


## NOTICE OF MEETING - AGENDA

Tuesday 5 May 2020 at 11.00am  
To be held electronically via Zoom

1. Welcome, Attendance & Apologies
2. Minutes of Previous Meeting  
*Officer's Recommendation:*  
*That the minutes of the Local Emergency Management Committee Meeting held on 3 March 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 on Thursday 28 May 2020 at the Wongan Hills Community Resource Centre, however due to the COVID-19 pandemic has been deferred. It is hoped the workshop can be conducted in late 2020, but this will be dependant on the status of the pandemic at that time.
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 (Confidential [Attachment 4.2A](#))
5. General Business
  - 5.1 LEMC Drill/Exercise - Committee members are requested to consider dates in late 2020 (perhaps October, prior to harvest) to conduct a desktop exercise. Recommended dates should be raised at the meeting.
  - 5.2 COVID-19 & Activation of the Dowerin Welfare Plan - the LEMC met informally on 28 April 2020 to discuss Dowerin's response to the COVID-19 pandemic following the activation of the State Welfare Plan.  
  
It was the general consensus of the members present that the COVID-19 Working Group, consisting of the Shire, Police, CRC and DDHS, were appropriately monitoring the local situation and providing the necessary information, resources and actions to the Dowerin community as the need was identified. The Working Group were meeting weekly which has recently been changed to fortnightly. The notes of the discussion are included as [Attachment 5.2A](#).  
  
It was therefore decided that the Working Group would remain as the lead agency during the COVID-19 pandemic period, with the LEMC to continue meeting quarterly as scheduled.
  - 5.3 Jo Spadaccini, District Emergency Service Officer - Wheatbelt, Emergency Services Unit for the Department of Communities has provided the attached report in relation to the Department's actions regarding COVID-19 ([Attachment 5.3A](#)).
6. Next Meeting  
The next meeting is scheduled for 11am on Tuesday 4 August 2020. Information on the venue of the meeting will be distributed closer to the time (whether in-person or via electronic means).
7. Close

	<h2 style="color: red;">Local Emergency Management Committee</h2> <h3 style="color: red;">Dowerin</h3>
	<h2>Minutes</h2> <p><b>Tuesday 3 March 2020</b>  <b>Held at the St Johns Ambulance Dowerin Sub-Centre</b></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 A/Chair, Rebecca McCall, welcomed those in attendance and declared the meeting open at 11.am.

#### In Attendance:

Rebecca McCall	SoD – CEO (Acting Chair)
Vanessa Green	SoD – Executive & Governance Officer
Jo Spadaccini	DC – District Emergency Service Officer Wheatbelt
Daniel Hendriksen	DFES Northam – Area Officer Upper Wheatbelt
Denise Sutherland	SJA – Chair
Tiffany Davey	DEM – Catering Coordinator
Barb Garner	DDHS – Principal

#### Apologies:

Darrel Hudson	SoD – Shire President
Adrian Bailey	WAP – Officer in Charge
Darren Gillis	WAP – Officer
Lynley Arnott	DCRC – Coordinator
Glen Brigg	SoD – Manager Works & Assets
Maxi McDonald	SJA – Community Paramedic
Norma Metcalf	CC
Carol McDonald	CC – Local Representative
Nadine McMorrان	DEM – Chair
Yvette Grigg	DFES – District Emergency Management Advisor
Paul Millstead	DBFB – Chief Bush Fire Control Officer

### 2. CONFIRMATION OF MINUTES

**Moved:** Jo Spadaccini

**Seconded:** Barb Garner

***That the minutes of the Local Emergency Management Committee meeting held on 4 November 2019 be confirmed as a true and correct record of proceedings.***

**CARRIED**

### 3. BUSINESS ARISING FROM PREVIOUS MINUTES

LEMA – The SEMC has confirmed receipt of the revised LEMA, and that it has been accepted and is compliant with the *Emergency Management Act 2005*.

<b>4. STANDING ITEMS</b>
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**4.1 Agency Updates**

