

Local Emergency Management Committee Agenda

Wednesday 23 February 2022

To be held via Zoom
Commencing at 10:00am

MEMBERSHIP AS AT 20 OCTOBER 2021

Members	Deputies
Chair Cr Kylie Hughes	Deputy Chair Cr Aaron King
Executive Officer 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

TABLE OF CONTENTS

1.	DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS.....	1
2.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE.....	1
2.1	Attendance	1
2.2	Apologies	2
2.3	Approved leave of absence	2
3.	DISCLOSURE OF INTEREST	2
4.	CONFIRMATION OF PREVIOUS MINUTES.....	2
4.1	Local Emergency Management Committee meeting: 26 November 2021	2
5.	COVID-19 COMMUNITY RESPONSE	2
6.	NEXT MEETING	3
7.	CLOSURE	3

Notice is hereby given that a meeting of the Local Emergency Management Committee will be held on Wednesday, 23 February 2022 via Zoom commencing at 10.00am.

Matthew Gilfellow
Chief Executive Officer

1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson to declare the meeting open.

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, Councillor, Shire of Chittering
	Matthew Gilfellow	Chief Executive Officer
	David Carroll	Chief Bushfire Control Officer
	David Harnett	WA Police – Gingin
	David Wilson	Deputy Chief Bushfire Control Officer – South
	Marie Barton	Edmund Rice College
	Phillip Hay	Department of Fire & Emergency Services
	Natasha Kaweme	Principal Environmental Health Officer
	Ryan Hamblion	Department of Communities
	Shaun Plummer	Swan SES
	Steve Wainwright	WAMIA
	Lisa Kay	Community Development, Shire of Chittering
	Tamara Carpenter	Immaculate Heart College
	Craig Spencer	St John Ambulance
	Rachel Christian	Department of Health
	Margaret Smith	Department of Health
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Liz Page	CWA Bindoon Belles
	Tamieka Preston	Locavore Store
	Omid Zare	Bindoon Pharmacy
	Mary Angus	Chittering Health
	Anne Maree Hagge	Bindoon Bakehaus & Cafe
	Leanne Phillipson	Bindoon Bakehaus & Cafe

2.2 Apologies

Blythe Gooden	Department of Communities
Murray McBride	Department of Fire and Emergency Services

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Members must declare to the Chairperson any potential conflict of interest they have in a matter as soon as they become aware of it.

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 26 November 2021

4.1 OFFICER RECOMMENDATION

That the minutes of the Local Emergency Management Committee meeting held on Friday, 26 November 2021 be confirmed as a true and accurate record of proceedings.

5. COVID-19 COMMUNITY RESPONSE

Matthew Gilfellon to address the meeting.

- Focus on COVID-19 and our local response in a high case load environment.
- The Department of Health have responsibility as the Hazard Management Agency however, as is the case with any emergency scenario, may require the support of all LEMC members should a major outbreak occur.
- There may be a requirement for us to call an ISG or special COVID 19 meeting when an outbreak occurs. For this reason we have extended invitations to key services such as our local grocery suppliers, chemists and other service providers to discuss our local responses should we need to consider the welfare needs of those who may be isolated, vulnerable or quarantining.
- Each agency/provider to consider preparedness and business continuity planning. This should include a basic plan if you and/or your staff have to quarantine or are ill. Particularly for those delivering key services.
- Consider our communications to ensure that these are timely and accurate. Health will provide all communications around the health side of the pandemic, however there may be many other community issues that need sharing, i.e. where to source assistance, opening and closing of facilities etc. If possible provide feedback loops so people can ask questions and clarify issues.
- While the Omicron variant is much more infectious it is less severe than other variants.

6. NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 25 May 2022 commencing at 10:00am.

7. CLOSURE

The Chairperson to declare the meeting closed.