



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

14 December 2021

The Chief Executive Officer recommends the endorsement of these minutes at the next Local Emergency Management Committee Meeting

Signed: Date 17 December 2021

These minutes were confirmed at the Local Emergency Management Committee Meeting held on 15 March 2022

Signed:
(Presiding Person at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyen Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille

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Please note that meetings may be recorded for minute taking purposes.

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LEMC MEETING

14 DECEMBER 2021

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

Being the inaugural meeting of this Committee post the October 2021 Local Government elections Azhar Awang – Executive Manager Development and Regulatory Services (EMDRS) presided and opened the meeting at 4:36 pm.

EMDRS called for nominations for the position of Presiding Person, Simon Vogel nominated Cr Brian Seale and Alison Lacey seconded the nomination. Cr Seale accepted the nomination. There being no other nominations Cr Brian Seale was elected and declared by EMDRS as Presiding Person of the Local Emergency Management Advisory Committee until October 2023.

Cr Brian Seale then took the Chair.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Committee Members (Voting)

Cr Brian Seale	Presiding Person
Cr Graham Broad	Councillor
Jo Spadaccini	Department of Communities (Via teams meetings)
Alison Lacey	Department of Primary Industry & Regional Development
Simon Vogel	DFES – Narrogin Regional Officer
Pip Porter	Narrogin Volunteer Bush Fire Brigades
Anika Keeling	Narrogin SES
Jan Laver	WACHS-Wheatbelt

Invited Guests/Visitors (Non Voting)

Sandii Stankovic	Narrogin Senior High School
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Staff

Azhar Awang	Executive Manager Development & Regulatory Services (EMDRS)
Wendy Russell	Executive Support Officer (ESO)

Apologies

Jenny Menasse	WACHS-Wheatbelt
David Harrison	Narrogin Primary School
Ronan Blaney	St John Ambulance
Brendan Firman	Narrogin Regional Leisure Centre (YMCA)
Yvette Harrison	Department of Education
Niall Gibson (Major)	Salvation Army (Narrogin)
Brad Pearce	Main Roads WA

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICERS' RECOMMENDATION & MEETING RESOLUTION

Moved: Cr Brian Seale Seconded: Simon Vogel

That the minutes of the Local Emergency Management Committee Meeting held on 16 March 2021 be confirmed as an accurate record of the proceedings.

CARRIED 8/0

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. MATTERS WHICH REQUIRE DECISIONS

Nil

6. MATTERS WHICH REQUIRE DISCUSSION

6.1. Local Government Emergency Management Forum (Great Southern).

Attachment 1 – December 2021 LEMC Summary.

The quarterly Local Government Emergency Management Forum was held on 7 December 2021. The Executive Manager Development and Regulatory Services (EMDRS) provided an update.

The theme for the forum was 'Recovery' and topics discussed included:

- A review of the year that was
- LEMA status Update
- Deloitte Report, an update on the economic costs of natural disasters in Australia
 - This report suggests that scaling up investments in both physical (such as infrastructure) and community (such as preparedness programs) resilience will be required to reduce the significant anticipated costs from natural disasters, even under a low emissions future.
 - Current natural disaster cost to the economy \$38 Billion/year this is anticipated to rise to at least \$73 Billion/year by 2060. Recovery and Resilience Agency. Applications open from 10 December 2021 to 6 January 2022. The objectives are to:
 - improve the long term resilience of Australian communities and households to natural hazards including bushfires, floods and tropical cyclones; and
 - Deliver disaster risk reduction projects that reduce hazard exposure or vulnerability and are aligned with the recommendations of the Royal Commission into National Natural Disaster Arrangements and the National Disaster Risk Reduction Framework.

- Councillor Presentation The need to offer a brief over view of emergency management for Shire Councillors following the 2021 Council elections.
- Evacuation Planning
- How to register and coordinate Volunteers
- How to process and use donations

6.2. Update of Contact Information List

Attachment 2 – Updated LEMC contact list (confidential)

Committee provided information of staff changes and updates for the list.

6.3. COVID 19 Updates

Jan Laver – Narrogin Health Service

- There will be a Covid testing 'pod' installed near the ambulance bay. This will make the Covid testing process smoother and safer.
- With the opening up of the State in February masks will be required to be worn and testing will be ramped up.
- Patients can be safely treated in Narrogin unless they become seriously unwell and need to be sent to Perth.
- Staff have been involved in lots of drills, preparing for a number of different situations.

Sandii Stankovic – Narrogin Senior High School

- 9 staff are not vaccinated, 4 of these are cleaners.
- Waiting for information on whether students will need to be vaccinated next year.

7. GENERAL BUSINESS

Pip Porter – Narrogin Volunteer Bush Fire Brigades

- There have been a number of fires already this season including quite a large one where brigades from other Shires were called in to assist.
- Some mitigation work has been completed but there is still more to do. This work is being funded through DFES.

Joanne Spadaccini – Department of Communities

Attachment 3 – District Emergency Services Officer – Wheatbelt Update: December 2021

- Jo supplied an update (Attachment 3) which includes a change of contact details.
- All volunteers and staff need to be double vaccinated.
- Jo is working with Brendan and the Narrogin Regional Recreation Centre (The Y) to ensure that the centre is prepared to be an evacuation centre in an emergency.

Azhar Awang - Executive Manager Development & Regulatory Services

- Azhar advised that the Shire is working to get all of the training and vaccination details of our Bushfire Brigade volunteers up to date.

8. DATE TIME & VENUE OF NEXT MEETING

The LEMC meetings are usually held the week after the Local Emergency Management Forum (LEMF). The next LEMF is scheduled for 9 March 2022 so the next LEMC meeting is now scheduled for Tuesday 15 March 2022 at 4:30 in the Administration meeting room.

