

# Minutes

## Local Emergency Committee Meeting

**Monday 26 February 2024**

At 10.00am

Council Chambers, 39 Bannister Road, Boddington

A vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment.

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## 1. **DECLARATION OF OPENING**

James Wickens, Executive Manager Development Services declared the meeting open at 10am.

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present and emerging.

## 2. **ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

### 2.1 **Attendance**

James Wickens	Shire of Boddington
Kevin Petch	Shire of Boddington
Jackie Stewart	Shire of Boddington
Robert Jones	Chief Bush Fire Control Officer
Wayne English	State Emergency Services - Boddington
Joshua Egan-Reid	WA Police – Boddington
Anna Erickson	Dept. of Primary Industries & Regional Development
Renee Flaxman	Dept. of Communities
Cr. Andrew Ryley	Shire of Boddington
Ryan Clarke	Newmont
Charlotte Powis	Dept. Fire and Emergency Services
Rhonda Cunnington	Boddington District High School
Blake Halford	Dept. Fire and Emergency Services
Brant Lehmann	Deputy Chief Bushfire Control Officer

### 2.2 **Apologies**

Cr. Lee Lewis	Shire of Boddington – Chair
Michael Pasotti	Dept. of Biodiversity, Conservation & Attractions
Ben Gartner	WA Police – Boddington
Corrie Lokan	Dept. of Health
Ronan Blaney	St John WA Community Paramedic
Karl Mickle	Shire of Wandering
Javier Brodalka	Newmont
Daniel Marsh	Newmont
Simon Smith	South32
Jayden Vitler	Dept. of Biodiversity, Conservation & Attractions
Lynda Elms	Dept. of Fire and Emergency Services
Kim Reader	Dept. of Communities

### 2.3 **Leave of Absence**

Nil

## 3. **DISCLOSURES OF INTEREST**

Nil

#### **4. GUEST PRESENTATIONS**

Renee Flaxman from Dept. Communities presented an informative speech on the Departments role of emergency relief and support.

**4.1A** Stream 1 presentation – Dept. of Communities

**4.1B** Department of Communities - 3rd Quarter Agency Update

#### **5. CONFIRMATION OF MINUTES**

**Moved: Joshua Egan-Reid**

**Seconded: Wayne English**

**That the minutes of the Local Emergency Committee Meeting held on Monday 27 November 2023 be confirmed as a true record of proceedings.**

**Carried: [14/0]**

#### **6. REVIEW ACTION LIST AND BUSINESS ARISING**

##### **6.1 Action and Progression**

<b>Action</b>	<b>Responsible Person</b>	<b>Progress</b>
Discuss Starlink (Comms with heavy vehicles)	Ryan Clarke	Newmont Boddington Gold Support the Shire of Boddington and LEMC with a Starlink truck. Response time would be within an hour.
Newmont Emergency Exercise	Daniel Marsh (Update Ryan Clarke)	<b>Ryan:</b> Dynamic did a report on the performance of the Newmont LEMC exercise. Ryan would like to bring the report to the next meet and share the outcome and learnings gained from the exercise.
DBCA Gate	Kevin Petch	Kevin has emailed DBCA and was forwarded on to district manager but has had no response yet.

## **7. CORRESPONDANCE**

### **7.1 Correspondence In**

Applicant	<b>Office of the Hon. Stephen Dawson MLA</b>
Attachments	<b>7.1A – Email Attachment</b>
Description	<b>Successful funding of AWARE 2023-2024</b>
Applicant	<b>Charlotte Powis – DEMA</b>
Attachments	<b>7.2A – Email Attachment</b>
Description	<b>New LEMC Handbook, Great Southern District Advisor Report</b>

### **7.2 Correspondence Out**

Nil

### **7.3 Information Tabled**

Nil

## **8. REVIEW OF LEMC MEMBERSHIP & CONTACT LIST UPDATES**

### **8.1 Review Membership and Contact List**

Attachment: 8.1A: Local Emergency Committee Meeting Contact List

## **9. AGENDA ITEMS**

Nil

## **10. LOCAL EMERGENCY MANAGEMENT (Standing Items)**

### **10.1 Post Incident Reports**

Update:

- Kevin Petch (Ranger) is not receiving as many reports as he should.
- Robert Jones to chase up.

