



Hawkesbury City Council

Attachment 11
to
item 1

Wingecarribee Shire Council Bushfire
Review Recommendations

date of meeting: 7 September 2021
location: by audio-visual link
time: 5.30 p.m.

No.	Recommendation	Status	HCC Action
1	That the Wollondilly/Wingecarribee Bush Fire Risk Management Plan 2015 is updated immediately	Complete	Hawkesbury Bushfire Risk Management plan is current; review due 2022.
2	The Wingecarribee Shire Council works with the Bush Fire Management Committee to implement changes as recommended by the NSW Independent Bushfire Inquiry (Recommendation 8)	Complete	The action for HCC was to ensure all Council BFMC members have appropriate delegation to be an effective committee member.
3	That Wingecarribee Shire Council through the LEMC ensures that the District Ignition Plan is completed as a priority	To be confirmed	Seeking advice from RFS regarding existence and status of any comparable planning relevant to HCC.
4	The Wingecarribee Shire Council develops a policy/procedure for the closure of reserves and playing fields on extreme or catastrophic fire rating days. This policy/procedure should be developed in consultation with sporting bodies within the Shire.	For Consideration	Council to liaise with RFS via LEMC to assess the risk and to advise if a similar policy is required in Hawkesbury LGA noting potential differences in risk profiles for HCC. Closure of Upper Colo Reserve is undertaken with advice from RFS.
5	The Wingecarribee Shire Council reviews all emergency management and associated plans to ensure they are current and accurate	Complete	Local Emergency Management Plan has been reviewed by LEMC members; submitted to Regional Emergency Management Committee 30 Aug 2021 for review. Endorsement to be sought following end of REMC review period, incorporating any feedback. Existing plan remains valid until endorsement of updated plan.
6	That Wingecarribee Shire Council undertakes a review of the current Emergency Operations Centre sites to either upgrade current assets or provide an alternate site for the Emergency Operations Centre	Complete	Review of current EOC was conducted in June 2020. As a result Hawkesbury EOC has been identified as a backbone EOC and funding has been allocated to ensure fit for purpose operation. Refer "Funding Agreement - EOC Upgrade"; funding received, procurement underway.
7	That Wingecarribee Shire Council continues to ensure that suitable and adequate staff are trained in working in an Emergency Operations Centre	Complete	Membership of Council staff on LEMC are suitably skilled. Deputy LEMO trained in EOC Operations. Community Services representative is on the waiting list to undertake RNSW training when it becomes available. Training requirement has been followed up with REMO.
8	That Wingecarribee Shire Council ensures that the position of Local Emergency Management Officer and an alternative continue to be identified and trained appropriately in emergency management	Complete	LEMO - Jeff Organ Deputy (alternate) LEMO - Jackie Carr; fully trained in RNSW Emergency Management modules.
9	That the Local Emergency Management Officer on behalf of the LEMC develops a Wingecarribee Shire LEMC contact directory (electronic) and that the directory is circulated to all members	Complete	Electronic LEMC contact list exists; updated as required and distributed to all LEMC members in the event of updates.
10	That the Local Emergency Management Officer, on behalf of the Local Emergency Management Committee develop an electronic copy of the membership folder that is circulated to all members	For Consideration	Council undertakes the secretariat role for LEMC; electronic folder exists at Council. Consideration to make the folder available to all committee members.
11	That Wingecarribee Shire Council ensures that staff involved in emergency management have been given appropriate emergency management training	Complete	Deputy LEMO fully trained. Consideration of creation of full time role for LEMO/ Coordinator to be considered Community Services LEMC representative booked in for training
12	That Wingecarribee Shire Council continues to provide Bushfire Awareness Training for all staff as required	In progress	Review training requirements for operational staff. Mechanical staff have been trained in responding to fire grounds; refresher requirements to be assessed.
