

Local Emergency Management Committee (LEMC)

Minutes of Meeting held 15 March 2023

Minutes of the Local Emergency Management Committee (LEMC) Meeting held in the Manjimup Emergency Services Collocation Building, at 46 Bath Street Manjimup on Wednesday 15 March 2023.

1. Declaration of Opening the Meeting

Shire of Manjimup, Chief Executive Officer, Andrew Campbell assumed the chair and declared the meeting open at 1.02pm. Introductions were conducted.

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

Members - Voting

Andrew Campbell	Shire of Manjimup - Chief Executive Officer
Todd Ridley	Shire of Manjimup - Community Emergency Services Manager
Remo Pessotto	Chief Bush Fire Control Officer
Ian Guthridge	Department of Primary Industries & Regional Development
Renee Flaxman	Department of Communities
Chris Sousa	Department of Fire and Emergency Services
Tim Foley	Department of Biodiversity, Conservation & Attractions
Justine Kelly	WACHS - Warren Health Services
Gary Willcox	St John Ambulance - Manjimup - Community Paramedic SW
Cr Denise Jenkins	Shire of Manjimup – Deputy Shire President (proxy)

Members Non Voting & Invited Guests

Nicole Favero	Shire of Manjimup - Ranger & Emergency Services Admin
Jeffrey Bennett	Department of Biodiversity, Conservation & Attractions (proxy)
Erin Hutchins	DFES – District Emergency Management Advisor
Gail Ipsen Cutts	Shire of Manjimup – Recovery Coordinator
Graham Blincow	Department of Primary Industries & Regional Development (proxy)
David Rae	St John Ambulance - Walpole - Community Paramedic GS
Mel Robertson	Water Corporation

2.2. Apologies

Ashleigh Reeve	Shire of Manjimup – Senior Ranger
Ivan Woodhams	St John Ambulance - Walpole Chair
Cr Paul Omodei	Shire of Manjimup - Shire President
Darryl Church	St John Ambulance - Manjimup (proxy)
Jayden Lowe	WA Police Service – Manjimup (received after meeting commenced)
Colin Jones	Western Power (received after meeting commenced)

*Ian Guthridge, Graham Blincow – DPIRD & Justine Kelly WACHS Warren arrived 1.04pm
Tim Foley DBCA & Cr Denise Jenkins left the meeting at 1.55pm.*

3. Declaration of Financial Interest

Nil

4. LEMC – Update of Distribution / Key Contact List

The distribution contact list was updated by all in attendance.

5. Confirmation of minutes of the General Meeting held on Wednesday, 30 November 2022.

RECOMMENDATION/LEMC DECISION

That the unconfirmed minutes of the Local Emergency Management Committee Meeting held Wednesday, 30 November 2022 be confirmed as a true and correct record.”

Moved: Remo Pessotto, Shire CBFCO

Seconded: Ian Guthridge, DPIRD

CARRIED:10/10

6. Council’s Response to minutes of the General Meeting held Wednesday, 30 November 2022.

COUNCIL RESOLUTION:

MOVED: Eiby, W

SECONDED: Taylor, R

29013

That Council receive and note the unconfirmed Minutes of the Local Emergency Management Committee (LEMC) Meeting held on the 30 November 2022 as shown in Attachment: 9.16.4(1).

ADOPTED BY EN BLOC RESOLUTION: 11/0

COUNCIL RESOLUTION:

MOVED: Skoss, K

SECONDED: Jenkins, D

29019

That Council confirm and accept the amended *Terms of Reference* for the *Local Emergency Management Committee* as shown at Attachment: 9.16.5.(1).

CARRIED: 11/0

7. Business Arising from Minutes

Nil

8. Correspondence

8.1 Incoming

- 8.1.1 Erin Hutchins – DEMA SW – Consultation Request – Local Emergency Management Committee Handbook (distributed to members by email and item in General Business)
- 8.1.2 Sam Ramsey – Recovery support Officer SW WA – Engagement Branch - **National Emergency Management Agency** – request for invite to next LEMC Meeting June 2023.

8.2 Outgoing

- 8.2.1 Shire of Manjimup – LEMC Agenda, Minutes from previous meeting and Event Matrix emailed to LEMC Members.
- 8.2.2 Dep of Communities - Local Emergency Welfare Plan LEWP – South West – Manjimup Region updated Dec 2022, emailed to LEMC Members as requested.
- 8.2.3 Dep of Communities - Local Emergency Welfare Plan LEWP – South West – Manjimup Region updated Feb 2023, circulated to LEMC Members and to be tabled at March Meeting.

9. Treatment Strategies and Task List

LEMC Training Exercise – At item 13 of this meeting.

10. Events

The committee reviewed the events matrix and concluded that it will be distributed quarterly to LEMC Members, see *Item 10 Attachment*.

11. Members Reports

11.1 Shire of Manjimup – Deputy Shire President – Cr Denise Jenkins (proxy)
Nil to report.

11.2 Shire of Manjimup Recovery Coordinator – Gail Ipsen Cutts
Nil to report.

11.3 Shire of Manjimup CESM – Todd Ridley
Nil to report.

11.4 Shire of Manjimup CBFCO – Remo Pessotto
Report was tabled, see Item 11.4 Attachment.

Todd Ridley, Shire CESM responded that they are refining the repeater issues but a lot of work is still to be done.

11.5 Department of Fire and Emergency Services – Chris Sousa
Report was tabled, see Item 11.5 Attachment.

11.6 Water Corporation – Mel Robertson

- Current drainage works on Graphite Rd in close proximity to pressurised school main and water main.
- Later this year they will be doing another round of illegal connection assessments to properties.

The above report was received verbally at the meeting.

11.7 WA Country Health Service

Pemberton Northcliffe Health Service – Paige Weaver

No report received - not in attendance.

Warren Health Service – Justine Kelly

Report was tabled, see Item 11.7 Attachment.

Andrew Campbell, CEO asked for update on COVID numbers and Justine Kelly, WHS responded that they have seen very few cases over last couple of months.

11.8 Department of Primary Industries and Regional Development – Ian Guthridge

Report was tabled see Item 11.8 Attachment.

11.9 WA Police

Pemberton – Gavin Barke

No report received - not in attendance.

Manjimup – Jayden Lowe

Written report received as below - not in attendance.

- Two small scrub fires in town.
- Search for missing walkers on the Bib Track.

Walpole – Steve Page

No report received - not in attendance.

11.10 Western Power – Colin Jones

No report received - not in attendance.

