



**LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**MINUTES**

**27 June 2017**

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on ...../...../.....

**Presiding Member:**.....**Date:**.....

**Shire of Brookton**  
**Local Emergency Management Committee Meeting held 27 June 2017**  
**with a scheduled commencement at 5.30 pm**

**TABLE OF CONTENT**

<b>1.06.17</b>	<b>DECLARATION OF OPENING / ATTENDANCE .....</b>	<b>3</b>
<b>2.06.17</b>	<b>CONFIRMATION OF PREVIOUS MINUTES.....</b>	<b>3</b>
<b>3.06.17</b>	<b>BUSINESS ARISING FROM PREVIOUS MINUTES.....</b>	<b>3</b>
<b>4.06.17</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....</b>	<b>4</b>
<b>5.06.17</b>	<b>CORRESPONDENCE.....</b>	<b>4</b>
<b>6.06.17</b>	<b>GENERAL BUSINESS .....</b>	<b>4</b>
<b>7.06.17</b>	<b>NEW BUSINESS.....</b>	<b>8</b>
<b>8.06.17</b>	<b>NEXT MEETING &amp; CLOSURE.....</b>	<b>8</b>

**1.06.17 DECLARATION OF OPENING / ATTENDANCE**

The Presiding Member opened the meeting at 5.34pm and welcomed all for their attendance.

***(Voting members)***

Katrina Crute	Presiding Member / Shire President
Ian D'Arcy	Chief Executive Officer / Recovery Coordinator
Murray Hall	Chief Bush Fire Control Officer
Jo Spadaccini	Department of Child Protection & Family Services
Darren Simpson	Brookton District High School

***(Non-Voting)***

Drew Richardson	St Johns Ambulance WA Ltd
Rodney Thornton	Roadwise
Courtney Fulwood	Shire of Brookton

**Shire Representatives**

Sharyn Olsen	Infrastructure Officer (Minute Taker)
--------------	---------------------------------------

**Apologies**

Sargent Shane Hickman	Brookton WAPOL / Local Emergency Coordinator
Constable Nick Kilminster	Brookton WAPOL / Local Emergency Coordinator
Phil Crute	St Johns
Theresa Fancote	Shire Councillor
William Wilkinson	Brookton Volunteer Fire and Rescue
Scott Atkins	Brookton Volunteer Fire and Rescue
Paul Blechynden	Department of Fire & Emergency Services
Nina Carnaby	Baptist Care

**2.06.17 CONFIRMATION OF PREVIOUS MINUTES*****LEMC 06.17-1******COMMITTEE RESOLUTION***

***MOVED Murray Hall                      SECONDED Drew Richardson***

**That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 7 March 2017, be confirmed as a true and correct record of the proceedings.**

CARRIED BY SIMPLE MAJORITY VOTE

**3.06.17 BUSINESS ARISING FROM PREVIOUS MINUTES**

- Request for Balco and SP Hay to be invited to future Local Emergency Management Committee Meetings.

**4.06.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

- Shire President raised acknowledgement of St John’s Ambulance newsletter article of commendation of all of the Emergency Service Responders involved in the incident on Friday, 5<sup>th</sup> of May 2017.

**5.06.17 CORRESPONDENCE**

Nil

**6.06.17 GENERAL BUSINESS**

- Review Contact List

Organisation	Contact	Phone Number
Police	Officer in Charge Shane Hickman	9642 1000 0459 087 652
Brookfield Rail	Administration  Northam Control	9622 4631  9622 4690 or 9622 4627
Brookton District High School	Administration  Darren Simpson Principal  Sharee Declyn Deputy Principal	9642 1011  0417 150 227  0403 957 557
Department of Biodiversity, Conservation and Attractions	Regional Manager Narrogin Office	9881 2000
Department of Communities	Narrogin Office  Crisis Care (24hrs)	9881 0123  1800 199 008
Department of Fire and Emergency Services	Paul Blechynden Area Officer  Communications  Duty Officer – Albany	9881 1693 0427 580 481  1800 198 140  9845 5000
Department of Housing	Narrogin Office  Freecall	9881 9400  1800 093 325
Department of Primary Industries and Regional Development	Narrogin Office	9881 0222

Kalkarni Residency	Nina Carnaby	9642 0199 0420 962 651
Main Roads	Narrogin Office  After Hours Emergency Response  Works Manager <b>Position to be filled 08/17</b>  Cathy Morey Customer Service Manager  Rob Barnsley Acting Regional Manager	9881 0566  13 81 38 or 0408 310 989  0488 693 220  0428 912 799  0419 904 893
Shire of Brookton	Ian D’Arcy CEO  Vicki Morris Deputy CEO  Katrina Crute Shire President  Geoff Forward Principal Works Supervisor	9642 0203 0427 421 032  9642 0202 0437 661 388  9642 1049 0439 373 282  0428 972 968
Silver Chain Nursing Post and Home & Community Care	Administration	9642 1005
St John’s Ambulance	Emergency  Administration  Cliff Fishlock  Drew Richardson	000  9642 1313  0407 775 647  0437 524 088
Telstra	Faults  Scott Walsh Shire Account Manager	132 999  9726 7323
Volunteer Bush Fire Brigade  Chief Bush Fire Control Officer	Murray Hall	0428 421 367

Deputy Chief Bush Fire Control Officer	Travis Eva	0428 421 642
Volunteer Fire and Rescue	William Wilkinson Captain	0429 426 022
	Dean Atkins Apparatus Officer	0447 119 093
Water Corporation	Fault Reporting	13 13 75
Western Power	24/7 Emergency Line	13 13 51

