

MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE

10 APRIL 2024

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Kenneth Parker
CHIEF EXECUTIVE OFFICER

SHIRE OF WAGIN

Minutes for the Local Emergency Management Committee Meeting held in the Council Chambers, Wagin on Wednesday 10 April 2024.

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1 OFFICIAL OPENING

Meeting was opened at 7.03pm.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Phil Blight
Gavin Stevens
Michael Phillips

Brendon Menshelyi
Robyn Willey
Cam Forrest

John Fathers
Donna George

Shire President
DFES Area Officer, Ngn east (via teams)
Dept of Communities – Regional
Coordinator, Wheatbelt
WAPOL – Acting OIC
St John Ambulance, Wagin
Wagin VFRS Captain

Acting CEO
Community Liaison Officer

2.2 APOLOGIES

Mitchel Davies

Charlotte Powis
Paul Blechynden
Xavier White
Wade Brockway
Chris Piesse
Robyn Flett
Felicity Htun
Paul Powell
Allen Hicks
Dave Hoystead
Kenneth Parker

Dept of Biodiversity, Conservation &
Attractions
District Emergency Management Advisor
DFES District Officer, Narrogin
Chief Bushfire Control Officer
Deputy Chief Bushfire Control Officer
Deputy Chief Bushfire Control Officer
Wagin Homecare Manager
Wagin Hospital HSM
Wagin Agricultural Society
Manager of Works – Shire of Wagin
Acting M.O.W – Shire of Wagin
Chief Executive Officer – Shire of Wagin

3 ELECTION OF PRESIDING MEMBER

The Acting Chief Executive Officer invited nominations for the position of Presiding Member:

Called the position open – called for nominations for a period of 2 years.

Cam Forrest nominated SP Phil Blight for the position, there being no other nominations, SP Blight was elected.

COMMITTEE RECOMMENDATION

Nominated by: Cam Forrest

That Council endorse the election of SP Phil Blight as presiding member of the Local Emergency Management Committee

Carried 4/0

4 PUBLIC FORUM

Nil

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

6 DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

Nil

7 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 20 JUNE 2023

COMMITTEE RECOMMENDATION

Moved Brendon Menshelyi Seconded Phil Blight

That the minutes of the Local Emergency Management Committee Meeting held on 20 June 2023 and circulated to all Councillors and Committee Members, be confirmed as a true and accurate record.

Carried 4/0

8. STATUS REPORT – APRIL 2024

Date	Description	Responsible Person	Action	Status	Comments
20/06/2023	St John Ambulance	A Randall	<ul style="list-style-type: none"> New Van arrived two weeks ago. Organising an unveiling Critically low for numbers Second busiest centre in the Wheatbelt Attending callouts over transfers 		Some issue with Stryker stretcher being ironed out. Some difficulty in filling the day roster due to working members. Some members are drivers only – meaning an additional person needs to be rostered on. Recruiting drive planned for June 2024.
10/04/2024		R Willey	<ul style="list-style-type: none"> New van in operation, with a new Stryker stretcher We have some new members. 2 have upskilled to top level 	<ul style="list-style-type: none"> ○ Van complete 	
20/06/2023	WAPOL	S Bickers	<ul style="list-style-type: none"> One new staff member starting soon who will also attend land search training providing additional resources locally. Introduced guest – Inspector Rhonda Alexander, in charge of the northern sector of the Great Southern The refurbishment of the Wagin Station is complete 	<ul style="list-style-type: none"> ○ Remaining staff levels at one down 	

10/04/2024		Inspector R Alexander B Menshelyi	<ul style="list-style-type: none"> • Currently down one staff member • Current crime stats are on par with 2022 • Planned speed checks in the main street from 27 to 29 June – members are invited to attend to view the process if they wish. • Great Southern 3-4% position vacancy rate • Theft from retail is an issue • Personal home security needs to be raised / improved. • Staffing levels very low • Additional 3 officers being sought plus an Officer in Charge position. • Crime stats lower than previous years 	<ul style="list-style-type: none"> ○ Renovations complete. 	<p>The great southern vacancy rates are in a better standing than the city counterparts.</p> <p>Financial incentives have recently been significantly increased to support officers moving to regional areas. Crime stats for Wagin attached for reference.</p>
10/08/2024	Wagin VFRS	C Forrest	<ul style="list-style-type: none"> • Station Renovations are complete. • Crew numbers are good after hours – day crews are low. • Identifying a high level of drug impact in traffic incidents attended. 	<ul style="list-style-type: none"> ○ Renovations complete 	
20/06/2023	SES	L Elms	<ul style="list-style-type: none"> • Ready for winter / lots of resources 		Experience gained in attending the eastern state floods will assist

			<ul style="list-style-type: none"> • Some minor incidences • Attended eastern states floods • Awaiting rescue unit / ute • Membership – 28 • New super – Craig Smith • Plans for – building space • Flood boat funding query TBA 		<p>volunteers in on training other members.</p> <p>Plans are in place to build a new SES shed in Wagin for training and storage.</p>
20/06/2023	Shire of Wagin	D George	<ul style="list-style-type: none"> • Shire Generator in place, needs a trial run at Shire office to check that it works and what it works. • Local law – BFB's active 23rd • IT disaster planning 1st draft • Shire is looking into a Bushfire Risk Management Officer - TBA • Recent incident – EHO / worksafe / were engaged to ensure correct steps taken. Complete • Local Emergency Management Arrangements have been updated and will go to the next council meeting for endorsement. 	<ul style="list-style-type: none"> ○ Generator trial scheduled for Friday 12th April. 	<p>The previous LEMA edition is currently on the Shire Website.</p>
10/04/2024		D George			
20/06/2023	Wagin Homecare	R Flett	<ul style="list-style-type: none"> • Report as presented. • Vulnerable persons list 		<p>WAPOL OIC offered advice regarding funding availability to assist senior members access home CCTV security options.</p>

				www.seniorcard.wa.gov.au/safety-and-security-rebate-guide
20/06/2023	DFES	S Vogel	<ul style="list-style-type: none"> • Training season, taking advantage of the time of year in getting prepared 	
10/04/2024		G Stevens	<ul style="list-style-type: none"> • 35% increase in Bushfires this season. 	Report provided - attached
20/06/2023	Dept of Communities	J Spadaccini	<ul style="list-style-type: none"> • Emergency relief and support unit • Local Emergency Management plan updates with a new template on the cards - TBA • Various locations of experience with centres open over state and east 	Advised the local government is in a good place if an evacuation is required. Sportsground offers a range of amenities to add value for community.
10/04/2024		M Phillips	<ul style="list-style-type: none"> • Dept is currently reviewing the Local Emergency Response Service Plan 	

8 CORRESPONDENCE AND REPORTS

- 8.1 Charlotte Powis, Great Southern District Emergency Management Report and LEMC Handbook – attached.

UNCONFIRMED

GREAT SOUTHERN DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT April 2024

STATE NEWS

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 6 December 2023. SEMC Communiques can be found [here](#).