The other LEMC meetings for next year are scheduled for:

Tuesday 21 June 2022;

Tuesday 20 September 2022; and

Tuesday 13 December 2022

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:20 pm.

December 2021 Local Emergency Management Forum Summary

We looked at our **achievements** in emergency management over 2021

- Finished reviewing LEMA & Recovery plans
- Organised LEMC meetings to synchronize with the Forums
- Conducted exercises
- Understanding COVID impact from EM perspective
- LEMC more cohesive from COVID and use of COVID LEMC agenda talking points
- Plane Crash desktop exercise
- Better understanding capability survey outcomes and implications
- Attending EM Forums
- Implementing STAND project
- Went to Recovery Training
- Air Cache exercise
- Emergency Services Day
- Obtained Animal Welfare Grant
- NBN installed
- Updated our internal processes and procedures
- Met with the Local Government Grants Scheme team
- Conducted bushfire training day
- Dealing with the changes to the WHS legislation
- Obtaining Bushfire Mitigation Grant
- Obtaining Water Tank Grant
- Undertaking Station upgrades
- New CESM started
- Fire Control Officer training
- Updated LEMA
- Managed chemical spill incident
- Completed water storage dam
- WHS changes distracting

Recovery Exercise – Wrap-up

Exercise Grassy Flats

After discussing the responses to the questions, the debrief considered why the questions were asked.

What did we learn?

Recovery is a complex process which requires its own specific planning and preparation before any event occurs. Having a shared and common understanding across the various portfolios and tiers within the local government is needed to enable structures, processes and decision making effective. Preparedness is not just getting ready for a disaster but also getting ready for after the disaster.

Foundational knowledge is needed by senior management of the legislated responsibilities and roles of local government. Making assumptions that people will know what they can do and how to go about it can lead to delays, inaction, or ineffective action. Knowing who to involve in recovery, being familiar with your community and knowing about local infrastructure should be captured within the Local Recovery Plan (or Local Emergency Management Arrangements).

Knowing your community, what makes your community, including being prepared to rebuild to community needs by focusing on the future while understanding future risks during the recovery process needs to be managed.

Funding during recovery is complex, knowing how to effectively source, administer and apply funding will enhance the recovery process. Grants often have complex criteria, require administration overheads and can be challenging to allocate in fairness across the community.

Recovery will bring many challenges and a recovery plan should consider strategies on how these challenges could be met. Spontaneous volunteers, donations of cash and goods or services and managing community expectations are regular features during recovery.

The recovery process can be long. It will require a large number of professional resources from the local government sustained over time. Support should be sought from other local governments such as unaffected neighbours or perhaps professional volunteers such as ex- Chief Executives. These may not just provide direct support but may also provide insight or oversight into the local government processes.

Councilor Presentation

Over the past LG EM Forums, we have discussed the need to offer a brief over view of emergency management for Shire Councilors following the 2021 Council elections. The purpose of this exercises was to identify the scope of the presentation.

Audience:

- Elected members
- Senior staff

Duration

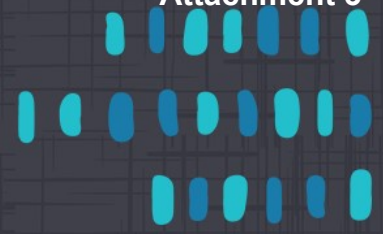
- 15 – 20 minutes, including discussion

Location

- Council briefing sessions
- VROC meetings

Content

- LG role in EM – statutory role
- Resourcing EM – staff, costs, funding, insurance
- Overview of EM
- Budgeting and resources
- Local member training, EM specific awareness
- Supporting administration
- Strategic planning
- Capital funding
- Discretionary vs non-discretionary
- Stories from other Shire Presidents and experiences
- President is the spokesperson
- Reflection on updated Delloite Report – future costs of disasters
- Dealing with media
- Big picture drivers – strategic plans, climate change
- Recovery timeframes
- Expectations
- Recovery structures – org structures, PPRR
- Councilors on committees
- Why we need LEMC and recovery
- Legislation
- What is currently in place
- Exercises and testing
- Risks and risk assessment
- Risks of not having LEMA
- Other agencies can be involved



District Emergency Services Officer – Wheatbelt Update: December 2021

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.

Changes to LG contacts between 20th December and January 10th

If there are any temporary changes to the contact numbers or details from those listed on the LEWP due to leave over the Christmas New Year break, could you please advise any changes to

joanne.spadaccini@communitites.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.

A copy of the COVID – 19 Welfare Centre Guide (V1.05 Nov 2021) is being 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 me

joanne.spadaccini@communities.wa.gov.au.

Kind regards

Jo Spadaccini

District Emergency Services Officer - Wheatbelt

Department of Communities - Emergency Services Unit

Challenges and Opportunities 2022

We concluded the Forum looking at the challenges and opportunities which may lie ahead for 2022.

Challenges

- LEMC attendance – maintaining interest, broadening
- Local government staffing – not being available, lack of staff
- More core functional work for staff (other greater priorities)
- Local government statutory changes
- COVID changes
- Lack of volunteers
- Changes to WHS laws
- Summer bushfire season
- Grain prices
- LEMA reviews
- Getting LEMC members to take on conducting exercises
- Increasing organizational awareness of EM
- Reviewing LG Business and Continuity Plans
- Staff on leave = business continuity challenges
- Employment question – unvaccinated staff
- Regional lockdown?
- Ability to support people & community in isolation
- COVID challenges and community resilience
- COVID complacency

Opportunities

- Videos of experiences
- Prepare MS Teams capability
- Road trips / networking opportunities
- Conduct more exercises
- Use MS Teams to host LEMC meetings / invite State agencies