## **11. AGENCY/MEMBER REPORTS**

### **11.1 Local Bush Fire Brigades Report**

Update:

- Christmas day fire at Suez refuse was well underway before Boddington Bushfire brigade attended. Very bad situation. Attended by Hazmat pump 1 of Armadale, Adam Whitford of Narrogin attended. Fire was 90% plastic and 10% Bio waste. Very toxic. Used an Aircraft from DEFS to get control and Suez took over control. Highlighted emergency response procedures by Suez needs attention and needs to look at when it comes up for renewal with Shire of Boddington.
- Lightning Strikes in January caused 13 fires in the district. Lightning took out the Telstra repeater station for 18 days. This was only addressed by Telstra once local Government stepped in.
- Safety issues highlighted by fires on Albany Highway and Pinjarra-Williams Rd. With high traffic and smoke over the roads, cars are not slowing down and farm units have no emergency lights and the situation becomes dangerous. More emergency beacons needed.
- 2 light tankers received but did not arrive until the end of the fire season. These are also used in emergency callouts, SES and road crashes.
- Southwest Fire will be sent our appliances for routine services. Quindanning 44 has never had a service since being purchased 2012 so that will be the first to go after the financial year.

### **11.2 State Emergency Services Report**

Update:

- 4 Medivacs have landed on the oval during school hours. We need to ensure the school advises kids to stay away.
- Wayne now has the key to the control box and time settings for the sprinkler system at the oval so the sprinklers can be turned off in needed.
- 3 Road crashes since November – 2 closed off Albany Highway.
- 3 call outs for fallen trees, 1x house, 1x school and 1x road. Trees were ghost gums and no weather conditions contributed to fall.
- Semi-trailer stock on 3 Mile Hill, SES assisted in traffic management.

### **11.3 St Johns WA Report**

No reports tabled

#### **11.4 Boddington Hospital Report**

No reports tabled

#### **11.5 Boddington District High School Report**

No reports tabled

#### **11.6 Newmont Boddington Gold Report**

Update:

- Newmont Gold with the assistance of Boddington Bushfire brigade burnt 332 acres of bushfire mitigation work, it was a priority burn with a 30 year fuel loading to protect the town and buffer zone.
- More burn offs are scheduled for August
- Newmont have acquired a new light tanker for \$310,000. They will receive it by the end of year. Possibly loan the old tanker to Bushfire Brigade if required during an emergency.
- Renewal of DEFS MOU.

#### **11.7 South 32 Report**

No reports tabled

#### **11.8 Boddington Police Report**

Update:

- Sharp increase in Road crashes, after assessing all aspects of crashes, no common causes have been identified.
- Hours after closing a road Police are getting no response from Main Roads. Hoping for a better response in the future.

#### **11.9 Department of Fire and Emergency Services (DEFS) Report**

Update:

- Soil moisture count is very low, need significant rain to change.
- Northern fire season has not slowed down resulting in delay of light tankers to Boddington.
- Charlotte Powis introduced herself, Charlotte is the District Emergency Management Advisor. Charlotte has worked for Department of Fire and Emergency Services (DEFS) for 7 years and works with 28 local governments. Charlotte can help in Emergency Management advice and support.
- Charlotte advised of a Disaster ready grant available. Closed 20 March. 3 more rounds available also. Expression of interest can be submitted and then a consultant will be available to assist with writing the grant.



#### **11.10 Department of Biodiversity Conservation & Attractions Report**

No reports tabled

#### **11.11 Department of Communities Agency Report**

Update:

- Just had a capability audit and identified the gaps across the state.
- Completing our evacuation audit and filling the gaps
- Training with Shires available

#### **11.12 Department of Primary Industries and Regional Development Report**

No reports tabled

#### **11.13 Shire of Boddington Report**

Update:

- Kevin: Almost finished Fire Break Inspections. 96% Compliant, all but 0.8% Compliant on 2<sup>nd</sup> Inspection. Those still non-compliant live Eastern States and working with them to fix problems.
- Annual LGGS application - funding for next year
- James: LEMA review. Draft arrangements and recovery plan received Friday 23<sup>rd</sup> February. These will be circulated to the subcommittee. Subcommittee meet again 11<sup>th</sup> March and address any comments we have on the draft also Key LEMC/community presentation meeting for the arrangement on 25<sup>th</sup> March.

## **12. GENERAL BUSINESS**

**12.1 Robert Jones:** The old light tanker at the rubbish tip that was disposed of, what are the details please?

**James Wickens:** It was sold.

**Robert Jones:** Where, Who?

**James Wickens:** Who bought it? I'm not sure but it would have gone through our normal disposal of assets and auctioned off.

