



Local Emergency Management Committee Meeting

9 November 2022

Commencing at 10.30am

AGENDA

The next Local Emergency Management Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to familiarise themselves with the Agenda and prepare notes to help address key issues for the debate during the Meeting.

Members are requested to email questions via email at ceo@toodyay.wa.gov.au at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

Hugo de Vos
Manager Development and Regulation

On behalf of

Suzie Haslehurst

CHIEF EXECUTIVE OFFICER



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ATTACHMENTS can be found in the Attachments Paper on the Council website alongside this agenda.

1 DECLARATION OF OPENING

1.1 ANNOUNCEMENT OF VISITORS

1.2 RECORD OF ATTENDANCE AND APOLOGIES

1.3 DISCLOSURE OF INTEREST

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

Minutes of Meeting held on 10 August 2022

OFFICER'S RECOMMENDATION

That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 10 August 2022 be confirmed.

2.2 REVIEW OF STATUS REPORT

2.2.1 Review of Status Report

- | | |
|--------------|---|
| Attachments: | 1. Updated Status Report; and ↓ |
| | 2. Unconfirmed Minutes August 2022. ↓ |

The minutes from the previous meeting are attached for consideration and the status report is also attached for review.

LEMC STATUS REPORT
Local Emergency Management Committee

Supporting Officers
CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
11/08/2022	Local Recovery Coordinators and Welfare Liaison Officers	<p>That the Local Emergency Management Committee recommends to Council the following:</p> <p>That Council notes the appointments of personnel required for the purpose of emergency planning and preparation, response and recovery as follows:</p> <ol style="list-style-type: none"> 1. Local Recovery Coordinator – Manager Infrastructure and Assets 2. Deputy Local Recovery Coordinator – Manager Development and Regulation 3. Deputy Local Recovery Coordinator – Manager Corporate & Community Services 4. Welfare Liaison Officer – Kimberley Hardie 5. Deputy Welfare Liaison Officer – Tobie Prater 6. Deputy Welfare Liaison Officer – Wesley Sutton 7. Deputy Welfare Liaison Officer – Narelle Rodger 	August 2022	EMO	t.b.a.	
10/08/22	LEMC Meeting Structure and Amendments	<p>That LEMC meeting times be changed to the second Wednesday of relevant months at 10.30am.</p> <p>That LEMC meeting frequency be reduced to three times per year, with meetings to be scheduled early March, June and November.</p>	August 2022	EMO	t.b.a.	
10/08/22	LEMC Meeting Structure and Amendments	That alteration of LEMC Membership Structure with the composition of this committee is proposed to be as follows:	August 2022	EMO	t.b.a.	

LEMC STATUS REPORT
 Local Emergency Management Committee

Supporting Officers
 CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		(a) Police Officer in Charge – Toodyay; (b) Four elected members (two primary and two deputy); (c) Community Emergency Services Manager (CESM); (d) Chief Executive Officer – Shire of Toodyay, or in accordance with section 5.10(5) of the Local Government Act 1995, the CEO’s Representative; (e) Emergency Management Officer; (f) Department of Communities representative; (g) District Emergency Management Advisor (DEMA); (h) Local Recovery Coordinator and/or deputy; (i) Welfare Liaison Officer and/or deputy; (j) DFES District Officer Avon and/or District Officer Natural Hazards; (k) Main Roads Representative; (l) St John Ambulance Community Paramedic; (m) Ranger Representative; (n) Principal, Toodyay District High School;				

LEMC STATUS REPORT
Local Emergency Management Committee

Supporting Officers
 CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		(o) Non-Voting/Quorum Invitees: i. Chief Bush Fire Control Officer or deputy ii. Toodyay Volunteer Fire & Rescue representative; iii. Toodyay St John Ambulance representative iv. Morangup St John Ambulance representative v. Toodyay SES Representative				
10/08/2022	Toodyay Bush Fire Preparedness and Resilience Strategies Report Emergency Management Related Recommendations	That Council receives and endorses the Shire of Toodyay Bush Fire Preparedness and Resilience Strategies Report.	August 2022	EMO	t.b.a.	
10/08/2022	Toodyay Bush Fire Preparedness and Resilience Strategies Report Emergency Management Related Recommendations	That Council prioritises the following recommendations of the Shire of Toodyay Bush Fire Preparedness and Resilience Strategies Report and considers appropriate allocations in its 2022/2023 budget, or subsequent budgets as applicable: 1. Report Recommendation 42 - The Shire reallocate its current Local Recovery Coordinator appointments to Welfare Liaison Officers and reassign the responsibilities of Local Recovery Coordinators to two or more senior management staff and embed Local	August 2022	EMO	t.b.a.	