2024 SEMC MEETING SCHEDULE

- May 2024

STATE EMERGENCY MANAGEMENT DOCUMENTS

The SEMC has approved changes to the suite of State Emergency Management (EM) Documents within the State EM Framework. These changes include the development of an **All-Hazards Restricted Access Permit System (RAPS) Guideline**, a detailed review of the interim **State Hazard Plan – Severe Weather**, and a new **State EM Risk Management Guideline** and review of **Water Corporations role and responsibility statements (Appendix E)**.

In addition to the documents mentioned above, the following State EM documents have been amended:

- State EM Policy – Consequential amendments resulting from the new RAPS Guideline and Risk Management Guideline
- State EM Plan – Consequential amendments resulting from the new RAPS Guideline
- State EM Procedure – Consequential amendments resulting from the new Risk Management Guideline
- State EM Glossary – Consequential amendments resulting from the new Risk Management Guideline
- State Hazard Plan Fire – Consequential amendments resulting from the new Risk Management Guideline
- State EM Traffic Management in Emergencies Guideline – Consequential amendments resulting from the new RAPS Guideline.

These documents are now available on the [SEMC website](#).

The SEMC has approved and published two new State Emergency Management documents, the **State Support Plan – Emergency Relief and Support** and the **Local Emergency Management Committee Handbook**.

State Support Plan – Emergency Relief and Support

Several key changes were made to the Plan including;

- The change to terminology from 'welfare' to 'emergency relief and support' and welfare centre' to 'evacuation centres'.
- Greater clarity of the emergency relief and support services provided within the six functional domains.
- Greater clarity of Communities role in supporting Disaster Victim Identification services in respect to a major emergency.
- Greater clarity of Communities role as the State agency responsible for leading the social domain in the recovery phase of an emergency.

Please review your internal emergency management documents to reflect new terminology used within the Plan.

Local Emergency Management Committee Handbook and useful tools

The LEMC handbook provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.

The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the [SEMC website](#).

Amendments to State Emergency Management documents

State EM Policy has completed consequential and statement of fact amendments to most of the State Emergency Management documents. **The changes relate to:**

1. The change in terminology from 'welfare' to 'emergency relief and support' and related terms following SEMC approval of the State Support Plan – Emergency Relief and Support.
Please note: While the amendments log provides an overview of all items that have been updated within the suite, a detailed log is not provided for each reference to these terms within the State EM Framework.
2. Consequential amendments to reflect the outcomes of the 2023 SEMC Subcommittee review, which came into effect 1 July 2023.
3. Consequential amendments to reflect the revised State EM Capability Framework, approved by SEMC on 4 October 2023.
4. Statement of fact amendments to correct minor issues raised by EM stakeholders and to improve accessibility, approved by the SEMC Executive Officer.

Details of the amendments are provided within the [October 2023 amendments list](#) on the SEMC website.

Amendments to Traffic Management During Emergencies Guideline

The SEMC Executive Officer has approved a statement of fact change to the Traffic Management During Emergencies Guideline in support of the Wooroloo Bushfire Review Recommendation 8: *DFES should consider establishment of road clearing capability to complement bushfire response, with the sole purpose of clearing roads to provide safe return of residents as soon as possible after fire.*

The latest version of the [Traffic Management During Emergencies Guideline](#) and [details of the amendment](#) are available on the SEMC website.

For any queries, please email semc.policylegislation@dfes.wa.gov.au

DISTRICT NEWS

The last official meeting of the **District Emergency Management Committee (DEMC)** was held on the 20 March 2024. Before this two extraordinary meetings were held on the 18th and 19th January 2024 in relation to the significant power outages across the state.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

The Local Emergency Management Arrangements Review

The Improvement Program and implementation approach has now been finalised and endorsed by the SEMC at their December 2023 meeting. More information can be found at:

<https://www.wa.gov.au/organisation/state-emergency-management-committee/lema-improvement-program>

District Emergency and Local Emergency Management Committees Review

In May 2022 SEMC meeting, members approved a review of the roles of District Emergency Management Committee (DEMC) and Local Emergency Management Committees (LEMC). The project aims to;

- Establish clear roles and responsibilities, functions and governance for DEMCs and LEMCs in achieving the strategic objectives of the SEMC.
- Identify improvement opportunities to governance arrangements and capabilities to increase effective and efficient emergency management outcomes.
- Create a shared understanding of SEMC expectations of DEMC s and LEMCs within the emergency management sector.

The review has occurred and was tabled at the December SEMC meeting. For more information go to:

<https://www.wa.gov.au/organisation/state-emergency-management-committee/review-district-and-local-emergency-management-committees>

GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters.

Information on funding opportunities can be found [here](#).

EMERGENCY MANAGEMENT TRAINING OPPORTUNITIES

WALGA offer Emergency Management training for Local Government

Local Governments have an essential role in Emergency Management due to their legislated responsibilities and links to the community. The way emergencies are managed is critical to

the safety and sustainability of communities, ensuring the effective functioning of the Local Government and their staff. WALGA offer Emergency Management training courses such as;

- Emergency Management Fundamentals
- Emergency Management Foundations for Local Government
- Emergency Management for Local Government Leaders
- Community Disaster Recovery
- Recovery Coordinators Course for Local Government

All of these courses are valuable in that they build connections and networks with members of other Local Governments across the State, further enhancing information sharing and building capacity.

Further information can be found [here](#).

Charlotte Powis
District Emergency Management Advisor
Great Southern

5 April Mar 2024



Local Emergency Management Committee Handbook

RESPONSIBLE AGENCY

State Emergency Management
Committee Business Unit

APPROVED BY

State Emergency
Management Committee

RESOLUTION NUMBER

76/2023

VERSION NUMBER

1.00

DATE OF APPROVAL

04 OCTOBER 2023

DATE OF EFFECT

11 OCTOBER 2023

REVIEW DATE

OCTOBER 2028

Contact Details

To provide comment on this Handbook, contact:
semc.policylegislation@dfes.wa.gov.au

Amendments Table

Date	Details	Amended by
October 2023	Version 1.00 - Initial issue	State Emergency Management Committee Business Unit

The SEMC acknowledges the Aboriginal peoples throughout the state of Western Australia as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and present.

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All of the State emergency management legislation and documents can be accessed via the State Emergency Management Framework page of the [State Emergency Management Committee website](#).

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Part One:

Introduction

Our Aim - A prepared and resilient community

1.1 Introduction

The Local Emergency Management Committee (LEMC) plays a vital role making our communities more disaster resilient through comprehensive emergency management planning and practices. The role of Executive Officer, with support from the Chair, is pivotal in ensuring the LEMC's effectiveness and provides a key link between the local community, Council, State Government, and the WA emergency management arrangements.

This document provides local governments with a summary of the actions and best practice principles required under section 38 of the *Emergency Management Act 2005* (EM Act), the State Emergency Management Policy, procedures and guidelines.

1.2 Scope and purpose of the handbook

The purpose of this handbook is to provide a resource to assist local government and LEMCs to meet their legislative requirements and to assist emergency management stakeholders at the local level. The handbook may be used to induct members to LEMC and to review LEMC functioning.

This handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities, and best practice advice for the administration of LEMC. It has principally been developed for the LEMC Executive Officer with a standardised approach to the administration of LEMCs across WA. This handbook recognises that:

- local governments have legislated and non-legislated roles and functions within their community, both related and unrelated to emergency management (EM)
- a range of agencies and organisations are members of the LEMCs, and it is the partnership arrangements that support and develop community resilience
- the activities of the LEMC are important to develop community resilience.

