



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Emergency Management Committee

02 March 2023

UNCONFIRMED

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1. DECLARATION OF OPENING

The Presiding Member, Cr C R Antonio, declared the meeting open at 3:05pm.

2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past, present, and emerging.

3. ATTENDANCE

Voting Members:

Presiding Member/Shire of Northam President	Chris Antonio
Proxy for Acting Executive Manager Development Services	Gordon Tester
Community Emergency Services Manager (Executive Officer)	Alex Espey
Dept. of Fire and Emergency Service	Drew Graham
Northam Regional Hospital	Jennifer Lee
Proxy for Local Emergency Coordinator (WA Police)	Martin Glynn

Non-voting Members:

Dept. of Communities - Housing	Christine Frank
Dept. of Education	Shane Wynne
Dept. of Fire and Emergency Service	Ash Smith
Dept. of Health	Margaret Smith
SEMC Secretariat	Yvette Grigg
Water Corporation	Larry Bayley
Governance Officer	Tamika Van Beek

3.1 APOLOGIES

Voting Members:

WA Police, Northam	Ross Eastman
WA Police, Wundowie	Aaron Honey

Non-voting Members:

St John Ambulance	Stew Greenan
Western Power	Chris Battista
Northam Bushfire Brigades (CBFCO)	Chris Marris
Northam State Emergency Service	Cheryl Greenough

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Voting Members:

Shire of Northam Local Recovery Coordinator	Chadd Hunt
Dept. of Communities – Emergency Services Unit	Jo Spadaccini

Non-voting Members:

Arc Infrastructure	Clinton Lobb
Australian Defence Force	David Wilson
Australian Border Force	Sharan Brown
Dept. Parks and Wildlife – Perth Hills	Sonya Vlaar
Dept. Parks and Wildlife – Wheatbelt	Graeme Keals
Dept. of Primary Industries & Regional Development	Jeff Russell
Fire & Rescue Northam	TBC
Fire & Rescue Wundowie	Jeffrey Roberts
Juniper (Aged Care)	Tony Carter
Main Roads WA Wheatbelt	Gren Putland
Northam Airport	Errol Croft
Public Health Nurse	Anne Foyer
Red Cross	Erin Fuery
Salvation Army	Andrew Lee
SERCO (Yongah Hill)	Geoffrey Pitout
Silver Chain	Dara Sagar
CEO	Jason Whiteaker

4. DISCLOSURE OF INTERESTS

Nil.

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 01 DECEMBER 2022

RECOMMENDATION / MOTION

Moved: Alex Espey
Seconded: Ash Smith

That the minutes of the Local Emergency Management Committee meeting held on 01 December 2022 be confirmed as a true and correct record of that meeting.

Reason:

Recommendation not carried due to non-voting committee member seconding the motion.

6. COMMITTEE REPORTS

6.1 AGENCY REPORTS AND ISG ACTIVATIONS

File Reference:	5.1.2.1
Reporting Officer:	Alex Espey, Community Emergency Services Manager
Responsible Officer:	Jacky Jurmann, Acting Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple
Press release to be issued:	No

BRIEF

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 01 December 2022. Agencies listed may include – Shire of Northam Bush Fire Brigades, Northam State Emergency Services, Northam Police, Wundowie Police, Department of Fire and Emergency Services, Department of Communities and Northam Regional Hospital.

ATTACHMENTS

- Attachment 1: DFES, Wheatbelt District Advisor Report: February/March 2023
- Attachment 2: DFES, Emergency Management Health Check: 30/01/2023
- Attachment 3: Department of Communities, District Emergency Services Officer – Wheatbelt Update: February 2023.
- Attachment 4: Department of Communities: Local Emergency Welfare Plan (provided as a separate confidential attachment)

A. BACKGROUND / DETAILS

Monthly reports provided, both in writing and verbally, by various agencies for discussion by the Committee.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet

Outcome: A resilient community

Objective: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Provide up to date Local Emergency Management Arrangements, including directory of emergency services.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Committee provides and identifies stakeholder engagement and consultation requirements.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

N/A

B. OFFICER'S COMMENT

Committee to discuss any outcomes / recommendations from reports for inclusion in local emergency management arrangements.