LEMC STATUS REPORT
 Local Emergency Management Committee

Supporting Officers
 CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		Recovery Coordinator responsibilities into position descriptions of these roles. 2. Report Recommendation 43 - The Shire embeds Emergency Management tasks within all employee position descriptions. 3. Report Recommendation 44 - The Shire should require all staff to undertake a level of WALGA Emergency Management training, in line with their expected involvement.				

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES**

10 AUGUST 2022

1 DECLARATION OF OPENING

Cr S Pearce, Chairperson, declared the meeting open at 5.01pm.

1.1 ANNOUNCEMENT OF VISITORS

Nil.

1.2 RECORD OF ATTENDANCE AND APOLOGIES

Members

Cr C Duri	Councillor
Cr S Pearce	Councillor (Chair)
Mr W Sutton	Local Recovery Coordinator
Mr R Koch	Deputy 2 CBFCO / CESM
Mrs T Prater	Deputy Local Recovery Coordinator
Mrs E Francis	Emergency Management Officer
Mr K Maddrell	Morangup St John Ambulance/SES
Mr S Greenan	St John Ambulance Community Paramedic
Ms J Spadaccini	District Emergency Services Officer - Wheatbelt (Department)

Staff

Mrs M Rebane Executive Assistant

Visitors

Jo Reimers Communities WA, Whadjuk Noongar

Apologies

Sgt D Flaherty Toodyay Police

Mr C Stewart Chief Bush Fire Control Officer

Cr M McKeown Councillor

1.3 DISCLOSURE OF INTEREST

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
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10 AUGUST 2022

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

2.1.1 Minutes of Meeting held on 9 February 2022

OFFICER'S LEMC004/08/22	RECOMMENDATION/LEMC	RESOLUTION	NO.
MOVED	Mrs E Francis		
That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 9 February 2022 be confirmed.			
MOTION CARRIED 9/0			

2.1.2 Minutes of Meeting held on 11 May 2022

OFFICER'S LEMC005/08/22	RECOMMENDATION/LEMC	RESOLUTION	NO.
MOVED	Cr C Duri		
That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 11 May 2022 be confirmed subject to E Francis being added to the list of attendance.			
MOTION CARRIED 9/0			

2.2 REVIEW OF STATUS REPORT

2.2.1 Review of Status Report

Attachments:	1. Updated Status Report.
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The Status Report was blank, but noted. The Updated Status Report following this meeting will be included in the Minutes.

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2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1 Updates to Contacts and Resources Register

Confidential Attachments under s.5.23(2)(b) and (e):	<ol style="list-style-type: none"> 1. Toodyay Volunteer Fire & Rescue Update; 2. DFES Update of details; and 3. St Johns Sub Centre info.
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The updates for the Contacts and Resources Register were included in a late agenda report to LEMC Members via email on 10 August 2022.

As the LEMC Minutes are publicly available, and the updates contain personal information, some of the information has been redacted from the table below:

Member	Changes to be noted or followed up on.
Cr Duri	LEMC – Councillor Ruthven is listed as Chair/Councillor; however Cr Pearce is actually the Councillor on the Committee and also the Chair of the Committee. Councillor Duri is not listed and she is the Deputy Council Member so she should be listed. Cr Ruthven is not on the LEMC.
Cr Duri	Local Services – Kevin and Lesley Hug do not own this caravan park anymore.
Cr Duri	Avon brook Wines – are in Clackline not Northam (245 Benrua Rd, Clackline WA 6564) - (08) 9574 1276
Cr Duri	Day Care Providers – I understood that Little Ducklings Day Care is permanently closed since COVID came. Please check Little Harvester Day Care (56 Harvester Dr, Toodyay WA 6566- 0409 105 747) and The Fluffy Ducklings Day Care in Wundowie - (08) 9573 6380
Cr Duri	Medical Services – Butterly Cottage is listed under this heading. I am not sure what Medical Services Butterly Cottage provides.
Jodie Breese, Secretary Toodyay Volunteer Fire & Rescue	Toodyay Volunteer Fire & Rescue Update provided as a separate attachment.
Phillip Hay District Officer Avon Northam District Office, Goldfields Midlands Region Country Operations	Please see attached with DFES sections updated

