



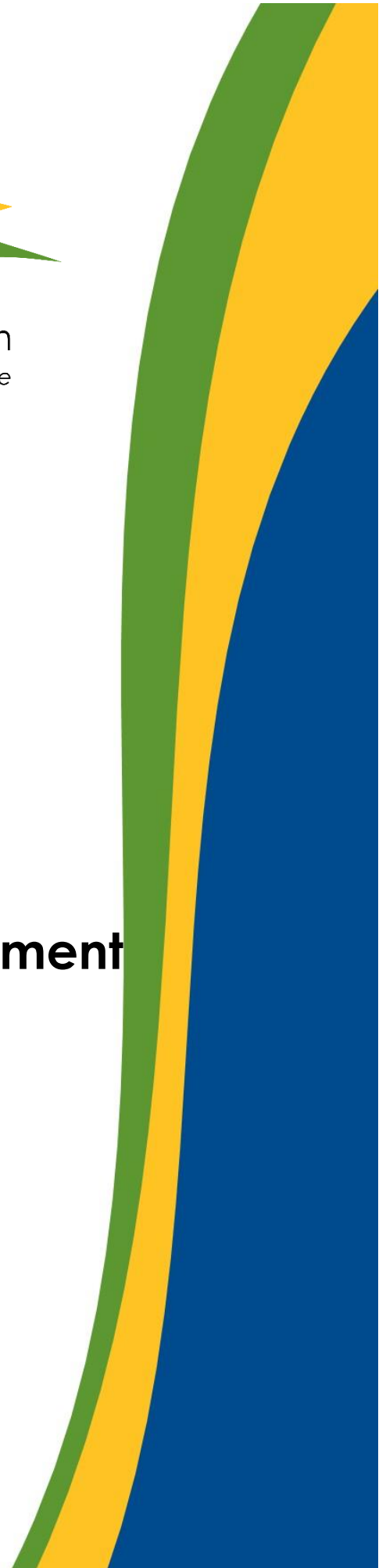
Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Emergency Management Committee

11 March 2021



DISCLAIMER

These minutes are yet to be dealt with by the Council. The decisions shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. 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 this agenda 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	7
5.1	COMMITTEE MEETING HELD ON 15 AUGUST 2019	7
6.	COMMITTEE REPORTS.....	8
6.1	AGENCY REPORTS AND ISG ACTIVATIONS.....	8
6.2	UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS	10
6.2.1	Shire of Northam.....	10
6.3	CORRESPONDENCE.....	14
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	14
8.	URGENT BUSINESS APPROVED BY DECISION.....	14
9.	SCHEDULED MEETINGS	14
10.	DECLARATION OF CLOSURE	15

1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 2:00pm.

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.

The Executive Manager Community Services and the Chief Bush Fire Control Officer entered the meeting at 2:01pm.

3. ATTENDANCE

Voting Members:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator / Executive Manager Development Services	Chadd Hunt
Community Emergency Services Manager (Executive Officer)	Brendon Rutter
WA Police, Northam (Local Emergency Coordinator)	James Parker
Department of Communities	Jo Spadaccini
Northam Regional Hospital	Jennifer Lee

Non-voting Members:

Shire of Northam	Jason Whiteaker at 2:03pm
	Glenn Paddick
	Jo Metcalf at 2:01pm
	Alysha McCall
Northam State Emergency Service	Cheryl Greenough
Northam Bushfire Brigades (CBFCO)	Chris Marris at 2:01pm
Aged Care (Juniper)	Tony Carter
SEMC Secretariat	Yvette Grigg at 2:03pm
Water Corporation	Larry Bailey

3.1 APOLOGIES

Voting Members:

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

Non-voting Members:

Salvation Army

Yongah Hill (SERCO)

Northam Airport

Department of Education

Australian Defence Force

Australian Defence Force

Public Health Nurse

Department of Primary Industries and Regional
Development

Department of Education

Chris Footer

Karina Wood

Shaun Horseman

Matt Bignell

Alison Ramm

Michael Hogg

Peter Leffley

Chantelle Jeffery

Pamela I'Anson

Shannon Wasmann

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Northam Airport

Arc Infrastructure

Department of Primary Industries and Regional
Development

Dept. Parks and Wildlife

Department of Communities - Housing

Fire & Rescue Northam

Fire & Rescue Wundowie

Main Roads WA Wheatbelt

Public Health Nurse

Red Cross

Australian Border Force

St John Ambulance

Western Power

Errol Croft

Clinton Lobb

Josh Smith

Michael Passotti

Atila Mencshelyi

Scott Horlin

Tyron McMahon

Gren Putland

Anne Foyer

Erin Fuery

Sharan Brown

Matthew Guile

Brian Smith

The Chief Executive Officer and SEMC Secretariat entered the meeting at 2:03pm.