- Review Resources List

Particulars	Number
Back Hoes	1
Buses	1
Chainsaws	4
Cherry Picker	1
Graders	2
Loaders	2
Trailers	2
Trucks	3 (2 Tandem Tippers)
Fire Tenders	2 x West Brigade
	1 x East Brigade
	1 x Central Brigade

- Review Distribution List

#### Distribution List

Organisation	Number of copies
Shire of Brookton	1
Local Emergency Coordinator	1
District Emergency Management Coordinator	1
Local Emergency Management Committee Members	12
Department of Fire and Emergency Services Local Units	1
Department of Fire and Emergency Services District Office	1
Brookton Volunteer Bushfire Brigades	3
WA Contract Ranger Service	1
Brookton Library	1
South East Avon Voluntary Regional Organisation of Councils	1
Shire of Beverley	1
Shire of Pingelly	1
Shire of Quairading	1
Shire of Wandering	1
Shire of Corrigin	1
Secretary State Emergency Management Committee (Electronic Copy)	1
Community Emergency Management Officer	1
Department of Communities	1

- Review LEMC Member List

<b>Brookton Local Emergency Management Committee Members</b>			
<b>Member Name</b>	<b>Organisation</b>	<b>Phone</b>	<b>Email</b>
<b>Voting</b>			
Katrina Crute	Presiding Member / Shire President	0439 373 282	<a href="mailto:sp@brookton.wa.gov.au">sp@brookton.wa.gov.au</a>
Sargent Shane Hickman	Brookton WAPOL / Local Emergency Coordinator	0459 087 652	<a href="mailto:shane.hickman@police.wa.gov.au">shane.hickman@police.wa.gov.au</a>
Ian D’Arcy	Chief Executive Officer / Recovery Coordinator	0427 421 032	<a href="mailto:ceo@brookton.wa.gov.au">ceo@brookton.wa.gov.au</a>
Murray Hall	Chief Bush Fire Control Officer	0428 421 367	<a href="mailto:murray@hillroy.com.au">murray@hillroy.com.au</a>
Jo Spadaccini	Department of Community Services	0429 102 614	<a href="mailto:joanne.spadaccini@cpfs.wa.gov.au">joanne.spadaccini@cpfs.wa.gov.au</a>
Nina Carnaby	Baptist Care	0420 962 651	<a href="mailto:nina.carnaby@baptistcare.com.au">nina.carnaby@baptistcare.com.au</a>
Phil Crute	St Johns Ambulance WA Ltd	0427 250 877	<a href="mailto:phillip@hsspingelly.com.au">phillip@hsspingelly.com.au</a>
Darren Simpson	Brookton District High School	0417 150 227	<a href="mailto:darren.simpson@education.wa.edu.au">darren.simpson@education.wa.edu.au</a>
Theresa Fancote	Shire Councillor	0418 914 705	<a href="mailto:misty.acres@westnet.com.au">misty.acres@westnet.com.au</a>
William Wilkinson	Volunteer Fire and Rescue Service	0429 426 022	<a href="mailto:angeandwill@bigpond.com">angeandwill@bigpond.com</a>
Paul Blechynden	Department of Fire & Emergency Services	0427 580 481	<a href="mailto:Paul.Blechynden@dfes.wa.gov.au">Paul.Blechynden@dfes.wa.gov.au</a>
<b>Proxy Required</b>	<b>Shire Councillor</b>		
<b>Non-Voting</b>			
Drew Richardson	St Johns Ambulance WA Ltd	0437 524 088	<a href="mailto:drew.richardson@stjohnambulance.com.au">drew.richardson@stjohnambulance.com.au</a>
Cliff Fishlock	St Johns Ambulance WA Ltd	0407 775 647	<a href="mailto:cfishlock4@bigpond.com">cfishlock4@bigpond.com</a>
Rodney Thornton	Roadwise	0409 689 313	<a href="mailto:rthornton@walga.asn.au">rthornton@walga.asn.au</a>
Brett Whittington	St Johns Ambulance WA Ltd		<a href="mailto:bswhitt@bigpond.com">bswhitt@bigpond.com</a>
Helen Rawlins	Silver Chain	9642 1005	<a href="mailto:helen.rawlins@silverchain.org.au">helen.rawlins@silverchain.org.au</a>
Sharee Declyn	Brookton District High School	0403 957 557	<a href="mailto:sharee.declyn@education.wa.edu.au">sharee.declyn@education.wa.edu.au</a>
Adam Smith	Office of Emergency Management	0429 104 007	<a href="mailto:adam.smith@oem.wa.gov.au">adam.smith@oem.wa.gov.au</a>
Scott Atkins	Volunteer Fire and Rescue Service	0427 308 454	<a href="mailto:scotty039@hotmail.com">scotty039@hotmail.com</a>

- Presentation – Ian D’arcy

Cyclone Olwyn presentation delivered by Chief Executive Officer outlining the challenges faced by local government in a real life Emergency event. Particular focus on Recovery effort needs and demands. See attachment 6.06.17.1

- Review Local Government role allocations

Local Recovery Co-ordinator  
Executive Officer to LEMC  
Local Government Liaison Officer  
Local Government Welfare Liaison Officer

- Exercise Selection

Desktop exercise suggestions included:

1. Parallel exercise with St John’s Ambulance who are currently reviewing formal training modules.
2. Exercise involving Brookton District High School
3. Exercise involving decanting patients to/from Kilkarni Residency

#### **7.06.17 NEW BUSINESS**

1. Email to be drafted regarding potential volunteering of community member owned plant and equipment in case of Emergency.
2. Investigation into potential Memorandum of Understanding arrangements with neighbouring Shires.

#### **8.06.17 NEXT MEETING & CLOSURE**

The next Local Emergency Management Committee meeting is scheduled for Tuesday 26 September 2017.

There being no further business the meeting was closed at 7.09pm.