Local Emergency Management Committee

Minutes of the Meeting

Shire of Cunderdin Council Chambers

Wednesday 11th September 2024, 3.30pm

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Cunderdin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Cunderdin. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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SHIRE OF CUNDERDIN

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 3.30pm.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Members

Chris Turner	WA Police
Stuart Hobley	Shire of Cunderdin CEO
Cr Alison Harris	Shire President/Chairperson
Cr Natalie Snooke	Shire Councillor
Ben Davies	Community Emergency Services Manager / Executive Officer
Hayley Byrnes	Shire of Cunderdin DCEO
Ian Dawson	St John Ambulance Community Paramedic
Tim Ford	Volunteer Fire and Rescue Captain
Sydney Davies	Department of Fire and Emergency Services - DO
Shelby Robinson	Department of Fire and Emergency Services – DEMA
Michael Phillips	Department of Communities
Jonathan Arnott	Cunderdin Agricultural College Principal
Elton Fawkes	Rapid Relief Team

2.2 Invited Guests / Observers

Nil.

2.3 Apologies

Merranie Beal	Meckering Primary School Principal
Joanne Spadaccini	Department of Communities

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 12th June 2024

Recommendation:
That the minutes of the Local Emergency Management Committee Meeting held on 12th June 2024 be confirmed as a true and correct record of that Meeting.

MOVED Michael Phillips **SECONDED** Cr N (Natalie) Snooke

4.2 Business Arising

NIL.

ITEM 5 CORRESPONDENCE

5.1 Inward

Attachment 5.1.1 - BRM Plan Approved Letter - Cunderdin
Attachment 5.1.2 - National Emergency Management Agency - NEMA's Coordination and Planning Officer capability.
Attachment 5.1.3 - 3.4 Urban Tankers (3.4 UTs) - 4 September 2024

5.2 Outward

LEMC report sent to DFES

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

Contact list to be distributed with the minutes for updating as required.
Attachment 6.1.1 - LEMC Contacts - 11.06.2024

6.2 Training Dates

See CESM report.

ITEM 7 LEMC EXERCISES

11th June Meeting Desktop Exercise – Ben Davies will investigate training scenarios to present at next meeting.

ITEM 8 AGENCY UPDATES

8.1 WA Police

SGT Chris Turner – Will be taking 6 weeks leave in the next quarter of 2024. Con. Dan Byrne will be Acting SGT during this period.

8.2 St John Ambulance

Ian Dawson – Wheatbelt District facing some restructuring in November 2024. Currently working through how to make changes to allow for a smooth transition. Unsure at this time as where the Cunderdin Centre will sit in this process.

8.3 Fire and Emergency Services

Sydney Davies – DO – Nil.
Shelby Robinson – DEMA – Nil.
Tim Ford – VFRS – Introduced himself as the new Captain. VFRS will be working towards improving membership numbers.

8.6 Department of Communities

Attachment 8.6.1 - Department of Communities LEMC Update - 1st Quarter 2024 – 2025
Joanne Spadaccini – Nil.
Michael Phillips – Audit of Shires Emergency Centres have been completed.

8.7 Department of Education

Merranie Beal – Meckering PS – Nil.
Jonathon Arnott – Cunderdin Agricultural College – Nil to report.
Paul Jasper – Cunderdin District High School – Nil.

8.8 Department of Health

Maureen Gaitskell – Nil.

8.9 Local Government (inc. Bush Fire Brigades)

Cr Alison Harris – Shire President – Nil.
Ashley Burges – CBFCO – Nil.
Stuart Hobley – CEO – Nil.
Hayley Byrnes –DCEO – Nil.
Ben Davies – CESM – as following:

Presentations:

- Australian Warning System Update (Presentation) - CESM

CESM Report:

Prevention:

- Bushfire Risk Management Plan has been endorsed, assisting us with Mitigation Works and Funding streams.
- Emergency Services Day Earlier in the year to assist community education as well as recruitment, thanks to everyone who helped.
- Looking at developing a very brief update to send out to the Community about the changes in the Australian Warning System, this will be sent out in the local paper, WhatsApp and Facebook.

Preparedness:

- Local emergency management committee exercise held with key stakeholders. This exercise was based on a large-scale incident involving Ammonium Nitrate and helped test and improve strategies used to protect the community of Cunderdin
- Please note the changes to Australian Warning System as per Presentation.
- Bushfire Training ramping up with course in September and October.
- Water Bomber Reloader Training will be held 1230 8th of November 2024 (Subject to change)
- Looking at running an AIIMS Awareness Training session for the Shire that will be involved in an incident management team or ICC, in October, Open to all Staff and LEMC members. AIIMS stands for Australasian Inter-Service Incident Management System and goes over key positions in an incident management team across key agencies.

