



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Local Emergency Management Committee**

**2 June 2022**

UNCONFIRMED

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## 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 3:00pm.

## 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.

## 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
Dept. of Fire and Emergency Service	Justin Corrigan
WA Police, Northam (Local Emergency Coordinator)	Scott Mills
WA Police, Wundowie (Local Emergency Coordinator)	Sarah Clarke
Dept. of Communities – Emergency Services Unit	Jo Spadaccini arrived at 3:03pm
Northam Regional Hospital	Jennifer Lee arrived at 3:04pm

### Non-voting Members:

Department of Education	Shane Wynne
St John Ambulance	Damon Isbester
WA Police	Robert Scantlebury
Dept. of Communities - Housing	Tony Vuleta
Shire of Northam	Damian Cunnane
Main Roads WA Wheatbelt	Jason Whiteaker
	Alysha McCall
	Gren Putland

### 3.1 APOLOGIES

#### Non-Voting:

Dept. of Primary Industries & Regional Development	Jeff Russell
Dept. Parks and Wildlife – Wheatbelt	Graeme Keals
Salvation Army	Andrew Lee
	Ben Day
Australian Border Force	Sharan Brown
Silver Chain	Dara Sagar

Jo Spadaccini arrived at 3:03pm.

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Northam Airport	Errol Croft
Australian Defence Force	David Wilson
Arc Infrastructure	Clinton Lobb
Northam Bushfire Brigades (CBFCO)	Chris Marris
Dept. Parks and Wildlife – Perth Hills	Michael Passotti
Fire & Rescue Northam	Scott Horlin
Fire & Rescue Wundowie	Jeffrey Roberts
Aged Care (Juniper)	Tony Carter
Public Health Nurse	Anne Foyer
Red Cross	Erin Fuery
SEMC Secretariat	Yvette Grigg
Yongah Hill (SERCO)	Geoffrey Pitout
Northam State Emergency Service	Cheryl Greenough
Water Corporation	Michael Roberts
Western Power	Brian Smith

## 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.

Ms Jenny Lee entered the meeting at 3:04pm.

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 3 MARCH 2022

#### RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.52

Moved: Scott Mills

Seconded: Jenny Lee

That the minutes of the Local Emergency Management Committee meeting held on 3 March 2022 be confirmed as a true and correct record of that meeting.

CARRIED

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

#### **Attachment 1 – District Emergency Services Officer Report**

#### **Attachment 2 – Department of Primary Industries & Regional Development Report**

#### **Attachment 3 – Wheatbelt District Advisor Report – May/June 2022**

#### **Attachment 4 – COVID-19 Vaccination Guidelines**

##### Shire of Northam

- Combined emergency exercise has been scheduled for 1 September. Will involve the LEMC from Northam, Toodyay and Quairading.

##### Department of Fire and Emergency Services

- Changes in staffing levels at Regional Office. Darryl Krammer is now based at the Joondalup Office.
- Shire and Bush Fire Management Officer working on mitigation burning around Bakers Hill.

##### WA Police – Wundowie

- Short on volunteers in the Wundowie area, mainly bush fire volunteers.

##### Department of Communities, District Emergency Services Officer

- Refer to report provided in Attachment 1.

##### Northam Regional Hospital

- Provided an overview of the COVID impacts.
- Advised that their regional accreditation coming up in first week of August.
- They have recently reviewed all emergency procedures and Business Continuity Plan.
- There has been an increase in mental health presentations over last 4-6 weeks.

Clarification was sought in relation to whether Department of Health can provide, some guidelines in relation to the fourth COVID vaccination. This has been included as Attachment 4.

## Attachment 1 – District Emergency Services Officer Report



### District Emergency Services Officer – Wheatbelt Update: April 2022

As we move into the 'Living With COVID' space and adjust our responses in line with the changing directions, I would like to thank the Local Governments in the Wheatbelt for their support in assisting with the provision of welfare support to their communities. Including picking up orders from the local store and delivering them as I have not been able to deliver them myself.

