



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Emergency Management Committee

3 March 2022



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1. DECLARATION OF OPENING

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

It was acknowledged that the meeting is being held by electronic means.

2. ACKNOWLEDGEMENT TO COUNTRY

The Shire President, Cr C R Antonio acknowledged 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.

Mr Tony Carter, Mr Larry Bayley and Mr Shayne Wynne entered the meeting at 3:01pm.

Mr Dale Reid, Ms Cheryl Greenough and Ms Jo Spadaccini entered the meeting at 3:02pm.

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	Darrel Krammer
WA Police, Northam (Local Emergency Coordinator)	Scott Mills arrived at 3:04pm, left at 3:32pm
Dept. of Communities – Emergency Services Unit	Jo Spadaccini arrived at 3:02pm, left at 3:38pm
Northam Regional Hospital	Jennifer Lee arrived at 3:08pm

Non-voting Members:

Shire of Northam, CEO	Jason Whiteaker
Australian Defence Force	Alysha McCall
Northam Bushfire Brigades (CBFCO)	David Wilson
Department of Education	Chris Marris
Dept. Parks and Wildlife – Wheatbelt	Shane Wynne arrived at 3:01pm
Aged Care (Juniper)	Graeme Keals
	Tony Carter arrived at 3:01pm

Salvation Army	Andrew Lee
St John Ambulance	Dale Reid arrived at 3:02pm
Northam State Emergency Service	Cheryl Greenough arrived at 3:02pm
Water Corporation	Larry Bayley at 3:01pm

3.1 APOLOGIES

Non-voting Members:

SEMC Secretariat	Yvette Grigg
Australian Border Force	Sharan Brown
Dept. of Primary Industries & Regional Development	Jeff Russell
Public Health Nurse	Anne Foyer
Silver Chain	Dara Sagar
Water Corporation	Michael Roberts
Salvation Army	Ben Day
Dept. Parks and Wildlife – Perth Hills	Michael Passotti
Water Corporation	Michael Roberts
Main Roads WA Wheatbelt	Gren Putland

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Voting Members:

WA Police, Wundowie (Local Emergency Coordinator)	Sarah Clarke
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Non-Voting Members:

Northam Airport	Errol Croft
Arc Infrastructure	Clinton Lobb
Dept. of Communities - Housing	Atila Mencshelyi
Fire & Rescue Northam	Greg Montgomery
Fire & Rescue Wundowie	Jeffrey Roberts
Western Power	Nathon McMullen
Red Cross	Erin Fuery
Yongah Hill (SERCO)	Geoffrey Pitout

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.

Mr Scott Mills entered the meeting at 3:04pm.

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 10 JUNE 2021

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.49

Moved: Mr Darrel Krammar

Seconded: Mr Scott Mills

That the minutes of the Local Emergency Management Committee meeting held on 10 June 2021 be confirmed as a true and correct record of that meeting.

CARRIED 5/0

Ms Jenny Lee entered the meeting at 3:08pm.

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 20 September 2018.

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

Shire of Northam / Chief Bush Fire Control Officer (CBFCO)

Summary of report provided by the CBFCO:

- There have been a number of fire incidents in the Shire. This includes one near the Detention Centre on Mitchell Ave and another incident in Mokine.

DFES

Summary of report:

- DFES are closely monitoring the Department of Health advice in relation to COVID however it is mostly business as usual.
- Currently reviewing alternative ways of doing training with the current COVID-19 situation.
- Have supported the Shire with some incidents.

Wheatbelt District Emergency Management Advisor Report (provided by DFES)

An overview of the Report was provided as detailed in Attachment 1.

WA Police

Summary of report:

- The WA border is opening today which may result in increased traffic of COVID-19 exposures.
- Police have assisted with a number of fire incidents in a logistical capacity (i.e. road closures).

Department of Communities – Emergency Services Unit

The report has been provided in Attachment 2.

The Executive Manager Development Services confirmed that the COVID numbers detailed within the report would be published.

Northam Regional Hospital

Summary of Report

- All patients presenting to the Emergency are required to complete a Rapid Antigen Test (RAT).
- No visitors are permitted unless it is for essential support which may create some issues.
- There have been restricted hours over the last couple of weeks.
- Continuing to increase opportunities for video conferencing where possible.