RECOMMENDATION

That the Committee note the contents of the agency reports and update contacts list as identified.

Reason:

This recommendation was not considered during this meeting.

Discussions were held in relation to the attachments provided in the report.

- The SEMC Secretariat, Yvette Griggs, provided an overview of the attachments and noted an included list of achievements, recommending the list be used in future Local Emergency Management Committee meetings as an objective to work towards.
- Report from the Dept. of Communities was taken as read in the report as no relevant members were in attendance for discussion.

Committee members in attendance were invited to provide updates for their organisations.

- The Northam Regional Hospital member, Jenny Lee, advised of the outcomes from a recent internal evacuation undertaking and plans for improvement. She also noted that they have identified issues in communication regarding large/high risk upcoming events from the Shire or Northam and other emergency service organisations, leading to the Hospital lacking additional resources needed when these events take place. Further discussion was held regarding this.

Action Item:

- Identify a course of action to close the loop between all organisations regarding upcoming large/high risk events.

Attachment 1 - DFES, Wheatbelt District Advisor Report: February/March 2023



Wheatbelt District Advisor Report February March 2023

LEMA Review

The work on compiling your feedback and developing the new LEMA improvement plan is continuing. The LEMA improvement plan is expected to be finalised by June 2023.

Just a reminder, this in no way affects the legislated requirement for you to review your plan every 5 years, so meanwhile, please ensure your plan is current. If you have any questions please don't hesitate to give me a call.

SEMC Website

A reminder that the SEMC website has changed locations. It has been brought under the WA government banner and is now available under the [WA.gov.au](https://www.wa.gov.au/organisation/state-emergency-management-committee) website at this link:
<https://www.wa.gov.au/organisation/state-emergency-management-committee>

Western Australian EM Capability Framework (revised) and Local Government EM Capability summary reports.

DFES State Capability Team has undertaken a comprehensive review of the SEMC's Emergency Management Capability Framework. The purpose of the review is to ensure that the framework is consistent with evolving EM best practice and stakeholder needs.

The revised framework is currently out for consultation, closing on Friday 3 March 2023. You can download the draft framework and submit any feedback at this link;

<https://dfes.mysocialpinpoint.com.au/capabilityframework>

LG Capability Summary reports

The summary report of your EM capabilities as reported last year in the Capability Survey was recently sent to all Local Governments. It may be useful to the LEMC in the following ways;

- Informing EM exercising (choosing a capability to exercise)
- Informing LEMA
- Informing LEMC business plans or agendas.
- Informing potential risk treatment options
- Supporting business cases and/or funding applications
- Highlighting areas of success.

New LEMC Handbook and useful tools

The DEMAs across the state have just finished developing a contemporary LEMC handbook to assist local governments in the management of their LEMCs and to assist them as they work to meet their legislative requirements. The guide has a few templates at the back which may also be useful, agenda templates and a Terms of Reference template.



The Handbook is currently out for consultation, you can download the draft document and submit your feedback here;

<https://dfes.mysocialpinpoint.com.au/localemergencymanagementcommitteehandbook>

Keeping LEMC agendas fresh and effective with a focus on resilience, capability, and risk reduction.

A LEMC Health checklist has been developed to assist LGs and LEMC members assess how their LEMC is progressing. (Please refer to the LEMC Health check list as attached). The intention is to work on this over a number of years, using a traffic light system to track your progress. Any of the gaps identified would make great discussion or action items for your LEMCs and will assist to build meaningful LEMC agendas.

Some key things you could consider immediately, discuss or even workshop at your LEMC are listed below;

- Have you taken the time to seriously consider your membership? Is it reflective of your community? (Suggestions include emergency services, state agencies, community groups/leaders, representatives of vulnerable groups, welfare/social service groups/non-government organisations, industry and business, essential service providers.)
- To build further resilience to prepare, respond and recovery from emergency events, have you considered developing partnerships for mutual aid or assistance with stakeholders in your area? Examples include neighbouring LGs, agencies, community organisations or industry and business.
- Consider assessing your capability summary report and identifying capability gaps. Discuss with your LEMC and encourage their input to determine if there are any areas of critical vulnerabilities. Encourage their input to advise of any emerging risks that they may know of.
- Do your LEMC members understand your risk profile? Besides bushfires what other hazards and possible impacts should LEMC members be aware of? Review your risk register or list of emergencies likely to occur.

Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
Program	NDRR	AWARE	NDRR	AWARE
Round Open	24 April 2023	16 August 2023	25 April 2024	16 August 2024
Round Close	29 May 2023	20 September 2023	29 May 2024	20 September 2024
Assessment	3 July 2023	24 October 2023	3 July 2024	25 October 2024
Anticipated announcement	September 2023	January 2024	September 2024	January 2025



National Disaster Risk Reduction Package

This is a Commonwealth funding package that has been made available through the National Emergency Management Agency (NEMA). The funding is for nationally significant initiatives that reduce systemic disaster risk at the national level. To be eligible it must have significant national and cross jurisdictional effect, impact and influence. So it is unlikely to suit your needs, but just to keep you informed in case you come across it.

If you have any queries in regard to any of our grant programmes please send through an email to our grants team on semc.grants@dfes.wa.gov.au or call Glen Daniel on 0477 344 822.

Calendar of Events – next 6 months

Date	Event	Location	Comment
15 March 2023	NEWROC EM day & Exercise "Our capability and resilience in a Changing climate."	Venue tbc.	Not confirmed
28 March 2023	WEROC EM day & Exercise "Our capability and resilience in a changing climate"	Kellerberrin Recreation Centre	Confirmed #Note includes Narembeen.
29 March 2023	Wheatbelt DEMC	DFES office Northam	
May/June	North-western Wheatbelt LGs EM day & exercise "Our capability and resilience in a changing climate"	Tba	Proposed , not yet organised. #Note: Includes the Shires of Dandaragan, Moora, Dalwallinu, Wongan/Ballidu, Victoria Plains, Gingin and Chittering
21 June 2023	Wheatbelt DEMC	DFES office Northam	

Note: It is intended that the EM days be flexible enough to allow for other LGs outside that area to join if that date/location suits them better.

Yvette Grigg
District Emergency Management Advisor
Wheatbelt/Goldfields Esperance

30th January 2023

Attachment 2 - DFES, Emergency Management Health Check: 30/01/2023

	Key achievements	2022-2023	2023-2024	2024-2025
<p><i>Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.</i></p> <p>Planning to ensure preparedness</p>				
1.	Does your Local Government (LEMC) have a current set of SEMC endorsed Local Emergency Management Arrangements (LEMA)?	Complete		
2.	Are contact list and resource details kept current? (Contact details to be updated quarterly, resources at least annually)	In progress		
3.	Does the LEMA contain a local recovery plan?	Not started		
4.	Are the LEMC and the local government (LG) staff aware of who the local recovery coordinator is?			
5.	Has a group of internal LG staff been identified to assist the local recovery coordinator?			
6.	Has the local recovery coordinator and/or support staff as identified received recovery training?			
7.	Have any specific pre-event evacuation plans been considered for any communities at risk, i.e., those with limited access/egress or in high-risk areas?	Not applicable		

LOCAL EMERGENCY MANAGEMENT COMMITTEE HEALTH CHECK

8.	Are efforts made to inform LEMC members and the community of where the possible evacuation centres and/or muster points are?			
9.	Have vulnerable groups within the community been identified in case they require extra care or specific messaging etc. before during and after an emergency?			
10.	Has animal welfare been considered during welfare planning? Has consideration been given to a specific animal welfare plan?			
11.	Do MOUs or agreements for mutual aid exist across LG boundaries and/or with different agencies, community organisations or business partners for resource sharing?			
12.	Has any communication planning been carried out? (With special consideration for power outages and any identified contingencies).			