**Robert Jones:** So it was all above board?

**James Wickens:** Yes, It was before my time here but as far as I'm aware it had been at the waste facility for a long time and like any asset, once they reach end of life they get disposed of, it would have gone through public notice of disposal of vehicle for comment, it also went through a budget process.

**Robert Jones:** It has been proposed we make the office facilities at the Bush fire shed into a training room for all brigades. However the facility needs to be updated with an air conditioner and a smart board. This will elevate a lot of problems and help keep training on track.

**Robert Jones:** What would be the possibility of Newmont sponsoring a Starlink unit for a fire command vehicle?

Ryan Clark: I will ask the question. Great idea. Also LTE WIFI might be a possibility as well.

**Blake Halford:** We need to raise awareness in the community of deliberately lit fires. The Shire of Narrigan and Cuballing have seen an increase in fires.

**James Wickens:** As part of the aware funding we are required to test the new arrangements. As part of the package we need to test our recovery plan and how we deal with the recovery. Second week on June. More information to follow

## **13. NEXT MEETING**

### **13.1 Approve Meeting dates for 2024**

**Moved:** Joshua Egan-Reid

**Seconded:** Wayne English

**The committee approve the next meeting date on Monday 27 May 2024 at 10.am.**

**Carried:** [14/0]

## **14. CLOSURE OF MEETING**

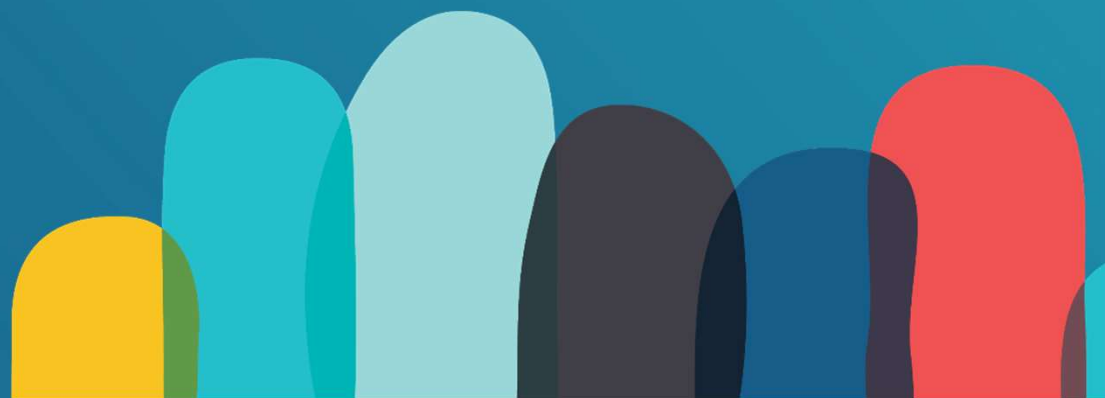
There being no further business, James Wickens, Executive Manager Development Services, declared the meeting closed at 11.15am.



Government of **Western Australia**  
Department of **Communities**

# Department of Communities

## Emergency Relief and Support



# Our Role

Department of Communities coordinates the provision of Emergency Relief and Support (ERS) services as outlined in the **State Support Plan- Emergency Relief and Support**.

ERS services focus on the 'people-element' of emergency management, across 6 functional domains:

- emergency **accommodation**
- emergency **food provision**
- emergency **clothing and personal requisites**
- **personal support**
- **registration and reunification**
- **financial assistance**

