

# Local Emergency Management Committee Minutes 25 August 2021

Held in Council Chambers, 6177 Great Northern Highway, Bindoon

Commencement: 10:00am    Closure: 11:39am

## MEMBERSHIP AS AT 23 OCTOBER 2020

Members	Deputies
<b>Chair</b> Shire President, Cr Kylie Hughes	<b>Deputy Chair</b> Shire Deputy President, Cr Carmel Ross
<b>Executive Officer</b> Community Emergency Services Manager / Chief Bush Fire Control Officer	Deputy Chief Bush Fire Control Officers
Local Recovery Coordinator	
Executive Manager Development Services	
Executive Manager Technical Services	
Executive Manager Corporate Services	
Principal Environmental Health Officer	
Principal Building Surveyor	
Local Welfare Liaison Officer	
St Johns Ambulance Gingin/Chittering representative	
WA Police – Gingin representative	
Department of Communities representative	
DFES District Officer – Metropolitan North East	
DFES District Emergency Management Advisor	
Department of Defence representative	
Department of Health representative	
Department of Primary Industries & Regional Development representative	
Western Australian Meat Industry Authority representative	
Bindoon Primary School representative	
Edmund Rice College representative	
Immaculate Heart College representative	

### Objectives

- (a) To plan, administer and test the Local Emergency Management Arrangements.
- (b) To keep up to date the Contact details in the Local Emergency Management Arrangements.
- (c) Meet and produce post-incident reports.
- (d) Meet and produce post-exercise reports.
- (e) Produce an Annual report.
- (f) Produce and approve an Annual Business Plan.

The Committee will advise the local government all matters relating to Emergency Management.

### Tenure of Membership

Shall be in accordance with the *Emergency Management Act 2005, Section 38(4)*.

### 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 27 August 2021.



Matthew Gilfellon  
Chief Executive Officer

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 24 November 2021.

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 10:00am.

*Good morning ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. 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	Councillor & Chair
	Cr Carmel Ross	Councillor & Deputy Chair
	Matthew Gilfellow	Chief Executive Officer
	Dave Carroll	Community Emergency Services Manager & Chief Bushfire Control Officer
	Ryan Hamblion	Department of Communities
	Blythe Gooden	Department of Communities
	Marie Barton	Edmund Rice College
	Dave Harnett	Western Australian Police Force (Gingin)
	Daryl Coleman	Swan SES
	Ben Banyai	WAMIA
	Tim Collins	WAMIA
	David Wilson	Deputy Chief Bush Fire Control Officer – South
	Phill Humphry	Deputy Chief Bush Fire Control Officer - Central
	Peter Stuart	Executive Manager Development Services
	Natasha Kaweme	Principal Environmental Health Officer
	Dennis Badcock	St Johns Ambulance
	Murray McBride	Department of Fire & Emergency Services
	Jim Garrett	Executive Manager Technical Services
	Rick Choules	St Johns Ambulance
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Liz Coles	CWA – Bindoon Belles
	Dr. Rod Thompson	Department of Primary Industries & Regional Development
	Lisa Kay	Community Development, Shire of Chittering

### 2.2 Apologies

Kim Klug	Department of Health
Natalie Osmetti	St Johns Ambulance
Linda Toms	Bindoon Primary School

## 2.3 Approved leave of absence

Nil

## 3. DISCLOSURE OF INTEREST

Nil

## 4. CONFIRMATION OF PREVIOUS MINUTES

### 4.1 Local Emergency Management Committee meeting: 25 November 2020

#### 4.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Kylie Hughes

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 25 November 2020 be confirmed as a true and accurate record of proceedings.

**CARRIED UNANIMOUSLY**

## 5. DESKTOP EXERCISE

A desktop exercise was facilitated by David Carroll. The scenario involved a collision between two trucks within the Bindoon town site, directly affecting the Shire Administration building.

- *Cr Carmel Ross left the meeting at 11:00am*
- *Cr Kylie Hughes left the meeting at 11:24am*
- *Ryan Hamblion and Blythe Gooden left the meeting at 11:26am*

## 6. REPORTS

### 6.1 Department of Fire and Emergency Services – District Officer (North East Metropolitan)

Murray McBride spoke to the following:

- Principals workshop being held. Schools are being contacted to attend sessions being held in the first week of November.
- Discussion was held regarding school bus drop offs and issues that have arisen in the past.

### 6.2 St John Ambulance & Tronox

Dennis Badcock spoke to the following:

- New subcentre building has completed construction and is currently in use. Dennis gave thanks given to all concerned in the process of construction.
- The new subcentre is equipped used for future incidents and is available for use during an emergency.
- Tronox has employed a new Senior Safety Officer and have new breathing apparatus sets.
- Water tanks at the Tronox site are available for use in emergencies.

**6.3 Western Australian Police**

Dave Harnett detailed the new Rural Watch program and how it is currently expanding into Chittering. WhatsApp is being used to facilitate communication as part of the Rural Watch. Phill Humphry requested information regarding the way the Rural Watch will be run. Phill detailed the format of the Rural Watch when Fire Control Officers were involved.

**6.4 Community Emergency Services Manager & Chief Bushfire Control Officer**

David Carroll presented Dennis Badcock with a Chief's award for his service in the Brigade and local Emergency Services.

**7. NEXT MEETING**

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 24 November 2021 commencing at 10am.

**8. CLOSURE**

The Chief Executive Officer declared the meeting closed at 11:39am.