11.11 St John Ambulance

Manjimup – Gary Willcox - Community Paramedic SW

- Christmas and New Year very busy.
- Event space becoming an issue, 6-7 events per weekend.
- Assisted Donnybrook and Yornup Fire's.
- Assisted missing persons.
- High number of fatals over whole length of South West Highway.

The above report was received verbally at the meeting.

Walpole – David Rae - Community Paramedic GS

- Annual Continuing Education Program has started – skills maintenance is scheduled to run from March through to November.
- Three additional Emergency Medical Technicians are part way through their training.
- Walpole communication project to install local network in Walpole link to SJA State Operations Centre in progress:
 - Letter sent to Manjimup CEO requesting Shire host equipment at Young's Hill site in Walpole sent by SJA Great Southern Regional Manager.
 - Equipment is on order.

Andrew Campbell, CEO advised that Acting CEO Brian Robinson will respond to SJA letter shortly after their handover completed.

11.12 DFES - District Emergency Management Advisor – Erin Hutchins

Report was tabled see Item 11.12 Attachment.

11.13 Department of Communities – Renee Flaxman

Report was tabled see Item 11.13 Attachment.

Also tabled was the Department of Communities Local Emergency Welfare Plan LEWP – South West – Manjimup Region – Updated Feb 2023, that was distributed to all LEMC members prior to meeting.

11.14 Department of Biodiversity, Conservations & Attractions – Jeff Bennett

Report was tabled, see Item 11.14 Attachment.

Mel Robertson, Water Corporation queried the Manjimup Dam area and was advised by Jeff Bennett, DBCA that this was on the Autumn burn program.

12. General Business

12.1 Local Emergency Management Committee Handbook – Draft Consultation

Erin Hutchins, DFES DEMA provided an overview of the consultation being conducted by SEMC regarding the Draft LEMC Handbook which is a guidance document to assist LG's towards a standardised approach to the administration and operation of LEMC's across WA and the process to submit feedback. No feedback was received from attending LEMC Members.

13. Desktop Exercise – Risk Awareness and Understanding with Command, Control and Coordination – Led by DFES - Chris Sousa.

Exercise document was tabled see Item 13 Attachment.

14. Next Meeting

Next General Meeting to be held 28 June 2023.

15. Declaration of Close of Meeting

The Chair, Shire of Manjimup Chief Executive Officer, thanked everyone for their attendance and closed the meeting at 2.20pm.

TREATMENT STRATEGIES AND TASK LIST

Item	Status	Next Step	Action By
LEMC Training Exercise	March 2023 Meeting	<ul style="list-style-type: none"> • Risk Awareness and Understanding with Command, Control and Coordination Exercise was completed today at Item 13 of today's meeting, led by Chris Sousa 	Completed
Event Committee	March 2023 Meeting	<ul style="list-style-type: none"> • Distribution of calendar arranged for quarterly. 	Completed
Sam Ramsey – Recovery support Officer SW WA – Engagement Branch National Emergency Management Agency	June 2023 Meeting	<ul style="list-style-type: none"> • Invite to June Meeting for introduction of National Emergency Management Agency 	Todd Ridley

Remo Pessotto - CBFCO

Report for LEMC Meeting held on 15 March 2023

No of Fires

- 12 fires up to date 4 lighting strikes, 1 house fire, 2 reignitions, 2 power line, 1 plantation harvester, and 2 pasture fires unknowing ignition

Regulation Burning Times - Period we are in

- The prohibited season has been extended for zone 6 and 8 for two weeks due to weather conditions.

No of Permits Issued

-

Weather Conditions

- Weather at this stage very dry small amount off rain, was from thunderstorms dropping around 12 mm and less very patchy in >2 hour drops then gone temp back up in the 30c above.

Brigade Business / Issues

With all fires brigades were deployed very quickly all fires under control no major issues, with one fire it happened very close to a dam that was in construction machine and water truck jump on it very quickly. Northcliffe fire started from power pole on p/p brigades work in with DPaW job well done.

Brigade Deployments

- Shire of Manjimup deployed brigade members to assist Donnybrook fires.

Vehicle Maintenance / Issues

- Problems with the Northcliffe 2x4 truck it's been delt with and the seasonal truck suction problems which been delt with.

Communications

- Still having communication problems repeaters 252, 142 keep dropping out

General Business

- Nil



Shire of Manjimup LEMC DFES Report – 15 March 2023

Operations

The DFES Lower South West Region has been active with incidents, with staff assisting Local Shires and DBCA with the management of 5 Level 2 Incidents this fire season. These include the Donnybrook Complex, Noggerup and Yornup fires. We would like to recognise the support from the Shire's CISM and all emergency services agencies that have come out to assist with these incidents. The Region has also been assisting in the Kimberley with clean up and recovery of the flood events, with staff and volunteers still deployed to assist.

Volunteers have responded to various other incidents in the area since the last meeting including traffic crashes and building fires.

Several Total Fire Bans have been put on this fire season across the Region. Some of them have occurred under conditions where some may not have expected a Total Fire Ban to be in place. The new Australian Fire Danger Rating System (AFDRS) looks at the actual fuel loading (age) and this is causing a higher Fire Danger Rating to be issued than what has previously been experienced. We will be seeking feedback from the Shire and their Fire Control Officers at the end of the fire season on improvements that can be made.

Training and Exercises

Unfortunately, a scheduled helitack demonstration and ground controller refresher was cancelled due to the forecasted weather, and the aircraft were dispatched to Donnybrook that day. We have rescheduled this training for Monday 20th March in Manjimup, incident dependant.

Community Engagement (Linda Ashton)

- Northcliffe BFB hosted bush fire preparation session in January 2023 – around 23 attendees, received good feedback from brigade and participants
- Smoke alarm campaign due to launch 1 April, reminding people to test and clean their smoke alarms, replace batteries if needed
- CPA ROC Kimberley Management Support Officer role; community liaison officer role in various fires in LSW region
- Provided Manjimup SES unit with resources and ideas to enhance their engagement opportunities for the Manjimup Show, focusing on storm and flood preparedness

Chris Sousa
District Officer Nelson
0447 362 006

Warren Health Service Report 14th March 2023

COVID-19

- Warren Health Service has resumed a BAU “business as usual” approach in relation to management of Covid19 with outpatient & inpatient activity.
- Currently screening symptomatic patients and patients for admission to the ward area via a RAT testing process.
- Health service staff are still required to isolate from the workplace for 7 days if Covid positive & seek executive approval to return to the workplace as a close household contact.
- Staff are now no longer required to wear a face mask in the clinical setting unless required for specific infection prevention measures.

