

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

**MINUTES**

**08 MARCH 2022**

These minutes were confirmed by Local Emergency Management Committee as a true and correct record of proceedings by the Local Emergency Management Committee Meeting held on 21/6/22

Presiding Member *[Signature]* Date: 21 June 2022

**Shire of Brookton**  
**Local Emergency Management Committee Meeting held 08 March 2022**  
**Commenced at 5.30 pm**

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## 1.03.22 DECLARATION OF OPENING / ATTENDANCE

Katrina Crute, Shire President, opened the meeting at 5.30pm and welcomed Councillors, Committee Members, and Staff.

*This meeting was held via videoconferencing (Zoom). With the only attendees meeting in person detailed below in the attendance list.*

### Committee Members (Voting)

Katrina Crute	Shire President (Chair)	<i>In Person (Council Chambers)</i>
Cr Gail Macnab	Councillor	
Murray Hall	Chief Bushfire Control Officer	
William Wilkinson	Brookton Volunteer Fire & Rescue	
David Johnstone	Brookton – WA Police	
June Harwood	Baptistcare – Kalkarni	
Darren Simpson	Brookton District High School	

Rodney Thornton	RoadWise (WALGA)	<i>Joined at 5.33pm</i>
Blake Halford	Department of Fire and Emergency Services	
Joanne Spadaccini	Department of Communities	
Neville Blackburn	Department of Communities	

### Staff (Non-Voting)

Gary Sherry	Chief Executive Officer	<i>In Person (Council Chambers)</i>
Danni Chard	Executive Governance Officer	<i>In Person (Council Chambers)</i>
Sandie Spencer	Local Recovery Coordinator	
Kylie Freeman	Local Recovery Coordinator	<i>In Person (Council Chambers)</i>
Jason Carrall	Community Emergency Services Manager (CESM)	

### Apologies received

Kylie Nottle	SilverChain	
Phillip Crute	Brookton - St Johns Ambulance	
Alison Lacey	Department Primary Industries & Regional Development	
Paul Blechynden	Department of Fire and Emergency Services	<i>Deployed to NSW to assist with floods</i>
Cliff Fishlock	Brookton - St Johns Ambulance	
Drew Richardson	Community Paramedic - St Johns Ambulance	
Eddy Duffy	Brookton – WA Police	

## 2.03.22 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 2.03.22.01 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – 07 DECEMBER 2021

#### LEMC 03.22-01

#### LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

**MOVED D. Simpson      SECONDED J. Spadaccini**

*That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 7<sup>th</sup> December 2021, be confirmed as a true and correct record of the proceedings.*

**CARRIED**

## 3.03.22 PRESENTATIONS

- Overview of requirements for Local Recovery presented by Sandie Spencer, rescheduled from December 2021's meeting.

Given that this meeting will be held by video conference, this presentation will occur at a future in-person meeting.

## 4.03.22 STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

### 4.03.22.01 UPDATE OF CONTACTS AND RESOURCES REGISTER

Updated contact details to be sent through to Danni Chard.

Updated detailed received:

- June Harwood – Baptistcare/Kalkarni
  - Work: 08 9642 0102
  - Mobile: 0408 543 085
  - Email: June.Harwood@baptistcare.com.au

### 4.03.22.02 CHANGE OF POSITIONS/LEAVE, AND ACTING ARRANGEMENTS - NOTIFICATION

#### 1. Leaving positions:

- Cherie Delmage – Shire of Brookton – Acting Manager Corporate & Community (End March 2022)
- Alison Lacey – DPIRD – has left, no replacement has been identified yet.

#### 2. New positions:

- Deanne Sweeney – Shire of Brookton – Manager Corporate & Community (28 March 2022)
- Paul Blechynden – DFES – Returned as Area Officer (AO) for Narrogin

#### 3. Leave:

- Drew Richardson – St Johns Ambulance – Community Paramedic – Central Wheatbelt – on extended leave.

#### 4. Delegates & Proxy's:

Organisation	Delegate	Proxy	CONFIRMATION REQUIRED
Baptistcare	June Harwood	<i>Nil.</i>	
WAPOL	David Johnstone	Eddy Duffy	
Dept. Communities	Joanne Spadaccini	<i>Nil.</i>	
Brookton Bushfire	CBFCO - Murray Hall	D/CBFCO - Travis Eva	
BDHS	Darren Simpson	Kris Dewson-Hall	
St Johns	TBA	TBA	
St Johns - Brookton	Phillip Crute	Cliff Fishlock	
DFES	Paul Blechynden	Blake Halford	
DPIRD			TBA
RoadWise	Rodney Thornton	<i>Nil.</i>	
SilverChain			Shire staff to contact Silver Chain and discuss the importance of attending the Brookton LEMCs.
Brookton VFRS	Scott Atkins	William Wilkinson	
Shire of Brookton	SP – Cr Katrina Crute Cr Gail Macnab		

#### 4.03.22.03 INCIDENT SUPPORT GROUP ACTIVATIONS

*The below is provided for information only, and whilst the Shire acknowledges that this was not an activation of the Incident Support Group, still thought it worthwhile to share with the Brookton Local Emergency Management Committee. This information was current as of Monday 14<sup>th</sup> February 2022. Other attendees may also have information, or experiences, to share.*

#### **Corrigin/Bruce Rock Fire Response**

On Sunday 6<sup>th</sup> February 2022 the Shire of Brookton's CBFCO assembled the Shire's Incident Management Team (IMT) at the Shire Office in response to the hot, windy weather conditions and the power outage that left a very large area without power. At about this time the Shire of Corrigin reported the fire.

