



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Emergency Management Committee

10 June 2021

UNCONFIRMED

DISCLAIMER

The minutes of the Council meeting held to discuss these minutes should be read to ascertain the decision of the Council.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Northam.

The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

The Shire of Northam advises that any plans or documents contained within these minutes may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

Contents

1.	DECLARATION OF OPENING.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY.....	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES	4
3.2	APPROVED LEAVE OF ABSENCE.....	5
3.3	ABSENT.....	5
4.	DISCLOSURE OF INTERESTS.....	5
5.	CONFIRMATION OF MINUTES	6
5.1	COMMITTEE MEETING HELD ON 11 MARCH 2021	6
6.	COMMITTEE REPORTS.....	7
6.1	AGENCY REPORTS AND ISG ACTIVATIONS.....	7
6.1.1	Wheatbelt District Emergency Management Committee ...	9
6.2	UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS	9
6.2.1	Shire of Northam.....	9
6.3	CORRESPONDENCE.....	15
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	15
8.	URGENT BUSINESS APPROVED BY DECISION.....	15
9.	SCHEDULED MEETINGS	15
10.	DECLARATION OF CLOSURE	15

1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 2:02pm

2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3. ATTENDANCE

Voting Members:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator / Executive Manager Development Services	Chadd Hunt
WA Police, Northam (Local Emergency Coordinator)	James Parker
Department of Communities	Jo Spadaccini
Northam Regional Hospital	Jennifer Lee at 2:06pm

Non-voting Members:

Shire of Northam – Councillor	Steven Pollard
Shire of Northam – Staff	Alysha McCall
Shire of Northam – Staff	Gordon Tester
Northam Bushfire Brigades (CBFCO)	Chris Marris
Water Corporation	Larry Bailey
Department of Education	Shane Wynne
Avonvale Primary School	Adam Marchant
Western Power	Brian Smith
Department of Primary Industries & Regional Development	Jeff Russell
SEMC Secretariat	Yvette Grigg
State Emergency Service	Cheryl Greenough

3.1 APOLOGIES

Community Emergency Services Manager (Executive Officer)	Brendon Rutter
Department of Fire and Emergency Service	Matt Reimer
Australian Defence Force	Peter Leffley
Yongah Hill (SERCO)	Leslie Hogg
Northam Airport	Geoff Pitout
Australian Border Force	Matt Bignell
	Sharan Brown

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Voting Members:

Department of Fire and Emergency Service	Darrel Krammer
WA Police, Wundowie (Local Emergency Coordinator)	Sarah Clarke

Non-voting Members:

Northam Airport	Errol Croft
Arc Infrastructure	Clinton Lobb
Dept. Parks and Wildlife	Michael Passotti
Department of Communities - Housing	Atilla Mencshelyi
Fire & Rescue Northam	Scott Horlin
Fire & Rescue Wundowie	Tyron McMahon
Aged Care (Juniper)	Tony Carter
Main Roads WA Wheatbelt	Gren Putland
Public Health Nurse	Anne Foyer
Red Cross	Erin Fuery
St John Ambulance	Matthew Guile
Salvation Army	Ben Day

4. DISCLOSURE OF INTERESTS

Nil.

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

*As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a*

planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 11 MARCH 2021

RECOMMENDATION

Minute No: LEMC.48

Moved: Mr James Parker

Seconded: Mr Chadd Hunt

That the minutes of the Local Emergency Management Committee meeting held on 11 March 2021 be confirmed as a true and correct record of that meeting.

CARRIED 4/0

Ms Jenny Lee entered the meeting at 2:06pm.

6. COMMITTEE REPORTS

6.1 AGENCY REPORTS AND ISG ACTIVATIONS

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 11 March 2021.

Agencies listed may include: Shire of Northam Bush Fire Brigades, Northam SES, Northam Police, Wundowie Police, DFES, and Northam Hospital.

DISCUSSION

Northam SES

The Northam SES attended Cyclone Seroja and assisted with storm damage. The clean up is still occurring and some areas are still being affected with the current weather conditions.

Water Corporation

The Water Corporation was affected by Cyclone Seroja. Crews were sent from Perth to assist in restoring and maintaining water supply.

Department of Communities

The Department of Communities provided teams on the ground and allocated resources as a result of Cyclone Seroja. The Department is looking at doing a welfare audit of their evacuation centres with respect to what these are rated to handle, e.g. if they can withstand a cyclone. This will be an ongoing project for the current 48 centres.

The Local Emergency Welfare Plan is still in draft form. The Department is waiting for the state plan to be endorsed before the local plan can be finalised. The draft plan will be distributed to the LEMC which will include contact details.

WA Police

There have been no major incidents for WA Police. Staff have been deployed to assist Kalbarri Police due to the Cyclone Seroja event.

