



SHIRE OF
HARVEY



Local Emergency Management Committee Agenda

Attachments

Monday 13 June 2022
Australind Council Chamber
2.00PM

**Local Emergency Management Committee Attachments
13 June 2022**

3. Local Emergency Management Committee

3. Confirmation of Minutes – 14 March 2022 Page 3

**5. Business in accordance with the requirements of the
*Emergency Management Act 2005 (Every Meeting)***

5.6 SEMC - 2021 - 2024 Strategic Business Plan Page 4

6. General Business

6.3.2 Department of Communities - Quarterly Report - April/June 2022 Page 11



Local Emergency Management
Committee
Minutes

Monday, 14 March 2022
Electronic Meeting
2.00PM

Shire of Harvey

Local Emergency Management Committee Meeting

Minutes of the meeting of the Local Emergency Management Committee held on Monday 14 March 2022, held electronically, commencing at 2.00pm.

1. Official Opening

The Presiding Member, Cr. Gillett opened the meeting at 2.00pm.

Acknowledgement of Country

The Shire of Harvey acknowledges the traditional custodians of the land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

1. Attendance

Committee Membership - Voting

Shire President/Presiding Officer	Cr.	P.	Gillett
Deputy Shire President/ Acting Presiding Officer	Cr.	M.	Campbell
Chief Bush Fire Control Officer	Mr.	M.	Papalia
Community Emergency Services Manager	Mr.	J.	Maddern
Harvey Police	Sgt.	S.	Gillis
Harvey St John Ambulance	Mr.	P.	Beech
Department of Communities	Ms.	M.	Duxbury

Committee Membership – Non-Voting

Chief Executive Officer – Shire of Harvey	Ms.	A.	Riordan
Director Community and Lifestyle	Ms.	K.	Davis
Manager Waste & Safety Services/Local Recovery Coordinator – Shire of Harvey	Mr.	H.	Jones
Manager Harvey Recreation & Cultural Centre	Mr.	D.	Marshall
DFES District Emergency Management Advisor	Mr.	V.	Cheema
Harvey Water	Mr.	R.	Yates
Department Primary Industries & Regional Development	Mr.	M.	Donaghy
Manager Harvey Recreation & Cultural Centre	Mr.	D.	Marshall
Acting Manager Leschenault Leisure Centre	Mr.	W.	Done

2. Apologies

Education Department	Mr.	A.	Grono
Leschenault Leisure Centre	Mr.	R.	Duke
DFES	Mr.	B.	Finlay
SSJV	Mr.	R.	Luscombe

DFES

Mr. J. Carter

3. Confirmation of Previous Minutes

The Minutes of the Local Emergency Management Committee Meeting (LEMC) held on Monday 13 December 2021, are attached hereto (***Refer to Attachment 3***).

Recommendation

That the Minutes of the Local Emergency Management Committee Meeting held on Monday 13 December 2021, be confirmed as a true and correct record.

Moved: M. Campbell**Seconded: S. Gillis**

That the Minutes of the meeting held on Monday 13 December 2021, as attached, be confirmed as a true and correct record.

LEMC 22/01 CARRIED 7/7**4. Presentations/Deputations****5. Business in accordance with the requirements of the *Emergency Management Act 2005 (Every Meeting)*****5.1 Confirmation of Local Emergency Contact Details**

Attached to the agenda is the current list of Emergency Contact Details. Please advise Mr Jason Maddern of any updates required (***Refer to Confidential Attachment No. 5.1***).

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

Nil to report.

5.3 Funding Nominations and Applications Progress

Nil applications. Disaster Funding - Coastal and Estuarine Risk Mitigation Program 22-23 has recently opened and the Shire are investigating the funding opportunities.

5.4 Emergency Risk Management (ERM)/Treatment Strategies Progress

Nil to report.

5.5 Review of Local Emergency Management Arrangements (LEMA)

Shire of Harvey's Local Emergency Management Arrangements is scheduled for review this year.

Discussions are currently being held with a consultant to carry out the review and prepare a draft document for the June or September LEMC.

5.6 Review Business Plan Strategies and Record Key Achievements

At the December 2021 meeting, SEMC adopted its revised 2021-2024 Strategic Business Plan. SEMC's Strategic Plan provides a State level framework to all committees established under the *Emergency Management Act 2005*, including the Local Emergency Management Committee (LEMC).

A new LEMC Business Plan Template has been developed (***Refer to Attachment 5.6***) to assist the local governments with the administration of LEMC, incorporating the SEMC strategic goals.

Vik gave insight into how business plans. Business plan is framework for this committee and where the committee works and what it can achieve.

An Agenda item will be prepared for the Committee's review of the template at LEMC's next meeting to be held in June 2022.

5.7 Third Quarter Meeting

5.7.1 Review State Preparedness report

Haydn Jones advised that a survey is completed annually by local governments and the information is collated by the State to prepare its Annual Report.

It is an opportunity for feedback to be given back to local governments to assist in preparedness in the event in an emergency.

5.7.2 Review Local Recovery Arrangements

Refer to Item 5.5.

