
- Jarrahdale – 8 call outs.
- Oakford - 7 call outs.
- Mundijong- 10 call outs.
- Serpentine – 4 call outs.
- Keysbrook - 1 call out.

5.12 - attachment 1 – Brigade Response Report by Type of Call (E20/12743)

5.13 Sports Aircraft Builders Club Inc

An invitation to join LEMC has been extended to the Club.

5.14 ARC Infrastructure

An invitation to join LEMC has been extended to Arc Infrastructure.

6. General Business:

6.1 Local Level Recovery Funding Bendigo Bank. H Sarcich and R Southgate to discuss.

6.2 Millbrook Estate – inroads have been made regarding the awareness of shared responsibility and proactive contributions to managing risk.

7. Next meeting:

Schedule for LEMC Meetings to be held at 1400hrs

Shire of Serpentine Jarrahdale Civic Chambers	9 March 2021
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Shire of Serpentine Jarrahdale Civic Chambers	11 May 2021
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8. Closure:

3.13pm