Clarification was sought in relation to:

- Whether the local wheatbelt cases are announced (i.e. in the relevant town). Ms Jenny Lee advised that they are unable to disclose this information currently.
- Whether the Old Northam Swimming Pool is being considered as an alternative testing site. Ms Jenny Lee advised that this is currently on hold and the Hospital is exploring all options, including testing being at the rear of the hospital.

Northam District State Emergency Service

Summary of report:

- Currently on stand-by and available if needed in any capacity.

Shayne Wynn

Summary of report:

- Currently working through the new mask mandate for Year 3 upward.
- The Department of Education has provided RAT's to all of the schools.

Dept. Parks and Wildlife – Wheatbelt

Summary of report:

- Water bombers have been based in the region over summer. Feedback has been positive and proved useful.

Juniper

Summary of report:

- Visitor inspections have been limited.
- Staff are completing a RAT every shift.

St John Ambulance

Summary of report:

- Following the Department of Health directions relating to COVID-19.
- In the process of recruiting more volunteers.
- A COVID-19 specific ambulance is being installed into the Depot.

Water Corporation

- Crews have been separated.
- Monitoring wastewater treatment plants for COVID.

Attachment 1 – Wheatbelt District Advisor Report



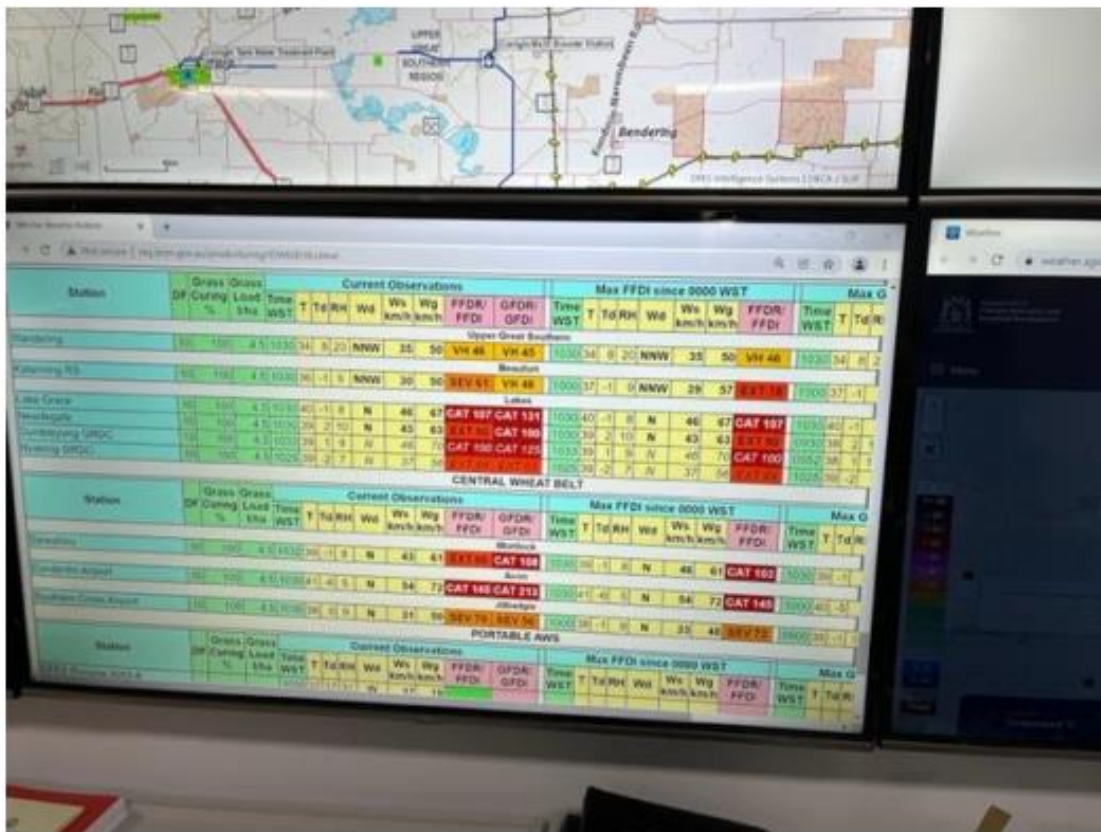
**Wheatbelt District Advisor Report
 February/March 2022**

LEMA

The Wheatbelt District is a leader across the state in currency of LEMA. Well-done Yilgarn, Westonia, Cunderdin and Merredin who have all just completed their 5-year reviews and had them endorsed. It is a good indicator of the effort that LGs and their LEMCs put into their Emergency Management Obligations.

