



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

**City of Wanneroo and City of Joondalup
Local Emergency Management Committee Meeting**

**City of Wanneroo and City of Joondalup
Local Emergency Management Committee
City of Wanneroo, Leschenaultia Room
23 Dundobar Road, Wanneroo
10:00am, 7 February 2013**

1. ATTENDANCES AND APOLOGIES

ATTENDANCES:		
Name	Position	Organisation
Cr Dot Newton, JP	LEMC Chairperson	City of Wanneroo
Ian McDowell	Coordinator Community Safety	City of Wanneroo
Resmie Greer	Senior Emergency Management and Community Safety Officer	City of Wanneroo
Wayne Harris	Coordinator Health Services	City of Wanneroo
Phil Hay	Community Emergency Services Manager (CESM)/Chief Bush Fire Control Officer (CBFCO)	City of Wanneroo/DFES
Cr John Chester	Elected Member	City of Joondalup
Derek Fletcher	Emergency Management Officer	City of Joondalup
Charlie Reynolds	Manager Asset Management	City of Joondalup
Charles Slavich	Principal Environmental Health Officer	City of Joondalup
Joanne Cramp	Emergency Management Officer NW Metro	WA Police
Shane Scott	District Training Officer	WA Police
Craig Wanstall	OIC – Wanneroo	WA Police
Tony Sacco	A/OIC – Hillarys	WA Police
Mal Jones	OIC – Clarkson	WA Police
Craig Waters	A/Superintendent North West Metro	DFES
Allan Daw	District Officer – North Coastal	DFES- BFS
Stuart Palmer	District Officer – North Coastal	DFES
Sam Hurd	Fire Operations Officer	DEC
Bill Hansen	Local Manager	SES
Nadine McLoughlin	A/Community Emergency Management Officer	SEMC Secretariat
Mary-Ann Jackson	Local Welfare Coordinator	DCP

Jo-Anne Bennett	Senior District Emergency Services Officer	DCP
Helen Barrett	Disaster Management Coordinator	Ramsay Health
Darryl Welsby	Manager Business Risk & Resilience	ECU
Visitor Merveen Cross	Community Emergency Management Officer Central Metro District	SEMC Secretariat

APOLOGIES:		
Name	Position	Organisation
Charlie Carver	Superintendent NW Metro District	WA Police
Alan McColl	Manager Regulatory Services	City of Wanneroo
Mary McConnell	Disaster Management Coordinator	Ramsay Health
Ruth Lane	State Manager Emergency Services	Red Cross
Steve Pethick	Primary Response Coordinator	Western Power

Cr Dot Newton opened the meeting at 10:10am and welcomed those members in attendance. Cr Newton commented on Senior Constable Derrick Briggs' transfer and requested it be recorded that the members of the LEMC appreciated his dedication, commitment and leadership during his term as Deputy Chair of the City of Wanneroo/City of Joondalup LEMC. Further, Cr Newton welcomed Derrick Briggs' replacement, Senior Constable Joanne Cramp to her first LEMC meeting.

2. PRESENTATION

2.1 Cr Newton welcomed Phil Hay, Community Emergency Services Manager (DFES)/Chief Bushfire Control Officer (City of Wanneroo) who provided a presentation on the WESTPLAN-Bushfire Addendum – 2012, Summary of Changes. Copies of the changes were distributed to members.

It was explained that in the wake of the traumatic 2011 bushfires in the South West and the Perth Hills, the government announced changes were necessary to the way bushfires were managed across the state. A key announcement was the decision that any level 3 bushfire (complex fire in which life and property are at risk) will automatically fall under the overall control of the Department of Fire and Emergency Services (DFES) Commissioner. This does not necessarily mean that DFES will assume the incident controller role but will reinforce the Commissioner's authority to direct the response. Therefore, to give effect to the changes, addendums to the WESTPLAN-Bushfire were developed.

During the review process in 2012 feedback was received from WALGA, WA Police, Department of Environment and Conservation (DEC), Department for Child Protection (DCP), WA Health, Main Roads WA (MRWA), Volunteers Associations, Local Government Chief Bush Fire Control Officers, Pastoralist and Graziers Association (PGA)

Cr Newton thanked Phil Hay for the comprehensive presentation and for highlighting the significant changes to WESTPLAN-Bushfire 2011 for the LEMC members.

3. CONFIRMATION OF PREVIOUS MINUTES (2 August 2012)

Moved Cr John Chester, **Seconded** Jo-Anne Bennett

That the Minutes of the Local Emergency Management Committee meeting held on 1

November 2012 be confirmed as a true and accurate record.

