



Agenda

**Local Emergency
Management Committee**

**First Quarter
Monday 8 August 2022**

Local Emergency Management Committee – 8 August 2022

Table of Contents

1.	ATTENDANCES	1
2.	ABSENT	1
3.	CONFIRMATION OF MINUTES OF MEETING	1
3.1	Confirmation of Minutes of Local Emergency Management Committee Meeting - refer to Appendix 1 - 11 May 2022	1
3.2	Review of Meeting Action Register – refer to Appendix 2	1
4.	BUSINESS ARISING	2
4.1	Endorsement of the Shire of Murray and Shire of Waroona Local Emergency Management Arrangements - R Marlborough	2
4.2	Terms of Reference - Shire of Murray & Waroona Local Emergency Management Committee - refer to Appendix 3 - R Marlborough.....	7
5.	STATE EM PREPAREDNESS PROCEDURE 7 - LEMC REQUIREMENTS	11
5.1	EVERY MEETING	11
5.1.1	Confirmation of LEMC Contact Details - refer to Appendix 4	11
5.1.2	Review any Post-Incident Reports and/or Post-Exercise Reports	11
5.1.3	Funding Nominations and Applications Progress	11
5.1.4	Bush Fire Risk Management Planning / Treatment Strategies Progress	11
5.1.5	Review and Development of Local Emergency Management Arrangements	11
5.1.6	Review Business Plan Strategies and Record Key Achievements	11
5.2	FIRST CALENDAR QUARTER	11
5.2.1	LEMC Business Plan 2022/2024 – Appendix 5 – R Marlborough.....	11
6.	GENERAL BUSINESS	11
6.1	Waroona Dam and Surrounding Private Properties – Emergency Evacuation Desktop Exercise - Appendix 6 and Appendix 7 - M Goodlet.....	11
7.	NEXT MEETING	12
8.	CLOSE	12

Notice of Meeting

Notice is hereby given that the Local Emergency Management Committee meeting will be held at the Bushfire Centre of Excellence at 20 Dollyup Street, Nambeelup on Monday 8 August 2022 commencing at 10:00am.



Dean Unsworth
Chief Executive Officer

1. ATTENDANCES

2. ABSENT

3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting - **refer to Appendix 1** - 11 May 2022

**Committee Recommendation
LEMC22/003**

That the Minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 11 May 2022 be confirmed as a true and correct record.

- 3.2 Review of Meeting Action Register – **refer to Appendix 2**

4. BUSINESS ARISING

4.1 Endorsement of the Shire of Murray and Shire of Waroona Local Emergency Management Arrangements - R Marlborough

File Ref: 7206-05 and 8/9341-02
Previous Items: Nil
Applicant: Nil
Author and Title: Robert Marlborough, Manager Governance
Declaration of Interests: Nil
Voting Requirements: Simple Majority

Committee Recommendation LEMC22/004

That Council

- 1. adopts the Local Emergency Management Arrangements inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan and the Animal Welfare Plan, as tabled;**
- 2. submits copies of the endorsed Local Emergency Management Arrangements to the State Emergency Management Committee (SEMC) and District Emergency Management Committee – South Metropolitan; and,**
- 3. notes that the Local Emergency Management Arrangements inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan, Animal Welfare Plan are live documents that are subject to regular review and amendment in accordance with the requirements of State Emergency Management Policy to ensure effectiveness and currency.**

In Brief

To endorse the Shire of Murray and Shire of Waroona Local Emergency Management Arrangements ('**LEMA**'), inclusive of the Local Recovery Plan ('**LRP**'), Local Recovery Resource Manual ('**LRRM**'), Emergency Evacuation Plan ('**EEP**') and Animal Welfare Plan ('**AWP**') as part of the *'All West Australian's Reducing Emergencies'* ('**AWARE**') Project.

Background

The State Emergency Management Committee ('**SEMC**') provides the AWARE grant funding program, to enhance the capability and knowledge of emergency management agencies across Western Australia.

In December 2020 the Shire of Murray applied for AWARE grant funding following the amalgamation of the Shire of Murray and Waroona Local Emergency Management Committee's ('**LEMC**'). The proposal was to develop a single comprehensive LEMA, LRP and LRRM utilising the Shire of Murray's existing documents as a base template. It would also include the creation of an EEP, AWP and a Communications Plan ('**CP**').

The comprehensive arrangements once developed would provide all stakeholders with clear guidance when responding to, and recovering from emergencies. It will also assist both Shires' to better manage and coordinate local emergency and recovery activities, independently and collectively.

On the 8 March 2021 the SoM was informed by the SEMC Secretariat that it had been successful in obtaining \$30,000 to complete the project. The project commenced on 12 April 2021. An application was submitted in June 2022 to extend the grant funded project until 30 August 2022. This application was supported.

The draft LEMA documents prepared were sent to the District Emergency Management Advisor ('DEMA') on 25 March 2022. Following DEMA feedback, requested changes were made and then the amended documents were sent to Shire of Waroona in April 2022 to review and provide feedback.

Changes identified by Shire of Waroona were included in the draft documents and then another copy was sent to the DEMA and the Shire of Waroona in May 2022 for a subsequent review.