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Member	Changes to be noted or followed up on.
Craig- CBFCO	P31 Electricians Northam auto elect Remove Neil New contact Jonno
Craig- CBFCO	P32 Machinery Longford Grazing Remove Float
Debbie Tunncliffe, Admin Officer, Toodyay sub centre St Johns WA - Toodyay.Subcentre@stjohnwa.com.au	(please note that the A.R.M. is taking place on 20 Sept and the Chairperson details are subject to change). Community Paramedic: Stew Greenan Mobile number is correct. Morangup: Admin Officer Mobile is correct. Refer to attachment as well.
Executive Services <i>Recovery Coordinator appointments and Welfare Liaison Officer appointments</i>	The positions of Local Recovery Coordinator and Deputy Recovery Coordinator will change as the CEO has discretion to appoint people (see the late report provided as part of the Late Agenda). Changes will need to be made to the contact and resources register to accommodate this.
Executive Services	Ensure that Page 9 is changed also, using the information provided above from the St John Toodyay Sub Centre information

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2.3.2 Report from DESO – Wheatbelt (Department of Communities)

Attachments:	1. Report from DESO – Wheatbelt (Department of Communities)
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Report from J Spadaccini attached, which includes provisional contact details as she is going on extended leave from 17th August 2022.

Points raised as follows:

- Updated report sent to CESM this afternoon.
- Jo Reimers, Communities WA Whadjuk Noongar will be covering Jo Spadaccini while she is on extended leave, and be added to the LEMC Distribution List.

Jo Spadaccini
District Emergency Service Officer – Wheatbelt
Emergency Services Unit
Department of Communities
W: communities.wa.gov.au

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

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4 OFFICER REPORTS

4.1 Local Recovery Coordinators and Welfare Liaison Officers

Date of Report:	10 August 2022
Applicant or Proponent:	E Francis – Emergency Management Officer
File Reference:	FIR27
Author:	E Francis – Emergency Management Officer
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Previously Before Council:	Nil
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	Nil

PURPOSE OF THE REPORT

To consider alterations in the appointment of Local Recovery Coordinators and Welfare Liaison Officers and make recommendation to Council.

BACKGROUND

The position of a Local Recovery Coordinator (LRC) is to ensure the development and maintenance of effective recovery management arrangements for the local government in conjunction with the local recovery committee. Local Government is required to have a local recovery coordinator as per Section 41(4) of the *Emergency Management Act 2005*.

The Shire of Toodyay may appoint more than one person to the position of LRC, thereby ensuring that coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

Additionally, appointment of one or more individuals to the position of a Local Government Welfare Liaison Officer (WLO) is another key requirement of the Shire of Toodyay Local Emergency Management Arrangements (LEMA). This appointment/s ensures initial and ongoing support to the Department of Communities, is provided in the effective opening and operation of an evacuation centre during an emergency.

Traditionally, the position of Local Recovery Coordinator was held by a Senior Management Staff member, however with changing of staff over recent years, the position/s until recently were held by two Shire officers. The recent resignation of one of those staff members prompted consideration of a new appointment.

Re-examination of the LRC and WLO roles and associated responsibilities produced discussion about the managerial experience and financial authority that would better serve the position of an LRC and the local knowledge and experience that would be ideal for a WLO.

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COMMENTS AND DETAILS

With a single LRC appointee currently, the recommendation of this report aims to reduce risk to the Shire by building a team of trained 'Recovery' staff members with a suitable mix of skills, experience, knowledge and financial authority, so the Shire of Toodyay can be as prepared as possible in the event of an emergency.

Proposed position reconsiderations are as follows:

- Local Recovery Coordinator – Jan Augustin – Manager of Infrastructure and Assets
- Deputy Local Recovery Coordinator – Hugo de Vos – Manager of Development and Regulation
- Deputy Local Recovery Coordinator – Tabitha Bateman – Manager of Corporate and Community
- Welfare Liaison Officer – Kimberley Hardie
- Deputy Welfare Liaison Officer – Tobie Prater
- Deputy Welfare Liaison Officer – Wesley Sutton
- Deputy Welfare Liaison Officer – Narelle Rodger

Returning to the concept and appointment of Senior Management in the role/s of LRC provides the continuity of managerial skills, experience and financial authority from day to day business to a recovery scenario.

Currently with a single appointee, the role of Recovery Coordinator and Welfare Liaison Officer in the initial phases of an emergency incident creates a clash of responsibilities which need to be separated. A single appointee cannot be expected to commence recovery and simultaneously establish a welfare centre until the arrival of Department of Communities.

This report if ultimately taken to and subsequently passed by Council, would largely satisfy Officer's Recommendation 2 (1), item 4.3 of this agenda, relating to Recommendation 42 of the Shire of Toodyay Bush fire Preparedness and Resilience Strategies Report:

'The Shire reallocates its current Local Recovery Coordinator appointments to Welfare Liaison Officers and reassign the responsibilities of Local Recovery Coordinators to two or more senior management staff and embed Local Recovery Coordinator responsibilities into position descriptions of these roles'.

