

**Local Emergency Management  
Committee Meeting Minutes  
Wednesday 23 February 2022**

Held via Zoom

Commencement: 10:04am      Closure: 10:46am

## MEMBERSHIP AS AT 20 OCTOBER 2021

Members	Deputies
<b>Chair</b> Cr Kylie Hughes	<b>Deputy Chair</b> 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  
4 March 2022.



Matthew Gilfellon  
Chief Executive Officer

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 25 May 2022.

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 10:04AM.

*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

Members:	Cr Aaron King	Chairperson, Shire of Chittering Councillor
	Matthew Gilfellow	Chief Executive Officer
	David Carroll	Community Emergency Services Manager
	Dave Harnett	WA Police – Gingin
	Marie Barton	Edmund Rice College
	Phillip Hay	Department of Fire & Emergency Services
	Ryan Hamblion	Department of Communities
	Daryl Coleman	Swan SES
	Ash Smith	Swan SES
	Steve Wainwright	WAMIA
	Tamara Carpenter	Immaculate Heart College
	Rachel Christian	Department of Health
	Amanda Robinson	Bindoon Primary School
	Pamela Darcy	RAAF Pearce
	Peter Stuart	Executive Manager Development Services
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Tamieka Preston	Locavore Store
	Omid Zare	Bindoon Pharmacy
	Cr Mary Angus	Chittering Health Centre
	Lisa Kay	Community Development, Shire of Chittering

### 2.2 Apologies

Blythe Gooden	Department of Communities
Murray McBride	Department of Fire and Emergency Services
David Wilson	Deputy Chief Bushfire Control Officer – South
Dennis Badcock	St John Ambulance / Tronox
Margaret Smith	Department of Health
Cr Kylie Hughes	Chairperson, Councillor, Shire of Chittering

**2.3 Approved leave of absence**

Nil

**3. DISCLOSURE OF INTEREST**

Nil

**4. CONFIRMATION OF PREVIOUS MINUTES**

**4.1 Local Emergency Management Committee meeting: 26 November 2021**

**4.1 OFFICER RECOMMENDATION**

**Moved Matthew Gilfellon / Seconded David Carroll**

**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.**

**CARRIED UNANIMOUSLY**

**5. COVID-19 COMMUNITY RESPONSE**

Matthew Gilfellon addressed the meeting and initiated discussion on current situation. The weekly Shire Community Bus service is being postponed. This will have on locals having access to goods and services they are unable to obtain on their own. Matthew opened the discussion to guests at the meeting.

Rachel Christian from Department of Health addressed the meeting. Rachel acknowledged that Department of Health are limiting services available face to face, however telehealth services are being made available. The main messages from Department of Health are ongoing encouragement of mask wearing, vaccinations, hand washing and the promotion of all measures to minimise the spread. Rachel to send the information to Jodie for distribution.

Rachel stated that the Shire of Chittering sits in the metropolitan health system and acknowledged that WA Country Health System (WACHS) sites that provide PCR Testing are further away than the metropolitan sites. The Committee discussed testing sites. Rachel stated that there is no obligation to go to WACHS testing sites and it's encouraged to go to wherever is closer. Rachel stated that it is recognised that there is an issue with the lack of testing in the Gingin and Chittering areas. Department of Health is aware that pop up testing site may be needed in a surge of cases.

Cr Mary Angus stated that she had wondered if there was a preference for testing and that the Chittering Health Centre sent people to Midland and Joondalup and that it would be better to have a local site for PCR testing. Rachel Christian stated that it may only be in a high case situation but will escalate the request within Department of Health.

Lisa Kay asked Rachel Christian about telehealth access to Chittering Health Centre. Rachel Chittering Health Centre are able to use telehealth. Preference is that people access telehealth is from home.

Lisa Kay stated that the Shire has started distributing Pulse Oximeters however there is a limited supply with high demand. The Pulse Oximeters are only available to a certain demographics.

Tamiaka Preston addressed the meeting. The Locavore Store is able to deliver to people however with a limited number of staff, their ability to provide this service would be impacted should any of them be affected. The impact would reduce capacity and not necessarily stop trade. Lisa Kay stated that the Bindoon Butcher also has a truck and that there was a possibility of pooling resources.

Cr Mary Angus stated that Chittering Health Centre currently has ability to do phone consults however the service is subject to limited staff.

Omid Zare addressed the meeting and states that the delivery of medication supplies and being able to supply the community in a timely manner. Omid stated that it would be helpful to advertise in local newsletters to help let the public know when there is impact on delivery times.

Matthew Gilfellow described the services offered by the Library which was able to assist the chemist with deliveries previously. Lisa Kay stated that the Shire can disseminate information on behalf of businesses in our newsletters and correspondence and for any information can be sent to Jodie to send on to Shire officers in Community Development. The Shire is happy to work with local businesses to help support deliveries.

Tamiaka Preston addressed the meeting and offered to also work with Chemist with deliveries. Discussion was held by the Committee regarding pooling resources to assist each other deliver their respective products. Cr Aaron King stated that pooling resources would require a level of coordination to ensure success.

Matthew Gilfellow addressed others at the meeting to provide updates from their respective organisations. Pamela Darcy addressed the meeting and stated that RAAF Pearce had plans in place.

Daryl Coleman addressed the meeting and stated that training is coming to a close to prevent spread within the service. State Emergency Services are still working out how they will crew and attend call outs to prevent the spread between members. The service is managing the situation as it changes. Matthew Gilfellow requested whether SES had been asked to support as extra resource. Daryl confirmed the service's involvement with supplying rapid antigen tests but have not been asked to do any additional work.

David Carroll addressed the meeting and stated that Bushfire Brigades have already implemented a stop in training and meetings. Numbers of members in the Chittering Fire Service have dropped since the vaccination mandate, however the core membership has been retained. Over the season there has been a good attendance to incidents. Online training going for induction to be ready when physical training can restart.

Dave Harnett addressed the meeting and stated that directions and mandates changing a lot. Compliance has been quiet. Business continuity plans are in place and it is projected that the situation will constantly evolve until peak of infection in the community. Support will be given to both Gingin and Chittering areas

Phil Hay addressed the meeting stating that business continuity plans are in place.

Ryan Hamblion addressed the meeting stating that evacuation centres are to be run like there is a community outbreak. All people manning evacuation centres are to wear full personal protective clothing and equipment with increased cleaning measures. COVID-19 positive people are still able to attend evacuation centres and need to make themselves known immediately, alternative accommodations will be sought for those people.

Tamara Carpenter addressed the meeting stating that the school is operating business as usual. Immaculate Heart College is putting plans in place and students are ready for remote learning. Schools in metropolitan area are affected more so at this point. Communications will be going out to parents and students as situation changes.

## 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 declared the meeting closed at 10:46am.