

**Local Emergency Management  
Committee Meeting Minutes  
24 August 2022**

Commencement: 10:11am    Closure: 10:46am

**MEMBERSHIP AS AT 20 OCTOBER 2021**

<b>Members</b>	<b>Deputies</b>
<b>Chair</b> Cr Kylie Hughes	<b>Deputy Chair</b> Cr Aaron King
<b>Executive Officer</b> Community Emergency Services Manager / Chief Bush Fire Control Officer	Deputy Chief Bush Fire Control Officers
Local Recovery Coordinator	
Executive Manager Development Services	
Executive Manager Technical Services	
Executive Manager Corporate Services	
Principal Environmental Health Officer	
Principal Building Surveyor	
Local Welfare Liaison Officer	
St Johns Ambulance Gingin/Chittering representative	
WA Police – Gingin representative	
Department of Communities representative	
DFES District Officer – Metropolitan North East	
DFES District Emergency Management Advisor	
Department of Defence representative	
Department of Health representative	
Department of Primary Industries & Regional Development representative	
Western Australian Meat Industry Authority representative	
Bindoon Primary School representative	
Edmund Rice College representative	
Immaculate Heart College representative	

**Objectives**

- (a) To plan, administer and test the Local Emergency Management Arrangements.
- (b) To keep up to date the Contact details in the Local Emergency Management Arrangements.
- (c) Meet and produce post-incident reports.
- (d) Meet and produce post-exercise reports.
- (e) Produce an Annual report.
- (f) Produce and approve an Annual Business Plan.

The Committee will advise the local government all matters relating to Emergency Management.

**Tenure of Membership**

Shall be in accordance with the *Emergency Management Act 2005, Section 38(4)*.

**Delegated Authority**

Nil

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**Preface**

When the Chief Executive Officer approves these Minutes for distribution they are in essence *“Unconfirmed”* until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The *“Confirmed”* Minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Ordinary Meeting of Council are put together as an addendum to these Minutes.

**Unconfirmed Minutes**

These minutes were approved for distribution on  
25 August 2022.



**Matthew Gilfellon**  
Chief Executive Officer

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 23 November 2022.

Signed .....

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

## 1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 10:11AM

*Good morning ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. 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 were in attendance:

Members:	Matthew Gilfellow	Chairperson
	Cr Aaron King	Deputy Chairperson
	Murray McBride	District Officer North East Metropolitan
	David Carroll	Community Emergency Services Manager
	Phill Humphry	Deputy Chief Bush Fire Control Officer – Central (Zoom)
	Ryan Hamblion	Department of Communities (Zoom)
	Darryl Welsby	Edmund Rice College (Zoom)
	Amanda Robinson	Bindoon Primary School
	John McDonnell	WAMIA (Zoom)
	Danny Jeater	Swan SES (Zoom)
	Leo Pudhota	Executive Manager Technical Services
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Daryl Coleman	Swan SES (Zoom)

### 2.2 Apologies

Claire Dadd	St John WA
Melinda Prinsloo	Shire of Chittering
Natasha Kaweme	Shire of Chittering
Dave Harnett	WA Police – Gingin
David Wilson	Deputy Chief Bush Fire Control Officer - South

### 2.3 Approved leave of absence

Nil

### 3. DISCLOSURE OF INTEREST

Nil

### 4. CONFIRMATION OF PREVIOUS MINUTES

#### 4.1 Local Emergency Management Committee meeting: 23 February 2022

##### 4.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Murray McBride

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 23 February 2022 be confirmed as a true and accurate record of proceedings.

**CARRIED UNANIMOUSLY**

### 5. GENERAL BUSINESS

#### 5.1 Feedback from Committee Members

Matthew Gilfellow addressed the meeting to initiate discussion on improving meetings. Matthew stated there has been less than the usual amount of Committee meetings held due to being unable to reach a quorum and requested feedback from those in attendance.

Murray McBride addressed the Committee and stated that being able to build relationships with other members prior to large incidents was of great value. Leo Pudhota stated that it was useful to him being informed from members what he can do to assist in the event of an incident. Murray McBride detailed the importance of having a Local Emergency Management Committee. Amanda Robinson and John McDonnell provided feedback on how the Committee Meetings were helpful with regard to their roles and respective organisations.

Cr Aaron King requested information about Emergency Plans and how they are kept. Matthew Gilfellow detailed the purpose of Local Emergency Management Arrangements, the Shire of Chittering Welfare Committee and Evacuation Centres. Matthew acknowledged that running emergency exercises as part of the Committee should be done more regularly. Cr Aaron King enquired further on how the public know where the evacuation centres are. Matthew elaborated on the usual procedure for evacuation centres and communication to the public during an emergency.

