



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Emergency Management Committee

15 August 2019

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1. DECLARATION OF OPENING

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

2. ATTENDANCE

Voting Members:

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Shire of Northam President | Chris Antonio |
| Shire of Northam Local Recovery Coordinator Executive Manager Development Services Community Emergency Services Manager (Executive Officer) Department of Fire and Emergency Service | Chadd Hunt Brendon Rutter Darrel Kramer Brad Slater |
| WA Police, Northam (Local Emergency Coordinator) | David Hornsby |
| WA Police, Wundowie (Local Emergency Coordinator) | Sarah Clark (entered at 3:02pm) |
| Department of Communities Northam Regional Hospital | Brooke Vincent Bronwyn Peter |

Non-voting Members:

| | |
|--------------------------|---------------------------------|
| St John Ambulance | Neil Robertson |
| Australian Defence Force | Damian Powell |
| Western Power | Brian Smith (entered at 3:05pm) |
| Department of Education | Shannon Wassum |

Shire of Northam

| | |
|---------------------------|---------------|
| Executive Assistant – CEO | Alysha McCall |
|---------------------------|---------------|

2.1 APOLOGIES

| | |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Councillor Department of Communities – Housing Department of Communities Northam Airport Public Health Nurse | Steven Pollard Ken Parker Jo Spadaccini Errol Croft Anne Foyer |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|

3. DISCLOSURE OF INTERESTS

Nil.

Ms Sarah Clark entered the meeting at 3:02pm.

Mr Brian Smith entered the meeting at 3:05pm.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 21 MARCH 2019

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.44

Moved: Mr David Hornsby

Seconded: Mr Chadd Hunt

That the minutes of the Local Emergency Management Committee meeting held 21 March 2019 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

5. COMMITTEE REPORTS

5.1 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.

The Shire of Northam's Agency Report has been provided as Attachment 1.

The State Emergency Services Report has been provided as Attachment 2.

The District Emergency Service Officer – Wheatbelt report has been provide as Attachment 4.

DISCUSSION

Mr Brendon Rutter, Shire of Northam provided an overview of the report provided as Attachment 1. Clarification was sought in relation to whether there are any follow up/consequences afterwards. It was advised that insurance companies are undertaking their own investigation however there is nothing further from an emergency management perspective. The organisation is now operating under the licence issued by Department of Water and Environmental Regulation.

Mr Brad Slater, Department of Fire & Emergency Services provided a report which has been provided as Attachment 3.

Ms Bronwyn Peter, Northam Regional Hospital provided an update in relation to the hospital redevelopment which is estimated to be completed by the end of 2019.

Mr David Hornsby, WA Police advised that the Northam Police Station will be subject to more renovations. Apart from the usual road accidents it has been business as usual.

Chadd Hunt, Shire of Northam advised that the Resource to Risk process for the Bush Fire Brigades has now been completed which will result in some units being reallocated to brigades, including the 2 new brigades in Northam and Wundowie.

Attachment 1

2018/2019 Bush Fire Season

The 2018/2019 fire season finally came to a close with the Horton Rd Fire back in May.

The Horton Rd fire was a very prolonged and complex incident and one that burnt with such ferocity the fire ground resembled something you would expect to find during January/February. The fire behaviour was extremely erratic and serves best as a stark reminder that our seasons are getting longer and even though the weather, may be changing the prolonged dry conditions mean that fires of this magnitude have the potential to occur very late in the season, something we must be extremely mindful of as we head into the permit season following the prohibited burning period.

It is important to acknowledge all the volunteers who attended the Horton Rd fire but in particular the Inkpen & Bakers Hill members who maintained a consistent presence on the fire ground for 72 hrs post incident to monitor and deal with any re-occurring hot spots.

Fires such as this highlight how quickly we can be caught off guard, to have a level 2 incident in late May is not what most would expect however it is fast becoming a harsh reality of our changing climate.

For 5 days post fire the our Volunteer Chief Bush Fire Control Officer, the Deputy Chief and myself worked with the owners of the mulching facility to develop a strategy to initiate a controlled process for full extinguishment of over 30,000 cubic mtrs of mulch products at various stages of processing. Once restorative works were under way I would attend the site each day to liaise with the property owners and their staff, and in conjunction with ongoing advice from DWER and continuing air quality monitoring throughout the recovery works the site was able to be restored to normal operations.