In May 2022 the LEMA documents prepared were distributed to the LEMC membership requesting feedback. In early July 2022 the Department of Primary Industries and Regional Development representative provided feedback and minor changes were requested to the LEMA and the AWP. C Shenton the AWARE Project Officer updated the draft documents to reflect the changes sought, and amended them to include the latest Australian Bureau of Statistics census data.

Following this consultation, the new LEMA suite of documents was sent to SEMC for noting and distribution to the District Emergency Management Committee - South Metro for consideration and final review.

The Communications Plan is currently in draft. This plan has been provided to DEMC for initial review. Once feedback is received the final draft will be presented at the next LEMC meeting to progress the review process, prior to formal adoption.

Report Detail

It is proposed to seek LEMC's recommendation for the Councils of the Shire of Murray and the Shire of Waroona, to respectively adopt the joint Local Emergency Management Arrangements, inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan and the Animal Welfare Plan as provided, pursuant to Section 41(1) of the *Emergency Management Act 2005*.

If the documents are endorsed copies will be submitted to the State Emergency Management Committee (SEMC) pursuant to section 41(5) of the *Emergency Management Act 2005* and to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro).

Murray 2031 Strategic Community Plan

Focus Area	Capable and Accountable
Aspiration	Respond efficiently and effectively to the evolving needs of the community.
Strategy	Deliver efficient and effective Council services to the community.

Waroona - Strategic Community Plan

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy	Ensure the safety of our community.

Waroona - Corporate Business Plan 2021- 2025

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective 1.1	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy 1.6	Ensure the safety of our community
Project and Actions 1.1.6.3	Review Local Emergency Management Arrangements

Murray 2021 - 2025 Corporate Business Plan

Nil

Other Strategic Links

Nil

Statutory Environment

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

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; and
- (b) to liaise with public authorities and other persons 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 or prescribed by the regulations.

41. Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (***local emergency management arrangements***) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
 - (a) the local government's policies for emergency management; and
 - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and

- (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and
 - (d) a description of emergencies that are likely to occur in the local government district; and
 - (e) strategies and priorities for emergency management in the local government district; and
 - (f) other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
 - (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
 - (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

42. Reviewing and renewing local emergency management arrangements

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

Sustainability & Risk Considerations

Economic - (Financial impact to the community)

There are no economic impacts on the community.

Social - (Quality of life to community and/or affected landowners)

The review of the LEMA inclusive of sub-plans and the subsequent improvement in emergency management planning will have a positive impact on the community.

Environment – (Impact on environment’s sustainability)

There is no negative impact on the natural or built environment.

Governance – (Policy implications)

SEMC has a number of arrangements in place including the ‘State Emergency Management Policy 2.5 and 6.3’, ‘State Emergency Management Plan 2.1.3, 5.3.2, 6.3 and 6.5’, ‘Local Emergency Management Arrangements Guideline and Model’, ‘Local Recovery Guideline’ and ‘WA Community Evacuation in Emergencies Guideline’ that sets out local government responsibilities for emergency management.

Overall Risk Management Consideration

Risk Level	Comment
Low	The comprehensive review of the Local Emergency Management Arrangements and sub-plans will reduce the Shire's risk exposure through the development of associated plans, structures and training to effectively coordinate local emergency management activities.

Consultation

Emergency Management Act 2005,
Local Government Act 1995,
 State Emergency Management Committee,
 Local Emergency Management Committee; and,
 Relevant internal staff.

Resource Implications

Financial

The costs associated with the AWARE Project was funded from the AWARE grant funding.

Workforce

Involvement on the AWARE Project was incorporated into the scope of the relevant AWARE Officer's role.

Options

Council has the option of:

1. supporting the recommendation, as provided,
2. supporting the recommendation, with amendments; or,
3. rejecting the proposal.

Conclusion

The Local Emergency Management Committee is urged to support the recommendation presented to ensure that adequate Emergency Management plans and structures are in place in the districts, to support emergency management functions and responsibilities.

4.2 Terms of Reference - Shire of Murray & Waroona Local Emergency Management Committee - **refer to Appendix 3** - R Marlborough

File Ref: 7206-05
Previous Items: Nil
Applicant: Nil
Author and Title: Robert Marlborough, Manager Governance
Declaration of Interests: Nil
Voting Requirements: Simple Majority

Appendix 3

**Committee Recommendation
LEMC22/005**

That Council adopts the Shire of Murray & Waroona Local Emergency Committee (LEMC) Terms of Reference as detailed in Appendix 3.

In Brief

To endorse the amended Shire of Murray & Waroona Local Emergency Management Committee (**LEMC**) Terms of Reference (**ToR**) that details the purpose, scope, functions, authority, roles and responsibilities of the Committee.

Background

The Shire of Murray & Waroona LEMC brings together key stakeholders in emergency management within its boundaries to plan and prepare for emergency management incidents and to meet the requirements of relevant legislation, policy statements and other emergency management related standards.

