



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

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

City of Joondalup, Conference Room 2,

Boas Avenue, Joondalup

10:00am, 2 February 2012

1. ATTENDANCES AND APOLOGIES

ATTENDANCES:		
Name	Position	Organisation
Visitor John Lane	Coordinator Emergency Management Services	WALGA
Cr Dot Newton	LEMC Chairperson	City of Wanneroo
Karen Caple	Director City Businesses	City of Wanneroo
Ian McDowell	Coordinator Community Safety	City of Wanneroo
Resmie Greer	Snr Emergency Management & Community Safety Officer	City of Wanneroo
Neil Harries	A/Coordinator Health Services	City of Wanneroo
Cr Christine Hamilton-Prime	Councillor (Deputy)	City of Joondalup
Derek Fletcher	Emergency Management Officer	City of Joondalup
Charlie Reynolds	Manager Asset Management	City of Joondalup
David Wilson	Principal Environmental Health Officer	City of Joondalup
Charlie Carver	District Superintendant	WA Police
Derrick Briggs	Emergency Management Officer/Deputy Chairperson	WA Police
Geoff DeSanges	Inspector – Assistant District Officer Joondalup	WA Police
Wayne Dohmen	Inspector – Assistant District Officer Joondalup	WA Police
Paul Beccarelli	A/Senior Sergeant – Joondalup	WA Police

Barry Hartung	A/Senior Sergeant - Yanchep	WA Police
Phil Birch	OIC - Clarkson	WA Police
Warren Greaney	A/OIC - Wanneroo	WA Police
Mal Jones	OIC - Warwick	WA Police
Nick Mason-Walshaw	A/Senior Sergeant – Hillarys	WA Police
Jo-Anne Bennett	District Emergency Services Officer	Department for Child Protection
Helen Barrett	Disaster Management Coordinator	Ramsay Health (Joondalup Health Campus)
Bill Hansen	Local Manager	FESA/SES
Darryl Welsby	Manager Business Risk	ECU
David Doherty	Emergency Services Coordinator	Red Cross
Rick Corkill	Coordinator	Northern Beaches Emergency Group
Helen Barrett	Disaster Management Coordinator	Ramsay Health

APOLOGIES:		
Cr John Chester	Elected Member	City of Joondalup
Phil Hay	Community Emergency Services Manager/Chief Bush Fire Control Officer	City of Wanneroo/FESA
Wayne Harris	A/Manager Regulatory Services	City of Wanneroo
Glen Flood	Director Infrastructure Services	City of Joondalup
Brad Stringer	District Manager	FESA Fire & Rescue
Peter Reeves	OIC Yanchep	WA Police
Natalie Choules	A/Community Emergency Management Officer	FESA/EMWA
Steve Pethick	Primary Response Coordinator	Western Power
Mark Jeffs	Manager Policy & Business	PTA

Cr Dot Newton opened the meeting at 10:00am and welcomed those members present. This being Cr Newton's first meeting as chair, a round table introduction of participants in attendance was initiated.

2. PRESENTATION

2.1. John Lane, Coordinator Emergency Management Services WALGA provided a presentation on the City of Wanneroo and City of Joondalup Risk Management Projects. The Cities of Wanneroo and Joondalup applied for AWARE funding to engage John Lane to assist with reviewing and assessing the emergency risk register of both local governments. The following background information was provided:

- (a) Each local government is responsible for the management of risk in line with their risk management policy;
- (b) Only the local government can make decisions about the acceptability or not of the risk they carry;
- (c) Each local government controls their own corporate risk register which will incorporate

natural hazard and technological risk;

(d) The natural hazard risk can be assigned to the LEMC for management and identification of mitigation measures and funding opportunities;

(e) Regular reporting and assessment by the LEMC will insure that natural hazard risk management is an on-going process.

The current status of the risk projects for each local government is on schedule and the final report will be completed by May 2012.