Early learnings form the Shackleton Fire Complex.

Weather



This photo was taken of data provided by BOM in the morning of Sunday 6 February 2022. Note the Avon with an FFDR /GFDR of 145 and a GFDR/GFD of 213!!!

The whole of the Wheatbelt area was affected by these horrendous conditions. A fire of this intensity could have occurred anywhere in the Wheatbelt, including your area.



Communications

The fire and recovery work afterwards once again reiterated the need for excellent communications. Some issues you may like to consider in your LG area include;

Preparedness:

When a local government receive a message from DFES re expected severe weather...where does it go? Do you have an internal process to disseminate?

Ideas to disseminate include using your existing distribution lists.

- LEMC distribution list
- BFB SMS list
- School list?
- Sporting Clubs?
- Other?

Or

- Social Media
- Variable message boards
- Newsletters/flyers if time permits
- Other?

Are local agencies receiving notification from their regional or state offices?? Are the current processes sufficient?

Evacuation planning

It may be worth agencies revisiting their evacuation plans. Fires in these conditions move very quickly, is there adequate planning in place? If it had been a school day, evacuations of schools may have been necessary, as well as other businesses. Some hospitals residents were evacuated as a precaution. Do processes to gain authority to evacuate need to be better understood and streamlined?

Liaison Officer to the Incident Control Centre (ICC)

This was another issue that was highlighted. The importance of the LG having someone present in the IMT/ICC cannot be overstated. Where this occurred communications back to the LG and the community worked very well. This provides one point of contact and prevents busy operational people fielding literally hundreds of queries.

Having local knowledge within the IMT is also very helpful to the Controlling Agency.

Public Information – is always a concern and particularly difficult without power and communications. Again, this can be greatly assisted by having a Liaison officer at the ICC who can report directly back to the administration staff in the LG. Communities look to their Local Government for information, and they will be fielding a large number of queries.



Incident Support Groups

This event again reiterated the importance of multi-agency support to the incident. Agencies made every effort to support the incident despite there being so many events during that period. Their efforts make an enormous difference to the impacted communities. It is important that the meetings are run well with appropriate membership. There were a few minor hiccoughs with incorrect contacts. Making sure all your contacts are current seems so obvious, but often overlooked.

Recovery

Careful consideration of appointment of Local Recovery Coordinator and support staff

Some further thought to be given to who your Local Recovery Coordinator and deputy should be. Paid staff members with the authority to act and who have been trained is certainly the ideal. There needs to be a clear understanding by the LG that this role is large and will need to be well supported by other administration staff.

Who is your LRC? Is their nomination appropriate? Are they trained?

Do you have any other staff nominated to assist?

Both LGs involved deferred some BAU including deferring Council meetings, due to staff being completely involved in recovery activities.

Neighbours sharing staff

A wonderful example of how staff sharing can work was provided by Corrigin and Brookton. Brookton provided a Recovery Officer to Corrigin for approximately 10 days. The officer was recovery trained but had no experience. By attending Corrigin for that time, she was able to greatly assist in those taxing early stages and set up some processes and at the same time gained valuable experience to take back to Brookton.

Consideration should be given to developing some of these types of reciprocal arrangements.

Disaster Recovery Funding Arrangements (DRFA) - evidence

Immediately after the event has occurred it is often not known whether the thresholds will be met to activate the DRFA funding. All clean-up work, or other work you think may be eligible should be photographed/videoed, preferably with a date and time stamp. This will assist greatly when making the claims and may make the difference to the fund being declared or not.

