



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Local Emergency Management Committee

3 March 2022

NOTICE PAPER

Local Emergency Management Committee

3 March 2022

Committee Members

I inform you that the Local Emergency Management Committee meeting will be held by electronic mean on 3 March 2022 at 3:00pm.

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 Community Emergency Services Manager (Executive Officer)	Chadd Hunt
Dept. of Fire and Emergency Service	Brendon Rutter
WA Police, Northam (Local Emergency Coordinator)	Darrel Krammer
WA Police, Wundowie (Local Emergency Coordinator)	David Hornsby
Dept. of Communities – Emergency Services Unit	Sarah Clarke
Northam Regional Hospital	Jo Spadaccini
	Jennifer Lee

Non-voting Members:

Northam Airport	Errol Croft
Australian Defence Force	David Wilson
Arc Infrastructure	Clinton Lobb
Northam Bushfire Brigades (CBFCO)	Chris Marris
Dept. of Primary Industries & Regional Development	Jeff Russell
Department of Education	Shane Wynne
Dept. Parks and Wildlife – Perth Hills	Michael Passotti
Dept. Parks and Wildlife – Wheatbelt	Graeme Keals
Dept. of Communities - Housing	Atila Mencshelyi
Fire & Rescue Northam	Greg Montgomery
Fire & Rescue Wundowie	Jeffrey Roberts
Aged Care (Juniper)	Tony Carter
Main Roads WA Wheatbelt	Gren Putland
Public Health Nurse	Anne Foyer
Red Cross	Erin Fuery
Salvation Army	Andrew Lee
SEMC Secretariat	Yvette Grigg
Yongah Hill (SERCO)	Geoffrey Pitout
Australian Border Force	Sharan Brown

Silver Chain
St John Ambulance
Northam State Emergency Service
Water Corporation
Western Power

Dara Sagar
Matthew Guile
Cheryl Greenough
Michael Roberts
Brian Smith

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Nil.

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 10 JUNE 2021

RECOMMENDATION

That the minutes of the Local Emergency Management Committee meeting held on 10 June 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 20 September 2018.

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

N/A

6.2.1 Appointment of Deputy Local Recovery Coordinator

File Reference:	
Reporting Officer:	Community Emergency Services Manager
Responsible Officer:	Executive Manager Development Services
Officer Declaration of Interest:	N/A
Voting Requirement:	Simple Majority
Press release to be issued:	N/A

BRIEF

For the Committee to appoint a Deputy Local Recovery Coordinator

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

The Shire of Northam has appointed a Local Recovery Coordinator (Executive Manager Development Services) pursuant to obligations under the Emergency Management Act 2005, Part 3, Div 2 s41).

The provision of a deputy Local Recovery Coordinator allows for additional capacity during emergencies following the AILMS principals, it also established a documented procedure for a deputy LRC to assume the role of the LRC in his/her absence.

By having a deputy appointed, this ensures resilience within the local government to enable recovery activities to commence/continue for the duration of an emergency event, and to enable Council to meet its obligations under the Emergency Management act 2005.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area:

Outcome:

Objective:

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

Emergency Management Act 2005

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Limited financial impact	Moderate Risk Medium (3) x Unlikely (2)	Manage with existing resources
Health & Safety	Inadequate fatigue management	Major (4) x Likely(4) High (16)	Provide additional resource to manage fatigue
Reputation	Significant risk to reputation if serious incident was to occur	Major (4) x Likely(4) High (16)	Ensure sufficient resourcing commensurate to the tasking required
Service Interruption	Limited potential for service interruption	Moderate Risk Medium (3) x Unlikely (2)	Ensure procedures are documented and understood across all stakeholders.
Compliance	Arrangements not meeting obligations under Emergency Management Act 2005	Major (4) x Likely(4) High (16)	Ensure arrangements adhere to legislated requirements prior to endorsement by the committee and Council.
Property	Limited impact on property	Moderate Risk Medium (3) x Unlikely (2)	Ensure compliance with legislated requirements.
Environment	Limited impact on property	Moderate Risk Medium (3) x Unlikely (2)	Ensure compliance with legislated requirements.