Department of Primary Industries and Regional Development

The Geraldton Office has been involved with assessing damage on farms as a result of the Cyclone Seroja event.

Western Power

Western Power has been largely impacted by the Cyclone Seroja incident. Approximately 1,000 poles have been replaced in addition to dealing with various other issues. There were many towns without power for several days

and priority was given to the larger towns. Some farmers have been impacted due to the poles down in their paddocks whilst they are coming into seeding. There is approximately 70 people still without power.

Northam Hospital

Staff have been deployed to other sites to assist with the Cyclone Seroja incident.

The main program has been based around the flu and COVID vaccine.

SEMC Secretariat

The Cyclone Seroja event has been a major focus with damage still being cleaned up.

Concerns have been raised around the rating of some evacuation centres which has triggered an audit of the current centres. In addition, thought has been given to using nearby Shire's centres.

Natural Disaster funding will be available in the near future and it was suggested the Council's ROC's should apply to undertake engineering inspections of their evacuation centres to get an understanding of what their facilities can withstand.

Communication has been an ongoing issue for incidents, in particular where power outages occur. Western Power provided a spreadsheet at the OASG meetings which provided information on when power would be restored.

Clarification was sought in relation to:

- Whether water issues are resolved. Mr Larry Bailey advised that there are no current issues with water supply as a result of the Cyclone Seroja incident.
- Who takes the lead for cyclone incident? Ms Yvette Grigg advised that DFES is the lead agency for all natural hazards. Ms Jo Spadaccini advised that the Department of Communities is a support agency. Ms Yvette Grigg advised that there will be a post incident analysis where all of the issues will be captured.
- Whether new buildings need to be cyclone rated. Mr Gordon Tester advised that this is predominately required for the mid-west region however would require a change in the Australian Standards and Building Codes. Mr Chadd Hunt advised that new buildings are required to meet the earthquake requirements.
- The COVID vaccine uptake. Ms Jenny Lee advised that this has been good. There have been a lot of concerns raised from people over 50. Since the recent announcement, more people are getting the vaccine.
- The vaccination centres for COVID. Ms Jenny Lee advised that some GP's are licenced to administer vaccinations, there are a few locations

in Northam and surrounding towns. Vaccinate WA shows all of the local vaccination centres. There is currently no shortage of doses.

- The COVID vaccination age groups being targeted. Ms Jenny Lee advised that this is currently people over 30.
- The communication issues experienced from Cyclone Seroja. Ms Yvette Grigg advised that this is an ongoing issue. Communication with the community in relation to the cyclone ratings is a focus. Mr Chris Marris outlined how this has also been an issue for bushfire incidents. Discussion was held around using clark masts to assist with communication.

6.1.1 Wheatbelt District Emergency Management Committee

The May report has been provided as Attachment 1.

DISCUSSION

Ms Yvette Grigg advised that the document is a quick and easy tool to see how the LEMC is tracking and also provides a gap analysis.

Clarification was sought in relation to when the contact list will be updated and circulated. Ms Yvette Grigg advised that this will be looked at in the workshop being held on 16 June 2021.

6.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

6.2.1 Shire of Northam

Local Emergency Management Arrangements (LEMA)

The LEMA document is up for review and renewal. The Committee is asked to look at the current LEMA with a view of reducing the overall size and streamlining the document as much as practical.

The Committee will need to identify dates suitable to workshop certain aspects of the document in mid-August as this is due in September 2021 to be approved for submission to the State Emergency Management Committee.

LEMC Exercise

The LEMC Exercise is scheduled on 16 June 2021. The exercise is a joint one with the DEMC.

LEMC members are asked to confirm their attendance as soon as possible.

DISCUSSION

It was raised that the LEMC exercise is next week for a fire incident (desktop review). Ms Yvette Grigg advised that the workshop will cover evacuation, communication, welfare, inter-agency coordination and agency support to the incident. All LEMC and DEMC member have been invited.

Attachment 1



Wheatbelt District Advisor Report May 2021

Tropical Cyclone Seroja – early observations and outcomes

Evacuation centres.

As local governments in the north of the wheatbelt district were preparing for the impact of TC Seroja, it became obvious that there was a lot of concern and lack of clarity around requests to open evacuation centres. Local Governments were reluctant to remove people from their secure homes to a building that had been nominated as an evacuation centre, but not built to withstand cyclonic conditions.

With our changing weather patterns, the Bureau of Meteorology advises that it is possible we could see more cyclones affecting the south west corner of the state, so it may be worth having some discussions at the LEMC in relation to what can be done in similar circumstances in your shire. In the Kalbarri and Geraldton area any concerned residents were advised to move south where evacuation centres had been set up. Similarly other LGs in the north of the Wheatbelt had devised quick plans to bus people south if required.

