

NOTICE OF MEETING - AGENDA

Tuesday 2 February 2021 at 11.00am

St John Ambulance Building, Memorial Ave, Dowerin

1. Welcome, Attendance & Apologies

2. Minutes of Previous Meeting

Recommendation:

That the minutes of the Local Emergency Management Committee Meeting held on 4 August 2020 be confirmed as a true and correct record of proceedings.

[\(Attachment 2.1A\)](#)

3. Business Arising

3.1 State Risk Project – this joint project between the Shires of Dowerin, Dalwallinu, Victoria Plains & Wongan-Ballidu was scheduled to be conducted in May 2020 at the Wongan Hills Community Resource Centre. It has previously been recommended that this be postponed until after the State of Emergency has been lifted.

4. Standing Items

4.1 Agency Updates

4.2 Contacts & Resources List – Committee Members are requested to advise of the necessary updates to this List.

5. General Business

5.1 LEMC Drill/Exercise – the Committee had considered conducting a desktop exercise in October 2020. It has previously been recommended that the proposal to conduct an exercise be postponed until after the State of Emergency has been lifted, however the Committee may wish to revisit that decision. If an exercise was to be conducted it is suggested this be after seeding to allow appropriate time for the event to be planned and implemented.

5.2 COVID-19 Working Group – the Working Group, consisting of the Shire, Police, CRC and DDHS, meet regularly to discuss local issues, however the direction of the group has changed somewhat from responding to the pandemic to becoming more of a stakeholder consultation regarding local matters. Members of the Group may wish to provide an update to the LEMC on the current focus.

5.3 NEWROC Exercise Report – a copy of the report on the exercise conducted on 28 October 2020 is provided for the Committee's information ([Attachment 5.3A](#)).

5.4 WALGA's Involvement in an Emergency – correspondence has been received from WALGA explaining WALGA's involvement during an emergency and how it may seek local government input into those processes. The matter is provided to the Committee for information should there be a need to utilise the consultation and engagement processes available ([Attachment 5.4A](#)).

5.5 Dowerin Crisis Coordinator/Counsellor – Carol McDonald took over the duties of this role from Norma Metcalf however Carol has since had to resign from the position. The Committee are requested to identify member(s) of the community who may be able to undertake the role as a Committee representative, should it be required.


5.6 Any other business

Committee members may wish to raise other matters for consideration/discussion.

6. Next Meeting

The next meeting is scheduled for 11.00am on Tuesday 4 May 2021.

7. Close

	<h2 style="color: red;">Local Emergency Management Committee</h2> <h3 style="color: red;">Dowerin</h3>
	<h2>Minutes</h2> <p>Tuesday 4 August 2020 Held via electronic means</p>

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 Hudson, welcomed those in attendance and declared the meeting open at 11.00am.

In Attendance:

Darrel Hudson	SoD - Shire President (Chair)
Rebecca McCall	SoD - CEO
Lynley Arnott	DCRC - Coordinator
Maxi McDonald	SJA - Community Paramedic
Jo Spadaccini	DC - District Emergency Service Officer Wheatbelt
Daniel Hendriksen	DFES Northam - Area Officer Upper Wheatbelt
Nadine McMorran	DEM - Chair
Yvette Grigg	DFES - District Emergency Management Advisor
Vanessa Green	SoD - Executive & Governance Officer

Apologies:

Adrian Bailey	WAP - Officer in Charge
Barb Garner	DDHS - Principal
Denise Sutherland	SJA - Chair
Darren Gillis	WAP - Officer
Carol McDonald	CC - Local Representative
Paul Millstead	DBFB - Chief Bush Fire Control Officer

2. CONFIRMATION OF MINUTES

Moved: Maxi McDonald

Seconded: Rebecca McCall

That the minutes of the Local Emergency Management Committee meeting held on 5 May 2020 be confirmed as a true and correct record of proceedings.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

- 3.1 State Risk Project - this joint project between the Shires of Dowerin, Dalwallinu, Victoria Plains & Wongan-Ballidu was scheduled to be conducted on Thursday 28 May 2020 at the Wongan Hills Community Resource Centre. The Committee considered the potential to conduct the project in October 2020, however that may be dependent on the status of the pandemic and other priorities at the time. Therefore, it is recommended that this be postponed until after the State of Emergency has been lifted.