IMPLICATIONS TO CONSIDER

Consultative:

June Senior Management Group (SMG) Meeting – Local Recovery Coordinator and Welfare Liaison Officer Positions briefed by CESM and EMO and discussed with SMG.

A meeting was held (3 August 2022) with the following personnel to discuss methods of improving LEMC attendance and participation.

- Councillor Pearce (Chair LEMC)
- CEO - Suzie Haslehurst
- DEMA - Yvette Grigg
- CESM - Rob Koch
- EMO - Ebony Francis

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August SMG Meeting - Local Recovery Coordinator and Welfare Liaison Officer Positions briefed by CESM and EMO and discussed with SMG.

Strategic:

A key point of the Shire's Strategic Community Plan – Toodyay 2028 (SCP) is Governance – the way the Shire leads and operates. The strategic outcome is that Council will engage with the community and provide good governance on behalf of the Community.

An objective within the SCP is to Preserve and protect our natural assets for future generations by way of (S 1.4) Reduce the impact of extreme weather conditions through emergency management planning.

The amendment of the Local Recovery Coordinator and Welfare Liaison Officer positions strengthens the Shire's ability to commence recovery effectively in the event of an emergency.

Policy related:

Recommendations in this report are in line with the local government responsibilities of the *Emergency Management Act 2005*.

Financial:

Section 36(b) of the *Emergency Management Act 2005* describes one of the functions of local government 'to manage recovery following an emergency affecting the community in its district'. For this to occur as efficiently as possible specialised training is available and recommended.

There will be future training costs incurred in the 2022/2023 Annual Budget which will be associated with the appointment of personnel with emergency planning and preparation, response and recovery responsibilities. These costs are not expected to exceed \$3,000.

Legal and Statutory:

Under the *Emergency Management Act 2005*, the local government is a public authority who has functions to perform as per Section 36 of the aforementioned Act.

Section 41 (4) of "Emergency management arrangements in local government district" states as follows:

- (4) *Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.*

Section 42 (2) of "Reviewing and renewing local emergency management arrangements" states as follows:

- (2) *Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.*

Risk related:

Currently the Shire has only one staff appointed as LRC as required by the *Emergency Management Act 2005*. However, having only one LRC appointee and no WLO leaves the Shire at risk in the event of an emergency if the sole appointee is not available.

Appointment of multiple individuals for both the LRC and WLO roles creates a team of members to call upon the event of an emergency.

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Risk 1: There is a risk that having only one LRC appointee leaves the Shire at risk of not being able to effectively manage recovery in the event of an emergency, if the sole appointee is not available. Rated: High

The appointment of multiple individuals as per the Officer's recommendations below largely mitigates this risk.

Risk 1: There is a risk that having only one LRC appointee leaves the Shire at risk of not being able to effectively manage initial stages of recovery and establishment of a Welfare Centre in the event of an emergency. Rated: High

Workforce related:

LEMCs role is not to design or direct work to Shire staff specifically, however at the request of the CEO, this report was created to come through the LEMC process as a related committee item, implementation of the Local Emergency Management Arrangements (LEMA), and to inform Council.

VOTING REQUIREMENTS

Simple Majority

AMENDED LEMC006/08/22	OFFICER'S	RECOMMENDATION/LEMC	RESOLUTION	NO.
MOVED	Mr K Maddrell			
SECONDED	Mr R Koch			
That the Local Emergency Management Committee recommends to Council the following: That Council notes the appointments of personnel required for the purpose of emergency planning and preparation, response and recovery as follows:				
1. Local Recovery Coordinator – Manager Infrastructure and Assets				
2. Deputy Local Recovery Coordinator – Manager Development and Regulation				
3. Deputy Local Recovery Coordinator – Manager Corporate & Community Services				
4. Welfare Liaison Officer – Kimberley Hardie				
5. Deputy Welfare Liaison Officer – Tobie Prater				
6. Deputy Welfare Liaison Officer – Wesley Sutton				
7. Deputy Welfare Liaison Officer – Narelle Rodger				
MOTION CARRIED 9/0				

The Officer's Recommendation was amended for Points 1-3 to put the titles of Manager positions so that the Local Recovery positions may be put into the position descriptions of those Managers by the Shire.

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4.1 May 2022 Update

Date of Report:	17 June 2022
File Reference:	FIR27
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	R Koch – Community Emergency Services Manager
Attachments:	Nil

PURPOSE

To receive the update provided by the CESM for the May 2022 LEMC Meeting.

