



LOCAL EMERGENCY MANAGEMENT
 COMMITTEE MINUTES
 31 August 2023 – 9.00AM
 MR – Function Room

1. OPENING OF MEETING

Mayor Margaret Thomas at 9.05am

2. ATTENDING MEMBERS

Cr Margaret Thomas – City of Kalamunda – Mayor	MT
Gary Ticehurst – City of Kalamunda – A/CEO	GT
Nicole O’Neill – City of Kalamunda – Director Community Engagement	NO
Freya Ayliffe – City of Kalamunda – Manager Community Health & Safety	FA
Sinead McGuire – City of Kalamunda – Director Asset Services	SM
Amanda Widjaja – City of Kalamunda – Manager Asset Maintenance	AW
Grant Howatson – City of Kalamunda – Senior Fire & EM Officer	GH
Tim Parry – City of Kalamunda – Coordinator Community Safety	TP
Duncan Wilson – City of Kalamunda – Principal Building Surveyor	DW
Nick Wilkinson – City of Kalamunda – Coordinator Recreation Facilities	NW
Emma Morgan – City of Kalamunda – CRO Community Safety (Secretary)	EM
Mike Ward – KAL/DFES - CESM	MW
Warwick Martindale – SES – Local Manager	WM
Tony Moiler – KVFRS – Captain	TM
Carmen Mutton – St John WA – Area Manager	CM

GUESTS

Sarah Stampalia – Senior Ranger – City of Kalamunda	SS
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APOLOGIES (MEMBERS)

Nathan Ritchie – City of Kalamunda - Director Development Services	NR
Kath Parkinson – City of Kalamunda – Manager Customer & PR	KP
Quinta La Rosa – DFES – DEMA	QL
Cheryl Gole – Red Cross	CG
Mark Marriott – WA Police – OIC FF (Proxy in attendance)	MM
Helen Deacon – Kalamunda SHS – Principal (Proxy in attendance)	HD
Kerry Chipchase – Lesmurdie SHS – Principal (Proxy in attendance)	KC
Ryan Hamblion – Dept of Communities – Senior District ESO (Proxy in attendance)	RH
Wendy Jackson – Kalamunda Hospital – Emergency Management Coordinator	WJ
Natasha Bamber – Karingal Green – Executive Director of Nursing	NB
Michael Pasotti – DBCA – Fire Coordinator	MP
Warwick Martindale – SES – Deputy Unit Manager	WM

PROXY IN ATTENDANCE

Naomi Jory – Department of Communities (for Ryan Hamblion)	NJ
Kelly Ellis – WA Police Forreestfield (for Mark Marriott)	KE
Melissa Shepherd – Kalamunda SHS – Deputy Principal (for Helen Deacon)	MS
Donna Gardiner – Lesmurdie Senior High School (for Kerry Chipchase)	DG



3. CONFIRMATION OF MINUTES

25 May 2023
 Moved – Tim Parry
 Seconded – Grant Howatson
 Passed Unanimously

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1 Adrian Dyson came from Shire of Mundaring and supported the City of Kalamunda's exercise around testing the EM plan and Adrian spoke to everyone about managing the Wooroloo fires. A letter was sent to Adrian to acknowledge his assistance and was sent out earlier in the month.

5. PRESENTATIONS

- 5.1 Animals in Emergency Presentation – Sarah Stampalia – Senior Ranger City of Kalamunda
Presentation is available on request
- 5.2 Activation and Operation of an Emergency Evacuation Centre – Grant Howatson – Senior Fire and Emergency Management Officer
Presentation is available on request

6. CORRESPONDENCE IN/OUT

- 6.1 **IN** AWARE 23/ 24 Key Round Documentation – EM Funding
- 6.2 **IN** District Emergency Management Advisor Report 31 July 2023
- 6.3 **IN** Review into District and Local Emergency Management Committees
- 6.4 **IN** Local Emergency Management Committee Annual Reporting 2022-23 Annual LEMC Report Survey
- 6.5 **IN** Letter SEMC Executive Officer – LEMC Annual Report Survey 2023
- 6.6 **IN** Amendments to suite of State Emergency Management Documents
- 6.7 **IN** Consultation Request – Restricted Access Permit System
- 6.8 **IN** AFDRS - Have your say about the new Australian Fire Danger Rating System
- 6.9 **IN** DFES – Independent Review of Commonwealth Disaster Funding
- 6.10 **IN** Red Cross LEMC Report
- 6.11 **IN** SESVA – WA 2022 / 23 Major SES Deployment Debrief 17 May 2023
- 6.12 **IN** City of Kalamunda Recovery Report – SEMC - Final
- 6.13 **IN** Part 2 Recovery Plan Draft June 2023