Response:

- New Fire Truck received for Ygnattering BFB, funded by DFES and ESL funds, this is increasing water capacity by 2000L to 4000L, increasing safety features such as Burn over protection and crew safety of life features, increase in crew welfare and equipment.
- Grain Harvest Movement (Water Bomber) is going to continue this year due to all the positive feedback. This will start on the 7th of November.

Recovery:

- Currently developing some role cards for the LEMC

Additional:

- Would the LEMC benefit from a Whatsapp Group ? Following the Storm event this year it was identified that a common information stream would have assisted and prevent additional work from multiple agencies.

8.10 Rapid Relief Team

Elton Fawkes – have had a quiet winter. Will be available to aid volunteers where necessary during the upcoming fire season.

ITEM 9 URGENT BUSINESS

Nil.

ITEM 10 NEXT MEETING DATES

Two meetings to be held per year and one desktop exercise.

Wednesday – 12th March 2025
Wednesday – 11th June 2025 (Desktop Exercise)
Wednesday – 11th September 2025

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the Meeting at 4.18 pm.

Attachment 5.1.1 - BRM Plan Approved Letter – Cunderdin

Government of Western Australia
Department of Fire & Emergency Services

DFES
Department of Fire & Emergency Services

Our Ref: 24/235103
Your Ref: BRMP

Stuart Hobley
Chief Executive Officer
Shire of Cunderdin
PO BOX 100
Cunderdin WA 6320

Dear Mr Hobley

ENDORSEMENT OF BUSHFIRE RISK MANAGEMENT PLAN

Thank you for providing the Shire of Cunderdin Bushfire Risk Management (BRM) Plan received by the Office of Bushfire Risk Management (OBRM) on 12 August 2024.

I am pleased to inform you the Shire of Cunderdin BRM Plan has been endorsed by OBRM. This signifies it meets the standard required by the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines). We recommend the BRM Plan is now presented to Council for approval.

BRM Plans and the data that support them should be reviewed regularly and updated to reflect any changes that have occurred in the local government area. OBRM will request confirmation the Shire of Cunderdin's BRM Plan has been reviewed on 30 May 2026. More information on the review process can be found in the Guidelines and we will contact the Shire nearer the review date.

As a participant in the BRM Program, the Shire of Cunderdin will be required to submit an annual report to OBRM detailing progress against the BRM Plan. We will extract much of the required data from the Bushfire Risk Management System but request you respond to a short survey to provide context. You will have received the survey request in July 2024, and we encourage the Shire to complete this survey as soon as possible.

I thank you for your Shire's commitment to managing bushfire risk and wish you well in implementing the Plan.

Yours sincerely

Glen Daniel
DIRECTOR OBRM
19 August 2024

PO Box P1174 Perth WA 6844
Cockburn Emergency Services Complex
20 Stockton Bend, Cockburn Central WA 6164
Tel (08) 6551 4060 obrm@dfes.wa.gov.au www.dfes.wa.gov.au

Attachment 5.1.2 - National Emergency Management Agency - NEMA's Coordination and Planning Officer capability

Australian Government
National Emergency Management Agency

OFFICIAL

Coordinator-General

EC24-004274

Dear Council Chief Executive Officer / General Manager

I write to update you on enhancements to the National Emergency Management Agency's (NEMA) Coordination and Planning Officer (CPO) capability. In all circumstances, the Australian Government and NEMA are committed to working with State and Territory agencies to support communities impacted by disasters.

The CPO capability underpins the Australian Government's commitment that no community impacted by a disaster will be left unsupported. The CPO capability, comprising 43 permanent positions and 10 additional surge positions, ensures strong coordination with States and Territories, connected support to communities, and an ability, when needed, to surge support across the nation.

The CPO capability is further complemented by 105 Community Recovery Officers which are provided under joint Australian-State governments funded Disaster Recovery Funding Arrangements (DRFA).

CPOs are positioned in all States and Territories, in both metropolitan and regional centres, to ensure close proximity to State and Territory operation centres, key government stakeholders, and ease of deployment when required. CPOs have deep knowledge of NEMA, and broader Australian Government, programs and capabilities and are able to assist State and Territory partners with planning, coordination and access to Australian Government agencies, services and support.

