



## **LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES**

Held on Wednesday, 28 July 2021 at 9:30am at the Cranbrook  
Regional Community Hub.

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**MINUTES OF THE  
LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
Held on Wednesday 28 April 2021 at 9:30am at the  
Cranbrook Regional Community Hub.

**1. DECLARATION OF OPENING**

The Chairperson Garry Adams declared the meeting open at 9.34am

**2. RECORD OF ATTENDANCE**

Garry Adams	Shire of Cranbrook – Acting Chief Executive Officer
Trish Standish	Shire of Cranbrook – Manager of Corporate and Community
Jeff Alderton	Shire of Cranbrook – Manager of Works
Anne Parsons	St John Ambulance - Cranbrook
Bernie Climie	Red Cross – Cranbrook
Teresa Lawson	Frankland River CRC - Manager
Neville Blackburn	Department of Communities
Kevin Bransby	Shire of Cranbrook – Community Emergency Services Manager
Robert Croft	Cranbrook Primary School
Wes Bailye	Department of Fire and Emergency Services
Vince Hilder	Department of Biodiversity, Conservation and Attractions
Jeff Osborne	WA Police – Cranbrook 2IC
Jo Scott	Shire of Cranbrook – Minute Taker

**3. APOLOGIES**

Joe Duina	Shire of Cranbrook – Ranger
Adam Smith	District Emergency Management Advisor - DFES
David Rae	St John Ambulance Community Paramedic
Julie Hollingworth	Director of Nursing - Mount Barker Hospital
John Bardon	Department of Primary Industries & Regional Development
Brian McCahon	Western Power

**GUESTS**

NIL

**4. CONFIRMATION OF MINUTES**

Moved Bernie Climie, seconded Neville Blackburn that the minutes of the meeting held on 28 April 2021 be confirmed as a true and accurate record.

## 5. REPORTS

### 5.1 Shire of Cranbrook CEO – Garry Adams

- Linda Gray has been appointed as the Chief Executive Officer of the Shire of Cranbrook and will begin 13 September 2021.
- The Adverse Events Plan was adopted at June 2021's Council meeting, the Plan is on the Shire of Cranbrook website.
- Kevin has recently been working on the Bushfire Risk Management Plan and has been endorsed by the Office of Bushfire Risk Management. The BRMP will go to Council in August 2021 for Councils endorsement.
- 22 July 2021 Council Meeting:
  - 2021/2022 Budget was adopted by Council.
  - BFAC Recommendations – Actions Taken, all Shire fire vehicles will be equipped with fuel cards, SMS register – an emergency phone will be purchased for admin staff to send afterhours texts, will also log incidents with DFES throughout fire season.
  - A proposed site for a new Fire Shed for Cranbrook Fire Brigade has been established. A reserve between the Gillamii Centre and Cranbrook Police Station. Consultation with the Gillamii Centre will be forthcoming.
- After a recent survey done on the Frankland River Medical service, positive results were viewed for the use of this service. Although rather costly, discussions will take place to provide this service again in Frankland River.

### 5.2 Cranbrook Police - Jeff Osborne

- The Shire of Cranbrook currently still has no permanent police staff, Natalie Wynne will begin duties on 12 August 2021. No second officer has volunteered for the post. Jeff Osborne will presumably be the point of call in the mean time until a second officer can be found.
- Serious crash recently near the Gordon River Bridge – Kojonup police dealt with the incident.
- Heavy rain recently has resulted in lots of near misses, people are not adhering to road closure signs or floodways signs.
- COVID-19 – quickly changing over east, stay vigilant.
- Jeff has had no reason to come to Cranbrook for police business recently.

**COMMENT** – K Bransby advised that initial discussion for Cranbrook Town Fire Brigade to become road crash capable.

General concern for closure of rest bays along Albany Highway – the stretch of Highway cutting through the Shire of Cranbrook is notorious for fatigue/lack of concentration related incidents. The Shire of Cranbrook's Manager of Works, Jeff Alderton was not notified of these closures.

**ACTION ITEM** - Jeff Alderton to follow up reason for closures/opening time of rest bays and potential warning signage with Mainroads (Stop, Survive, Revive).

### **5.3 St John Ambulance - Anne Parsons**

- Currently there are 11 Officers stationed in Cranbrook and 6 in Frankland River.
- The Frankland River ambulance now has a core pulse unit installed.
- PPE stores are good in Cranbrook and State Centre.
- 80% of St Johns Cranbrook Unit are vaccinated for COVID & Flu. Those who are not vaccinated (due to health or medical related reasons) cannot go into age care facilities or respond to resuscitation emergencies as per their guidelines.
- COVID-19 Delta variant proving troublesome – protocols are in place for judgement of COVID safety when responding to call outs.
- 2 Units went to the recent crash near the Gordon River Bridge.

### **5.4 Mt Barker Hospital/ Plantagenet Cranbrook Health Service**

- NIL

### **5.5 Western Power**

- NIL

### **5.6 Frankland River Community Resource Centre – Teresa Lawson**

- Following the survey put out by the Shire, there have been lots of questions in regards to the return of a GP service in Frankland River.
- Would the Shire consider funding a permanent resident that is a GP to use the facilities rather than a travelling GP? Potentially 1 moving to the area soon.
- Concerns as there are more people in town without transport to travel to GP.

### **5.7 Cranbrook Red Cross – Bernie Climie**

- Cranbrook Red Cross recently provided assistance to individuals who required help.
- An outreach program has been set up to provide assistance to those suffering from the disasters in Kalbarri, Northhampton and Elleker.
- Permanent Emergency Services Red Cross member now located in the Great Southern.