2.2. Local Government Emergency Management Forum 2012:

John Lane advised the meeting of WALGA's Emergency Management Forum which is to be held on Friday 16 March 2012 at Burswood Entertainment Complex. The Forum will be an all day event followed by a sundowner.

2.3. National Guide for Managing Donated Goods:

John Lane advised the Australian Government funded the development of the National Guide for Management Donated Goods Guidelines. The guidelines support a more targeted, holistic and enduring response to disaster management. The intention is that they will drive best practice planning and positive change in the management of donated goods to strengthen community recovery and resilience. An electronic copy is available from Resmie Greer.

John Lane left the meeting at 10:30am.

3. ENDORSEMENT OF PREVIOUS MINUTES

The Minutes of the Local Emergency Management Committee meeting held on 3 November 2011 were confirmed as a true and accurate record.

Proposed Jo-Anne Bennett, Seconded Phil Birch.

4. BUSINESS ARISING

Item	LEMC Meeting	Subject	Responsible Agency/Person
5.1	4 August 2011	Review of Emergency Risk Register and Treatment Schedules.	(a) City of Joondalup (b) City of Wanneroo
6.1	3 November 2011	Risk review update	(c) City of Joondalup (d) City of Wanneroo
2.1	2 February 2012	Risk review update provided by Project Consultant, John Lane	John Lane, WALGA
6.2	3 November 2011	Joint LEMC Exercise	Phil Hay
	2 February 2012	Joint LEMC Exercise (Action Outstanding)	Phil Hay to contact Natalie Choules (A/Community Emergency Management Officer – Metropolitan) to discuss engaging her assistance to write an Emergency Management Exercise.

8.1	3 November 2011	Revised Terms of Reference	City of Wanneroo
	2 February 2012	Terms of Reference amendments be adopted with the exception of including the additional stakeholders (Mindarie Marina and the WA Sporting Car Club). Proposed Ian McDowell, Seconded Phil Birch that the amendments be adopted.	COMPLETED

5 CORRESPONDENCE

5.1 Inwards

Date	From	Subject
11/11/2011	WALGA	Emergency Management News October 2011
11/11/2012	Emergency Management WA	Training – WA Weekly Emergency Management Bulletin – 14 November 2011
14/11/2011	FESA	Responsibility for Community Evacuation; Responsibility for Traffic Management
17/11/2011	City of Joondalup	LEMC Representation
19/12/2011	WALGA	Emergency Management News – December 2011
02/01/2012	Emergency Management WA	Training - WA Weekly Emergency Management Bulletin – 2 January 2012
12/01/2012	Emergency Management WA	State Emergency Management Committee – Information Sheet – Meeting 8 December 2011
13/01/2012	Secretary SEMC Emergency Management WA	(A) State EM Policy 2.6 Annual Reporting – Additional new clause (14(b)). (B) State EM Policy 4.1 Operational Management – Amended Record – Recommendation
23/01/2012	Emergency Management WA - FESA	WANDRRA Funding – Assessment of thunderstorms and associated flooding

5.2 Outwards:

Date	To	Subject
15/11/2011	Martin Smith Mindarie Marina	Invitation to attend future LEMC meetings as additional stakeholder
15/11/2011	Jennifer Harrison WA Sporting Car Club	Invitation to attend future LEMC meetings as additional stakeholder

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

6 STANDING ITEMS

6.1 District Agency Updates:

- **City of Wanneroo:**
Ian McDowell reported an emergency management audit was recently performed at

the City of Wanneroo. The objective was to consider the adequacy of the City's Emergency Management framework. The audit process was a positive experience with three key findings being reported and rated moderate to low. These findings were:

- (i) Review and align components of the Emergency Risk Management framework;
- (ii) Finalise and approve key Emergency Management documentation;
- (iii) Improvements to Emergency Management communication and training .