The owner of the property tasked all of his staff each day to operate 5 x front end loaders, 2 x back hoes, and 3 x water carts that worked consistently to extinguish the mulch piles. There was approx. 800,000 ltrs of water used each day to achieve total extinguishment. Total size of this fire was 272 Ha and during the peak of the incident there was over 50 appliances and 175 personnel involved in fighting the fire.

The incident was finally declared closed by myself on Friday May 31st at midday

16 days after the fire started, the total loss to the business owner as a result of this fire is an estimated \$500,000 with an estimated \$10,000 - \$15,000 per day for the recovery operation.

The Fire investigations team had attended the incident and identified the point of ignition was on a neighbouring property, the cause is still being investigated however preliminary advice is that the cause is not suspicious.

Thankfully our season was once again relatively quiet with a total of 78 incidents within the Shire of Northam for the financial year.

UNCONFIRMED



Attachment 2

April

- Saw a number of requests for assistance in relation to storm damage and water damage, in most cases we have the ever continuing issues of blocked gutters, the only major fatality was a new house losing the entire roof the size of the task resulted in Toodyay SES assisting Northam.
- One business also had a sign come loose; this was a simple task off fastening it back before it blew away.
- We were also activated our water bomber reloading team to help with fire support

A regular and constant Request For Assistance we receive from public is water damage, where blocked gutters rate high as the main cause, structural damage caused by storms and wind are few,

Whilst we are forever advertising for all to be safe lack of maintenance is the main problem.

June

- Saw providing Fire support at a structural fire in Northam and was also asked to assist at a structural fire in York, with the assistance of York SES the job was attended too.
- We also attended to a storm damage call in Northam it is interesting to note that the callout was due to blocked gutters and water damage

July

- We received a call on a Sunday night to assist Toodyay SES in a land search for a missing person; the positive outcome was the person was found in the late hours of the night.

Unit members continue with regular training as the season is soon upon us we are now looking at reviewing our skills in Water Bomber reloading, ensuring all equipment is ready for use.

We have over the last couple of month said farewell to some members but we are happy to say the we have welcomed to the team new members.

Attachment 3



Government of Western Australia
Department of Fire & Emergency Services



DEMA Report - Brad Slater

LEMC Meeting - SHIRE OF NORTHAM - 15/08/2019

Local Risk Plan - Current Status:

- Local Risk Project – Hazards risk assessed; report to be finalised for sending through to DFES Risk, Capability and Analysis branch.

Local Emergency Management Arrangements - Current Status:

- LEMA review completed and noted by SEMC; next review due 06/12/2021.

Schedule of Exercising:

- Hazard – TBC 1st quarter.
 - Discussion – 2nd quarter.
 - Functional – 3rd quarter.
 - Field – 4th quarter.

Funding Applications / Status:

- Nil to report.

Feedback from previous DEMC Meetings:

- Nil to report.

Upcoming Events / General Comments:

- Am looking at visits to several LG within Wheatbelt DEMC to follow up on high priority tasks.
- DFES RDC phone number – to be included in LEMA **1800 966 077**

Projects involving LG/LEMC:

- Regional Risk register – working with Supt. Sadler and DFES Strategy and Emergency Management command staff to establish a regional risk register. Regional AO's/DO's assisting.

Priorities for next quarter:

- Following up with tasking as per priority list.

Attachment 4



District Emergency Services Officer – Wheatbelt Update: August 2019

The Local Emergency Management Plan for the Provision of Welfare Support (LWP) have been updated with details that have been provided to me. The new plans will be renamed as the Local Emergency Welfare Plan (LEWP) once the New State Welfare Plan has been endorsed by SEMC. Once completed they will be sent out to each of the Local Governments they refer to and will be tabled at the next available LEMC.

If any there are any changes to contact details or suppliers within your Shire please send them through to joanne.spadaccini@communities.wa.gov.au and they will be updated in the new version.

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

In an emergency, if welfare support services are required during business hours, please contact the Department of Communities office listed in your LWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.

