

**SHIRE OF
MT MARSHALL**



**Local Emergency Management
Committee**

**Minutes of the Mt Marshall Local Emergency
Management Committee meeting held in Council
Chambers, 80 Monger St, Bencubbin on Tuesday 7
February 2023,
commencing at 4.01pm.**

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1.0 Declaration of Opening / Announcement of Visitors

Chair Cr Anthony Sachse welcomed Committee members to the meeting and declared the meeting open at 4:01pm.

2.0 Record of Attendance / Apologies

In Attendance

Cr Anthony Sachse	Shire President/Chair
Cr Leeanne Gobbart	Councillor
Mr Ben McKay	Chief Executive Officer
Miss Jordan Bairstow	Regulatory Officer
Miss Rebecca Watson	Coordinator of Community Development
Ms Yvette Grigg	DEMA - DFES
Sgt David Tapscott	OIC - WAPOL
Mr Damian Tomas	CBFCO
Mr Peter Geraghty	SJA Co-ordinator Kununoppin SC
Mr Scott Rastall	SJA Community Paramedic
Ms Wendy Hughes	Principal – Bencubbin PS
Ms Sandra Sutton	Silver Chain – Beacon
Ms Susan Scully	Silver Chain - Bencubbin
*Ms Jo Spadaccini	Dept of Communities
*Mr Phillip Epps	Principal – Beacon PS

**indicates person attending the meeting via video link up*

Apologies

Mr Noel Miguel	Beacon FSB
Mr Garry Huckstep	DCBFCO
Sgt Craig Angus	WAPOL
Ms Siobhan Bishop	DFES

3.0 Confirmation of Minutes

3.1 Minutes of the Mt Marshall Local Emergency Management Committee Meeting held Tuesday 30 August 2022

LEM2023/001 OFFICER RECOMMENDATION / COMMITTEE DECISION:

That the minutes of the Mt Marshall Local Emergency Management Committee meeting held on Tuesday 30 August 2022 be confirmed as a true and correct record of proceedings.

Moved: D Tapscott

Seconded: L Gobbart

Carried 14/0

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Business arising from previous minutes

Cr Sachse requested updates on the following items;

- Updated camp fire signage as well as fire rating signage to be located/checked up to confirm they have arrived. Once located, the Shire will make it a priority to have the signs installed as required.
- Update requested on the proposed water tank at Beacon airstrip. Regulatory Officer, Miss J Bairstow informed the Committee that the Shire had previously engaged with DFES in regards to the requirements to be considered for DFES funding for the installation of the donated water tank. As discussed at the Bush Fire Advisory Committee meeting held on the 7th of October 2022, there is an extensive list of requirements to be provided by the Shire and the bushfire brigades prior to taking the first step in the application process. At this stage, it will not be progressing. If the business who offered the water tank as a donation would like to proceed with the installation of the water tank at Beacon Airstrip for personal/farm/community use, they will be required to fund the installation and upkeep of the tank as well as seek Council approval prior to progressing.

4.0 Reports of Officers

4.1 Regulatory Officer

4.1.1 Review of Local Emergency Management Arrangements 2022

File No:	4.0152
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	Jordan Bairstow - Regulatory Officer
Attachments:	4.1.1 – DRAFT Local Emergency Management Arrangements 2022
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Under the *Emergency Management Act 2005* (the EM Act), local governments are required to have local emergency management arrangements (LEMA).

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

It is the local government's responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure.

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LEMA must be exercised every year to ensure details remain up to date and accurate (State EM Policy Section 4.8). The local government must ensure the review of the LEMA on the following basis:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- every five years; and • whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the Office of Emergency Management

Consultation:

Yvette Grigg – District EM Advisor
Ben McKay – Chief Executive Officer

Statutory Environment:

Emergency Management Act 2005

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

Local governments are required to have a local emergency management arrangement (LEMA) under the Emergency Management Act 2005 (the EM Act.) Failing to do so will result in non-compliance. Without the input of the LEMC, items such as contact details would no longer be a reliable source of information in an emergency.

Community & Strategic Objectives:

Nil.

Comment:

Shire staff with assistance from Yvette Grigg, District EM Advisor have completed a review of the Shire of Mt Marshall Local Emergency Management Arrangements as is required every five (5) years. Some minor amendments were made to the layout of the document as well as updating contact detail. The document complies with the Office of Emergency Management guidelines.