LOCAL EMERGENCY MANAGEMENT COMMITTEE HEALTH CHECK

	Key achievements	2021-2022	2022-2023	2023-2024
The LEMC is focussed on building resilience				
1.	Do your LEMC members fully understand their role? <ul style="list-style-type: none"> Do you have a "Terms of Reference" and/or an induction package to assist with understanding? 			
2.	Does your LEMC have appropriate membership? <ul style="list-style-type: none"> It should be representative of the local community, the risk profile and demographics Consider the following inclusions; emergency services, state agencies, community leaders, representatives of vulnerable groups, mental as well as physical health services, youth representatives and industry/business groups. 			
3.	Does your LEMC exercise annually? <ul style="list-style-type: none"> Outcomes of these exercises should be reported back to the LEMC for review and actioning 			
4.	Does your LEMC meet regularly? <ul style="list-style-type: none"> Schedules set in place early Times and venues suitable for members. 			
5.	Is it administered professionally with a full agenda? <ul style="list-style-type: none"> Reflective of current issues, outcomes from seasonal or incident reviews and exercises. Inclusive of issues pertaining to resilience building, ie ensuring the community is prepared for and can recovery from an emergency, not just respond to one. 			
6.	Is your LEMC aware of current funding opportunities? <ul style="list-style-type: none"> Consider working with neighbours or other partners to develop joint funding applications that may benefit your region. 			

LOCAL EMERGENCY MANAGEMENT COMMITTEE HEALTH CHECK

7.	Has your LEMC undertaken or begun the risk management process? <ul style="list-style-type: none"> • Consider raising community awareness of these risks. • The LEMC could discuss and document their current capabilities against these risks. 			
8.	Does your LEMC engage with neighbours to share knowledge and resources?			
	Key achievements	2021-2022	2022-2023	2023-2024
Operational awareness and coordination				
1.	Do your LEMC members understand the roles and responsibilities of a Local Emergency Coordinator (LEC) during a major event?			
2.	Do both the LG and LEMC understand their roles and responsibilities in an Incident Support Group (ISG)?			
3.	Is the LG aware of the importance of maintaining situational awareness from the beginning of the event by attending the IMT as an observer and/or the ISG? <ul style="list-style-type: none"> • Consider nomination of a LG/agency liaison officer 			
4.	Are the LG and LEMC aware of the contents of the Local Welfare Plan and understand any roles and responsibilities they may have? <ul style="list-style-type: none"> • Local Welfare Liaison officer 			
Recovery – Impact Statement, Transition, and preparedness.				
1.	Are the LG and LEMC members aware of the requirements of the Impact Statement and how the transition from response to recovery occurs?			
2.	Are the LG and LEMC members familiar with the recovery plan and aware of their roles in the Local Recovery Coordination Group (LRCG)?			
3.	Are the above requirements in Planning, Operations and Recovery exercised?			

Attachment 3 - Department of Communities, District Emergency Services Officer – Wheatbelt Update: February 2023.



District Emergency Services Officer – Wheatbelt Update: February 2023

In the event of an emergency please call the All Hazards - State On-Call Coordinator on 0418 943 853, this number is manned 24/7. emergencyservices@communities.wa.gov.au. (Not for public distribution)
Meetings, exercise details or information request can be emailed to joanne.spadaccini@communities.wa.gov.au

Name Change

Our Directorate has been changed from the Emergency Services Unit to Emergency Relief and Support. Our responsibilities and contact details remain the same.

Changes to LG and community contacts in the Local Emergency Welfare Plan

A copy of your relevant district LEWP was sent out over the past few months requesting that you verify the LGA's contact details, the details of your evacuation centres and any other contact information in the shire. Any changes received have been amended in the current Local Emergency Welfare Plan which can be tabled at the next meeting.

On going, if there are any changes to the contact numbers or details from those listed on the LEWP, could you please advise any changes to joanne.spadaccini@communities.wa.gov.au

LG Activation Tubs

Communities will be following up with each LG, to ensure everyone has their activation / good to go tubs ready in the event of an activation as confirming numbers of current LG staff who have completed Evacuation Centre training.

Training

Please advise if you would like training conducted for local government staff, this can be an introduction to opening an evacuation centre, to cover the first couple of hours as Communities staff are on route. Happy to work with Shires to ensure little impacts to normal operations. Please e-mail joanne.spadaccini@communities.wa.gov.au to request training. Happy to discuss at any time.

