



Minutes

**Local Emergency
Management Committee**

**First Quarter
Wednesday 2 August 2023**

Local Emergency Management Committee – 2 August 2023

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Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Lesser Hall at 1915 Pinjarra Road, Pinjarra (Between the Civic Centre and the Library) on Wednesday 2 August 2023. The Chairperson Mr. M Walmsley declared the meeting open the time being 10:00am.

1. ATTENDANCES

Members

M Walmsley	LEMC Chairperson / Shire President, Shire of Waroona
C Goff	LEMC EO/Emergency Management Officer, Shire of Murray
J Kowal	LRC/Manager Ranger and Community Safety, Shire of Murray
N Stevens	CECSC, Shire of Murray
B Jordan	Manager MALC, Shire of Murray
P Thurkle	CESO, Shire of Waroona
S Thomas	CBFCO, Shire of Waroona
M Howes	LEMC Deputy Chairperson OIC, WAPOL Pinjarra
T Eades (Proxy)	Police Officer, WAPOL Waroona
W Goodhill	Emergency Response Supervisor, Alcoa
J Carter	District Officer - Emergency Management, DFES
M Kett (Proxy)	Representative, Pinjarra Primary School

Ex-Officio

Q La Rosa	DEMA - Metro, DFES
C Norris	WHSE Advisor, Harvey Water
D Italiano	Operations Manager, Water Corporation
K Gill	Manager Emergency Preparedness Disaster Response, DoH

Guest

M Robertson	Administration Officer (Ranger and Community Safety), Shire of Murray
R Bloxside	Senior Infrastructure & Development Officer, Shire of Waroona
C Thompson	Community Representative, Shire of Murray

2. ABSENT

Members

S Kirkham (Apology)	LEMC Chairperson / Councillor, Shire of Murray
R Wilson (Apology)	CBFCO, Shire of Murray
M Goodlet (Apology)	CEO / LRC, Shire of Waroona
S Macdonald (Apology)	Manager WCRC, Shire of Waroona
Vacant	OIC, WAPOL Dwellingup
G McAneny	Acting District Officer Wellington, DFES
M Duxbury (Apology)	Acting Senior District Emergency Services Officer, DoC
C Louis (Apology)	Principal, Pinjarra Primary School
K Oborn	Deputy LRC, Shire of Waroona
K Tarver	OIC, WAPOL Waroona
L Hay	CEO, Bedingfeld Park Inc Aged Care Facility
N Elrick	District Officer – Natural Hazards, DFES
P Dwyer	Unit Manager, Murray SES
K Jones	Brigade Captain, Pinjarra VFERS
C Hunter	Station Manager, St John Ambulance Pinjarra
D Wilson	Representative, St John Ambulance Waroona
A Culham	Representative, Quambie Park

Ex-Officio

D Unsworth (Apology)	CEO, Shire of Murray
J Gilliland (Apology)	Principal Response Advisor - Incident and EM, DPIRD
T Simpson	Local Welfare Coordinator, DoC
K Laurendi	Senior Ranger Lane Poole Reserve, DBCA
D Cormack	Maintenance Supervisor, Fulton Hogan
J Rawlins	Field Operations Team Leader, Western Power

Guest

S Ramsay (Apology)	Recovery Support Officer South West, NEMA
N Dew	Community Representative, Shire of Waroona

3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting - **Appendix 1** - 3 May 2023

Committee Recommendation**LEMC23/006****Moved: M Howes**

That the minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 3 May 2023 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 12:0

The Shire of Waroona Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 2 August 2023 at the 24 October 2023 Ordinary Council Meeting as per resolution OCM23/10/130.

The Shire of Murray Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 2 August 2023 at the 26 October 2023 Ordinary Council Meeting as per resolution OCM23/145.

- 3.2 Review of Meeting Action Register - **Appendix 2**

No amendments were made to the Shire of Murray & Waroona LEMC meeting action register. A copy is attached in **Appendix 2**.

4. BUSINESS ARISING

- 4.1 LEMC Exercise Schedule

Following the last LEMC meeting Pinjarra Police OIC - Mark Howes suggested conducting a Murrayfield Airport plane crash exercise. A previous exercise template has been supplied which we can alter accordingly. It was suggested to hold a desktop exercise at a future LEMC meeting rather than in field exercise.

5. State EM Preparedness Procedure 3.7 - LEMC Requirements

5.1 Every Meeting

5.1.1 Confirmation of LEMC Contact Details - **Appendix 3**

A meeting attendance sheet was circulated at the meeting. An updated LEMC Contact Register is attached in **Appendix 3**.

5.1.2 Review any Post-Incident Reports and/or Post-Exercise Reports

Nil.

