



Minutes

Local Emergency Management Committee Meeting

**Second Quarter
Wednesday 1 November 2023**

Local Emergency Management Committee Meeting – 1 November 2023

Table of Contents

1.	ATTENDANCES	1
2.	ABSENT	1
3.	CONFIRMATION OF MINUTES OF MEETING	2
3.1	Confirmation of Minutes of Local Emergency Management Committee Meeting - refer to Appendix 1 – 2 August 2023.....	2
3.2	Review of Meeting Action Register – refer to Appendix 2	2
4.	BUSINESS ARISING	2
4.1	LEMC Exercise Schedule.....	2
5.	STATE EM PREPAREDNESS PROCEDURE 3.7 - LEMC REQUIREMENTS	3
5.1	EVERY MEETING	3
5.1.1	Confirmation of LEMC Contact Details - refer to Appendix 3	3
5.1.2	Review any Post-Incident Reports and/or Post-Exercise Reports	3
5.1.3	Funding Nominations and Applications Progress	3
5.1.4	Bush Fire Risk Management Planning / Treatment Strategies Progress.....	3
5.1.5	Local Emergency Management Arrangements.....	3
5.1.6	Review Business Plan Strategies and Record Key Achievements	3
6.	GENERAL BUSINESS	3
6.1	DFES - DEMA Metro - Appendix 4 - Q La Rosa.....	3
6.2	SoM - DCBFCO/North Dandalup VBFB FCO - Appendix 5 - P Thurkle	3
6.3	St John Ambulance – Station Manager Pinjarra - C Hunter.....	4
6.4	SoW – CBFCO - S Thomas	4
6.5	DoH – Coordinator Business Continuity – S Watkins	4
6.6	SoM – CBFCO – R Wilson	4
6.7	SoM - LEMC EO/Emergency Management Officer - C Goff.....	4
6.8	SoW - LEMC Chairperson / Shire President - Appendix 6 - M Walmsley.....	4
6.9	SoW - CBFCO - S Thomas	5
7.	NEXT MEETING	5
8.	CLOSE	5

Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Waroona Council Chambers – 52 Hesse Street, Waroona on Wednesday 1 November 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
B Jordan	Manager MALC, Shire of Murray
S Macdonald	Manager WCRC, Shire of Waroona
P Thurkle	CESO, Shire of Waroona
S Thomas	CBFCO, Shire of Waroona
W Goodhill	Emergency Response Supervisor, Alcoa
R Wilson	CBFCO, Shire of Murray
M Robertson (Proxy)	Administration Officer (Ranger and Community Safety), Shire of Murray
S Watkins (Proxy)	Coordinator Business Continuity, DoH
C Pearson	OIC, WAPOL Pinjarra
K Tarver	OIC, WAPOL Waroona
C Hunter	Station Manager, St John Ambulance Pinjarra
C Louis	Principal, Pinjarra P

Ex-Officio

Q La Rosa	DEMA - Metro, DFES
C Norris	WHSE Advisor, Harvey Water

Guest

R Bloxsidge	Senior Infrastructure & Development Officer, Shire of Waroona
-------------	---

2. ABSENT

Members

S Kirkham (Apology)	LEMC Chairperson / Councillor, Shire of Murray
M Duxbury (Apology)	Acting Senior District Emergency Services Officer, DoC
N Stevens (Apology)	CESC, Shire of Murray
J Kowal (Apology)	LRC/Manager Ranger and Community Safety, Shire of Murray
L Hay (Apology)	CEO, Bedingfeld Park Inc Aged Care Facility
J Carter (Apology)	District Officer - Emergency Management, DFES

Ex-Officio

K Gill (Apology)	Manager Emergency Preparedness Disaster Response, DoH
J Gilliland (Apology)	Principal Response Advisor - Incident and EM, DPIRD

3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting - **refer to Appendix 1 – 2 August 2023**

Committee Recommendation
LEMC23/007
Moved: P Thurkle

That the Minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 2 August 2023 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 14:0

- 3.2 Review of Meeting Action Register – **refer to 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

Murray Airfield Exercise

C Goff advised that the previous Pinjarra Police OIC - Mark Howes has transferred to Fitzroy Crossing and welcomed the new Pinjarra Police OIC - Clyde Pearson. M Howes was going to assist with organising the Murray Airfield exercise, but due to his absence this has not happened.

R Wilson raised that in regards to the Murray Airfield, the Mandurah Career do regular exercises, therefore any disaster comes under DFES Mandurah Careers.

Q La Rosa raised that the requirement is for one exercise annually. M Walmsley stated that a date should be arranged for the LEMC exercise. It was raised that the exercise will be held at after the May 2024 LEMC meeting.

As C Goff will be going on maternity leave shortly and J Kowal is covering EM. J Kowal is to arrange a meeting with the LEMC Chairpersons, DFES and Police to organise the exercise.

Action: J Kowal to arrange a meeting with the LEMC Chairpersons, DFES and Police to organise LEMC exercise (Murray Airfield Plane Crash) to be held on Wednesday 1 May 2024.

LEMC Exercise / Major Incident Medical Management (MIMM's) Training

Joe Cuthbertson from St John's Ambulance reached out and would like to partner with the Shire of Murray to apply for the next round of AWARE Grant Funding. The funding would be to conduct an exercise and Major Incident Medical Management (MIMM's) Training for local Ambulance personnel (and other relevant key stakeholders). MIMM's is an internationally recognised certification of health disaster management training that is consistent with Department of Health practice.

C Hunter mentioned that funding is required for volunteers to be MIMM's trained due to a lack of resources training is necessary.