1.3 Interpretation of statements in this document

The interpretation of role and responsibility statements in this document are in line with State EM Policy section 1.1.1 and have the following meanings:

- Statements containing the words or terms, "must", "directs", "is directed to" and "are/is responsible for" are directions by the State Emergency Management Committee (SEMC) to be undertaken by the nominated public authority/authorities. Any directional statement used within this document is previously assigned within the EM Act, *Emergency Management Regulations 2006* (EM Regulations), State EM Policy, State EM Plans and State EM Procedures.
- When in relation to SEMC directions, statements containing the word "may" are directions by the SEMC to be undertaken by the nominated public authority/authorities after taking into account the circumstances.
- Statements containing the word "should" are recommendations by the SEMC to be undertaken by the public authority as best practice.

Part Two:

Local Emergency Management Committee

A functional and proactive LEMC provides a community focussed coordinated approach that builds capabilities to enable communities to prepare, respond and recover from emergencies more effectively.

2.1 Authority

In accordance with the EM Act (section 38 (1)) local governments are required to establish a LEMC for their district.

Under the State Emergency Management (EM) Preparedness Procedure 3.7, each local government is required to establish, administer, and maintain a LEMC. To meet this requirement, a local government may:

- have a single committee (covers that entire Local Government's district)
- have more than one committee (cover different areas within the local government district with different EM needs)¹
- combine with other local governments and establish a LEMC for their district (may cover two or more local government districts with similar EM needs).

2.2 Purpose of the LEMC

The LEMC plays a vital role in helping communities to be more resilient through comprehensive emergency management planning and practices. This can be achieved by:

- improving levels of awareness in the community of the emergency risks and possible impacts that might be faced
- working with the local government to ensure the Local Emergency Management Arrangements (LEMA) are prepared to a high standard. This includes ensuring strategies and plans encompass all stages of emergency management, before, during and after an emergency event
- working together during preparedness to provide a coordinated, interagency approach that enables understanding of organisation's capabilities, limitations, and processes.

2.3 Function of the LEMC

The LEMCs core function, managed by local government, is the development, review and testing of the Local Emergency Management Arrangements (LEMA). LEMA set out the local government's policies, strategies, and priorities for emergency management.

Section 39 of the EM Act outlines the functions of a LEMC in relation to the district or area for which it is established to:

- advise and assist local government in ensuring LEMA are established for its district
- liaise with public authorities and others in the development, review, and testing (through exercise or activation) of LEMA
- carry out other emergency management activities as directed by SEMC or prescribed by the regulations.

In accordance with State EM Policy, LEMCs must also:

- prepare and submit an annual report on its activities undertaken during the financial year to the District Emergency Management Committee (DEMC) for the district
- liaise with local government(s) within the LEMC in relation to exercising

Notes

¹ If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions (section 38(2)) EM Act.

In accordance with State EM Procedure, LEMCs are also responsible for:

- meeting regularly (should be quarterly or more frequently if required)
- updating contacts (at least quarterly)
- updating resources
- reviewing membership, subcommittees and working groups
- advising of activations or incidents
- reviewing post-incident or post-exercise reports.
- considering funding opportunities to enhance EM in the district
- considering training opportunities to enhance EM in the district
- undertaking emergency risk management processes
- providing all LEMC documents (including minutes and exercise reports) to the DEMC Executive Officer.

2.4 LEMC Membership

LEMC membership is intended to reflect the local government district/s it represents, considering:

- identified risks and emergencies likely to occur within the district and
- the likely impact to community across the built and natural environment, demographics, economics, and key social considerations.

LEMC membership may vary from one district to another. Table 1, along with State EM Preparedness Procedure 3.7, provides guidance on the most appropriate LEMC composition.

Table 1: Suggested LEMC Membership

LEMC membership position	Recommended appointments
Chair	Should be an elected member of Local Government Council. While this is recommended, the Chair could also be another local government member such as Chief Executive Officer or a senior staff member.
Deputy Chair	Should be the Local Emergency Coordinator.
Executive Officer	Should be an officer of the relevant local government or another person identified by the Chair.
Local Recovery Coordinator	Person nominated as the Local Recovery Coordinator in the Local Recovery Plan.
Local Emergency Coordinator	If not the Deputy Chair.
Administration Support Officer	May be appointed to support the Executive Officer.
Local Government Officers	Consideration should be given to appointing local government officers engaged in key roles and functions affecting EM (e.g., community services, engineering)

LEMC membership position	Recommended appointments
<p>Representatives from emergency management agencies.</p>	<p>Membership should be reflective of the community it represents and should include representatives from EM Agencies in the local government district, essential service providers, industry, and business representatives as well as community representation.</p> <p>Suggested examples of external members such as those from Hazard Management Agencies, combat agencies, support organisations and emergency support services which may include:</p> <ul style="list-style-type: none"> • WA Police Force • Department of Fire and Emergency Services • St John Ambulance • Department of Health and/or local hospitals • Department of Education and/or local schools • Department of Communities • Department of Biodiversity, Conservation and Attractions • Department of Primary Industries and Regional Development • Department of Transport • Arc Infrastructure Pty Ltd • Energy Policy WA • Australian Defence Force • Community support/social service groups/non-government organisations • Industry and business representation • Community groups and/or community champions. • Telecommunications, water, power, gas, transport providers. <p>Note: some of these agencies may be represented on the LEMC and/or the relevant District Emergency Management Committee (DEMC).</p>
<p>Community members</p>	<p>Where possible, a LEMC should invite community members who represent the needs of the local community such as Aboriginal groups or organisations, culturally and linguistically diverse (CaLD), aged care, mental health, homelessness and youth.</p>
<p>District Emergency Management Advisors</p>	<p>Provide support to the LEMC. Recommended to be a non-voting member.</p>

It is recommended that all members nominate a proxy to assist with meeting the minimum numbers required for a quorum. Having a nominated proxy also assists by distributing EM awareness to a wider

audience within the respective organisation. Proxy members represent their organisation in the same way as the member and have full voting rights.

2.5 Roles and Responsibilities

LEMC members may be required to undertake key LEMC positions. The following sections (2.5.1 to 2.5.8) outline the EM roles and responsibilities.

2.5.1 LEMC Chair

The LEMC Chair provides leadership and support to the LEMC by:

- ensuring the appointment of an Executive Officer
- chairing the LEMC meetings and ensuring that the Terms of Reference and meeting procedures of the LEMC are adhered to
- ensuring that the local councils are kept fully informed of EM within the local government district and significant outcomes from LEMC meetings
- ensuring the LEMA is prepared and up to date
- providing leadership in emergency management within the local government district.

2.5.2 LEMC Deputy Chair

The Local Emergency Coordinator (LEC) should be appointed as the Deputy Chair. Where there is more than one LEC, the role may be shared after discussion with the Chair. The Deputy Chair provides advice and support to the LEMC by:

- acting as a Chair in the absence of the LEMC Chair
- providing assistance, and advice as requested by the LEMC Chair
- chairing any subcommittees or working groups
- providing support and direction to the Executive Officer as required.