#### COVID-19 Community Supports

The Department of Communities internal State Welfare Incident Coordination Centre [SWICC] manages requests for welfare supports related to COVID-19 via **13 COVID [13 26843] Option 4, Option 2** Where there is an assessed hardship, SWICC can support people with isolation or quarantine accommodation and/ or food and personal requisites. Communities would like to find out if there are any local support services within your Shire that we may be able to link in with for the delivery of essential items [food and medications] to community members, if required. If these services are available, please send through to the Great Southern and Wheatbelt SWICC Team at [GSWBWelfareResponse@communities.wa.gov.au](mailto:GSWBWelfareResponse@communities.wa.gov.au) or get in touch if you have any questions or would like further information.

#### Emergency Welfare Support Training and Exercises

Planning for the provision of training for Local Government as well as support agencies and groups is underway. The type and method of training is being revised to ensure it can be presented within COVID protocols while remaining effective.

If you would like to be involved please email me [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au).

#### Changes to LG contacts

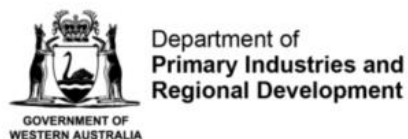
If there are any changes to the contact numbers or details from those listed on the LEWP, could you please advise any changes to [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au)

If you would like any further information please call my mobile 0429 102 614 or email [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au).

Jo Spadaccini  
District Emergency Services Officer - Wheatbelt  
Department of Communities - Emergency Services Unit



**Attachment 2 – Department of Primary Industries & Regional Development Report**



<b>Agency Name:</b>	<b>Department of Primary Industries and Regional Development</b>		<b>Date:</b> 05/05/2022
<b>Report prepared by:</b>	<b>Tim Stevens</b>	<b>Position:</b>	<b>Operations Manager – Incident &amp; Emergency Management Branch</b>
<b>Situation Report:</b>			
<p>1. <b>Declared incidents</b> – DPIRD is managing:</p> <ul style="list-style-type: none"> <li>• 8 plant pest/disease Level 1 &amp; 2 Incidents</li> <li>• 2 animal pest/disease Level 2 Incidents                             <ul style="list-style-type: none"> <li>○ This includes assisting the National response to Japanese Encephalitis (JE)</li> </ul> </li> </ul> <p>2. <b>State alerts and investigations</b> – DPIRD currently investigating a further 4 pests and diseases.</p> <p>3. <b>National alerts &amp; investigations</b> - DPIRD and other State jurisdictions continue to monitor reported outbreaks of <b>African Swine Fever</b> – Republic of Korea, Thailand, Vietnam, China, Indonesia, Malaysia and Philippines and <b>Lumpy Skin Disease</b> – Vietnam, Thailand, Malaysia and Indonesia, <b>noting that there is no known incidence of both in Australia currently.</b></p> <p>4. <b>Severe Tropical Cyclone Seroja (Recovery)</b> – DPIRD’s Rural Business Develop Unit continues to administer reimbursement grants (Commonwealth funding) and assist growers through the process where required.</p> <p>5. <b>COVID 19</b> – DPIRD continues to support COVID awareness activities as per DoH advice. This includes a phased approach to staff returning back to work at their designated base locations where working from home previously.</p> <p>6. DPIRD has appointed a District Recovery Coordinator (Rob Cossart) for the wheatbelt fires to support communities recovering from the aftermath of the catastrophic bushfires experienced in early February in the Southwest Land Division.</p> <p>7. DPIRD – Incident &amp; Emergency Management Branch will be undertaking after action reviews of response activities for the Natural Hazards season.</p>			
<b>Issues:</b>			

No issues to report

## Incident and Emergency Management

The **Department of Primary Industries and Regional Development (DPIRD)** plays a crucial role in emergency management to safeguard Western Australia's primary industries and regions, and support their growth by preventing and minimizing the impact of incidents

DPIRD's role is as the Hazard Management Agency (HMA) for animal and plant biosecurity, as well as managing risk in other areas in relation to animal welfare, marine and fish pest incidents. The department also has responsibility for providing support services to other Hazard Management Agencies. This includes:

- Coordinating responses to animal welfare during natural disasters and severe weather events such as cyclones or bushfires;
- Assisting with fish pest events;
- Rapid assessment of natural disaster impacts on primary industries where the affected sector specific skills, experience or expertise resides within the department; and
- Assisting, within DPIRD's capabilities and portfolio, affected primary industries and regions to recover from the consequences of an emergency.

