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MINUTES

**For The
Local Emergency Management Committee**

**Held On
Monday 29 May 2023
At 10am**

Council Chambers
39 Bannister Rd, Boddington

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1. DECLARATION OF OPENING

Councillor Earl Schreiber, 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

Anna Erickson
Ryan Clarke
Nathan Manning
Adam Whitford

Julie Burton
Wayne English
Cr. Lee Lewis

Cr. Earl Schreiber
Javier Brodalka
Ross Bartley

2.2 Apologies

Shenae Tilbee
Simon Smith
Ros Foster
Corrie Lokan
Daniel Marsh

Karl Mickle
Terry Sillitto
Michael Pasotti
Kim Reader
Ben Gartner

Jessie Reid
Ronan Blaney
William Batt
Jayden Vitler

3. DISCLOSURES OF INTEREST

Nil

4. GUEST PRESENTATIONS

Nil

5. CONFIRMATION OF MINUTES

Moved: Nathan Manning

Seconded: Javier Brodalka

That the minutes of the Local Emergency Management Meeting held on Monday 27 February 2023 be confirmed as a true and correct record.

Carried: 10/0

6. REVIEW ACTION LIST AND BUSINESS ARISING

6.1 Action and Progression

Action	Responsible Person	Progress
Look at reserves - fire mitigation	Nathan Manning	Nathan Manning: The Shire is looking into reserve burning for both Hakea and Williams Reserves, this will be pending weather. The Shire is going through the process of applying for funding of Planned Burning

		and Chemical Works for Crossman Road.
Organise courses with DFES and invite William Batt	Ryan Clarke	Ryan Clarke: Currently in the process of asking for feedback on when the fire brigades will be able to run fire-fighting courses, possibly will be after July. Further updates will be provided at the next meeting.
Discuss Starlink (comms with heavy vehicles) at next meeting	Ryan Clarke	Ryan: The project manager in charge has left, no progress with integration as of yet. Looking into this as a resource for emergency management. Further updates will be provided at the next meeting.
Emergency Exercise	Daniel Marsh	<p>Javier: The Desktop Exercise has been confirmed for the 3rd July 2023 for Emergency Management & Preparedness. It has been suggested a couple hours would be better for this course rather than 1 hour. Julie has confirmed that 2 hours has been reserved for this in the calendar.</p> <p>Ryan: Suggested it would be valuable to (LEMC team), working with Dynamic at the moment to get this going. He would like to see everyone from LEMC Committee to be able to attend, the full deployment can be done at the same time.</p>

7. CORRESPONDANCE

7.1 Correspondence In

7.2 Correspondence Out

7.3 Information Tabled

8. REVIEW OF LEMC MEMBERSHIP & CONTACT LIST UPDATES

8.1 Review Membership and Contact List

Attachment: 8.1A Contact List (as at May 2023)

9. AGENDA ITEMS

9.1 Review and Approve Terms of Reference

Attachment: 9.1A Local Emergency Management Committee – Terms of Reference (as at June 2023)

10. LOCAL EMERGENCY MANAGEMENT (Standing Items)

10.1 Post Incident Reports

Since March, the SES has attended 10 road crashes including the MGM Bulk truck roll over on the bridge. Recruitment drives for the SES and local fire brigades happening at the school with new members joining.

With the increase in truck roll overs, there was a request for the mine to be more involved in helping on the scene and the possibility of looking into a practical exercise around truck roll overs and to involve emergency groups including the hospital.

11. AGENCY/MEMBER REPORTS

11.1 Department of Communities Agency Report

Attachment: 11.1A Department of Communities Agency Report

12. GENERAL BUSINESS

12.1 Around the Table

A new DFES superintendent for the Upper Great Southern has been appointed. Many of the necessary brigade courses are now online and the Regional Training Calendar has been updated.

Due to the lack of St John volunteers, Newmont has sent crews out to four calls from Communications Centre which is taking resources and staff off the mine. They are happy to help but don't want to be relied on.

13. NEXT MEETING

13.1 Approve Meeting dates for 2023

Committee confirmed that the next Local Emergency Management Committee meeting will be scheduled for 28 August 2023.

14. CLOSURE OF MEETING

There being no further business, Earl Schreiber, Councillor declared the meeting closed at 10:55am.

