



# **Minutes**

**Local Emergency  
Management Committee**

**Fourth Quarter  
Wednesday 3 May 2023**

# Local Emergency Management Committee - 3 May 2023

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## Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Waroona Council Chambers at 52 Hesse Street, Waroona on Wednesday 3 May 2023. The Chairperson Mr. S Kirkham declared the meeting open the time being 10:00am.

### 1. ATTENDANCES

#### Members

S Kirkham	LEMC Chairperson / Councillor, Shire of Murray
C Goff	LEMC EO/Emergency Management Officer, Shire of Murray
J Kowal	LRC/Manager Ranger and Community Safety, Shire of Murray
N Stevens	CESC, Shire of Murray
R Wilson	CBFCO, Shire of Murray
B Jordan	Manager MALC, Shire of Murray
M Goodlet	CEO / LRC, Shire of Waroona
P Thurkle	CESO, Shire of Waroona
S Macdonald	Manager WCRC, Shire of Waroona
M Howes	LEMC Deputy Chairperson   OIC, WAPOL Pinjarra
J Worthington	OIC, WAPOL Dwellingup
S Butcher (Proxy)	Senior Constable, WAPOL Waroona
M Schorer (Proxy)	Acting Senior District Emergency Services Officer, DoC
B Penman (Proxy)	Acting District Officer - Emergency Management, DFES
G McAneny	Acting District Officer Wellington, DFES
C Louis	Principal, Pinjarra Primary School

#### Ex-Officio

K Gill	Manager Emergency Preparedness Disaster Response, DoH
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#### Guest

S Ramsay	Recovery Support Officer South West, NEMA
M Rutter	Constable, WAPOL Waroona

### 2. ABSENT

#### Members

M Walmsley (Apology)	LEMC Chairperson / Shire President, Shire of Waroona
S Thomas (Apology)	CBFCO, Shire of Waroona
K Tarver (Apology)	OIC, WAPOL Waroona
J Humphreys (Apology)	Health and Safety Manager, Alcoa
L Hay (Apology)	CEO, Bedingfeld Park Inc Aged Care Facility
T Sillitto (Apology)	Senior District Emergency Services Officer, DoC
J Carter (Apology)	District Officer - Emergency Management, DFES
K Jones (Apology)	Brigade Captain, Pinjarra VFRS
K Oborn	Deputy LRC, Shire of Waroona
W Goodhill	Emergency Response Supervisor, Alcoa
N Elrick	District Officer – Natural Hazards, DFES
P Dwyer	Unit Manager, Murray SES
C Hunter	Station Manager, St John Ambulance Pinjarra
D Wilson	Representative, St John Ambulance Waroona
S James	Representative, Quambie Park

#### Ex-Officio

D Unsworth (Apology)	CEO, Shire of Murray
T Simpson (Apology)	Local Welfare Coordinator, DoC
Q La Rosa (Apology)	DEMA - Metro, DFES

**Ex-Officio**

J Gilliland (Apology) Principal Response Advisor - Incident and EM, DPIRD  
C Norris (Apology) WHS Advisor, Harvey Water  
D Cormack (Apology) Maintenance Supervisor, Fulton Hogan  
S Collins (Apology) Operations Manager, Water Corporation  
K Laurendi Senior Ranger Lane Poole Reserve, DBCA  
J Rawlins Field Operations Team Leader, Western Power

**Guest**

R Bloxsidge (Apology) Senior Infrastructure & Development Officer, Shire of Waroona  
C Thompson (Apology) Community Representative, Shire of Murray  
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** - 1 February 2023

**Committee Recommendation****LEMC23/005****Moved: M Howes****Seconded: M Goodlet**

**That the minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 1 February 2023 be confirmed as a true and correct record.**

**CARRIED UNANIMOUSLY 15:0**

*The Shire of Murray Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 3 May 2023 at the 22 June 2023 Ordinary Council Meeting as per resolution OCM23/064.*

*The Shire of Waroona Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 3 May 2023 at the 27 June 2023 Ordinary Council Meeting as per resolution OCM23/06/068.*

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

The Waroona Dam and Surrounds Agency Evacuation Assessment from 11 November 2022 was tabled at the LEMC meeting on 1 February 2023. Recommendations from that assessment were received and noted as per LEMC23/004 therefore action number 04/20 is completed and has been removed from the meeting action register.

The updated Shire of Murray & Waroona LEMC meeting action register is attached in **Appendix 2**.

**4. BUSINESS ARISING**

Nil.

