



SHIRE OF
DOWERIN
TIN DOG TERRITORY

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

MONDAY 15 APRIL 2024



Local Emergency Management Committee Dowerin Minutes

10:00am Monday 15 April 2024
13 Cottrell Street Dowerin

Abbreviations

Crisis Care	CC
Department of Communities - Emergency Services Unit	DC
Department of Fire & Emergency Services	DFES
Strategy & Emergency Management Command	SEMC
Dowerin Bush Fire Brigade	DBFB
Dowerin Community Resource Centre	DCRC
Dowerin District High School	DDHS
Dowerin Events Management	DEM
Dowerin St John Ambulance	DSJA
St John Ambulance	SJA
Shire of Dowerin	SoD
WA Police	WAP

1. WELCOME, ATTENDANCE AND APOLOGIES

The Chair, Cr Trepp, welcomed those in attendance and declared the meeting open at 10.02am.

In Attendance:

Cr Robert Trepp	SoD - Shire President (Chair)
Cr Nadine McMorran	SoD - Deputy President
Aaron Wooldridge	SoD - ACEO
Kahli Rose	SoD - Executive Governance Coordinator
Linley Dreghorn	DCRC - Coordinator
Lisa Begley	SoD - Dowerin Home Care Coordinator
Barb Garner	DDHS - Principal
Danielle Green	DEM - General Manager
Kelsi Wells	DFES Northam - Area Officer Upper Wheatbelt
Phil Pickering	DBFB - Deputy Chief Bush Fire Control Officer
	SJA - Dowerin

In Attendance Via Teams:

Shane Scott	WAP - Officer in Charge
Michael Phillips	DC - Regional Coordinator

Non-Attendance:

Jason King	SJA
Jo Spadaccini	DC - District Emergency Service Officer
Paul Millstead	DBFB - Chief Bush Fire Control Officer
Peter Richards	SJA - Dowerin Chair
Paul Pochintesta	WAP - Officer
Mark Schorer	DC - District Emergency Service Officer

Apologies:

Rob Boase	Welfare Liaison Officer
Shelby Robinson	DFES

Non-Attendance = No apology submitted

2. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Recommendation/Resolution - 2

Moved: Linley Dreghorn

Seconded: Nadine McMorran

That the minutes of the Local Emergency Management Committee meeting held on 6 November 2023, as presented in Attachment 2.1A be confirmed as a true and correct record of proceeding

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

REDDING ROAD

- Previous CEO tasked to investigate the speed limit requirements with Main Roads.
 - Acting CEO to follow up

CESM

- Management – Shire of Dowerin and DFES Area Manager to liaise re funding opportunities

WATER POINTS

- Exercise in Trayning held approximately 12 months ago.
- Farm water supplies and availability map to be created.
 - Historical document created (approx. 30 years ago) which was not kept up to date. Any supplies noted on a new document need to be available year round, not only during the winter/wet season.
- DEM purchasing water tank for new shed (North-West and of site), approx. 365,000l.
 - Water in tank available for use by SoD/Emergency Services when required.
- LGGs funding wont approve water tanks. Have been advised that a 7000l pump trailer would meet funding criteria.
- Shire of Toodyay successful in securing other funding for tanks (not LGGs).

WAP

- Sgt Adrian Bailey left in November - Sgt Shane Scott appointed to OIC of Dowerin. Const. Paul Pochintesta will be transferring from Dowerin around June 2024.