Local Emergency Management Committee Contact List
(As at MAY 2023)

NAME	EMAIL	CONTACT #	DEPARTMENT
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Adam Smith	Adam.smith@dfes.wa.gov.au	██████████	Dept Fire and Emergency Services
Karl Mickle	karl.mickle@wandering.wa.gov.au		Shire of Wandering
Corrie Lokan	Corrie.lokan@health.wa.gov.au		Dept of Health
Cr. Earl Schreiber	creschreiber@boddington.wa.gov.au		Shire of Boddington
Jayden Vitler	jayden.vitler@dbca.wa.gov.au	██████████	Dept Biodiversity, conservation and attractions
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Adam Whitford	Adam.Whitford@dfes.wa.gov.au	██████████	Dept fire and emergency services
Ronan Blaney	Ronan.blaney@stjohnwa.com.au	██████████	St John WA Community Paramedic Southern Wheatbelt WBT55
Ros Foster	boddingtonss@bigpond.com	██████████	Forward Control Officer (Fire Brigade)
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Wayne English	weenglish@bigpond.com Wetraveltir5@gmail.com	██████████	SES Manager
William Batt	willybatt@bigpond.com	██████████	Chief Bushfire Control Officer

Anna Erickson	Anna.erickson@dpird.wa.gov.au	9881 0211 [REDACTED]	Dept of primary industries and regional development Senior Vet Officer
Javier Brodalka	Javier.brodalka@newmont.com	[REDACTED]	Newmont
Shenae Tilbee	Shenae.tilbee@boddington.wa.gov.au	9883 4900	Shire of Boddington Administration officer P & D

Local Emergency Management Committee

Terms of Reference



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Adopted	
Last Reviewed	
Review Date	Review required every five years or as needed
Associated Legislation	Emergency Management Act 2005
Associated Documents	State Emergency Management Policy and Procedure
Review Responsibility	Shire of Boddington Local Emergency Management Committee

1. Title

The name of the committee shall be the Shire of Boddington Local Emergency Management Committee (LEMC).

2. Aim

Pursuant to section 39 of the Emergency Management Act 2005 the functions of the Committee are:

- To advise and assist the local government in ensuring that local emergency management arrangements (LEMA) are established for its district;
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
- To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the regulations. organisations, hazard management agencies, and industry representatives, to collectively

3. Objectives

1. Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
2. Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
3. Participate in inter-local government relations to further emergency management cooperation within the Upper Great Southern District.
4. Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
5. Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders, and hazard management agencies.
6. Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
7. Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
8. Strategies on ways to mitigate potential emergencies and to improve recovery arrangements.

4. Duties and Responsibilities

1. Advise and assist the Shire of Boddington in ensuring that local emergency management arrangements are established for its district.
2. Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
3. Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
4. 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.
5. 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. Membership, Roles and Responsibilities

The LEMC membership consists of local support organisations, hazard management agencies and industry representatives.

5.1 Chair (Elected member or nominated local government officer)

The LEMC Chair is responsible for leadership and support to the LEMC by:

- Ensuring the appointment of a secretary
- Chairing the LEMC meetings and ensuring that the terms of reference and procedures of the LEMC are adhered to;
- Ensuring that Council is kept informed of emergency management within the Shire of Boddington:

5.2 Deputy Chair

The Deputy Chair is responsible for advice and support to the LEMC by:

- Acting as a Chair to the Committee in the absence of the LEMC Chair
- Providing support and direction to the Executive Officer as required
- Participating in any subcommittees or working group where appropriate

5.3 Executive Officer (Relevant local government officer)

The LEMC Executive Officer is responsible for:

- Ensuring the provision of professional and timely secretarial support including;
 - Meeting agenda
 - Minutes and action lists
 - Correspondence
 - Maintenance of the committee membership contact list
 - Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including annual reports and annual business plans
 - Maintenance of Emergency Management Contact register
 - Participate as a member of sub committees or working groups where appropriate.

External Representatives

- WA Police
- Department of Fire and Emergency Services
- Department of Communities
- St John Ambulance
- State Emergency Service Unit Manager (Boddington)
- Newmont Boddington Gold
- South32
- Shire of Boddington Bushfire Brigade representative
- National Broadband Network Company
- Department of Primary Industries and Regional Development

Membership notes:

- Special Guests may be invited to attend committee meetings as determined by the LEMC;
- Each voting member must nominate a proxy within their agency or organisation to attend if the appointed member is absent;
- Members representing agencies and organisations that can no longer participate in the committee shall advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed quarterly 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.
- 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.

6. Meeting Management

6.1 Chairperson

The Chairperson shall 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 shall be appointed as deputy Chair

6.3 Executive Officer

The LEMC Executive Officer shall be a local government officer

6.4 Quorum

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

6.5 Minutes/Agendas

The Executive Officer shall be responsible for preparing agendas and minutes of all business transacted at each meeting. An administration assistant 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. (List of dates, i.e. 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 shall not have the authority or power to commit the Shire of Boddington or any association, organisation, group or individual to expenditure without the Shires endorsement.

The LEMC shall be required to gain Council approval if the Committee wishes to alter these Terms of Reference.



