



**Local Emergency Management  
Committee Minutes  
26 November 2021**

Council Chambers, 6177 Great Northern Highway, Bindoon  
Commencement: 10:00am      Closure:

## MEMBERSHIP AS AT 17 NOVEMBER 2021

Members	Deputies
<b>Chair</b> Cr Kylie Hughes	<b>Deputy Chair</b> Shire President, Cr Aaron King
<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 17 December 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	Chairperson
	Matthew Gilfellon	Chief Executive Officer
	Daryl Coleman	Swan SES
	Dave Harnett	Western Australian Police
	Adam Robertson	Western Australian Police
	Jim Garrett	Executive Manager Technical Services
	Rick Choules	St John Ambulance
	Natasha Kaweme	Principal Environmental Health Officer
	Peter Stuart	Executive Manager Development Services
	Lisa Kay	Community Development Coordinator
	Jacinta Herbert	Department of Health (phone in)
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)

### 2.2 Apologies

Kelly Trinne	Department of Communities
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### 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 August 2021

<b>4.1 OFFICER RECOMMENDATION</b>
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<p>That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 25 August 2021 be confirmed as a true and accurate record of proceedings.</p>
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<p><b>CARRIED UNANIMOUSLY</b></p>
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### 5. WESTERN AUSTRALIAN POLICE & DEPARTMENT OF HEALTH

Western Australian Police have been tasked with assisting Department of Health to increase the rate of vaccinations in WA before the borders open. Dave Harnett from Gingin Police and Jacinta Herbert from Department of Health provided information to the Committee.

The Committee discussed statistics and strategies that could be used to encourage more vaccinations in the Shire of Chittering. Further information regarding funding will be sent by Dave Harnett and statistics will be provided to the Shire by Jacinta Herbert. Lisa Kay will send a list of events that have been organised to Dave Harnett.

### 6. CLOSURE

The Chairperson declared the meeting closed at 10:53am.