- 6.14 **IN** An invitation for input into the review into Local Emergency Management Committees – DFES DEMA
- 6.15 **IN** LEMC Exercise Examples – DFES DEMA
- 6.16 **OUT** City of Kalamunda 2023 Annual LEMC Report
- 6.17 **OUT** Review into District and Local Emergency Management Committees *(emailed to LEMC Members on 20/07/2023)*
- 6.18 **OUT** Letter of appreciation to Adrian Dyson 19 July 2023

7 GENERAL BUSINESS

- 7.1 Welcome to Freya Ayliffe – New Manager Community Health & Safety and Executive Officer of the LEMC
 Nicole O'Neill opened with an introduction to Freya. Nicole is the primary Local Recovery Coordinators, and Freya is our LEMC Executive Officer. We enjoy facilitating the good relationship amongst agencies who are doing good work in the Emergency Management space and thank you for the work you are doing.
 Freya spoke about her previous position as Director at the Town of Cottesloe and Emergency Management sat in her portfolio there – background is in Health and looking forward to working with you all.
- 7.2 Submit for comment – City of Kalamunda Exercise Report Testing, Review of Recovery Plan and City of Kalamunda Draft Recovery Plan
 Tim Parry would like Members of the LEMC to review these documents which have been circulated. The Draft Recovery Plan has been rewritten by Michael Duckett who is the subject matter expert to make the document easier to read and follow – please comment if you have any further input to make before the document is finalised. Also review the other documents and provide any comments if you have anything further to add.
ACTION – LEMC Members to review these documents and provide feedback.
- 7.3 Confirmation of LEMC Meeting dates – to continue the same schedule as current – the last Thursday of the month on a quarterly basis.

8 AGENCY UPDATE

- 8.1 KALAMUNDA SENIOR HIGH SCHOOL MS
 - 8.1.1 The school's stand along bushfire plans is due to be updated today and we have been reviewing these over the last few weeks. These would sit separate to the school's incident plan.
- 8.2 DFES/KAL – CESM MW
 - 8.2.1 Fire Fighters Union has had industrial action in place for the past month or so and now which has had an impact on training for volunteers – Volunteer Fire Rescue training was put on hold as there was no available overtime during industrial action.



- 8.2.2 Training has now commenced again, and the Career Firefighting School finally graduated – there are 30 new career Fire Fighters that have completed training.
- 8.2.3 We are coming into El Nino weather pattern so the eastern seaboard has above average fire behaviour impacting parts of Queensland and Northern NSW which may have a bearing on us here in WA as they may draw resources such as fire, air, SES and fleet that come across to WA and they may not be available if it is busy in the Eastern States.
- 8.2.4 Mitigation burning is happening now – Parks and Wildlife, City Mitigation Team and Brigades are burning as well – the burning window is quite small as they must work around it being too wet and then it gets too dry very quickly, so they have to go by the soil moisture levels. It is already above average soil moisture levels in Bickley – we had a good winter, but a lot of the rain was early on so soil dryness is well above average for this time of year.

- 8.3 WA POLICE KE
 - 8.3.1 Not too much – business as usual dealing with response calls for help and coming into bushfire season we will keep up to date with DFES and be ready to respond when needed.

- 8.4 DEPARTMENT OF COMMUNITIES CG
 - 8.4.1 Naomi is covering for Ryan Hamblion while he is covering North Metro.
 - 8.4.2 There has been a major restructure ESR Unit – we have been given another 22 permanent positions and there is a lot of recruitment taking place which hopefully will be finalised by the end of the year.
 - 8.4.3 We did a recent review of the State Support Plan, and it has been endorsed – a major component was removal of the word ‘welfare’ so evacuation centres will now be what they are known as.
 - 8.4.4 We are also running an internal consultancy audit across the state to see where any gaps exist, for example the Kimberley Flood had gaps such as the loss of 80 homes, need to be rebuilt to code/meet legislation, additional costs (not replace like for like) e.g homes to be lifted to a certain height and the need to put forward mitigation measures around flood season – with wet season they aren’t sure where the water flood plains will land – a lot of work has been done in that space.
 - 8.4.5 If the City is interested in running Evacuation Centre Training, we can do an exercise. Nicole O’Neill mentioned doing the training at a different centre other than Ray Owen and Tim Parry advised further communications will ensue in relation to this running at the end of September/beginning October.