To support the delivery of this role, CPOs have undertaken broad skills uplift focused on Crisis Appreciation and Strategic Planning (CASP), Liaison Officer function, Crisis Coordination Teams and the DRFA. This upskilling supports the defined roles of CPOs across the full emergency management continuum. The CPOs in each State and Territory are now led by strengthened leadership at the Director level. No single, individual CPO is responsible for a geographic area. The CPO capability reduces key person risk and ensures communities will be supported by CPO state and territory teams, with backup from national surge capacity.

The CPOs work closely with NEMA's Crisis Coordination Team during an emergency and into the recovery phase. They are ideally placed to be the liaison officer between a jurisdiction and the Australian Government. Outside of an emergency, the CPOs assist jurisdictional colleagues to connect within NEMA to best support them across the full spectrum of emergency management including: Recovery Programs, Resilience Programs, Community Programs and the National Coordination Mechanism.

The CPO capability includes an enhanced ability to surge with and alongside State and Territory partners to disaster impacted areas, when required. NEMA has determined that an annual review of CPO surge positions following each higher risk weather season (HRWS) allows for best practice management of the capability.

Where recovery has progressed and is being managed through business-as-usual arrangements by the responsible state government agency, NEMA will deescalate the surged CPO support and retain the position/s in a 'stand-by' capacity for the next HRWS. This will ensure that there is additional capacity that can be deployed quickly to disaster impacted areas that require a higher level of Australian Government support following a crisis event.

The CPO capability for the 2024-25 HRWS is summarised in the table below, with 8 additional surge positions held in 'stand-by', ready for redeployment as required:

	QLD	NSW / ACT	VIC	SA	TAS	WA	NT	National Coord	TOTAL
Metro	4	5	5	3	1	4	2	7	31
Regional	3	3	1	0	0	1	0	4	12
Deployed Surge (regional)	0	1	1	0	0	0	0	0	2
TOTAL*	**7 (0)**	**8 (1)**	**6 (1)**	**3 (0)**	**1 (0)**	**5 (0)**	**2 (0)**	**11**	**43 (2)**

*Note: numbers in brackets are temporary surge positions supporting recovery and subject to review of need.

I look forward to NEMA continuing to enhance our partnerships that enable more secure, stronger and resilient communities before, during and after disasters. For assistance on any aspect of the CPO capability, please contact Angela Cameron, Assistant Coordinator General, Coordination and Planning, (angela.cameron@nema.gov.au 0476 688 047) who has leadership for the network across Australia.

Yours Sincerely

Brendan Moon

Coordinator-General

21 August 2024

Attachment 5.1.3 - 3.4 Urban Tankers (3.4 UTs) - 4 September 2024

Government of Western Australia
Department of Fire & Emergency Services

DFES
Department of Fire & Emergency Services

Our Ref: D35726
Your Ref:

Mr Stuart Hobley
Chief Executive Officer
Shire of Cunderdin
PO Box 100
CUNDERDIN WA 6407

admin@cunderdin.wa.gov.au

Dear Mr Hobley

FOR IMMEDIATE ACTION

The Department of Fire and Emergency Services (DFES) has become aware of an evolving issue with the wear of pumps installed on builds of 3.4 Urban Tankers (3.4 UTs) from 2015 onwards.

Although it has resulted in a very low number of pump failures throughout the entire State, DFES is taking the matter seriously.

DFES is collaborating with the appliance builder and pump manufacturer. An investigation has identified it is a manufacturing issue. A solution is being developed by the manufacturer and DFES will assist them to implement a remediation program.

The Shire of Cunderdin has been identified as having appliances that may be affected:

- Cunderdin BFB - N235

Firefighters can still use 3.4 UTs when responding to bushfires and structure fires. Despite the low risk of pump failure, several immediate actions and considerations are being suggested to manage the risk effectively. DFES recommends that this information should be communicated through your Chief Bush Fire Control Officer (CBFCO) or Community Emergency Services Manager (CESM) to the affected Brigade(s).

Brigade leadership should ensure the following actions are undertaken when responding to incidents when the 3.4 UT is the primary appliance:

1. Ensure that when attending bushfires, LACES protocols are always observed.
2. If there are any abnormalities observed with pump operations, withdraw crews immediately to a safe location.