GENERAL

- Continues to be a steady increase in patient presentations to hospital ED & admissions remain above average for the past quarter 2022.
- Hospital staffing continues to be closely monitored and covered with support of agency nursing staff. Three new graduate nurses have commenced this week and will rotate between Warren & Pemberton to gain experience in the rural setting. Local medical centre recruitment of new Dr who will provide on call service to Warren HS from April.
- Hospital has acquired a third rental property in Manjimup to support the required workforce. Currently housing dieticians, nursing & management staff & nursing students.
- WACHS SW heading towards accreditation in May 2023 with focus on staff completing annual mandatory training, including emergency procedures, code red (fire) / orange (evacuation) drills



Department of
Primary Industries and
Regional Development

Incident and Emergency Management

Agency Name:	Department of Primary Industries and Regional Development		Date: 20 February 2023
Report prepared by:	Helen Kent	Position:	Emergency Preparedness Coordinator – Incident & Emergency Management Branch
LEMC and DEMC report – February 2023			
<p>1. Declared incidents – DPIRD is managing:</p> <ul style="list-style-type: none"> • Six (6) plant pest/disease level 1 and 2 Incidents. • Nil animal pest/disease incidents <p>Polyphagous shot-hole borer</p> <p>Polyphagous shot-hole borer (PSHB) <i>Euwallacea fornicatus</i> is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.</p> <p>The Department of Primary Industries and Regional Development has been responding to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area. Response activities include:</p> <ul style="list-style-type: none"> • Conducting surveillance to determine the distribution of PSHB • Containing the pest to prevent further spread to non-infested regions within Western Australia • Providing advice and information to residents, industry and other stakeholders • Ensuring that all response activities are conducted safely, consistently and efficiently <p>Link to information about Polyphagous shot-hole borer Agriculture and Food</p> <p>2. State alerts and investigations</p> <p>DPIRD is investigating one (1) pest or disease.</p>			

3. National alerts & investigations

DPIRD and other state jurisdictions continue to monitor reported outbreaks of:

- **African Swine Fever** – FAO situation update in Asia and Pacific dated 2 February 2023 advised ASF reported countries since August 2018: China, Mongolia, Vietnam, Cambodia, Democratic People's Republic of Korea, Lao People's Democratic Republic, Myanmar, The Philippines, Republic of Korea, Timor-Leste, Indonesia, Papua New Guinea, India, Malaysia, Bhutan, Thailand, Nepal.

Link to information about African Swine Fever: <https://www.fao.org/animal-health/situation-updates/asf-in-asia-pacific/en>

- **Lumpy Skin Disease** – Indonesia, Vietnam, Thailand and Malaysia
- **Foot and Mouth Disease** – Indonesia

Information regarding Foot and Mouth Disease prevention is available on the WA government website:

[Foot-and-mouth disease advice for Western Australians \(www.wa.gov.au\)](http://www.wa.gov.au)

Information is also available on the DPIRD website:

[Foot-and-mouth disease: prevention and preparedness | Agriculture and Food](#)

NB: There are, currently, no known incidences of these diseases in Australia.

4. Ex TC Ellie (Kimberley Flood) – January 2023

DPIRD is providing support in the response to, and recovery from, the January flooding in the west Kimberley.

Response:

As at the date of this report:

- The State Support Plan – Animal Welfare in Emergencies remains formally activated (link to State Support Plan – Animal Welfare in Emergencies [State Support Plan Animal Welfare in Emergencies | Western Australian Government \(www.wa.gov.au\)](http://www.wa.gov.au))
- DPIRD has liaison officers on the Kimberley Incident Support Group (ISG) and the Operational Area Support Group (OASG)

Recovery:

- Wheatbelt Development Commission Chief Executive Officer, Rob Cossart, has been appointed as the State Recovery Coordinator

- DPIRD has established an internal recovery planning group to facilitate effective across-agency participation, and to assist in capturing and resolving emerging across-pillar impacts i.e. impacts for which the various pillars within DPIRD have responsibilities such as those relating to regional development, primary industries, biosecurity, horticulture, soil and grants.
- Departmental representation on the State Recovery Coordination Group (SRCG)
- A departmental officer/s will sit on the Local Recovery Coordination Group (LRCG) and relevant subcommittees, as required.
- DPIRD will facilitate available grants to primary producers in accordance with the Disaster Recovery Funding Arrangements WA (DRFAWA).

DRFAWA:

Assistance measures for primary producers include reimbursement grants for Category B:

- Professional advice
- Freight subsidy
- Fencing (for livestock producers only)
- Expression of Interest for interest subsidy on a new loan to recover

Link to further information regarding available funding and relevant conditions: <https://www.agric.wa.gov.au/emergency-response/disaster-recovery-funding-arrangements>

5. Severe Tropical Cyclone Seroja (Recovery)

DPIRD, through its Rural Business Development Unit, is managing Disaster Recovery Funding Arrangements WA assistance to primary producers impacted by TC Seroja.

DRFAWA Category B and C assistance:

To 31 December 2022, the Department has approved:

- 25 applications for Category B assistance totalling: \$ 366,907.46
- 108 applications for Category C assistance totalling: \$2,183,306.10

6. Southwest Land Division Fires:

DPIRD District Recovery Coordinator, Rob Cossart, continues to work with the Corrigin and Narrogin local governments and communities recovering from the bushfires which occurred in early February 2022.

On 13 October 2022, DPIRD Executive Director Biosecurity, Dr Mia Carbon, presented at Recovery Meetings in Corrigin and Wickepin about the department's role in emergency management, including its role in coordinating animal welfare in emergencies under the State Support Plan.

7. Staff emergency management training:

DPIRD has a comprehensive ongoing schedule to deliver face to face emergency management training in both metropolitan and regional areas.

The non-accredited training focusses on both the Department's Hazard Management Agency responsibilities in relation to animal and plant biosecurity and its support role to other HMAs in relation to animal welfare during emergencies.

DPIRD's role in emergency management

The Department of Primary Industries and Regional Development plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery. Link to State Hazard Plan – Animal and Plant Biosecurity: [State Hazard Plan Animal and Plant Biosecurity \(www.wa.gov.au\)](http://www.wa.gov.au)
- Provision of support to other HMAs by:
 - coordinating animal welfare for other hazard emergencies including bushfires, cyclones and floods;
 - contributing to the Controlling Agency's impact statement in relation to impacts to primary industries (where an impact statement is required)
 - managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding.

