

LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES
29 NOVEMBER 2018 – 8.30AM
Function Room, City of Kalamunda
Administration Building – 2 Railway Road, Kalamunda

1.0 Opening of Meeting

Cr John Giardina (Chair) opened the meeting at 8:30

2.0 Attendance and Apologies**Members:**

City of Kalamunda – Director Development Services – Peter Varelis	PV
City of Kalamunda – Manager Community Safety – Michele Rogers	MR
City of Kalamunda – Acting Coordinator Community Safety – Tim Parry	TP
City of Kalamunda – Acting Senior Fire Control Officer – Nick Parry	NP
City of Kalamunda – Director Asset Services – Brett Jackson	BJ
City of Kalamunda – Principle Building Surveyor – Duncan Wilson	DW
Community Emergency Services Manager – Mike Ward	MW
City of Kalamunda – Customer Relations Officer Community Safety – Angie House	AH
Volunteer Bush Fire Brigade – Deputy Chief Bush Fire Control Officer – David Carroll	DC
Volunteer Fire & Rescue Services – Captain – Tony Moiler	TM
WA Police – OIC Forrestfield – Simon Parke	SP
Department of Fire and Emergency Services – District Emergency Management Advisor – Metropolitan Operations – Merveen Cross	MC
Department of Fire and Emergency Services – Paul Southam	PS
Department of Communities – Child Protection Family Services – Michelle Clough	MC
Department of Communities – Ryan Hamblion	RH
Department of Health – Kalamunda Hospital – Jo Harris	JH
Lesmurdie High State High School – Principle – Kerry Chipchase	KC
Western Power – Roger Fitzpatrick	RF

Apologies:

City of Kalamunda – Acting Senior Ranger – Sarah Stampalia	SS
Kalamunda State High School – Principle – Helen Deacon	HD
City of Kalamunda – Chief Executive Officer – Rhonda Hardy	CEO

3.0 Confirmation of minutes of the previous meeting

- 3.1 Item 6.6 regarding WALGA The Director Asset Services will be undertaking training in November 2018. Correction 6.6 should say December 2018. BJ
- Moved: MR Seconded: TP
- All in favour

4.0 Business arising from previous minutes

Nil

5.0 Correspondence In/Out

5.1 In relation to the Principle of Bushfire Booklet, page 10 outlines how the school responds. The Department of Education has shifted the timing of closing schools. On receiving advice from Emergency Management Services and BOMB, a clear, conscious decision may be made to close the schools the day before in extreme fire danger ratings. KC

6.0 General Business

6.1 LEMA

The LEMA has undergone a thorough review, leading to the document being upgraded. TP
The document is thoroughly reviewed and upgraded every five years. The review is now complete and is currently with the City's Public Relations team for graphical enhancement. It is expected to be sent to Merveen Cross within a few weeks. All contacts are up to date and ready to go.

Once comments are back from Merveen on LEMA they will be put through Council for endorsement. PV

6.2 Terms of Reference vote on acceptance

Presentation for Terms of Reference for Local Emergency Management Committee (TOR) was presented to the last LEMC meeting. Comments received at the meeting were incorporated into the TOR. The committee were given a final opportunity to comment on the document, before voting on its acceptance. MR

(i) A query was raised regarding the membership (item 3.5 of the TOR) with the following amendments being recommended by the committee: TM

- a. include the Captain Kalamunda Local Volunteer Fire and Rescue JH
- b. representative Kalamunda Hospital DC
- c. Deputy Chief Fire Control Officer (nominated by the Chief Fire Control Officer) MW
- d. representative St John Ambulance MC
- e. representative Department of Biodiversity, Conservation and Attractions. SP

6.2.1 Actions

Motion put forward to accept the Terms of References with the minor amendments. PV
Moved: MR Seconded: TP
All in Favour.

6.3 Update on Fire Hazard Inspections Programme

The fire inspections commenced on 1st November 2018. The engagement and targeting of extreme fire hazard properties is working well. It has been found that NP

there is a much better number of compliant properties than last year and a more positive feedback. There have been some teething issues with the app and the city is working through them with IT vision.

6.4 Christmas and New Year break **MR**

Can all members on the response list email the City with additional contact information if you are taking leave and if someone else is acting in your position. All

7.0 Members Reports

7.1 Western Power **RF**

7.1.1 Western Power have a specially fitted out vehicle to assist with fire suppression when they carry out hot works. They will advise DFES when the works are being carried out. Western Power cannot undertake repairs during vehicle movement bans.

7.1.2 Issues with mobile devices when the power goes out and the batteries in the mobile phone towers go flat. TM provide advice on the impact to the mobile phone network during power outages: TM

- (a) Mobile phone towers and all exchanges have a battery backup of up to 8 hours. Alarms are set off when low levels of power are detected, the towers are then backed up with a transportable power supply.
- (b) There are no plans to provide permanent backup generators at the mobile phone towers.
- (c) Generators are provided by a third party contractor. This occurs when the alarm is tripped. The contractors will only place a generator in position once the threat of fire has passed and it is safe to enter the area.
- (d) The supply of generators may be hotly contested, with a number of agencies relying on the service.