## 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**.

#### **Manager Ranger and Community Safety - J Kowal**

J Kowal has been appointed as the Manager Ranger and Community Safety. He will also be the Local Recovery Coordinator for the Shire of Murray which will replace Leanne McGuirk.

#### **WAPOL Dwellingup - OIC - J Worthington**

J Worthington advised that it was going to be her last LEMC meeting as she will be commencing a new role with Fitzroy Crossing Police shortly. She thanked everyone at LEMC.

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

Nil.

#### 5.1.3 Funding Nominations and Applications Progress

S Ramsay advised that Round 2 of the Disaster Ready Fund (DRF) hasn't been finalised and the Minister hasn't announced it yet. She said it may be similar to Round 1. 3 applications were submitted that went through the first phase.

She stated that it is important to refer to the DFES State Plan and align with funding applications. The DRF funding is to improve Australia's resilience to natural hazards. It will fund projects that build resilience to, prepare for, or reduce the risk of, future natural hazard impacts. It will also help to build the long-term sustainability of communities at risk of being affected by future disasters.

#### 5.1.4 Bush Fire Risk Management Planning / Treatment Strategies Progress

The Shire of Murray didn't apply for Round 1 of the Mitigation Activity Fund Grants Program (MAFGP). N Stevens is currently obtaining quotes to apply for Round 2.

R Bloxsidge was an apology however P Thurkle advised that the Shire of Waroona are progressing with their current treatments.

#### 5.1.5 Local Emergency Management Arrangements

The Communications Plan (CP) was endorsed at the last LEMC meeting. This was the last subplan to form part of the Shire of Murray and Shire of Waroona Local Emergency Management Arrangement (LEMA) suite of documents.

C Goff advised that the current Manager Communications and Marketing - Jamie Wilkinson has just resigned. Therefore, once a new person is appointed in the role the CP and contact list attached to the LEMA will be updated.

#### 5.1.6 Review Business Plan Strategies and Record Key Achievements

The LEMC Annual Business Plan 2022-2024 was finalised at the 2 November 2022 LEMC meeting.

## 5.2 Fourth Calendar Quarter

### 5.2.1 LEMC Exercise Schedule

C Goff asked if the LEMC membership had any suggestions for future LEMC exercises. It was mentioned that Q La Rosa may have examples of previous exercises that could be used. R Wilson suggested the Truck Rollover exercise that was previously spoken about.

## 6. GENERAL BUSINESS

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

Q La Rosa was an apology but submitted a report as per **Appendix 4**.

### 6.2 DFES - Acting DO Emergency Management - **Appendix 5** - B Penman

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

### 6.3 Department of Communities - Acting Senior District Emergency Services Officer - **Appendix 6** - M Schorer

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

### 6.4 DPIRD - Principal Response Advisor - Incident and EM - **Appendix 7** - J Gilliland

J Gilliland was an apology but submitted a report as per **Appendix 7**.

### 6.5 Shire of Waroona - CEO/LRC - M Goodlet

M Goodlet discussed the spot fires back in January 2023 at the explosive ammunition point near Johnson Road on the border of Waroona and Harvey. M Goodlet wrote to the Minister regarding the ammunition point. It is governed by DMERS.

It was questioned whether the LEMC should have a list of key strategic risks per Local Government and a plan for areas such as the Alcoa red mud lakes and the Water Corporation dams. Engagement with owners/operators would be required.

G McAneny advised that DFES have Emergency Response Guides for areas like the ammunition point which he could provide to LEMC if needed. He mentioned that they are constantly updating. R Wilson advised that it is the CBFCO responsibility to have this information for their relevant Shire.

P Thurkle advised that he has a copy of their facility plan from 2011 but he said it might not meet legislative requirements as it is outdated.

S Kirkham questioned if there was a trigger point for the District Officer to attend. G McAneny said yes and advised that 2 x career trucks, the CBFCO and Harvey VFRS would also attend.

### 6.6 DFES - Acting District Officer Wellington - G McAneny

G McAneny thanked everyone for their support during the high threat period.

**7. NEXT MEETING**

The next Local Emergency Management Committee meeting will be held on Wednesday 2 August 2023 commencing at 10:00am. The meeting will be held at the 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 10:30am.

**I confirm that these minutes were confirmed at the Local Emergency Management Committee (LEMC) meeting held on Wednesday 2 August 2023 as being a true and correct record of proceedings.**



\_\_\_\_\_  
**LEMC Chairperson**

02/08/2023

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**Date**