4. STANDING ITEMS

4.1. AGENCY UPDATES

- CC
 - No representation
- DC
 - Jo currently on leave
 - 3 officers for the Wheatbelt Region
 - Local Emergency Response Service Management Plan undergoing minor updates.
- DFES Operational
 - Restricted burning period ended 14 April 11:59pm
 - Busy season, faced with fires and storms early in summer and then followed by flooding.
 - Publicly available fire awareness courses available:
 - **Bushfire Fundamentals** - directed at utilities and management services
 - **Rural Fire Awareness** - Fire training for community members
 - DFES to email training to SoD
- DFES Emergency Management
 - Red Cross Road Show - workshop scheduled for 30 April at the Dowerin Community Club.
 - WS will cover emergency recovery and management. There will be sessions for both management organisations and the community.
- DBFB
 - New Minnivale truck arrived late 2023.
 - Upgraded to a 4.4
 - North Dowerin WhatsApp group - similar needed for South Dowerin area. DBFB to discuss with North residents.
 - BART system working well, but not being utilised by all members.
 - Shire previously created a list of available water points, but not all available when needed. New list only needs to include main points.
- DCRC
 - CRC vacancy filled - Trish Allsopp has joined team. Responsible for Despatch and customer service.
- DEM
 - Planning underway for 2024 DMFD
 - EMP, RMP, Risk Register and Event MP being updated and will be supplied to SoD for event approval in coming weeks.
 - Other regional events contacting DMFD for advise on risk/emergency management planning - good feedback from WorkSafe.

Barb Garner entered the meeting at 10:22am

4.1. AGENCY UPDATES - CONTINUED

- DDHS
- Some students have moved from Dowerin.
 - No staffing changes.
- SJA/DSJA
- No representation
- SoD
- CEO departed ways. A Wooldridge current ACEO.
 - Power outage – recovery plans need to be reviewed and disaster recovery exercises and drills to be scheduled.
 - Compliance Officer position currently being advertised. Role will manage WHS requirements and emergency services.
 - 2024/25 insurance requirements for list of BFB volunteers. Will be ongoing requirement.
- WAP
- OIC position filled by Sgt Shane Scott.
 - Const Paul Pochintesta transferring from Dowerin around June

4.2 CONTACTS AND RESOURCES REGISTER UPDATE

The Contacts & Resources Register was circulated, with members requested to provide updates and amendments on the contents relevant to their agency. Contacts & Resources Register will be provided to members quarterly for update.

- WAP – New OIC, contact details provided via email
- So Wyalkatchem CEO
- So Goomalling CEO
- Minnivale truck – upgrade resource to 4.4

5. GENERAL BUSINESS

JANUARY POWER OUTAGES

- Dowerin townsite without power for 4 days, and some farms more than 7.
- Water supply almost completely utilised. Water Corporation able to pump from Minnivale.
- Sewerage issues – also requires power for station to work. Generator hired.
- As Evacuation centre, the DCC has STAND communications. Comms unavailable due to power outage. SoD looking into available grants or funding to purchase a generator for the DCC.
- DBFB and SJA don't have back-up power. Takes 12 minutes to manually open DBFB shed doors. SoD looking into available grants and working with electrician re generator requirements.
- WALGA initiated review into telecommunications. Optus and Telstra problems during power outages. Optus on generator, Telstra took days to organise and then didn't refill with petrol.
- Telstra presentation following suggested utilising Starlink for mobile services.
 - Mobile Starlink currently being trialled on DFES Manager's vehicle – positive feedback so far and great coverage.
- DEM have been approached by a large solar power company with a sponsorship opportunity. DEM to investigate whether this can be utilised at the DCC to assist with power issues.
 - Danielle, Shea Donnegan and Cr Trepp to discuss further.

TRUCK INCIDENT

- Incident within Shire last week.
- Truck on gravel road with low visibility and ran over their escort vehicle.
- Luckily all walked away with minimal injuries.

ROAD CLOSURES

- During roadworks a vehicle drove through a closed road. Driver stopped by contractors and refused to turn around. Continued to drive through roadworks.
- WAP confirmed that fines can be enforced for these types of breaches. Penalties can include:
 - Contravening road signage,
 - Careless or reckless driving.

6. FUTURE MEETING DATES


Monday, 22 July 2024 - Council Chambers, 13 Cottrell Street, Dowerin.

Monday, 21 October 2024 - Council Chambers, 13 Cottrell Street, Dowerin

Committee members are welcome to attend the meeting via Teams but must contact the organisers prior.

7. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 10.42am.