LEMC2023/002 OFFICER RECOMMENDATION / COMMITTEE DECISION:

That the review of the Shire of Mt Marshall Local Emergency Management Arrangements (with agreed amendments) be accepted and presented to Council for endorsement.

Moved: B McKay

Seconded: P Geraghty

Carried 14/0

4.1.2 Local Emergency Management Committee Meeting Frequency

File No:	4.0372
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	Jordan Bairstow - Regulatory Officer
Attachments:	Nil
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

At the previous LEMC meeting held on August 30 2022, it was suggested that the frequency of meetings be reduced from four meetings per annum to three meetings per annum. Following on from this suggestion, an email was sent out to all Committee members for their input. All responses to this suggestion were in support of the reduction in meeting frequency to encourage Committee members to attend all meetings.

Yvette Grigg, District EM Advisor was also contacted for input. Yvette advised that many committees have reduced the frequency of their meetings due to the harvest season.

Consultation:

Yvette Grigg – District EM Advisor
Local Emergency Management Committee

Statutory Environment:

Emergency Management Act 2005

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

Failing to reduce the frequency of meetings could result in the attendance reducing significantly. Without local and district stakeholders attending the LEMC meetings on a regular basis, various relevant, local contribution may decrease.

Community & Strategic Objectives:

Nil.

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Comment:

After a considerable amount of input from local and district LEMC members, the decision to reduce the frequency of meetings should encourage a better quality and attendance of meetings going forward.

LEMC2023/003 OFFICER RECOMMENDATION / COMMITTEE DECISION:

That the frequency of Local Emergency Management Committee meetings reduce from four meetings per annum to three meetings per annum and this recommendation be presented to Council for endorsement.

Moved: D Tomas

Seconded: S Sutton

Carried 14/0

Future meetings

Mr P Geraghty, St Johns WA has requested that the Shire send future LEMC meeting dates to neighbouring Shires to avoid conflict in meetings times.

4.2 Information for the Committee

Invitation to NEWROC Emergency Management Day

The Shire received an email from District EM Advisor, Ms Grigg inviting all LEMC members to attend a workshop/exercise day in Trayning on the 15th of March, 2023. The aim of this Emergency Management Workshop is to gain better understanding of how changing climate may impact our communities, remind all members the role of our LEMCs and the potential they have to assist with building our community's preparedness and resilience and also build awareness of recovery principle and challenges whilst exploring the district recovery process. Invite to this meeting will be sent out as an attachment with the meeting minutes.

5.0 Other Reports

5.1 Chief Bush Fire Control Officer

Fire Season Overview

Chief Bush Fire Control Officer, Mr D Tomas discussed the current fire season and informed the Committee that 14 fires were attended by Shire brigades. Mr Tomas also complemented DFES for providing helitaks as required as well as assistance from neighboring Shires throughout the season so far.

Communication

Concerns expressed by Mr Tomas in regards to constant issues with reliability of radio comms. Mr Tomas has been discussing the option of an additional repeater with DFES. Updates to be provided.

Shire of Trayning Fire - Kununoppin

Assistance required from the Shire of Mt Marshall bush fire brigades to assist with protecting houses. It was highlighted that the brigades currently do not have adequate training for the use of Scott Promasks which are a useful tool in such situations. The Shire will enquire with DFES about arranging training for this.

Waddouring Dam

Mr Tomas advised that currently there is only one entry/exit point at the tourist site of Waddouring Dam. The Shire is to consider options for ensuring there are alternative exits in case of an emergency.

Nature Reserves

Currently, there are no fire breaks within nature reserves throughout the Shire. The Shire will investigate what would be required to enable fire breaks to be created and report back to the Committee with options.

Restricted Burning Periods

Cr Sachse queried restricted burning periods and if there will be a change to these dates for the season. Mr Tomas confirmed that at this point he is not comfortable with changes to any dates unless there is a drastic change in weather over the coming months. Should weather cool, it may be considered.

5.2 St John Ambulance Services

Volunteers

Mr P Geraghty from St Johns, Kununoppin has informed the Committee that they are lacking volunteers in Bencubbin. New banners have been created with mention to each town in the hope that advertising to each town personally will increase volunteers.