Emergency Relief and Support – All Hazards Update

- **Kimberley Floods** - The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley floods. As of 1 February 2023:
 - Communities is operating three Flood Help Centres (Broome, Fitzroy Crossing and Derby).
 - 136 people are in Communities' supported emergency accommodation in Broome and Derby.
 - Since opening the Disaster Relief Hotline on the 11 January 2023 until COB 1 February 2023, Communities has responded to a total of 773 calls.
 - 189 people have been repatriated.
 - 288 people have been assisted to relocate to alternative safe locations.
 - 750 properties spanning 17 remote communities and the Fitzroy Crossing town have had electrical safety assessments completed (or currently underway).
 - Communities is providing rent relief to public housing tenants in Fitzroy Crossing and tenants in impacted remote Aboriginal communities following the floods.
 - Communities is planning medium to long term accommodation options for people whose homes are uninhabitable due to the floods.
- **Bushfires** – At the same time Communities have responded to a number of bushfires requiring Evacuation Centres including:
 - Cervantes (Nambung)
 - Armadale
 - Henderson
 - Albany – Bakers Junction

- Thomson Brook
- Donnybrook Complex
- Donnybrook (Glenn Mervyn)
- Toodyay
- **Strategic Opportunities**
 - Medium to Long term Accommodation – The SEMC has asked Communities to lead a cross-agency working group to prepare an issues paper about Government responsibilities for medium and long-term accommodation following an emergency.
 - State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) – Communities has reviewed the State Support Plan and the State Emergency Management Committee Policy Branch has released it for consultation:
<https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/>
 - Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services
 - Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
 - People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
 - Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.

If you would like any further information, please call my mobile 0429 102 614 or email joanne.spadaccini@communities.wa.gov.au.

Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit

6.2 CONTACTS & RESOURCES – LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File Reference:	5.1.2.4
Reporting Officer:	Alex Espey, Community Emergency Services Manager
Responsible Officer:	Jacky Jurmann, Acting Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple
Press release to be issued:	No

BRIEF

To review Part 8 of the Local Emergency Management Arrangements.

ATTACHMENTS

Attachment 1: Contact List 2023 (provided as a separate confidential document)

A. BACKGROUND / DETAILS

The contacts list in Part 8 of the LEMA should be reviewed regularly to ensure that it is up to date and available to use in the event of an emergency.

At the previous meeting, members were requested to provide up to date contact details for their relevant agency.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet

Outcome: A resilient community

Objective: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Provide up to date Local Emergency Management Arrangements, including directory of emergency services.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

Local Emergency Management Arrangements (LEMA) are developed and reviewed by the Shire as required under Section 41 of the Emergency Management Act 2005 where the local government is to ensure that emergency management arrangements are in place for their local government district.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Stakeholder engagement and consultation is carried out as a role of this Committee.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	Contact list is out of date.	Medium (3) x Possible (3) = Moderate (9)	Regularly review contacts list.
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

Updated details are to be provided by Committee members with a new database to be developed, which will include regular updating reminders and be accessible to all members.

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.54

Moved: Jenny Lee

Seconded: Drew Graham

That Council adopt the amended Contacts List – Part 8 of the Local Emergency Management Arrangements.

CARRIED 6/0

Discussion was held regarding this item and clarification was provided on potential modifications to be made to simplify the document and enable regular update requests to be automated and reduce administration required. The Committee decided the updates should occur every 3 months for members and every 6 months for resources. It was also recommended that appropriate membership be checked at each meeting.

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6.3 LEMA – DISASTER PREPARATION, PREVENTION, RESPONSE & RECOVERY REVIEW

File Reference:	5.1.2.4
Reporting Officer:	Alex Espey, Community Emergency Services Manager
Responsible Officer:	Jacky Jurmann, Acting Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple
Press release to be issued:	No

BRIEF

To discuss the most appropriate way to review the Local Emergency Management Arrangements and agency roles and responsibilities.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

At the previous Local Emergency Management Committee Meeting it was agreed to review a risk component of the LEMA at each meeting that takes into consideration any upcoming events.