CARRIED

4. BUSINESS ARISING

Item	LEMC Meeting	Subject	Responsible Agency/Person
2.1	7 February 2013	D Fletcher advised City of Joondalup still working with the Risk Management Task Force on minor changes. Still outstanding	City of Joondalup

5. CORRESPONDENCE

The Inwards and Outwards correspondence was tabled at the meeting for reviewing and comments.

Resmie Greer reported that the City of Joondalup had requested Item 1 be removed from the agenda. Reference was also made to Item 5 (Review of the Emergency Management Acts) and advised WALGA is seeking feedback/comments by the 22 February 2013.

6. STANDING ITEMS

- **District Agency Updates:**

- **City of Wanneroo**

Phil Hay reported the City of Wanneroo Fire Services have had a relatively quiet start to the 2012/13 fire season. Volunteers for all brigades have attended a number of smaller incidents. The major incidents so far this season have included a fire in Carabooda, off Romeo Road. Fire crews have also been sent to Gingin and have also assisted DEC with several minor fires.

Resmie Greer reported on the following:

(a) At the previous District Emergency Management Committee (DEMC) meeting the issue of event management across the region was raised and how an "Events Register" could be maintained by way of supporting preparedness and emergency needs was raised. It was asked that this matter be reported to the LEMC for discussion. In the interim City of Wanneroo officers briefly met with Police Officers, Joanne Cramp, Shane Scott and Steve Post to gain Police perspective on this issue. Police advised that they already compile and maintain a North West Metropolitan Events Calendar/Register and that both local governments' approved events will be incorporated in to the Police calendar of events and that updated versions will be emailed to LEMC and DEMC contacts on a weekly basis.

(b) At the last WALGA Local Government Emergency Management Advisory Group Meeting, discussion on the Post Incident Analysis (PIAs) reports compiled by DFES was raised and the fact that these reports are not accessible by local governments to view results. Accessibility of PIAs would assist local governments with learning to do things better in emergency disaster situations. Stuart Palmer advised that it is only when there is an investigation into actions undertaken during an incident that DFES does not allow PIAs to be viewed by other parties as there are items which may be operationally sensitive. All parties involved in the PIA may be entitled to receive a copy of the PIA, however the report will not be released unless a freedom of information request has been submitted.

(c) The City of Wanneroo Local Emergency Management Arrangements and Recovery Plan contact lists have been updated.

I McDowell provided information on RSS feeds which is a tool provided and updated by DFES and the Bureau of Meteorology (BOM) which can be viewed via Outlook. Notifications received through RSS feeds include:

- Alerts;
- Fire Danger Ratings;
- Total Fire Bans;
- Media Releases; and
- Weather Warning Reports.

○ ***City of Joondalup***

Derek Fletcher reported on the following:

(a) The City of Joondalup has had a meeting to discuss the amalgamation of the three Emergency Services Acts and will be preparing a submission to WALGA.

(b) The City of Joondalup recently appointed Mr Nico Claassen as the Director Infrastructure Services.

○ ***WA Police***

Craig Wanstall reported that the Future Music Festival is scheduled to take place at the Joondalup Arena on the Sunday 3 March 2013. 50,000 people are expected to attend, making it one of the biggest music events to be held in the district. A strong Police presence will be in the area as it is expected there will be a greater number of people in the Joondalup CBD due to Sunday trading.

○ ***Department of Fire and Emergency Services (DFES)***

Craig Waters informed the meeting that it has been a relatively quiet start to the Bush Fire Season with no major incidents occurring within the Cities of Wanneroo and Joondalup. Fire crews have however, attended incidents within the Shire of Gingin.

○ ***Department of Environment and Conservation (DEC)***

Sam Hurd reported a relatively quiet start to the 2012/13 fire season with DEC crews attending fires in Muchea and DEC has also assisted Brigades with the minor incidents.

○ ***Department of Child Protection (DCP)***

Jo-Anne Bennett reported on the following:

(a) Local Welfare Emergency Management Support Committee meeting was held on the 27 November 2012 with representatives from agencies that would support DCP to provide the welfare support response, including Red Cross, Police, Ramsay Health, City of Wanneroo, City of Joondalup, Silver Chain, Salvation Army, Volunteering WA, Department of Human Services, etc;

(b) Emergency Exercise at the Perth Airport on 20 November 2012 – DCP are responsible for Westplan Reception and due to the significant capital and road works around the airport the exercise tested agencies responses and use of alternative venue; and;

(c) An additional function added to DCP's Emergency Services Unit is providing Lost Children's Posts to assist lost children relocate family at the Perth Skyworks event.