2.5.3 LEMC Executive Officer

The LEMC Executive Officer provides support to the LEMC by:

- coordinating the development and submissions of LEMC documents in accordance with legislative and policy requirements including the:
 - Annual report
 - Annual business Plan
 - LEMA, including maintaining the EM contacts register.
- ensuring the provision of professional and timely secretariat support including:
 - development and distribution of the meeting agenda, minutes, and action lists
 - maintaining a register of correspondence
 - maintenance of the LEMC membership contact list

- facilitating the provision of relevant EM advice to the Chair and LEMC as required
- participating as a member of LEMC sub committees and working groups as required
- facilitating two-way communication between the LEMC and Executive Officer of the relevant DEMC to undertake day-to-day EM business as required from both a local and district level.

2.5.4 Local Emergency Coordinator

In addition to the role as a Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) of the EM Act):

- to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements
- to assist hazard management agencies in the provision of a coordinated response during an emergency
- to carry out other EM activities in accordance with the directions of the State Emergency Coordinator.

2.5.5 Local Recovery Coordinator

The Local Recovery Coordinator provides support to the LEMC by:

- ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA
- providing advice and generating awareness of recovery
- advising the LEMC of Local Recovery Coordination Group (LRCG) local recovery activities, and evaluation findings.

2.5.6 LEMC Admin Support Officer

A LEMC Administration Support Officer, may be appointed to provide administrative support to the Chair, Deputy Chair and Executive Officer as required, to ensure the timely preparation of all documentation.

2.5.7 LEMC Members

LEMC committee members can provide support to the LEMC by:

- attending and actively participating in meetings
- advising the Executive Officer of non-attendance and arranging for a proxy
- contributing to the agenda and reviewing all meeting papers prior to the meeting.
- completing meeting actions as required
- bringing copies of relevant documents
- reading and being familiar with the Terms of Reference
- representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation
- participating in EM activities.

2.5.8 District Emergency Management Advisors

District Emergency Management Advisors (DEMAs) support the work of the SEMC by providing services to

the EM sector throughout WA and are based in metropolitan and regional locations.

The DEMA can provide support to the LEMC by:

- providing advice and interpretation of legislation, policy, plans, procedures, and guidelines
- providing support and advice on exercise management
- providing support and advice on risk management
- working with local government EM personnel to assist with the following:
 - development and maintenance of an effective LEMC
 - development and review of LEMA that is contemporary, and useful for the local district
 - development of Local Recovery Plans that nominate the local recovery coordinator/s
 - encourage local recovery coordinators and other staff likely to work in recovery to undertake recovery training
 - provision of presentations and informal EM training as required to local governments and LEMCs
 - using their multi agency networks to act as a conduit between organisations, and between local, district and state levels to encourage collaboration, before during and after emergency events.

In addition to the LEMC support above, during the response phase of an emergency, the DEMA can ensure that local government is represented at the Incident Support Group (ISG), and sometimes the Incident Management Team and Operations Area Support Group (OASG) as appropriate.

During the recovery phase of an emergency, the DEMA can provide mentoring and advice to local government personnel, including local recovery coordinators and membership of the LRCG and any additional recovery committees, and sub committees.

2.6 LEMC Meetings

2.6.1 Frequency of Meetings

LEMCs should meet quarterly or more frequently as required. In WA, local governments vary widely, and the frequency of meetings should be reflective of their risk environment, demographics, resilience, and vulnerabilities. The suitability of the LEMC schedule, can be discussed with the DEMA.

With such a diverse group of organisations making up the LEMC membership it can be an advantage to set the meeting dates 12 months in advance to ensure members can schedule accordingly.

Give careful consideration to the time of your meetings. Contemporary EM is now considered part of core business, and members may find it easier to attend if meetings are convened during normal work hours.

2.6.2 LEMC Terms of Reference

It is recommended that a Terms of Reference is established for each LEMC to provide members with a common understanding of how the meetings will be administered under the EM Act. The LEMC is not administered under the Local Government Act.

A sample LEMC Terms of Reference template is attached at **Appendix A**. This template is also available to download on the [SEMC website](#). The LEMC may wish to refine the Terms of Reference to suit their own needs.

2.6.3 Meeting types

The following meeting types may be held:

- **Ordinary meeting** – as scheduled and outlined in 2.6.1.
- **Extraordinary Meeting** – to deal with a specific or urgent issue.
- **Out of session** – unscheduled meetings that are held without a requirement for a physical presence. Out of session meetings are typically held for urgent items at the discretion of the LEMC Chair and Executive Officer (i.e., an endorsement by members of a proposal via email)
- **Working Groups or sub committees** – can be created to work on a specific task or project.

Meetings can include other more interactive EM activities such as workshops, exercises, or presentations. Consideration may be given to invite neighbouring LEMCs or a wider audience to these activities to raise awareness of EM considerations and build cross border relationships.

Meetings can be held:

- face to face
- by electronic means (videoconferencing, teleconferencing i.e., Microsoft Teams, Zoom or similar)
- a mix of face to face and tele/videoconferencing for those unable to attend in person.

2.6.4 Quorums

A quorum for the committee is recommended to be at least 50% of its voting membership.

If a quorum is not met the Chair can:

- proceed with the meeting, however no resolutions can be endorsed. (These could however be endorsed later out of session via email or similar)
- progress all the agenda items out of session
- reschedule the meeting
- cancel the meeting if no urgent agenda items exist.

2.6.5 Meeting documents

To ensure the efficient administration of the LEMC, the Executive Officer is responsible for the timely distribution of meeting documents.

Meeting Agenda and Minutes

Every LEMC meeting should include standing agenda items as described in State EM Preparedness Procedure 3.7. The quarterly meeting agenda may vary relative to the season, risk profile and any topical EM themes within the district. These are outlined in the table below.

Examples of LEMC meeting agenda are provided at **Appendix B** and these may be tailored to suit the needs of each LEMC. These templates are also available to download on the [SEMC website](#).

Standing agenda items, as well as those that may be considered based on a seasonal basis are outlined in the Table 2 .

Table 2. Standing agenda items

Item	Items that should be provided in accordance with State EM Procedure 3.7	Additional items to assist with maintaining effective LEMA.
Standing Agenda Items	<ul style="list-style-type: none"> • Update contact details and maintain contact list. (LEMC members and emergency and other relevant services contacts) • Update committee membership and resources • Table Post Incident reports, season reviews - discuss/action outcomes • Table Post exercise reports, discuss/action outcomes • Emergency risk management/treatment strategies progress 	<ul style="list-style-type: none"> • Table correspondence. • Review action list. • Review business plan strategies and record progress. • Plan and schedule exercises.
Items for consideration relative to the risk profile of the local government area/s.	<ul style="list-style-type: none"> • Discuss funding opportunities and if these can be used to treat limitations or gaps identified • Request member input to consider any emerging risks or issues to be shared with the committee • Examine sections in the LEMA and update accordingly 	<ul style="list-style-type: none"> • Any topical EM relevant information/ presentations • Review of capability areas that need improvement for discussion and/or workshopping. • Discuss/action preparedness ideas for the upcoming season.