In the north of the state where public buildings are built to specific cyclonic standards there is a process where on the Yellow alert being given, DFES advises that evacuation centres are to be opened, and any residents who are concerned can shelter there. The process in the Wheatbelt was not as clear.

This will definitely be a major item to be addressed at the debrief for TC Seroja.

Meanwhile I refer you to the newly reviewed "Western Australia Community Evacuation in Emergencies Guideline". The guideline recommends that local governments and their LEMCs undertake pre emergency evacuation planning. There is an "Emergency Evacuation Planning" template provided to assist. These can be found on the SEMC website here; <https://www.semc.wa.gov.au/emergency-management/guidelines>

I strongly recommend that even if you don't fully complete the planning template, you have a discussion at your LEMC meetings guided by the issues highlighted in the evacuation guide and the template.

Power Outages and lack of communications.

Another key outcome from the recent cyclone was extended power outages and resulting lack of communications. For some local governments, this meant that remote areas in their shires had no means of communications at all. This of course raises concerns particularly if we have people in urgent need of assistance.



While work continues with power and telecommunication providers to improve this ongoing issue we need to start looking at interim measures that can be implemented at a practical level.

Once again, I would encourage all LEMCs to have discussions around contingencies that they have in place and ask the following questions;

- Do you have back up communications in place (i.e. Crisp Wireless)? If you do is the community aware they can utilise this if required?
- Do you need to consider contingencies such as satellite phones, radios, or a process where you can utilise the local police and their communications, or something similar?
- What other practical methods could you use to communicate with your community?

Document your decisions and include in the communications section of your LEMA.

Exercising

As per my last DEMA report an exercise handbook for local exercises has now been developed.

As part of this project, a number of exercise templates and exercise questions have been developed which some local governments have been using to great affect at LEMC meetings, running a simple 20 to 30 minute exercise. If you would like a copy of these templates, please let me know.

LEMC EM Health Check.

For your reference and also as a bit of a refresher, please see a brief document attached. It is a reminder of the role and function of the LEMC and then a checklist so that members can go through and see for themselves how well their LEMC is going. Any areas not covered, would make great agenda items for coming meetings.

As always, any queries or concerns please do not hesitate to contact me.

Yvette Grigg

Wheatbelt – District EM Advisor

May 2021



Role & function of the Local Emergency Management Committee

Emergency Management Act 2005 s 39

Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established-

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district
- (b) to liaise with public authorities and other person in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC prescribed regulation.

The LEMC is a multi-agency body that assists the local government ensure its community is prepared for major emergency events. (Large events that may constitute a community emergency and require external multi agency assistance, evacuation and/or recovery efforts). It is the role of the LEMC to endeavour to raise the resilience of the community by increasing awareness of risks, ensuring appropriate planning is in place and the documented plans and processes are maintained and exercised regularly.



Community EM Health Check

PLANNING

- Does your Local Government (LEMC) have a current set of SEMC endorsed Local EM Arrangements (LEMA)?
- Are contact and resource details kept current?
(Contact details to be updated quarterly, resources annually)
- Does the LEMA contain a comprehensive recovery plan?
- Are the LEMC and the local government staff aware of who the recovery coordinator is? Is there a group of internal LG staff plus any others who can be called on to assist? Are they trained?
- Does a pre-event evacuation and welfare plan exist? Does the community know where possible evacuation centres are? Have animals been considered in planning?
- Have vulnerable groups within the community been identified in case they require extra care during emergencies?
- Do MOUs exist across boundaries and different agencies for resource sharing? (ie evacuation centres)
- Has any communication planning been carried out? (In particular when the power goes out.) Have any contingencies been identified?

LEMC

- Does your LEMC fully understand their role?
- Does your LEMC exercise annually to test a section of the LEMA?
- Does your LEMC meet regularly (Best practice every quarter) with appropriate membership?



- Is it administered professionally with a full agenda?
- Have they undertaken or begun the risk management process? Determined the top 5 risks and risk treatments? Is the community aware of the risks?
- Does your LEMC engage with neighbours to share knowledge and resources?

Operationally

- Do you understand the roles and responsibilities of a Local Emergency Coordinator (LEC) during a major event?
 - Does the Local Government and LEMC understand their roles and responsibilities in an Incident Support Group (ISG)?
 - Is the local government aware of the importance of maintaining situational awareness from the beginning of the event by attending the IMT as an observer and/or the ISG?
 - Is the local government and LEMC aware of the requirements of the Impact Assessment and how the transition from response to recovery occurs?
 - Are the above requirements exercised?
-

6.3 CORRESPONDENCE

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 11 March 2021.

7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8. URGENT BUSINESS APPROVED BY DECISION

Nil.

9. SCHEDULED MEETINGS

The next meeting is scheduled on 9 September 2021. It was agreed to hold the LEMA workshop as part of this meeting.

10. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 2:48pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 10 June 2021 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date