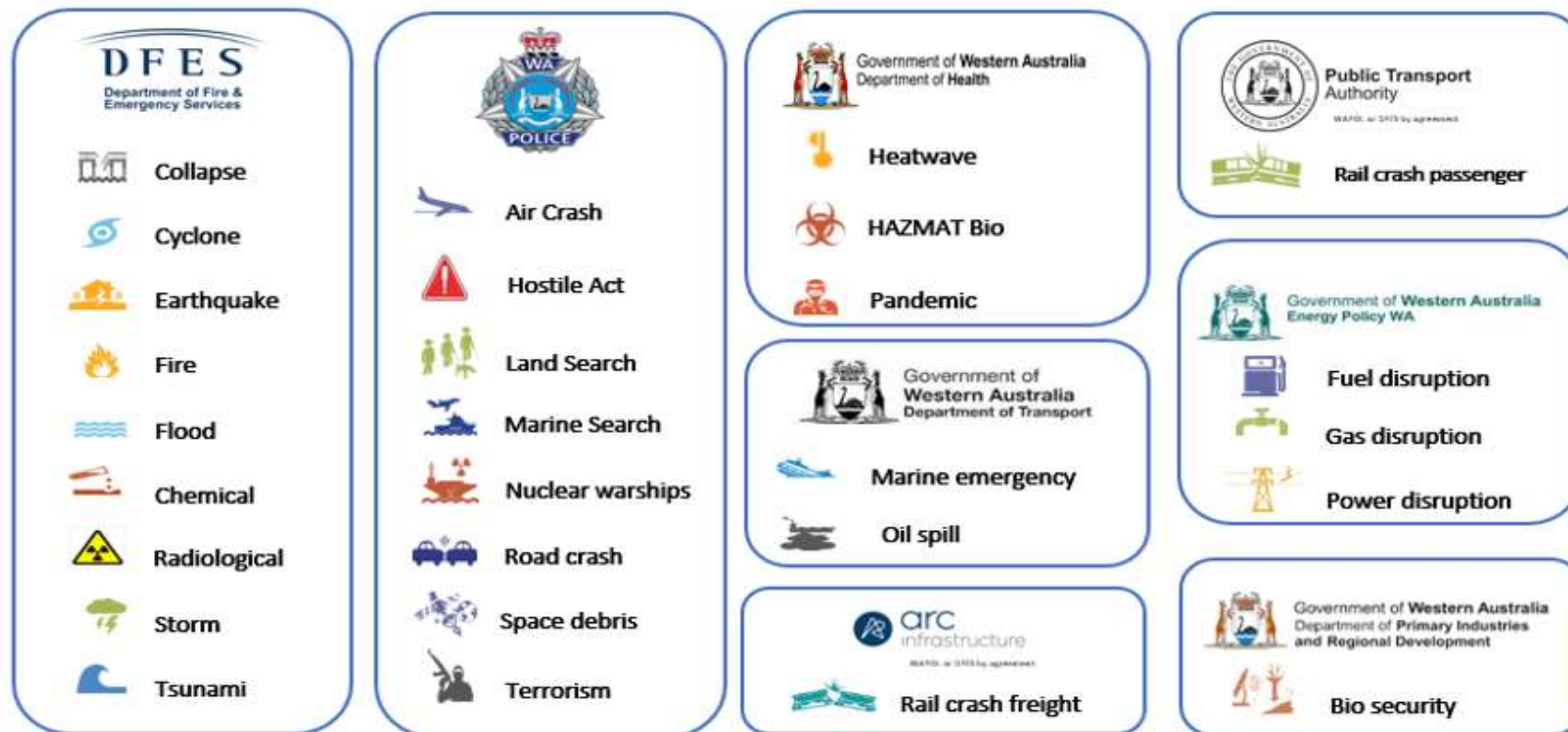
Communities also:

- coordinates Reception Services for overseas evacuees under the Australian Reception Plan
- establishes Disaster Information Support and Care Centre (DISCC) in major emergencies
- supports Disaster Victim Identification processes in mass fatalities
- provides ERS services under the Perth Airport Aerodrome Emergency Plan



# Role in emergencies

Communities is a 'Prescribed **Support Organisation**' and provides ERS services for any of the 28 hazards prescribed in legislation.



# Communities' ERS Directorate

**Purpose:** To reduce the immediate and long-term impact of emergencies on people and communities

## Our Focus Areas:

### Prevention & Preparedness

Supporting the strength and resilience of people and communities by working in partnership to plan and prepare for emergencies.

### Response & Recovery

Coordinating immediate and long-term support for people and communities impacted by emergencies.

### Effective Governance, People and Leadership

Nurturing a culture of support, leadership and effective governance.

A key part of our preparedness is developing and maintaining **local emergency relief and support plans** for each local government area in WA.



# Enhanced Service Delivery Model

- 2022 funding approved to enhance Communities' Emergency Relief and Support Directorate's resource capacity to additional 36 full time equivalents (FTE).
- Change process commenced Aug 2023 to establish permanent structure finalised mid 2024
- Enable Communities to further meet its legislated responsibilities under the Emergency Management Act 2005
- Increase operational capacity and stability in the regions, leading to enhanced service delivery of emergency response and recovery (including increased resourcing)
- Increase capacity to respond to and influence State and National Policy.



# Enhanced Service Delivery Model

***Vision:** Empowered People, Partners and Communities*

***Purpose:** To reduce the immediate and long-term impact of emergencies on people and communities*

## **Stream 1 – Regional Coordination and Preparedness (17 FTE)**

Responsible for Immediate Response, Metropolitan and Regional Preparedness, Regional Training and Local level Recovery.