Animal Welfare in Emergencies

Local governments are encouraged to develop a plan for animal welfare in emergencies (PAWE) which forms part of the local emergency management arrangements (LEMA).

For tools and resources to assist local governments to develop a local PAWE [click here](#) and for assistance in completing the PAWE template, speak to your LEMC or DEMC representative/s.

DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT

3rd Quarter 2022-2023

STATE NEWS

The **State Emergency Management Committee (SEMC)** met on 5 December 2022 and 8 March 2023. SEMC Communiqués can be found [here](#).

2023 SEMC MEETING SCHEDULE

- 8 March 2023
- 3 May 2023
- 2 August 2023
- 4 October 2023
- 6 December 2023

STATE CONSULTATION REQUESTS

Draft Local Emergency Management Committee Handbook

The Department of Fire and Emergency Management (DFES) State Emergency Management (EM) Policy branch is conducting this consultation regarding a new resource to assist local government and Local Emergency Management Committee's (LEMCs) to meet their legislative requirements under the Emergency Management Act 2005 (EM Act).

The LEMC Handbook has been developed by the DFES District Emergency Management Advisors to assist the LEMC members, to work towards a standardised approach to the administration and operation of LEMC's across Western Australia (WA). The handbook supports the State EM Procedure section 3.7.

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback.

Please submit your feedback by COB Tuesday 18 April 2023.

State Support Plan – Emergency Relief and Support

The Department of Communities (Communities) has undertaken a review of the State Support Plan - Emergency Welfare. To reflect feedback regarding the use of the word 'welfare', the draft Plan has been renamed to the State Support Plan - Emergency Relief and Support. This includes, where possible, all references to welfare being replaced with emergency relief and support (ERS). The Plan has been restructured to provide a more logical framework and to make it easier for a reader to understand the scope of ERS services. This includes the roles and responsibilities of Communities and its partners.

Please refer to the **Consultation Information** below for information about the consultation process as well as instructions on how to submit feedback.

Please submit your feedback by COB Wednesday 26 April 2023.

Consultation Information

The DFES State EM Policy Branch is conducting consultation via Social Pinpoint.

On the State Emergency Management Policy Branch [Consultation Homepage](#) you can view all current consultations, including the draft [Western Australian Emergency Management Capability Framework](#) and draft [Local Emergency Management Committee Handbook](#).

On this page you will be able to:

- View information about the consultation process
- Download and view the draft Framework and LEMC Handbook
- Submit your feedback

If you experience any difficulties with accessing Social Pinpoint or have any other questions, please contact us on SEMC.policylegislation@dfes.wa.gov.au. As we continue to trial Social Pinpoint, we would also appreciate your feedback on this platform. You can share your thoughts and experiences in the 'Feedback on the use of Social Pinpoint' at the bottom of the page.

2022 EMERGENCY PREPAREDNESS REPORT

The SEMC approved the 2022 Emergency Preparedness Report (the Report) at its December 2022 meeting. The Report provides a snapshot of WA's preparedness to prevent, respond to, and recover from significant hazardous events, with data collected from 152 organisations with various roles in emergency management. The Report will be submitted to the Minister for Emergency Services before being published on the SEMC website.

The DFES State Capability Team has developed individual emergency management capability summaries for specific local governments (LGs). These summaries have been endorsed through the State Emergency Management Committee (SEMC) and were sent to LG CEOs and LEMC Executive Officers in January 2023.

The summaries are based on each LG's responses to the 2022 Annual and Preparedness Capability Survey. They provide an overview of the LG's EM capability in 2022, focusing on areas of highest capability and the aspects that may require more attention. The summaries are not public release documents. They are provided to each LG and are hopeful these are a useful resource to support your EM work.

DISTRICT NEWS

The next meeting of the **District Emergency Management Committee** (DEMC) will be held on Tuesday 21 March 2023.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

A copy of the Local Emergency Management Arrangements – Status Report is attached. Please check the due date for the five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process.

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.

National Disaster Risk Reduction (NDRR) grant

The National Disaster Risk Reduction (NDRR) grants program makes more than \$12 million available over five years (2019–2024) to eligible organisations for projects that reduce disaster risk in Western Australia.

The NDRR grant program will make about \$2.5 million available in 2023 for projects that reduce disaster risk in Western Australia. Projects must contribute to achieving the objectives of the [National Disaster Risk Reduction Framework \(NDRRF\)](#) and the [WA Implementation Plan for the NDRRF](#) by reducing risks associated with at least one natural hazard. To be eligible, projects must reduce disaster risk and improve community resilience, rather than contributing to disaster relief, response, or recovery activities.

Organisations that are eligible to apply for NDRR grants are:

- local governments
- state government agencies
- government trading entities
- incorporated organisations
- not-for-profit organisations.

Projects with localised outcomes may apply for between \$10,000 and \$250,000 grant funding; there is no cap on funding for projects with State or sector-wide significance. Applicants must contribute at least 50 per cent of the total project cost in cash or in-kind.

Applications for the next round of the NDRR grant program will open on 24 April 2023 and close on 29 May 2023. Assessments will take place in July 2023 with an anticipated announcement date in September 2023.

All West Australians Reducing Emergencies (AWARE) program

AWARE is an initiative of the Western Australian Government that invests in building capacity and preparedness activities at a local level, through a competitive grant. Only local governments are eligible to apply for an AWARE grant.

The 2023 AWARE grant round will distribute a total of \$200,000 for projects to:

- further the emergency risk management process
- facilitate capability-based exercises
- assist in reviewing Local Emergency Management Arrangements
- deliver emergency management training
- host or facilitate emergency management events or forums.

Projects may apply for between \$2,500 and \$30,000 grant funding. Local level risk assessment projects can request a maximum of \$4,000. Applicants must contribute 25 per cent of the total project cost in cash or in-kind. A local government may submit multiple projects for funding.

Local governments are encouraged to collaborate and submit joint applications.

Applications for next round of the AWARE grant program will open on 16 August and close on 20 September 2023. Assessments will take place in October 2023 with an anticipated announcement date in January 2024.