In response to the fire:

- a) The generator was set up at the Shire Office.
- b) The IMT dispatched all available fire units and the CESM to Corrigin.
- c) The IMT followed the progress of the fire from the office using the satellite technology and mobile phone communications where possible
- d) The Shire's CBFCO and relief crews travelled to Corrigin at about 8pm to operate a night shift. The Shire's Deputy CBFCO received a hand over prior and remained in the Shire of Brookton overnight.
- e) The Shire of Brookton continued to provide relief fire crews through to Wednesday.
- f) On Sunday the Brookton East fire truck had mechanical failure of the pump engine. The pump will be taken from the truck and sent to Perth to be rebuilt. The cost of the repair has not been finalised but will be approved by DFES as over expenditure.

At about 3.30pm, with a second fire threatening Corrigin, people evacuated from Corrigin started to arrive at roadhouses in Brookton. After being alerted Shire staff opened the Brookton Rec Centre at 4pm as an evacuation centre.

- This site was chosen because of the generator located onsite. The Centre had also been open early in the day due to the hot weather in a power outage.
- The Shire of Brookton had no official notice of the evacuee's arrival. A community member knocked on the office door and told us people were in the Stumpy's car park.
- About 40 people registered at the Centre.
- Access to fuel was a particular issue. Some people would have moved on but didn't have access to sufficient fuel.
- Some evacuees had caravans and were willing to set up in the Caravan Park for the night. It is expected they purchased fuel the next morning and moved on.
- The Shire provided cold water and hot drinks to people attending.
- At about 6pm advice was received of an official evacuation centre opening at the PRACC in Pingelly at 8pm.
- At 6pm sandwiches were obtained to tide people over before receiving a meal at Pingelly.
- Volunteers and private donors provided fuel for people to travel.
- All people were out of the Rec Centre by 8.30pm.
- The Shire of Brookton incurred all the wages costs of three staff and some minor operation costs in opening an evacuation centre.

Shire of Brookton ongoing assistance

- The CESM is still working solely in Corrigin and will be until at least 18th February 2022.

- The Governance Officer, who is the Shire of Brookton's Local Recovery Coordinator has been working in the Shire of Corrigin since Tuesday morning. It is currently uncertain how long she will continue.
- The Shire loader was floated to Corrigin on Monday afternoon. Shire staff have been in Corrigin from Tuesday. It is uncertain how long this will continue.
- The Shire of Brookton will incur the cost of all staff wages and travel costs. The Shire of Corrigin is meeting ongoing expenditure, including fuel, repairs and any meals and accommodation.
- The expenses of the CESM are shared between the Shires of Brookton, Pingelly, and Corrigin.

While most things worked very well, the following issues were identified by me. A further debrief will be held shortly.

- While the IMT operated successfully in the Council Meeting Room, consideration should be given to setting up an incident management centre that could have
  - An IMT meeting space and separate space for operations teams to work
  - Access to bushfire radio network
  - Larger or addition television screens;
- The power outage stranded motorists in Brookton unable to access fuel. While diesel was readily sourced, supply of petrol was more problematic. The Liberty roadhouse has indicated they will review having their gas line taken off the generator connection, so it would be possible to offer unleaded and diesel fuels from one pump using an existing 9kVa generator in the event of a power outage.
- While the Shire of Brookton was relatively "prepared", consideration should be given to further training/professional development for those with roles in the IMT. This incident of this scale doesn't happen regularly, and continued training/development is required to ensure levels of preparation.
- Only a few Shire staff can set up/turn on generators. Additional staff will be trained. A written procedure could also assist.
- The issue of dogs and animals needs to be considered at an evacuation centre. Several people had pets which required people to be very separated.
- For use as an evacuation centre, the following should be considered either at the Rec Centre or in the evacuation equipment box:
  - a kettle for smaller events/Jug to fill the large urn
  - A mounted television for entertainment and information
  - Some type of PA system for announcements. This event didn't require it, but if the 40 was 140 it would have.
  - Tea towels for clean-up

*Written by the Chief Executive Officer of the Shire of Brookton– Gary Sherry.*

**Sandie Spencer – Brookton Local Recovery Coordinator** *dispatched to Corrigin to assist with recovery*

- Arrived in Corrigin on Tuesday 8<sup>th</sup> February 2022,
  - Corrigin Local Recovery Coordinator – had reached all impacted community members by the Tuesday.
  - Social welfare concerns (WAPOL, home visits)
  - Asbestos (disposal)
  - Western Power (200 poles impacted)
    - Reassess infrastructure before reinstallation
  - Bio-security concerns (weeds) from donations.
  - Local knowledge was a big benefit.
  - Soil erosion an issue (re: fencing, dust suppression etc.).
  - Projection of live-stock requirements (due to lack of feed on the ground)

- Feed
- Water

### **Joanne Spadaccini – Department of Communities**

- Thanked Brookton for supporting the displaced Corrigin residents, in the interim while an evacuation centre was approved and established.
- Evacuation centre opened in Pingelly, due to Wickepin incident, able to support both events, and access to health care.
- Looking for support from community groups with farming experience to support the farming communities.
- Corrigin hasn't yet been 'declared', due to threshold (to date) not yet reached.
- Exercise to be held at WB Eva Pavilion (during the winter months) – LEMC
- Emergency.wa.gov.au – for most up to date information, ensure that this information is the 'main source' of information provided to the community – comms permitting.
- Community Trees (identify areas/parts of community which require more assistance) to require a "Street Leader"
- Communications challenges during an emergency, e.g. telecommunications, directions to evacuating residents with where to go.