### **5.8 Department of Communities - Neville Blackburn**

- Tropical Cyclone Seroja torn through the North of WA. Lots of work being done around financial assistance and Red Cross relief.
- An emergency Hub was set up in Elleker after the Storm in June 2021.
- 30 people receiving ongoing support, 12 getting replacement for loss of goods.
- Invites sent for an 'Evacuation field exercise' taking place in Katanning on 25 August 2021 – See Kevin Bransby for an invite.
- The Rapid Response Team from Gnowangerup who provide aid with catering will be providing catering for the field exercise on 25 August 2021.
- Neville Blackburn will be moving on in the near future – replacement TBC.

### **5.9 Department of Fire and Emergency Services – Great Southern Region – Wes Bailye**

- June storms that tore through Elleker caught emergency responders by surprise - since then plenty of warnings coming through about potential storms.
- Road closures all around due to flooding, water over roads and storm damage.
- Weather persistent seemingly till October-November 2021.
- BRMP make time to meet with Kevin & Vince to create a Prescribed Burn Project.
- Department of Parks and Wildlife have a big Prescribed Burn Project.
- High Season fleet – starts in the north, as the seasons change vehicles moved around the state as needed – assist brigades & DPAW when needed.

### **5.10 Water Corporation**

- NIL

### **5.11 Main Roads WA**

- NIL

### **5.12 Department of Biodiversity Conservation and Attractions – Vince Hilder**

- Changes to the Department’s Regional Manager role.
- Looking for a District Manager.
- 2x rangers to be situated in the Stirling Ranges.
- Gearing up for Fire season. Pre-Season training taking place. Working with Kevin on Mitigation work that can be funded through MAF.

### **5.13 Department of Primary Industries and Regional Development**

- NIL

### **5.14 Cranbrook Primary School – Robert Croft**

- Emergency Management Plan updated.
- All staff trained in first aid.
- Looking to extend on the old COVID response plan.
- 0-4 early childhood meeting coming up.
- Looking at the respectful relationships program through Department of Communities.

### **5.15 Department of Fire and Emergency Services - Adam Smith**

- LEMA – I have provided my feedback against the compliance checklist, there has been no additional feedback from the DEMC. Once the amendments are made the final document (LEME Recovery Plan) will need to be endorsed by Council. Following Council endorsement please send me (Adam Smith) a copy so it can be tabled at the next SEMC meeting.
- NDRR Grants - National Disaster Risk Reduction Funding closes Friday 6 August 2021- open to all agencies, public and private. Details are on the SEMC website.
- Local Emergency Management forum scheduled for 16 Sept 2021 in Cranbrook – open to all staff and Councillors.
- DEMC – Last meeting held 1 July 2021
  - DEMC held a debrief of the OASGs held for the Albany storms.
  - The new Chair Supt. Travers was keen to get a better understanding of LEMC and has started by asking all Local Governments to ensure their minutes are sent for tabling at the DEMC.
  - The DEMC also discussed planned regional exercised for 2021 where the DEMC could get involved.
  - Following some lessons learnt in recovery from Tropical Cyclone Seroja the DEMC is going to trail an online version for the Impact Statement to make data input more streamline.

## **6. GENERALBUSINESS**

### **6.1 Shire of Cranbrook LEMA Updates**

Review of the suite of documents contained in the LEMA for endorsement.

- Contacts updated.
- Small amendments to LEMA Docs.
- Expanded local recovery plan.
- Evacuation plan expanded.
- Welfare plan changed details and contacts.
- Animal Welfare in its infancy stage not looking to have endorsed at the moment forum with the surrounding shires CESM’s and rangers on their plans and get MOU’s

- for use of their facilities in case of future emergencies.
- (CB Primary Principals details to be added)
- Contacts to be reviewed every 6 months to keep up to date.

**The LEMC endorsed the LEMA, LRP, EP and WP for presentation to Council and relevant agencies.**

**ACTION ITEM** - The Cranbrook Primary School to provide the Shire with a copy of their updated plans

### **6.2. Desk Top Exercise – Plan for next meeting**

Conduct a desk top exercise regarding an escalating incident from Level 1 to a Level 2 incident. Outlining the roles required from external agencies and shire staff during an evolving incident. Could all involved please think about what you may be required to do during an incident.

- CESM arranging to have a plan drawn up.
- How to upgrade incidents from a L1→L2 potentially L3.
- What each agencies responsibilities and job can we do whilst things are evolving. 30-45min session.
- Organize for the end of the next LEMC meeting.
- Hierarchy of agencies during an emergency.
- Liaise with Katanning about their recent struggles they came across whilst dealing with an emergency i.e. power outages, internet, catering etc.

Shire MCC advised that a satellite NBN connection for Hub was to be installed before 2021 bush fire season.

Anne Parsons advised that a Community AED unit was being installed at Foxy's general store in Frankland River, would like to have one installed at the Heavy Vehicle Rest Bay and Lake Poorrarecup.

Robert Croft asked if children's pads were available for these units?  
Anne Parsons replied that they were available

Anne also advised people to download St Johns first responder app – GPS location, can call emergency services via the app and show locations of all registered AED units. There is also potential for Community AED's on rural farm gates.

Queried if possible to move the AED at the Cranbrook Hub and the Frankland River Country Club to the outside of their buildings so they are accessible to the public at all times.

**ACTION ITEM** – Shire to investigate alternative locations.

Anne also advised that Lotterywest provide funding for AED's .

**7. DATE OF NEXT MEETING**

The next meeting of the Local Emergency Management Committee will be held on Wednesday, 27 October 2021 at 9.30am at the Cranbrook Regional Community Hub.

**8. CLOSURE OF MEETING**

There being no further business to discuss, the Chairperson declared the meeting closed at 10.35am.