Minutes

Meeting minutes should be taken for each meeting, distributed to members, and be made publicly available.

2.6.6 Confidentiality

Sensitive subjects will often be discussed at LEMC meetings. Attendees at LEMC meetings should keep these conversations confidential.

2.7 Reporting

2.7.1 Annual Reporting

At the end of the financial year, the LEMC is required to prepare and submit an annual report on activities undertaken to the DEMC. The local government/s is responsible for completing the annual report requirements. The annual report should be prepared within such reasonable time, and in the manner, as directed in writing by the SEMC. Further details for the content of the Annual Report are detailed in State EM Preparedness Procedure 3.17.

Information from LEMC Annual Reports is used in the SEMC Annual Report which is presented to the Minister for Emergency Services.

2.7.2 Reporting to DEMC

To ensure good communication between the LEMC, DEMC and SEMC, it is good practice to send a copy of all LEMC minutes and any other key documents to the DEMC Executive Officer for noting. This enables the DEMC Executive Officer to analyse district wide information/issues for any commonalities and themes which may be occurring across multiple yet separate areas. These can then be raised and addressed at the DEMC or forwarded to the SEMC for further action if required.

Issues beyond a LEMCs capacity or of significance can be raised to the DEMC. There are three ways this can happen:

- a LEMC member representing their individual LEMC that sits on a DEMC can table the issue directly
- the LEMC member representing several local governments can raise the issue
- the LEMC Executive Officer can liaise directly with the DEMC Executive Officer to have issues tabled.

2.7.3 LEMC Business Plan

Planning is a key component to the success of LEMCs, and a LEMC Business Plan can greatly assist by providing a clear practical direction for the LEMC.

The LEMC Business Plan can:

- ensure local objectives are aligned to the DEMC and SEMC strategic plan, capturing key district priorities
- clearly outline the LEMCs priorities for the nominated time period
- assist to monitor progress and document achievements.

The relevant DEMA can provide guidance about developing a LEMC business plan.



Part Three:

Local Emergency Management Arrangements

The term LEMA refers to the collection of all emergency management documentation, plans, systems, processes, agreements, and memorandums of understanding which affect the local government district. The LEMA are the overarching document and associated sub-plans which the local government is responsible for developing, maintaining, and testing.

3.1 Legislative Requirement

Under section 36 of the EM Act, it is a function of a local government to ensure that effective LEMA are prepared and maintained for its district. The LEMA must be consistent with the State EM Policy, State EM Plan, State Hazard Plans, State Support Plans (s. 41(3) EM Act) and set out specific matters identified in section 41(2) of the EM Act.

Development, distribution or communication, review and testing of LEMA should be in accordance with State EM Preparedness Procedure 3.8.

Local governments are to ensure that LEMAs are reviewed as below:

- after an event or incident requiring the activation of an Incident Support Group (where appropriate), or after an incident requiring significant recovery coordination
- every five years
- whenever the local government considers it appropriate.

The contacts and resources list should be reviewed and updated as needed but at a minimum quarterly.

Please note, the local government can undertake a small review, or statement of fact changes with only minor amendments at any time without going through the consultation and approval process. This should be noted at the relevant LEMC meeting.

3.2 LEMA Guideline

The LEMA Guideline and model has been developed to assist with the development of LEMA.

The LEMA responsible for the district will also be able to provide advice and assist throughout the LEMA development process and will ensure that the core topics have been covered to ensure compliance with the EM Act, and to keep your LEMA useful in all applications.

While models and examples vary between local governments, they all cover the required basic EM topics that should be considered. These are contained within the LEMA guideline, to ensure effective planning for emergency events. A list of these EM requirements and examples of additional content are outlined in Table 3.

Table 3. LEMA Content Examples

Section	Basic EM requirement	Examples of content
1.	Introduction	<ul style="list-style-type: none"> • Aim, Purpose, Scope • Roles and Responsibilities • LEMC Membership • Agreements and Understandings. • Exercising, reviewing and annual reporting • Emergency management policies • Existing local plans and arrangements • Community consultation
2.	Coordination of Emergencies	<ul style="list-style-type: none"> • AllIMs overview, IMT, ISG considerations • Financial arrangements
3.	Risk	<ul style="list-style-type: none"> • Risk management • Special considerations • Critical infrastructure • Emergencies likely to occur • Risk Register – (treatment strategies if developed)
4.	Evacuation	<ul style="list-style-type: none"> • Identification of evacuation centres • Key roads/maps, specific evacuation plans for key areas. • Evacuation to other Local Government areas • Special Needs or Vulnerable Groups
5.	Emergency relief and support	<ul style="list-style-type: none"> • Refer to the Department of Communities Local EM Plan for the provision of Emergency Relief and Support Services • Local Emergency Relief and Support Coordinator and liaison officer roles • Opening and coordination of evacuation centres • Refer to the Department of Primary Industries and Regional Development resources for Animal Welfare Plan.

Section	Basic EM requirement	Examples of content
6.	Recovery plan	<ul style="list-style-type: none"> • Roles and Responsibilities of the: • Local Recovery Coordinator • Local Recovery Coordination Group • Controlling Agency/Hazard Management Agency • State Recovery Coordinator • Commencement of recovery • Resources • National Principles of Recovery • Example actions and strategies • Example Local Recovery Coordination Group and subcommittee structure and terms of reference • Local Recovery Coordination Group meeting agenda template • Financial strategies • Identification of recovery resources, MOUs, or agreements for mutual aid. • Identification of Recovery Centres • Operational Recovery Plan – template
7.	Communications Plan	<ul style="list-style-type: none"> • Local public warning systems • Communication Principles (inclusive communications such as vulnerable groups) • Communications in the preparedness, response, and recovery stages. • Referral to a communications plans or provision of a communication plan template.
8.	Contacts and Resources Register	<ul style="list-style-type: none"> • LEMC members contacts • Emergency Services and Support Organisations • Utilities and services • Special Arrangements/ MOUs • At-risk groups

3.3 Consultation process for LEMA

LEMC members play an important role within the development or review process. Ensuring LEMC members and other identified key stakeholders have input into the process greatly enhances the quality and usefulness of the LEMA.

Local governments and LEMCs preparing LEMAs may be expected to convene forums or provide papers, displays or other materials to ensure effective consultation. Consultation should commence early, allowing sufficient time and flexibility for the emergence of new ideas and proposals.

During the process, it is recommended the DEMA responsible for the district is consulted to provide advice. DEMAs can provide examples of contemporary best practice LEMAs and assist through each stage of the development or review.

Upon completion of the draft LEMA, the document should be distributed for comment to:

- The DEMA responsible for the district (who will validate the document for compliance against the legislative requirements)
- The LEMC members
- The local government's DEMC who may make recommendations to the LEMC if it identifies matters that would enhance the operational effectiveness of the LEMA.

Where appropriate, the LEMA may be provided to members of the public for comments. All confidential and contact details should be removed before doing so.

3.4 Approval and noting process

Prior to approval by council, local government should:

- review the plan to ensure that relevant parties have been consulted in the development of the LEMA
- ensure that endorsement has been gained from their LEMC, with the date of endorsement reflected in the minutes and the arrangements

On completion of the consultation process the local government should table the LEMA at a local government council meeting for approval, as soon as reasonably practicable.

