



LOCAL EMERGENCY MANAGEMENT
COMMITTEE MINUTES

23 February 2023 – 9.00AM
MR – Function Room

1. OPENING OF MEETING

Mayor Margaret Thomas at 9.00am

2. ATTENDING MEMBERS

Cr Margaret Thomas – CoKal- Mayor (Chair)	MT
James Wickens –CoKal – Manager Community Health & Safety (Executive officer)	JW
Emma Morgan – CoKal – CRO Community Safety (Secretary)	EM
Peter Varelis – CoKal – Acting Chief Executive Officer	PV
Nicole O’Neill – CoKal – Director Community Engagement	NO
Gary Ticehurst – CoKal – Director Corporate Services	GT
Andrew Fowler-Tutt –CoKal - Acting Director Development Service	AFT
Tim Parry – CoKal – Coordinator Community Safety	TP
Grant Howatson – CoKal – Senior Fire & EM Officer	GH
Steve Lake – CoKal VFBF – Deputy CBFCO	SL
Ryan Hamblion – Department of Communities – Senior District ESO	RH
Sharna Sumpton – DFES - DEMA	SS
Tony Moiler – KVFRS – Captain	TM
Rebekah Martin – Red Cross – Resilience and Recovery officer	RM
Wendy Jackson – Kalamunda Hospital – Emergency Management Coordinator	WJ
Kerry Chipchase – Lesmurdie SHS – Principal	KC
Paul Hogg – St John WA – Area Manager	PH
Felicity Wright – DPIRD – Emergency Preparedness Coordinator	FW

ATTENDING PROXY

Lane Morris – City of Kalamunda – Senior Building Surveyor - for Duncan Wilson	LM
Sgt Dwayne Skehan – WAPOL (Forrestfield) – for Mark Marriott	DS

GUESTS

Brian McGinley – KVFRS – Lieutenant/Foreman	BM
Cornelia Moiler – GIS Specialist – CoKal and KVFRS	CM

APOLOGIES (MEMBERS)

Brett Jackson – CoKal – Director Asset Services	BJ
Duncan Wilson – CoKal – Principal Building Surveyor	DW
Michelle Grgich – CoKal Recreational Facilities Supervisor	MG
Mike Ward – CoKal/DFES - CESM	MW
Snr Sgt Mark Marriott – WAPOL (Forrestfield) - Officer in Charge	MM
Warwick Martindale – Kalamunda SES – Unit Manager	WM
Helen Deacon – Kalamunda SHS – Principal	HD
Michael Pasotti – DBCA – Fire Coordinator	MP



3. CONFIRMATION OF MINUTES

24 November 2022
Moved – Sharna Sumpton
Seconded – James Wickens
Passed Unanimously

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1 No matters arising from previous Minutes.

5. PRESENTATIONS

5.1 Kalamunda Volunteer Fire & Rescue Service – Who we are and what we do.
Presentation is available on request.

6. CORRESPONDENCE IN/OUT

- 6.1 Central DEMC Contact List – December 2022
- 6.2 Central DEMC Contact List – 2022-2023 Summer Season
- 6.3 Cannington Region Local Emergency Welfare Plan
- 6.4 Consultation Request – Draft Western Australian Emergency Management Capability Framework
- 6.5 Draft WA Community Disaster Resilience Strategy – now available for comment
- 6.6 Festive Greetings from DFES
- 6.7 Midland Region Local Emergency Welfare Plan
- 6.8 State Emergency Management Covid 19 Policy and Exchange of Information Procedure
- 6.9 LEWP – Metro East – Cannington Region – Dec 2022
- 6.10 LEWP – Metro East – Midland Region – Dec
- 6.11 NEMMM – 9 December 2022 – Communique Final
- 6.12 Consultation request – Local Emergency Management Committee Handbook
- 6.13 City of Kalamunda – 2022 EM Capability Summary Report
- 6.14 City of Kalamunda – 2022 EM Capability Supplement Report
- 6.15 SEMC Chair Cover Letter – City of Kalamunda – 2022 EM Capability Summary



- 6.16 SEMC Communique – 5 December 2022
- 6.17 St John WA Contacts for LEMC
- 6.18 DFES DEMA Report Feb 2023
- 6.19 NBN’s Emergency Preparedness – Translated Materials
- 6.20 Additional WA Homes and businesses to become eligible for full fibre – WA metropolitan locations.
- 6.21 DPIRD LEMC Report – *Circulated with Minutes*