4. STANDING ITEMS

4.1 Agency Updates

- DCRC • Visitors are flowing through, looking at planning a couple of events, but with an eye on the COVID situation in the eastern states and therefore not engaging outside speakers/entertainers so that cancellation is not a major problem
- DSJA • Things have mostly been quiet, CD training is almost finished, the Sub-Branch is looking for Admin Officer, otherwise watching the eastern states situation closely
- SoD • Les Vidovich, Manager Works & Assets has commenced employment on 20 July, the Contacts Register will be updated accordingly
- All facilities have reopened with safety plans in place and the necessary courses completed, not experiencing any issues to date
- DFES • Business as usual, lots of training being planned with dates for the Dowerin brigades yet to be determined
- Impact Statement distributed which outlines the impacts across the district and what actions have been taken to date. The Statement has a direct link to the State Recovery Plan which has four main focus areas. Hope to catch up with relevant agencies in the next few months
- DEM • No event this year, have relocated the office to the main street which is currently open on Tuesdays and Thursdays, anyone is welcome to call in
- DC • Still based out of Perth coordinating the 13 COVID Support Line for the Department. District offices are equipped to respond to any incidents in the Wheatbelt. Although I am in Perth I am travelling with my full kit and can be released at any time to respond as required.
- During next month contact will be made with local governments to update the Local Welfare Plans and arrange any training that is requested.

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.

5. GENERAL BUSINESS

- 5.1 LEMC Drill/Exercise - The Committee had considered conducting a desktop exercise on Tuesday 13 October 2020 however DFES have advised that due to COVID-19 it is not likely that resources will be available to conduct the exercise until early next year, at the earliest. As most emergency management requirements have otherwise been put on hold due to the pandemic, it is recommended that the proposal to conduct an exercise be postponed until after the State of Emergency has been lifted.
- 5.2 COVID-19 Working Group - the Working Group, consisting of the Shire, Police, CRC and DDHS, continue to meet regularly to discuss local issues, however the direction of the group has changed somewhat from responding to the pandemic to becoming more of a stakeholder consultation regarding local matters. The Group will continue to meet regardless of the COVID-19 pandemic.
- 5.3 Any Other Business - Nil

6. NEXT MEETING

The agenda listed the next meeting as being scheduled for Tuesday 3 November 2020 at a venue yet to be decided commencing at 11.00am, however that is Melbourne Cup Day hence there may be limited attendance due to other events. Therefore, the next meeting date will be determined amongst the Committee closer to the time.

Maxi advised his contract is due to expire and he will be leaving Dowerin around the end of October. Notification is yet to be received on his replacement. Cr Hudson thanked Maxi for his efforts and input into the Committee during his time here and wished him all the best.

7. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 11.15am.

North Eastern Wheatbelt EM Training and Exercise day
Exercise Report
(Shires of Mt Marshall, Trayning, Koorda, Nungarin, Wyalkatchem and Mukinbudin)
28 October 2020

1. EXECUTIVE SUMMARY

A series of emergency management training days have been held across the Wheatbelt, facilitated by the Wheatbelt District Emergency Management Advisor. The training includes basic emergency management principles and the application of those at the local level and introduces the capability framework and how that is used in contemporary emergency management work. There is also a recovery component with a focus on the benefits and processes around the development of the Impact Statement.

The day culminates in a discussion exercise. The aim of which is to;

“Raise the awareness of Shire staff, elected Council members and the LEMC members regarding emergency management responsibilities and processes to enhance preparedness for the coming summer season.”

The scenario was based on a widespread flood event resulting from a decaying cyclone which had significant impacts in the four recovery environments of social, natural, economic and built.

This report outlines some of the outcomes and discussions from the exercise held in Trayning on the 28th October, 2020.

Outcomes

While detailed outcomes are provided in the following page the following points provide a summary of the key issues that came from the discussion.

1. A pre-event communication plan socialized within the community would be helpful.
2. COVID 19 restrictions may raise challenges during evacuations. A number of evacuation centres may need to be set up due to physical distancing and the need to keep vulnerable community members separate. The Department of Communities may not have the capability to run a number of different centres dependent on other events in the state.
3. Small local government personnel wear many hats in the community, and the extra resources required to manage an evacuation centre with COVID 19 precautions will likely be outside these local government's capacity. Informal partnering agreements exist within the North Eastern Wheatbelt District to assist.
4. Managing recovery can be onerous and long term. Business continuity plans for all agencies and internal local government fatigue management strategies are essential.
5. WACHS has plans for taking the aged and vulnerable during evacuations.
6. If COVID 19 restrictions/risk is in place, Health advice will be needed at IMT/ISG and evacuation centres.

Actions

1. This report to be tabled at the next meeting of the LEMC for further detailed discussion and action as appropriate.

POST EXERCISE REPORT – MERREDIN EXERCISE

3 September 2020

2. Local Governments in the NEWROC discuss the need to formalise MOUs/ partnering agreements for assistance, particularly in regard to resource sharing during evacuations and recovery.
3. Continue to liaise with WACHS in regard to provision of health advice during response, into evacuation and recovery if COVID 19 is a consideration at that time.

