



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES
27 February 2025 – 9.00AM
MR – Function Room

1. OPENING OF MEETING

Mayor Margaret Thomas at 9.03am

2. ATTENDING MEMBERS

Cr Margaret Thomas – City of Kalamunda – Mayor	MT
Luke Ellis – City of Kalamunda – Director Community Services	LE
Freya Ayliffe – City of Kalamunda – Manager Community Health & Safety	FA
Grant Howatson – City of Kalamunda – Snr Fire & Emergency Management Officer	GH
Adam Salathiel – City of Kalamunda – Coordinator Building Services	AS
Nick Wilkinson – City of Kalamunda – Coordinator Recreation Facilities	NW
Isabella Henry – City of Kalamunda – CRO Community Safety (Secretary)	EM
Mike Ward – City of Kalamunda Community Emergency Services Manager (CESM)	MW
Paul Postma – District Officer Southeast (DFES)	PP
Tony Moiler – KVFRS – Captain	TM
Judy Brand – Kalamunda Hospital	JB
Helen Deacon – Kalamunda SHS – Principal	HD
Cheryl Gole – Red Cross	CG
Brett Hopley – DPIRD – State Animal Welfare in Emergencies Coordinator	BH
Ryan Hamblion – Department of Communities – Senior District Emergency Service Officer	RH
Danielle Clark – Department of Communities	DC
Sinead McGuire – City of Kalamunda – Director Asset Services	SM
Donna Gardiner – Lesmurdie SHS	DG
Donna Morgan - DEFS - DEMA	DM
Judy Brand – Kalamunda Hospital	JB
Danielle Clark – Department of Communities Metropolitan Regional Officer	DC

APOLOGIES (MEMBERS)

Gary Ticehurst – City of Kalamunda – Director Corporate Services	GT
Amanda Widjaja – City of Kalamunda – Manager Asset Maintenance	AW
Nathan Ritchie – City of Kalamunda – Director Development Services	NR
Warwick Martindale – SES – Deputy Unit Manager	WM
Brad Robinson – WA Police – OIC Forrestfield (Deputy Chair)	BR
Tim Parry – City of Kalamunda – Coordinator Community Safety	TP
Lloyd Peters – City of Kalamunda - Manager ICT	LP
Kerry Chipchase - Lesmurdie SHS	KC
Jo Harris - Kalamunda Hospital	JH



PROXY IN ATTENDANCE

Donna Gardiner (for Kerry Chipchase)	DG
Simon Griffiths – City of Kalamunda – Coordinator ICT Operations (for Lloyd Peters)	SG
Judy Brand (for Jo Harris)	JB

3. CONFIRMATION OF MINUTES
LEMC Meeting 28 November 2024

Moved – Grant Howatson
Seconded – Tony Moiler
Passed Unanimously

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1 Nil

5 PRESENTATIONS

- 5.1 Grant Howatson – City of Kalamunda Senior Fire and Emergency Management Officer
Presentation on 2024 City of Kalamunda Operation Response Exercise - Paw-sitive
Presentation is available on request
- 5.2 Donna Morgan – Department of Fire and Emergency Services – District Emergency Management Advisor
Presentation on The State Emergency Management Framework – Back to Basics – followed up with a short group exercise
Presentation is available on request

6. CORRESPONDENCE IN/OUT

- 6.1 **IN** WALGA Emergency Management January 2025
- 6.2 **IN** Department of Communities – Quarterly Report 3rd Quarter 2024-2025
- 6.3 **IN** Australian Red Cross – Heatwave Preparedness for People Living with a Disability or a Chronic Health Condition
- 6.4 **IN** Australian Red Cross – How to prepare for a heatwave
- 6.5 **IN** SES Volunteers Association - December 2024 Newsletter
- 6.6 **IN** Department of Fire and Emergency Services – Disaster Ready Fund



7 GENERAL BUSINESS

- 7.1 RH The Department of Communities have cut down the Local Emergency Relief and Support Plan (LERSP), if you are going to publicly publish this document in libraries, please remove the evacuation centres from the document.

8 AGENCY UPDATE

- 8.1 DEPARTMENT OF FIRE AND EMERGENCY SERVICES MW
 - 8.1.1 It's been a normal summer with few incidents. Local crews deployed to the Cyclone in the North of WA, fortunately there was not a lot of devastation.
 - 8.1.2 Mike Hall was deployed to the recent fires in Victoria for a week. We have had nothing in the local area.
- 8.2 DEPARTMENT OF COMMUNITIES RH
 - 8.2.1 I have sent through the quarterly report, high threat season with preparedness exercises hoping to assess the norther suburbs.
 - 8.2.2 Department of Communities has also reviewed local support services such as accommodation.
 - 8.2.3 We will be recommencing evacuation centre training and we are championing application for Disaster Relief Funding.
 - 8.2.4 Department of Communities have been activated 11 times this season. We had a lot of staff deployed for the cyclone in the North of the state.
 - 8.2.5 The State Support Plan was approved. The main change was Level 1 incidents now qualify for accommodation. Those eligible will be provided up to 3 days housing. The type of questions the department ask community, (Do you have friends and family? Do you have insurance? Is the home owned by Department of Communities?).
 - 8.2.6 Danielle Clark is the new Metropolitan Regional Officer and has taken over from Naomi Jory.
- 8.3 KAL - COORDINATOR ICT OPERATIONS SG
 - 8.3.1 Business as usual, it is good to hear that Cyber Security will be recognised as a hazard with the State Government.