CITY OF MANDURAH - LOCAL EMERGENCY MANAGEMENT COMMITTEE REPORT

Agency: Department of Communities

Date: 29th February 2023 – 29th May 2023

Incident Support Group Activation (ISG): NIL for this region

Date	Type of Incident	Location of Incident	Resources & Agencies Involved	Comments/Outcomes

LEMC/Agency Update**OPERATIONS – All Hazards UPDATE**

1. Department of Communities (Communities) Emergency Relief & Support – Operations has continued to be very busy over the past 4 months.
 - **Bushfires** – This quarter DC have responded to 8 x bushfires requiring Evacuation Centres to be opened and concurrently responding to the Kimberley Flooding. The bushfires include:
 - Cervantes (Nambung)
 - Armadale
 - Henderson
 - Albany – Bakers Junction
 - Thomson Brook
 - Donnybrook Complex
 - Donnybrook (Glenn Mervyn)
 - Toodyay
 - **Kimberley Flooding Response** 2nd January - caused by Ex Tropical Cyclone Ellie – considered the most devastating flood ever experienced in WA with unprecedented record-breaking levels of rainfall and flooding (particularly communities along the Fitzroy River region) causing significant impact and destroying major road networks and isolating and displacing communities with airports also being closed due to the weather and inundation further adding to the complexities. In addition, significant destruction and major damage to DC assets including Public (Social) Housing, Community Housing, GROH and Remote Community Housing across the region. DC is providing the welfare support services to residents impacted by the floods:
 - 2/1/2023 – Fitzroy Crossing Evacuation Centre opened & staffed by 3 local staff for more than 24 hours before additional staffing support was flown in to support approximately 100 evacuees – they provided evacuees with immediate supports including accommodation, food, personal requisites (clothing, medication etc), in addition to supporting those remaining in their homes in the town. As we move into recovery the centre has now transitioned into a Flood Help Centre supporting the communities' current needs.

- Over 200 people were relocated from affected communities and supported in commercial accommodation in Derby & Broome – The numbers have dropped and we are currently supporting around 70 people.
- Over 95 staff (Central and Regional) are directly supporting DC operational response including DC Emergency Relief & Support, Early Response Teams, Surge workforce, District Staff and especially local Kimberley staff – plus a deployment team arranging staff accommodation, airfares, rosters and negotiating contracts with various providers etc
- Liaison Officers provided to – State Operations Centre; Regional Operations Centre/Incident Management Team; All Hazards Liaison Group; Operational Area Support Group and Incident Support Groups.
- Supporting the affected Communities and residents DC:
 - Managed an Evacuation Centre (Fitzroy Crossing)
 - Providing Commercial Accommodation and Meals to displaced community members (primarily in Broome and Derby) Set up and managing Community Information centre in Broome and the Flood Help Centres in Derby and Fitzroy Crossing.
 - Opening 11/1/2023 and managing the Disaster Response Hotline set up (1800 032 965) was previously operating 7 days a week to provide a referral point for impacted communities requiring support and information including arranging the repatriation of displaced residents back to their community with over 1300 calls being taken to date.
 - DC have repatriated over 340 people and a further 310 people have been assisted to relocate to alternative safe locations.
 - DC Asset Assessments – All 1,009 DC owned or managed properties across 36 remote communities and the Fitzroy Crossing town have had an electrical assessment completed with 95 properties having a detailed building condition assessment covering FX town and 8 remote communities. The initial focus was ensuring the electrical safety and structural integrity of properties in non-flooded and minor inundation areas to allow displaced residents to return home ASAP assess communities housing is safe to return home ASAP and then ensure food drops to those communities are undertaken. These assessments will help confirm the number of people who will need temporary accommodation for the months ahead while their homes are either repaired or rebuilt. Interagency Damage Notification meetings with impacted communities and individuals are currently being held.
 - Communities is planning medium to long term accommodation options for people whose homes are uninhabitable due to the floods.
 - Communities is providing rent relief to public housing tenants in Fitzroy Crossing and tenants in impacted remote Aboriginal communities.
 - Working with commercial accommodation providers, regional airlines and local support providers to assist people unable to return home by normal means due to flood impacted roadways
 - Communities is providing rent relief to affected DC Housing tenants and Public Housing tenants living in Fitzroy Crossing or in one of the impacted Aboriginal Communities will get 6 weeks rent credit applied to their accounts – those who have continued to pay since 2/1 will also get a credit. A Rent Moratorium Hotline opened on 1/2/2023 and have taken over 930 calls.
 - Together with WACHS – provided mobile phones for displaced persons to be used for communication
 - Collaborating with WACOSS to utilise community organised resource exchange (CORE) to coordinate offers of assistance from Community Service
 - Assisting Local Government and Providers (Local Support Organisations, GIVIT, Red Cross, Salvation Army & other Providers) with Donations including specific items such as long-term accommodation, furniture, whitegoods etc
 - Notifying displaced and affected residents/businesses of the various financial assistance packages available including Water Authority, Horizon Power, Centrelink, State and Federal assistance packages, Lord Mayors Appeal etc
 - As this event moves from Response to Recovery DC is now working with the DFES State Recovery Coordinator on the approaches that will be made in the social and build domains.