 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>	<p>Local Emergency Management Committee</p> <p>Dowerin</p>
	<p>Minutes</p> <p>Monday 6 November 2023</p> <p>Shire of Dowerin, Dowerin</p>

ABBREVIATIONS

Crisis Care	CC
Department of Communities – Emergency Services Unit	DC
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Dowerin St John Ambulance	DSJA
St John Ambulance	SJA
Shire of Dowerin	SoD
WA Police	WAP

1. WELCOME, ATTENDANCE AND APOLOGIES

The Chair, Cr Trepp, welcomed those in attendance and declared the meeting open at 4.08pm.

In Attendance:

Robert Trepp	SoD - Shire President (Chair)
David Singe	SoD – CEO
Melissa Stone	SoD - Compliance Officer
Linley Dreghorn	DCRC – Coordinator
Rob Boase	Welfare Liaison Officer
Jason King	SJA – Community Paramedic
Barb Garner	DDHS - Principal

In Attendance Via Teams:

Jo Spadaccini	DC – District Emergency Service Officer Wheatbelt
Paul Pochintesta	WAP – Officer

Non-Attendance:**Apologies:**

Danielle Green	DEM – General Manager
Paul Millstead	DBFB – Chief Bush Fire Control Officer
Aaron Wooldridge	SoD – DCEO
Adrian Bailey	WAP – Officer in Charge
Phil Pickering	DBFB – Deputy Chief Bush Fire Control Officer
	SJA - Dowerin
Lisa Begley	SoD – Dowerin Home Care Coordinator
Yvette Grigg	DFES – District Emergency Management Advisor
Peter Richards	SJA – Dowerin Chair
Kelsi Wells	DFES Northam – Area Officer Upper Wheatbelt

Non-Attendance = No apology submitted

2. CONFIRMATION OF MINUTES

Moved Linley Dreghorn

Seconded: Robert Boase

That the minutes of the Local Emergency Management Committee meeting held on 7 August 2023 be confirmed as a true and correct record of proceedings.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES
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Speed limit on Redding Road – Brian was assigned the task to follow up on this subject. However, as previous consultation with the main roads department, it was determined that they were unable to reduce the limit. It was previously mentioned that the speed limit on Redding Road has been officially gazetted as a 110km zone, it is likely that the main roads department will need to come out and re-access the situation related to the speed limit. David will now follow up and take appropriate action.

CESM funding – Still in communication with neighbouring shires.

Database of water points - letter documenting that the Shire encourages farm owners to call the Shire if they have access to a resource related to fire water. Needs to be made clear from owners that the water is deemed able and not going to affect their day to day living.

Dowerin Police Station – Adrian Bailey who has been a member of the community for the past 5-6 years will be transferring out of Dowerin Station as of Monday 13 November, Paul will step up and be the Officer in charge. This brings new challenges in terms of resourcing due to a few vacant positions within the wheatbelt – it is hoped the roles will be filled quickly.

4. STANDING ITEMS

4.1 Agency Updates

CC

- No update

DC

- Please refer to report sent via email. Main points of interest - the State Support Plan was endorsed by SEMC in October 2023. Updates incorporated pertain to Emergency Relief and Support changes in the terminology, the use of Welfare has been removed and replaced with Emergency Relief and Support. These changes need to be reflected in our LEMA.

Evacuation Centre Audits are currently being reviewed. Dowerin has submitted theirs and is awaiting feedback. This will become an annual review.

Jo will be touching base to arrange a training opportunity for the Shire involving evacuation centres and wardens. As we all know, being prepared for any emergency is crucial and it is handy to have everyone familiarised with their roles.

DFES Operational

- New Area Officer Upper Wheatbelt has been appointed, Kelsi Wells is our new AO. Melissa has been in contact with Kelsi weekly and we look forward to meeting Kelsi at our next LEMC meeting.

DFES Emergency Management

- Please refer to report sent via email.

DBFB

- The Restricted burning period was brought forward due to the fire season starting a little earlier, as a result there were a few local fires in the area. However, it was questioned why there was no ban put on Saturday 5 November 2023 due to the weather conditions and surrounding towns having fires.