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 15 AUGUST 2019

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.46

Moved: Jenny Lee

Seconded: Chadd Hunt

1. That the minutes of the Local Emergency Management Committee meeting held on 15 August 2019 be confirmed as a true and correct record of that meeting.
2. That the notes from the following briefings be confirmed as a true and correct record of that briefing:
 - 20 March 2020
 - 31 March 2020
 - 1 April 2020
 - 16 April 2020
 - 30 April 2020
 - 14 May 2020
 - 28 May 2020
 - 11 June 2020

CARRIED 6/0

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 15 August 2019.

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

State Emergency Management Committee / Department of Fire and Emergency Services

Advised that emergency management has been quiet over the summer period. There has been no formal report provided as there isn't a lot occurring.

Information was provided about the Operational Area Support Group (OASG) which is chaired by the Department of Health (normally this is the Department of Fire and Emergency Services or Police). It was advised that this group informs all agencies about what is happening with COVID. The group is currently looking at the roll out of a vaccine and undertaking break out planning.

The Shire of Northam and volunteers were acknowledged and congratulated for their efforts towards the Wundowie and Wooroloo fires.

Shire of Northam

- Executive Manager Development Services - Advised that flooding has been the primary focus. It was outlined that there were approximately six houses flooded in addition to a range of areas in the Northam CBD.
- Executive Manager Community Services – Advised that the flooding resulted in water entering various Shire's buildings no major damage. COVID is currently being managed in relation to the upcoming events.

Water Corporation

Advised that the flooding has been the primary focus. It was outlined that overall, the system coped quite well given the amount of rainfall in a short period. It was advised that the Water Corporation has significantly invested in the development of infrastructure because of the previous flooding event. There were cases where stormwater got into their system, e.g. the RV dump point. It has also been identified that there is old plumbing into sewer from stormwater. Water Corporation are currently investigating those locations and will continue to invest in the infrastructure. An upcoming project is to upgrade the pump station on Suburban Road to ensure no overflows occur.

Discussion was held around there being a debrief for the flooding event. The Shire of Northam Chief Executive Officer advised that there have been several debriefs with agencies however nothing formally coordinated. It was advised that the Shire of Northam has raised their concerns in relation to the event, this includes a number of sewerage lids overflowing on Minson Ave.

Discussion was held around action that can be taken to prevent the typical flood areas from flooding. The Shire of Northam Chief Executive Officer advised that we are trying to identify ways to quickly get water away from these areas. Work was undertaken a few years ago to identify infrastructure improvements along Minson Avenue however this was quite costly and the Shire of Northam determined to take a risk management approach. Due to the velocity of rainfall with the recent event it caused blockages in the network which added to the flooding issues. Removing these blockages was a primary focus of the Shire of Northam during the incident. Overall, the Shire of Northam is happy with how the infrastructure performed.

Juniper Aged Care

Advised that there was flooding in the residency.

Outlined that the management of COVID measures has been ongoing.

Northam Regional Hospital

Outlined that the hospital redevelopment is now complete. The review of emergency procedures and manuals are underway.

COVID has been an ongoing area of concentration. Time has been spent screening and planning for outbreaks. Planning is currently underway for the vaccination programs. It was advised that the number of immunisations will depend on the number of vaccines being provided for the first category. The commonwealth vaccination program is currently underway for aged care.

Discussion was held around sites for vaccinations. It was advised that vaccinations are being undertaken on site for the first stage. As the rollout progresses, additional sites may be identified. EOI's for potential sites closes at the end of March.

Chief Bush Fire Control Officer

Advised that the restricted burning starts Monday. It was outlined that the recent flooding has reduced the bush fire risk.

State Emergency Service

Outlined there have been 63 call outs for flooding.

Since 2019, there have been 4 searches.

The SES has attended 5 fires with the incident control vehicle and done numerous transfers of fire fighters. The water bombers have been activated 4 times.

The Northam Central Bush Fire Brigade is now co-located with the SES.

The Shire President congratulated the SES for helping so many people.