13	That Wingecarribee Shire Council ensures that for all holiday periods, an on-call roster is developed and circulated to all staff	Complete	Holiday period coverage currently in place
14	That Wingecarribee Shire Council ensures that the LEMO and alternate LEMO are trained in the use of EMOS in an Emergency Operations Centre by Resilience NSW	For Consideration	LEMO trained in EMOS - further training for staff and other EOC personnel can be considered; advice to be sought from Region Emergency Management Officer.
15	That Wingecarribee Shire Council in a major natural disaster response and recovery operation co-locates a council response and recovery team to ensure a coordinated response by Council	Complete	Response and recovery was co-located during floods and this practice will continue for future events. Inclusion of Community Services representative on LEMC ensures coordinated recovery efforts.
16	That Wingecarribee Shire Council, through the Local Emergency Management Committee works with Resilience NSW and Department of Primary Industries to: - update the existing guidelines (including a risk assessment as to suitability) around Evacuation Centres and review the current evacuation centres against these new guidelines - develop procedures to ensure appropriate supports for people with animals and develop a domestic pets evacuation protocol	Complete	Evacuation centre audit completed Feb 2021 by Council, emergency services and relevant agencies. All evacuation centres identified in the Hawkesbury EMPLAN are able to accommodate domestic animals with the exception of the University of Western Sydney (Richmond Campus) due to biosecurity conflicts.
17	That Wingecarribee Shire Council considers the introduction of a bushfire ready information sheet for all residents to be sent out prior to the bush fire season. Further consideration should then be given to holding a bush fire information session in concert with the NSW RFS that is open to all residents prior to the bush fire season	For Consideration	Emergency Management Guide to be considered.
18	That Wingecarribee Shire Council, in concert with the Local Emergency Management Committee develops a Local Recovery Plan with input and assistance from Resilience NSW	In progress	The Local Recovery Plan is being developed by Council's Community Recovery Officer, guided by the pilot Local Recovery Plan template provided by RNSW.
19	That Wingecarribee Shire Council ensures that the Local Recovery Committee and Subcommittees are established as per the guidelines established in the Community Recovery Toolkit developed by Resilience NSW	Complete	Recovery Committees, including subcommittees, established during bushfire and flood events as per toolkit.
20	That Wingecarribee Shire Council in the development of the Local Recovery Plan, considers area such as the following to be included: - residents not being charged for replacement of rubbish bins that are destroyed in the fires - initial rate rebate for garbage collection when the property no longer exists - replacement of street signage in a short timeframe - replacement of village signage as a "sense of community" belonging - replacement of native vegetation through distribution of "tube stock" by Council to reduce erosion and provide a positive sign of stepping forward	In progress	Street and village signage and replacement of vegetation completed as part of the recovery efforts. Council nursery provided advice and planting to affected residents on request. Further information required to assess if other items are relevant to HCC.
21	That Wingecarribee Shire Council continues to develop its capacity to use online meetings resources to support communications during natural disasters	Complete	Online community engagement has been used routinely as part of COVID safe recovery efforts.
22	That Wingecarribee Shire Council, in the development of their Local Recovery Plan, ensure that the early provision of welfare services/mental health support services is included in the Plan	In progress	Involvement of the Community Services representative on LEMC and continued through to recovery efforts ensures the continued prioritisation of welfare/mental health support at every stage of response and recovery during and following disaster events.