### **Jason Carrall – Community Emergency Services Manager - Brookton, Corrigin, Pingelly**

- 3 ½ weeks in Corrigin
- Thank you for the support from Brookton to Corrigin
- Future ways to communicate
  - No Communications
  - Continue conversations with tele-companies to support regional communities especially during an emergency
    - Telstra has a mobile tele-tower (on a trailer), which can be mobilized within an hour and set up within an hour – however, there was no answer on the after hours contact number.
    - Central Country Zone has escalated through the Zone meeting, which will then be escalated to be placed on the State Agenda.



#### 4.03.22.04 RISK PROFILE CHANGE

Nil.

#### 4.03.22.05 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Attached for review.

##### **Identified amendments required**

- Part 2 – Planning (LEMC Administration)
  - o 2.1 LEMC Membership
    - To be updated to include Baptistcare, SilverChain, RoadWise, DFES, Department Communities, DPIRD.

**Ensure updated phone numbers in LEMA – redistribute to the committee.**

#### 4.03.22.06 LOCAL RECOVERY PLAN

Updates are provided in blue under each item.

- Outcomes/Actions for Shire of Brookton Local Recovery Plan
  - o Present Draft Local Recovery Plan at next LEMC meeting in 2022
    - Still not completed – work in progress
  - o Engage with DoC in 2022 – to engage with LEMC and community for a scenario at WB Eva Pavilion
    - With recent events, this has not yet been organised.
    - Make recovery plan a document which can be picked up and used during the recovery.
- Identify working group and subcommittees
  - o Due to lack of attendance at LEMC Meetings, this has been difficult to arrange. Correspondence was sent out to committee members regarding this issue.

#### 4.03.22.07 REPORT AND/OR DEBRIEF ON ANY LEMC EXERCISE(S)

Nil.

Exercise with the Community to be undertaken, so that staff, volunteers and the LEMC committee are fully informed and understand what their roles are within an emergency, and when and who will activate them.

*Development and Approval of next financial year LEMC exercise scheduled (to be forwarded to relevant DEMC)*

## 5.03.22 BUSINESS ARISING FROM PREVIOUS MINUTES

### 5.03.22.01 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEMBERS - CORRESPONDENCE

1. At the December 2021 LEMC meeting, a motion was passed for the LEMC committee to write to all LEMC members:

#### **LEMC 12.21-02**

#### **LOCAL EMERGENCY MANAGEMENT COMMITTEE MOTION**

**MOVED Cr. Crute      SECONDED M. Hall**

***That the Local Emergency Management Committee:***

1. ***Write to all Local Emergency Management Committee members (or their delegates), explaining what LEMC is, and the importance of this committee, and to request attendance of a representative at all future meetings.***
2. ***Write to Baptistcare and request an updated version of their Emergency Management policies and procedures.***

**CARRIED**

To date – correspondence has not been received from **Baptistcare, DPIRD.**

- **Emergency Management Plans - Baptistcare/Kalkarni**
  - Exercises undertaken? Nil in last 3 years
  - Updated floor plans to provide layout of facility
  - Testing of Fire Hydrants
  - Generator – Solar panels installed
  - Training with Brookton VFRS
    - June and Brookton VFRS to schedule training directly.
  - **June to sent Danni Chard a copy of the current Emergency Management Plans for the Kalkarni Facility to distribute to the LEMC.**
- **Desktop exercises for LEMC 2022/23**
  1. Desktop Exercise: Baptistcare/Kalkarni  
*(Head office attendance from Baptistcare)*
  2. Desktop Exercise: Brookton District High School  
*(Currently updating Evacuation Policies and completing a drill)*
  3. Evacuation Exercise – WB Eva Pavilion with Community, Staff and LEMC
  4. *Fourth exercise to be determined with input from Department of Fire and Emergency Services Narrogin.*

#### **Attachments**

**Attachment 5.03.22.01A – Copy of Correspondence sent to all LEMC Committee Members**

**Attachment 5.03.22.01B – Copy of Correspondence sent to Baptistcare Kalkarni**



OUR REF: EME015  
YOUR REF:  
ENQUIRIES/CONTACT SANDIE SPENCER – GOVERNANCE OFFICER

To All members of the Shire of Brookton Local Emergency Management Committee Members

I am writing to you, as the representative for the Shire of Brookton Local Emergency Management Committee.

Local governments are key players in the State's emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

Under section 38 of the *Emergency Management Act 2005*, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district.

The Local Emergency Management Committee (LEMC) meets quarterly throughout the year. Local Emergency Management Arrangements (LEMAs) are developed to provide a community focused, coordinated approach to the management of all potential emergencies within a local government area. It is vitally important that we are working together to meet our obligations, but more important preparing ourselves and our community.

Over the past twelve months there has been a significant decline in attendance at these meetings, this has resulted in poor the performance and preparation of our LEMC. We are unable to ensure our LEMA is a well developed and usable document, and we have not been able to hold a purposeful desktop exercise due to the lack of attendance, putting the LEMC at significant risk of not being able to adequately perform its function in the event of an emergency.

We acknowledge that from time to time, people cannot attend a scheduled meeting, in these instances we encourage you to send along a proxy member. It is important that people in LEMC member agencies understand the purpose and function of LEMC.

We are now requesting formal notification of your LEMC representative and a proxy (if possible) by 11<sup>th</sup> February.

The next meeting will be held Tuesday 8<sup>th</sup> March 2022 at 5:30pm. Thank you for your understanding.

Yours sincerely

A handwritten signature in black ink that reads "Paul Sheedy".