- 8.5 LESMURDIE SENIOR HIGH SCHOOL DG
 - 8.5.1 Donna is the Acting Principal standing in for Kerry Chipchase.
 - 8.5.2 We are also working on our stand along Bushfire plan.
 - 8.5.3 Kerry may have already mentioned the bushfire drills we ran with DFES assistance earlier in the year.
 - 8.5.4 Some recommendations came out of the running of the drills and a high-pressure water pipe is now being installed around the school for example.
 - 8.5.5 We have done two different drill types, one included person/persons with weapon on site – was met with much excitement from the year 7s so we had another one. Year 12s cover OSH and so they go around and assess us and provide a lot of feedback which is presented to leadership team on where we can do better. Bushfire drills will be conducted around term 4 and term 1 next year.

- 8.6 CITY OF KALAMUNDA – ACTING CEO GT
 - 8.6.1 I would like to reach out and thank the Emergency Services teams out there doing the best for the community. Give a big shout out to Police and St John Ambulance amongst others.

- 8.7 CITY OF KALAMUNDA – MANAGER HEALTH AND COMMUNITY SAFETY FA
 - 8.7.1 Bushfire Ready groups are getting ready for fire season. There is a meeting scheduled for September and I am looking forward to working with everyone.

- 8.8 CITY OF KALAMUNDA – DIRECTOR COMMUNITY ENGAGEMENT NO
 - 8.8.1 Last financial year formed Pickering Brook Bushfire Brigade and further funding is being sourced for a new fire station at Pickering Brook Sports Centre – this project is live this financial year rolling out.
 - 8.8.2 The Community Safety Team have also done a lot of work since the last LEMC Meeting conducting preseason engagement appointments. There have been more appointments than in any other financial year. We are hopeful for a high level of compliance this coming season and we are well placed leading into the next season.

- 8.9 ST JOHN AMBULANCE CM
 - 8.9.1 Not a lot to add just that we are recruiting, and we are extending a recruitment drive to the UK.



- 8.10 CITY OF KALAMUNDA – COORDINATOR COMMUNITY SAFETY TP
 - 8.1.1 Evacuation Centre training was conducted last November there are around 35 staff members that have done the training. These are the people we will call on should we have a need and we can swap staff in and out. Each year we do a lot of training – we will talk to Naomi late Sept/Oct try to arrange training again. Community Safety have been doing some work with WAPOL on automatic number plate recognition ANPR. The City had an ANPR camera installed at Stirk Park on trial for 5 weeks, this was coordinated through PAC and the team at WAPOL – Note this is a state wide program run by WAPOL. There has been great feedback of data from the trial. Now the trial has finished, a report will be prepared for the KLT to review. The idea is to have ourselves prepared for the next round of grants to be clear where on what we want to spend CCTV Grant funds on. We will continue to work with WAPOL on this project.

- 8.11 CITY OF KALAMUNDA – SENIOR RANGER SS
 - 8.1.1 CCTV sites have moved to being accessed remotely – sites can be accessed via City admin networks remotely to view and retrieve footage for police quickly. The only change is the Fire danger rating signs have had to be changed all through winter in the morning. Rangers are shortly moving into summer hours 7am to 8pm.

- 8.12 CITY OF KALAMUNDA – DIRECTOR ASSETS SM
 - 8.1.1 This is my first meeting - recap on role infrastructure assets city overseas and manages critical infrastructure long term planning and maintenance if things go wrong – natural areas and bushfire mitigation programmes – looking forward to working with you all.

- 8.13 CITY OF KALAMUNDA – SENIOR FIRE AND EM OFFICER GH
 - 8.1.1 New full time Community Bushfire Preparedness Officer on board – we are no longer using casuals. There are two Community Bushfire Preparedness Officers available to go out and do community engagement, including tips to be fire ready and assist with understanding the obligations under the notice. We have conducted 150 visits so far this year. We have also moved to lifetime variations. Community engagement events start this month will meet a lot more residents out and about - happy to chat to groups on their property or at other locations. We will be at Bunnings Kalamunda 9th September if anyone wants to come along.

NEXT MEETING

30 November 2023

9 CLOSURE

Meeting closed at 10.20am