New Vehicles

There is the expectation that St Johns will be issued with 4 new vans over the coming years. In this plan, the Shire of Mt Marshall is expected to receive a new van for Beacon as well as a new van for Bencubbin.

Volunteer training

Training has commenced for the 2023 year.

Community Paramedic

Mr S Rastall, St Johns Community Paramedic will be finishing his two year contract within the Wheatbelt in March 2023. Mr Rastall will be replaced over the coming months. Mr Rastall has requested that his replacement be included in all Committee correspondence and meetings going forward. New contact details will be forwarded to the Shire as the information becomes available.

5.3 Department of Fire & Emergency Services

Nil.

5.3.1 Bushfires

Nil.

5.3.2 Emergency Management

Wheatbelt District Advisor Report
February March 2023

LEMA Review

The work on compiling your feedback and developing the new LEMA improvement plan is continuing. The LEMA improvement plan is expected to be finalised by June 2023.

Just a reminder, this in no way affects the legislated requirement for you to review your plan every 5 years, so meanwhile, please ensure your plan is current. If you have any questions please don't hesitate to give me a call.

SEMC Website

A reminder that the SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website at this link: <https://www.wa.gov.au/organisation/state-emergency-management-committee>

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Western Australian EM Capability Framework (revised) and Local Government EM Capability summary reports.

DFES State Capability Team has undertaken a comprehensive review of the SEMC's Emergency Management Capability Framework. The purpose of the review is to ensure that the framework is consistent with evolving EM best practice and stakeholder needs.

The revised framework is currently out for consultation, closing on Friday 3 March 2023. You can download the draft framework and submit any feedback at this link;

<https://dfes.mysocialpinpoint.com.au/capabilityframework>

LG Capability Summary reports

The summary report of your EM capabilities as reported last year in the Capability Survey was recently sent to all Local Governments. It may be useful to the LEMC in the following ways;

- Informing EM exercising (choosing a capability to exercise)
- Informing LEMA
- Informing LEMC business plans or agendas.
- Informing potential risk treatment options
- Supporting business cases and/or funding applications
- Highlighting areas of success.

New LEMC Handbook and useful tools

The DEMAs across the state have just finished developing a contemporary LEMC handbook to assist local governments in the management of their LEMCs and to assist them as they work to meet their legislative requirements. The guide has a few templates at the back which may also be useful, agenda templates and a Terms of Reference template.

The Handbook is currently out for consultation, you can download the draft document and submit your feedback here;

<https://dfes.mysocialpinpoint.com.au/localemergencymanagementcommitteehandbook>

Keeping LEMC agendas fresh and effective with a focus on resilience, capability, and risk reduction.

A LEMC Health checklist has been developed to assist LGs and LEMC members assess how their LEMC is progressing. (*Please refer to the LEMC Health check list as attached*). The intention is to work on this over a number of years, using a traffic light system to track your progress. Any of the gaps identified would make great discussion or action items for your LEMCs and will assist to build meaningful LEMC agendas.

Some key things you could consider immediately, discuss or even workshop at your LEMC are listed below;

- Have you taken the time to seriously consider your membership? Is it reflective of your community? (Suggestions include emergency services, state agencies, community groups/leaders, representatives of vulnerable groups, welfare/social service groups/non-government organisations, industry and business, essential service providers.)
- To build further resilience to prepare, respond and recovery from emergency events, have you considered developing partnerships for mutual aid or

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assistance with stakeholders in your area? Examples include neighbouring LGs, agencies, community organisations or industry and business.

- Consider assessing your capability summary report and identifying capability gaps. Discuss with your LEMC and encourage their input to determine if there are any areas of critical vulnerabilities. Encourage their input to advise of any emerging risks that they may know of.
- Do your LEMC members understand your risk profile? Besides bushfires what other hazards and possible impacts should LEMC members be aware of? Review your risk register or list of emergencies likely to occur.

Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
Program	NDRR	AWARE	NDRR	AWARE
Round Open	24 April 2023	16 August 2023	25 April 2024	16 August 2024
Round Close	29 May 2023	20 September 2023	29 May 2024	20 September 2024
Assessment	3 July 2023	24 October 2023	3 July 2024	25 October 2024
Anticipated announcement	September 2023	January 2024	September 2024	January 2025

National Disaster Risk Reduction Package.