## Attachment 3 – Wheatbelt District Advisor Report – May/June 2022



# Wheatbelt District Advisor Report May/June 2022

## **LEMA**

Congratulations everyone! At the moment, all Wheatbelt LEMA are current and compliant. We do have a few due in 2022, but not until later in the year.

WALGA together with DFES will shortly begin a review to look at the functionality, purpose, and any issues with the current LEMA model. It is a legislated requirement of the EM Act, however there is scope to enhance and update it to ensure it remains contemporary and hopefully streamlined and simplified.

Whatever the changes, you will not be required to make any alterations to your existing LEMA until it is due for its 5-year review.

You will hear more shortly, as your input and guidance will be sought during the review.

## **Wheatbelt District Emergency Management Strategy**

A Wheatbelt district EM strategy document was tabled at the last meeting of the DEMC.

It has the following focus areas;

1. To embed more contemporary strategies and practices into our current EM work, with a focus on resilience, capability, and risk reduction.
2. To strengthen the relationship between DEMCs and LEMCs and explore the role of the district in supporting small local governments.
3. To give LEMCs and DEMC a clear and practical direction that outlines a valued purpose that will clearly assist their communities and be obvious in its intent.
4. To research and consult with LGs on ways to develop some more practical approaches, to enable LGs to meet their EM obligations in a simpler manner that is not so resource intensive.
5. To encourage partnerships and engagement across LG boundaries, between agencies, and the community to ensure integrated and coordinated approaches.
6. To ensure our communities have a comprehensive understanding about hazards and possible impacts, including who is exposed and who is the most vulnerable.
7. Increase recovery knowledge and capacity in the district.



The implementation of the strategy is in its infancy however I am working towards a process to

- Review frequency and content of LEMC meetings
- Improve and simplify EM grants applications.
- Facilitate more cross boundary, multi-LG and agency EM activities and exercises.
- Develop a LEMC/Local EM guide with a suite of tools attached
- Improve relevancy and usefulness of LEMC meetings by developing relevant themes and provide discussion points/presentations/agenda items to Local Governments on a regular basis to use as they wish for LEMC agendas. ie "Climate change and likely impacts on EM in our district", "communications during recovery", "what are the key aspects of a resilient community? ".... or anything else you'd like to see.

*Any comments, ideas or suggestion would be very gratefully received.*

#### **Establishment of a District Recovery Coordination Group for the Shackleton Complex and Narrogin East Bushfires.**

The Minister for Emergency Services, the Hon Stephen Dawson MLC, announced in March the establishment of a District Recovery Coordination Group (DRCG) for the Shackleton Complex and Narrogin East Bushfires; and the appointment of Rob Cossart, the CEO of the Wheatbelt Development Commission as the District Recovery Coordinator and Chair of the DRCG. The DRCG has been established to provide coordinated and targeted support for the communities impacted by, and recovering from, the recent Wheatbelt fires.

The DRCG will:

- Provide a forum for affected Local Government Authorities and State Government agencies to come together to share and learn from each other's approaches to, and challenges in, the fire recovery.
- Link local communities and State Government agencies and/or recovery partners where necessary to assist impacted communities.
- Facilitate cross Government discussions to ensure the timely resolution of recovery actions.
- Identify and leverage further assistance where required to assist in the recovery process.
- Develop an understanding of emerging issues, key challenges and provide situational awareness and reporting to the State Recovery Coordinator.