During business hours the District Emergency Services Officer is contactable for non-activation enquiries on 0429 102 614, but as they are often on the road and out of phone service range, please leave a message or in the event of an emergency please contact your local office as your first point of contact. After business hours please contact Crisis Care as your first point of contact.

2019 Training and Exercises

Welfare Centre Management training has commenced with sessions planned for August in the Eastern Wheatbelt. Further sessions will be completed in late September and October and I am looking for Local Governments that are happy to host a session (provide the venue). Neighbouring Local Governments will be invited to each session as it allows them to have as many people trained as possible without having them all go to one session.

The purpose of this training is to inform Department of Communities, Local Government staff and key stakeholders on the operation of a Welfare Centre in the case of an activation within the Shire.

Topics discussed include:

- Department's mandated responsibility to coordinate welfare services during an emergency.
- Outline the services provided by the Department of Communities and our key stakeholders.
- How to setup the welfare centre and deliver services to the affected community.
- The Department's role in Recovery and services provided.

This training is very important for all staff, as you may be called upon in an emergency to provide assistance to evacuees.

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

Kind regards

Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit
PO Box 6334, East Perth 6004
0427 445 594



Government of Western Australia
Department of Communities

Invitation

Jo Spadaccini from the Department of Communities invites you to attend.

Welfare Centre Management (Welfare Support)

Date: Tuesday 3rd September, 2019

Time: 9:30am – 12:30pm

Venue: Northam Recreation Centre
Henry St Oval, Northam

The purpose of this training is to inform Department of Communities, Local Government staff and key stakeholders on the operation of a Welfare Centre in the case of an activation within the Shire. Topics discussed include:

- Department's mandated responsibility to coordinate welfare services during an emergency.
- Outline the services provided by the Department of Communities and our key stakeholders.
- How to setup the welfare centre and deliver services to the affected community.
- The Department's role in Recovery and services provided.

This training is very important for all staff, as you may be called upon in an emergency to provide assistance to evacuees.

The Department for Communities is mandated by the Emergency Management Act 2005 as the agency to coordinate the provision of Welfare Support for all emergencies state-wide as referred to in the State Emergency Welfare Plan. Look forward to seeing you there.

RSVP: By email - 26th August, 2019

If you would like any further information on this training opportunity please email me at joanne.spadaccini@communities.wa.gov.au

5.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

5.2.1 LEMC EXERCISE

The purpose of this discussion is to gauge what each organisation hopes to test from the exercise.

DISCUSSION

The Committee discussed the type of incident to do for the exercise. As there was a recent real-life bush fire incident it was agreed to do something different to this. Discussion was held around incidents that could include mass casualties such as a hot air balloon or tourist bus.

It was discussed that the incident could occur on 9th November and the next LEMC meeting could be held on 14th November 2019 to allow for a debrief to take place.

Discussion was held around forming a working group to assist with this process.

Mr David Hornsby suggested having a standing agenda item where scenarios are suggested to allow for a desktop type exercise to be undertaken at each meeting.

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.45

Moved: Mr David Hornsby

Seconded: Mr Neil Robertson

That Council:

- 1. Hold a Local Emergency Management Committee (LEMC) Exercise for a 'Hot Air Balloon Incident' on 9 November 2019;**
- 2. Hold a Local Emergency Management Committee Meeting on 14 November 2019 to debrief the incident exercise.**
- 3. Form a working group to coordinate the LEMC exercise consisting of:**
 - a. Darryl Crammar or a representative from Department of Fire and Emergency Services;**
 - b. David Hornsby, WA Police;**
 - c. Brendon Rutter, Shire of Northam; and**
 - d. Neil Robertson, St John Ambulance.**

CARRIED 9/0

5.3 CORRESPONDENCE

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 21 March 2019.
2. Notes from the Recovery Meeting held on 16 May 2019 and 20 May 2019.

6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

7. URGENT BUSINESS APPROVED BY DECISION

Nil.

8. SCHEDULED MEETINGS

Meeting schedule 2019:

9th November 2019 – LEMC Exercise.

14th November 2019 – LEMC Meeting, Shire of Northam.

2020 meeting dates to be set at the meeting held on 14th November 2019.

9. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 3:34pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 15 August 2019 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

