



## **LOCAL EMERGENCY MANAGEMENT COMMITTEE**

### **AGENDA**

**07 DECEMBER 2021**

**14 White Street  
Brookton, WA 6306**

<b>5.30</b>	<b>pm</b>	<b>COMMENCEMENT OF MEETING</b>
<b>6.30</b>	<b>pm</b>	<b>CLOSURE OF MEETING</b>



## **NOTICE OF MEETING**

### **LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**07 DECEMBER 2021**

**14 White Street  
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Local Emergency Management Committee Meeting of the Brookton Shire Council will be held on 7<sup>th</sup> December 2021, in the Council Chambers at the Shire Administration Centre commencing at 5.30pm.

The business to be transacted is shown in the Agenda.

A handwritten signature in black ink that reads "P. Sheedy".

**Paul Sheedy**  
**ACTING CHIEF EXECUTIVE OFFICER**  
29/11/21

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### **1.12.21 DECLARATION OF OPENING / ATTENDANCE**

The Presiding Member declared the meeting open at 5.30pm.

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

### **2.12.21 CONFIRMATION OF PREVIOUS MINUTES**

*That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 14 September 2021, be confirmed as a true and correct record of the proceedings.*

### **3.12.21 PRESENTATIONS**

Nil.

### **4.12.21 STANDING ITEMS TO BE CONSIDERED AT EACH MEETING**

#### **4.12.21.01 UPDATE OF CONTACTS AND RESOURCES REGISTER**

Member agencies are required to review the document and provide details of required updates before next meeting.

- Any changes required for the current contacts and resources register?

#### **4.12.21.02 CHANGE OF POSITIONS/LEAVE, AND ACTING ARRANGEMENTS NOTIFICATION**

Leaving positions:

- Paul Sheedy – Shire of Brookton - Acting Chief Executive Officer (31<sup>st</sup> January 2022)
- Kellie Bartley – Shire of Brookton - Manager Corporate & Community (31<sup>st</sup> December 2021)

New positions:

- Gary Sherry – Shire of Brookton - Chief Executive Officer (31<sup>st</sup> January 2022)
- Kylie Freeman – Shire of Brookton – Additional Local Recovery Co-Ordinator

#### **4.12.21.03 INCIDENT SUPPORT GROUP ACTIVATIONS**

Nil.

#### **4.12.21.04 RISK PROFILE CHANGE**

Nil.

#### **4.12.21.05 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

Current Plan – Adopted by Council August 2020 (OCM 08.20-16)

*The Committee agreed at the September LEMC Meeting, to wait to review the LEMA until after the new CEO commences with the Shire of Brookton.*

#### 4.12.21.06 LOCAL RECOVERY PLAN

- Overview of requirements for Local Recovery presented by Sandie Spencer
- Outcomes/Actions for Shire of Brookton Local Recovery Plan
  - Present Draft Local Recovery Plan at next LEMC meeting in 2022
  - Engage with DoC in 2022 – to engage with LEMC and community for a scenario at WB Eva
  - Identify working group and subcommittees

#### 4.12.21.07 REPORT AND/OR DEBRIEF ON ANY LEMC EXERCISE(S)

**Exercise** – Recovery General exercise

- To raise the awareness of shire staff, elected council members and the LEMC members regarding the foundations, knowledge of post disaster recovery roles and responsibilities.

#### 5.12.21 BUSINESS ARISING FROM PREVIOUS MINUTES

**LEMC Exercise – Community Disaster Resilience Scorecard**

**LEMC 09.21-02**

**COUNCIL RESOLUTION**

**MOVED Cr Crute SECONDED Cr Macnab**

*That Shire staff, (CESM & 2 x Local Recovery Coordinators), extract from the Community Disaster Resilience Scorecard, an action list based on the priority scoring, to be brought back to the next LEMC meeting.*

**CARRIED 6/0**

- Community Disaster Resilience Scorecard as contained in **Attachment 1.**
- Action List created and detailed in **Attachment 2.**

#### 5.12.21.01 DRAFT MOU – EMERGENCY RESOURCE SUPPORT – BEVERLEY/ BROOKTON/ PINGELLY/ WANDERING

**Draft MOU – Emergency Resource Support – Beverley, Brookton, Pingelly and Wandering**

- Consideration and discussion on the current Local Government MOU as contained in **Attachment 3.**
- Draft MOU – Emergency Resource Support – as contained in **Attachment 4.**

#### 6.12.21 GENERAL BUSINESS

- Request from Council for Brookton Volunteer Fire and Rescue Service to review an emergency evacuation drill for Kalkarni – Baptist Care.

#### 6.12.21.01 COMMUNITY EMERGENCY SERVICES MANAGER (JASON CARRALL) REPORT

#### 6.12.21.02 ATTENDEE REPORTS AROUND THE ROOM

**7.12.21 CORRESPONDENCE**

<b>Date</b>	<b>Correspondence From</b>	<b>Subject</b>
20.09.2021	Adam Smith – DFES	Local EM Forum Presentation & Outcomes
08.11.2021	Adam Smith – DFES	Emergency Preparedness and the NBN Network – 1 <sup>st</sup> December 2021

**8.12.21 NEXT MEETING AND CLOSURE**

Next meeting dates:

- Tuesday 8<sup>th</sup> March 2022 – 5.30pm