



APPENDICES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

Wednesday, 10 February 2021
Commencing at 10.00am

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive – EATON

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LOCAL EMERGENCY MANAGEMENT COMMITTEE

**INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE**

2019

By Resolution of Council
Ordinary Council Meeting - 23/10/2019
Resolution Number [309-19]



(Appendix LEMC: 8.1A)

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1 INTRODUCTION

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 38 of the Emergency Management Act 2005, the committee to be known as the Local Emergency Management Committee, (the "Committee").

The Council appoints to the Committee those persons to be members of the committee by resolution of Council. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections being held. Council may appoint members for a further term at the next available meeting following the elections.

The Committee shall act for and on behalf of Council in accordance with provisions of the Emergency Management Act 2005, local laws and the policies of the Shire of Dardanup and this instrument.

2 NAME

The name of the Committee is the "Local Emergency Management" Committee.

3 OBJECTIVES – GENERIC

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Functions of the Committee and Section 5 Committee Objectives - Specific.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct.

(Details of tasks to be endorsed by Council by resolution when the committee is established or as amended from time to time).

4 FUNCTIONS OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

The functions of the Local Emergency Management Committee are set out in accordance with the Emergency Management Act 2005

38. Local emergency management committees

- (1) *A local government is to establish one or more local emergency management committees for the local government's district.*
- (2) *If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.*
- (3) *A local emergency management committee consists of—*
 - (a) *a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
 - (b) *if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*
- (4) *Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.*

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

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

40. Annual report of local emergency management committee

- (1) *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.*
- (2) *The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.*

5 COMMITTEE OBJECTIVES - SPECIFIC

The Local Emergency Management Committee shall have the following objectives:

- 5.1 To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- 5.2 To liaise with emergency management agencies and other persons in the development, review and testing of local emergency management arrangements;

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- 5.3 To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- 5.4 At 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.
- 5.5 The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

Any variation to these objectives is not to be considered by the committee unless approved by Council.

6 MEMBERSHIP

- 6.1 The Council resolves to nominate no more than three elected members as members for the Committee for a period of two years or until the next Ordinary Council election, the three elected members shall be members of the committee.
- 6.2 The following procedures for membership to the Committee from the State EM Preparedness Procedures are provided below:

LEMC Membership

- *the Chair should be an elected member of council;*
- *the Local Emergency Coordinator should be appointed as Deputy Chair;*
- *an Executive Officer, who should be an officer of the relevant local government, and should be appointed to coordinate the business of the committee and/or provide administrative support;*
- *the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan (s. 41(4) of the EM Act), should be appointed a member of the committee;*
- *consideration should be given to appointing local government officers engaged in key roles and functions affecting EM (for example, community services, engineering services, corporate services or planning);*
- *membership should include representatives from Emergency Management Agencies (EMAs) in the local government district (for example, the Department of Fire and Emergency Services); welfare support agencies or non-government organisations (for example, the Department of Communities, the Red Cross or Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district);*
- *consideration should be given to appointment of persons able to represent or advise on the interests of Culturally and Linguistically Diverse (CaLD) community members or community members with special needs; and*
- *LEMCs should, where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.*

Where the local government identifies the need for representation from a sector for which there is no local representative, an appropriate alternative representative may be identified from existing community members. For example, specific arrangements may be made in which

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a local general practitioner attends the LEMC meetings as a representative of the medical services in the district, if the Director of Nursing from the nearest hospital cannot attend. The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organisation of the members. During the drafting process, the District Emergency Management Advisor responsible for the region may be consulted to provide advice on all facets of the process (i.e. structure, process and legislation).

- 6.3 The Council requires representatives from state or federal government agencies to be on the Committee then the organisations shall nominate their representatives and they shall be endorsed by Council as members of the committee.
- 6.4 A member retains membership of the committee until; the person no longer holds office by virtue of which the person became a member, the person resigns, the committee is disbanded, the local government removes the person from office; or the next election date.

7 PRESIDING MEMBER

- 7.1 In accordance with the State EM Preparedness Procedures, the Committee shall appoint an Elected Member, that being the Shire President as Chair and the Local Emergency Coordinator (OIC - Local Police) will be appointed as Deputy Chair.
- 7.2 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the Local Government Act 1995.

5.22. Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*
- (b) *the presiding member is not available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.*

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8 MEETINGS

- 8.1 As there are no power or duty delegated to the committee the meetings are not open to the public.
- 8.2 The Committee shall meet on a quarterly basis, with a minimum of **4 meetings** per year, dates to be resolved by the Committee.
- 8.3 Notice of meetings including an agenda shall be given to members at least **5 days** prior to each meeting.
- 8.4 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than **5 days** after each meeting, provide the members and Council with a copy of such minutes.
- 8.5 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 8.6 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.
- 8.7 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

9 QUORUM

- 9.1 Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

(Note – Council may, at the request of the Committee, agree to set the quorum at a lesser number. However in such circumstances any recommendation on expenditure of monies or on forming policy positions that is being made to Council or the CEO, the committee must have at least 50% of the members present to make a valid recommendation/s.)