**Paul Sheedy**  
**Acting Chief Executive Officer**  
27 January 2022

PO Box 42, 14 White Street, Brookton WA 6306  
 9642 1106  
 mail@brookton.wa.gov.au  
 www.brookton.wa.gov.au





OUR REF: EME015  
YOUR REF:  
ENQUIRIES/CONTACT SANDIE SPENCER – GOVERNANCE OFFICER

Mrs J Harwood  
Baptistcare Kalkarni  
27 Whittington Street  
BROOKTON WA 6306

Dear June

At the last meeting of the Shire of Brookton Local Emergency Management Committee on 7<sup>th</sup> December 2021, discussion was held regarding the emergency management plan for the Kalkarni Residency.

The Committee members raised concerns as to how the Ambulance and the Fire service would respond to an evacuation in the event of an emergency at the Kalkarni facility, particularly now COVID 19 is becoming more evident with Western Australia and the vaccination requirements when entering an aged care facility.

The Committee also felt that an emergency evacuation drill should be undertaken involving Kalkarni management and Ambulance and Fire Services personnel.

It would be appreciated if a copy of emergency management plan, policy and procedures of Kalkarni could be presented at the next Local Emergency Management Committee meeting to be held on the 8<sup>th</sup> March 2022.

Yours sincerely

A handwritten signature in black ink that reads "P. Sheedy".

**Paul Sheedy**  
**Acting Chief Executive Officer**  
27 January 2022

 PO Box 42, 14 White Street, Brookton WA 6306  
 9642 1106  
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**6.03.22 GENERAL BUSINESS**

**6.03.22.01 DFES – DISCUSSION POINTS FOR LEMCs GIVING CONSIDERATION TO COVID-19 PREPARATIONS**

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**From:** SMITH Adam ,adam.smith@dfes.wa.gov.au.  
**Sent:** Friday, 28 January 2022 11:23am  
**Subject:** LEMC Discussions and COVID19  
**Attachments:** Discussion Points for LEMCs giving consideration to COVID 19 preparations.docx

Hello all,

Please find attached some information and discussion points from WA Country Health Services to assist you in your COVID 19 preparations and LEMC discussions.

Other items that have been raised for consideration at recent exercises and workshops that you may also find useful to consider include:

- Understanding that as the Hazard Management Agency, Health are in charge however may need the support of all LEMC members should a major outbreak occur. Calling an ISG or special COVID 19 meeting when an outbreak occurs will assist provide clear messaging to all organisations. Ensure your meetings have appropriate membership, i.e. they may include key services including your local grocery store and/or pharmacy etc.
- Welfare needs
  - Accommodation while quarantining
  - Delivery of groceries and medications etc.
- Preparedness and business continuity planning. A basic plan if you and/or your staff have to quarantine or are ill. Particularly for those delivering key services.
- Communications: timely and accurate. Health will provide all communications around the health side of the pandemic, however there may be many other community issues that need sharing, i.e. where to source assistance, opening and closing of facilities etc. If possible, provide feedback loops so people can ask questions and clarify issues.
- Lastly there is a need for calm and to lessen any fear and panic that may be in your communities. While the Omicron variant is much more infectious it is less severe than other variants.

A representative from WA Country Health Service will endeavour to attend your LEMCs, however with the large number occurring over the next few weeks this may not always be possible.

Please consider making tele/video conference facilities available.

For those local governments in the Wheatbelt WA Country Health Region, the same information applies.

As always, please don't hesitate to contact me if you have any queries.

**Adam Smith**

**District Emergency Management Advisor**

**Great Southern Region | Operations**

Department of Fire and Emergency Services | 5 Hercules Crescent, Albany WA 6330

**P:** 08 9845 5007 | **M:** 0429 104 007 | **F:** 08 9841 6719 | **E:** [adam.smith@dfes.wa.gov.au](mailto:adam.smith@dfes.wa.gov.au)



**Attachment provided from Email.**

Discussion Points for LEMCs giving consideration to COVID 19 preparations

**Great Southern Regional Emergency Operations Centre - WA Country Health Service**

The WA Country Health Service (WACHS) has been preparing for community cases in the regions. Omicron is within WA despite the border opening being delayed and numbers will continue to grow. We will also see community transmission in regional locations.

**Please get tested if you have any symptoms** or have been to an [exposure site](#) and encourage your family and friends to do the same. Controlling infection spread is dependent upon early case identification. Continue to check the list of potential [exposure sites](#) and follow the relevant health advice - given the increasing number of COVID cases, everyone needs to be vigilant.

If you have cold or flu like symptoms (e.g.: sore throat, cough, headache, temp above 37.5), **get tested, isolate and do not attend work or the shops or other community events until you've got a negative test result.** If you test positive, advice about how to manage COVID-19 [is available on HealthyWA](#).

**Omicron is much more infectious than other previous variants** but scientific evidence is increasing worldwide that **having a booster vaccine dose (3<sup>rd</sup> dose) is more effective at managing symptoms** as builds up the antibodies again. It also means if you catch it you'll be less infectious as have lower 'viral load' than someone who's not vaccinated. You're also much less likely to need hospital care but may feel unwell for a few days managed with Panadol and fluids – just like a bad cold or flu. You will be infectious though hence why it is important to stay at home.

**Get together your own and your family's COVID preparedness pack.** Masks, Panadol, thermometer, 2 weeks of your usual prescription medication and other non-prescription meds/vitamins etc. on hand, tissues. Work out who will be support your support person and ring you and get you food and drinks.

**Stepping up the WA Health and Great Southern health system response**

The increasing number of COVID cases has led to changes for our hospitals and services.

