



# **Minutes**

## **Local Emergency Management Committee**

**Second Quarter  
Wednesday 2 November 2022**

## Local Emergency Management Committee – 2 November 2022

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## Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Waroona Council Chambers at 52 Hesse Street, Waroona on Wednesday 2 November 2022. The Chairperson Mr. M Walmsley declared the meeting open the time being 10:00am.

### 1. ATTENDANCES

#### Members

M Walmsley	LEMC Chairperson / Shire President, Shire of Waroona
S Kirkham	LEMC Chairperson / Councillor, Shire of Murray
R Marlborough (Proxy)	Manager Governance / LEMC EO, Shire of Murray
N Stevens	CESC, Shire of Murray
B Brown (Proxy)	EA to Director Place and Community Development, Shire of Murray
B Jordan	Manager MALC, Shire of Murray
M Goodlet	CEO / LRC, Shire of Waroona
P Thurkle	CESO, Shire of Waroona
S Thomas	CBFCO, Shire of Waroona
S Macdonald	Manager WCRC, Shire of Waroona
S Starkie (Proxy)	Acting LEMC Deputy Chairperson / Acting OIC, WAPOL Pinjarra
W Goodhill	Emergency Response Supervisor, Alcoa
L Hay	CEO, Bedingfeld Park Inc Aged Care Facility
T Sillitto	Senior District Emergency Services Officer, DoC
Q La Rosa	DEMA - Metro, DFES
P Dwyer	Unit Manager, Murray SES
C Hunter	Station Manager, St John Ambulance Pinjarra
C Louis	Principal, Pinjarra Primary School
N Dew	Community Representative, Shire of Waroona
B Worthington	Community Representative, Shire of Waroona

#### Ex-Officio

C Goff	RESSO/Minute Secretary, Shire of Murray
G McAneny	Acting District Officer Wellington, DFES
C Norris (Proxy)	WHS Advisor, Harvey Water
C Van Veen (Proxy)	Representative, Water Corporation

#### Guest

R Bloxside	Senior Infrastructure & Development Officer, Shire of Waroona
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### 2. ABSENT

#### Members

L McGuirk (Apology)	Local Recovery Coordinator, Shire of Murray
R Wilson (Apology)	CBFCO, Shire of Murray
K Oborn (Apology)	Deputy LRC, Shire of Waroona
M Howes (Apology)	LEMC Deputy Chairperson   OIC, WAPOL Pinjarra
J Worthington (Apology)	OIC, WAPOL Dwellingup
K Tarver (Apology)	OIC, WAPOL Waroona
S James (Apology)	Representative, Quambie Park
C Thompson (Apology)	Community Representative, Shire of Murray
J Humphreys	Health and Safety Manager, Alcoa
K Jones	Brigade Captain, Pinjarra VFRS
D Wilson	Representative, St John Ambulance Waroona

**Ex-Officio**

C Shenton (Apology)	AWARE Project Officer, Shire of Murray
J Carter (Apology)	District Officer - Emergency Management, DFES
K Gill (Apology)	Manager Emergency Preparedness Disaster Response, DoH
J Gilliland (Apology)	Principal Response Advisor - Incident and EM, DPIRD
D Cormack (Apology)	Maintenance Supervisor, Fulton Hogan
S Collins (Apology)	Operations Manager, Water Corporation
T Simpson	Local Welfare Coordinator, DoC
N Elrick	District Officer – Natural Hazards, DFES
K Laurendi	Senior Ranger Lane Poole Reserve, DBCA
J Rawlins	Field Operations Team Leader, Western Power

**Guest**

D Unsworth (Apology)	CEO, Shire of Murray
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**3. CONFIRMATION OF MINUTES OF MEETING**

- 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting - **Appendix 1** - 8 August 2022

**Committee Recommendation****LEMC22/006****Moved: R Marlborough**

**That the minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 8 August 2022 be confirmed as a true and correct record.**

**CARRIED UNANIMOUSLY 20:0**

*The Shire of Murray Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 2 November 2022 at the 15 December 2022 Ordinary Council Meeting as per resolution OCM22/163.*

*The Shire of Waroona Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 2 November 2022 at the 20 December 2022 Ordinary Council Meeting as per resolution OCM22/12/179.*

- 3.2 Review of Meeting Action Register - **Appendix 2**

The current Shire of Murray & Waroona LEMC meeting action register is attached in **Appendix 2**. No changes were made.

**4. BUSINESS ARISING**

- 4.1 State EM Policy Section 5.12 - Funding for Emergency Responses - **Appendix 3** - R Marlborough

Item for information only. Regarding the ongoing review of the State EM Policy 5.12 for Funding for Emergency Responses.