The DRCG will complement existing Local and State Government recovery responsibilities.



It is important to note that the function of the DRCG is to provide coordinated and targeted support and link local communities with State Government and/or recovery partners they may not have easy access to. It in no way undermines the responsibilities or authority of local governments in their recovery effort.

This is a new initiative for the state and is acting as a pilot study. If accepted by the state as a permanent addition to the state recovery arrangements it has the potential to be very beneficial to the Wheatbelt should we have an event such as Tropical Cyclone Seroja or the 2011 Wheatbelt storms, where large numbers of small LGs were affected at once.

*Yvette Grigg*

District EM Advisor Wheatbelt

29 April 2022

### Attachment 4 – COVID-19 Vaccine Guidelines

#### Australian Technical Advisory Group on Immunisation (ATAGI) recommended COVID-19 vaccines and doses

The table below summarises the Australian Technical Advisory Group on Immunisation (ATAGI) recommendations relating to COVID-19 vaccines and required doses.

GROUP	VACCINES	PRIMARY COURSE			BOOSTER	WINTER DOSE		
<b>GENERAL POPULATION</b>								
5 years	Pfizer (COMIRNATY) (For Ages 5 to <12)	FIRST DOSE	→	SECOND DOSE	Not approved or recommended.	Not approved or recommended.		
6 – 11 years	Pfizer (COMIRNATY) (For Ages 5 to <12) Moderna (SPIKEVAX)*	FIRST DOSE	→	SECOND DOSE	Not approved or recommended.	Not approved or recommended.		
12 – 15 years	Pfizer (COMIRNATY) Moderna (SPIKEVAX)	FIRST DOSE	→	SECOND DOSE	Pfizer (COMIRNATY): approved but not recommended. Moderna (SPIKEVAX): not approved or recommended.	Not approved or recommended.		
16 – 17 years	Pfizer (COMIRNATY)* Moderna (SPIKEVAX)	FIRST DOSE	→	SECOND DOSE	<b>BOOSTER</b> ONLY PFIZER APPROVED 3 months after Primary Course	Not approved or recommended.		
18 – 64 years	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** AstraZeneca (VAXZEVRIA)	FIRST DOSE	→	SECOND DOSE	<b>BOOSTER</b> 3 months after Primary Course	Not approved or recommended.		
65+ years	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** AstraZeneca (VAXZEVRIA)	FIRST DOSE	→	SECOND DOSE	<b>BOOSTER</b> 3 months after Primary Course	<b>WINTER DOSE</b> From 4 months after Booster		
<b>SPECIAL POPULATION</b>								
5 years severely immunocompromised	Pfizer (COMIRNATY) (For Ages 5 to <12)	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	Not approved or recommended.	Not approved or recommended.
6 – 11 years severely immunocompromised	Pfizer (COMIRNATY) (For Ages 5 to <12) Moderna (SPIKEVAX)*	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	Not approved or recommended.	Not approved or recommended.
12 – 15 years severely immunocompromised	Pfizer (COMIRNATY) Moderna (SPIKEVAX)	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	Pfizer (COMIRNATY): approved but not recommended. Moderna (SPIKEVAX): not approved or recommended.	Not approved or recommended.
16 – 17 years severely immunocompromised	Pfizer (COMIRNATY)* Moderna (SPIKEVAX)	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	<b>BOOSTER</b> ONLY PFIZER APPROVED 3 months after Primary Course	<b>WINTER DOSE</b> ONLY PFIZER APPROVED From 4 months after Booster
18+ years severely immunocompromised	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** AstraZeneca (VAXZEVRIA)	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	<b>BOOSTER</b> 3 months after Primary Course	<b>WINTER DOSE</b> From 4 months after Booster
Pregnant, breastfeeding or planning pregnancy	Pfizer (COMIRNATY)* Moderna (SPIKEVAX) Novavax (NUVAXOVID)** (18+) AstraZeneca (VAXZEVRIA) (18+)	FIRST DOSE	→	SECOND DOSE			<b>BOOSTER</b> 3 months after Primary Course	Not approved or recommended.
Residents of aged care or disability care facilities aged 16+ years	Pfizer (COMIRNATY)* Moderna (SPIKEVAX) Novavax (NUVAXOVID)** (18+) AstraZeneca (VAXZEVRIA) (18+)	FIRST DOSE	→	SECOND DOSE			<b>BOOSTER</b> 3 months after Primary Course	<b>WINTER DOSE</b> From 4 months after Booster
Aboriginal and Torres Strait Islander people aged 50+ years	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** AstraZeneca (VAXZEVRIA)	FIRST DOSE	→	SECOND DOSE			<b>BOOSTER</b> 3 months after Primary Course	<b>WINTER DOSE</b> From 4 months after Booster
People aged 16 – 64 years who have complex, chronic or severe conditions that are considered to increase their risk of severe illness from COVID-19*	Pfizer (COMIRNATY)* Moderna (SPIKEVAX) Novavax (NUVAXOVID)** (18+) AstraZeneca (VAXZEVRIA) (18+)	FIRST DOSE	→	SECOND DOSE			<b>BOOSTER</b> 3 months after Primary Course	<b>WINTER DOSE</b> From 4 months after Booster

