



SHIRE OF  
**MANJIMUP**

# **AGENDA**

**Local Emergency Management Committee**

**13 December 2023**

## Notice of Meeting

Please be advised that a meeting of the Shire of Manjimup Local Emergency Management Committee will be held on Wednesday, 13 December 2023, commencing at 1.00pm.

Manjimup Emergency Services Collocation Building  
46 Bath Street  
Manjimup WA 6258

If you are unable to attend, please advise Nicole Favero, Ranger and Emergency Services Administration Officer.

P: 08 9771 7777  
E: [nicole.favero@manjimup.wa.gov.au](mailto:nicole.favero@manjimup.wa.gov.au).



Ben R6se  
**Chief Executive Officer**  
28 November 2023

### Important Matters for the Attention of Meeting Attendees:

- To ensure the proceedings are accurately recorded, this meeting may be electronically recorded in accordance with clause 6.16 of the *Shire of Manjimup's Standing Orders Local Law 2013*, and
- Any recommendations in this meeting are unable to be acted upon until such time as the recommendations are endorsed by Council, with the exception of recommendations that are of an administrative nature.

### FUNCTIONS OF COMMITTEE

The functions of the Manjimup LEMC are as set down in Section 39 of the *Emergency Management Act 2005*:

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

## AGENDA

### 1. Declaration of Opening the Meeting

#### Acknowledgement of Country

*The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.*

### 2. Attendance / Apologies

#### 2.1 Attendance

#### 2.2 Apologies

### 3. Declaration of Financial Interest

### 4. LEMC – Update Terms of Reference, Membership & Contact List

### 5. Confirmation of Minutes of the General Meeting held on Wednesday, 28 June 2023.

#### RECOMMENDATION/LEMC DECISION 2023/05

“That the unconfirmed Minutes of the Local Emergency Management Committee Meeting held Wednesday, 28 June 2023 be confirmed as a true and correct record.”

Moved: TBA

Seconded: TBA

CARRIED: XX/0

### 6. Council's Response to Minutes of General Meeting held Wednesday, 28 June 2023.

#### COUNCIL RESOLUTION:

MOVED: Dawson Vidovich, S      SECONDED: Eiby, W  
29206

That Council receive the Unconfirmed Minutes of the Local Emergency Management Committee (LEMC) Meeting held on the 28 June 2023 as shown in Attachment: 9.15.1(1).

ADOPTED BY EN BLOC RESOLUTION: 11/0

#### COUNCIL RESOLUTION:

MOVED: Buegge, D      SECONDED: Eiby, W  
29214

That Council endorse the draft *Shire of Manjimup - LEMA - Local Animal Welfare Plan 2023 – 2028* shown at Attachment 9.7.1 (1)

CARRIED: 11/0

#### COUNCIL RESOLUTION:

MOVED: Eiby, W      SECONDED: Dawson Vidovich, S  
29217

That Council confirm and accept the amendments to Appointments of the *Local Emergency Management Committee Terms of Reference* for the two year period that commenced 21 October 2021 as follows:

1. Brian Robinson to the position of Shire of Manjimup – Interim Chief Executive Officer LEMC Delegate; and
2. Roma Boucher and Brooke Thomas to the positions of Department of Communities LEMC Delegate and Proxy, respectively.

CARRIED: 11/0

**COUNCIL RESOLUTION:**

**MOVED:** Darin, J      **SECONDED:** Eiby, W  
**29285**

**That Council:**

1. Make the following appointments to the Local Emergency Management Committee for the biennial period 24 October 2023 to 18 October 2025; and

**Voting Members**

<b>Cr Donelle Buegge</b>	<b>Shire President</b>
<b>Cr Steve Miolin</b>	<b>Shire Deputy President (Proxy)</b>
<b>Brian Robinson</b>	<b>Shire of Manjimup Interim CEO</b>
<b>Todd Ridley</b>	<b>Community Emergency Services Manager</b>
<b>Remo Pessotto</b>	<b>Chief Bush Fire Control Officer</b>
<b>Brad Wren</b>	<b>Chief Bush Fire Control Officer (Proxy)</b>
<b>Ian Guthridge</b>	<b>Department Primary Industry &amp; Regional Development</b>
<b>Graham Bincow</b>	<b>Department Primary Industry &amp; Regional Development (Proxy)</b>
<b>Roma Boucher</b>	<b>Department of Communities</b>
<b>Brooke Thomas</b>	<b>Department of Communities (Proxy)</b>
<b>Chris Sousa</b>	<b>Department Fire and Emergency Services</b>
<b>Nathan Hall</b>	<b>Department Fire and Emergency Services (Proxy)</b>
<b>Tim Foley</b>	<b>Department Biodiversity, Conservation &amp; Attractions</b>
<b>Jeffrey Bennett</b>	<b>Department Biodiversity, Conservation &amp; Attractions (Proxy)</b>
<b>Jayden Lowe</b>	<b>Police Service - Manjimup</b>
<b>Steve Page</b>	<b>Police Service – Walpole</b>
<b>Vacant</b>	<b>Police Service - Pemberton</b>
<b>Justine Kelly</b>	<b>Warren Health Services</b>
<b>Vacant</b>	<b>Warren Health Services (Proxy)</b>
<b>Page Weaver</b>	<b>Pemberton Northcliffe Health Services</b>
<b>Kathy Smith</b>	<b>Pemberton Northcliffe Health Services (Proxy)</b>
<b>Gary Willcox</b>	<b>St John Ambulance Manjimup</b>
<b>Darryl Church</b>	<b>St John Ambulance Manjimup (Proxy)</b>