1. **Masks** are now a mandatory requirement for [staff and visitors](#) to all WA Health hospitals, health services, aged care facilities and other workplaces.
2. WACHS teams, including emergency departments, are finalising plans to start using routine **rapid antigen tests (RATs)**. Additional infrastructure will be needed in some places to manage this. We have currently no definitive advice on when or how RATs will be available to the general community or how they will be used in health services but we know 40million have been ordered by the WA government and 1.5million are currently in WA.
3. **Proof of vaccination requirements** in the community are being [expanded statewide](#) on January 31. This includes visitors to hospitals and aged care facilities.
4. **A Home Monitoring Service** has been procured by WA Health to monitor and support people with COVID at home if they wish (it is an Opt In service). They will contact the person every day and give

people at home a small machine called a pulse oximeter which is put the finger to measure blood oxygen levels and pulse rates. If it dips below a certain level the patient will be advised to go to hospital.

5. **COVID telehealth readiness.** WACHS outpatient and community services will be via telehealth (videoconferencing) including into the home where possible, from 31 January 2022. This isn't always possible as some patients need to be seen face to face, but where possible Telehealth is being ramped up like in early 2020.
6. Great Southern has plans in place to **surge up staffing to ensure the essential health services** (EDs, inpatient care, aged care and mental health and public health) continue even if other services and programs are temporarily reduced. We will only enact these plans if many staff get sick or have to stay at home as contacts of positive cases.
7. **Sites across the Great Southern can test people for COVID.** People with symptoms can be tested at the Pioneer Respiratory Clinic or via their GP. Clinipath and Western Diagnostic can test both symptomatic and asymptomatic patients. If the testing demand increases beyond what the hospital or health centre can do we have plans for surge testing locations at Katanning, Ravensthorpe, Denmark and Albany. We need more people trained to be COVID swabbers and support admin processes such as taking people's details and printing of labels for COVID swab specimen tubes or traffic management. Anyone can train to be a swabber.
8. **Our sites can care for people with COVID** and we will transfer people as clinically appropriate to Albany or Perth. There is no ICU only a HDU in the Great Southern so if people need critical ICU care they will have to be transferred to Perth. There is a special COVID ambulance in the Great Southern (stripped out for easier cleaning) but if that's not available a normal ambulance can be used.
9. **If there's a local COVID outbreak in your area the LEMC would be stood up** as the local Incident Support Group (ISG). Health would be the lead agency led by the local health service manager supported by their Operations Manager, the REOC and the Operational Area Support Group (DEMC) members. Health will be calling on local LEMC/ISG members to help practically if needed including if surge testing is needed locally and we need help with equipment, traffic controllers and providing meals/water.

**Contact:**

Department of Communities (13 COVID) to contact the Shire of Brookton (Kylie Freeman), to arrange supplies for people who are isolating.

(e.g. Covid Hotline to contact Kylie who will then contact IGA. IGA maintain the list of volunteers who are able to deliver groceries from IGA, Butcher, Pharmacy etc.).

**6.03.22.02 SEMC CONSULTATION REQUEST – TRAFFIC MANAGEMENT DURING EMERGENCIES - GUIDELINES**

**From:** SMITH Adam ,adam.smith@dfes.wa.gov.au.  
**Sent:** Friday, 22 February 2022 12:12pm  
**Subject:** SEMC Consultation Request – Traffic Management During Emergencies Guidelines.

Good Afternoon

Please see below from SEMC Policy.

**Adam Smith**

**District Emergency Management Advisor  
Great Southern Region | Operations**

Department of Fire and Emergency Services | 5 Hercules Crescent, Albany WA 6330  
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Government of Western Australia  
Department of Fire & Emergency Services



Good morning colleagues,

A sector led working group has completed a review of the 'Traffic Management During Emergencies Guidelines' including the supporting State EM Policy section 5.8 'Traffic Management' and State EM Plan section 5.3.3 'Traffic Management During Emergencies'.

The DFES State EM Policy Branch is now seeking your feedback on the proposed amended policy, plan and guidelines to help us identify and address any concerns prior to requesting endorsement and approval from the SEMC Response and Capability subcommittee and SEMC.

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback. We also ask that you forward this email and consultation request to members of your Subcommittees, Reference Groups, DEMC, LEMC, or your agency's stakeholders.

**Note:** This consultation request has been sent to Executive Officers of SEMC Subcommittees/Reference Groups, District Emergency Management Advisors, members of the traffic management working group and nominated contacts for agencies with emergency management roles and responsibilities.

**Consultation Information**  
**Traffic Management During Emergencies Guidelines**

The DFES State EM Policy Branch is conducting consultation via Social Pinpoint.

On the [State Emergency Management Policy Branch Consultation Homepage](https://dfes.mysocialpinpoint.com.au/review-of-the-traffic-management-during-emergencies-guidelines) you can view all current consultations, including the Traffic Management During Emergencies Guidelines <https://dfes.mysocialpinpoint.com.au/review-of-the-traffic-management-during-emergencies-guidelines>.

On this page you will be able to:

- View information about the consultation process.



- Download and view the proposed amendments to the policy, plan and guidelines.
- Submit your feedback.
- Join the discussion or post a question.