- 8.3.2 The City is currently undergoing the process of obtaining new cyber security. This is currently with the tender process.

- 8.4 PERTH AIRPORT NP
 - 8.4.1 Perth Airport has been busy in the aviation space, we had the incident which occurred on Rottnest Island. We would like to make everyone aware that the report for this is available on the ATSB (Australian Transport Safety Bureau) website.
 - 8.4.2 The Delta Fire Incident occurred and there was a massive response to that. Perth Airport has been picking up all the findings and trying to learn from the experience.
 - 8.4.3 November 2024, Perth Airport conducted a full-scale plane crash exercise. The plane had crashed and wasn't initially on fire, then turned into a fire. We have a report on the exercise which is lengthy compared to the last exercise in November 2022. We are working towards fixing the issues from the exercise and it will be summarised in the annual report.

- 8.5 KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE TM
 - 8.5.1 There has been nothing significant, usual run of traffic accidents, property fires and arson. There was a deliberate fire lit on Silverdale Road, potentially by children. Thankfully, nothing significant occurring in these incidents.

- 8.6 LESMURDIE SENIOR HIGH SCHOOL DG
 - 8.6.1 Smooth start to the year. The hot weather policy has been activated one week out of the four so far. We also conducted our first fire drill for the year which encompassed our near year 7's. They did well.
 - 8.6.2 The Hot weather policy consists of all students are not allowed out on the oval or the basketball courts. Students are required to come into collegiate spaces with air conditioning such as libraries.

- 8.7 KALAMUNDA SENIOR HIGH SCHOOL HD
 - 8.7.1 Kalamunda has been the same for the heatwave. The school has identified a new app, the Physical Education department found it. The App is called SMA Extreme Heat Policy. The app links BOM, Location and Activity, risk rating and things to do to mitigate the risk while exercising outside. We have been using this proactively with parents, who has been happy with the information [SMA Extreme Heat Policy](#).
 - 8.7.2 We had a meeting with the Bibbulmun Network Principals. That was reinforced by the Coordinator of Regional Officers, it has been the smoothest start to the year in 8 or 9 years in the education space.
 - 8.7.3 We have Department of Fire and Emergency Services coming out for our routine bushfire inspection.
 - 8.7.4 Our new building is still being built. The builders are thinking they will be



finished by the end of Term 1. The school will not be moving into the building until Term 3.

8.7.5 We had occupancy just as we returned to school in the new year in our new Visual Art Block at the beginning of the year.

8.7.6 Low cohort numbers in primary schools. We up in the Senior School. This is not from intake but just seems to be across the other years with about 40 new enrolments.

8.8 KALAMUNDA HOSPITAL JB

8.8.1 Kalamunda Hospital is updating all its Emergency Action Plans. We have had a massive clean-up. We are overdue for our inspection through the brigade for our drill.

8.9 CITY OF KALAMUNDA – COORDINATOR RECREATIONAL FACILITIES NW

8.9.1 Facilities has been very busy, business as usual for us.

8.10 Department of Fire & Emergency Services (DFES) - DEMA DM

8.10.1 Handouts for the presentation will be passed around.

8.10.2 The LEMA Program has gone out for Expressions of Interest, I will send through the information to Freya Ayliffe to circulate, this is a good opportunity.

8.10.3 The DEMC meeting has been planned for May, please make sure people of interest are invited to participate.

8.10.4 The disaster recovery has been done just in time for the training module, there is a suite of information sessions on the DFES website and a link also on the document circulated.

8.10.5 The Disaster Ready Fund can be used for additional subsidies, not just improvements but also new infrastructure.

8.11 RED CROSS CG

8.11.1 We have had a quiet summer. Red Cross has a new initiative in Community Disaster Resilience. Working disaster resilience with Cultural Communities, First Nations People, LGBTQI+. That program is going together now.

8.12 CITY OF KALAMUNDA – DIRECTOR ASSET SERVICES SM

8.12.1 The Poly Shot Hole Borer has increased; we have started to see an increase in the location. We have seen infestations in the range of 20-50 trees.



8.13 CITY OF KALAMUNDA – SENIOR FIRE AND EMERGENCY MANAGEMENT OFFICER GH

8.13.1 The City of Kalamunda Community Safety team was successful in receiving funding through the (Disaster Relief Fund), the agreement has now been signed and the City can commence upgrade replacement of the Fire Danger Rating signs to a digital system.

NEXT MEETING

29 May 2025

9 CLOSURE

Meeting closed at 10.45am