



**Local Emergency Management Committee
Meeting Minutes
22 November 2023**

Commencement: 10:00am

Closure: 11:06am

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 24 November 2023.



Confirmed Minutes

These minutes were confirmed at a meeting held on 21 February 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 10:11AM.

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
	Melinda Prinsloo	Chief Executive Officer
	Dave Carroll	Community Emergency Services Manager
	Kylie Ewen	RAAF Base Pearce
	Jo Spaddacini	Department of Communities
	Ryan Hamblion	Department of Communities
	Darryl Welsby	Edmund Rice College
	Shelley Walter	CWA – Bindoon Belles
	Jude Seivwright	Gingin Police
	Dennis Badcock	Tronox
	David Wilson	Acting Deputy Chief Bush Fire Control Officer – Central
	Jeremy Tennant	Acting Deputy Chief Bush Fire Control Officer – South
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Alison Reliti	Community Development, Shire of Chittering
	Emilie Moore	Community Facilities Officer, Shire of Chittering
	Graham Furlong	Bushfire Risk Officer, Shire of Chittering

2.2 Apologies

Amanda Robinson	Bindoon Primary School
Daryl Coleman	Swan SES
Ainslie Ellison	RAAF Base Pearce
Yvette Grigg	Department of Fire & Emergency Services
Murray McBride	Department of Fire & Emergency Services
Phill Humphry	Deputy Chief Bush Fire Control Officer – Central

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 August 2023

4.1 OFFICER RECOMMENDATION

Moved Kylie Hughes / Seconded Melinda Prinsloo

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 23 August 2023 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. SETTING OF 2024 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 2024.

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

The dates that are suggested for 2024 are as follows:

- a. Wednesday 21 February
- b. Wednesday 22 May
- c. Wednesday 28 August
- d. Wednesday 27 November

5.1 OFFICER RECOMMENDATION

Moved Kylie Hughes / Seconded Jude Seivwright

That:

1. The Local Emergency Management Committee meeting dates for 2024 are as follows:
 - a. Wednesday 21 February
 - b. Wednesday 22 May
 - c. Wednesday 28 August
 - d. Wednesday 27 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

6. REPORTS

6.1 Community Emergency Services Manager, Shire of Chittering - Dave Carroll

Hot weather conditions this week with a Total Fire Ban and Harvest & Vehicle Movement Ban in place today. Ongoing monitoring of the conditions and patrols occurring across the Shire to catch any non-compliant behaviour.

6.2 Gingin Police - Jude Seivwright

Training occurring within WAPOL in relation to bushfires. Jude requested that she would like to establish better communications with Dave Carroll should an incident occur with the current conditions.

Dave Carroll provided information about a task force in place. Jude and Dave discussed Traffic Management at incidents.

6.3 Department of Communities – Ryan Hamblion

Current Situation and Enhancements:

- The Department of Communities' Emergency Relief and Support Directorate (ERS) has been proactively implementing various initiatives to strengthen our capacity and capability in handling emergencies.
- These efforts are a part of our comprehensive preparedness strategy across the state, ensuring readiness for the 2023-24 high threat season.

Funding and Resource Enhancement:

- In late 2022, the Department of Treasury sanctioned additional funding to bolster the resource capacity of the ERS to 36 full-time equivalents (FTE).
- Recruitment for these positions is now underway.
- The majority of these positions are expected to be operational by December 2023.

Response to Advanced High Threat Season:

- On 9 November 2023, the Department of Fire and Emergency Services (DFES) advised that the onset of the high threat bushfire season had been advanced from 1 December to 9 November 2023.
- In response, Communities has activated the summer Early Response Team (ERT) roster effective from November 9. This includes the integration of two additional ERT staff members per on-call team, enabling a more efficient response to state-wide activations.

Emergency Management Preparedness:

1. Operational Planning:

- Communities is actively seeking involvement from staff across the State to join the Emergency Activation Workforce, enhancing our capability during high threat periods.
- Emergency management responsibilities have been incorporated into the job descriptions of all Communities staff.

2. Equipment and Logistics:

- The ERS completed a state-wide audit of emergency management equipment, resulting in several improvements:

- Standardization of the emergency vehicle fleet and emergency response equipment in vehicles and trailers.
- Acquisition of four additional emergency relief and support response trailers, raising the total to 22 across the state.
- Enhancement of emergency management reserve stock and establishment of additional regional storage locations with essential emergency equipment.

3. Evacuation Centre Audit:

- In collaboration with Local Governments and emergency management agencies, Communities is identifying and assessing suitable evacuation centres state-wide.
- We have enhanced our evacuation centre risk assessment process and commenced a state-wide audit of these centres for better-informed risk assessment during emergency incidents.

4. Exercises, Training, and Partner Engagement:

- ERS has been conducting Evacuation Centre Training and Desktop Exercises across the state, focusing on effective response and support during regional emergency events.
- In October 2023, we facilitated a Desktop Exercise with 27 partner organisations to test how Communities could work in a coordinated way with State and Local partner agencies to respond to the needs of impacted people and communities in the response and recovery phases of an emergency.
- ERS also supported the DFES Dunsborough and Surrounds Community Preparedness Roadshow, delivering Person-Centred Emergency Preparedness workshops targeted to community sector partners and people with complex needs.

5. State Support Plan:

- Following the State Emergency Management Policy, a statutory five-year review of the State Support Plan has been completed.
- Based on feedback received, the plan has been renamed to 'State Support Plan – Emergency Relief and Support'.
- The State EM Policy Branch at DFES has updated the State EM Framework documents, including revisions to welfare references and other consequential amendments.
- Local Emergency Relief and Support Plans (formerly Local Emergency Welfare Plans) are being updated to reflect the new terminology.

6. Capability Audit:

- Communities commissioned Nous Group to conduct an audit to establish the baseline capability of the Emergency Relief and Support sector in WA, with a view to identifying critical capability gaps across the state.

7. Lessons Learned:

- Following the Kimberley Floods, Communities has embarked on a Lessons Learned project. This initiative is vital for enhancing our operational accountability, continuous improvement, and strengthening our systems for future responses.

6.4 Edmund Rice College – Darryl Welsby

No students on site after 6 December and a new principal starting in the coming months. Marie Barton is retiring after 11 years of tenure.

6.5 Tronox – Dennis Badcock

Tronox has signed a memorandum of understanding with the Shire last week in relation to establishing Muchea Fire Station as a Crisis Management Team venue. Dennis stated that Tronox

can be contacted should any water be needed. Tronox Emergency Response Teams are highly trained and are available if needed.

7. DESKTOP EXERCISE

Jo Spaddacini conducted a desktop exercise on Welfare Centres with members present.

8. CLOSURE

The Chairperson declared the meeting closed at 11:06AM