Department of Communities

Advised that the COVID Welfare Guide is currently being updated. Work is currently underway with the Northam Recreation Centre to establish PPE kits and storing some stock at the Centre.

Discussion was held around the centre not being accessible in the recent flood incident. The Shire of Northam Chief Executive Officer advised that the facility was accessible at the two rear entrances, only Peel Terrace was blocked off. It was advised that there are also alternative facilities should the Centre not be accessible.

WA Police

Advised that the response to COVID has been a major focus. This includes supplying staff for the state border closure and checking in on self-quarantine people.

Police also responded to the Wundowie and Wooroloo fires, with respect to managing traffic and road closures until this left our district.

6.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

6.2.1 Shire of Northam

LEMC Meetings

The LEMC meetings have been set for the 2021 period with an exercise being set for November 2021 and beyond with the 2nd Thursday of the Months of March, June, September & November of each year. LEMC Meetings are required to be held regularly.

The following dates should have had a meeting invite sent to your agency delegate for the remainder of 2021:

- 11 March 2021
- 10 June 2021
- 9 September 2021
- 11 November 2021 – (Annual Exercise)

The committee is asked to identify as a group a response plan from the LEMA to be tested at the November exercise, a sub-committee may be required also.

Staff are recommending exercising on something other than fire, also given COVID-19- human pandemic is possibly also covered off and may not require further testing given most agencies likely have response plans in place in a post COVID world.

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 before a final review in June/July, as this is due in September 2021 to be approved for submission to the State Emergency Management Committee.

LEMA Contacts

All committee members are asked to inspect the confidential contact sheet being available in hard copy at the meeting, to ensure that the most appropriate contact for each partner agency is valid and correct, please update if required as this will form part of the LEMA's update.

Incidents

- Wundowie fire on 2 January 2021:

The fire was started on a day when the Fire Danger Rating was "Very High" and was started by a resident slashing dray grass with a ride on lawn mower, in breach of a Reg 38 Harvest, Vehicle Movement & Hot Works Ban.

Due to the quick work of emergency personnel the fire was brought under control at a size of 71Ha with nor significant property lost.

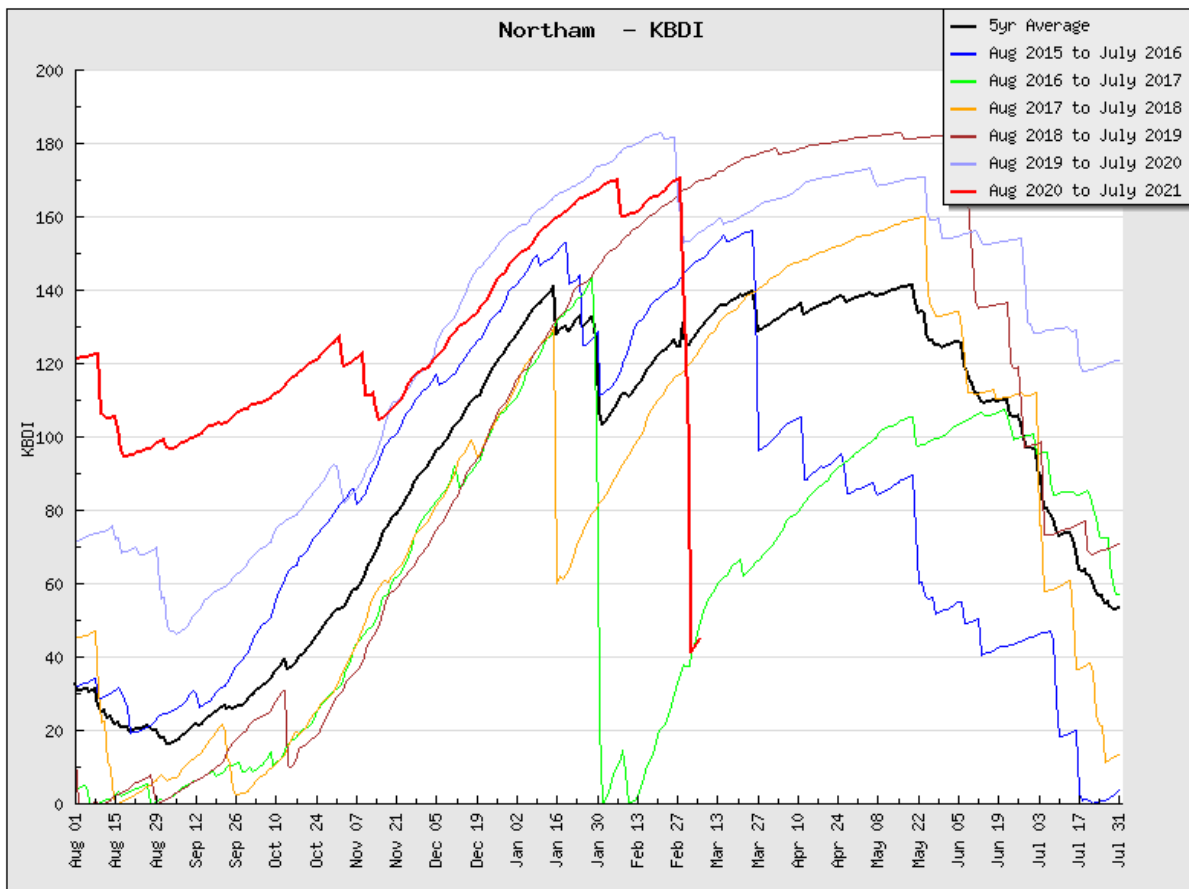
Due to the proximity to the townsite, an evacuation centre was established west of the fire in the Shire of Mundaring.