Once approved by Council the LEMA are to be distributed

- to the DEMC for noting
- from the DEMC to the SEMC for noting and inclusion at the next SEMC meeting
- to other agencies, industries and persons as considered appropriate by the local government including neighbouring local governments, local libraries, and related committees.

3.5 Review

LEMA must be reviewed at least every five years or following an exercise or incident review as per section 1.5.10 of the State EM Policy. This will ensure contents remain up to date and accurate.



Part Four:

Local Level Exercising

The review and validation of local EM arrangements is a key function of a LEMC, as set out in section 39 of the EM Act. Exercises are a way to review the LEMA and are an essential component of preparedness.

4.1 Aim

Exercises should be used to enhance capability and contribute to continuous improvement. A well-designed exercise provides a safe environment to test capabilities, familiarise personnel with roles and responsibilities and foster meaningful interaction and communication across organisations.

4.2 Objectives

Key objectives of a LEMC exercise are to:

- test the effectiveness of local emergency management arrangements
- train personnel and clarify roles and responsibilities
- raise awareness of likely emergencies
- allow participating agencies an opportunity to test their specific processes
- build stronger interagency networks
- test understanding of the multi-agency support processes to response and recovery and encourage cross agency understanding of capabilities and limitations
- to identify any capability gaps or areas for improvement and implement solutions.

LEMC exercising concentrates on local issues that may occur, including during a significant emergency event and may include exercising capabilities around topics such as multi-agency coordination, evacuation, emergency relief and support, communications, business continuity and recovery.

LEMC exercising is not designed to test the proficiency of local emergency responders to respond to everyday incidents. Training and exercising local emergency services is the responsibility of the EM agency that those services belong to. Sometimes, however, local response scenarios can be included effectively into the overarching LEMC exercise.

4.3 Capability based exercising

The Western Australia Managing Exercises Guideline (exercise guideline) outlines the need to ensure all exercising is risk and capability based. It is recognised that capabilities that enable agencies to effectively prepare, respond and recover from emergencies are often common across all the 28 prescribed emergency hazards.

Under the exercise guideline, local governments and their LEMCs may use the SEMC EM Capability framework as a baseline to determine their exercise needs and requirements to close self-assessed capability gaps and report on their activity.

Each Local Government is asked to utilise capability analysis tools and data to identify which capabilities they need to practice, or those that pose the greatest risk to their capacity. In the first instance, it is recommended that local governments use existing sources of data to contribute to this process. These could include:

- previous Annual and Preparedness Report Capability Survey responses

- lessons identified from previous exercises
- knowledge from past incidents and after-action reports
- any issues raised at the LEMC, DEMC or subcommittee meetings, DEMA input and discussion.

4.4 Types of exercises

Exercising can take place in many forms and be either small or large, simple, or complex. The most commonly used exercise types in EM are listed below:

Discussion exercises: are designed to stimulate discussion of issues or to assess plans, arrangements, policies, and procedures. Discussion exercises include seminars, agency presentations and hypotheticals. They should explore the broader issues identified through a capability gap analysis and result in an agreement of resolution between the participants.

Functional exercises: are a repetitive, methodical activity undertaken to reinforce specific skills, procedures, or arrangements. These exercises are designed to familiarise, educate, and inform individuals and groups of their roles and responsibilities, explore capabilities, understand multiple functions and interagency relationships and interdependencies. Functional exercises take place in an operational environment and require participants to perform the functions of their roles. Functional exercises should familiarise and guide participants through their emergency management roles or functions.

Field Exercises: a generally a large scale, complex activity conducted in "real time" under simulated conditions involving the deployment of personnel and other resources. Field exercises are designed to achieve maximum realism and test organisational performance and interagency cooperation.

Local governments, in conjunction with LEMCs can choose any style of exercise that suits their aims and objectives. The discussion exercise remains the most popular choice as it suits the exploration of the broader issues of a major emergency which would be difficult to reproduce with any realism in a functional or field exercise.

4.5 Frequency

The State EM Policy section 4.8.8.3 states that local governments must exercise at least annually in consultation with their LEMC.

4.6 Post exercise reporting requirements

The State EM Policy 4.11.3 states that local governments must submit post-exercise reports to their DEMC, as soon as practicable after the exercise.

4.7 Exercise tools

Several tools exist to assist with local level emergency management exercises.

- Western Australian Managing Exercises Guideline

Please contact the DEMA responsible for the district for additional exercise planning tools and templates.



Appendices

Appendix A: Sample LEMC Terms of Reference template

Adopted:	Insert Date
Last Reviewed:	Insert Date
Review Date:	Every 5 years or as required
Associated Legislation: Emergency Management Act 2005	
Associated Documents: State Emergency Management Policy and Procedure	

1.0 Name

<< Insert Name >> Local Emergency Management Committee (LEMC)

2.0 Aim

The aim of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

3.0 Objectives

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

4.0 Duties and Responsibilities

Advise and assist the << name of LG/s >> in ensuring that local emergency management arrangements are established for its district.

- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

5.0 Membership

Membership notes:

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

6.0 Meeting Management

6.1 Chairperson

- The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

6.2 Deputy Chair

- The Local Emergency Coordinator should be appointed as Deputy Chair.

6.3 Executive Officer

- The LEMC Executive Officer is the << position within the local government>>

6.4 Quorum

- A quorum for the committee will be at least 50% of its voting membership.

6.5 Minutes/Agendas

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.
- A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- Copies of the meeting minutes will be made available to Council by way of information at least one month

after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

6.6 Schedule

- Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer. (List of dates, for example, 3rd Thursday of each quarter March, June, September, December).
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

6.7 Authority

- The LEMC does not have the authority or power to commit the Council or <<Local Government>> or any association, organisation, group or individual to expenditure without the City's/Shires endorsement.
- The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

7.0 Schedule 1 – Membership

7.1 Community/Agency LEMC Members (Voting):

Member 1

Member 2

Member 3

7.2. Local Government LEMC Member (Voting):

Member 1

Member 2

Member 3

7.3. Invited Guests (Non-voting):

Guest 1

Guest 2

Guest 3

Appendix B: Sample LEMC Meeting Agenda templates

Word document templates can be found on the [emergency management tools webpage](#) of the SEMC website. This appendix provides an outline of the suggested items to include within an agenda.

Sample agenda template 1

Meeting Date:

Location:

Time:

Videoconference link:

Emergency Management Act 2005 (Section 39) Functions of local emergency management committees:

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- (b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.

1.0 Opening and Welcome

Acknowledgment of Country.

2.0 Attendance and Apologies

3.0 Disclosure of Interests

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.

4.0 Guest Presentations

4.1 Presentation 1

4.2 Presentation 2

5.0 Confirmation of Meeting Minutes

Moved by XXXX; Seconded by XXXX

The committee approved the minutes of the XXXXX LEMC meeting held on XXXX.

