



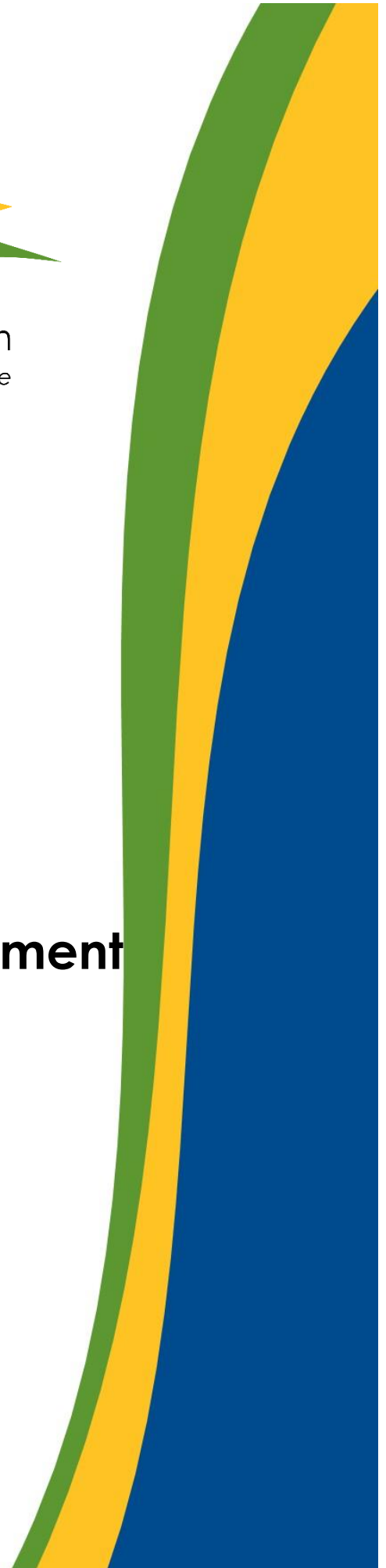
Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Local Emergency Management Committee**

**11 March 2021**



**NOTICE PAPER**


**Local Emergency Management Committee**

**10 June 2021**

Committee Members

I inform you that the Local Emergency Management Committee meeting will be held at the **Northam Recreation Centre located at 44 Peel Terrace, Northam** on 10 June 2021 at 2:00pm.

Yours faithfully



**Jason Whiteaker**  
**Chief Executive Officer**

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## 1. DECLARATION OF OPENING

## 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:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator / Executive Manager Development Services	Chadd Hunt
Department of Fire and Emergency Service	Darrel Krammer
WA Police, Northam (Local Emergency Coordinator)	David Hornsby
WA Police, Wundowie (Local Emergency Coordinator)	Sarah Clarke
Department of Communities	Jo Spadaccini
Northam Regional Hospital	Jennifer Lee

### Non-voting Members:

Northam Airport	Errol Croft
Arc Infrastructure	Clinton Lobb
Northam Bushfire Brigades (CBFCO)	Chris Marris
Department of Agriculture & Food WA	Jeff Russell
Department of Education	Shane Wynne
Dept. Parks and Wildlife	Michael Passotti
Department of Communities - Housing	Atila Mencshelyi
Disability Services Commission	Jo Spadaccini
Fire & Rescue Northam	Scott Horlin
Fire & Rescue Wundowie	Tyron McMahon
Aged Care (Juniper)	Tony Carter
Main Roads WA Wheatbelt	Gren Putland
Public Health Nurse	Anne Foyer
Red Cross	Erin Fuery
SEMC Secretariat	Yvette Grigg
Australian Border Force	Sharan Brown
Silver Chain	
St John Ambulance	Matthew Guile
Northam State Emergency Service	Cheryl Greenough
Water Corporation	Michael Roberts
Western Power	Brian Smith

Salvation Army  
Yongah Hill (SERCO)  
Northam Airport  
Australian Defence Force

Ben Day  
Shaun Horseman  
Matt Bignell  
Peter Leffley

### 3.1 APOLOGIES

Community Emergency Services Manager  
(Executive Officer)

Brendon Rutter

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

## 4. DISCLOSURE OF INTERESTS

*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.*

Item Name	Item No.	Name	Type of Interest	Nature of Interest

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 11 MARCH 2021

#### RECOMMENDATION

That the minutes of the Local Emergency Management Committee meeting held on 11 March 2021 be confirmed as a true and correct record of that meeting.

## **6. COMMITTEE REPORTS**

### **6.1 AGENCY REPORTS AND ISG ACTIVATIONS**

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 11 March 2021.

Agencies listed may include: Shire of Northam Bush Fire Brigades, Northam SES, Northam Police, Wundowie Police, DFES, and Northam Hospital.

### **6.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS**

#### **6.2.1 Shire of Northam**

##### Local Emergency Management Arrangements (LEMA)

The LEMA document is up for review and renewal. The Committee is asked to look at the current LEMA with a view of reducing the overall size and streamlining the document as much as practical.

The Committee will need to identify dates suitable to workshop certain aspects of the document in mid-August as this is due in September 2021 to be approved for submission to the State Emergency Management Committee.

##### LEMC Exercise

The LEMC Exercise is scheduled on 16 June 2021. The exercise is a joint one with the DEMC.

LEMC members are asked to confirm their attendance as soon as possible.

#### **6.2.2 Wheatbelt District Emergency Management Committee**

The May report has been provided as Attachment 1.