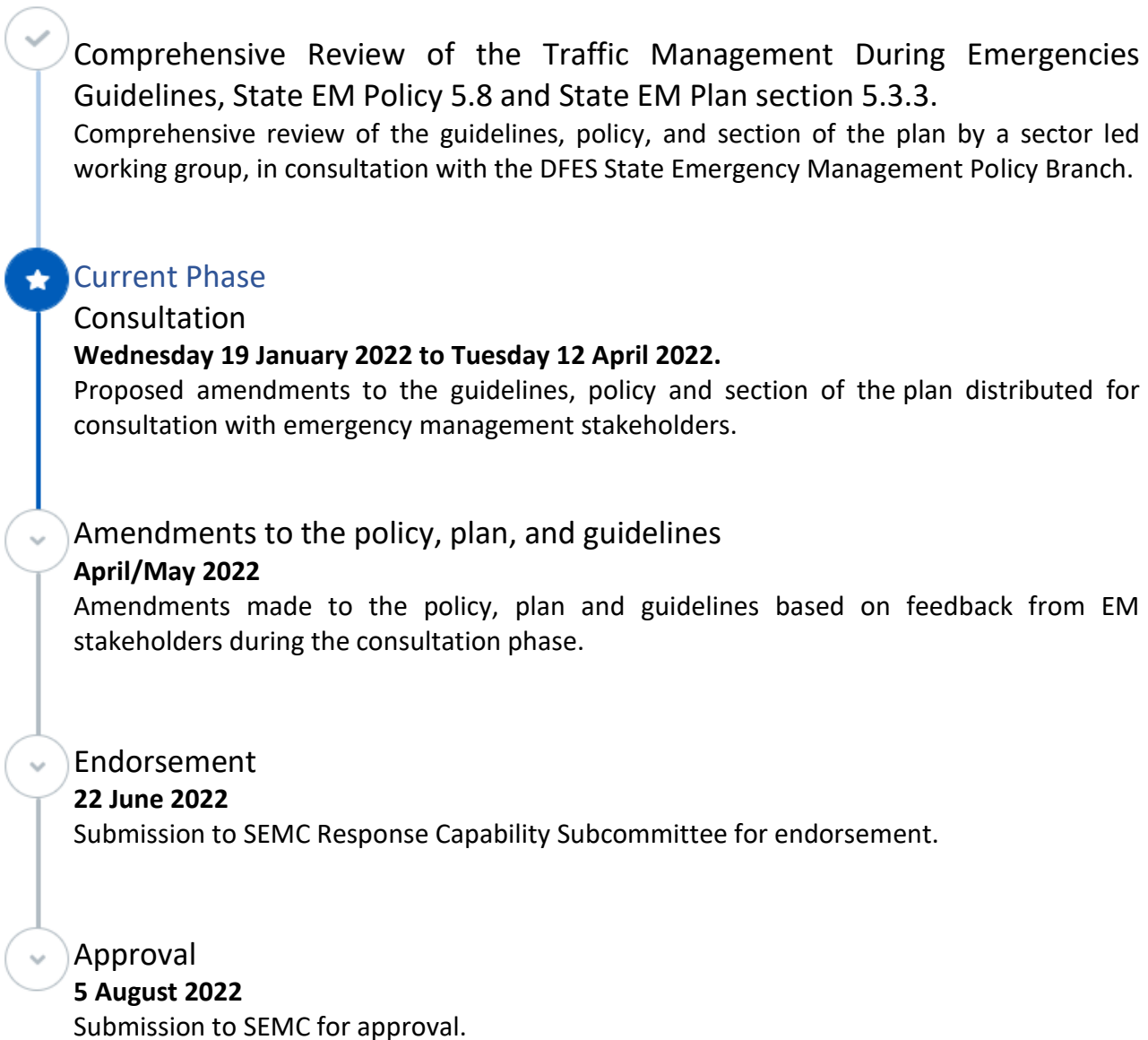
**Please submit your feedback by COB Tuesday 12 April 2022.**

As we continue to trial Social Pinpoint, we would also appreciate your feedback on this platform. You can share your thoughts and experiences in the 'Feedback on the use of Social Pinpoint' at the bottom of the page.

If you experience any difficulties with accessing Social Pinpoint or have any other questions, please contact us on [SEMC.policylegislation@dfes.wa.gov.au](mailto:SEMC.policylegislation@dfes.wa.gov.au). Thank you for your assistance.

## **Traffic Management during Emergencies Guidelines**

### **Consultation and Approval Process**



## Summary of Amendments

### 1. Review of Traffic Management During Emergencies Guidelines

Traffic Management During Emergencies Guidelines has been reviewed and converted into arrangements that are contemporary and suitable in readability and accessibility. The terminology has been updated, and the guidelines reflect current practice and is user friendly.

Significant amendments include:

- Revision of the glossary
- Vehicle Control Point information reflects current practice including definitions
- Full and Partial Road Closure definitions provided
- Contemporary information about Reopening Roads updated
- The guidelines Annexures have been removed and new or amended versions replaced reflecting current traffic management practices

### 2. Review of State EM Policy 5.8 – Traffic Management

State EM Policy 5.8 - Traffic Management has been reviewed and reflects the new contemporary arrangements in the Traffic Management During Emergencies Guidelines.

Significant amendments include:

- The use of HMA and Controlling Agency
- Recognition of government and private organisations as road asset owners
- Confirmation that the HMA/Controlling Agency is responsible for traffic management until the road is returned to the asset owner

### 3. Review of State EM Plan section 5.3.3 – Traffic Management During Emergencies

State EM Plan section 5.3.3 - Traffic Management During Emergencies has been reviewed and reflects the new contemporary arrangements in the Traffic Management During Emergencies Guidelines.

Significant amendments include:

- The use of HMA and Controlling Agency
- Recognition of government and private organisations as road asset owners
- Confirmation that the HMA/Controlling Agency is responsible for traffic management until the road is returned to the asset owner

### 4. Statement of fact amendments

Where applicable, statement of fact amendments have been made to ensure the guidelines, policy and plans are factually accurate.