#### 4.2 Endorsement of the Department of Communities Local Emergency Welfare Plan – Peel Region - Appendix 4 - T Sillitto

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

#### **Committee Recommendation**

**LEMC22/007**

**Moved: S Kirkham**

#### **That LEMC:**

- 1. receives and accepts the Department of Communities Local Emergency Welfare Plan - Peel Region, as detailed in Appendix 4; and**
- 2. notes that the Local Emergency Welfare Plan - Peel Region is a live document that is subject to regular review and amendment to ensure currency.**

**CARRIED UNANIMOUSLY 20:0**

#### **In Brief**

To receive and accept the Department of Communities Local Emergency Welfare Plan – Peel Region ('LEWP'), which forms part of the Shire of Murray and Shire of Waroona Local Emergency Management Arrangement suite of documents.

A redacted version of the LEWP has been provided to both the Shire of Murray and the Shire of Waroona Councils to retain confidentiality. A full version has been provided to the LEMC membership.

#### **Background**

The LEWP is to be read in conjunction with the State Emergency Welfare Plan. Both plans are prepared by the Department of Communities and are support plans which document the strategic management and coordination of welfare services in emergencies, as part of the Western Australian State Emergency Management (EM) Arrangements.

The LEWP includes:

- Communities responsibilities for the planning, response and recovery stages for the management and coordination of welfare services, including resources, within the identified geographical boundaries; and,
- agreed responsibilities of emergency management partnering agencies, coordinated by Communities to provide welfare services during emergencies.

The LEWP covers Shire of Murray, Shire of Waroona, City of Mandurah and Shire of Boddington. This is a live document that is subject to regular review and amendment to ensure currency. The plan forms part of the Shire of Murray and Shire of Waroona Local Emergency Management Arrangement suite of documents.

### Report Detail

The Department of Communities has requested that LEMC receive and note the Local Emergency Welfare Plan – Peel Region.

#### Murray 2031 Strategic Community Plan

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

#### Waroona - Strategic Community Plan

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

#### Waroona - Corporate Business Plan 2021- 2025

<b>Focus Area</b>	Our Community
<b>Aspiration</b>	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
<b>Objective 1.1</b>	Create a connected, safe and cohesive community with a strong sense of community pride.
<b>Strategy 1.6</b>	Ensure the safety of our community
<b>Project and Actions 1.1.6.3</b>	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)*

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**

<b>Risk Level</b>	<b>Comment</b>
Low	The plan 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,*  
Department of Communities,  
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**

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.



## 5. State EM Preparedness Procedure 3.7 - LEMC Requirements

### 5.1 Every Meeting

#### 5.1.1 Confirmation of LEMC Contact Details - **Appendix 5**

A meeting attendance sheet was circulated at the meeting. An updated LEMC Contact Register is attached in **Appendix 5**.

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

The Lane Poole Reserve Bushfire Desktop Exercise held Monday 8 August 2022 went well and provided the LEMC membership a chance to test the LEMA's and go through a bushfire/evacuation scenario.

#### 5.1.3 Funding Nominations and Applications Progress

Discussed in item 6.5.

#### 5.1.4 Bush Fire Risk Management Planning / Treatment Strategies Progress

The Shire of Murray was successful in receiving \$118,178.00, from Round 1 of the 2022/23 Mitigation Activity Fund Grants Program (MAFGP). Treatment works approved under the MAFGP are scheduled and progressing.

The Shire of Waroona was successful in receiving \$25,097.50, from Round 1 of the 2022/23 MAFGP. R Bloxside advised that treatment works are progressing with only one more burn required which will hopefully be finished by March 2023. Shire of Waroona have submitted a new application for Round 2.

#### 5.1.5 Local Emergency Management Arrangements - **Appendix 6**

The Shire of Murray and Shire of Waroona Local Emergency Management Arrangements have been reviewed by SEMC and have met the requirements. The joint LEMA was noted at the 13 October 2022 meeting of the State Emergency Management Committee (SEMC) (Resolution 54/2000) in alignment with the State EM Preparedness Procedure.

The SEMC Executive Officer – Rick Curtis sent a letter to congratulate both Shires on achieving this milestone and working with a broad range of stakeholders. **Refer to Appendix 6.**

A special thank you is extended to the Shire of Murray and Shire of Waroona Local Emergency Management Committee, for their contribution and ongoing commitment to improve emergency management within both Shires.

R Marlborough thanked Q La Rosa and her team for all of their assistance with the LEMA project. Q La Rosa congratulated both Shires on the accomplishment.

The Restricted Version - Level 2 will be added to both Shire of Murray and Shire of Waroona websites. Wafer cards (electronic copies) and printed hard copies were distributed at the meeting with the leftover to be sent out.

### 5.1.6 Review Business Plan Strategies and Record Key Achievements - **Appendix 7**

The current LEMC Annual Business Plan 2022-2024 is attached in **Appendix 7**. Q La Rosa advised that SEMC have recently endorsed the final Business Plan template which also includes climate change.

The Shire of Murray and Shire of Waroona LEMC Business Plan is based on the previous SEMC template. This will be changed to align with the new template and presented at the next meeting.