## **Stream 2 – Strategy and Capability (9 FTE)**

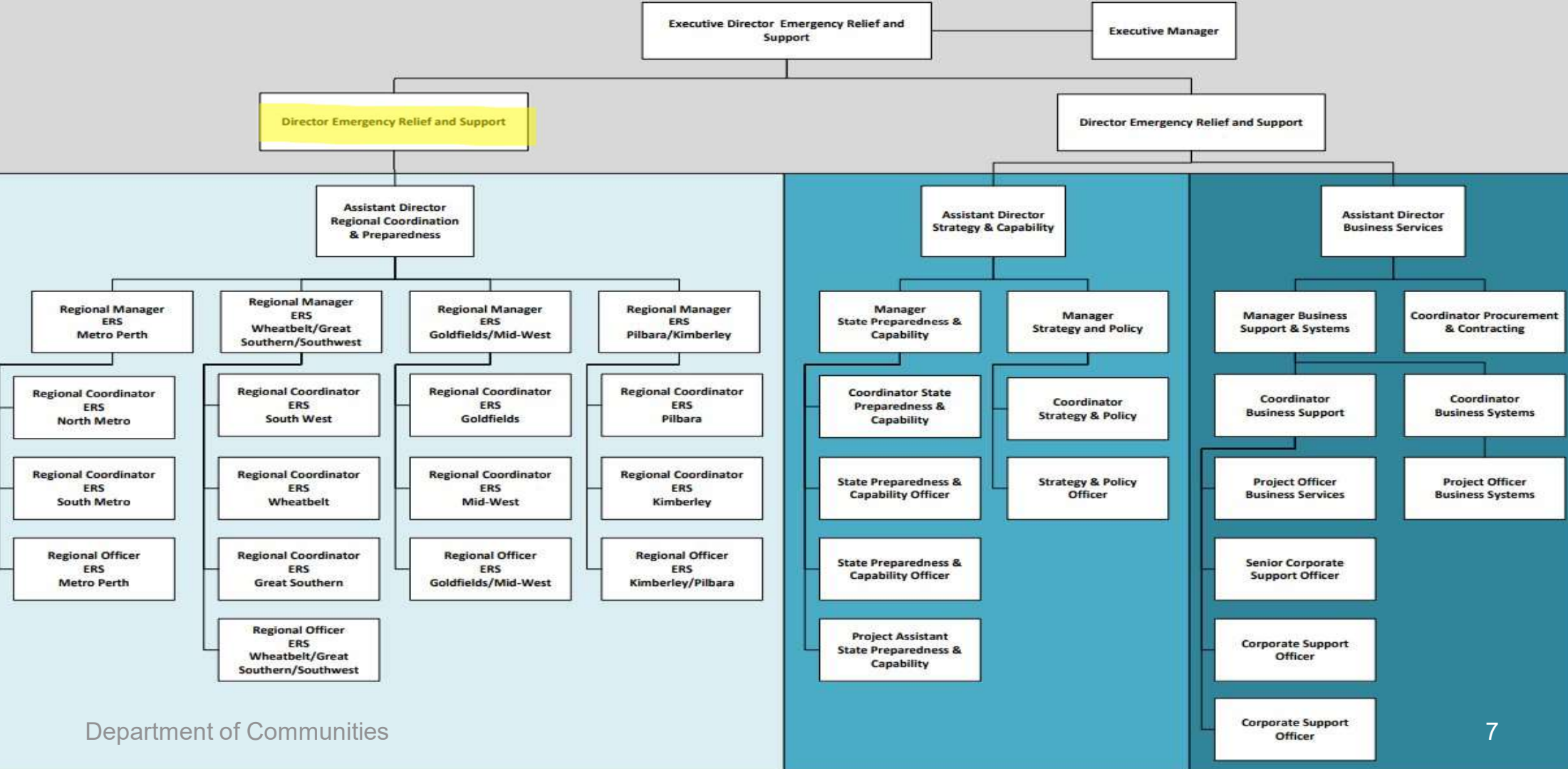
Responsible for Strategy, Policy, Preparedness, Capability Mapping / Intelligence / Reporting, Monitoring and Evaluation, Stakeholder Engagement / Specialist Practice, Training and Development, Recovery, National and State Level Committees, DRFA and Special Projects.

## **Stream 3 – Business Services (10 FTE)**

Responsible for Business Support functions, Systems, Reporting, Procurement, Grants and Contracting, Logistics, DRFA Acquittals and coordinating Emergency Response Teams / Surge Workforce personnel.