The SEMC endorsed a two-year schedule for both grant programs. See below for the 2024-2025 grant program dates;

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

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

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

**Complied by:
District Emergency Management Advisor – South West
Department of Fire and Emergency Services**

READY	DRAFT	NEARING REVIEW	OVERDUE
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Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12	2 (AMR and Busselton)	41% Current		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	LEMA tabled at the SW DEMC and SEMC (8 March 2023) for noting.	3/10/2017	46/2017	3/10/2022
Shire of Boyup Brook	Boyup Brook	Current	3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Bridgetown-Greenbushes	AWARE funding allocated; project underway	3/10/2017	46/2017	3/10/2022
City of Bunbury	Bunbury	Current	6/03/2020	08/2020	6/03/2025
City of Busselton	Busselton	LEMA tabled at the SW DEMC and SEMC (8 March 2023) for noting	8/12/2017	63/2017	8/12/2022
Shire of Capel	Capel	Current	5/12/2022	81/2022	5/12/2027
Shire of Collie	Collie	AWARE funding - Draft LEMA currently with LGA/Consultant	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Current	4/08/2022	32/2022	4/08/2027

Shire of Donnybrook-Balingup	Donnybrook-Balingup	AWARE funding allocated; project underway	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	AWARE funding allocated; project underway	3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Manjimup	Current	1/10/2021	76/2021	1/10/2026
Shire of Nannup	Nannup	Current	14/08/2020	50/2020	14/08/2025



**LOCAL EMERGENCY MANAGEMENT COMMITTEE
REPORTING**

Agency:

**Department of Communities
(Communities)**

Report prepared by:	Renee Flaxman	Position:	District Emergency Services Officer
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Date: From – January 2023 to March 2023 inclusive

Report:

Response to the Kimberley Floods

- The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley floods.
- As of 6 March 2023:
 - 65 people in Communities' supported emergency accommodation in Broome and Derby.
 - The Disaster Response Hotline (opened on the 11 January 2023), Communities has responded to a total of 1,422 calls.
 - 343 people have been repatriated.
 - 310 people have been assisted to relocate to alternative safe locations.
 - All 1,009 Communities-owned or managed dwellings across 36 remote communities and the Fitzroy Crossing town have had electrical safety assessments completed. 98 dwellings have detailed building condition assessments (BCAs) completed across eight remote communities and the Fitzroy Crossing town. This includes three WA Country Heath Service dwellings and 17 GROH dwellings.
- On 2 March 2023, the Minister for Housing endorsed Communities undertaking electrical safety assessments and BCAs on non-Communities-owned or managed residential dwellings in the flood damaged communities and Fitzroy Crossing Town.
- Funding for temporary residential accommodation has been made available through the jointly funded Commonwealth-State Disaster Recovery Funding Arrangements.
- The temporary accommodation will be located On Country, or as close to country as possible. The Western Australian Department of Communities is working in consultation with Traditional Landowners and local Community Leaders, to determine safe and culturally appropriate locations to suit residents' needs.
- Two accommodation options are being progressed:
 - The Humanihut, which is a fully integrated portable building system that provides short-term secure and comfortable accommodation in the aftermath of a natural disaster.
 - The Derby Hostel, which can provide approximately 40 beds for displaced people that may require specialised support.

Other State Level Projects

- State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) – Communities has reviewed the State Support Plan and the State Emergency Management Committee Policy Branch has released it for consultation:
<https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/>
- Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services

- Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
- People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
- Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.
- Medium to Long term Accommodation – The SEMC has asked Communities to lead a cross-agency working group to prepare an issues paper about Government responsibilities for medium and long-term accommodation following an emergency.

Response to Donnybrook Fires

- On the 4th January the Department of Communities was activated to stand up an evacuation Centre at the Recreation Centre in Donnybrook for the Thompson Brook Bushfire. This was followed on the 10th January by a second activation with the Donnybrook Complex Fires, with the Recreation Centre again stood up as well as a second Centre being opened at the Boyup Brook Hall in Boyup Brook. A third activation was triggered on the 14th of January with the Noggerup Fire in Donnybrook, where the Recreation Centre was again opened as an evacuation centre.
- The new Emergency Services DESO vehicle and kit, put to use in an emergency situation for the first time during these fires, were proven to be very effective. It allowed the DESO to travel directly to the Centre with enough equipment for an initial Evacuation Centre set up, allowing staff time to mobilise and gather further equipment and necessities before heading to the centre to assist. Our new South West trailer was deployed to Boyup Brook to provide equipment there, and additional equipment was ready to be sent from our Bunbury shed if needed.

Training

- The coming months will see further training being provided to new staff and those that need refresher training. Shire staff and other stakeholders wishing to participate in training are welcome and encouraged.

Local Emergency Welfare Plan

- Further LEWP changes and updates been completed and plan is presented for tabling at today's meeting. LEMC members are encouraged to review information related to their own agencies and notify DESO if further changes need to be made.



Department of **Biodiversity,
Conservation and Attractions**



Warren Region Update for Manjimup LEMC meeting Wednesday 15 March 2023

Prescribed Burning

Warren Region completed just over 23,000 hectares of prescribed burning last Spring. This was a combination of 10 prescribed burns. A couple of high priority burns, one near the town of Walpole (horse yard Hill) and one near Pemberton (Cascades) have commenced.

The prescribed burn immediately south of Pemberton which includes parts of the Gloucester National Park and Brockman State Forest was the main karri burn this summer. Opportunities to undertake burning in the karri forest have been limited noting that the month of December has been the driest on record in the Manjimup Pemberton area.

Other prescribed burns of note included the Camelar/Boyicup and Kingston to the east of Manjimup and Andrew burn to the west of the Donnelly Mill village.

Bushfire

January and February have also been very dry, and our personnel and fleet resources have been in fire response dealing with numerous fires outside our region.

Donnelly District has recorded 21 small fires and Frankland District has recorded 5 fires. Prescribed burn FRK_092, Peak Roe Crossing 14,800 hectares in the core wilderness area of the Mount Frankland National Park escaped in November due to strong winds which resulted in a further 10,000 hectares of the park being burnt.

General

The Bureau of Meteorology has forecasted an extended dry autumn and late start to winter which may result in a late start to the Warren Regions autumn burn season. Fatigue for staff and crews is building due to the high demand in bushfire suppression efforts.