5.1.3 Funding Nominations and Applications Progress - **Appendix 4**

Independent Review of Commonwealth Disaster Funding

The Minister for Emergency Management, Senator the Hon. Murray Watt, has commissioned an Independent Review of Commonwealth Disaster Funding. Mr Andrew Colvin AO APM has been appointed as the Independent Reviewer, supported by a team from consulting firm Deloitte and a taskforce within the National Emergency Management Agency (NEMA).

The Review will explore the most effective ways for the Australian Government to support communities through the funding it provides to state and territory governments, local governments, businesses and community organisations in support of natural disaster management. It will consider how the Commonwealth Government can better invest in disaster risk reduction to lessen the impacts of natural disasters and help communities respond and recover more quickly.

This review is one of three Commonwealth reviews examining Australia's Emergency Management sector. The Government will also examine Disaster Recovery Funding Arrangements (DRFA), and National Natural Disaster Governance Arrangements.

A draft submission from WALGA is attached in **Appendix 4**. Local Governments can make an online submission by Friday 4 August 2023. Local Government CEO's and Mayors/Presidents will also be sent a survey.

All West Australians Reducing Emergencies (AWARE) Grant Program

The 2023 round of AWARE grants open on Wednesday 16 August and close on Wednesday 20 September 2023. There is a total allocation of \$238,000. Applicants can apply for between \$2,500 and \$35,000 grant funding. However Local level risk assessment projects can only request a maximum of \$6,000.

Applicants must contribute at least 25 percent of the total project cost in cash or in-kind.

Eligible project types:

- further the emergency risk management process,
- facilitate capability-based exercises,
- assist in reviewing Local Emergency Management Arrangements,
- deliver emergency management training; or,
- host or facilitate emergency management events or forums.

As we have only just recently reviewed our LEMA we could apply for AWARE funding for exercises to test the LEMA and sub plans or for emergency management training for LG staff that have roles and responsibilities in the LEMA.

It was also identified in the LEMA and LEMC Business Plan that a comprehensive local level risk assessment would be undertaken in both Shire of Murray and Waroona. The aim was for the review to be completed prior to 2025 pending suitable State grant funding being identified.

5.1.4 Bush Fire Risk Management Planning / Treatment Strategies Progress

N Stevens is currently obtaining quotes to apply for Round 2 of the Mitigation Activity Fund Grants Program (MAFGP).

R Bloxside advised that Shire of Waroona received funding for 4-5 treatments with the focus on Preston Beach. Contractors will be out next week and will be completing works by September.

5.1.5 Local Emergency Management Arrangements

Discussed in item 5.1.6.

5.1.6 Review Business Plan Strategies and Record Key Achievements

The LEMA review project was completed in August 2023 and has been updated on the Business Plan 2022-2024.

6. GENERAL BUSINESS

6.1 DFES - DO Emergency Management - **Appendix 5** - J Carter

A report has been submitted as per **Appendix 5**.

6.2 DFES - DEMA Metro - **Appendix 6** - Q La Rosa

A report has been submitted as per **Appendix 6**.

6.3 Department of Communities - Acting Senior District Emergency Services Officer - **Appendix 7** - M Duxbury

M Duxbury was an apology but submitted a report has been submitted as per **Appendix 7**.

6.4 DPIRD - Principal Response Advisor - Incident and EM - **Appendix 8** - J Gilliland

J Gilliland was an apology but submitted a report as per **Appendix 8**.

6.5 SoM/SoW - LEMC EO/Emergency Management Officer - C Goff

M Duxbury from DoC will be conducting an audit of the evacuation centres shortly.

6.6 SoM - Manager Ranger and Community Safety - J Kowal

J Kowal has invited the new Shire of Murray Manager Communications and Marketing - Bobbie Walton to attend future LEMC meetings as a guest.

6.7 SoW - Senior Infrastructure & Development Officer - R Bloxside

Brief discussion was held regarding the Aboriginal Cultural Heritage legislation and bush fire mitigation activities. Everyone was encouraged to refer to the guidelines and to seek feedback and guidance.

R Bloxside advised that no mitigation work is planned within the Waroona townsite this year but hopefully will fall under Tier 1 (Due Diligence Assessment required/No approval required) and be scheduled for next year.

Activities undertaken during an emergency response are exempt from requiring approval.

6.8 Alcoa - Emergency Response Supervisor - W Goodhill

W Goodhill stated that Alcoa are currently in the process of updating their MOU with DFES which will include all Alcoa sites.

7. NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 1 November 2023 commencing at 10:00am. The meeting will be held at the Shire of Waroona Council Chambers at 52 Hesse Street, Waroona.

8. CLOSE

There being no further business the Chairperson declared the meeting closed the time being 10:21am.

I confirm that these minutes were confirmed at the Local Emergency Management Committee (LEMC) meeting held on Wednesday 1 November 2023 as being a true and correct record of proceedings.



LEMC Chairperson
01 / 11 / 2023

Date