7 AGENCY UPDATE

- 8.1 CITY OF KALAMUNDA – DIRECTOR COMMUNITY ENGAGEMENT NO
 - 8.1.1 City of Kalamunda has commenced a Community Group on Readiness for fire season 2023/2024
- 8.2 VOLUNTEER FIRE & RESCUE SERVICE BM
 - 8.2.1 Business as usual it is fairly lucky it has been a relatively quiet season.
 - 8.2.2 Colleagues in BFB can be taken out of area while we remain in area.
 - 8.2.3 The upgrades to the Fire Station are almost complete and there will be an official opening 11 March which we are looking forward to.
- 8.3 DEPARTMENT OF COMMUNITIES RH
 - 8.3.1 Emergency Evacuation Centre training was run on 15th December with approximately 30-40 attendees. Covered all areas of service delivery. Lack of tables and chairs.
 - 8.3.2 Midland and Canning Local Emergency Welfare plan sent for comment. New plan will be sent out once the State level plan is finalised.
 - 8.3.3 Kimberley Floods – The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley floods as of 1 February 2023.
 - 8.3.4 Communities is operating three Flood Help Centres (Broome, Fitzroy Crossing and Derby).
 - 8.3.5 136 people are in Communities’ supported emergency accommodation in Broome and Derby.
 - 8.3.6 Since opening the Disaster Relief Hotline on the 11 January 2023 until COB 1 February 2023, Communities has responded to a total of 773 calls.
 - 8.3.7 189 people have been repatriated.
 - 8.3.8 288 people have been assisted to relocate to alternative safe locations.
 - 8.3.9 750 properties spanning seventeen remote communities and the Fitzroy Crossing town have had electrical safety assessments completed (or currently underway).



- 8.3.10 Communities is providing rent relief to public housing tenants in Fitzroy Crossing and tenants in impacted remote Aboriginal communities following the floods.
- 8.3.11 Communities is planning medium to long term accommodation options for people whose homes are uninhabitable due to the floods.
- 8.3.12 Medium to long term accommodation – the SEMC has asked Communities to lead a cross-agency working group to prepare an issues paper about Government responsibilities for medium and long-term accommodation following an emergency.
- 8.3.13 State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) Communities has reviewed the State Support Plan and the State Emergency Committee Policy Branch has released it for consultation <https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/>
- 8.3.14 Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services
- 8.3.15 Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police.
- 8.3.16 People at risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies.
- 8.3.17 Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.

- 8.4 DFES DEMA SS
 - 8.4.1 The Metropolitan District Emergency Management Committee Meeting will be held in late May, date to be confirmed, with a seminar on the Fitzroy Flooding event.
 - 8.4.2 A LEMC Executive Officer forum will be hosted for all Metropolitan LEMC Executive Officers later in the year.
 - 8.4.3 Current State EM consultations include a new local Emergency Management Committee handbook and review of the State EM Capability Framework. No EM capability survey this year as the framework is under review.

- 8.5 LESMURDIE SENIOR HIGH SCHOOL KC
 - 8.5.1 We are required in education to conduct emergency practice runs – we do two fire drills, one evacuation and one lockdown. We wanted to make the practice more real to test what we might not have thought of and DFES were great and created a bit of an incident which we didn't know what it was or how urgent it would be. This was conducted on Monday. Each time we do them we have a list of improvements that I will share with local schools as well.



- 8.5.2 What we learned were about Wardens and availability, walkie talkie use – they didn't work on Monday, and we don't know why. They need to be reliable. Wardens is hard as you have them in place with back up Wardens but it is hard to manage when the Wardens are looking after classes as well.
- 8.5.3 Half of the staff are also local residents and so might want to go home in the case of an emergency pets, elderly parents etc so duty of care comes up all the time. We will put it out to staff to let me know if they live in the area and can't be relied upon to be there.
- 8.5.4 The flywire on the windows are all plastic and they need to be changed to metal which has never come up. We learned we can leave split systems on, and it is only evaporative that needs to be turned off which is good as the children will be able to be comfortable.
- 8.5.5 Emergency services asked for a map of the school, where the chemicals are stores, where the children and teachers are located. We now have a fire bag at the Front Desk with all this information and at the front entrance there will be a map. The Incident Controller worked alongside us which was good practice. We included the common library as part of the plan for visitors and anyone else that wanders into the school This will be recommended to other schools.

8.6 ST JOHN AMBULANCE PH

- 8.6.1 We haven't had any significant exercises – have been involved in multi-level responses.
- 8.6.2 Kevin Brown has taken up position recently – interesting to see how the organisation goes with Emergency Management. St John being private EM does not generate revenue.
- 8.6.3 Department of Health contract – planning for the upcoming winter flu season now that Covid has by and large been put to bed.
- 8.6.4 St John now have Critical Care Paramedics on the road – they were only on chopper before – they have a more advanced skill set to traditional Paramedics. There are no stats yet but it is an interesting concept where it will evolve into a tiered service.

8.7 KALAMUNDA HOSPITAL WJ

- 8.7.1 It has been pretty busy – Mike Hayward has now left to go to Fiona Stanley, so I am now permanent in the role. We have been doing lots of drills and testing of the plan – actors came in and there were lots of things that came out of it. When we set up an EM Hub it locked so we had no ability to get in. Simulation taught us a lot.
- 8.7.2 We are wanting to set up to do a bushfire exercise for Kalamunda Hospital. It is palliative so a lot of people are difficult to evacuate. We want to set up a full drill.