In addition, when operating the 3.4 UT the following process should be followed:

Emergency Services Complex | 20 Stockton Bend Cockburn Central WA 6164 | PO Box P1174 Perth WA 6844
Tel (08) 9395 9300 | Fax (08) 9395 9384 | dfes@dfes.wa.gov.au | www.dfes.wa.gov.au
ABN 39 563 851 304

1. Ensure the Discharge Relief Valve is operational and turned on when pumping. The operation can be checked by following the "Pressure relief valve weekly check" in the DORM.
2. Where possible, close branches and valves slowly to reduce the likelihood of water hammer.
3. Idle pump for 3 minutes prior to shut down.

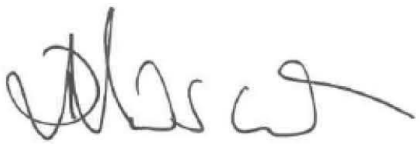
These actions are recommended to ensure that proper pump operating processes are followed while this investigation occurs.

Any related issues with the 3.4 Urban Tanker should be reported to assetmanagement@dfes.wa.gov.au.

The respective DFES Regional District Officer will contact your CBFCO or CESM to reinforce these messages and support any remediation training.

I will provide updates as further information becomes available.

Yours sincerely



DANNY MOSCONI
EXECUTIVE DIRECTOR CORPORATE SERVICES (ACTING)

4 September 2024

Attachment 6.1.1 - LEMC Contacts - 11.06.2024

SHIRE OF CUNDERDIN LEMC CONTACTS

NAME	AGENCY	CONTACT NUMBER	EMAIL CONTACT
Cr Alison Harris	Shire of Cunderdin - Shire President	0427 362030	craharris@cunderdin.wa.gov.au
Sgt Christopher Turner	WAPol - OIC	0407 199 995	christopher.TURNER@police.wa.gov.au
Constable Dan Byrnes	WAPol	0436 857 051	dan.BYRNE@police.wa.gov.au
Cr Natalie Snooke	Shire of Cunderdin - Councillor	0427 260 170	crnsnooke@cunderdin.wa.gov.au
Mrs Joanne Spadaccini	Department of Communities - District Emergency Services Officer	0429 102 614	joanne.spadaccini@cpfs.wa.gov.au
Mr Michael Phillips	Department of Communities - District Emergency Services Officer		michael.phillips@communities.wa.gov.au
Mr Brandon Skinner	Cunderdin Volunteer Fire and Rescue - Captain	0400 630 270	skinnerbrandon18@gmail.com
Mr Ashley Burges	Shire of Cunderdin - CBFCO	0428 251 236	aburges1981@gmail.com
Ms Merranie Beal	Meckering Primary School - Principal	9623 3400	merranie.beal@education.wa.edu.au
Mr Jonathon Arnott	Cunderdin Agricultural College - Principal	9635 3300	jonathon.arnott@education.wa.edu.au
Mr Paul Jasper	Cunderdin District High School - Principal	9635 2100	paul.jasper@education.wa.edu.au
Mr Sydney Davies	Department of Fire and Emergency Services - DO Northam	0437 482 575	DO.Northam@dfes.wa.gov.au
Mr Stuart Hobley	Shire of Cunderdin - CEO	0458 351 008	stuart.hobley@cunderdin.wa.gov.au
Ms Shelby Robinson	Department of Fire and Emergency Services - DEMA	0488 907 187	Shelby.robinson@dfes.wa.gov.au
Ben Davies	Shire of Cunderdin - CESM	0448 008 653	benjamin.davies@dfes.wa.gov.au
Ms Maureen Gaitskell	WACHS Cunderdin - HSM	9635 2222	maureen.gaitskell@health.wa.gov.au
Mr Ian Dawson	St John Ambulance - Community Paramedic	0437 524 088	ian.dawson@stjohnambulance.com.au
Mrs Hayley Byrnes	Shire of Cunderdin - DCEO	0448 049 584	Hayley.Byrnes@cunderdin.wa.gov.au
Mr Elton Fawkes	Rapid Relief	0439 002 600	elton@adagefurniture.com.au

Government of **Western Australia**
Department of **Communities**

Emergency Relief and Support

Emergency evacuation centre training

- The emergency evacuation centre training is being enhanced and revised to boost the knowledge and confidence of Communities district teams, local government and other partnering agencies to work within an emergency evacuation centre.
- This dynamic, interactive three-hour training enables participants to design and set up an evacuation centre, while navigating a variety of scenarios staff may encounter in such settings.
- Participants will include a cross section of Communities staff and local government agencies to foster collaboration and relationship building.
- Whenever possible, training will be held in designated evacuation centres to provide hands-on experience.