## 6. REPORTS

Matthew Gilfellon stated that as part of reforms for the Committee, reports moving forward should focus on gaps that have been identified and can be collaboratively worked on by the Committee.

### **Principal - Bindoon Primary School**

Amanda Robinson addressed the Committee and detailed how over the past term the school has been practising their plans. Five plans are in place and two plans, specifically the 'Lock-In' and 'Lock-Down' plans, had been practiced to date. The plans for structure fires, bushfires and gas leaks were still to be tested. Amanda stated that she has been working on the bushfire plan which is to be completed by the end of the month. Murray McBride stated that he had further information to share and would discuss with Amanda after the meeting. David Carroll added that he had previous plans made by Bindoon Primary School and would share them with Amanda. Leo Pudhota provided some input about Bindoon Primary School potentially having a road accident incident management plans in place. Murray McBride added that he would speak to Amanda about a potential Communications plan following the meeting.

### **Community Emergency Services Manager - Shire of Chittering**

David Carroll addressed the Committee and provided the following information:

- Currently in the winter, unrestricted burning time, transitioning to restricted burning time 1 October 2022, when permits to burn will be required for all burning.
- Brigades currently training with skills refreshers being conducted prior to the fire season
- Regional Level 1 incident Controller course delivered last weekend with the follow up practical training in 2 weeks, this was the 2nd Regional L 1 IC course conducted over the past year.
- Transition AFDRS – less ratings, from 6 to 4. From 1 September.
- DFES is currently working with DPIRD in response to Foot and Mouth Disease, especially with regard where bushfires may occur upon effected lands and access to that land is required.

### **District Officer Metropolitan North East – Department of Fire & Emergency Services**

Murray McBride addressed the Committee and detailed the upcoming testing of the newly built Gingin Incident Control Centre which is scheduled to occur 14 October. The exercise will be regional and involve other agencies. The facility is to be used for Level 3 incidents and Murray will extend an invitation to Committee members who wish to attend the exercise. Murray added that Yvette Grigg will be running an Incident Support Group on the day as well which would further enhance the day for those wishing to attend. Murray stated that the new Superintendent for the Metropolitan North East, David Gill, had commenced his new role on Monday. Murray detailed other exercises with lots occurring before the next season. The Committee held further discussion held regarding the Gingin Incident Control Centre.

### **Deputy Manager - Swan SES**

Danny Jeater addressed the Committee beginning with an update on the membership at Swan State Emergency Services. Danny stated that a Bushfire Safety Awareness course was to be held in the next few weeks for new members.

Danny discussed the resources that Swan SES currently have and their pooling of resources with Swan Communications as well as collaboration efforts with Chittering Incident Support Brigade.

*Daryl Coleman joined the meeting at 10:38am*

**Senior District Emergency Service Officer East Metro - Department of Communities**

Ryan Hamblion addressed the Committee and stated he had been conducting a lot of internal training at the Department. Ryan stated that with regard to operating evacuation centres, the Shire of Chittering are well placed. Ryan provided a brief description of changes that may occur within the Department of Communities. The changes to date were not official and details will be confirmed once they became so.

**Risk & Operations Manager - Edmund Rice College**

Darryl Welsby addressed the Committee and provided a brief overview of future activities occurring at Edmund Rice. Darryl stated that they have a bushfire hazard reduction planned and are planning to test emergency management plans in order to identify gaps. Darryl also stated that Edmund Rice would like to engage other parties support bushfire hazard reduction and would enquire with other members after the meeting.

**OSH Officer - WAMIA**

John McDonnell addressed the Committee and stated that WAMIA are currently testing their emergency plans and conducting training. Matthew Gilfellow enquired on WAMIA's response to Foot and Mouth Disease. John confirmed that planning has commenced and WAMIA is currently working with DPIRD.

Murray McBride added that the Fire Weather District for the Shire of Chittering was also changing to 'Swan Inland North' on 1 September 2022. This district is in place for Fire Weather predictions and the change ensures that forecasting is more accurate for each respective region.

**Chief Executive Officer - Shire of Chittering**

Matthew Gilfellow addressed the Committee and stated that the Shire is currently looking at how to improve the way meetings are conducted and the content of the agenda. Matthew stated that Yvette Grigg had confirmed that Chittering is not the only Local Government which is experiencing issues with their Committee meetings and that reforms are currently being considered.

Daryl Coleman provided a brief outline of the managerial changes occurring within Swan SES.

**7. NEXT MEETING**

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 23 November 2022 commencing at 10:00am.

**8. CLOSURE**

The Chairperson declared the meeting closed at 10:46am