2. TABLE OF LESSONS IDENTIFIED

#	Capabilities	Exercise Objectives	Outcomes / Lessons Identified
1.1	<p>Emergency Response Command Control and coordination.</p> <p>6.1 Pre-established and well understood protocols and structures exist that define the interrelationships between stakeholders during an event and facilitate effective command, control and coordination.</p> <p>Agency Interoperability</p> <p>6.7 Effective and interoperable communication systems (including incident management systems) exist to allow seamless communications during an emergency.</p>	<p>To test agencies understanding of the multi-agency support processes and encourage cross agency understandings of capability and limitations.</p>	<p>Incident Support Group practiced by agencies for understanding of their roles and functions. Importance of multi-agency support to the incident to ensure the community is supported is well understood. LG, including CEO, president or recovery coordinator need to maintain situational awareness by being present at the ISG. Importance of ISG to keep all member agencies up to date and informed.</p> <p>Pre-event communications plan should be developed within the LEMC with local communication strategies including where to muster for information, reminder to utilise car radios for ABC bulletins if the power is out, reminders to share any satellite phone numbers with each other and any other means of communication that the LEMC would like to share with their community. Details can be discussed further at LEMC meetings.</p>
1.2	<p>Evacuation</p> <p>6.3 Agencies have the resources and skills to undertake both directed and voluntary evacuation of both people and animals.</p> <p>6.4 Suitable sites have been identified and are available that maintain the provision of critical goods and services.</p>	<p>To test and raise awareness of evacuation procedures, centres and first actions for welfare.</p>	<p>Discussions around COVID 19 impacts on evacuees, in particular vulnerable groups such as the aged and frail. Where to take them, ie perhaps a temporary muster point while family and friends are contacted.</p> <p>If multiple evacuation centres were required due to physical distancing limitations, resources would be greatly stretched, and assistance required.</p>

POST EXERCISE REPORT – MERREDIN EXERCISE

3 September 2020

			<p>An aged care district plan was mentioned – WACHS have a clear plan to assist the vulnerable.</p> <p>Importance that animals play in the decision of residents to evacuate was discussed. Important that there is somewhere people can take pets to ensure they evacuate in a timely manner. Ensure messaging includes that pets are welcome, not in the evacuation centre, but perhaps to an open space nearby.</p>
<p>1.3 & 1.4</p>	<p>Impact Management and recovery coordination</p> <p>7.3 Agencies have the ability to undertake and complete Impact assessments across the natural, built, social and economic environments.</p> <p>7.4 Agencies have the resources and skills to support impacted communities to manage their own recovery and achieve the best possible outcome. This includes reconstruction and restoration of natural, built, social and economic environments.</p> <p>7.5 Recovery arrangements are in place following a major emergency. This should include engagement between HMAs, local government, NGOs, industry and communities and should consider long term impacts.</p>	<p>To practice and raise awareness of the process around the Impact statement. To discuss processes and capabilities and identify any</p> <ul style="list-style-type: none"> • Useful strategies • Existing gaps <p>That could be actioned to improve the emergency management arrangements within the Shire.</p>	<p>Impact Statement familiarity session. Awareness of importance of summary of impacts and contacts as a solid foundation for the beginning of recovery.</p> <p>Recovery issues and strategies discussed.</p> <ul style="list-style-type: none"> • Well planned and well executed public information campaigns are vital. • They need to be two-way, input and feedback should be sought from your community over a period of time. • Affected residents will have a great need for ongoing information, consider having information at evacuation centres, similar to one stop shops. • Streamlining of re building process, including cutting red tape and waiving of fees. • Safety and welfare paramount and will direct initial actions.

POST EXERCISE REPORT – MERREDIN EXERCISE

3 September 2020

			<ul style="list-style-type: none"> • Be mindful of economic impacts and use local supplies and businesses where possible. • Empower the community by ensuring self-determination and local decision making. • Initiate programmes to stimulate the community morale and economic growth
2.	<p>Planning and Mitigation Business continuity planning 4.8 Business continuity plans are in place across government, industry and business and consider specific risks.</p>	<p>To raise awareness in regard to the importance of continuity planning and fatigue management strategies, particularly in local government.</p>	<p>Business continuity plans and partnering agreements with neighbours and industry were discussed. Informal agreements with neighbours exist. Discussion around whether this should be formalised. A NEWROC decision.</p> <p>Fatigue management was discussed. Ideas that could be captured in the LEMA include, rosters that are applied early, multiskilling of employees to share tasks, constant monitoring, rotation of staff between high demand frontline recovery roles and more normal BAU roles to reduce intensity of work.</p>
3.	<p>Governance EM Plans 1.4 Emergency Management plans are regularly reviewed, exercised and tested.</p>	<p>To test the currency and effectiveness of the Local Emergency Management Arrangements (LEMA) and raise awareness of the content with across all LEMC members.</p>	<p>Some of the outcomes, strategies and gaps as listed above could be used to update the LEMA.</p>