2. The State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) – Communities has reviewed the State Support Plan and the SEMC Policy Branch has released it for consultation <https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/> this will then see changes to the current Local Emergency Welfare Support Plans.

Evac Centre Training to DC staff and our partnering agencies including LG staff - the preference is to conduct at facilities nominated as Evacuation Centres and therefore require LG's to consider potential dates/venues that this can be conducted.

Strategic Issues & Opportunities

5. Medium to Long Term accommodation – SEMC have requested DC to lead a cross agency working group to prepare an issues paper about Government responsibilities for medium and long-term accommodation following an emergency.
6. Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services
7. Disaster Information Support Coordination Centre (DISCC) Guidelines are being reviewed at the request of WA Police
8. People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
9. Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives

Exercise or Event Schedule until end of financial year

LEMC/Agency	Dates	Exercise/Event	Learning Outcomes
Department of Communities	Ongoing	Department of Communities Management eg DD/RED's/LWC, DC Staff etc and Local Governments/Emergency Services	Provide EM Update, Covid 19 Evacuation Centre Guidelines, Resources, PPE, Kits/LEWP/Welfare Centres etc
Department of Communities	Ongoing	Welfare Evacuation Centre Training Note: dates and venues to be determined – <ul style="list-style-type: none"> • Loftus Rec Centre 17/11 (Western Central) • Fleur Fraeme 24/11 (City of Stirling & City of Joondalup – Local Government) • All Agency Sessions April/May 2023 – Require LG's to nominate their facilities 	Running participants through the stages of managing a Welfare Centre (Before the emergency, activation, managing the Centre, closure of the Centre, recovery), including COVID Lens. Also, information on what services and agencies assist.
WA Police Force	22 nd November 2022	Avalanche style exercise will involve a hostile act at a metropolitan school	Familiarise ourselves with contacts and processes should one occur under our watch.
City of Joondalup/ Stirling/ Wanneroo & Department of Communities	24 th November 2022	Application AWARE program for training/Exercise for staff from the City of Joondalup and the City of Stirling with a few staff from Wanneroo to open up an Evacuation centre from scratch and operate until DC arrival	DC to provide LG Opening Evac Centre till DC arrive training and then facilitate an exercise to test their learning – with a consultant engaged to complete checklists, guides and procedure manual

Department of Communities (People Sense EAP Provider)	19 th December 2022	Vicarious Trauma and Self Care	Self-Care to manage the impact of other people's Trauma – Supporting and Understanding along with practical ways to be trauma informed.
Department of Communities	Jan - Ongoing	Kimberley Flooding Support – Pre, During and Post Activation Support to deployed staff	Staffing briefings of what can be expected; what is required and supporting them on return
All Agencies	17 th – 23 rd April 2023	Total Solar Eclipse – Mid West Gascoyne/Pilbara Exmouth	Various Workshops, Exercises and Planning leading into the TSE on 20 th April 2023
Department of Communities (DC)	2023	District Local Welfare Coordinator (new process) and Administration Staff EM Training	Providing an overview of EM, Activation of the Local Office and specific tasks eg Coordinator, RFR, Finance, Kits etc
Department of Communities (DC)	2023	Training and Practical Setup of an Evacuation Centre for key LG and or Facility Operator Staff	Provide and run through with key LG & Facility Staff to open, set up and operate an Evacuation Centre prior to Communities arrival
Department of Communities (DC)	2023	Review LG's Nominated Evacuation Centres	Explore the current nominated Evacuation Centres with LG to determine if they are relevant; complete checklist - add or delete facilities - Completed
Department of Communities	2023	Training & Exercises to test the activation of Department of Communities District Office's	Test the capabilities of staff within the district to respond to a request to open a Welfare Centre; this includes activating the district office, Local Welfare Coordinator briefing and directing staff to tasks to prepare their departure and physically gathering resources including hooking up the trailer (if applicable) or gathering District Kits with all resources needed to manage the Centre on their arrival.

LEMC Nominated Members

Activation - Communities Emergency Services Unit Duty Officer (24/7): 0418 943 835

Mark Schorer

Senior District Emergency Services Officer | Emergency Relief and Support

Community Services – South Metro

Department of Communities

Phone: [REDACTED]

Email: Mark.Schorer@communities.wa.gov.au

Nominated member

Evacuation Centre Coordinator (ECC)

Kim Reader

Senior Practice Development Officer – Peel CPFS

Cnr Sutton and Tuckey streets

Department of Communities

Community Services – South Metro

Department of Communities

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