



**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 11 DECEMBER 2024**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
COM01 – 12/24	Local Emergency Management Committee Unconfirmed Meeting Minutes & Scheduling of 2025 Meeting Dates Attachments 1. “Unconfirmed” minutes from Local Emergency Management Committee meeting held on 27 November 2024.	1 – 7



Local Emergency Management Committee Minutes

Wednesday, 27 November 2024

Commencement: 10:02am Closure: 10:38AM

MEMBERSHIP AS AT 10 SEPTEMBER 2022

Members	Councillor Proxy
Chair Cr Kylie Hughes	Deputy Chair Cr Aaron King
Executive Officer Community Emergency Services Manager	
Local Recovery Coordinator	
St John Ambulance Gingin Chittering	
Deputy Chief Bush Fire Control Officers	
Local Welfare Liaison Officer	
WA Police – Gingin Representative	
Department of Communities representative	
DFES District Officer – Metropolitan North East	
State Emergency Service (Swan) representative	
Department of Defence representative	
Western Australian Meat Industry Authority representative	
Bindoon Primary School representative	
Edmund Rice College representative	
Immaculate Heart College representative	
Country Women’s Association representative	

Objectives

- 3.1 Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
- 3.2 Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
- 3.3 Participate in inter-local government relations to further emergency management cooperation within the Esperance Goldfields District.
- 3.4 Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- 3.5 Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies.
- 3.6 Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
- 3.7 Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- 3.8 Strategise on ways to mitigate potential emergencies and to improve recovery arrangements.

Tenure of Membership

Shall be in accordance with the *Emergency Management Act 2005, Section 38(3)*.

Delegated Authority

Nil

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1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 10:02AM.

Good morning ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 Attendance

The following members have confirmed their attendance (Quorum – 9 Members):

Members:	Jake Whistler	Executive Manager Development Services (Chairperson)
	Graham Furlong	Chief Bushfire Control Officer
	Murray McBride	Department of Fire & Emergency Services
	Jude Seivwright	Western Australia Police Force
	Matthew Trozzo	St John WA
	Daryl Coleman	Swan SES
	Adam Robertson	WAMIA

Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
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2.2 Apologies

Melinda Prinsloo	Chief Executive Officer
Shelley Walter	CWA – Bindoon Belles
Cr Kylie Hughes	Councillor
Amanda Robinson	Bindoon Primary School
Sammantha Da Luz	Immaculate Heart College
Shelby Robinson	DFES
Ryan Hamblion	Department of Communities
Michael Phillips	Department of Communities

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 28 August 2024

4.1 OFFICER RECOMMENDATION

Moved Jude Seivwright / Seconded Graham Furlong

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 28 August 2024 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Department of Fire & Emergency Services - Murray McBride, District Officer, Metropolitan North East

- Major changes in management at DFES with five new superintendents in place.
- Two Black Hawks placed at Gingin this year.
- Preparing for another busy fire season.

5.2 WAMIA - Adam Robertson, Operations Manager

- New to the Committee
- Would like to collaborate with members how they can assist in future emergencies including the possibility of Memorandums of Understanding where required.

Graham Furlong detailed some history for the benefit of those present what contribution WAMIA has had during previous emergencies. The Committee discussed aspects of animal welfare emergencies. The State Equestrian Centre was highlighted as a primary place for large animal evacuations. Adam Robertson gave some information about operations at WAMIA and how they can help in an emergency. Resourcing and previous experiences during emergencies were discussed by the Committee.

5.3 Shire of Chittering – Graham Furlong, Chief Bush Fire Control Officer

- Draft copy of the Annual Business Plan has been prepared.
- Shelby and Community Development recently met to discuss Community Engagement activities for emergencies.
- High threat period has commenced with brigades helping with multiple third alarm fires in other areas.
- Lots of dry and dead vegetation across the Shire
- Some local fires with one in Muchea that has required a lot of resources.
- Draft Annual Business Plan has been prepared and will be circulated to the membership.
 - Graham outlined some of the content of the plan and asked that if anything is incorrect or any feedback please let him know.

5.4 Shire of Chittering - Jake Whistler, Executive Manager Development Services

- One of the learnings from the Bindoon-Chittering Complex fires in January this year is that the Shire now conducts a pre-season meeting with all key internal stakeholders. On Thursday, 24 October 2024 members from all departments within the Shire met to discuss our internal capability, increase the awareness of everyone's role in emergencies and to highlight any gaps that still need addressing prior to an emergency in the coming season.
- Members of the Shire's Welfare Group have recently been conducting their own exercises on Evacuation Centres for collaborative and practical learning. The group conducted one on the Bindoon Hall on 14 November 2024 and are scheduled to run through Muchea Recreation Centre tomorrow, Thursday 28 November 2024.

5.5 St John Ambulance - Matt Trozzo, Community Paramedic

- New paramedic based out of Wongan Hills.
- Gave an overview of the number of jobs done by the local subcentres with Bindoon doing 400 callouts.
- Always looking for more volunteers for the organisation.
- Training is finished for the year, recommencing in 2025.
- St John has had a major restructure.
- Bullsbrook is transitioning to a hybrid depot.

Jake Whistler enquired about incidents at the new Bindoon Mountain Bike Park. Matt provided feedback that the access is not wide enough which has caused some issues for attending emergencies. Vehicles from the Bindoon subcentre do not have the ability to access the Mountain Bike Park. The Committee discussed funding for potential vehicles to be able to access the park. Jake confirmed that the Shire could contact the subcentre to work on the feedback given. Swan SES provided some feedback from their point of view for extractions from the MTB Park.

5.6 WA Police - Jude Seivwright, Officer in Charge, Gingin Police

- New staff are commencing in the coming weeks.
 - New positions have been allocated with new people being appointed, increase in rostering capacity.
- The station has Starlink now to increase capability should the internet be affected however the station does not have a generator.
- Traffic management capability is the same
- A few incidents have occurred but overall crime has been low in the area
- Increase of highway patrols in the area.

5.7 Swan SES - Daryl Coleman, Local Manager

- Temporary Leadership changes occurring currently.
- Membership has dropped off.
- Active already with fires in around the metropolitan area.
- Callouts have also been received for storm damage related incidents.

6. GENERAL BUSINESS

Murray McBride stated that a response plan for the Bindoon Army Camp has been developed to make it easier for crews attending incidents. There will also be new staff at the camp from Christmas who will be unfamiliar with operations. A presentation was held by the Bindoon Army Camp regarding vegetation loading and the approach should a fire occur in the area. Jake Whistler enquired about the responsible party for response in accordance with the plan. Murray confirmed that DFES have a memorandum of understanding regarding response as it is federal land.

7. SETTING OF 2025 COMMITTEE MEETING DATES

In accordance with *c1.13.3.11 Meetings* in the “Council Committees and Advisory Group” booklet the Local Emergency Management Committee are to determine the meeting dates for 2025. The dates are to be discussed by Committee Members and agreed upon.

The dates that are suggested for 2025 are as follows:

- a. Wednesday 26 February
- b. Wednesday 28 May
- c. Wednesday 27 August
- d. Wednesday 26 November

7.1 OFFICER RECOMMENDATION

Moved Murray McBride/ Seconded Adam Robertson

That:

1. **The Local Emergency Management Committee meeting dates for 2025 are as follows:**
 - a. **Wednesday 26 February**
 - b. **Wednesday 28 May**
 - c. **Wednesday 27 August**
 - d. **Wednesday 26 November**

2. **The Local Emergency Management Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 10am.**

CARRIED UNANIMOUSLY

8. CLOSURE

The Chairperson declared the meeting closed at 10:38AM