- Northam Rain Event on 2 March 2021:

The rain event on 2 March 2021 saw a significant rain event fall across numerous areas of the Central Wheatbelt with a large downpour recorded in Northam.

The main downpour recorded over 40+ ml of rain in just over 15 minutes which resulted in significant water inundation throughout the Northam townsite. Local volunteer emergency services crew would work non-stop for the following 36hrs dealing with a range of incidents from flooding to roof damage, rescue operations etc.

As expected, the rain has had a significant impact on the KBDI (Keetch-Byram Drought Index) in Northam with a significant rise in water content in the surface layer as depicted by the graph below



RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.47

Moved: Brendon Rutter

Seconded: Jenny Lee

That Council:

- 1. Endorses 'Bush Fire' as the hazard for the Annual Exercise in June 2021 in conjunction with the District Emergency Management Exercise.**
- 2. Establishes a working group, consisting of the following members, to write the exercise:**
 - Yvette Grigg**
 - Brendon Rutter**
 - James Parker**
 - Chris Marris**
 - Jo Spadacinni**

Discussion was held around the date of the LEMC exercise. The SEMC Secretariat advised that the handbook has been developed and will be provided to local governments shortly. It was suggested that this be scheduled in June when the District Emergency Management Committee undertake their exercise.

RECOMMENDATION

That Council establishes a working group, consisting of the following members, to review and update the Local Emergency Management Arrangements for endorsement at the November Local Emergency Management Committee Meeting:

- _____**
- _____**
- _____**

Discussion was held around this being workshopped with the entire LEMC instead of a working group as the LEMA requires involvement from all agencies. It was agreed that this will be workshopped on 10 June 2021, prior to the next meeting. The SEMC Secretariat will assist the Shire of Northam to coordinate/run the workshop and update the LEMA.

Discussion was held around the debrief for the Wundowie and Wooroloo bush fire incidents. The Community Emergency Services Manager advised that the Wundowie bush fire debrief is scheduled at the end of March, this was delayed due to the Wooroloo bush fire incident. The outcomes of this debrief will be

reported back to LEMC. The Chief Bush Fire Control Officer advised that there are several learnings from the Wundowie bush fire incident which had potential for significant damage due to the speed and proximity to the Wundowie townsite. It was also raised that information is being sought in relation to why the Northam BFB was sitting idle for five hours during the Wooroloo fire incident, this will form part of the Wooroloo fire debrief which has not yet been scheduled.

6.3 CORRESPONDENCE

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 15 August 2019.
2. Notes from the Local Emergency Management Committee briefings held on:
 - 20 March 2020
 - 31 March 2020
 - 1 April 2020
 - 16 April 2020
 - 30 April 2020
 - 14 May 2020
 - 28 May 2020
 - 11 June 2020

7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8. URGENT BUSINESS APPROVED BY DECISION

Nil.

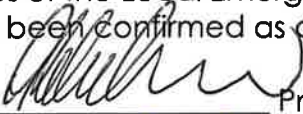
9. SCHEDULED MEETINGS

10 June 2021.

10. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 2:50pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 11 March 2021 have been confirmed as a true and correct record."


_____ Presiding Member

10/6/2021 Date