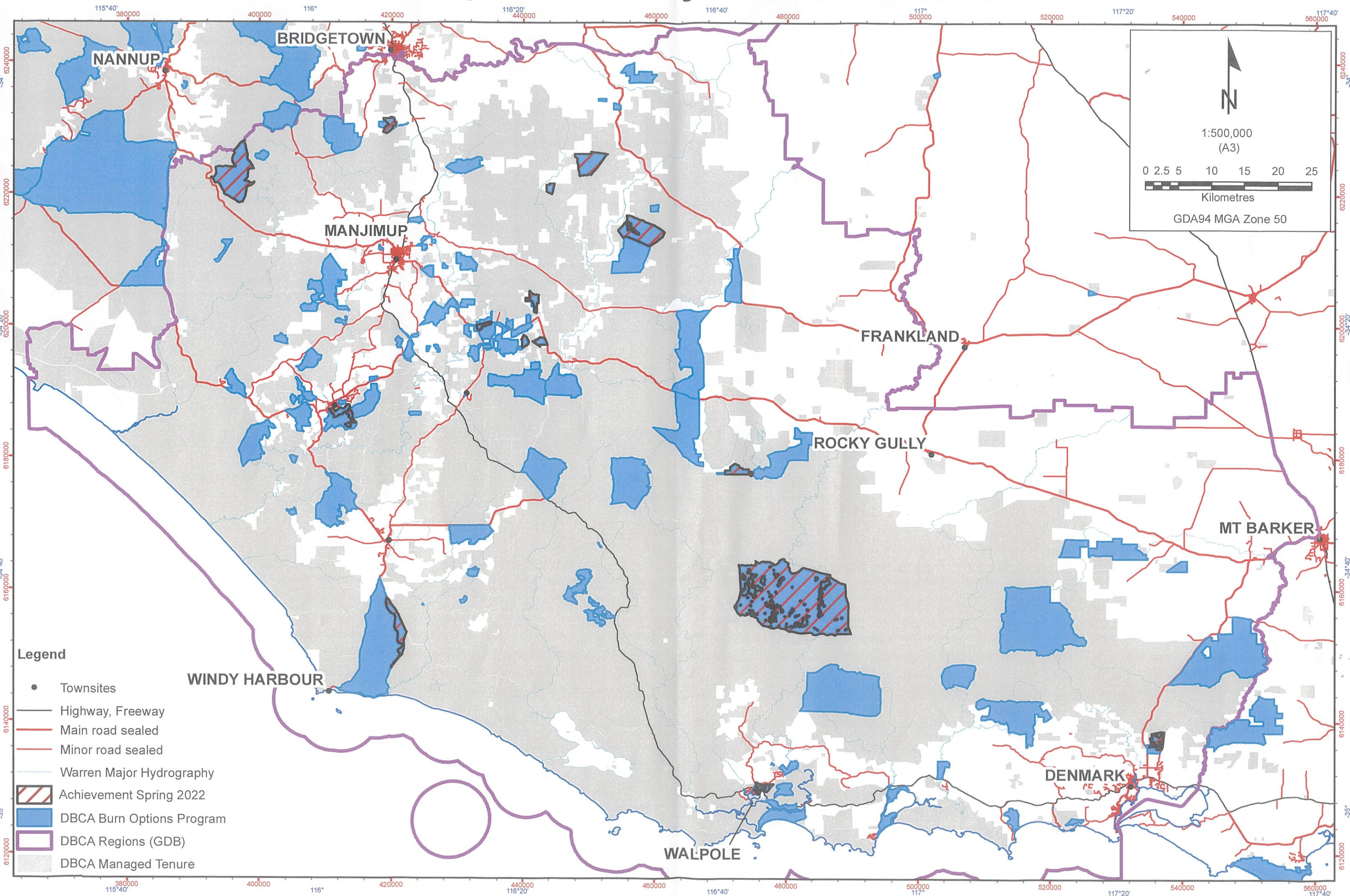
Regards,

Jeff Bennett
Regional Leader Fire Management
Warren Region
Manjimup

Warren Region

Locked Bag 2, Manjimup, Western Australia 6258
Phone: (08) 97 717 988 Email: warren.admin@dbca.wa.gov.au
dbca.wa.gov.au

Warren Region 2022/2023 Burn Program - 23 094ha as at December 2022



Graticule shown at 20 minutes intervals
Grid shown at 20000 metre intervals

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.
The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted



Local Emergency Management Committee Handbook

RESPONSIBLE AGENCY

District Emergency Management
Advisors

APPROVED BY

State Emergency
Management Committee

RESOLUTION NUMBER

XX/XXXX **DATE OF APPROVAL** DD MMM YYYY

VERSION NUMBER

X.XX **DATE OF EFFECT** DD MMM YYYY

REVIEW DATE

MMM YYYY

Contact Details

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

Amendments Table

Date	Details	Amended by
XXXX	Initial Issue of the Handbook	District Emergency Management Advisors

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.

This document was designed to be viewed electronically and aims to meet the West Australian Government's accessibility and inclusivity standard, including meeting the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.1 (WCAG 2.1) at level AA. If anything in this document is inaccessible to you, or you are experiencing problems accessing content for any reason, please contact the State Emergency Management Committee Business Unit at semc.policylegislation@dfes.wa.gov.au.

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: www.wa.gov.au.

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Part One:

Introduction

Our Aim – A prepared, and resilient Community.

1.1 Foreword

Western Australia's (WA) emergency management arrangements bring together the government organisations, non-government organisations (NGOs), volunteer agencies, businesses, and communities to deliver coordinated emergency management across all hazards. WA emergency management arrangements have a tiered approach based on three distinct levels, at the state, district, and local level. This Handbook is designed to assist emergency management stakeholders at the local level.

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 is pivotal in ensuring the committee'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 as required under section 38 of the *Emergency Management Act 2005 (EM Act)*, State Emergency Management Policy procedures and guidelines.

1.2 Scope of the Handbook

The purpose of this handbook is to provide a resource to assist local government and LEMCs to meet their legislative requirements.

This handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and LEMC administration best practice advice. It has principally been developed for the LEMC Executive Officer with a standardized 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 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*, State Emergency Management Policy, State emergency management plans and State Emergency Management Procedures.

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

- have a single committee (covers that entire Local Government's district)
- have more than one committee (covers 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 Function

The LEMCs core function is to advise and assist local government in 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.

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
- assist local governments, Hazard Management Agencies (HMA)s and relevant emergency management agencies to identify and document in the LEMA, evacuation centres appropriate for the hazards as having high risk to the area
- ensure LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by emergency management agencies or not where there are no facilities.

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

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.

- reviewing the status of the LEMA.
- 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.

2.3 Purpose

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

- improving levels of awareness in the community of the risks and possible impacts that might be faced
- working with the local government to ensure the 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.

2.4 LEMC Membership

LEMC membership is intended to reflect the local government district it represents, considering identified risks and emergencies likely to occur within the district, the likely impact to community across the built and natural environment, demographics, economics, and key social considerations.

LEMC membership may alter from one district to another. However, the following, along with State EM Preparedness Procedure 3.74, provides guidance on suitable LEMC composition.

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.