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23	That Wingecarribee Shire Council works with Wollondilly Shire Council in the development of a Framework/Toolkit for a Community Recovery Hub	Complete	HCC co-hosted the recovery centre at Wisemans Ferry with The Hills Shire Council. This was facilitated through the maintenance of effective relationships with neighbouring LGA's and the co-location of EOC impacting multiple LGA's i.e. The Hills were co-located with Hawkesbury EOC during March flood event.
24	That Wingecarribee Shire Council undertakes a comprehensive community review of all services available (non-government, community services and individuals) within the community who can assist with services and resources in the recovery of the community	Complete	Community Services Rep on LEMC has a functional role during an emergency event and into recovery in the coordination of key non-government, community services and individuals within the community who can assist with services, resources and communication with community members during an emergency event and into recovery.
25	That Wingecarribee Shire Council ensures that in the development of the Local Recovery Plan that donations and a plan to deal with them, is a specific section within the plan. Council should work with community groups and recovery stakeholders in the development of this section of the Local Recovery Plan	Complete	Council has developed a process to manage donations; including a framework for management of community spontaneous volunteers.
26	That Wingecarribee Shire Council considers the development of their existing catering trailer, into a community recovery point for areas that have no hall or community space available	For Consideration	HCC used NGO's such as Rotary to provide catering for the community during recovery events.
27	That Wingecarribee Shire Council reviews the Internal Debrief Report (April 2020) and actions/prioritises the Recommendations/Improvement Opportunities as appropriate	Complete	Actions being monitored by Enterprise Risk Manager
28	That Wingecarribee Shire Council continues to develop the Customer Relationship Management tool for community registration post natural disasters. The Review would strongly recommend that WSC works with Resilience NSW and Service NSW in the development of any tool to ensure that multiple/Apps are not developed in isolation	Complete	HCC has an established process to allow impacted residents to register for updates. HCC also administered the Service NSW hosted community survey to understand the needs of our impacted community
29	That Wingecarribee Shire Council provides a documented plan for a way to capture all outstanding Local Recovery and Subcommittee actions to ensure action and finalisation is undertaken. This will aid reporting and transparency	For Consideration	Actions are currently managed by the respective committee chair; consideration for consolidated LGA action plan, reporting and monitoring noting that recovery committees were convened at a regional level in the fire event.
30	That Wingecarribee Shire Council continues to support the rollout of the Accidental Counsellor Training for staff	For Consideration	Community Services staff directly involved in recovery are appropriately trained/experienced. Consideration to wider rollout to include Customer Services and other staff required to work in Recovery Centres.
31	That Wingecarribee Shire Council promotes the existence of the Disaster Dashboard to all residents prior to the bush fire season	Complete	Promotion of the dashboards during Emergency Preparedness week and periodically during emergency management events. Scheduled promotion prior to fire/storm season.
32	That Wingecarribee Shire Council reviews the "Emergency Workshop Actions" of the 17 August and where appropriate, actions outstanding items	Not Applicable	Not applicable.
33	That Wingecarribee Shire Council, after reviewing all outstanding actions in plans and debrief document, allocates staff, time and appropriate resources to undertake and complete those actions	In progress	Work is ongoing in finalising actions resulting from event debriefs. Resourcing of activities to be considered.
34	That Wingecarribee Shire Council writes to the landowner and informs them of their final decision in respect to the wood chip piles	Not Applicable	Not applicable.
35	The Wingecarribee Shire Council continues to support the Bushfires, Burns and their Management course	For Consideration	Further investigation is required to assess the need for this training.
36	That Wingecarribee Shire Council strongly supports the Response, Recovery and Resilience EXPO 2021 including a strong staffing presence to answer community questions	Not Applicable	HCC actively promotes and engages with the community during Emergency Preparedness week.
37	That Wingecarribee Shire Council develops a Lessons Learned Report to capture the successes and challenges, including the information in this report, to ensure that next time the Shire experiences a natural disaster, it is better prepared to support the community	In progress	Reviews complete; work is ongoing in finalising actions resulting from event debriefs.
38	That Wingecarribee Shire Council considers reviewing the actions of volunteers and council staff and where appropriate provide recognition for the work they did during the bush fires to assist the community	Complete	Volunteers were recognised e.g. RFS; consideration to be given to recognition of staff and SES when COVID conditions allow.
39	That Wingecarribee Shire Council facilitates a debrief session/s for all staff and captures their views and insights	For Consideration	Majority of staff involved participated in event debriefs; consideration to wider involvement e.g. Customer Service and Infrastructure Services front line staff.
40	That Wingecarribee Shire Council in the development of their Local Recovery Plan, ensures that a comprehensive list of all fire affected residents is collated, including contact details for where they have moved to whilst building occurs at their properties. It is important that WSC works with Resilience NSW, Service NSW and the Red Cross to establish a best practice for obtaining and maintaining a fire affected residents list	In progress	Council has a list of registered residents and continue to work with them in their recovery. Council has initially utilised the Building Impact Assessment provided by emergency services organisations to develop recovery plans.
41	That Wingecarribee Shire Council appoints a grants officer following major natural disasters to ensure that grants funding is applied for and coordinated across the whole of council	For Consideration	Council could consider the requirement for a specific grants officer for disaster response; or whether this can be accommodated by existing Grants Coordinator or relevant portfolio manager e.g. Infrastructure, Community Recovery, Business Development.
42	That Wingecarribee Shire Council is proactive and supports applications for the Black Summer Bushfire Recovery Grants Program	In progress	Several projects have been identified and grants will be applied for under the Black Summer Bushfire Recovery Grants Program.
43	That the Wingecarribee Shire Council Chief Financial Officer prepares an information sheet for incoming Councillors on the operations, obligations and functioning of the Mayoral Relief Fund	For Consideration	To be considered in conjunction with Item 44.
44	That Wingecarribee Shire Council considers the following changes to the Mayoral Relief Fund: - the appointment of independent representatives to oversee the Mayoral Relief Fund (similar to Blue Mountains Council) - the establishment of permanent rules around immediate financial response to impacted residents, i.e. within 48 hours emergency payments of \$250 and \$500	For Consideration	Council does not have a Mayoral Fund, with contemporary practice to streamline the matching of donations generally recommended to be undertaken through established charities with specialist oversight and governance or through the use of the GIVIT structure endorsed by the NSW government.

Complete
For Consideration
Not Applicable
In Progress
To be confirmed

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