BACKGROUND

The CESM provided a May 2022 Update for tabling at the May 2022 LEMC Meeting where the meeting was adjourned due to lack of a quorum.

COMMENTS AND DETAILS

The report for May is as follows:

- Annual Preparedness and Capability Survey has been released by SEMC. Shire completed this by June deadline.
- Yvette Grigg (DEMA, DFES) has been working on a 'cluster' strategy to help LGs/LEMCs with Emergency Management. While this does not mean LEMCs will meet as clusters, one of the first items is an exercise on 1 September 2022; held with members of our cluster.
- 9 X 47,000ltr fire emergency water tanks are currently being installed in the Shire under a DFES grant. This represented water pre-planning for bushfire response.
- Julimar Bush Fire Brigade moved into their new facility late February – opening confirmed for September 2022.
- The Shire submitted its Mitigation Activity Fund grant application for 2022/23 FY, aimed to consolidate and maintain those areas worked on in previous grant rounds. The Shire was successful and the project will commence soon.
- Bush Fire brigades have been active recruiting and engaging with the community, via Farmer's Market and a volunteer week event on a Stirling Park.
- EMO and Rangers have attended 'Animal Welfare in Emergencies' training as part of a grant. EMO applying for another grant.

OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO. LEMC007/08/22

MOVED Mrs E Francis

That the Local Emergency Management Committee receives the May 2022 update from the Community Emergency Services Manager.

MOTION CARRIED 9/0

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
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4.2 LEMC Meeting and Structure Amendments
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Date of Report:	3 August 2022
Applicant or Proponent:	E Francis – Emergency Management Officer
File Reference:	FIR28
Author:	E Francis – Emergency Management Officer
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Previously Before Council:	N/A
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	Nil

PURPOSE OF THE REPORT

To review the LEMC meeting time, frequency and membership structure, to improve LEMC participation and development in the Emergency Management space.

BACKGROUND

LEMC Chair raised concern with the CEO regarding LEMC quorum and attendance, which lead to an internal discussion and advice from DFES District Emergency Management Advisor (DEMA) being sought.

Historically, LEMC meetings have been held quarterly, however amendments to the SEMC Procedures allow Local Governments to alter the frequency of LEMC meetings.

LEMC meetings are currently held at 5.00pm in the evening.

Local Governments are legislatively required to undertake an Emergency Management exercise which exercises their Local Emergency Management Arrangements (LEMA) annually.

COMMENTS AND DETAILS

The biggest factor affecting attendance and subsequently affecting ability to achieve quorum, is the meeting time.

The current out-of-business hour time slot falls outside the contracted hours of many Shire and external agency members. This essentially makes attendance unenforceable for effected organisations and is seen a major contributing factor current attendance levels. A change to the LEMC meeting time to business hours would enforce attendance, improve quorum and increase consistency and engagement within the committee.

It is also recommended that meeting time alignment with the Goomalling LEMC is retained to benefit those external agencies which sit across multiple LEMCs who are required to travel. It is therefore proposed that a Toodyay LEMC meeting of 10:30am, with Goomalling

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LEMC to consider a shift from their current 3:00pm time slot to a starting time between 1:00pm and 2:00pm).

It is acknowledged that a meeting time change would not necessarily suit volunteers. Attendance by volunteer representatives would still be permitted, however in a non-voting/quorum tier of membership. All current volunteer representatives have/retain representation via staff from their organisation.

Amendment to the membership structure is also recommended to improve quorum. It is recommended that the LEMC focus on core members, rather than all possible or potential members. Expansion of the membership may be considered at any time.

The consideration of meeting frequency considers other commitments held by LEMC Members, evolving quantity of content and the legislatively required annual Emergency Management exercise. Reducing meeting frequency to three meetings and scheduling the required annual Emergency Management exercise in lieu of a fourth LEMC meeting, will likely alleviate some pressure and simultaneously allow for more meaningful and engaging meeting outcomes. It is also recommended that meeting over the bush fire high threat period, which now extends into autumn, is avoided in order to better ensure attendance by representatives with operational requirements over this period. Therefore, a proposal for April, July, and November LEMC meetings is contained in this report, with a nominal target of September for the annual exercise.

IMPLICATIONS TO CONSIDER

Consultative:

A meeting was held (August 3rd, 2022) with the following personal to discuss methods of improving LEMC attendance and participation.