Position	
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.

Position	
Administration support officer	May be appointed to support the Executive Officer.
District Emergency Management Advisors	Provide support to the LEMC.
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)
Representatives from emergency management agencies.	<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>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 • Department of Education • Department of Communities • Department of Biodiversity, Conservation and Attraction • Department of Primary Industry and Regional Development • Department of Transport • Arc Infrastructure Pty Ltd • Energy Policy WA • Australian Defence Force • Welfare/social service groups/non-government organisations • Industry and business representation • Community groups and/or community champions • Telecommunications, water, power, gas, transport providers
Community members	<p>Representatives of local Aboriginal community organisations should be included (where possible) to provide advice and guidance to the LEMC.</p> <p>Consideration should also be given to representatives who can advise on the interests of sectors of the community with particular needs (eg Culturally and Linguistically Diverse (CaLD) members, aged care, mental health, homeless people and youth).</p>

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
- 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 in discussion with the Chair. The Deputy Chair provide advice and support to the LEMC by:

- acting as 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 submission of committee 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 committee as required
- participating as a member of 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 Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) EM Act):

- to provide advice and support to the LEMC for the district in the development and maintenance of EM arrangements for the district
- to assist HMAs in the provision of a coordinated response during a emergency in the district
- 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 general awareness of recovery
- advising the LEMC of Local Recovery Coordination Group (LRCG) activities, and subsequent evaluation if formed.

2.5.6 LEMC Administration Support Officer

The LEMC Administration Support Officer, where provided, will 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 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 being familiar with all meeting papers prior to the meeting
- 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) are currently based in the metropolitan and regional areas. DEMAs support the work of the SEMC by providing services to the EM sector throughout WA.

DEMAs design and implement strategies that increase EM awareness, capacity building and skills development within key stakeholder groups. They provide an integrated, community centred approach to EM at the local and district level while ensuring that state-wide relationships, coordination, and priorities are developed. They also provide executive officer support to the DEMCs.

DEMAs promote the understanding of local and regional EM issues through their role as EM specialists. They are an important conduit between local government and other organisations involved in EM and assist in building local and regional networks.

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 compliant, 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 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 Meeting frequency

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 your LEMC schedule, can be discussed with your DEMA.

With such a diverse group of organisations making up the 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 your members will 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. Developing a Terms of Reference for each LEMC provides members with a common understanding of how the meetings will be administered.

A sample LEMC Terms of Reference template and the items that may be included is attached at **Appendix A**. An editable template is 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
- **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. Consider inviting your neighbouring LEMCs or a wider audience to these activities to raise awareness of EM considerations and build cross border relationships.

All meetings can be held:

- face to face
- electronically (videoconferencing, teleconferencing ie Microsoft Teams, Zoom or similar) or
- 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 should 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

A functional LEMC meeting is underpinned by efficient administration ensuring quality meeting documents that are distributed to members in a timely manner. It is recommended that this is communicated in the Terms of Reference.

Meeting Agenda

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 templates are provided at **Appendix B** and these may be tailored to suit the needs of each LEMC.

Standing meeting items, as well as those that may be considered based on a seasonal basis are outlined in the table below.

	Items that should be provided (in accordance with State EM Procedure 3.7)	Additional items to assist with maintaining effective LEMC
Standing meeting 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 season, risk provide etc	<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 work-shopping • 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.

2.7 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 by it to the DEMC. The annual report is prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

Annual reporting may be collected via the SEMC Annual and Preparedness Report and Capability Survey. 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 tabled in Parliament by 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, or
- the LEMC member representing several local governments can raise the issue, or
- 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.

Your DEMA can provide guidance about developing a LEMC business plan.

2.8 Tool box

Several tools have been developed to assist local governments and their LEMCs. These are available as Appendices to this handbook.

- Sample LEMC Terms of Reference template - **Appendix A**
- Sample agenda templates - **Appendix B.**



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 Requirements

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, 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.

Your DEMA 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 the table below.

Basic EM requirements	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 • At-risk groups
5. Welfare	<ul style="list-style-type: none"> • Refer to Department of Communities Local EM Plan for provision of welfare support • Local Welfare Coordinator and liaison officer roles • Opening and coordination of welfare evacuation centres • Animal Welfare plan
6. Recovery plan	<ul style="list-style-type: none"> • Roles and Responsibilities of the <ul style="list-style-type: none"> • 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 subcommittee structure and terms of reference • Financial strategies • Identification of recovery resources, MOUs, or agreements for mutual aid • Identification of recovery centres • Operational recovery plan - template.

Basic EM requirements	Examples of content
7. Communications Plan	<ul style="list-style-type: none"> • Local public warning systems • Communication Principles (including communications with at-risk groups) • Communications in the preparedness, response and recovery stages. • Referral to a communications plan 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 • Specific 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, the DEMA responsible for the region may be 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
- The public for comment (where appropriate – with confidential and contact details removed).

3.4 Approval and Noting Process

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 Testing

LEMA must be exercised following a comprehensive or targeted review to ensure details remain up to date and accurate as per State EM Policy section 1.5.10.

A dense forest scene with large trees and a prominent palm frond in the foreground. The text is overlaid on the image.

Part Four:

**Local level
exercising**

In the EM Act (section 39 (b)) one of the key functions of the LEMC is the review and testing of local EM arrangements.

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 inter-agency 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 the issues that may occur during a significant emergency event and may include exercising capabilities around topics such as multi-agency coordination, evacuation, welfare, communications, 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 will 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 Preparedness Procedure 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 your DEMA for additional exercise planning tools and templates.



Appendices

Appendix A: Sample LEMC Terms of Reference template

ADOPTED	<i>Insert Date</i>
LAST REVIEWED	<i>Insert Date</i>
REVIEW DATE	Every 5 years (or as required)
ASSOCIATED LEGISLATION	<i>Emergency Management Act 2005</i>
ASSOCIATED DOCUMENTS	State Emergency Management Policy and Procedure
REVIEW RESPONSIBILITY	<NAME OF> Local Emergency Management Committee

1.0 Name

[INSERT NAME OF] Local Emergency Management Committee

2.0 Aim

The aim of the Local Emergency Management Committee 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 recovery from an emergency.

3.0 Objectives

- Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
- Ensure that arrangements 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.
- Engage 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 committee, local stakeholders, and hazard management agencies.
- Exercise the emergency management arrangements 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>> 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.
- After the end of each financial year each Local Emergency Management Committee is to prepare and submit to the District Emergency Management Committee for the district, an annual report on activities undertaken by it during the financial year.

