

I certify that this copy of the Minutes is a  
true and correct record of the meeting  
held on  
02 December 2020

Signed:.....  
Cr Michael Smith – Chairperson

Date:.....



## Shire of Irwin Local Emergency Management Committee (LEMC) Meeting

to be held in the Council Chambers

Wednesday, 2 December 2020

at 2.00pm

### Minutes

#### 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

#### 2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

*(please sign the attendance register on arrival)*

##### Members

Cr M T Smith  
Mr G Crabb  
B Cassidy  
J Gardener  
Mr K Shaw  
Mr T Keeping

Shire of Irwin President & Presiding Member  
Chief Bush Fire Control Officer  
Officer in Charge Dongara Police  
DFES District Emergency Management Advisor  
Department of Communities  
DFES Area Officer Midlands

##### Staff

Mr S Ivers  
Mr M Teale  
Mrs N A M'Leane

Chief Executive Officer  
Community Emergency Services Manager  
Development & Executive Officer

##### Apologies

Cr G S Eva  
Cr H Wells  
J Henriques  
C McCartney  
J Calver  
T Pavelka  
P Herbert

Shire of Irwin Councillor  
Shire of Irwin Councillor  
Parks and Wildlife Service  
Paramedic, St Johns Ambulance  
Dongara District High School  
DEMHS  
Main Roads WA

### 3 BUSINESS ARISING

#### 3.1

<b>COMMITTEE DECISION 011120:</b>
<b>MOVED: B Cassidy</b>
<b>SECONDED: S Ivers</b>
<b>That the Minutes of the 1 September 2020 LEMC Meeting, as previously circulated, be adopted as true and accurate recording of that meeting.</b>

#### 3.2 Action Item - Hydrant letter of support from DFES – Leaving it until further notice

A letter was received following a recent structure fire identifying that there were no hydrants in the area of the incident. The Shire of Irwin wrote a letter of support on the request of DFES Area Officer Midlands. DFES have forwarded a request to Water Corp. Remain as Action Item for Mark Teale to follow up.

**Action Item – Mark Teale**

The Shire of Irwin wrote a letter of support on the request of DFES Area Officer Midlands. DFES have forwarded a request to Water Corp.

### 4 ANNOUNCEMENTS BY PERSON PRESIDING

Nil.

### 5 DECLARATIONS OF INTEREST

*Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible raised with the chairperson prior to the meeting to determine the appropriate way to manage the conflict.*

Nil.

### 6 CORRESPONDENCE IN

#### 6.1 COVID-19 Welfare Centre Guidelines

Requests for copies of this document can be directed to Mark Teale.

#### 6.2 Midwest Gascoyne DEMC – Unconfirmed Minutes 14/10/20

#### 6.3 NBN Co Newsletter – Emergency Prep 20/11/20

#### 6.4 2020-21 NDRP Grant Round Open

#### 6.5 DEMA – Contact details update request

#### 6.6 Guidance Note: Pandemic recovery planning

### 7 CORRESPONDENCE OUT

#### 7.1 Irwin LEMC Minutes 1 September 2020 sent to DEMA

### 8 GENERAL BUSINESS

#### 8.1 Upcoming Community Events

Australia Day – no action required

Easter – to be discussed at the next Irwin LEMC Meeting

#### 8.2 Amendments to LEMA/Contact Details

Please provide updated contact details as required to M Teale.

Copies of the document were available at the meeting, it was noted by M Teale to members that the list is not for circulation outside of the committee.

#### 8.3 Agency Updates

J Gardener

- Meeting with CESM's in March to coordinate exercises
- Discussions happening around combining LEMC meetings with other committees that share a geographical relationship
- State level agency involvement with LECM's to encourage engagement pre- and post-season
- Government approach to COVID-19 recovery, OASG & WACHS still meeting

#### K Shaw

- Discuss items around evacuation centers and department guidelines
- Rec Centre identified as an evacuation centre for Irwin
  - 1-person x 4sqm (sleeping)
  - Recent inspection identified rooms suitable as a last resort for evacuees with COVID-19, high risk or in isolation
  - PPE stocks identified as an action items, gloves, masks for staff and evacuees**Action Item – Mark Teale**
- DDHS identifies as a potentially suitable location for a second evacuation centre
  - Advantages include being located North of the Irwin River
  - Large and enclosed space being the “under cover area”
  - Action Item - Further investigation into this option including, access during school holidays (keys & alarms) and PPE stocks**Action Item – Mark Teale**