Actions taken to resolve the above three findings are as follows:

Item (i) Emergency Risks under review with a report to be finalised by May 2012;

Item (ii) Local Emergency Management Arrangements and Recovery Arrangements have been reviewed and tabled at the meeting for review and feedback;

Item (iii) The City conducted an internal emergency simulation to activate the City's emergency flowchart and a joint exercise will be conducted in the near future.

- **City of Joondalup:**

Derek Fletcher reported the City of Joondalup's Local Emergency Management Arrangements have been presented to Joondalup's Executive Management Team for the review and endorsement. Following this process, the plans will be tabled at LEMC for review and endorsement.

Derek Fletcher reported that Charlie Reynolds, Manager Asset Management will be attending all future LEMC meetings and that Glen Flood, Director Infrastructure Services will attend future DEMC meetings.

- **WA Police:**

Derrick Briggs reported that Police resources have returned to normal operations following CHOGM.

The next DEMC Meeting will be held on Thursday 16 February 2012 at 10:00am at the City of Joondalup.

- **Fire and Emergency Services Authority (FESA):**

No one in attendance.

- **Department of Environment and Conservation (DEC):**

No one in attendance.

- **Department of Child Protection (DCP):**

Mary-Anne Jackson reported two Local Welfare Emergency Management Support Committee meetings per year should be conducted for local stakeholders within the district. Unfortunately, due to multiple emergency crisis last year, only one meeting held in late November 2011. It is proposed that two meetings will be held during 2012.

Jo-Anne Bennett advised from a district level DCP has expanded the Early Response Teams from 3 to 6. This allows for a greater pool of officers to assist with opening evacuation centres during after hours.

- **Western Power:**

No one in attendance.

- **Joondalup Health Campus:**

Helen Barrett advised that Joondalup Health Campus is the Hazard Agency for heatwave and therefore on alert during the recent heatwave.

- **Red Cross:**
David Doherty reported Red Cross has been focussing their attention on Margaret River and Armadale, providing outreach support and training volunteers to assist with support services.
- **Edith Cowan University:**
Darryl Welsby mentioned teaching at ECU is due to re-commence next week. There will be an increase of students and vehicles entering and leaving the campus. An emergency simulation will be conducted to ensure emergency vehicles have access availability in and out of the campus.
- **Other Key Stakeholder Updates:**
As discussed at the meeting, this item will be included as a standing item on future agendas to enable all other key stakeholders, as defined in the Terms of Reference, the opportunity to provide updates.

6.2 LEMC Arrangements:

- **Planning:**
Resmie Greer reported that a complete review has been undertaken of both the Local Emergency Management Arrangements and Recovery Arrangements. The documents have been presented to the City's Operational Management Team for further review and feedback. Additionally, the documents have been forwarded to EMWA, Natalie Choules, A/Community Emergency Management Officer Metropolitan Region, to conduct a compliance checklist on the content of the Arrangements. Feedback from EMWA was positive with both plans being supported. Resmie Greer invited LEMC members to further review both draft copies and provide comments/updates to her by the end of February 2012. It is proposed these will be tabled at the next LEMC meeting on 3 May 2012 for formal endorsement. The documents will then be presented to Council for noting. The plans are critical for the City's Emergency Management responsibility for recovery operations and members are encouraged to review the contents for accuracy as a restricted version will be placed on the City's website for public viewing.
- **Risk Mitigation Treatments:**
Refer item 2 – Presentation on the Risk Management Review by John Lane (update provided).
- **Simulations:**
Ian McDowell reported the City's Local Emergency Activation Flowchart (a copy of which was tabled) was exercised on the 17 November 2011 based on a simulated bush fire in Carramar.