**Non-Voting Representatives**

<b>Erin Hutchins</b>	<b>DEMC / SEMC</b>
<b>Gail Ipsen Cutts</b>	<b>Shire of Manjimup – Recovery Coordinator</b>
<b>Ivan Woodhams</b>	<b>St John Ambulance Walpole Chair</b>
<b>David Rae</b>	<b>St John Ambulance Walpole (Community Paramedic SW Great Southern)</b>
<b>Mel Robertson</b>	<b>Water Corporation</b>
<b>Colin Jones</b>	<b>Western Power</b>

2. Confirm the Terms of Reference for the Local Emergency Management Committee as provided in Attachment: 9.15.2(1) including nominations contained in point 1) above.

**CARRIED: 9/0**

**7. Business arising from previous Minutes**

**7.1 Action Task List**

**8. Correspondence**

**9. Events – General Discussion**

**10. Members Reports**

- 10.1 Shire of Manjimup –Shire President**
- 10.2 Shire of Manjimup – Chief Executive Officer**
- 10.3 Shire of Manjimup – Community Emergency Services Manager**
- 10.4 Shire of Manjimup - Recovery Coordinator**
- 10.5 Shire of Manjimup – Chief Bush Fire Control Officer**
- 10.6 Department of Biodiversity, Conservations & Attractions**
- 10.7 Department of Communities**
- 10.8 Department of Fire and Emergency Services**
- 10.9 Department of Primary Industries and Regional Development**
- 10.10 District Emergency Management Advisor - DFES**
- 10.11 St John Ambulance – Manjimup & Walpole**
- 10.12 WA Country Health Service – Warren & Pemberton Northcliffe**
- 10.13 WA Police – Manjimup, Pemberton & Walpole**
- 10.14 Water Corporation**
- 10.15 Western Power**

**11. General Business**

- 11.1 Telstra – Mobile Phone Towers & Backup Generators – Guest - Boyd Brown**
- 11.2 Department of Communities – Local Emergency Welfare Plan - LEWP - South West - Manjimup Office - Bridgetown Greenbushes, Manjimup - Sept2023 - Tabled**
- 11.3 WALGA Emergency Management Survey**

**12. Next General Meeting date to be advised.**

**13. Declaration of Close of Meeting –**

7. Business Arising from Minutes

7.1 Action Task List

Action & Meeting Date	Item	Update	Status	Actioning Officer
04/23 28/06/2023	TELSTRA - Mobile Phone Towers – Backup Generators	<p><b>28/06/2023:</b> Requirement and importance of Generators for Mobile Phone Tower power to continue coverage during emergencies.</p> <ul style="list-style-type: none"> <li>• CESM to contact Boyd Brown from Telstra to attend next LEMC Meeting.</li> <li>• CESM to contact Shire of Boyup Brook regarding their success with this.</li> </ul> <p><b>13/12/2023:</b> Boyd Brown invited to attend LEMC Meeting in General Business 11.1.</p>	In Progress	Todd Ridley
05/23 28/06/2023	St John Ambulance approval letter to host SJA equipment on Shire Towers	<p><b>28/06/2023:</b> Preliminary approval was granted by Interim CEO and a formal letter has been drafted and once signed by CEO will be sent to SJA.</p> <p><b>13/12/2023:</b> Action Completed</p>	Completed	Todd Ridley CEO
06/23 28/06/2023	Shire of Manjimup – LEMA – Local Animal Welfare Plan	<p><b>28/06/2023:</b> Approved at Council</p> <p><b>13/12/2023:</b> Now endorsed by Council will need to amend LEMA to reflect the plan.</p>	In Progress	Todd Ridley