- 8.7.3 We attended the Perth Airport drill which was brilliant.
- 8.7.4 We are running at code black at the moment there are 60 people in ED and 4 ramping outside. We want to get ambulances in and out so we are really struggling at the moment.
- 8.7.5 We are going to have to live with Covid now – not doing as much testing as last year.
- 8.7.6 We had a code yellow on Tuesday – all the power went out at Armadale Hospital as a car crashed into a pole outside Hogs Breath so we are learning lessons from that – we only have one generator whereas other hospitals have one generator then another so we need to get that sorted out. Brand new ED in Armadale so we can take more patients and have a bigger waiting area.
- 8.7.7 WA Police asked if the Kalamunda Hospital was thinking of including WAPOL in the Kalamunda Exercise which was agreed and that further discussion would be directed toward Nicole O'Neill as well.

8.8 CITY OF KALAMUNDA – DIRECTOR CORPORATE SERVICES GT

- 8.8.1 The ongoing threat to the City of Kalamunda is cyber-attack and security – that is a very real issue and every present and active. There will be a part day exercise coming up where everything will be switched off and a scenario given, and we will switch over to the cloud – this should be seamless for the City Staff and not noticeable.
- 8.8.2 It is always good to do an exercise to pick up gaps or weak spots. I can't stress the importance of scenarios – better to be prepared and learn through scenarios.

8.9 RED CROSS RM

- 8.9.1 Rebekah has taken over from Johnno Bubb who is now a full time Dad.
- 8.9.2 Can offer support with any training you are doing, exercise, Red Cross is happy to be involved in Welfare Support. We have a dedicated trauma team as well.
- 8.9.3 We are focusing a lot on pillowcase programs and there will be additional preparation school programmes coming up aimed more at High School Students.
- 8.9.4 Psychological First Aid Training is also available.
- 8.9.5 Nicole O'Neill requested Rebekah provide information to the City on Pillowcase or projects being run - ACTION



- 8.10 DFES SL
- 8.10.1 The number of incidents are down across Metro and State however we had volunteers attend level 2 incidents providing assistance to Kimberley for floods.
- 8.10.2 We have taken delivery of bush fire appliances – goes a long way to addressing safety concerns. Brigade now has two of three tankers replaced – had about 40 people attend community night.
- 8.10.3 Pickering Brook Committee has been set up to discuss fire mitigation and the approach for next season. Having worked with the City of Kalamunda directly as well as the community it is good discussion ahead of the season.
- 8.11 CITY OF KALAMUNDA – MANAGER COMMUNITY HEALTH & SAFETY JW
- 8.11.1 The Pickering Brook Committee is working really well, there is a cross section of committee members.
- 8.11.2 Environmental Health has involvement in structure fires – a lot of houses are quite old and have asbestos – Health Officers attend to assess the impact of asbestos.
- 8.12 CITY OF KALAMUNDA – COORDINATOR COMMUNITY SAFETY TP
- 8.12.1 The City of Kalamunda has secured a spot at the Kalamunda Show coming up in March. We will have information from Community Safety, Rangers, Fire and EM related if anyone wants to pop down. The show is a great opportunity for the team who are compliance to engage with the community in a nice way so we are looking forward to that.
- 8.12.2 There has been a fair bit of CCTV work in the last six months – more requests to view footage. There have been quite a few issues resolved and a massive decrease in issues with the Variable Message Boards (VMBs) since cameras were installed on those as well. It is also useful in gathering information on hooning. There has been a test camera at Jorgenson Park so it will be interesting to see what comes out of that. The information and footage is very clear and quite useful.
- 8.13 CITY OF KALAMUNDA – SENIOR FIRE & EM OFFICER GH
- 8.13.1 It has been a successful as well as challenging fire season. We have a good cross section of properties and overview of those areas that were ready and note. We have done 4150 property assessments and more of them on different properties – not going back two or three times to the same properties.



- 8.13.2 The Casual Fire Control Officers did an excellent job in the way they conducted themselves in the short time they had..
- 8.13.3 The Full Time Fire Control Officer is now wrapping up for the rest of the season which finishes on 31 March..

8.14 DPRD

FW

- 8.14.1 Six plant pest/disease Level 1 and Level 2 incidents.
- 8.14.2 DPIRD is investigating one pest/disease.
- 8.14.3 DPIRD and other state jurisdictions continue to monitor reported outbreaks of African Swine Fever, Lumpy Skin Disease, Foot & Mouth Disease.
- 8.14.4 DPIRD has liaison officers on Kimberley Incident Support Group and the Operational Area Support Group.
- 8.14.5 Rob Cossart has been appointed as the State Recovery Coordinator.
- 8.14.6 DPIRD established internal recovery planning group to facilitate effective across-agency participation.
- 8.14.7 Departmental representation on State Recovery Coordination Group.
- 8.14.8 DPIRD will facilitate available grants to primary producers.
- 8.14.9 DPIRD managing Disaster Recovery Funding Arrangements to 31 December – 25 applications for CAT B assistance \$366,907 and 108 applications for Cat C assistance \$2,183,306.

NEXT MEETING

25 May 2023

9 CLOSURE

Meeting closed at 10.24am