Yvette Grigg – Wheatbelt District EM Advisor

18 February 2022

Attachment 2 - District Emergency Services Officer Report



Government of Western Australia
Department of Communities



District Emergency Services Officer – Wheatbelt Update: March 2022

Welfare Assistance for People Isolating due to COVID

People who are self isolating due to COVID and are needing welfare assistance (accommodation, food or personal support) can contact the Department through the:

13 COVID Hotline (13 26843) Option 5, Option 2

The information above can be distributed to your community through the Shire's website and FaceBook page as required.

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]**.

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 or get in touch if you have any questions or would like further information.

Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.

Change of afterhours contact details for activation of Department of Communities. In an emergency, if welfare support services are required after business hours, please contact the **Emergency Services On Call Officer on 0418 943 835**.

During business hours, please contact the Department of Communities office listed in your Local Emergency Welfare Plan.

Evacuation Centres and Vaccination requirements

When a centre is opened, there is **no need to ask for vaccination status as it is not a requirement for entry to a centre**.

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

Increased Response Capacity in the District

There is now a response trailer positioned at Northam containing 70 sets of bedding and equipment to assist in the setup and running of an evacuation centre. Larger locations are also being set up with 20 sets of bedding.

Social Distancing (SD) in Evacuation Centres

In the event of an evacuation centre being required we will need to address the social distancing requirements in play at that time. This may involve looking at more than one facility to avoid overcrowding or requesting people to stay with family or friends if available (that also adheres to SD rules). The estimated capacity for each centre listed in the LEWP are being revised and will be shown in two sections. Non COVID and COVID capacities. I will have discussions with the Shires around this and what other resources are available if required.



Government of Western Australia
Department of Communities



A copy of the COVID – 19 Welfare Centre Guide (V1.07 Jan 2022) has been distributed to the LGs in the Wheatbelt in preparation should a Welfare Centre be required. COVID status will be confirmed with Department of Health on activation and required actions will be notified at the time.

The key points:

- Travellers, visitors and tourists to leave the evacuation area **if safe to do so**
- Shelter in Place **if safe to do so**
- Shelter with family and friends **if safe to do so**
- Utilise commercial/alternative accommodation options **if available**
- Use welfare centres as a last resort

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

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

6.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

Nil.

Mr Scott Mills left the meeting at 3:32pm.

6.2.1 Appointment of Deputy Local Recovery Coordinator

File Reference:	
Reporting Officer:	Community Emergency Services Manager
Responsible Officer:	Executive Manager Development Services
Officer Declaration of Interest:	N/A
Voting Requirement:	Simple Majority
Press release to be issued:	N/A

BRIEF

For the Committee to appoint a Deputy Local Recovery Coordinator.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

The Shire of Northam has appointed a Local Recovery Coordinator (Executive Manager Development Services) pursuant to obligations under the Emergency Management Act 2005, Part 3, Div 2 s41).

The provision of a deputy Local Recovery Coordinator allows for additional capacity during emergencies following the AIMS principals, it also established a documented procedure for a deputy LRC to assume the role of the LRC in his/her absence.

By having a deputy appointed, this ensures resilience within the local government to enable recovery activities to commence/continue for the duration of an emergency event, and to enable Council to meet its obligations under the Emergency Management act 2005.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

Emergency Management Act 2005

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Limited financial impact	Moderate Risk Medium (3) x Unlikely (2)	Manage with existing resources
Health & Safety	Inadequate fatigue management	Major (4) x Likely(4) High (16)	Provide additional resource to manage fatigue
Reputation	Significant risk to reputation if serious incident was to occur	Major (4) x Likely(4) High (16)	Ensure sufficient resourcing commensurate to the tasking required
Service Interruption	Limited potential for service interruption	Moderate Risk Medium (3) x Unlikely (2)	Ensure procedures are documented and understood across all stakeholders.
Compliance	Arrangements not meeting obligations under Emergency Management Act 2005	Major (4) x Likely(4) High (16)	Ensure arrangements adhere to legislated requirements prior to endorsement by the committee and Council.
Property	Limited impact on property	Moderate Risk Medium (3) x Unlikely (2)	Ensure compliance with legislated requirements.
Environment	Limited impact on property	Moderate Risk Medium (3) x Unlikely (2)	Ensure compliance with legislated requirements.