Statement of fact amendments include:

- Formatting of the guidelines to meet the West Australian Government's web accessibility requirements
- Headings updated
- Updates to agency names
- Updates to legislation, regulation, State EM documents and other document references
- Simplification of language to improve readability.

**Large number of issues for road closures during an emergency (Corrigin & Wickepin). Reopening of Roads.**

## **7.03.22 ATTENDEE REPORTS AROUND THE ROOM**

### **7.03.22.01 JUNE HARWOOD - BAPTISTCARE**

- COVID 19 PREPARATIONS
  - Fully prepared
  - Purchased new equipment, the facility is able to prepare own meals for a month
  - RAT tests (everyday, every shift), residents and staff
    - Residents test themselves.
    - Have used 1000 in a fortnight
    - Stock 1000 on hand, with more stock due to arrive in the coming days.
  - 100% COVID vaccinations and boosters for staff and residents
  - Influenza (flu) vaccination clinic scheduled for April 2022.
  - Visiting times have been reduced on weekends
  - Supplies of anti-viral medication onboard
  - Local GPs Doctors are fully supporting the Kalkarni Residency
  - Solid covid plan in place
  - Wing covid plan
    - If there is an outbreak in the facility, each wing is able to be isolated to contain the spread.
  - The Baptistcare COVID website page is updated daily with information for residents and the community on the status of COVID management in the facility.

### **7.03.22.02 RODNEY THORNTON (RoadWise)**

- Weekend (road fatalities) Bad weekend just had for the Wheatbelt.
  - 13 Regional deaths on roads
  - Wheatbelt South & North
- Report to be sent to be distributed with Minutes
- Vision for road safety in our Community
  - Local Government
  - Local Community
  - 0 fatalities, 0 injuries
  - Road Safety Message
  - Road safety commission funding available

### **7.03.22.03 DARREN SIMPSON – BROOKTON DISTRICT HIGH SCHOOL**

- Preparations in place for COVID exposure
  - Nil cases at this stage within the school community, including close contacts.
  - Sanitiser being used regularly by staff and students
  - Staff almost triple vaccinated
  - Documentation ready to follow if there are 'official' cases.
  - Evacuation drill to be held at the School
- Currently updating the School's emergency management plans. These plans will be distributed to the LEMC, once finalised. An exercise to be scheduled with LEMC once the plans are ready.

#### **7.03.22.04 JOANNE SPADACCINI – DEPARTMENT OF COMMUNITIES**

- If an Evacuation Centre is opened
  - Don't need to ask for vaccination status (evacuees)
  - Staff and volunteers to be fully vaccinated to assist in the facility.

#### **7.03.22.05 MURRAY HALL – BROOKTON CHIEF BUSHFIRE CONTROL OFFICER**

- Response to fires over the summer period
- Communications
- ROAC Meeting (Thursday 17<sup>th</sup> March 2022)
  - Road Closures
  - Preparation
- Concerns regarding WALGA Survey
  - Responses submitted (who has submitted them)
  - Level 3 communications back to the Local Government
  - Incident Controller
  - When an incident crosses over 2 districts, there is a lack of communication flow between the 2, no information/communications provided around who to contact, roles etc.
    - Arrange an Inter-District meet and greet
  - Do not believe that the Local Brigades should come under DFES, believe that they should remain with the Local Governments, and have more access to funding opportunities to support the brigades.
- Congratulate the Shire for activation for the Corrigin fire support
  - Thank you from the Brigades.
  - Was good to have a central location to come together and strategize and plan for events, as well as relief crews, vehicles etc.
  - Generator backup for WB Eva Pavilion & Shire Office works well. Well done to Brookton for having the foresight to ensure this happens.

#### **7.03.22.06 GARY SHERRY – BROOKTON CHIEF EXECUTIVE OFFICER**

- Welcome Gary.
- Most staff are now working remotely to reduce the impact COVID may bring to the Shire operation. Reduced staff in office to limit exposure.
- WALGA Survey (summary) of Local Government
  - Unknown if the Shire of Brookton completed the survey (November 2021)
  - CESM support for Brookton – however, other local governments have not been given the same level of support
  - Resourcing Emergency staff in Local Government, this is up to each local government.

**8.03.22 CORRESPONDENCE****Correspondence IN**

Date	Correspondence FROM	Subject
14Dec21	Adam Smith – DFES	Local EM Forum Summary –December 2021
28Jan22	Adam Smith – DFES	LEMC Discussions and COVID-19
22Feb22	Adam Smith – DFES	SEMC CONSULTATION REQUEST -Traffic Management During Emergencies Guidelines
25Feb22	Adam Smith – DFES	09 March 2022 Local Emergency Management Forum – DELAYED (due to high number of LGs involved in recovery)

**Correspondence OUT**

Date	Correspondence TO	Subject
27Jan22	LEMC Committee – ATTENDANCE	Attendance at LEMC Committee (nominate delegate and proxy)
27Jan22	Baptistcare – Kalkarni	Request for emergency management plans for Kalkarni Residency Facility.

**9.03.22 FOR INFORMATION****9.03.22.01 RESULTS OF WALGA’S 2021 LOCAL GOVERNMENT EMERGENCY MANAGEMENT SURVEY**

I am pleased to share with you the results of WALGA’s 2021 Local Government Emergency Management Survey. You may recall back in October 2021 that the EM survey was circulated to all Local Governments. We received responses from 104 Local Governments, 75% of the sector, which provided us with a valuable set of data.

The documents attached to this email set out the key findings from the survey for you as a Summary, Infographic and Overview of Survey Data, as well as providing some information about how WALGA will use this data going forward.