## 5.2 **Second Calendar Quarter**

### 5.2.1 Seasonal Review - DFES

Discussed in item 6.6.

## 6. **GENERAL BUSINESS**

### 6.1 Waroona Dam and Surrounding Private Properties - Emergency Evacuation Desktop Exercise - R Marlborough

R Bloxsidge and G McAneny will be meeting after the LEMC meeting to organise the Waroona Dam and Surrounding Private Properties – Emergency Evacuation Desktop Exercise. J Carter will also assist with organising the exercise. A DBCA Masterplan is currently being developed and camping will be reintroduced.

B Worthington raised concerns regarding emergency access on Scarp Road. Water Corporation took the gate keys from surrounding property owners in April 2022. This now locks property owners in should an emergency occur in the area.

B Worthington stated that this has previously been raised and still hasn't been resolved. Shire of Waroona were asked to treat this issue as an extreme urgency. M Goodlet advised that he is aware of the difficulty and stated that the Shire of Waroona are considering alternate escape routes. Informal arrangements are in place for the alternate access.

It was also mentioned that the Shire of Waroona Brigades require keys. Water Corporation will follow up access for residents and provide keys to Shire of Waroona Brigades.

### 6.2 Foot and Mouth Disease (FMD) - DPIRD - **Appendix 8**

J Gilliland from DPIRD was an apology but provided an update regarding Foot and Mouth Disease. A copy is attached in **Appendix 8**.

### 6.3 Communications Plan (CP) - **Appendix 9**

The draft Communications Plan is attached in **Appendix 9** for review and feedback.

### 6.4 NBN Sky Muster Vehicle Overview – Peta Greening

Peta and Ashley from NBN set up the NBN Sky Muster Vehicle in the carpark and provided the LEMC membership an overview at the meeting. NBN works with emergency agencies to support them in times of emergencies through their temporary network infrastructure and equipment.

The sky muster vehicle supports regional communities in Emergency Response. It assists with preparedness, provides mobile connectivity and can be used as an Incident Control Centre. The muster vehicle is basically a satellite on wheels and is the only one in WA (based in Perth).

The Sky Muster vehicle was used at Cyclone Seroja for 4 days. It has a 100m line of sight range with a charging dock for up to 10 devices. With a 50 Mb download and 15Mb upload speed. The truck also has its own diesel generator which lasts approx. 12-15 hours before it needs to be refilled. The NBN team did turn off the generator 3-4 times during Cyclone Seroja to give it a break.

Fly away kits can also be deployed as long as they are connected to a generator. Peta advised that funding will be available shortly from Federal Government for the kits.

Below is a list of sites in the region that have a Project STAND installation (emergency WIFI service) at their respective sites -

LGA	Locality	Site Name	Address
Serpentine-Jarrahdale	Jarrahdale	Bruno Gianatti Hall	8 Munro Street, Jarrahdale WA 6124
Boddington	Boddington	Boddington Shire Office	39 Bannister Road, Boddington WA 6390
Mandurah	Mandurah	Mandurah Aquatic and Recreation Centre (MARC)	303 Pinjarra Road, Mandurah WA 6210
Murray	Pinjarra	Murray Aquatic & Leisure Centre (MALC)	16 Camp Road, Pinjarra WA 6208
Serpentine - Jarrahdale	Byford	Serpentine Jarrahdale Community Recreation Centre	38 Mead Street, Byford WA 6122
Waroona	Waroona	Waroona Recreation & Aquatic Centre	88 Hill Street, Waroona WA 6215

#### 6.5 DFES - DEMA Metro - **Appendix 10** - Q La Rosa

A report was submitted as per **Appendix 10**.

#### 6.6 DFES - Acting DO Wellington - **Appendix 11** - G McAneny

A report was submitted as per **Appendix 11**.

#### 6.7 Harvey Water - WHS Advisor - **Appendix 12** - C Norris

A report was submitted as per **Appendix 12**.

#### 6.8 DoC - Senior District Emergency Services Officer - **Appendix 13** - T Sillitto

A report was submitted as per **Appendix 13**.

#### 6.9 15 Year National Service Award - N Dew

M Walmsley presented N Dew with his 15 Year National Service Award and thanked him for his service.

### 7. **NEXT MEETING**

The next Local Emergency Management Committee meeting will be held on Wednesday 1 February 2023 commencing at 10:00am. The meeting will be held at the Shire of Murray Lesser Hall - 1915 Pinjarra Road, Pinjarra (Between the Civic Centre and the Library).

**8. CLOSE**

There being no further business the Chairperson declared the meeting closed the time being 10:57am.

**I confirm that these minutes were confirmed at the Local Emergency Management Committee (LEMC) meeting held on Wednesday 1 February 2023 as being a true and correct record of proceedings.**



**LEMC Chairperson**

1/2/2023

**Date**