6. General Business

6.1 DFES Report – Mr. John Carter

Mr. Carter provided his report prior to the meeting (***Refer to Attachment 6.1***).

6.2 DFES District Emergency Management Advisor – Mr. Vik Cheema (*Refer to Attachment 6.2*).

Please find attached a Case Study "*Long-Tail Recovery, a Local Government Reflections and perspectives from the Shire of Harvey following the 2016 Waroona Complex fire*" forwarded by Vik Cheema (***Refer to Attachment 6.2.1***).

The CEO Annie Riordan congratulated DFES on the publication of such a detailed report and the knowledge documented.

6.3 Department of Communities – Ms. Michelle Duxbury

Michelle Duxbury tabled her report (*Refer to Attachment 6.3*).

6.4 St Johns Ambulance – Mr. Paul Beech

Mr. Beech advised Michelle Duxbury that Mr Ken hart from St Johns may be able to assist in a demonstration for future Covid 19 PPE Donning/Doffing for the purpose of cases appearing at an evacuation centre. Details of the RTO if local governments are interested in having staff trained

6.5 Harvey Police – Sgt. Scott Gillis

Reported that local volunteer groups still continue work well together with volunteer groups' response times being very quick.

6.7 Shire of Harvey – Cr. Paul Gillett

Cr. Gillet suggested that an appreciation message be post by the Shire of Harvey to its emergency volunteers in the 4 O'Clock Report.

6.8 Chief Bush Fire Control Officer – Mr. Michael Papalia

Local volunteers have been assisting other local governments within the district with recent bush fire incidents.

Currently there is a bush fire burning near Tynedale Farm and State land, Coalfields Highway, Roelands.

Availability of heavy machinery needs to be discussed for future incidents within the Shire.

6.9 Manager Waste and Safety Services – Mr. Haydn Jones

Haydn Jones expressed his appreciation to the recent Acting CESM, Mr Ryan Bulluss who carried out three months employment with the Shire of Harvey whilst our current CESM was deployed to another position with DFES.

7. Next Meeting

The next meeting of the Local Emergency Management Committee is to be held on 13 June 2022, at the Australind Council Chamber, Mulgara Street, Australind commencing at 2pm.

8. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 2.35pm

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency:

**Department of Communities
(Communities)**

Date: From – Jan 2022 to March 2022 inclusive

INCIDENTS:

Date	Type of Incident	Location of Incident	Other Agencies Involved	Comments/Outcomes
8-10 Dec 21	Bushfire	Caldarup (Augusta Margaret River LG)	HMA – DBCA/DFES	2 x evacuation centres opened
26-27 Dec 21	Bushfire	Canebrake Bushfire (Augusta Margaret River LG)	HMA – DBCA/DFES	
11 Jan 22	Bushfire	Eagle Bay/Naturaliste (City of Busselton)	HMA – City of Busselton	
5-6 Feb 22	Bushfire	Denmark (Walpole – Shire of Manjimup)	HMA – DBCA/DFES	
5-6 Feb 22	Bushfire	Bridgetown (Shire of Manjimup)	HMA – DBCA/DFES	

EXERCISES AND TRAINING:

Date:	Title	Objectives	Comments/Outcomes
3-DEC-21	Welfare/Evacuation Workshop	Introduce and train staff and local government on evacuation centres	Approximately 45 people attended from many different agencies.

Additional Comments/Suggestions:

- In a period of eight weeks, Communities has been activated five times and opened six evacuation centres in the South West. It has been an incredibly busy time which has been felt by several agencies.
- Welfare Plans – progress is being made on the amalgamation and updating of the welfare plans. Intention is to provide the updated version at the next LEMC meeting for tabling.
- COVID: Communities has been working on policies/procedures, availability of accommodation and other welfare provisions in preparation for the opening of the Western Australian border. Work has been implemented recently around the Collie Cluster in providing food drop-offs and other welfare assistance.
- I currently have been working with the Bridgetown local government around the recent fire and the Hazmat situation. At this stage, work is limited until the event is declared however a few residents are requiring Communities services in a few welfare support areas.
- I attended a Covid 19 PPE Donning/Doffing training for the purpose of cases appearing at an evacuation centre. Details of the RTO if local governments are interested in having staff trained are – Kat Ness, Training Coordinator, ATC Work Smart, Ph: 1300 177 337, www.atcworksmart.com.au

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency:

**Department of Communities
(Communities)**

Date: From – Apr 2022 to June 2022 inclusive

INCIDENTS:

Date	Type of Incident	Location of Incident	Other Agencies Involved	Comments/Outcomes
Continual	Health – Pandemic	South West	HMA – Health	

EXERCISES AND TRAINING:

Date:	Title	Objectives	Comments/Outcomes

Additional Comments/Suggestions:

- Since the Bridgetown/Hester Area Bushfire has been declared an event, Communities has been contacting residents affected and providing recovery to those who can apply for *Disaster Recovery Funding Arrangements – Category 3*.
- Welfare Plans have been updated and are ready for tabling at the LEMC meetings.
- COVID: Communities has been working diligently in providing certain cohorts with accommodation and provisions over the last couple of months.
- Dept of Communities staff from the All Hazards Unit, including myself, are being deployed for two week stints to NSW to assist in the recovery processes from the recent flooding.