Thanks very much to you all for your efforts in responding to this survey. I assure you that WALGA takes every opportunity to use the data that we gather from this survey and others like it to advocate for changes to legislation and policy to support Local Governments, as well as to deliver activities that support and build capacity in the sector.



# 2021 Local Government Emergency Management Survey Results

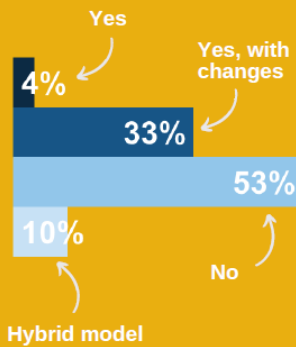
WALGA's 2021 Local Government Emergency Management Survey demonstrates the breadth of Local Governments' emergency management activities and the positive relationships between the Sector and other emergency management stakeholders. It also highlights the need for additional resources and funding to enable Local Governments to more effectively discharge their emergency management responsibilities and the Sector's desire for change in the management arrangements for volunteer bush fire brigades.

**Q. Do you think it is appropriate for Local Governments to manage Bushfire Brigades?\***

\*of respondents with Bushfire Brigades

**104** of 139  
Local Governments responded

69 with Bushfire Brigades  
46 with Community Emergency Services Manager (CESM)



**Four out of five** have a well functioning Local Emergency Management Committee (LEMC)

**73%** CEO and Executive relationships enable resource sharing in an emergency

Require grant funding for:

- Staff and training
- Community Resilience
- Mitigation
- Exercising

Strengths include:

- LEMAs
- Standing up Welfare Centres
- Recovery Planning

**Half of the respondents** have 0.8 FTE or less emergency management staff

• Simplification  
• Flexibility  
• State responsibility  
• Increased funding

of the Emergency Management Framework

**90%** agreed that the Disaster Recovery Funding Arrangements WA process is complex

**92%** have a positive working relationship with DFES

Respondents are seeking an expansion of the CESM program

Respondents rely on DFES regional offices and CESMs to train Bushfire Brigades

For more information, please contact WALGA's Resilient Communities team via [em@walga.asn.au](mailto:em@walga.asn.au) or 9213 2000.

# 2021 Local Government Emergency Management Survey



## Results Overview for Local Governments

### Background

In late 2021, WALGA undertook a survey of Local Governments to ascertain the sentiment of the sector towards their emergency management roles and responsibilities generally, and in relation to managing volunteer Bushfire Brigades in particular.

The 2021 survey aims to build on the feedback received in WALGA's 2019 Emergency Management Survey and will help inform WALGA's policy and advocacy on current and emerging Emergency Management issues.

### Key findings

- In total, responses were collected from 104 Local Governments, representing 74.8 per cent of all Local Governments in WA.
- The Survey responses indicate strong support for:
  - the expansion of the Community Emergency Services Manager (CESM) Program;
  - increased resourcing and funding for the Sector, particular for training and staffing, community resilience and mitigation activities, and exercising Local Emergency Management Arrangements (LEMAs);
  - changes to the current arrangements for Local Governments managing Bushfire Brigades, including that Department of Fire and Emergency Services (DFES) take on management of Bushfire Brigades; and
  - expansion and simplification of the Local Government Grant Scheme, with greater Local Government control over expenditure.
- Local Governments identify their main strengths as LEMAs, standing up welfare centres and recovery planning.
- 51 per cent of respondent Local Governments have 0.8 FTE or less staff in emergency management and there are significant concerns regarding staff training levels for emergency management responsibilities.
- 70 per cent of respondent Local Governments consider that CEO and executive team relationships provide the best method to facilitate resource sharing between Local Governments during emergencies.





- More than 50 respondent Local Governments have resource sharing Memorandums of Understanding in place with other Local Governments.
- Local Governments are seeking greater flexibility and clarity of Local Government roles and responsibilities embedded in the State Emergency Management Framework.
- The majority of respondent Local Governments report having positive working relationships with key emergency management stakeholders, including DFES.

### **How will the results be used?**

The results from the 2021 Survey will inform:

- WALGA's ongoing emergency management advocacy on behalf of the Sector, including the need for increased resourcing and funding, an expanded CESM program, improved regional telecommunications, volunteer training and responsibility for management of bush fire brigades.
- WALGA's advocacy on the development of the *Consolidated Emergency Services Act* (expected in mid-late 2022) and the implementation of the *Work Health and Safety Act 2020*;
- The LEMA review being undertaken by WALGA and the State Emergency Management Committee (SEMC) Business Unit in 2022;
- The development of an Emergency Management Discussion Paper to guide consultation with the sector on updated and contemporary policy positions for WALGA State Council; and
- WALGA's planning of sector support and capacity building activities including webinars, training and other resources.

### **Further information**

For more information or to request a presentation of the 2021 Survey results or data tailored for your Local Government, please contact WALGA's Resilient Communities Policy Manager, Susie Moir [smoir@walga.asn.au](mailto:smoir@walga.asn.au) or 9213 2058.

### **Attachments**

*2021 Local Government Emergency Management Survey Infographic*  
*2021 Local Government Emergency Management*

3 March 2022



## 10.03.22 NEXT MEETING AND CLOSURE

Proposed meeting dates for 2022:

- Tuesday 14<sup>th</sup> June 2022 – 5.30pm
- Tuesday 6<sup>th</sup> September 2022 – 5.30pm
- Tuesday 6<sup>th</sup> December 2022 – 5.30pm

Updated since the Agenda.

There being no further business, the Shire President declared the meeting closed at 6.44pm.