- DC
  - The draft Welfare Plan has been distributed, with input requested to ensure local contacts (shops, personnel etc) are accurate.
  - Training on the preparations for an evacuation centre will be conducted around May/June with SoD staff.
- DFES
  - Hopefully finished fire season so now getting back into the core business of looking after brigades.
  - It is hoped that training can be delivered to the brigades this year.
- DDHS
  - New staff members are settling in well.
  - In the early stages of investigating a PA system. The most likely scenario would be for a lockdown with the units being quite expensive.
- DEM
  - Staff changeover, Kahli has stepped down. A CEO is expected to be appointed over the coming months. Tiffany will be the main contact for the time being.
- DSJA
  - Nothing major to report.
  - Expecting to conduct free defibrillator & CPR training to community in the next month or so. Recent first aid training occurred with 4 participants, the next course will be run in April.
  - The Anglican Church has a new defibrillator installed external to the building (with 24/7 access), the DCC's unit has been moved & is now also external to the building (with 24/7 access). The units in the ambulances need replacing which will be occurring soon enabling another unit to be installed external to the DSJA building.
- SoD
  - The recent storm & rain event has caused damage to a number of gravel roads. It is anticipated a claim will be made for funding through the Disaster Recovery Funding Arrangements Western Australia (DRFAW-WA) (previously WANDRRA) program, though surrounding Councils are not likely to be applying. Estimated damage, mostly to the north of the Shire, is \$1million. Other than making the roads trafficable & safe work cannot be undertaken until a claim is approved.
  - The weather has also meant it is too wet to do a winter grade which affects the road maintenance program. Any roads not damaged will be maintenance graded in the coming weeks.
  - The road closure has been lifted but drivers are urged to drive to conditions as there are a number of wash outs, gutter & culvert damage etc.
  - The rain also caused the Rec Centre archive room to be flooded

**4.2 Contacts & Resources Register Update**

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

<b>5. GENERAL BUSINESS</b>
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**5.1 Northern Wheatbelt Emergency Management & Recovery Training Workshop & Exercise**

Committee members were encouraged to attend the Northern Wheatbelt Emergency Management and Recovery Training Workshop and Exercise being held on Tuesday 10 March 2020 at the Dowerin Community Club. The workshop will cover:

- Intro to EM training – a refresher including ideas for functional LEMCs, LEMA 5-year reviews and ideas for exercising;
- What the capability framework is and how it assists with our EM requirements;
- Recovery awareness and what is new; and
- Recovery exercise.

RSVPs are due to Yvette today.

## **5.2 State Risk Project**

The LEMC considered a date on which to conduct the joint project between the Shires of Dowerin, Dalwallinu, Victoria Plains & Wongan-Ballidu. The workshop will assess the risks of fire, storm and earthquake.

It is proposed to conduct the Project in Wongan Hills on Thursday 28 May. The other option suggested is 21 May, however as the other participants preferred 28 May the Dowerin LEMC also endorsed this date.

Stakeholders are encouraged to attend, though it was noted that seeding will be an issue as most members are also farmers & volunteers.

## **5.4 Fire Danger Rating Boards**

Correspondence received from DFES was provided for committee members' information. One board is located on the west side of town on the Dowerin-Goomalling Road, though it is not a priority to replace the board in the near future.

## **5.5 WA Community Evacuation in Emergencies Guideline**

The Guideline has been open for public consultation with the consultation period closing on Friday 28 February 2020. The matter was listed on the agenda should members have wanted to make a submission prior to the deadline.

## **5.6 Telstra Power Outage Fact Sheet**

A fact sheet provided by Telstra on Power Outages was provided for committee members' information.

It was noted the matter is a major concern across the Wheatbelt with advocacy occurring at a State and Federal level, however the response from Telstra has been to advise users not to be reliant on one form of communication.

Minister Kelly addressed the Great Eastern Country Zone meeting last week advising that further delays were experienced to repairs due to Western Power & Telstra crews being centralised.

## **5.7 District Emergency Management Committee Quarterly Report**

Yvette Grigg provided a report for the first quarter of 2020 which was distributed to members for their information.

## **5.8 Local Emergency Welfare Plan**

The Plan for the Northam district was circulated to members for input and discussion.

This Plan can be activated for hazards defined under the WA State Emergency Management Arrangements eg State Hazard Plan - Heatwave, State Hazard Plan - Fire, State Hazard Plan - Crash Emergency, State Hazard Plan - HAZMAT.

To make comment on the Plan please contact Jo Spadaccini, Wheatbelt District Emergency Services Officer, Department of Communities on [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au) or 0429 102 614.

The SoD will submit feedback by the end of the week, with other members requested to confirm contacts and personnel details where known. An updated version will then be distributed.

<b>6. NEXT MEETING</b>
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Tuesday 5 May 2020 at the St John Ambulance building commencing at 11.00am.

<b>7.</b>	<b>MEETING CLOSED</b>
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There being no further business the A/Chair thanked those in attendance and closed the meeting at 11.39am.