The ERS team will be in contact to arrange a training schedule and identifying dates and locations.

Planning and Preparedness

- The ERS Directorate are keen to work with Local Governments and partners in preparations and exercising. If you are running any exercises or events that would be of value and appropriate for ERS to attend, please let your ERS Regional Coordinator know.

The ERS Directorate can support the local government by reviewing your emergency kits ensuring that appropriate items and resources are available.

Update of the Local Emergency Relief and Support Plans (LERSP)

- The ERS Directorate are currently reviewing the Local Emergency Relief and Support Plans (LERSP).
- The LERSP details the operational management and coordination of ERS under the Western Australian (WA) Local Emergency Management Arrangements (LEMAs).
- It is planned to have the LERSP tabled on the agenda for the 2nd Quarter LEMC meetings for 2024.

The ERS team will be in contact to request feedback and information to complete the LERSP for your region.

State-wide audit evacuation centres

- The ERS Directorate is completing audits of the State's nominated evacuation centres.

State-wide audit evacuation centres

- The audits are to identify hazard-specific risks relevant to the region and to identify opportunities for local governments to upgrade facilities to mitigate these risks.
- The Directorate would like to engage with local governments (LGs) and WALGA to discuss opportunities through the Disaster Ready Fund grants for 2025 to improve these facilities and mitigate risks in emergency events.

Discussions are encouraged with your region if you are planning any new evacuations centres or upgrades to existing ones.

Recovery Activities Update

Communities 2023/24 High Threat Season Activations

The ERS Directorate would like to acknowledge and thank all our local and state partners for the assistance and support provided over the 2023-24 season.
Since October 2023, there has been a total of 40 events supported by Communities including:

- Activation under the AUSRECEPLAN– Israel and Gaza repatriation
- Pre-planning undertaken for 3 high threat weather events, that didn't result in activation.
- 457 people were supported during events through our client management system
- 1 active and declared recovery event (under Disaster Recovery Funding Arrangements) - Mariginiup Fire.
- just prior to Christmas 2023, there were 6 activations supported by Communities over just 2 days (20-22 December).

Our team looks forward to working with you all over the coming months as we prepare for the 2024-25 season.

Communities Recovery Activities

Kimberley Floods Recovery Program

- The Kimberley Flood Recovery Team continues to support impacted residents, through the Hub.
- In addition, to supporting impacted residents with their claims and eligibility requirements is also extended to practical, personal and wellbeing supports.
- At present there are five projects supporting Fitzroy Valley individuals and communities, in varying capacities, and we are reviewing the scope for future project requirements.
- We are currently working with the Housing Team and the Hub, to ensure residents understand their rights and obligations as they begin their journey from their temporary accommodation units to their home.

Mariginiup Fires Recovery Program

- Communities is supporting the City of Wanneroo to deliver the psychosocial wellbeing and financial support elements of the recovery program.
- Communities has engaged several psychologists to support impacted resident referrals and has delivered a financial assistance package aimed at supporting the replacement of essential household items damaged in the fires.
- Communities is currently supporting the City with site visits to damaged properties to commence the clean-up program to ensure residents have access to support services if required.

Communities Recovery Activities

- Mariginiup_Bushfire_Recovery_Information.pdf

Bunbury Storms Recovery Program

- As of 15 July, Communities are supporting 9 people in supported accommodation.
- Communities have begun providing return home packages which include food boxes and prepaid cards for individuals transitioning home.
- Communities have finalised psychological services and beginning to triage requests via the approved providers.
- Communities have finalised category 3 and 4 financial assistance and will begin a targeted outreach of known impacted people.
- Communities Disaster Response Hotline remains open for support in the absence of HUBS. Communities' officers are engaging regularly with impacted individuals via this hotline.
- Communities is finalising a procurement process with Red Cross for the recovery training program being delivered to the city.

Disaster Ready Fund

Several LGs in Western Australia (WA) submitted applications for the Disaster Ready Fund (DRF) in 2024 to support the improvement of their facilities used as evacuation centres.

The ERS Directorate had the opportunity to review LGs applications for the Disaster Ready Fund (DRF) provided to the Department of Fire and Emergency Services (DFES) for 2024 and assessed that the projects would contribute to the State's ability to provide emergency accommodation for evacuating communities. All applications were considered suitable to progress for further consideration in the DRF process.