6.0 Review of Action list and business arising

Item	Owner	Status

7.0 Correspondence

- 7.1 Correspondence In
- 7.2 Correspondence Out
- 7.3 Information tabled

8.0 Review of LEMC membership and contact list updates

9.0 Local Emergency Management (standing items)

- 9.1 Post Incident Reports – discussion and note any outcomes to be actioned.
- 9.2 Post Exercise Reports – discussion and note any outcomes to be actioned.
- 9.3 Exercise – discuss objectives, scenario, and dates.
- 9.4 Review Local Emergency Management Arrangements – updates as required.
- 9.5 Risk management update – monitor and review, emerging risks, mitigation.
- 9.6 Review LEMC business plan – monitor progress
- 9.7 Review funding opportunities

10.0 Agenda Items

- Item one
- Item two

11.0 Agency/Member Reports

Members to consider:

- Capability and limitations for the coming season (resources/staffing)
- Any known emerging risks
- Any scheduled exercises
- Outcomes or lessons learnt from any incidents or exercises.

12.0 General Business

13.0 Next Meeting

- 13.1 LEMC calendar

Date	Activity	Venue	Comment

14.0 Meeting Closure

Sample agenda template 2

[INSERT NAME] Local Emergency Management Committee Meeting Date [INSERT DATE]

1.0 Administration

- 1.1 Open Meeting
- 1.2 Acknowledgement of Country
- 1.3 Attendance and apologies
- 1.4 Confirmation of previous minutes
- 1.5 Correspondence in and out
- 1.6 Action items from previous meeting
- 1.7 Emergency contacts update
- 1.8 Guest presentation/s

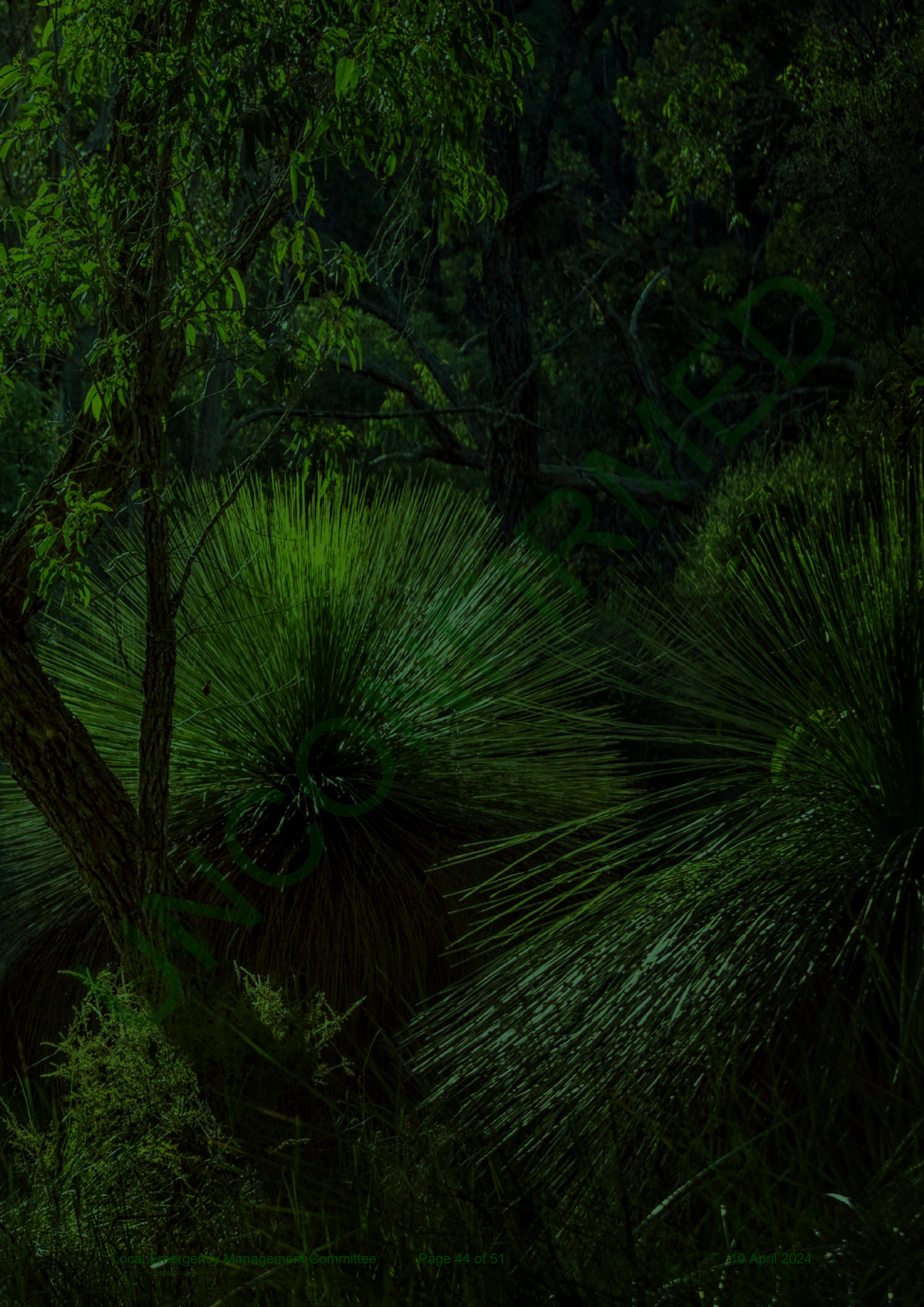
2.0 Standard Reporting

- 2.1 Post incident reports
- 2.2 Post exercise reports
- 2.3 Exercise schedule
- 2.4 Local Emergency Management Arrangements update
- 2.5 Emergency Risk Management update
- 2.6 Agency/member reports
- 2.7 Agenda items
- 2.8 General business

3.0 Quarterly Reporting

Quarter	Reporting activities
1 st quarter (July-Aug-Sept)	<ul style="list-style-type: none"> • LEMC Business Plan tabled • Annual Meeting Schedule • Exercise Date for financial year
2 nd quarter (Oct-Nov-Dec)	<ul style="list-style-type: none"> • Seasonal Review • State Preparedness Report Review
3 rd quarter (Jan-Feb-Mar)	<ul style="list-style-type: none"> • LEMC Business Plan developed
4 th quarter (April-May-June)	<ul style="list-style-type: none"> • Complete Annual Preparedness Survey and Annual Report • Exercise Schedule developed

4.0 Next Meeting and Close



9 GENERAL BUSINESS

9.1.1 CONTACT LIST REVIEW AND UPDATE

See attached for current information on contacts. Please review and update as needed.

Recommendation to add Leigh Ballard from Crisp wireless in Narrogin to contact list.

Please note, as some contacts are privately owned numbers – responding with a mobile phone number will be taken as an agreement that the number can be published in the document.

UNCONFIRMED

9.1.2 WAGIN LEMC EXERCISE

Plans are in place to enact a power outage at the Shire office – the location of an IC in the case of an emergency.

Staff will shut down power to the office – connect the generator and turn it on to assess the process of how to make the connection and how well it will run the office.

9.1.3 WAPOL OIC UPDATE

As per OIC Status report.

9.1.4 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Contact updates have been amended as current.

The suggestion of an amendment to include the generator process, moving from the administration office to the sports ground if an emergency evacuation centre is required.

