



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

7 DECEMBER 2021

These minutes were confirmed by Local Emergency Management Committee as a true and correct record of proceedings by the Local Emergency Management Committee Meeting held on 6./3./22

Presiding Member:  Date: 6 March 2022

Shire of Brookton
Local Emergency Management Committee held 7 December 2021
Commenced at 5.30 pm

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1.12.21 DECLARATION OF OPENING/ATTENDANCE

Attendance

The Presiding Member opened the meeting 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.

Attendance (Voting)

Cr Katrina Crute	Shire President	
David Johnstone	Officer in Charge Brookton Police	
Joanne Spadaccini	Department of Communities	(attended via zoom)
Murray Hall	Chief Bushfire Control Officer	
Darren Simpson	Brookton District High School	
Drew Richardson	St Johns Ambulance	(attended via zoom)
Paul Leiper	Acting Area Officer Narrogin	(attended via zoom)

Staff (Non-Voting)

Paul Sheedy	Acting Chief Executive Officer
Jason Carrall	Community Emergency Services Manager
Sandie Spencer	Local Recovery Officer
Kylie Freeman	Local Recovery Officer

Apologies

June Harwood	Baptistcare
Alison Lacey	Department of Primary Industries and Regional Development
Phillip Crute	St Johns Ambulance
Cr Gail Macnab	Councillor
Rodney Thornton	RoadWise – WALGA
Kylie Nottle	Silverchain
Kellie Bartley	Manager of Corporate and Community
William Wilkinson	Brookton Volunteer Fire and Rescue
Neville Blackburn	Department of Communities
Cliff Fishlock	St John Ambulance
Danni Chard	Executive Governance Officer

2.12.21 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

LEMC 11.21-01

COUNCIL RESOLUTION

MOVED K. Crute SECONDED M. Hall

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.

CARRIED

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 (31st January 2022)
- Kellie Bartley – Shire of Brookton - Manager Corporate & Community (31st December 2021)

New positions:

- Gary Sherry – Shire of Brookton - Chief Executive Officer (31st January 2022)
- Kylie Freeman – Shire of Brookton – Additional Local Recovery Officer

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

Due to limited numbers in attendance, the Recovery presentation will be presented at the March 2022 meeting.

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.

The exercise postponed to the March 2022 meeting, due to low attendance.

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.**
The LEMC committee received the scorecard – noted.
- 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.**

Both MOU's to be reviewed with Gary Sherry – CEO commences in February and to understand what scale event triggers the MOU's.

LEMC 12.21-01

LOCAL EMERGENCY MANAGEMENT COMMITTEE MOTION

MOVED K. Crute SECONDED D. Simpson

LEMC request Council review of the exiting Central Country Zone MOU and to expand and update to include administrative resources in the event of an incident and forwarded to the Zone.

CARRIED

6.12.21 GENERAL BUSINESS

LEMC 12.21-02

LOCAL EMERGENCY MANAGEMENT COMMITTEE MOTION

MOVED Cr. Crute SECONDED M. Hall

That the Local Emergency Management Committee:

- 1. Write to all Local Emergency Management Committee members (or their delegates), explaining what LEMC is, and the importance of this committee, and to request attendance of a representative at all future meetings.***
- 2. Write to Baptistcare and request an updated version of their Emergency Management policies and procedures.***

CARRIED

- Request from Council for Brookton Volunteer Fire and Rescue Service to review an emergency evacuation drill for Kalkarni – Baptist Care.
 - Paul Leiper (DFES) expressed the responsibilities of the Brookton VFRS, and that a copy of the evacuation plan and a walk through of the building would be beneficial.

6.12.21.01 COMMUNITY EMERGENCY SERVICES MANAGER (JASON CARRALL) REPORT

- There has been quite a bit of activity in the neighbouring shires, however so far Brookton is doing well.
- Bush Fire Brigades still have not sent through the COVID 19 certificates. Numerous emails have been sent. Need to send out more reminders. As of 1st January 2022, volunteers are classified as “employees” of the local government under the proposed Work Health and Safety legislation.
- The fire shed at West Brookton has been approved. There is a small delay through Landgate, regarding the land usage. The brigade has offered to do earthworks for the shed.
- Over the next few days, the weather is not looking favourable, with dry lightning, hot temperatures, and winds.

6.12.21.02 ATTENDEE REPORTS AROUND THE ROOM

Murray Hall – Chief Bushfire Control Officer

- Minimal amount of harvest bans at this stage
- Good communication with Beverley and Pingelly Chiefs Bushfire Control Officers.
- Beverley had tip fire. Troy Bassett asked for learnings from the fire
- Overview of Shire of Brookton tip – large stores of oil, which need to be actioned.

Paul Leiper – Acting Area Officer Narrogin West

- Weather forecast for the next few days are a concern for the region.

Drew Richardson – St Johns Ambulance

- Discussion regarding COVID and to liaise with Baptistcare to gain understanding to moving/transporting multiple patients, including infected, and noninfected. Gain knowledge of the PPE available.
- Preparation in advance has ensured that Brookton and Pingelly sub centres have sufficient stocks of PPE.

- Royal Flying Doctor Service have two helicopters to transfer patients to hospital. 250km range. This will free up the RAC helicopters.

Jo Spadaccini – Department of Communities

- Requested Shire of Brookton Admin to complete the exercise activity to test Emergency Arrangements over the Christmas Period.
- Forwarded through new updated contact numbers (afterhours number, and Narrogin numbers).
 - See attachment “LEWP – Wheatbelt – Narrogin – Local Emergency Welfare Plan – June 2021”

Darren Simpson – Principal Brookton District High School

- Department of Education have informed schools to be COVID ready and to have distance education learning for the 2022 year ready to go.
- No staff will be allowed on site if not double vaccinated.
- RAC chopper rang school to inform they would be landing on oval and to have all students clear of the area (November 2021).
- Will the COVID Sub Committee be activated.
 - Katrina informed that WAPOL will activate under the Emergency Management Act – if required.

David Johnston – Sargent Brookton Police

- Police are working with the Health Department, and the indigenous community to encourage vaccinations.
- Staffing levels are tight, with Christmas leave and 3 officers have been stood aside at Narrogin due to not being vaccinated.

Paul Sheedy – Acting CEO

- Works crew will be on leave for three weeks over the Christmas period. Office will be closed for five days.
 - Emergency numbers are published on the Shire’s facebook page. With the CESM & CEO being ‘on call’ for this period.
 - Murray expressed concerns about obtaining equipment over Christmas period.

Katrina Crute - Chairperson

- Thank you to everyone for their time and continued support over the past year. Merry Christmas to all.

7.12.21 CORRESPONDENCE

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

8.12.21 NEXT MEETING AND CLOSURE

Next meeting dates:

- Tuesday 8th March 2022 – 5.30pm

The Shire President declared the meeting closed at 6:52pm.