- Councillor Pearce
- CEO - Suzie Haslehurst
- DEMA - Yvette Grigg
- CESM - Rob Koch
- EMO - Ebony Francis

Strategic:

Emergency Management is a function of Local Government via *Emergency Management Act 2005*. Effective emergency management and recovery operations are important to lessening the impact of disasters on our community. Effective emergency management is a critical factor to a strong, resilient community. This is supported by the Shire's Strategic Community Plan Toodyay 2028 (page 23) '*Our Local Emergency Management Committee ensure that the Shire is well prepared in the event of an emergency.*'

Policy related:

Recommendations within this report would invoke amendments to the Committee Book.

Financial:

There are no foreseeable financial implications relating to Officer's recommendation of this report.

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Legal and Statutory:

The *Emergency Management Act 2005*, and relevant State Emergency Management Committee (SEMC) policy and guidelines, set responsibility for Local Government in Emergency Management. The recommendations in this report are designed to support these requirements.

Risk related:

Risk 1: There is a risk that failure to effectively carry out the LEMC roles and responsibilities emergency management responsibilities could result in injury or death within the community.

Consequence: Catastrophic (5),

Likelihood: Unlikely (2),

Risk Rating: High (10)

Risk 2: There is a risk that failure to effectively manage bush fire safety and emergency management responsibilities could result in a negative public perception of the Shire.

Consequence: Major (4),

Likelihood: Possible (3),

Risk Rating: High (12)

Workforce related:

Attendance of LEMC members that are Shire of Toodyay Staff would be expected, with the amendment of the meeting time to business hours. Suitable allowances in scheduling by management would be required.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO. LEMC008/08/22

MOVED Mr S Greenan

That the Local Emergency Management Committee recommends to Council the following:

That LEMC meeting times be changed to the second Wednesday of relevant months at 10.30am.

MOTION CARRIED 9/0

The Officer's Recommendation was amended to include the words "to the second Wednesday of relevant months".

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OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO. LEMC009/08/22

MOVED Mr K Maddrell

That the Local Emergency Management Committee recommends to Council the following:

That LEMC meeting frequency be reduced to three times per year, with meetings to be scheduled early March, June and November.

MOTION CARRIED 9/0

The Officer's Recommendation was amended to the months March, June, and November, to avoid the school holiday or public holidays.

OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO. LEMC010/08/22

MOVED Mrs T Prater

That the Local Emergency Management Committee recommends to Council the following:

That alteration of LEMC Membership Structure with the composition of this committee is proposed to be as follows:

- (a) Police Officer in Charge – Toodyay;
- (b) Four elected members (two primary and two deputy);
- (c) Community Emergency Services Manager (CESM);
- (d) Chief Executive Officer – Shire of Toodyay, or in accordance with section 5.10(5) of the *Local Government Act 1995*, the CEO's Representative;
- (e) Emergency Management Officer;
- (f) Department of Communities representative;
- (g) District Emergency Management Advisor (DEMA);
- (h) Local Recovery Coordinator and/or deputy;
- (i) Welfare Liaison Officer and/or deputy;
- (j) DFES District Officer Avon and/or District Officer Natural Hazards;
- (k) Main Roads Representative;
- (l) St John Ambulance Community Paramedic;
- (m) Ranger Representative;
- (n) Principal, Toodyay District High School;
- (o) Non-Voting/Quorum Invitees:
 - i. Chief Bush Fire Control Officer or deputy
 - ii. Toodyay Volunteer Fire & Rescue representative;
 - iii. Toodyay St John Ambulance representative
 - iv. Morangup St John Ambulance representative
 - v. Toodyay SES Representative

MOTION CARRIED 9/0

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The Officer's Recommendation was amended to:

- *Remove the words "to act as the Deputy Presiding Member of the Committee in accordance with Section 38 (3) (b) and (4) of the Emergency Management Act 2005 and in accordance with SEMC Guidelines" from point (a);*
 - *Remove the words "one of which must be elected as Presiding Member in accordance with SEMC Guidelines and Section 38 (3) & (4) of the Emergency Management Act 2005" from point (b);*
- (a) *because the SEMC Guidelines only intimates that the LEMC membership must include at least one local government representative and the Local Emergency Coordinator; and*
- (b) *because the Emergency Management Act 2005 states that a local emergency management committee consists of a chairman and other members appointed by the relevant local government and if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*

It was also noted that the Committee Book for the Shire would be updated after the recommendation is resolved by Council.

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**4.3 Toodyay Bush Fire Preparedness and Resilience Strategies Report -
Emergency Management Related Recommendations**

Date of Report:	3 August 2022
Applicant or Proponent:	E Francis – Emergency Management Officer
File Reference:	FIR27
Author:	E Francis – Emergency Management Officer
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. Shire of Toodyay Bush Fire Preparedness and Resilience Report 2. Report Maps (A3)

PURPOSE OF THE REPORT

To receive and endorse the Shire of *Toodyay Bush Fire Preparedness and Resilience Strategies Report* and provide short term priority recommendations.