- **Western Power**
No one in attendance.
- **Joondalup Health Campus**
Helen Barrett reported that in early January 2013, Joondalup Health Campus was advised to be on alert to receive possible patients following the chlorine gas leak at the Joondalup Arena. People were evacuated and a number were examined by St John Ambulance at the scene but no one needed to be taken to hospital. Joondalup Health Campus Response Team will participate in a study day in May 2013 on this type of emergency and a training exercise will be arranged in the near future to test response.
- **Red Cross**
No one in attendance.
- **Edith Cowan University**
Darryl Welsby advised that all has been a quiet start to the New Year. Students due to return for the first semester on 25 February 2013.
- **Other Key Stakeholders**
SES:
Bill Hansen reported on the following:
 - (a) The SES Unit located in Winton Road, Joondalup soon to erect two new sheds.
 - (b) Phil Hay recently trained SES Members in fire safety procedures thereby enabling them to assist the Volunteer Fire Brigades with logistics and transport of relief crews to incident; and;
 - (c) Concerns were raised with the proposed amalgamation of the Bushfires Act, the Fire Brigades Act and the Fire and Emergency Services Act with the Commissioner having complete delegated authority. This may impact on certain functions being withdrawn from the SES. The issue of funding-raising was discussed.
- **LEMC Arrangements:**
 - **Risk Register/Mitigation Treatments:**
The City of Joondalup's Risk Register was not tabled at this meeting as the content is still under review by the City of Joondalup's Risk Assessment Group.
 - **Training Activities/Simulations:**
 - City of Wanneroo:
 - (a) Internal exercise will be held to test the Local Emergency Management Activation Flowchart during April 2013, date to be confirmed; and
 - (b) Introduction to Bush Fire Fighting Course will be held on the 8th, 9th and 10th March 2013.
 - City of Joondalup:
 Recovery Plan will be exercised, date to be confirmed.
 - **Other Emergency Activations for mention:**
Nil to report within the Cities of Wanneroo and Joondalup.
 - **Review/Outcomes/Lessons Learnt:**
Nil to report.

7. NEW BUSINESS

- Nadine McLoughlin provided the following report on behalf of the SEMC Secretariat:
 - Noelene Jennings who is currently the Executive Director of Governance and People Services at the Department of Planning is now Executive Officer for SEMC;
 - SEMC Annual Report has been endorsed and provided to the Minister and the Business Plan has been endorsed at SEMC;
 - The State Preparedness Report and the NOETIC Report (operational PIA for Margaret River/Nannup Fires) have been tabled in Parliament;
 - The SEMC Strategic Plan has been developed and sets the strategic direction of the SEMC for the next three years;
 - The review of the SEMC sub-committees is underway. Preliminary findings and recommendations were tabled at December's meeting and the Committee is looking at aligning with SEMC's current business objectives with the suggestion of four sub-committees covering Community Engagement, Response, Risk and Recovery. Further consultation is necessary and the current system will remain in place until June 2013;
 - A review of the State Risk Assessment framework is being conducted. This may impact on local government's Emergency Risk Assessment process;
 - SEMC requiring LEMC contact lists for DEMC and for a data-base. R Greer to provide updated contact list to N McLoughlin;
 - Currently seeking clarification on funding opportunities for local governments. Also requesting feedback from LEMC members regarding AWARE funding and suggestions on how it should be utilised, suggestions will be reported back to the SEMC Secretariat Grants Officer;
 - Emergency Alert System project is completed and operational. It allows for emergency messages to be sent to "at risk" individuals and households through both landline and mobile in pre-defined geographic areas. (Local residents will receive message as previously but relatives outside the area will not be able to opt in to receive the same message, however the volume of text will be greater and has a wider audience);
 - It has been suggested that local governments should obtain tabards for use at evacuation centres and also when attending an ISG (important for identification); and.
 - Merveen Cross was introduced to the LEMC. Merveen is the newly appointed Community Emergency Management Officer for the metropolitan area.
- Cr John Chester reported that parachute flares were set off during New Year's Eve celebrations causing fires at Yellagonga Regional Park. Cr Chester enquired on what could be done to prevent this activity recurring. General discussion took place and it was mentioned that it is impossible for DFES to stop the use of flares, however possible advertising in the local newspapers may assist by providing advice to the community on how and where to dispose of old and unused flares. DFES is on high alert during New Year's Eve celebrations and additional crews are engaged.

8. NEXT MEETINGS

The next City of Wanneroo/City of Joondalup Local Emergency Management Committee meeting will be held on Thursday 2 May 2013 at the City of Wanneroo.

9. CLOSE

There being no further business, the meeting was closed at 11:05am.