External agency participants included Derrick Briggs, Jo-Anne Bennett, Phil Hay and Mike Teraci. Ian McDowell explained that the exercise highlighted areas for improvement as well as shortfalls in the City's Emergency Management arrangements. A debrief was conducted at the conclusion of the exercise some discussion points included:

- (a) Some people were difficult to contact as they were away from their office and did not have their mobiles with them. (This issue is being addressed);
- (b) The ability to contact staff listed on the flowchart after hours will be problematic. (This issue is being discussed with HR and is being investigated further).
- (c) Activation of the flowchart demonstrated that the activation levels of some positions needed to be changed to better reflect their involvement in the local emergency. (This issue has been addressed).
- (d) Staff answering phone calls during the exercise was not always able to provide a response. (Further training has been provided and forms devised to prompt standard questions to be asked and ensure calls are recorded).

(e) There was some difficulty in identifying the roles of staff present. (Tabards are now on order and will be issued to key staff identifying their EM role).

(f) The draft Local Emergency Management Arrangements need to be endorsed by LEMC. (This issue was addressed at item 6.2 above).

Ian McDowell advised that the exercise demonstrated that the City is well prepared to deal with an emergency and to activate the Local Emergency Recovery Coordination Centre.

Karen Caple mentioned the outcome of the exercise was an excellent learning tool and that the City would hold future emergency simulations to continue to test the City's Emergency Management Arrangements.

7 REPORTING REQUIREMENTS

The LEMC Annual Report is due for submission to the DEMC by 30 June 2012.

8 NEW BUSINESS

Karen Caple mentioned the importance of LEMC meetings in addressing emergency management issues and asked for agenda content feedback (additional items for mention). Jo-Anne Bennett queried if training activities, emergency activations and lessons learnt could be included. Item 6.2 will be expanded to capture the issues mentioned.

Derek Fletcher advised that the Bureau of Meteorology issued a severe weather alert for today commencing 1700 hours.

Charlie Carver advised of his new role as chair of the future District Emergency Management Meetings. He also mentioned that future emergency exercises will be conducted in this district and will include agencies from the LEMC.

Derrick Briggs mentioned the importance of conducting multi-agency training activities. There is a requirement to include these activities in the District Emergency Management Committee Annual Report.

David Wilson, City of Joondalup Health Officer, reported a large concert involving 30,000 people is scheduled to take place in March 2012 at the Joondalup Arena.

9 NEXT MEETING

The next City of Wanneroo/Joondalup Local Emergency Management Committee meeting will be held on Thursday 3 May 2012 at 10:00am at the City of Wanneroo.

10 CLOSE

There being no further business, the meeting was closed at 10:53am.

Revised 2 February 2012

TERMS OF REFERENCE
Cities of Wanneroo and Joondalup
Local Emergency Management Committee

The Terms of Reference for the Wanneroo/Joondalup Local Emergency Management Committee (LEMC) outline the general roles, functions and parameters of the LEMC to be applied during LEMC meetings and other Committee activities. This LEMC has been convened to assist cooperation, information sharing and the development of interagency relationships that will assist emergency management planning to benefit the local community.

Authority:

The Wanneroo/Joondalup LEMC operates in accordance with a range of emergency management requirements including:

- Emergency Management Act 2005;
- Emergency Management Regulations 2006;
- State Emergency Management Policy 2.4 – District Emergency Management Arrangements;
- State Emergency Management Policy 2.5 - Emergency Management in Local Government Districts;
- State Emergency Management Policy 2.6 - Annual Reporting;
- Other applicable State Emergency Management Policies; and
- Applicable interim State Emergency Management Policies.

Committee Name:

The name of the Committee shall be Wanneroo/Joondalup Local Emergency Management Committee.

Scope:

The Wanneroo/Joondalup LEMC deals with emergency management within the areas/suburbs contained within the Cities of Wanneroo and Joondalup.

Purpose:

The Wanneroo/Joondalup LEMC brings together key stakeholders in emergency management within its boundaries to plan and prepare for emergency management incidents and to meet the requirements of relevant legislation, policy statements and other emergency management related standards. The LEMC conducts planning and encourages information exchange on emergency management issues and hazards and is not an operational group.

