

**Local Emergency Management Committee
Meeting Minutes
Wednesday, 28 August 2024**

Commencement: 10:00am

Closure: 11:10am

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 29 August 2024.



Confirmed Minutes

These minutes were confirmed at a meeting held on 27 November 2024.

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 10:01AM

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
	Jake Whistler	Acting Chief Executive Officer
	Graham Furlong	Chief Bushfire Control Officer
	Jamie O'Neill	Department of Fire & Emergency Services
	Jude Seivwright	Western Australia Police Force
	Jo Spaddacini	Department of Communities
	Shelley Walter	CWA – Bindoon Belles
	Daryl Coleman	Swan SES
	Alison Reliti	Shire of Chittering, Community Development
	Shelby Robinson	Department of Fire & Emergency Services
	Sammantha Da Luz	Immaculate Heart College
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Tamara Carpenter	Immaculate Heart College

2.2 Apologies

Melinda Prinsloo	Chief Executive Officer
Amanda Robinson	Bindoon Primary School
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: 21 February 2024

4.1 OFFICER RECOMMENDATION

Moved Graham Furlong / Seconded Jude Seivwright

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 21 February 2024 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. LEMC BUSINESS PLAN

Graham Furlong addressed the Committee and stated that he wishes to bring attention to the LEMC Business Plan. The LEMC Business current does not exist and needs to be developed. Graham highlighted that it needs to be addressed before the next meeting and referred to the documents that are already in place.

Shelby Robinson added that the Business Plan is about strategic thinking and what the Committee wants to achieve over the next 12 months. Shelby stated that she wants to encourage Committees to take more interest and responsibility for the Business Plan and provided some detail on what they encompass. Shelby asked the committee members to reflect where the highest risks exist and where the gaps are to inform the Business Plan. Shelby added that the Wheatbelt District Emergency Management Committee is having a meeting next week to endorse their strategic plan.

Jake asked about whether the Business Plan has ever existed and whether it is regulatory. It was confirmed that it does not exist and it is not regulatory. Shelby confirmed that the Business Plan informs the content of Committee meetings and strategic plans. The Committee discussed the Business Plan and resources available to develop a new one.

MOTION

Moved Graham Furlong / Seconded Kylie Hughes

That the Executive Officer of the Local Emergency Management Committee initiates the drafting of the LEMC Business Plan and have a draft available for the viewing of the Committee membership before the November meeting.

CARRIED UNANIMOUSLY

6. ANIMAL WELFARE PLAN

Graham Furlong provided some background on his previous dealings with Department of Primary Industries & Regional Development (DPIRD) on assisting with an Animal Welfare Plan. Currently the Shire of Chittering does not have one in place as part of its Local Emergency Management Arrangements. Graham stated that he has commenced discussions again to get assistance with Animal Welfare Plan. Graham requested any feedback from the May exercise to inform on any gaps. Graham also highlighted that there are not many resources available in the Shire to assist with animal welfare issues during an incident.

The Committee discussed the absence of a member from Department of Primary Industries & Regional Development. Shelby Robinson stated that the membership of the Committee is a good issue to highlight when developing the business plan. Shelby stated that the Local Emergency Management Arrangements review is now overdue for Chittering and it would be good to start with the Animal Welfare Plan. Jake Whistler enquired whether DPIRD had funding opportunities regarding Animal Welfare. Graham stated that DPIRD have templates for the Animal Welfare Plan and has seen opportunities for grants to assist with development of a plan. Shelby provided some information on other grant opportunities. Shelby has offered to provide information as it becomes available.

7. PRESENTATION – BUSHFIRE RISK MANAGEMENT PLAN

Graham Furlong presented to the Committee on the Bushfire Risk Management Plan.

8. REPORTS

8.1 Department of Fire Emergency Services – Jamie O’Neill, Acting District Officer, North Metropolitan

Jamie O’Neill spoke to the following:

- Currently the main activity occurring at DFES is US Deployments
- Regionally, some of the hazard reduction burning by Parks and Wildlife Service has had to be delayed due to rain.
- The potential for a dangerous fire season is always a risk in WA and we will see what happens over the coming months.

8.2 Department of Fire & Emergency Services – Shelby Robinson, District Emergency Management Advisor

Shelby Robinson spoke to the following:

- Shelby is currently working out what pre-high threat period engagement will be.
- Shelby asked if the Committee has any questions or ideas for information required before the season. If Committee members do, please contact Shelby.
- Wheatbelt District Emergency Management Committee is meeting to endorse their Strategic Business Plan next week.
- Thanks was given to the Committee members for the Annual Report input in the short timeframe.
- New Australian Warning System has been implemented for all emergency types. There are online resources available for those who wish to know more. More of the communications on the change has been targeted at areas where cyclones occur due to the major changes to the warning system.

8.3 Department of Communities – Jo Spaddacini, Regional Officer, Wheatbelt

Jo Spaddacini spoke to the following:

- The department is still heavily involved with the recovery efforts from the floods in the Kimberley region.
- In addition to the Kimberley efforts, the Department is still conducting activities as part of Bunbury's recovery from the severe weather event.
- Michael and Jo are working through the evacuation centre audits and scheduling training.
- Thanks given to everyone who attended the Muchea exercise and Jo provided some feedback and insight from the exercise. A report with feedback will be provided to the Committee. Jo stated that one of the main aspects of feedback was around agencies learning what role other agencies play.

Graham provided some feedback on some of the Shire's actions because of the exercise. Aspects of Evacuation Centres in the Shire of Chittering were discussed by the Committee.

8.4 Western Australia Police – Jude Seivwright, Officer in Charge, Gingin

Jude Seivwright spoke to the following:

- Focus on road crashes, fatigue and related road issues.
- Jude stated that Gingin Police wish to work more closely with the Shire to identify issue roads and to help with community awareness.
- There has been an improvement with communication with Main Roads WA with regard to traffic management for incidents. This is occurring much faster than previously.
- More metropolitan vehicles are conducting traffic patrols in the area.

8.5 Swan SES – Daryl Coleman, Local Manager

Daryl Coleman stated that the focus currently is on storm related issues as they arise, business as usual otherwise.

8.6 Immaculate Heart College – Sammantha Da Luz, Principal

Sammantha Da Luz stated that the school is currently looking at their emergency plans and the bushfire risk plans. Currently reviewing them in conjunction with their growth.

Jude Seivwright enquired whether the school had an active shooter plan which was acknowledged by Sammantha. Sammantha confirmed the school was looking into it.

8.7 Shire of Chittering – Alison Reliti, Community Development

Alison Reliti stated that Community Development at the Shire are working on doing some sessions for people who are stay at home and what to do in the event of an emergency.

9. NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 27 November 2024 commencing at 10am.

10. CLOSURE

The Chairperson declared the meeting closed at 11:10am.