## Attachment 1



# Wheatbelt District Advisor Report May 2021

## Tropical Cyclone Seroja – early observations and outcomes

### **Evacuation centres.**

As local governments in the north of the wheatbelt district were preparing for the impact of TC Seroja, it became obvious that there was a lot of concern and lack of clarity around requests to open evacuation centres. Local Governments were reluctant to remove people from their secure homes to a building that had been nominated as an evacuation centre, but not built to withstand cyclonic conditions.

With our changing weather patterns, the Bureau of Meteorology advises that it is possible we could see more cyclones affecting the south west corner of the state, so it may be worth having some discussions at the LEMC in relation to what can be done in similar circumstances in your shire. In the Kalbarri and Geraldton area any concerned residents were advised to move south where evacuation centres had been set up. Similarly other LGs in the north of the Wheatbelt had devised quick plans to bus people south if required.

In the north of the state where public buildings are built to specific cyclonic standards there is a process where on the Yellow alert being given, DFES advises that evacuation centres are to be opened, and any residents who are concerned can shelter there. The process in the Wheatbelt was not as clear.

This will definitely be a major item to be addressed at the debrief for TC Seroja.

Meanwhile I refer you to the newly reviewed "Western Australia Community Evacuation in Emergencies Guideline". The guideline recommends that local governments and their LEMCs undertake pre emergency evacuation planning. There is an "Emergency Evacuation Planning" template provided to assist. These can be found on the SEMC website here; <https://www.semc.wa.gov.au/emergency-management/guidelines>

I strongly recommend that even if you don't fully complete the planning template, you have a discussion at your LEMC meetings guided by the issues highlighted in the evacuation guide and the template.

### **Power Outages and lack of communications.**

Another key outcome from the recent cyclone was extended power outages and resulting lack of communications. For some local governments, this meant that remote areas in their shires had no means of communications at all. This of course raises concerns particularly if we have people in urgent need of assistance.



While work continues with power and telecommunication providers to improve this ongoing issue we need to start looking at interim measures that can be implemented at a practical level.

Once again, I would encourage all LEMCs to have discussions around contingencies that they have in place and ask the following questions;

- Do you have back up communications in place (i.e. Crisp Wireless)? If you do is the community aware they can utilise this if required?
- Do you need to consider contingencies such as satellite phones, radios, or a process where you can utilise the local police and their communications, or something similar?
- What other practical methods could you use to communicate with your community?

Document your decisions and include in the communications section of your LEMA.

### Exercising

As per my last DEMA report an exercise handbook for local exercises has now been developed.

As part of this project, a number of exercise templates and exercise questions have been developed which some local governments have been using to great affect at LEMC meetings, running a simple 20 to 30 minute exercise. If you would like a copy of these templates, please let me know.

### LEMC EM Health Check.

For your reference and also as a bit of a refresher, please see a brief document attached. It is a reminder of the role and function of the LEMC and then a checklist so that members can go through and see for themselves how well their LEMC is going. Any areas not covered, would make great agenda items for coming meetings.

As always, any queries or concerns please do not hesitate to contact me.

Yvette Grigg

Wheatbelt – District EM Advisor

May 2021



## Role & function of the Local Emergency Management Committee

### **Emergency Management Act 2005 s 39**

Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established-

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district
- (b) to liaise with public authorities and other person in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC prescribed regulation.

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**The LEMC is a multi-agency body that assists the local government ensure its community is prepared for major emergency events. (Large events that may constitute a community emergency and require external multi agency assistance, evacuation and/or recovery efforts). It is the role of the LEMC to endeavour to raise the resilience of the community by increasing awareness of risks, ensuring appropriate planning is in place and the documented plans and processes are maintained and exercised regularly.**



## Community EM Health Check

### PLANNING

- Does your Local Government (LEMC) have a current set of SEMC endorsed Local EM Arrangements (LEMA)?
- Are contact and resource details kept current?  
( Contact details to be updated quarterly, resources annually)
- Does the LEMA contain a comprehensive recovery plan?
- Are the LEMC and the local government staff aware of who the recovery coordinator is? Is there a group of internal LG staff plus any others who can be called on to assist? Are they trained?
- Does a pre-event evacuation and welfare plan exist? Does the community know where possible evacuation centres are? Have animals been considered in planning?
- Have vulnerable groups within the community been identified in case they require extra care during emergencies?
- Do MOUs exist across boundaries and different agencies for resource sharing? ( ie evacuation centres)
- Has any communication planning been carried out? (In particular when the power goes out.) Have any contingencies been identified?

### LEMC

- Does your LEMC fully understand their role?
- Does your LEMC exercise annually to test a section of the LEMA?
- Does your LEMC meet regularly ( Best practice every quarter) with appropriate membership?



- Is it administered professionally with a full agenda?
- Have they undertaken or begun the risk management process? Determined the top 5 risks and risk treatments? Is the community aware of the risks?
- Does your LEMC engage with neighbours to share knowledge and resources?

Operationally

- Do you understand the roles and responsibilities of a Local Emergency Coordinator (LEC) during a major event?
  - Does the Local Government and LEMC understand their roles and responsibilities in an Incident Support Group (ISG)?
  - Is the local government 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?
  - Is the local government and LEMC aware of the requirements of the Impact Assessment and how the transition from response to recovery occurs?
  - Are the above requirements exercised?
-

### **6.3 CORRESPONDENCE**

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 11 March 2021.

### **7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

### **8. URGENT BUSINESS APPROVED BY DECISION**

### **9. SCHEDULED MEETINGS**

10 June 2021.

### **10. DECLARATION OF CLOSURE**