BACKGROUND

The Shire of Toodyay commissioned a report in 2015 that predominantly reviewed and made recommendations related to subdivision egress and a collection of other Bush Fire related matters.

In 2020, Council requested a review of the 2015 Report.

Officers have now undertaken a comprehensive review of the 2015 report and developed the *Bush Fire Preparedness and Resilience Strategies Report* ('the Report') which is provided at **Attachment 1 & 2**.

The report has been presented to Council via a Concept Forum, for which a request was made to send back to Council Committee level (specifically the Bush Fire Advisory Committee) for a final round of comment prior to consideration at the August Ordinary Meeting of Council.

While it should be noted that the main subject of the report, relates to a level of evacuation planning, and may be of interest to LEMC, **Section 9.4** relates to, and makes recommendation with respect, to the appropriate appointment of Local Recovery Co-ordinators and Welfare Liaison Officers, positions referenced by the Emergency Management Act 2005 and/or the Shire of Toodyay Local Emergency Management Arrangements (LEMA).

It is Section 9.4 of the report which is being brought to LEMC to provide guidance to Council.

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COMMENTS AND DETAILS

Historically the Shire of Toodyay has appointed two staff members as Local Recovery Coordinator (LRC) and Deputy Local Recovery Coordinator (DLRC). These positions included the Welfare Liaison Officer (WLO) functions. The roles were, some years ago, held by a Senior Manager (the then Works and Services position), and the senior (yet not managerial) Finance Officer position. Through staff changes, delegation of LRC and DLRC has progressively focused on the WLO function, with less senior staff appointed. The Shire's own LEMA indicates there should be a separation of the WLO and LRC/DLRC roles. The table below is an excerpt from Section 1.9 of the LEMA which defines the roles.

Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	<p>During an evacuation assist Dept. Communities by providing advice information and resources</p> <ul style="list-style-type: none"> (a) open and establish a welfare centre at the nominated facility until the arrival of DC; (b) establish the registration process of evacuees until the arrival of DC; (c) provide advice, information and resources in support of the facility; and (d) assist with maintenance requirements for the facility.

Qualities for the LRC/DLRC include:

- Managerial authority to direct staff; and
- Purchasing authority.

The LRC/DLRC roles are therefore best suited to head of department (Senior Management Group) personnel.

Qualities for the WLO role include:

- Living locally; and
- Good organisational skills; and
- Good people skills.

Thus, WLOs could potentially be any local staff member, not allocated an LRC/DLRC position.

In addition to the LRC and WLO appointments, Section 9.4 of the Report also advocates for the broader resourcing that recovery activities would require of the Shire, specifically:

- Embedding of Emergency Management tasks within all employee position descriptions.

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- Emergency Management training for all staff (and elected members) in line with their function/responsibility.

Recommendations 42, 43 & 44 of the Report (as per Officer Recommendation 2 below) aim to address the above. The Officer is seeking LEMC recommendation of these Recommendations to Council.

IMPLICATIONS TO CONSIDER

Consultative:

The contents of the 2015 Report and an incomplete draft of this Report have been circulated to members of the Bush Fire Advisory Committee and where appropriate, feedback has been incorporated into this report.

Consultation with Shire Senior Management occurred in May/June 2022.

The completed draft report was taken to Council Forum in July 2022.

The Bush Fire Advisory Committee considered the report and made recommendations to council at it 03 August 2022 meeting.

This report introduces the report to LEMC with an opportunity to provide advice to Council.

Strategic:

Emergency Management is a function of Local Government via *Emergency Management Act 2005*. Effective emergency management and recovery operations are important to lessening the impact of disasters on our community. Effective emergency management is a critical factor to a strong, resilient community. This is supported by the Shire's Strategic Community Plan Toodyay 2028 (page 23) '*Our Local Emergency Management Committee ensure that the Shire is well prepared in the event of an emergency.*'

Policy related:

There are no policy related implications relating to Officer's recommendation of this report.

Financial:

There are no foreseeable financial implications relating to Officer's recommendation of this report.

Legal and Statutory:

Section 9.4 of the Report aims to address requirements of the *Emergency Management Act 2005*, particularly in relation to the appointment of LRC, and assist in meeting overall Local Government recovery obligations of the Act.

Risk related:

Risk 1: There is a risk that failure to effectively conduct emergency management responsibilities, could result in injury or death within the community.