#### B Cassidy

- Been providing resources to boarders, and officers deployed up North
  - Continuing home checks of people isolating, there are some exemptions currently for truck drivers
  - South Australia boarder causing some issues
  - Few minor vehicle accidents and 1 boating incident recently
  - Officers discussed procedures for incidents involving trucks carrying hazardous materials
  - Requested a dedicated LEMC exercise be coordinated, Mark Teale noted this as an action item
- Action Item – Mark Teale**

#### G Crabb

- Few small fires in recent period
- Working to build the relationship between the Irwin and Town Brigades, initial efforts are showing to be successful with approximately 40 attendees at a recent barbeque
- Training nights to be shares between Irwin and Town locations
- Recent training course attracted 6 Shire of Irwin employees and 4 Grange employees
- John Moss – Irwin Captain
- New Fire Control Officers
  - Steve Johns
  - Hugh Campbell
- Raised concern around the vegetation around the Irwin River and the catastrophic event that could unfold should a fire get in there
  - Shire President acknowledged the concerns raised by G Crabb
  - Shire CEO, S Ivers provided comments around the Shire's plans for the Irwin River including;
    - Working with a consultant to reduce fuel load
    - Potential breaks
    - Utilising Mitigation Activity Fund and Bushfire Plan

- Utilising MEEDAC for assistance clearing out pest species and fuel load
- Identified a “burn off” would not be suitable, requires mulching and hands-on work

#### T Keeping

- Working with local brigades on preparedness, communication focus and familiarisation training
- Bush Fire Pre-Planning App – media releases
- Discussion around community knowledge of evacuation centre locations
- Take advantage of mitigation grants next year for proposed works at the Irwin River and communicate/build relationships with residents on the North side of the Irwin River

#### S Ivers

- Raised the implementation of contact tracing app SafeWA on Saturday, 5 December 11, 2020
- Raised that the new WHS Legislation will impact volunteers in a significant way, the legislation has provision for large fines and imprisonment, huge level of liability for the Shire of Irwin. More investigation into the legislation to gain a better understanding is required. WHS Legislation impacts on volunteers noted as an action item.

**Action Item – Mark Teale**

#### M Teale

- Will be focusing efforts on the review of Bushfire Mitigation within Shire following the fire season.
- Note that there is a number of mining operations within the Shire. Have met with a gas plant recently and also staff from another potential project in the planning stages.
- Will be looking at AWARE funding opportunities in the future for Local Recovery Coordinator training and evacuation centre training/exercise.
- Currently looking at an application for Community Water Supply Grants for emergency water supply tanks.
- Shire currently working on DRAFWA claim for previous storm event.
- Will be conducting a walkthrough of the evacuation centre in near future.

### 8.4 COVID-19 Discussion

Members discussed the implementation of the Department of Health SafeWA App involving QR Codes and contact tracing for volunteer facilities, and other facilities that may be affected implementation date is Saturday, 5 November 2020.

J Gardener advised members that Officer training through WACHS is still available and information about this will be included in an upcoming WALGA Newsletter. Contact J Gardener for information regarding the training.

Members discussed the distribution of as newsletter in regard to COVID-19, as a reminder not to become complacent.

### 8.5 LEMC Membership Changes

M Teale discussed the changes to the LEMC membership. As discussed with other members the membership list has been reviewed and reduced. Heads of departments are invited to represent their department, this decision made in aim to ensure the meetings are purposeful and items can be discussed at a strategic level rather than operational. Members from within Departments can be invited as special guests to meetings as required.

## **9 URGENT BUSINESS ARISING**

Nil.

## **10 SETTING OF FUTURE MEETING DATES**

Future meeting dates will be determined at a later date. Direction from DFES is for Shires aim to combine 2 meetings per year with nearby Local Governments.

## **11 CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 3.19pm.