

Local Emergency Management Committee Meeting Minutes

Wednesday 23 August 2023

Commencement: 10:02am

Closure: 10:49am

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

TABLE OF CONTENTS

1.	DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS.....	1
2.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE.....	1
2.1	Attendance	1
2.2	Apologies	1
2.3	Approved leave of absence	1
3.	DISCLOSURE OF INTEREST	2
4.	CONFIRMATION OF PREVIOUS MINUTES.....	2
4.1	Local Emergency Management Committee meeting: 22 February 2023.....	2
5.	REPORTS	2
5.1	District Emergency Management Advisor, Department of Fire & Emergency Services	2
5.2	District Emergency Services Officer, Department of Communities	2
5.3	District Officer – North East Metropolitan, Department of Fire & Emergency Services.....	3
5.4	Community Emergency Services Manager & Chief Bushfire Control Officer, Shire of Chittering	3
5.5	Principal, Bindoon Primary School	3
5.6	Acting Chief Executive Officer, Western Australian Meat Industry Authority	4
6.	GENERAL BUSINESS	4
6.1	Muchea Livestock Centre housing livestock during Emergencies.....	4
6.2	Powerpoint Presentation on Ammonium Nitrate.	4
7.	NEXT MEETING	4
8.	CLOSURE	4

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 28 August 2023.

A handwritten signature in black ink, appearing to read 'Blayt', is centered within the box.

Confirmed Minutes

These minutes were confirmed at a meeting held on 22 November 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

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:	Cr Kylie Hughes	Chairperson
	Dave Carroll	Community Emergency Services Manager, Shire of Chittering
	Jo-Anne Spadaccini	Department of Communities
	Phill Humphry	Deputy Chief Bush Fire Control Officer – Central
	Yvette Grigg	Department of Fire & Emergency Services
	Jocelyn Williams	RAAF Base Pearce
	Daryl Coleman	Swan SES
	Murray McBride	Department of Fire & Emergency Services
	Shelley Walter	CWA – Bindoon Belles
	I-Lynn Loo	WAMIA
	Jude Seivwright	Gingin Police
	Amanda Robinson	Bindoon Primary School
	Scott Clayton	Acting Chief Executive Officer, Shire of Chittering
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Ainslie Ellison	RAAF Base Pearce
	Jeremy Tennant	Lower Chittering Volunteer Bush Fire Brigade
	Ryan Hamblion	Department of Communities

2.2 Apologies

Melinda Prinsloo	Chief Executive Officer
Cr Aaron King	Shire of Chittering
Sammantha Da Luz	Immaculate Heart College
Dennis Badcock	Tronox
David Wilson	Deputy Chief Bush Fire Control Officer – South
Alison Reliti	Shire of Chittering

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 22 February 2023

4.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Kylie Hughes

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 22 February 2023 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

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

Yvette Grigg spoke to the following:

- There has been a hiatus with Emergency Management with many reviews happening. This includes a review of Local Emergency Management Arrangements (LEMAs).
- There have been outcomes produced as part of the review. From these outcomes they are currently conducting ten activities in relation to them.
- The top four outcomes were outlined including the LEMA template, a new policy catered for Local Government, a review of Grant processes and development of LEMC knowledge hub.
- LEMC and DEMC review has occurred. Outcomes should be able to provide better tools and improve processes in future. Yvette to keep LEMC informed.
- A Calendar of the grants program is soon to be released.
- Reminder about the exercise in September, please let Yvette know by end of week if attending.

Scott Clayton entered the meeting at 10:07am.

5.2 District Emergency Services Officer, Department of Communities

Jo Spaddacini spoke to the following:

- A review of the Evacuation Centres is currently underway.
- Forms will be sent through to be completed.
- Department is reviewing whether the individual halls that are currently being used are fit for purpose. The review will look at all aspects of each facility including building codes, services around those facilities and multiple other factors.
- Feedback forms are to be returned to Communities by end of October.
- State Support Plan is currently being reviewed which will inform on new Local Support Plans.
- Activations – one opened in Bindoon and Moora in June 2023 in relation to New Norcia incident.
 - Question was asked about why Victoria Plains did not open. People who were evacuated would have had to enter the exclusion zone to attend an evacuation centre there.

Ryan Hamblion spoke to the following:

- Communities currently working with WAPOL on Disaster Victim Identification (DVI)/Mass Fatality and how they respond to incidents in relation to this.
- Attended an exercise on 24 July about animal diseases. Chittering has the potential to be impacted and the information provided was relevant to the Local Government should an incident occur.

5.3 District Officer – North East Metropolitan, Department of Fire & Emergency Services

Murray McBride spoke to the following:

- Bindoon Army Camp – tabletop exercise to be organised with Local Governments and DFES.
 - It was identified last season that a response plan is required for the facility and is still being worked on.
- Mutual aid agreement with DFES and Defence in progress.
- Mitigation burns occurring at Bindoon Army Camp currently.
- DFES Staff, DBCA and volunteers being sent to Canada to assist in response to the fires.
- Three day regional exercise to be held in Mundaring in early November 2023.
 - A comprehensive review of what could occur should a fire start at the base of the Mundaring Weir.
 - Murray to email for people who wish to attend.
- Mitigation burning to occur starting tomorrow in Chidlow.
- AFAC have released the spring bushfire seasonal outlook – less than average rain, season to commence earlier due to dry conditions.

5.4 Community Emergency Services Manager & Chief Bushfire Control Officer, Shire of Chittering

David Carroll spoke to the following:

- Inter-regional meeting held with Bindoon Army Training Area staff to discuss issues from previous fires and responding to incidents in the future.
- Response to the Bindoon Training area is primarily from Local Government volunteers.
- Meeting held at the WA Meat Industry Authority Muchea to consider people and animal welfare arrangements and use of the site as a Control Point during large incidents

Kylie asked information about the attrition rate of volunteer members of the brigades. David provided statistics that have occurred over the past three years.

Ainslie requested whether consultation had been made with base team of Bindoon Army Camp and provided information about interacting with stakeholders in relation to the facility.

5.5 Principal, Bindoon Primary School

Amanda Robinson stated that Bindoon Primary School are currently reviewing contact numbers and evacuation plans.

5.6 Acting Chief Executive Officer, Western Australian Meat Industry Authority

I-Lynn Loo addressed the Committee and stated that WAMIA has recently met with David Carroll. WAMIA acknowledge that emergencies aren't always just bushfire and there are other types of emergencies with different impacts.

6. GENERAL BUSINESS

6.1 Muchea Livestock Centre housing livestock during Emergencies

I-Lynn Loo from Western Australian Meat Industry Authority addressed the Committee and stated that the Centre was used for holding horses during the Wooroloo Fires in 2021.

- There were concerns with regards to biosecurity for the Centre.
- WAMIA understands the need to participate in assisting during emergencies but would prefer if the Centre was used as a last resort. The facility is not set up for horses, only cows and sheep. Staff are also only trained to deal with these particular animals.
- I-Lynn requested that any information about alternative locations can be provided to them to provide to people should they visit the facility.

6.2 Powerpoint Presentation on Ammonium Nitrate.

David Carroll addressed the Committee and presented.

Murray provided further information on the truck accident in New Norcia in June 2023 and DFES are looking into what they can do. The Committee discussed other recent events. Jocelyn Will

7. NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 22 November 2023 commencing at 10am.

8. CLOSURE

The Chairperson declared the meeting closed at 10:49AM.