7.2 WA Police **SP**

There was a number of fires around the local area, caused by young people lighting the fires. Fire crews attended the scenes quickly. When attending a scene, fire crew are reminded to be vigilant. With fire crews normally being the first on the scene, they may encounter suspects as most arsonists will tend to stay on the scene to see what happens. Fire crews are asked to take notes, regos and description of young people. On a previous incident young people were held by City Rangers, resulting in the youth being charges being laid.

- (a) JAFFA is a programme for young offenders. Young kids will stay and watch what often talking with fire fighters.
- (b) Recommendation made for Brigades to have dash cams installed for potential evidence. TM confirmed the VKFRS have dash cameras installed on their vehicles.

7.2.1 Action: **MW**
Fire crews to report all illegal fires to WA Police and the City for investigation. **TM**



7.3 City of Kalamunda "CCTV"

MR

Footings are being laid for the erection of towers at Lions Lookout, Upper Lesmurdie Falls' carpark, Jack Healey Centre and the Zig Zag carpark providing coverage of hotspots for antisocial behaviour.

Computers were set up at Forrestfield station allowing WA Police officer with ability to monitor the City's fixed street cameras. There are still a few issues to work through but once the NBN is finalised it will resolve the speed issues. Presently the Police can view the CCTV for the upper end of Haynes Street, Woolworths, Kalamunda Road outside of the High Wycombe Shopping Centre, the roundabout at Hale Road and Hartfield Park.

The City has put in a grant application for funds to install CCTV on the roundabout of Berkshire and Dawson Roads, Morrison Road, outside the BP on Welshpool East Road and the Lower Car Park for Lesmurdie Falls.

- (a) The direct access to the Police Station assisted with apprehension of a hoon driver, with cameras capturing the vent at the roundabout on the corner of Hale and Hartfield Road. The footage support the action taken by the police as they seized the vehicle. Likewise, the cameras at Haynes Road assisted with identifying a vehicle all be it stolen involved in the theft of bikes from the Kalamunda Bike Shop. The CCTV in combination with the computers at the Forrestfield Police Station are proving highly effective local policing. SP
- (b) CCTV have proven highly valuable when dealing fires. They provide great and timely intelligence. PS

7.3.1 Action: MR
MR to provide Mike Ward with remote viewing access to the City's CCTV, using the remote desktop app created by IT.

7.4 Kalamunda Hospital

JH

The Kalamunda Hospital are undergoing generator upgrades to make everything safer. The hospital in total is receiving approximately \$1.8 million in upgrades.

7.5 District Emergency Management Advisor – Metropolitan Operations

MC

LEMC District Emergency Management Advisory Report. See attachment 1 for a copy of the report. SEMC Meeting 7th December 2018.

MC emphasised the earlier message (item 6.4) to email the City with all contact details for the Christmas / New Year period, indicating you will away and who will be replacing you. MC

7.6 Department of Communities

RH

'Local Emergency Welfare Plan – Midland Region upgraded. See attachment 2 for a copy of the plan.

The City has referenced the plan in its Local Emergency Management Arrangements. MR

7.7 Department of Fire and Emergency Services PS

DFES—are launching their Bushfire Season media campaign on 2 December 2018, encouraging people to take responsibility. The District Officer will be working closely with the Community Safety Emergency Services Manager as assistance is provided to the City's schools.

Five volunteers were deployed to Queensland to assist with the fires and would like to personally thank the City for releasing it volunteers. Steve Lake from the Kalamunda Bush Fire Brigade was deployed to Queensland.

7.8 Community Emergency Services Manager MW

- (a) Mitigation burns have finished.
- (b) Vehicles are well maintained and ready for summer months.

7.9 Lesmurdie High State High School MW

The summer school break commences in 14 December 2018 and run for 6 – 7 weeks. All grounds have been cleared of overgrown material and there will be skeleton staff at the school during this time.

7.10 Kalamunda Volunteer Fire and Rescue Services TM

The Kalamunda Volunteer Fire and Rescue Services (KVFRS) are operating as normal. There was a de-briefing on 28 November 2018 to discuss big events. The KVFRS are ready to go.

7.11 City of Kalamunda Community Safety Team TP

- (a) Rangers have issued 150 permits so far compared to 162 this time last year. Residents have been educated on different methods of disposing of waste, as an alternate method to burning.
- (b) The VMB's were vandalised. They had been down for a while but are now back on line.
- (c) There has been an upgrade at the emergency evacuation centres. All have now got power points for external generators. All evacuation centres are restocked and ready to go for the 2018/19 fire season.

7.11.1 Action: TP

- (i) Review the contractual arrangements for the supply of generators to the evacuation centres. BJ
- (ii) Undertake an exercise to test the setting up of the generators and switching of the building from mains to back up power.

8.0 Date of next meeting

8.1 28 February 2019 8.00am

9.0 Closure

The presiding member thanked everyone for their efforts in 2018 and closed the meeting at 9.30am

JG

Unconfirmed