This is a Commonwealth funding package that has been made available through the National Emergency Management Agency (NEMA). The funding is for nationally significant initiatives that reduce systemic disaster risk at the national level. To be eligible it must have significant national and cross jurisdictional effect, impact and influence. So it is unlikely to suit your needs, but just to keep you informed in case you come across it. If you have any queries in regard to any of our grant programmes please send through an email to our grants team on semc.grants@dfes.wa.gov.au or call Glen Daniel on 0477 344 822

Calendar of Events – next 6 months

Date	Event	Location	Comment
15 March 2023	NEWROC EM day & Exercise “Our capability and resilience in a Changing climate.”	Venue tbc.	Not confirmed
28 March 2023	WEROC EM day & Exercise “Our capability and resilience in a changing climate”	Kellerberrin Recreation Centre	Confirmed <u>#Note</u> includes Narembreen.
29 March 2023	Wheatbelt DEMC	DFES office Northam	

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May/June	North-western Wheatbelt LGs EM day & exercise “Our capability and resilience in a changing climate”	Tba	Proposed , not yet organised. #Note: Includes the Shires of Dandaragan, Moora, Dalwallinu, Wongan/Ballidu, Victoria Plains, Gingin and Chittering
21 June 2023	Wheatbelt DEMC	DFES office Northam	

Note: It is intended that the EM days be flexible enough to allow for other LGs outside that area to join if that date/location suits them better.

Yvette Grigg
District Emergency Management Advisor
Wheatbelt/Goldfields Esperance
30th January 2023

5.4 Department of Communities – Emergency Services Unit

Local Emergency Welfare Plan – Merredin District

Ms J Spadaccini provided a copy of the LEWP for the district. The Committee was asked to provide any updates or changes as required. It was requested that the document be presented to Council for endorsement.

LEMC2023/004 COMMITTEE DECISION:

That the review of the Local Emergency Welfare Plan be accepted and presented to Council for endorsement.

Moved: D Tomas

Seconded: P Geraghty

Carried 14/0

5.5 Bencubbin Police

Heavy Vehicle Inspections

Sgt D Tapscott, Bencubbin Police advised the Committee that they have been focusing on heavy vehicle inspections over the summer/harvest period.

5.6 Acting Operations Manager Eastern WACHS

Nil.

5.7 Silver Chain Nursing Association

COVID Update

Ms S Scully, Bencubbin Silver Chain has advised that masks and RATS are still required prior to entering the clinic.

Leave

Ms S Sutton, Beacon Silver Chain will be going on annual leave in March with relief staff to be provided.

5.8 Education Department

Bushfire Plan

Both Mr P Epps, Beacon Principal and Ms W Hughes, Bencubbin Principal confirmed that bushfire plans have been reviewed following inspections of the schools by a DFES advisor. A general clean-up of both schools has been carried out to reduce flammable materials on the school grounds.

5.9 Community Development

Mt Marshall District Show

Miss R Watson has advised that the Shire will be including an Emergency Management section within the Mt Marshall District Show to promote emergency services and encourage community members to volunteer for these roles.

WAORRA

WA Off Road Rally Australia will be taking place in June 2023. Miss Watson is in the process of contacting necessary emergency services as required. Mr P Geraghty has suggested the change of one start/finish location instead of the "point to point" set up, to enable more St Johns volunteers to be available in one location.

The Shire of Mt Marshall Centenary

The Shire Centenary event will be held later in the year. Miss Watson expects to have further information for the committee at the next LEMC meeting in June 2023.

COVID Hotline

The COVID hotline is still running to assist the community as required. RATs are available at Bencubbin and Beacon upon request.

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5.10 Beacon Volunteer Emergency Services Brigade

Road Rescue Unit

Mr P Geraghty would like the Shire to confirm if the Road Rescue Unit is operational. The Shire will enquire with DFES to confirm and advise the Committee.

6.0 New Business of an Urgent Nature Introduced by Decision of the Meeting

Nil.

7.0 Next Meeting – Tuesday 6 June 2023 commencing at 4.00pm in Council Chambers, 80 Monger Street, Bencubbin

8.0 Closure of Meeting

There being no further business the meeting closed at 5:22pm.

These Minutes were confirmed at the Local Emergency Management Committee Meeting held on Tuesday 6 June 2023.

Date

Cr ARC Sachse

Chair