## LEMC Meeting Notes - 28 April 2020

**Attendance:** Darrel Hudson SoD, Rebecca McCall SoD, Adrian Bailey WAP, Maxi McDonald SJA, Denise Sutherland SJA, Barb Garner DDHS, Daniel Hendriksen DFES, Lynley Arnott DCRC, Phil Pickering DBFB, Vanessa Green SoD

**Apologies:** Nil

Rebecca McCall opened the discussion advising this was not a formal meeting and no agenda was distributed prior to the meeting. The purpose of the discussion was to determine whether there was a need for the Dowerin LEMC to activate its Welfare Plan in wake of the announcement from the State Emergency Committee activating the State Welfare Plan resulting from the COVID-19 pandemic.

Rebecca advised the Shire had activated its Business Continuity Plan on 20 March 2020 and shortly thereafter established the Dowerin COVID-19 Working Group (WG) which, until recently, had been meeting weekly to discuss various aspects of COVID-19 in Dowerin such as distributing information, identifying those at risk/who may be vulnerable, and working towards recovery. Members of the WG include SoD, WAP, DDHS & DCRC. The WG now meet fortnightly.

The SoD and WG are of the opinion that COVID-19 is being managed well in Dowerin with no major incidents or flares requiring urgent and immediate action. However, the SoD felt that the LEMC had the right to determine whether or not the Welfare Plan would/should be activated, rather than the SoD making that decision in its own right. Feedback from the LEMC was sought.

The following details the general discussion points from each agency represented at the discussion:

TOPIC/SPEAKER	DISCUSSION POINTS
WAP	<ul style="list-style-type: none"> <li>No increase in incidents or specific date identifying a flare for Dowerin</li> <li>Assisting those identified as having financial difficulties</li> <li>Easing restrictions on public gatherings may create a spike in incidents which WAP will be monitoring closely</li> <li>Coverage from Wongan Hills is being provided in Dowerin over the coming weekend</li> </ul>
SJA	<ul style="list-style-type: none"> <li>Call out numbers have decreased, but not unusual for this time of year with seeding imminent</li> <li>SJA have established a traffic light system to identify any shortfall areas of coverage</li> <li>No call outs have been missed with the community being given priority over patient transfers</li> <li>PPE levels are being closely monitored and additional stocks being ordered/received in time for winter flu season</li> <li>Was some concern around older residents not socially distancing but the ease of restrictions now makes that less of a priority</li> </ul>
DFES	<ul style="list-style-type: none"> <li>Operations as normal</li> <li>Not had a need to be called out to Dowerin and are available to assist if need arises</li> <li>Not aware of any incidents or issues for Dowerin specifically</li> </ul>
CRC	<ul style="list-style-type: none"> <li>Current member of WG</li> <li>No new information from that discussed with the WG last week</li> <li>The ease of public gathering restrictions may result in groups/parties being held on properties over the coming weekend</li> <li>The lifting of fire restrictions may also have an impact</li> </ul>
DDHS	<ul style="list-style-type: none"> <li>33% of students will be in attendance in the first week of school</li> <li>42% are expected to attend after week 1</li> <li>18% will be remaining at home for the foreseeable future</li> <li>7% have not been heard from and follow up with those families will occur today</li> <li>44 students are at the school this week with 100 expected in week 2</li> <li>Extra cleaning regimes and staff are being implemented (SoD &amp; DDHS to discuss availability of casual staff outside this discussion)</li> </ul>

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	<ul style="list-style-type: none"><li>• Carpark has been zoned off to enable a “kiss &amp; drop-off” point for students with social distancing to be enforced</li></ul>
DBFB	<ul style="list-style-type: none"><li>• Maintaining volunteers during this period</li><li>• No major incidents to report</li></ul>

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The general consensus amongst the Dowerin LEMC was that COVID-19 was being well managed by the WG and this should continue, therefore there is no need (at this stage) to activate the Shire’s Welfare Plan for the district. This decision could be reviewed in the future should the need arise, otherwise, the WG will continue to meet fortnightly, and the LEMC quarterly.

**COVID-19 Update from the Department of Communities:**

- The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities, Director General, Michelle Andrews has taken on the role of State Welfare Coordinator. How our Department's State and Regional response will now look will evolve over the coming weeks and months and I will keep you advised.
- The Departments' initial response remains the same providing welfare supports to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of this support is occurring in the Metro area coordinated through the COVID-19 call centre (132 684).
- With the activation of the State Welfare Plan it is anticipated the Department's response will increase over the coming weeks and months and certainly heading into recovery.
- The State Welfare Emergency Committee has been established and the first meeting was held 20/04/20 and the State Welfare Incident Control Centre has been stood up. I can't confirm what that will look like at this time but will keep all Wheatbelt LEMC's informed as we are given further information.

If any questions are raised at the Special LEMC for the Department of Communities, please forward to me and I will attempt to address as soon as possible.

Jo Spadaccini  
District Emergency Services Officer – Wheatbelt  
Department of Communities

28/04/20