# Stream 1 – Regional Coordination and Preparedness

- 4 Regional Clusters:
  - Metropolitan Perth - North and South
  - Wheatbelt/Great Southern/South-West
  - Goldfields/Mid-West
  - Pilbara/Kimberley
- Responsible for:
  - Training
  - Preparedness
  - Immediate response
  - Local level recovery
- Ensure effective planning and preparedness strategies are implemented to effectively respond to community needs before, during and after emergency events.
- Work collaboratively across the State in the delivery of emergency relief and support services.



# What does this look like for the community in emergency response and recovery?

Response	Recovery
<ul style="list-style-type: none"><li>• Coordinating ERS services to provide immediate relief to impacted community members:<ul style="list-style-type: none"><li>○ Managing evacuation centres</li><li>○ Information and support through the Disaster Response Hotline</li><li>○ Coordinating ERS partner agencies</li><li>○ Emergency food</li><li>○ Emergency accommodation</li><li>○ Emergency clothing and personal requisites</li><li>○ Financial assistance</li><li>○ Register.Find.Reunite.</li><li>○ Psychological first aid</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Coordinating ERS services to support the longer-term recovery of impacted communities:<ul style="list-style-type: none"><li>○ Supporting the local government, LRCG and Recovery Hubs</li><li>○ Disaster Response Hotline</li><li>○ Conducting community needs assessment</li><li>○ Coordinating outreach, home visits</li><li>○ Coordinating enhanced service provision such as financial counselling and wellbeing supports</li><li>○ Case coordination of impacted people</li><li>○ Financial assistance</li><li>○ Advocacy, practical assistance</li><li>○ Supporting community events</li></ul></li></ul>



# Terminology Changes

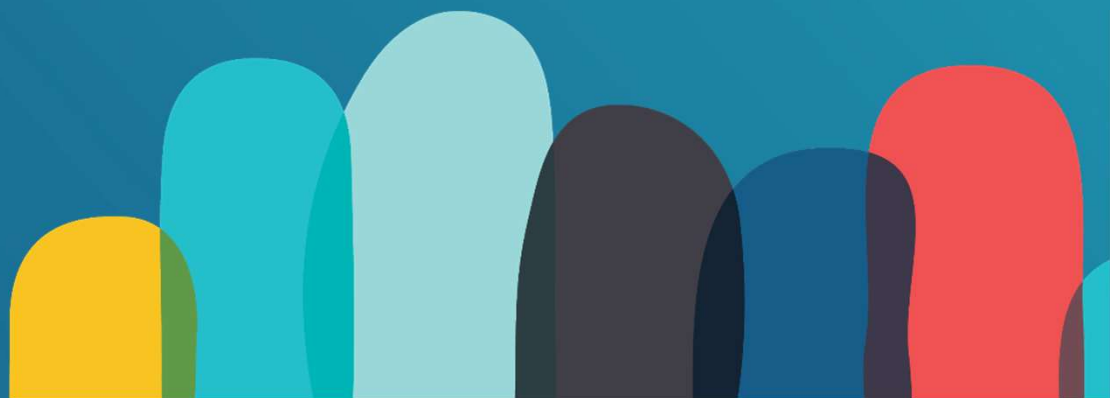
Previous Terminology	Updated Terminology (approved as of 4 October 2023)
Welfare	Emergency Relief and Support
Welfare functional areas <ul style="list-style-type: none"> <li>• emergency accommodation</li> <li>• emergency catering</li> <li>• emergency clothing and personal requisites</li> <li>• personal services</li> <li>• registration and reunification</li> <li>• financial assistance.</li> </ul>	Functional domains <ul style="list-style-type: none"> <li>• emergency accommodation</li> <li>• emergency food</li> <li>• emergency clothing and personal requisites</li> <li>• personal support services</li> <li>• registration and reunification</li> <li>• financial assistance.</li> </ul>
Welfare Centre/Local Welfare Emergency Coordination Centre	Evacuation Centre
State Welfare Emergency Committee	State Emergency Relief and Support Committee
State Welfare Emergency Committee - Operations	State Emergency Relief and Support Committee - Operations
Emergency Welfare Coordination Groups	Emergency Relief and Support Coordination Groups
Local Emergency Welfare Plan	Local Emergency Relief and Support Plan
Local Welfare Emergency Committee	Local Emergency Relief and Support Coordination Group
Local Welfare Emergency Coordination Centre	Evacuation Centre