On 17 February 2021 the Shire of Murray & Waroona LEMC recommended that the original Terms of Reference be adopted. LEMC recommendation LEMC21/003 was carried by the Shire of Murray Council at the 22 April 2021 Ordinary Council Meeting as per resolution OCM21/058 and the Shire of Waroona Council at the 27 April 2021 Ordinary Council Meeting as per resolution OCM21/04/038.

Since then there has been a number of new stakeholders that have been invited to attend the LEMC meetings. However, the new stakeholders aren't included in the original ToR and therefore aren't listed as voting members or as ex-officio members.

Subsequently, Department of Fire and Emergency Services (**DFES**) have also requested the voting arrangements be modified for DFES representation. Currently the three DFES District Officers (one representative per meeting) are listed as Ex-Officio and the District Emergency Management Advisor (**DEMA**) is listed as a Voting Member. The request was to reverse this arrangement as the DEMA role should be impartial providing advice and support.

Therefore, the LEMC ToR has been amended to reflect these changes and is identified in **Appendix 3**.

Report Detail

This proposal seeks for the LEMC to adopt the amended ToR to ensure the LEMC has adequate plans and structures established to effectively coordinate emergency management planning.

Murray 2031 Strategic Community Plan

Focus Area	Capable and Accountable
Aspiration	Respond efficiently and effectively to the evolving needs of the community.
Strategy	Deliver efficient and effective Council services to the community.

Waroona - Strategic Community Plan

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
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Strategy	Ensure the safety of our community.

Waroona - Corporate Business Plan 2021- 2025

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective 1.1	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy 1.6	Ensure the safety of our community
Project and Actions 1.1.6.3	Review Local Emergency Management Arrangements

Murray 2021 - 2025 Corporate Business Plan

Nil

Other Strategic Links

Nil

Statutory Environment

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

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36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

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; and
- (b) to liaise with public authorities and other persons 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 or prescribed by the regulations.

Sustainability & Risk Considerations

Economic - (Financial impact to the community)

There are no economic impacts on the community.

Social - (Quality of life to community and/or affected landowners)

The LEMC ToR and the subsequent improvement in emergency management planning will have a positive impact on the community.

Environment – (Impact on environment’s sustainability)

There is no negative impact on the natural or built environment.

Governance – (Policy implications)

Council Policies are not impacted by this proposal.

Overall Risk Management Consideration

Risk Level	Comment
Low	<p>The amended LEMC ToR details the purpose, scope, functions, authority, roles and responsibilities of the committee.</p> <p>This ensures that the LEMC has adequate plans and structures established to effectively coordinate emergency management planning.</p>

Consultation

*Emergency Management Act 2005,
Local Government Act 1995,
State Emergency Management Committee,
Local Emergency Management Committee; and,
Relevant internal staff.*

Resource Implications

Financial

Nil

Workforce

Nil

Options

Council has the option of:

1. supporting the recommendation, as provided,
2. supporting the recommendation, with amendments; or,
3. rejecting the proposal.

Conclusion/Justification of Officer Recommendation

The Local Emergency Management Committee is urged to recommend to Council for the amended Terms of Reference to be adopted to ensure the Local Emergency Management Committee have adequate plans and structures established to effectively coordinate emergency management planning.

5. State EM Preparedness Procedure 7 - LEMC Requirements

5.1 Every Meeting

5.1.1 Confirmation of LEMC Contact Details - refer to Appendix 4

The updated LEMC Contact Register is attached in **Appendix 4**.

5.1.2 Review any Post-Incident Reports and/or Post-Exercise Reports

Nil.

5.1.3 Funding Nominations and Applications Progress

Discussed below in item 5.1.4.

5.1.4 Bush Fire Risk Management Planning / Treatment Strategies Progress

The Shire of Murray was successful in receiving \$118,178.00 and the Shire of Waroona was successful in receiving \$25,097.50, from Round 1 of the 2022/23 Mitigation Activity Fund Grants Program (MAFGP).

Funding for Shire of Murray has been provided to undertake 10 bush fire treatments in Dwellingup, Nambeelup and Coolup. Mitigation activities will include installing fire breaks/fire access tracks, reducing fuel loads and carrying out hazard reduction burns.

Funding for Shire of Waroona has been provided to undertake 3 bush fire treatments in Waroona. Mitigation activities will include installing fire breaks, chemical spraying to reduce fuel loads and carrying out a hazard reduction burn.

5.1.5 Review and Development of Local Emergency Management Arrangements

Discussed in Item 4.1.

5.1.6 Review Business Plan Strategies and Record Key Achievements

Discussed in Item 5.2.1

5.2 First Calendar Quarter

5.2.1 LEMC Business Plan 2022/2024 – Appendix 5 – R Marlborough

It is a requirement for LEMC to create and maintain a Business Plan. Attached for review and consideration at **Appendix 5** is a plan that has been prepared.

6. GENERAL BUSINESS

6.1 Waroona Dam and Surrounding Private Properties – Emergency Evacuation Desktop Exercise - Appendix 6 and Appendix 7 - M Goodlet

7. NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 2 November 2022 commencing at 10:00am. The meeting will be held at the Shire of Waroona Council Chambers at 52 Hesse Street, Waroona.

8. CLOSE