**Notes**

^ There is no separate paediatric formulation of the Moderna vaccine – children aged 6 to 11 years receive half the adult dose (50µg in 0.25 mL). ATAGI recommends that providers are vigilant about the potential for dosing errors, including over-dosing with the Moderna vaccine in children.

\* For people aged 16 to 17 years, Pfizer COVID-19 vaccine is the only vaccine registered for use as a booster.

\*\* Novavax can only be used as a booster if no other COVID-19 vaccine is suitable.

Information current as at 25 May 2022. Detailed information on ATAGI clinical guidelines for administration of COVID-19 vaccines is available at: [www.health.gov.au/initiatives-and-programs/covid-19-vaccines/advice-for-providers/clinical-guidance/clinical-recommendations](http://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/advice-for-providers/clinical-guidance/clinical-recommendations)

\* Refer to Table 1 in the ATAGI Expanded ATAGI recommendations on winter COVID-19 booster doses for people at increased risk of severe COVID-19: [www.health.gov.au/resources/publications/expanded-atagi-recommendations-on-winter-covid-19-booster-doses-for-people-at-increased-risk-of-severe-covid-19](http://www.health.gov.au/resources/publications/expanded-atagi-recommendations-on-winter-covid-19-booster-doses-for-people-at-increased-risk-of-severe-covid-19). The examples are not exhaustive and providers may include individuals with conditions similar to those listed below, based on clinical judgment.

## 6.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

### 6.2.1 Update to Contacts List

Committee members are requested to review their contacts within their organisation and if any changes have occurred, it is requested to please provide the updated information to the LEMC Executive Officer for recording.

#### Outcome

Committee members were reminded to update their contact details.

### 6.2.2 – LEMC Exercise 2022

Committee Members are requested to discuss & set a date for this years emergency management exercise (suggested date is September 1<sup>st</sup> 2022) from 0900-1400.

A reminder the annual LEMC exercise is designed to test recovery procedures and outcome delivery at a local level, response activities are already outlined within the designated State Hazard Plan and therefore do not require testing within this environment.

#### Discussion

Clarification was sought in relation to whether this would be a desktop exercise? The Community Emergency Services Manager advised that this is a desktop exercise based on a complex fire.

## 6.3 CORRESPONDENCE

#### IN:

1. Nil.

#### OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 3 March 2022.

## 7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

## 8. URGENT BUSINESS APPROVED BY DECISION

Nil.

## 9. SCHEDULED MEETINGS

The Local Emergency Management Committee Meetings for 2022 will be held on:

- 1 September 2022
- 1 December 2022

All meetings will commence at 3:00pm.

## 10. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 3:20pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 2 June 2022 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Member

\_\_\_\_\_ Date