A What's App group in the North Dowerin area has been established and has been used to coordinate all messages related to fires. BART system is running, Melissa to assist with getting all members on the app.

- DCRC
 - Unfortunate that a part-time employee has resigned, to fill this vacancy the job role will be advertised. Ongoing merger process between the two business, however we continue to maintain business as usual.
- DDHS
 - The school has been buzzing with a lot of activities on the go. The students and staff put in tremendous effort to make the recent production a success.

With the new year approaching, the school will experience low staff turnover, this brings stability and allows for continuity in the teaching staff.

The school is in the planning stages of conducting an evacuation drill to include students, teachers and other staff members.
- DEM
 - No representation
- SJA/DSJA
 - Jason is in his last week and Maxi will be returning Monday 13 November. Great to note that the operational capacity has been at 100% for turn outs. Dowerin officers are doing a brilliant job. Everything currently running smoothly and its business as usual.
- SoD
 - Correspond with Yvette to organise a visit to another Shire to see how they stem their LEMC meetings.

Currently the community hub internet stand cannot be connected too. The hub is not protected, and anyone can jump on and use the Wi-Fi.

Jo has offered to conduct a desktop exercise today.
- WAP
 - Refer to business arising from previous minutes.

4.2 Contacts & Resources Register Update

The Contacts & Resources Register was circulated, with members requested to provide updates and amendments on the contents relevant to their agency.

Melissa keeping Contacts & Resources Register and LEMC up to date monthly.

5. GENERAL BUSINESS

Desktop exercise with Jo conducted.

Scenario: Long weekend in September 10.15pm

Event: Truck carrying Ammonium nitrate hazmat incident. No explosion, 2km radius exclusion zone - East of Wyalkatchem heading to Tammin. Town of Wyalkatchem to be evacuated.

2km radius exclusion zone.

Dowerin has been contacted to open their evacuation centre for the people of Wyalkatchem. From this information needs to be gathered - how many people, when are they arriving, what are they requiring, injuries, food, water, number of children etc.

Discussion:

Who was in town and capable of a response at this particular time?

Emergency evacuation kit is in the strong room at the Administration office.

Who would head out to the site: Police – roadblocks, St Johns and DBFB – they could fight a potential fire but NOT the hazmat.

Point of contacts as per LEMA: 1st Short stay number and 2nd number David Singe

Update LEMA to reflect: 1st point of contact David, 2nd point of contact Aaron DCEO. Remove STA number.

Who would oversee opening the evacuation centre: Welfare Officer, David or Aaron. If evacuation centre is the Dowerin Community Club – Suzy will need to be contacted.

Department of Communities will attend to the evac centre, timing could be up to 2 hrs for their arrival.

For consideration:

Updating evac centres.

What is the LEMA saying, if not working we need a redundancy plan.

Discussion of the DCC being an evacuation centre as it has all the facilities as well as having the Sort Stay across the road. Put forward that the Field Days grounds is the best space for an evacuation area.

As people are arriving – to be handed food and water – to keep them calm and happy. Staff at the centre – as many people on the ground as possible.

When town is evacuated as them to bring what they can with them eg – pillows and blankets etc.

Activation Kit – Jo to send through a suggested list of items to be included in the box. Kit to be located for easy access and central. Kit needs to be moveable. To be included – electronic version to register people, list of supplies and where to purchase from, list of tasks and who to complete. Information for Coordinator and Team Leaders. School contacts – in case use of beds is required. LEMA to be included.

Local guide and checklist – Jo to deliver. Template for Shire to use and add onto. Step by step guide – red folder to be under front counter for when the call comes in everyone is clear on the process that needs to follow.

Details for Emergency WA website

6. NEXT MEETING

To be held on the first Monday of the month at 4:00pm. Venue to be Shire of Dowerin Council Chambers.

Please note that if people wish to attend via Teams, this can be arranged however the meeting location will then be at the Shire Chambers.

Monday 4 March 2024	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin
Monday 6 May 2024	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin
Monday 1 July 2024	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin
Monday 7 October 2024	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin

7. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 5.20pm.