5.0 Membership

Membership Notes

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer.
- 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 Deputy 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. An Administration Officer may be appointed to assist as required to prepare all meeting documentation.

- 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 should 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 01 - Membership

Community/Agency LEMC Members (Voting)	
Local Government LEMC Members (Voting)	
Invited Guests (Non-voting)	

Appendix B: Sample LEMC Agenda Templates

SAMPLE TEMPLATE 1

Meeting Date	
Location	
Time	
Videoconference link	

EM Act 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. Opening and Welcome

Acknowledgement of Country

2. Attendance and Apologies

3. 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. Guest Presentations

4.1 Presentation 1

4.2 Presentation 2

5. Confirmation of the minutes of the previous XXX LEMC Meeting held XX XX XXXX.

Moved _____

Seconded _____

6. Review of Action List and Business Arising

ITEM	OWNER	STATUS

7. Correspondence

7.1 Correspondence In

7.2 Correspondence Out

7.3 Information tabled

8. Review of LEMC membership and contact list updates

9. Local Emergency Management (standing items)

- 10.1 Post Incident Reports – discussion and note any outcomes to be actioned.
- 10.2 Post Exercise Reports – discussion and note any outcomes to be actioned.
- 10.3 Exercise – discuss objectives, scenario, and dates.
- 10.4 Review Local Emergency Management Arrangements – updates as required.
- 10.5 Risk management update – monitor and review, emerging risks, mitigation.
- 10.6 Review LEMC business plan – monitor progress
- 10.7 Review funding opportunities

10. Agenda Items

- 11.1 Item One
- 11.2. Item Two

11. 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. General Business

13. Next Meeting

DATE	ACTIVITY	VENUE	COMMENT

14. Meeting Closure

SAMPLE TEMPLATE 2

[INSERT NAME] Local Emergency Management Committee Meeting Date

[INSERT DATE]

1. 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. 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. Quarterly Reporting

Quarter 1 (July-Aug-Sept)	<ul style="list-style-type: none"> • LEMC Business Plan tabled • Develop annual meeting schedule • Exercise date for financial year
Quarter 2 (Oct-Nov-Dec)	<ul style="list-style-type: none"> • Seasonal review • State Preparedness Report Review
Quarter 3 (Jan-Feb-Mar)	<ul style="list-style-type: none"> • LEMC Business Plan developed
Quarter 4 (Apr-May-June)	<ul style="list-style-type: none"> • Complete Annual Preparedness Survey and Annual Report • Exercise schedule developed

4. Next Meeting and Close





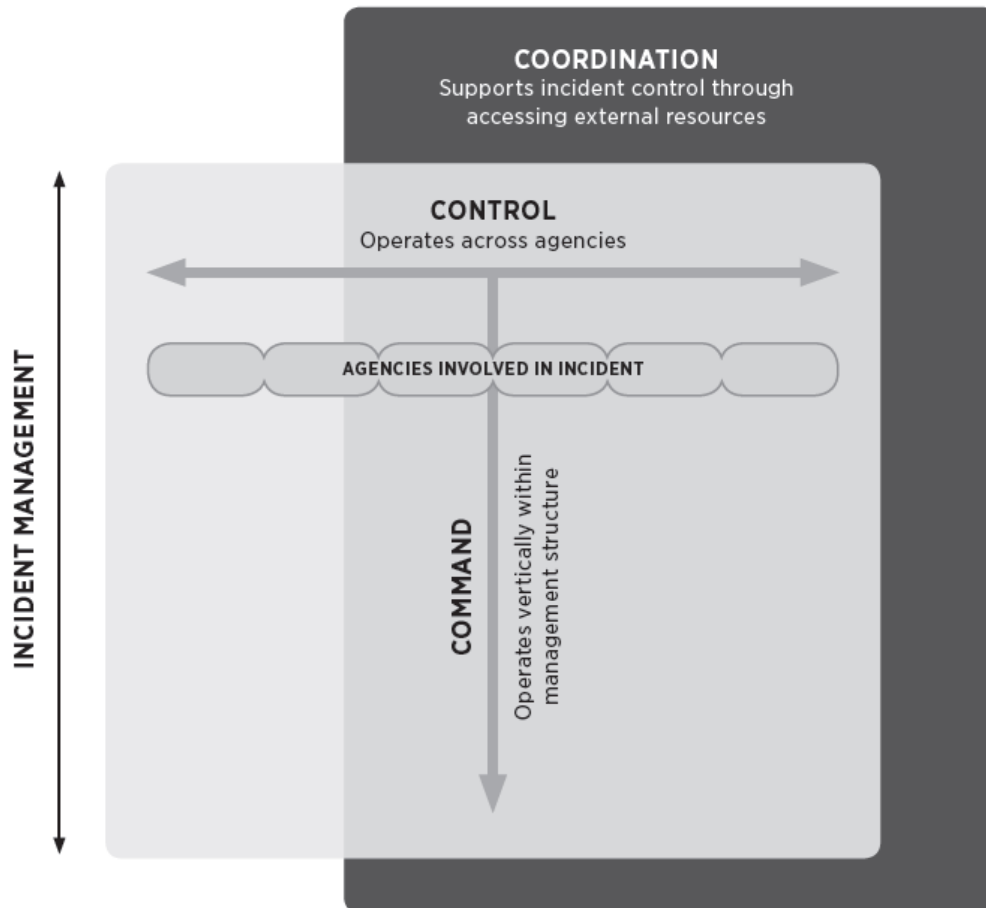
COMMAND, CONTROL AND COORDINATION EXERCISE SHIRE OF MANJIMUP LEMC

DEFINITIONS

Control - the overall direction of emergency management activities across organisations

Command – the internal direction of members and resources of an organisation

Coordination – delivering support to the incident



GENERAL IDEA

It is the 15th March at 1330 when a call is received reporting a bus rollover on the South Western Highway in Palgarup. Multiple casualties are reported, and St John Ambulance is sending crews from as far as Bunbury. The bus has caused a fire which under a moderate south easterly wind is burning in farmland and towards state forest.

W.A. is under a State of Emergency declaration after an outbreak of Foot and Mouth Disease in the South West, including cases in Manjimup Shire. The farms impacted are declared quarantine sites under the State of Emergency Declaration and entry is prohibited.



Who is in **CONTROL** of this incident?

What **COMMAND** structure would be in place?

How will the **COORDINATION** for this incident be managed and by who?

Are there any other considerations (Policia/Economic/Social/Legal/Environmental) that would impact the response to this incident?