St John's previously ran a successful exercise in the Wheatbelt and want to hold one in Dwellingup. M Robertson will invite Joe Cuthbertson to present at the next LEMC meeting and J Kowal will apply for AWARE funding.

5. State EM Preparedness Procedure 3.7 - LEMC Requirements

5.1 Every Meeting

5.1.1 Confirmation of LEMC Contact Details - refer to Appendix 3

The 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

J Kowal will be applying for DRF funding for backup power for the evacuation centres and AWARE funding for the LEMC Exercise / Major Incident Medical Management (MIMM's) Training for Dwellingup. Q La Rosa advised that she can find out when the next round of AWARE funding will be available.

5.1.4 Bush Fire Risk Management Planning / Treatment Strategies Progress

R Bloxside advised that five treatments for MAF have been finished in Preston Beach as of September, but he is still waiting to hear back on a second round for Preston along the main road for vegetation. The results for the second round are to be announced shortly.

C Goff provided an update on behalf of N Stevens as she was an apology. The Shire of Murray MAF application for 9 rounds of treatment is still pending. Hoping to hear back with an outcome at the end of November.

5.1.5 Local Emergency Management Arrangements

Nil.

5.1.6 Review Business Plan Strategies and Record Key Achievements

Nil.

6. GENERAL BUSINESS

6.1 DFES - DEMA Metro - Appendix 4 - Q La Rosa

A report has been submitted as per **Appendix 4**.

6.2 SoM - DCBFCO/North Dandalup VBFB FCO - Appendix 5 - P Thurkle

P Thurkle has provided a copy of the Standalone Bushfire Plan 2023-2024 for North Dandalup Primary School which is attached in **Appendix 5**. He mentioned that there is also one for Waroona High School and he will obtain a copy to distribute at LEMC.

It was also advised that SoW is working hard with the planning department, R Bloxside and the works manager for Preston Beach. The one way in one way out road access is becoming a concern. The question of what are our best options to assist the community in the event of a fire was raised. R Bloxside advised in regards to this that he has put

in an EOI for back up power supply at the Waroona Recreation Centre for the generators. A plan is being looked into for the one way in one way out access, with an EOI to be put in for a professional to look at Preston Beach. DFES is to pass on recommendations for this, with Q La Rosa advising that SEMC will manage the funds.

6.3 St John Ambulance – Station Manager Pinjarra - C Hunter

C Hunter raised about internal emergency management training for volunteers and paramedics with commander training for major incident management. It was also mentioned that there is an increase of homeless people in within the Pinjarra area, advised to be aware for fire season.

6.4 SoW – CBFCO - S Thomas

S Thomas advised that there have also been issues with homeless people in Waroona and that they have been lighting fires, it was mentioned that external help may be needed to remedy the situation.

The question was raised of if there was a DBCA representative present at the meeting, as it was advised that there is no access through Yalgorup National Park due to logs on the firebreaks. K Laurendi is the DBCA representative invited to LEMC.

6.5 DoH – Coordinator Business Continuity – S Watkins

S Watkins advised that the DoH is working on firebreaks around Murray / Rockingham hospitals and that K Gill is providing education on travelling during bushfire season.

It was raised that a group of homeless people have set up in within Rockingham in the bush area. K Gill has been working with CoR and St Patrick's to move them on.

S Watkins thanked LEMC on behalf of K Gill.

6.6 SoM – CBFCO – R Wilson

R Wilson advised that the brigades have been preparing for bushfire season and that there is a lot of training happening. DFES has advised that it will be a bad season.

6.7 SoM - LEMC EO/Emergency Management Officer - C Goff

C Goff advised that she attended a Local Government Emergency Management District Meeting on 19 September 2023. City of Rockingham, City of Cockburn, City of Melville, City of Mandurah, City of Fremantle, City of Kwinana, Shire of Serpentine-Jarrahdale, Shire of Murray and Shire of Waroona are involved. This group is important for networking, passing on knowledge and resource sharing.

The group will be looking at amending the current LG EM Memorandum of Understanding (MOU) to include City of Kwinana.

6.8 SoW - LEMC Chairperson / Shire President - **Appendix 6** - M Walmsley

The teleconference on LEMC was raised, with reviews to come out in December. Q La Rosa advise that a report has been written and will go out for a 3-month consultation. This will look out how LEMC groups function and what can be changed or improved.

M Walmsley questioned Q La Rosa on our 'health check', to which it was advised that the Shire of Murray and Shire of Waroona LEMC operates well. Q La Rosa mentioned that she works with LEMC groups to keep them on track and that there are lots of different ways of keeping people engaged.

Q La Rosa advised that the LEMC handbook has been endorsed and assists LEMC Executive Officers and the LEMC membership. A copy is attached in **Appendix 6**.

6.9 SoW - CBFCO - S Thomas

S Thomas advised that he has been trying to push a 'bushfire ready' approach through the Shire and they recently had an awareness day in Waroona hills. The question was also raised about funding, with Q La Rosa to follow up.

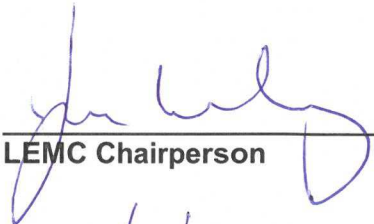
7. **NEXT MEETING**

The next Local Emergency Management Committee meeting will be held on Wednesday 7 February 2023 commencing at 10:00am. The meeting will be held at the Shire of Murray Lesser Hall at 1915 Pinjarra Road, Pinjarra (Between the Civic Centre and the Library).

8. **CLOSE**

There being no further business the Chairperson declared the meeting closed the time being 10:28am.

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

14/2/2024

Date