9.1.5 POWER AND TELECOMMUNICATIONS ROUNDTABLE OVERVIEW

A Shire representative attended the WALGA Power and Telecommunications Outage Roundtable meeting held on Feb 6, 2024.

The discussion focused on the recent power outages and what opportunities could be developed to support community security around this topic moving forward.

Issues identified at the presentation were:

- Waste Management and sewage treatment failure:
 - Requested staff write to the Water corporation and ask how the process works should a failure occur.
- Difficulty communicating due to telecommunication outages:
 - WAPOL are rolling out Starlink.
 - Phone chains – calling someone closer to the emergency, who then calls someone closer – to get the message to the required location.
 - WAERN repeater only has power for 48 hours when a power outage occurs.
- Lack of community preparedness
 - Basic presentations at local community events to be done by staff:
 - School
 - Community Hub
 - Homecare events
 - Potential for some targeted community events
- Lack of Water supply:
 - The townsite is supplied from Wardolocking (located on Gt southern hwy, north of Wagin)
 - Gravity feed via Narrogin – from Collie
 - Questioned the length of time this would cope with no power supply – staff to write to Water Corporation asking for a timeline.
- Endangered vulnerable population due to heat stress:
 - Wagin Cottage homes impact
- Financial impact on residents through generator costs:

Power and Telecommunications Outage Roundtable

Minutes

Meeting information

Subject: Power and Telecommunications Roundtable
Date: 6 February 2024
Time: 11.30am – 1.30pm
Location: Online via MS Teams

ATTENDEES

Cr Karen Chappel	WALGA	President
Cr Paul Kelly	WALGA	Deputy President
Nick Sloan	WALGA	Chief Executive Officer
Ian Duncan	WALGA	Executive Manager, Infrastructure
Nicole Matthews	WALGA	Executive Manager, Policy
Rachel Armstrong Management	WALGA	A/g Policy Manager, Emergency

Attending

Cr Stephen Strange	Shire of Bruce Rock	WALGA State Councillor
Laurene Bonza	Shire of Dundas	WALGA State Councillor
Phil Blight	Shire of Wagin	WALGA State Councillor
Susan Hall	Wheatbelt Development Commission	Acting Chief Executive Officer
Kris Starcevich	Goldfields Development Commission	Chief Executive Officer
James Sheridan	LGIS	Chief Executive Officer
Cr Malcolm Cullen	Shire of Coolgardie	President
James Trail	Shire of Coolgardie	Chief Executive Officer
Jean Knight	Shire of Dalwallinu	Chief Executive Officer
David Singe	Shire of Dowerin	Chief Executive Officer
Robert Trepp	Shire of Dowerin	President
Glenn Wilson	City of Kalgoorlie-Boulder	Mayor
Andrew Brien	City of Kalgoorlie-Boulder	Chief Executive Officer
Alan George	Shire of Lake Grace	Chief Executive Officer
Cr Stephen Hint	Shire of Lake Grace	Deputy President
Dirk Sellenger	Shire of Mukinbudin	Chief Executive Officer
Cr Trish Cook	Shire of Mundaring	Deputy President
Cr Neridah Zlatnik	Shire of Mundaring	Chair of Mundaring LEMC
Mark Luzi	Shire of Mundaring	Director Statutory Services
Rebecca McCall	Shire of Narembeen	Chief Executive Officer
Stuart Taylor	Shire of Wongan-Ballidu	Chief Executive Officer
Stephen Tindale	Shire of Wyalkatchem	Chief Executive Officer

Invited

Keith Carter	Shire of Dalwallinu	President
Peter Bentley	Shire of Goomalling	Chief Executive Officer
Matthew Steber	Shire of Kellerberrin	President
Raymond Griffiths	Shire of Kellerberrin	Chief Executive Officer
Cr Tony Sachse	Shire of Mount Marshall	President
Ben Mckay	Shire of Mount Marshall	Chief Executive Officer
Cr Gary Shadbolt	Shire of Mukinbudin	President

Apologies

Cr Julie Chester	Shire of Goomalling	President
Cr Len Armstrong	Shire of Lake Grace	President
Cr Mandy Stephenson	Shire of Wongan Ballidu	President
Jason Whitaker	Shire of Mundaring	Chief Executive Officer
Scott Stirra	Shire of Narambeen	President
Cr Paige McNeil	Shire of Mundaring	President
Owen Garner	Shire of Wyalkatchem	President

Attachments

- Power and Telecommunications Outage Presentation
- Survey Response Report

1. Summary of Local Government Survey Responses

- WALGA summarised the key takeaways from Local Government survey responses.

2. Key outage impacts, building resilience and future response capability

- The Development Commissions, State Councillors and Local Government representatives spoke on their own experience during the outages as well as the areas they believe there is room for resilience building.

Discussion

Development Commissions

- The Wheatbelt Development Commission supports further collaboration between Telecommunication Providers and WALGA.
- The Goldfields Development Commission suggested the necessity for regional and state solutions to issues spanning over Local Government areas.

State Councillors

- 'One source of truth' would provide clear communication and avoid misinformation.
- Local Governments would benefit from clearer and more frequent communication with providers as well as with DFES and the Bureau of Meteorology.

Local Government Representatives

- Telecommunication providers inaccurate restoration times exacerbated the impact of the outages.
- Ability for Local Governments to access towers to recharge batteries themselves.
- A resilient form of communication such as landlines or satellite phones should be established for use by key organisations in emergencies.
- Amending Regulation 24c should be considered, as generators were not permitted to be used in some areas due to a total fire ban.
- A method of communicating with residents and visitors during outages should be developed.
- The lack of emergency management plans from key agencies, meant a reliance on LGs for fuel and generators.
- Some LGs were unable to access emergency services with no service to call 000.
- LGs shared their difficulties in contacting Western Power or Telstra.
- The Western Power subsidy did not meet the costs incurred by residents and businesses. It was also noted that the compensation payment is not being distributed automatically and must be applied for.
- A requirement for greater planning surrounding the welfare of elderly and vulnerable.

3. Next steps

WALGA to:

- attend a Powering WA consultation and information sessions.
- attend a meeting with the Department of Infrastructure in Canberra and raise the concerns of members.
- continue to advocate for greater resilience for telecommunication and power infrastructure, as set out in State Budget Submission.
- meet with the Minister for Energy.
- Send a formal invitation for the Regional Telecommunications Review Panel (chaired by the Hon Alannah MacTiernan) to meet with regional Local Governments through regional Zone meetings.
 - Public consultation open April 2024, with a report due by the end of 2024
 - Terms of Reference <https://www.rtirc.gov.au/terms-reference>

9.1.6 NEXT MEETING DATE

Planned for mid-October 2024.

9.1.7 OTHER BUSINESS

Galts Hardware Chemical concern raised by VFRS

- How hazardous are the chemicals housed onsite
- How safe is the transfer from the back of the truck to the storage area
 - Considering the forklift is crossing a road at a busy intersection – how safe are members of the public should a collision occur
- If an incident occurred, what procedures do Galts hardware have in place

The Chair requested a formal letter from the VFRS identifying the concerns, DFES officer identified some steps they can take and will discuss with VFRS next week.

10 CLOSURE

Closed the meeting at 9.02pm