Discussions with the DEMA indicate that it would be more appropriate to review the risks in the context of disasters that may affect a larger proportion of the Northam community.

Considerations include but not limited to, economic, reputational, political, and capability.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet

Outcome: A resilient community

Objective: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Provide up to date Local Emergency Management Arrangements, including directory of emergency services.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

Local Emergency Management Arrangements (LEMA) are developed and reviewed by the Shire as required under Section 41 of the Emergency Management Act 2005 where the local government is to ensure that emergency management arrangements are in place for their local government district.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Stakeholder engagement and consultation is carried out as a role of this Committee.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	Arrangements are out of date.	Medium (3) x Possible (3) = Moderate (9)	Regularly review the arrangements.
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

It is important for the LEMC to be prepared for a response to a disaster event and that these meetings are utilised to ensure that the arrangements are current and relevant.



RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.55

Moved: Jenny Lee

Seconded: Martin Glynn

That Council authorise the Committee review by way of a Q & A session with the following Major Events:

- 1. Northam Motorsport Festival (Flying 50)**
- 2. Avon Decent**
- 3. National Ballooning Championship**
- 4. World Woman's Ballooning Championship**

CARRIED 6/0

Discussion was held in relation to major events that occur in the Shire of Northam, particularly upcoming events for 2023. The Committee came to the decision to hold Q & A sessions with event organisers prior to their event and discuss statistics from previous years and plans for needed emergency support at event. The Committee will look in to holding an Out of Session meeting to discuss the upcoming Ballooning events prior to the next scheduled Local Emergency Management Committee meeting.

6.4 LEMA ONGOING REVIEW

File Reference:	5.1.2.4
Reporting Officer:	Alex Espey, Community Emergency Services Manager
Responsible Officer:	Jacky Jurmann, Acting Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple
Press release to be issued:	No

BRIEF

The Local Emergency Management Committee are to review the intent and purpose of the committee.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

The Shire of Northam would like to introduce a renewed focus on the Local Emergency Management Committee (LEMC) and its intent.

Consideration should be given to the direction and intent of the LEMC by elimination of unnecessary process' and information, and the introduction of absent process' and information through a multi-agency gap analysis.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet

Outcome: A resilient community

Objective: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Provide up to date Local Emergency Management Arrangements, including directory of emergency services.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

Local Emergency Management Arrangements (LEMA) are developed and reviewed by the Shire as required under Section 41 of the Emergency Management Act 2005 where the local government is to ensure that emergency management arrangements are in place for their local government district.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Stakeholder engagement and consultation is carried out as a role of this Committee.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	Arrangements are out of date.	Medium (3) x Possible (3) = Moderate (9)	Regularly review the arrangements.
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

Review of previous LEMC documents indicate an array of unnecessary or expired information, and the absence of potentially important procedures and information, specifically in relation to the preparation and recovery phases of a major incident.

It is important that the LEMC is prepared to act in the event of an emergency by having an up-to-date LEMA.

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.56

Moved: Alex Espey
Seconded: Martin Glynn

That Council request all agencies to review section one (1) of the LEMA, in preparation for a review to occur at the next LEMC meeting.

CARRIED 6/0

Discussion was held regarding the committees intended purpose, including but not limited to gaining an understanding of each organisation capabilities in emergency situations.

Action Items:

- Provide a refresher at the next meeting to cover:
 - What is a Local Emergency Management Committee?
 - Why is it useful?
 - What should the committee be doing?
- Present a refresher regarding memberships and provide as induction to new members.

7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8. URGENT BUSINESS APPROVED BY DECISION

Nil.

9. SCHEDULED MEETINGS

06 July 2023.

An Out of Session meeting may be held prior to next scheduled meeting to conduct a Q & A meeting with the organisers of the upcoming Ballooning event. The Community Emergency Services Manager, Alex Espey, will organise.

10. DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Cr C R Antonio, declared the meeting closed at 4:12pm.

"I certify that the Minutes of the Local Emergency Management Committee held on Thursday, 02 March 2023 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

UNCONFIRMED