Committee Aims:

The Wanneroo/Joondalup LEMC will work towards:

- preparing and maintaining the Local Emergency Management Arrangements for use as the main coordinating tool for the response to; and to assist the community to recover from; emergency incidents in the Wanneroo/Joondalup area;

- promoting community awareness about emergency management issues and the community's role in preparing for emergencies in the Wanneroo/Joondalup area;
- maintaining a forum for cooperation between Local Emergency Coordinators, Hazard Management Agencies, Combat Agencies, Support Agencies, local governments and other relevant stakeholders on emergency management in the Wanneroo/Joondalup area; and
- testing of Local Emergency Management Arrangements in partnership with significant facilities and relevant organisations in the Wanneroo/Joondalup area.

MEMBERSHIP OF THE WANNEROO/JOONDALUP LEMC:

City of Wanneroo:

- Elected Member
 - Director City Businesses
 - Coordinator Community Safety
 - Senior Emergency Management & Community Safety Officer
 - Coordinator Health Services
- ***City of Joondalup:***
 - Elected Member
 - Director Infrastructure Services
 - Emergency Management Officer
 - Principal Environmental Health Officer
 - ***WA Police:***
 - Emergency Management Officer;
 - Inspector North West Metropolitan District;
 - Local Emergency Coordinators - Wanneroo, Joondalup, Hillarys, Clarkson, Warwick and Yanchep Police Stations
 - ***Fire & Emergency Services Authority:***
 - Fire and Rescue Service District Manager;
 - Community Emergency Services Manager/Chief Bush Fire Control Officer;
 - State Emergency Service Wanneroo/Joondalup Local Manager;
 - ***Department for Child Protection:***
 - District Emergency Services Officer;
 - Joondalup District Local Welfare Coordinator
 - ***Department of Environment and Conservation***
 - ***Western Power***

ADDITIONAL KEY STAKEHOLDERS:

Key Stakeholders shall include, but not be limited to, one representative from:

- Emergency Management WA & Fire & Emergency Services Authority of WA - Community Emergency Management Officer – Metropolitan;
- Edith Cowan University;
- Police Academy;
- West Coast Institute of Training (Joondalup);

- Joondalup Health Campus
- Red Cross
- Hillarys Boat Harbour
- Department of Education
- Coastal Emergency Group

The position of Chair of the Wanneroo/Joondalup LEMC will be for a period of two years, aligned with Local Government elections and be alternated between the Elected Member representatives of the City of Wanneroo and the City of Joondalup.

The position of Deputy Chair of the Wanneroo/Joondalup LEMC will be held by the North West Metropolitan Police District Emergency Management Officer (NWM DEMO). (The position of the NWM DEMO is appointed by the North West Metropolitan District Emergency Coordinator). In the absence of the Chairperson the Deputy Chairperson shall preside over the meeting. In the absence of both the Chairperson and the Deputy Chairperson a Presiding Officer may be elected by the members at the meeting.

Meetings of the LEMC shall alternate at member Councils and the Chairperson's Council shall provide an Executive Officer for the meetings over the two year period.

Members of the LEMC shall have a single vote in the formal decision making process with the chairperson having a casting vote which can be used to break a deadlock. The casting vote must always maintain the status quo.

It is important that member delegates from all organisations have sufficient authority to participate in emergency management planning and issues on behalf of their organisation to support the LEMC's emergency preparedness activities. Members are required to appoint a proxy to fulfil their role in their absence. Attendance at LEMC meetings is "open" with all key stakeholders welcome to attend.

The quorum for LEMC meetings two-thirds of membership of the organisations.

Wanneroo/Joondalup LEMC meetings:

- The LEMC shall meet every 3 months and as required;
- Notice of meetings, Agendas and Minutes will be provided to member and attendee organisations and the District Emergency Management Committee (DEMC).

Functions:

The functions of the LEMC are:

- To advise and assist relevant local governments to ensure that Local Emergency Management Arrangements are established for its district;
- To liaise with emergency management agencies and other persons in the development, review and testing of Local Emergency Management Arrangements; and
- To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by regulations.