Previous Terminology	Updated Terminology (approved as of 4 October 2023)
State Welfare Incident Coordination Centres	State Emergency Relief and Support Incident Coordination Centres
State Welfare Coordinator	State Relief and Support Coordinator
State Welfare Centre	State Evacuation Centre
Welfare Emergency Controller	Emergency Relief and Support Coordinator
State Welfare Centre Database	State Evacuation Centre Database
Local Welfare Coordinator	Evacuation Centre Coordinator
Welfare agencies	Partner agencies
Welfare Coordinator (SHP – Crash Emergency)	Airport Emergency Relief and Support Coordinator
Support Agency Welfare Liaison Officer	Liaison Officers
Local Welfare Liaison Officer	Local Government Liaison Officer



Government of **Western Australia**  
Department of **Communities**

# Questions?





**LOCAL EMERGENCY MANAGEMENT COMMITTEE  
REPORTING**

**Agency Update:**  
**3<sup>rd</sup> Quarter 2023-2024**

**Department of Communities  
(Communities)**

**Date: February 2024**

**EXERCISES AND TRAINING:**  
**Please see notes below.**

<b>Date:</b>	<b>Title</b>	<b>Objectives</b>	<b>Location</b>

## **Department of Communities – Emergency Relief and Support Update**

### **ERS Capability Audit:**

- Communities commissioned Nous Group to conduct an audit to establish the baseline capability of the Emergency Relief and Support sector in WA, with a view to identifying critical capability gaps across the state.
- The project focused on establishing a baseline of how well equipped the State is to prepare for, respond to, and recovery from emergencies and critical events in the six functional areas of ERS that Communities is responsible for.
- The findings have presented valuable insights and opportunities to increase the current emergency relief and support services to respond during an emergency event more effectively.
- A new internal capability framework is being developed to assist with bridging some of the gaps identified from the audit.

### **ERS New Structure:**

- In late 2022, the Department of Treasury sanctioned additional funding to bolster the resource capacity of the ERS to 36 full-time equivalents (FTE).
- Stream 1 is responsible for Regional Response and Coordination
  - Immediate Response
  - Metropolitan and Regional Preparedness
  - Stakeholder engagement
  - Regional Training
  - Locally led Recovery
  - Special Projects
- Stream 2 is responsible for Strategy and Capability
  - Capability Mapping, Intelligence and Reporting
  - Monitoring and Evaluation
  - Stakeholder Engagement and Specialist Practice
  - Training and Development
  - Recovery
  - National and State Level Committees
  - DRFA and Special Projects
- Stream 3 is responsible for Business Services
  - Human Resources including the coordination of Emergency Response Teams and Surge Workforce personnel

- Finance
- Business Support and Administration
- ERS Systems
- Procurements, Grants, and Contracting
- Logistics
- Disaster Response Hotline
- DRFA Acquittals

### **Emergency Management Preparedness:**

- **Evacuation Centre Audits:**
  - In collaboration with Local Governments and emergency management agencies, Communities continues to identify and assess suitable evacuation centres state-wide.
  - We have enhanced our evacuation centre risk assessment process and commenced a state-wide audit of these centres for better-informed risk assessment during emergency incidents.
- **Exercises, Training, and Partner Engagement:**
  - ERS Regional Coordinators are continuing Evacuation Centre Training and Desktop Exercises across the state, focusing on effective response and support during regional emergency events.
- **State Support Plan:**
  - Based on feedback received, the plan has been renamed to 'State Support Plan – Emergency Relief and Support'.
  - The State EM Policy Branch at DFES has updated the State EM Framework documents, including revisions to welfare references and other consequential amendments.
  - Local Emergency Relief and Support Plans (formerly Local Emergency Welfare Plans) are being updated to reflect the new terminology.

### **Recovery Update**

- **Kimberley Floods**
  - The Department of Communities (Communities') continues to provide emergency relief and support services to residents impacted by the Kimberley Floods.
- **Mariginiup Bushfire**
  - The Department of Communities (Communities') continues to provide emergency relief and support services to residents impacted by the fire.
  - A Local Recovery Hub has been established by the City of Wanneroo at the Wanneroo Civic Centre



**Minister for Emergency Services; Innovation and the Digital Economy; Science;  
Medical Research; Minister Assisting the Minister for State and Industry  
Development, Jobs and Trade  
Deputy Leader of the Government in the Legislative Council**

Our Ref: 62-35602

Mr James Wickens  
Project Manager  
Shire of Boddington  
PO Box 4  
BODDINGTON WA 6390

[james.wickens@boddington.wa.gov.au](mailto:james.wickens@boddington.wa.gov.au)

Dear Mr Wickens

**ALL WEST AUSTRALIANS REDUCING EMERGENCIES (AWARE) 2023-24  
GRANT ROUND**

Thank you for your submission to the AWARE 2023-2024 competitive grant program.