B.7 Natural Environment Considerations

C. OFFICER'S COMMENT

The appointment of the Deputy LRC provides additional capability during protracted incidents and allows for resilience in the management of Councils obligations for recovery under the EM Act.



A deputy also allows for improved fatigue management for our existing LRC.

RECOMMENDATION

That Council appoint the Shire of Northam's Executive Manager Corporate Services as the Deputy Local Recovery Coordinator.

6.2.3 Local Emergency Management Arrangements

Item Name

File Reference:	
Reporting Officer:	Community Emergency Services Manager
Responsible Officer:	Executive Manager Development Services
Officer Declaration of Interest:	N/A
Voting Requirement:	Simple Majority
Press release to be issued:	

BRIEF

Pursuant to s42 Emergency Management Act 2005, Council is required to review the Local Emergency Management Arrangements (LEMA) every 5 yrs to ensure accuracy and currency.

ATTACHMENTS

Attachment 1: The Shire of Northam, Local Emergency Management Arrangements (LEMA) 2022.

A. BACKGROUND / DETAILS

The LEMA was workshopped in November 2021 by the committee where several outcomes were achieved that ensured the current LEMA is fit for purpose, is adaptable to our changing environment and meets the standard required to ensure that the emergency management aligns with the legislated obligations of council and community expectations.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area:

Outcome:

Objective:

B.2 Financial / Resource Implications

Nil

B.3 Legislative Compliance

Emergency Management Act 2005

B.4 Policy Implications

Nil

B.5 Stakeholder Engagement / Consultation

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Significant costs if pre planning not undertaken	High Risk High (4)x Possible (3)	Ensure that document aligns with state hazard plans
Health & Safety	Insufficient planning in place to protect the community during emergencies	Major (4) x Likely(4) High (16)	Ensure plans are documented and exercised annually to meet requirements.
Reputation	Significant risk to reputation if serious incident was to occur	Major (4) x Likely(4) High (16)	Ensure process are clear and all stakeholder consultation is appropriate.
Service Interruption	Limited potential for service interruption	Moderate Risk Medium (3) x Unlikely (2)	Ensure procedures are documented and understood across all stakeholders.
Compliance	Arrangements not meeting obligations under Emergency Management Act 2005	Major (4) x Likely(4) High (16)	Ensure arrangements adhere to legislated requirements prior to endorsement by the committee and Council.
Property	Significant risk to property if appropriate pre planning not undertaken	Moderate Risk Medium (3) x Possible (3)	Ensure response plans address key risk areas, and are communicated with require stakeholders
Environment	Moderate risk to environment if training and experience is not developed with key support personnel	High Risk High (4)x Possible (3)	Undertake training and development as required

B.7 Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

Post the workshop in November 2021, and in consultation with the District Emergency Management Coordinator (DEMA) in Northam, Council staff have reviewed and updated the LEMA in the new standardised format to ensure consistency, and currency with Councils approach to emergency management within the Shire of Northam district.

The 2022 revised version of the LEMA provides additional clarity on stakeholder involvement and provides council with a clear direction of its role as a supporting agency to the pre identified HMA, and provides direction on recovery activities within the Shire of Northam community.

RECOMMENDATION

That Council endorse the Local Emergency Management Arrangements as provided in Attachment 1.

6.2.2 Update to Contacts List

Committee members are requested to review the contact list provided as a separate confidential attachment to this agenda and update their organisations contact information.

6.2.3 Inclusion of Northam Senior High School as Proxy Evacuation Centre

Seeking advice from the Department of Education in relation to including the Northam Senior High School Campus as a proxy location for an Evacuation Centre.

This has been included as a potential location in the draft Local Emergency Management Arrangements to be endorsed at this meeting.

6.3 CORRESPONDENCE

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 10 June 2021.

7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8. URGENT BUSINESS APPROVED BY DECISION

9. SCHEDULED MEETINGS

The Local Emergency Management Committee Meetings for 2022 will be held on:

- 2 June 2022
- 1 September 2022
- 1 December 2022

All meetings will commence at 3:00pm.

10. DECLARATION OF CLOSURE