

Local Emergency Management Committee Minutes

23 November 2022

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 10:00am Closure: 10:29am

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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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 November 2022.



Confirmed Minutes

These minutes were confirmed at a meeting held on 22 February 2023.

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

In the absence of Cr Kylie Hughes, David Carroll commenced the meeting as Chairperson and declared the meeting open at 10:04AM.

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 have confirmed their attendance:

Members:	Melinda Prinsloo	Acting Chief Executive Officer
	David Carroll	Community Emergency Services Manager / Chairperson
	Daryl Coleman	Swan SES
	Dave Harnett	WA Police – Gingin
	Phil Gibbings	RAAF Pearce
	Tash Leam	RAAF Pearce
	Jo Bennett	Department of Communities
	Jo Spaddacini	Department of Communities
	Darryl Welsby	Edmund Rice College
	Amanda Robinson	Bindoon Primary School
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Yvette Grigg	District Emergency Management Advisor
	Jo Reimers	Department of Communities
	Ryan Hamblion	Department of Communities

2.2 Apologies

Cr Aaron King	Shire President / Councillor Proxy
Liz Coles	CWA Bindoon Belles
Phill Humphry	Deputy Chief Bush Fire Control Officer – Central
John McDonnell	WAMIA
Maxi McDonald	St John WA

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 24 August 2022

4.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Amanda Robinson

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 24 August 2022 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Swan SES

Daryl Coleman spoke to the following:

- Many divisions of the State Emergency Service have been deployed to the eastern states to assist in their response to the floods.
- Operations moving from response to storm season into bushfire season.
- Swan attended the recent Rural Urban Interface Exercise in Chittering. The exercise was a good training opportunity with some good learning achieved.

5.2 Bindoon Primary School

Amanda Robinson spoke to the following:

- All plans have been finalised and submitted including the Incident Support Plan. Amanda met with Murray McBride to review the plans and made amendments where necessary.
- All plans in place have been exercised with ongoing improvements being made.
- Some bushfire mitigation measures around the school have been implemented.

5.3 WA Police - Gingin

Dave Harnett spoke to the following:

- Gingin has now updated Emergency Management Plans for all areas.
- Attended a meeting with DFES recently in Joondalup. A longer and later summer is anticipated.

5.4 Edmund Rice College

Darryl Welsby spoke to the following:

- Bushfire mitigation activities continuing on school grounds.
- The school is still running drills with students to ensure staff and students are prepared and know what to do in the event of an emergency.

5.5 Department of Communities

Ryan Hamblion addressed the Committee and stated that he was handing over Chittering to Jo Spaddacini and Jo-Anne Bennett due to the change regional coverage by the department. The majority of the Shire of Chittering is covered by the Wheatbelt region which will be managed by Jo Spaddacini. Muchea is covered by the Metro North Region and will be managed by Jo-Anne Bennett.

Jo Spaddacini spoke to the following:

- With the end of State of Emergency, there has been some changes internally but the Department is still managing efforts in relation to the impacts of COVID-19.
- In the event that a Welfare Centre needs to be activated, the Incident Controller needs to contact the Duty on Call staff member. Contact details of this officer will be on the front of the new Welfare Plan.

Melinda Prinsloo entered the meeting at 10:11am

5.6 District Emergency Management Advisor, Department of Emergency & Fire Services

Yvette Grigg spoke to the following:

- Yvette made reference to her latest report which will be circulated with the minutes.
- Workshop and exercise held in the Avon Valley on change of climate and what it meant for the area. Yvette offered to run a similar exercise for Chittering. The workshop yielded good outcomes and there was a reasonable turn out to the workshop.
- Yvette stated that she could run a combined exercise between Chittering, Gingin, Dandaragan and Moora.

5.7 Shire of Chittering

Melinda Prinsloo introduced herself to the Committee as the Acting Chief Executive Officer.

Dave Carroll spoke to the following:

- The Shire of Chittering transitions from the restricted burning time to the prohibited burning time.
- Lightning has started a few fires around the region. Thousands of strikes, with monitoring of conditions to occur over the next few days.
- COVID-19 is still ongoing consideration which could affect efforts in bushfire response should a large incident occur.
- Foot and mouth also a newer consideration – take advice from DPIRD and WA Police and managing it should it escalate.
- Three new Light Tankers have been deployed as part of the Chittering Fire Service fleet.
- Combined Rural Urban Interface Exercise was held at the start of November in Chittering Rise and Wildflower Ridge. A large turnout of brigades all from from Chittering, Swan, Mundaring and SWORD.

6. NEXT MEETING

6.1 Setting of 2023 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 2023.

The dates are to be discussed by Committee Members and agreed upon.

The dates that are suggested for 2023 are as follows:

- a. Wednesday 22 February
- b. Wednesday 24 May
- c. Wednesday 23 August
- d. Wednesday 22 November

6.1 OFFICER RECOMMENDATION

Moved Daryl Coleman / Seconded Dave Harnett

That:

- 1. The Local Emergency Management Committee meeting dates for 2023 are as follows:**
 - a. Wednesday 22 February**
 - b. Wednesday 24 May**
 - c. Wednesday 23 August**
 - d. Wednesday 22 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

Phil Gibbings addressed the Committee and stated that it was beneficial to know what resources have been obtained for bushfire response. Discussion held regarding bushfire response and previous incidents.

Dave Harnett addressed the Committee and requested what the Shire’s approach to Shire managed traffic management was when there are road closures required in an emergency. It was discussed that there had been previous issues with being able to get management in place. Dave Harnett added that the approach would be to put Shire workers in place as soon as possible to minimise impact on Police resources. David Carroll stated that he would discuss this approach moving forward with Dave Harnett.

7. CLOSURE

The Chairperson declared the meeting closed at 10:29AM