Local Emergency Management Committee Business Plan 2022-2023

Shire of Harvey

SEMC VISION
A better prepared, more resilient and safer state

SEMC Strategic Plan	LEMC Action	Status	Comment
Effective Governance			
Contemporary and integrated EM framework with well-defined roles and responsibilities maintained by rigorous oversight.	<ul style="list-style-type: none"> Local Emergency Management Arrangements (LEMA) are established, maintained and reviewed in accordance with State Emergency Management (EM) Procedure 7. 	<input type="radio"/>	
	<ul style="list-style-type: none"> Local Emergency Management Committee (LEMC) Chair and Executive Officer is appointed from local government in accordance with State EM Procedure 7. 	<input type="radio"/>	
	<ul style="list-style-type: none"> LEMC meetings business is administered in accordance with State EM Procedure 7. 	<input type="radio"/>	
	<ul style="list-style-type: none"> LEMC Executive Officer provides the Annual Report and Business Plan to the District Emergency Management Committee (DEMC) executive officer in accordance with State EM Procedure 7. 	<input type="radio"/>	
	<ul style="list-style-type: none"> LEMC contact details are validated quarterly and resource register are validated annually as a minimum. 	<input type="radio"/>	
	<ul style="list-style-type: none"> A Memorandum of Understanding (MOU) for EM district assistance is considered. 	<input type="radio"/>	

 On Track	 Off track Minor Issue	 Significant Issues Action Required	 Not yet started
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SEMC Strategic Plan	LEMC Action	Status	Comment
Effective Governance			
Information about Hazards, risks and consequences is widely accessed, trusted and applied.	<ul style="list-style-type: none"> A local risk assessment is completed, with a risk register incorporated in the LEMA in accordance with State EM Procedure 8. Local risk treatments are identified and reported to the DEMC. 	○	
Strengthened engagement around Critical Infrastructure*	<ul style="list-style-type: none"> Critical infrastructure is captured in the LEMA where practical. Potential local government strategies to maintain service continuity in the event of an emergency are included in Business Continuity Planning arrangements. 	○	
*key transport infrastructure and utilities required for community health, economic production and effective management of emergencies			

 On Track	 Off track Minor Issue	 Significant Issues Action Required	 Not yet started
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SEMC Strategic Plan	LEMC Action	Status	Comment
Resilient Community			
Strong Relationships enable informed decision-making and local leadership	<ul style="list-style-type: none"> LEMC membership is contemporary and reflects the demographics of the community, including diversity in the social, environmental, economic and vulnerable elements in the community in accordance with State EM Procedure 7. LEMC corresponds with DEMC on emerging and current issues in emergency management. 	○	
Collaborative and coordinated arrangements support locally led recovery and adaptation	<ul style="list-style-type: none"> A local recovery plan is established, maintained and exercised in accordance with State EM Procedure 8. A Local Recovery Coordinator is identified, trained and where possible experienced in accordance with State EM Procedure 8. A recovery resource MOU is considered between local governments within an EM district. 	○	
Reduce vulnerability and build resilience with and adapt to consequences of hazards.	<ul style="list-style-type: none"> Investigate emergency management funding opportunities to improve resilience in communities. 	○	
Understand risk and have plans to maintain service delivery to the community.	<ul style="list-style-type: none"> New and emerging risks are established at LEMC meetings and incorporated in LEMA where possible. 	○	

 On Track	 Off track Minor Issue	 Significant Issues Action Required	 Not yet started
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SEMC Strategic Plan	LEMC Action	Status	Comment
Capable Sector			
Capability to respond to our risks and vulnerabilities across the state is strengthened.	<ul style="list-style-type: none"> LEMC members participate in district or state level multi-agency exercises where possible. Capability data is reported annually for the State Emergency Management Committee (SEMC) state emergency management capability survey. 	○	
Public communications systems and technologies are optimised for risk and context.	<ul style="list-style-type: none"> Local communication strategies are incorporated in the LEMA where appropriate. 	○	
The EM sector exercises and learns in order to continually improve	<ul style="list-style-type: none"> The LEMC exercises annually in accordance with State EM Policy 4.8.3 and the Western Australia Managing Exercises Guideline. Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with State EM Policy 4.10. Develop a post-exercise report following all exercises in consultation with participants and submit to the DEMC as soon as practicable after the exercise. 	○	
Knowledge and networks are built through regular sector-wide training and development	<ul style="list-style-type: none"> LEMC members attend regular emergency management training and professional development opportunities where possible. 	○	

	On Track		Off track Minor Issue		Significant Issues Action Required		Not yet started
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Local Emergency Management Committee Projects and Initiatives

Project Name	Host Agency	Project Description	Status	Comments
			<input type="radio"/>	
			<input type="radio"/>	

 On Track	 Off track Minor Issue	 Significant Issues Action Required	 Not yet started
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**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency:

**Department of Communities
(Communities)**

Date: From – Apr 2022 to June 2022 inclusive

INCIDENTS:

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EXERCISES AND TRAINING:

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Additional Comments/Suggestions:

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