I am pleased to inform you that your application for the Review and Development of Local Emergency Management Arrangements Project has been successful and will receive the requested funding amount of \$9,050 (ex GST).

The Department of Fire and Emergency Services will soon provide you with a draft Grant Funding Agreement and an outline of the next steps required. If you have any questions in the interim, please email [semc.grants@dfes.wa.gov.au](mailto:semc.grants@dfes.wa.gov.au).

I look forward to the successful delivery of this project that will benefit the community and reduce disaster risk for the State.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Stephen Dawson', written over a large blue circular mark.

Hon Stephen Dawson MLC  
**MINISTER FOR EMERGENCY SERVICES**

**18 DEC 2023**



Hi All,

Happy New Year, a distant memory I'm sure for many of you! Hopefully you have been able to enjoy some of the summer and have settled back in if you had time off over the holidays.

I have recently started in the role as District Emergency Management Advisor (DEMA), taking over from the long standing DEMA Adam Smith who I'm sure you all knew very well!

I have been transitioning from my previous role as Great Southern Community Preparedness Advisor for DFES into the DEMA position and as such, have been undertaking key priorities for both positions.

I'm mindful the DEMA role has been vacant for a substantial period. If there is anything urgent you need to discuss, please reach out and I will do my best to assist.

I have attached a report highlighting some key points and opportunities that may be of interest to you. Some key points of interest are:

- [Disaster Ready Fund](#) is now open until the 20<sup>th</sup> March;
- [New LEMC handbook](#) now available to assist local governments in the management of their LEMCs and to assist them as they work to meet their legislative requirements. It also includes some useful templates;
- Release of [Emergency Management Sector Adaptation Plan Discussion Paper](#)- consultation period open until 29<sup>th</sup> March 2024; and
- The [LEMA Improvement Program](#) has been finalised and the implementation approach endorsed by SEMC in December 2023. Given the timeframes of the program **please don't delay in preparing any LEMA that are due or nearly due for their 5 year review.**

If you have your LEMC dates scheduled for 2024 or any planned exercises please let me know the dates as I am scheduling my availability for regional commitments for both the Upper Great Southern and Great Southern regions.

I am very much looking forward to meeting those I haven't already and working with you all.

Kind regards  
Charlotte

**Charlotte Powis**

**District Emergency Management Advisor  
Great Southern Region | Operations**

Department of Fire and Emergency Services | 5 Hercules Crescent, Albany WA 6330

**P:** 08 9845 5007 | **M:** 0429 104 007 | **F:** 08 9841 6719 | **E:** [charlotte.powis@dfes.wa.gov.au](mailto:charlotte.powis@dfes.wa.gov.au)



Government of Western Australia  
Department of Fire & Emergency Services



### Local Emergency Management Committee Contact List

(As at November 2023)

NAME	EMAIL	CONTACT #	DEPARTMENT
Adam Whitford			Dept. Fire And Emergency Services
Lynda Elms			District Officer Natural Hazards
			Dept. Fire And Emergency Services
Anna Erickson			Dept. of Primary Industries and Regional Development Senior Vet Officer
Ben Gartner			WA Police
Corrie Lokan			Dept. Of Health
Cr. Andrew Ryley			Shire Of Boddington
Cr. Lee Lewis (Chair)			Shire Of Boddington
Daniel Marsh			Newmont
Charlotte Powis			District Emergency Management Advisor
Jackie Stewart			Sob Administration Officer P&D
James Wickens			Sob Exec Manager Of P&D
Javier Brodalka			Newmont
Jayden Vitler			Dept. Biodiversity, Conservation & Attractions
Karl Mickle			Shire Of Wandering
Kevin Petch			Shire Of Boddington Ranger
Kim Reader			Communities
Michael Pasotti			Dept. Biodiversity, Conservation And Attractions
Naomi Jory			Communities
Robert Jones			Chief Bushfire Control Officer
Ronan Blaney			St John WA Community Paramedic Southern Wheatbelt Wbt55
Joshua Egan-Reid			WA Police
Ryan Clarke			Newmont
Simon Smith			South32
Wayne English			SES Manager
Rhonda Cunningham			Boddington District Senior High School