POST EXERCISE REPORT – TRAYNING EXERCISE

28 OCTOBER 2020

3. ATTENDANCE SHEET

Name	Position	Agency
Tracey McMiles	Finance	Shire of Koorda
Lana Foote	D/CEO	Shire of Koorda
Leanne Parola	CEO	Shire of Trayning
Belinda Taylor	MOCS	Shire of Trayning
Daniel Hendriksen	Area Officer	DFES
Darren Simmons	CEO	Shire of Koorda
Tony Sachse	President	Mt Marshall
John Nuttall	CEO	Mt Marshall
Meg Wyatt	CSO	Shire of Mt Marshall
Subin Daniel	HSM	Wylie/Koorda Hospital
Casey MacPherson	D/Chair	Wylie SJA
Jay Hammond	Chair	Wylie SJA
Debbie Moss	EMT	Wongan SJA
Lorrice Richards	EMT	Wongan SJA
Leah Boehme	Principal	Bencubbin Primary School
Bruce Gibson	Principal	Mukinbudin Primary School
Jethro Sobejko	Principal	Trayning Primary School
Stephen Thomson	Works Supervisor	Shire of Trayning
Maxi MacDonald	Paramedic	SJA
Scott Rastall	Paramedic	SJA
David Waters	Leading Hand	Shire of Mukinbudin
Phil Smith	Machine Operator	Shire of Mukinbudin
Mark Tobiassen	OIC	Merredin Police
Parthiv Parekh	Mgr of Finance	Shire of Trayning
Pippa de Lacy	President	Shire of Nungarin
Chris Thompson		WA Police
Jo Spadaccini	DESO	Dept Communities
Joanne Randall	HSM	Kununoppin Hospital
Nerida Woodfield	Clinical NSC	Kununoppin Health Service
Rob Duffey		Bencubbin Police
Ally Bryant	Mgr Corporate	Shire of Wyalkatchem
David Johnstone	OIC	WA Police
Steven Clegg	OIC	Mukinbudin Police



23 December 2020

Our Ref: 05-024-03-0004

Via email: CEO@dowerin.wa.gov.au

Ms Rebecca McCall
Chief Executive Officer
Shire of Dowerin

Dear Ms McCall

I wanted to reach out as we head into the bushfire and cyclone season, to explain WALGA's involvement during an emergency and how we may seek your input into the processes we are engaged in.

In the event of an emergency in your community, while you are attending District EM Committees and Operational Area support group meetings, WALGA will maintain situational awareness through the All Hazards Liaison Group (AHLG) teleconferences convened by DFES (as the Hazard Management Agency), along with frequent engagement with your District Emergency Management Advisor and the State Recovery team.

The AHLG includes representatives from all of the agencies involved in emergency management in Western Australia. WALGA will not contact your Local Government in the event of an emergency, as we know you will be engaged in response activities. However, if you have any questions or concerns that you would like to raise with the WALGA Emergency Management policy team or through the AHLG, please do not hesitate to call WALGA Emergency Management on 0438 967 185, or email em@walga.asn.au

Should the State decide to call a State Emergency Coordination Group (SECG) meeting for an emergency (in addition to COVID-19), I will attend that meeting to represent the Local Government sector alongside senior State Government officials and key related stakeholders. The overarching purpose of the SECG is to ensure front line services are across details of the emergency and can coordinate clear actions in the best interest of community safety for WA.

I wanted to advise you of this as I may need to contact you if an SECG meeting is called in an emergency situation to enquire if you have any major concerns that you would like me to communicate to senior officials that require immediate attention.

(Continues on next page)

To assist in this you may wish to consider any impacts or issues relating to:

- **Community** – how are they impacted, is there a segment of your community that requires additional support, vulnerable areas, Aboriginal communities, etc.
- **Economic** – likely impacts to business continuity, tourism, or industry, etc.
- **Social Setting** – are you working with WA Police, Education Department, Government agencies and social service providers? Are there any concerns or issues at this stage, or likely to evolve?
- **Governance** – does your Local Government have enough resources and the required capabilities to deal with the incident? Please flag any additional resource requirements that you may need.
- **Infrastructure** – Is there any major damage to your infrastructure or that which is required by your community.
- **Environment** – Are there natural or cultural assets that require protection or may have been impacted?
- **COVID-19** – Is COVID-19 impacting on your capacity to respond to the emergency? Do you require additional resources or information in order to respond in a COVID-safe way?

As always, please do not hesitate to contact me as required.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nick Sloan', with a stylized, flowing script.

Nick Sloan
Chief Executive Officer