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The appointment of the Deputy LRC provides additional capability during protracted incidents and allows for resilience in the management of Councils obligations for recovery under the EM Act.

A deputy also allows for improved fatigue management for our existing LRC.

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.50

Moved: Mr Darrel Krammer

Seconded: Ms Jenny Lee

That Council appoint the Shire of Northam's Executive Manager Corporate Services as the Deputy Local Recovery Coordinator.

CARRIED 6/0

Ms Jo Spadaccini left the meeting at 3:38pm.

6.2.3 Local Emergency Management Arrangements

File Reference:	
Reporting Officer:	Community Emergency Services Manager
Responsible Officer:	Executive Manager Development Services
Officer Declaration of Interest:	N/A
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

Pursuant to s42 Emergency Management Act 2005, Council is required to review the Local Emergency Management Arrangements (LEMA) every 5 yrs to ensure accuracy and currency.

ATTACHMENTS

Attachment 1: The Shire of Northam, Local Emergency Management Arrangements (LEMA) 2022.

A. BACKGROUND / DETAILS

The LEMA was workshopped in November 2021 by the committee where several outcomes were achieved that ensured the current LEMA is fit for purpose, is adaptable to our changing environment and meets the standard required to ensure that the emergency management aligns with the legislated obligations of council and community expectations.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area:

Outcome:

Objective:

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Emergency Management Act 2005.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Significant costs if pre planning not undertaken	High Risk High (4)x Possible (3)	Ensure that document aligns with state hazard plans
Health & Safety	Insufficient planning in place to protect the community during emergencies	Major (4) x Likely(4) High (16)	Ensure plans are documented and exercised annually to meet requirements.
Reputation	Significant risk to reputation if serious incident was to occur	Major (4) x Likely(4) High (16)	Ensure process are clear and all stakeholder consultation is appropriate.
Service Interruption	Limited potential for service interruption	Moderate Risk Medium (3) x Unlikely (2)	Ensure procedures are documented and understood across all stakeholders.
Compliance	Arrangements not meeting obligations under Emergency Management Act 2005	Major (4) x Likely(4) High (16)	Ensure arrangements adhere to legislated requirements prior to endorsement by the committee and Council.
Property	Significant risk to property if appropriate pre planning not undertaken	Moderate Risk Medium (3) x Possible (3)	Ensure response plans address key risk areas, and are communicated with require stakeholders
Environment	Moderate risk to environment if training and experience is not developed with key support personnel	High Risk High (4)x Possible (3)	Undertake training and development as required

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Post the workshop in November 2021, and in consultation with the District Emergency Management Coordinator (DEMA) in Northam, Council staff have reviewed and updated the LEMA in the new standardised format to ensure consistency, and currency with Councils approach to emergency management within the Shire of Northam district.

The 2022 revised version of the LEMA provides additional clarity on stakeholder involvement and provides council with a clear direction of its role as a supporting agency to the pre identified HMA, and provides direction on recovery activities within the Shire of Northam community.

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.51

Moved: Ms Jenny Lee

Seconded: Mr Darrel Krammer

That Council endorse the Local Emergency Management Arrangements as provided in Attachment 1.

CARRIED 5/0

6.2.2 Update to Contacts List

Committee members are requested to review the contact list provided as a separate confidential attachment to this agenda and update their organisations contact information.

OUTCOME

Members were reminded to provide their up-to-date contact information.

6.2.3 Inclusion of Northam Senior High School as Proxy Evacuation Centre

Seeking advice from the Department of Education in relation to including the Northam Senior High School Campus as a proxy location for an Evacuation Centre.

This has been included as a potential location in the draft Local Emergency Management Arrangements to be endorsed at this meeting.

OUTCOME

Mr Shane Wynne will seek advice from the Department of Education.

6.3 CORRESPONDENCE

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 10 June 2021.

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:


- 2 June 2022
- 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 3:43pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 3 March 2022 have been confirmed as a true and correct record."


_____ Presiding Member

~~16/3/2022~~
2/6/2022
_____ Date