Consequence: Catastrophic (5),

Likelihood: Unlikely (2),

Risk Rating: High (10)

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Risk 2: There is a risk that failure to effectively manage conduct emergency management responsibilities could result in a negative public perception of the Shire.

Consequence: Major (4),

Likelihood: Possible (3),

Risk Rating: High (12)

Workforce related:

The Officer's recommendation of this report, advocates for the delegation of roles, by the CEO on Shire Staff.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO. LEMC011/08/22

MOVED Mrs T Prater

That the Local Emergency Management Committee recommends to Council the following:

That Council receives and endorses the *Shire of Toodyay Bush Fire Preparedness and Resilience Strategies Report*.

MOTION CARRIED 9/0

OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO. LEMC012/08/22

MOVED Mr S Greenan

That the Local Emergency Management Committee recommends to Council the following:

That Council prioritises the following recommendations of the *Shire of Toodyay Bush Fire Preparedness and Resilience Strategies Report* and considers appropriate allocations in its 2022/2023 budget, or subsequent budgets as applicable:

1. *Report Recommendation 42* - The Shire reallocate its current Local Recovery Coordinator appointments to Welfare Liaison Officers and reassign the responsibilities of Local Recovery Coordinators to two or more senior management staff and embed Local Recovery Coordinator responsibilities into position descriptions of these roles.
2. *Report Recommendation 43* - The Shire embeds Emergency Management tasks within all employee position descriptions.
3. *Report Recommendation 44* - The Shire should require all staff to undertake a level of WALGA Emergency Management training, in line with their expected involvement.

MOTION CARRIED 9/0

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5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

5.1 CONTACT LIST

Nil.

5.2 RISK MANAGEMENT

CESM: Mitigation Activity Fund – *refer to the May Update.*

5.3 PRESENTATIONS OR EVENTS

5.3.1 PRESENTATION ON FIRE DANGER RATING

At 6.10pm CESM provided an overview of a presentation regarding the new signage requirements for Fire Danger Rating.

Attachments

1 Fire Danger Rating Presentation.

5.4 INCIDENT/EXERCISE REPORTS

Operational exercises August and October 2022 but no other reports.

5.5 PROJECTS AND GRANT FUNDING

Emergency Management Officer (EMO):

Two Aware Grants are pending.

- One is for update of LEMA and the animal welfare section will be improved.
- The other to support social media development to get the consistent message out to the public (essentially a social media calendar).

CESM:

- Fire and Emergency water enhancements: carry over there.
- Skymuster NBN back-up locations at Admin Centre, Toodyay Colocation Centre, the Town Hall (Primary Evacuation Centre) Coondle BFB, Julimar BFB and Morangup/SES BFB.

5.6 STRATEGIC REVIEW / PLANNING

CESM:

Strategic Bushfire Report – falls under BFAC but an evacuation plan is in the realm of the LEMC.

5.7 ROUNDTABLE DISCUSSION AND AGENCY UPDATES

S Greenan – St John's

I am new to the role. We will be establishing interagency training between different emergency services from an operational point of view over the next 6-12 months.

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6 CONFIRMATION OF NEXT MEETING

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on Wednesday 9 November 2022 commencing at 10.30am.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 6.28pm.

2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

4 OFFICER REPORTS

4.1 Sep 1st - Avon Exercise Continuation

Date of Report:	2 November 2022
File Reference:	FIR1
Author:	E Francis – Emergency Management Officer
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Attachments:	Nil

PURPOSE

To complete the remaining portion of the regional exercise that was not able to be undertaken due to time restraints, and also introduce the concept of mini exercises at LEMC for continual testing and familiarisation with Recovery concepts.

BACKGROUND

On 1 September 2022, the Shire of Toodyay participated in a regional Exercise as part of an annual legislative requirement of the *Emergency Management Act 2004*.

Shire of Toodyay attendance included newly appointed the Local Recovery Coordinator and Deputies, Welfare Liaison Officers and Deputies, the CEO, three Councillors and the Emergency Management Officer. Completion of this exercise at the local level will aid the Shire in meeting the requirements of the EM Act.

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

5.1 CONTACT LIST

5.2 RISK MANAGEMENT

5.3 PRESENTATIONS OR EVENTS

5.4 INCIDENT/EXERCISE REPORTS

5.5 PROJECTS AND GRANT FUNDING

5.6 STRATEGIC REVIEW / PLANNING

5.7 ROUNDTABLE DISCUSSION AND AGENCY UPDATES

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on 8 March 2023 commencing at 10.30am.

7 CLOSURE OF MEETING

The Chairperson will close the meeting.