10 DELEGATED POWERS

- 10.1 The Committee has no specific powers under the Local Government Act and is to advise and make recommendations to Council only.
- 10.2 The Council reserves the right to delegate powers to the committee if circumstances require delegation. The Delegation shall be recorded in the Council minutes prior to the delegation being exercised.

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11 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 10.1 In accordance with the Local Government Act 1995; or
- 10.2 At the direction of Council; or
- 10.3 On the specified date.

12 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

- 12.1 This document may be altered at any time by the Council on the recommendation of the Committee, or by direct resolution of Council.

13 COMMITTEE DECISIONS

- 13.1 Committee decisions shall not be binding on Council in any circumstance.

14 HISTORY OF COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

The Local Emergency Management Committee and terms of reference was established by resolution [98/12] of the Shire of Dardanup Council on 12 April 2012.

The amended Terms of Reference are adopted by Council at its meeting of the 23 October 2019.

15 OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE

- 15.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the Director of Sustainable Development
- 15.2 The appointed officer shall provide the secretarial and administrative support through his/her Directorate.



POST EXERCISE REPORT

INCIDENT SUPPORT GROUP SIMULATION EXERCISE

SHIRE OF DARDANUP
LEMC 11 NOVEMBER 2020

EXECUTIVE SUMMARY

1. Overview

Emergency management exercises are an essential component of preparedness and should be used to enhance capability and contribute to continuous improvement¹. Hazard Management Agencies (HMA), Controlling Agencies (CA), Support Organisations and public authorities with roles and responsibilities under the State Emergency Management Framework (State EM Framework), District Emergency Management Committees (DEMCs) and local governments are required to develop and maintain capability-based exercises as their continuous 'business as usual' exercises program (State EM Plan 4.7.1).

Since 16 March 2020, a state of emergency for COVID-19 pandemic applies to the State of Western Australia, pursuant to section 56 of the Emergency Management Act 2005 (WA) (Act). COVID-19 remains a significant risk to the community and business continuity across all agencies, including the emergency management agencies.

The Exercise was designed to allow participants to connect remotely via video conference technology and work through the Incident Support Group (ISG) functions under simulated restrictions. The Exercise scenario was based on a significant bushfire event in the local government district.

2. Insights

- Exercise participants demonstrated a reasonable good understanding of ISG roles and responsibilities.
- ISG meeting agenda template requires a review.
- Exercise role players fulfilled the ISG responsibilities with minor assistance.
- Allowing 30 minutes of pre-exercise time to connect via Microsoft Teams (Teams) worked well for the Exercise participants.
- The majority of the LEMC members were able to connect via Teams app and contribute actively to the exercise discussion.
- It is challenging to gauge non-verbal cues during a video conference, and there is a risk of misunderstanding due to a mismatch between the verbal and non-verbal cues.
- Exercise role players and participants were able to interact via audio-visual aids such as raise hand and comments built-in Teams function.
- Shire staff unable to share audio/video due to technical issues.
- Audio and video quality was generally good, and keeping the video option muted when not speaking improved the overall video conference experience.
- Remotely held ISG meetings via Teams video conference facility could save significant travel time.

¹ Australian Disaster Resilience <https://knowledge.aidr.org.au/media/3547/handbook-3-managing-exercises.pdf>

POST EXERCISE REPORT

TABLE OF LESSONS IDENTIFIED

#	Capabilities [refer to WA State Capability Framework]	Exercise			Responsible for Action	Target Date for Action to be completed
		Exercise Objectives	Exercise Insight	Exercise Lessons Identified		
01	Command, Control and Coordination function	To familiarise the roles and responsibilities of Incident Support Group meetings.	Exercise participants received an overview of ISG roles and responsibilities. SEMC endorsed ISG meeting agenda template was used for the Exercise. Exercise role players fulfilled the ISG responsibilities with minor assistance.	ISG meeting agenda template requires a review. (The ISG template could be improved to facilitate support agency input for known and emerging impacts briefs in conjunction with the HMA/Controlling Agency briefs)	SEMC Policy and Legislation	Prior to the 2021-22 fire/cyclone season
02	Command, Control and Coordination function	To assess the ability of LEMC members to connect via Teams app video conference tool.	Allowing 30 minutes of pre-exercise time to connect via Teams worked well for the Exercise participants. The majority of the LEMC members could connect via the Teams app and contribute actively to the exercise discussion.			

This template is part of the WA Managing Exercises Guideline

POST EXERCISE REPORT

			<p>It is challenging to gauge non-verbal cues, and there is a risk of misunderstanding due</p> <p>Exercise role players and participants were able to interact via audio-visual aids.</p> <p>Shire staff unable to share audio/video due to technical issues.</p> <p>Audio and video quality was generally good.</p> <p>Keeping the video option muted when not speaking improved the overall video conference experience.</p> <p>Remotely held ISG meetings via Teams video conference facility could save significant travel time.</p>	<p>Enable ICT devices to connect via Teams app technology. Test and prove audio/visual connectivity via Teams app.</p>	<p>Shire of Dardanup</p>	<p>As soon as possible due to the current bushfire season</p>
03	<p>Command, Control and Coordination function</p>	<p>To validate the sharing of critical incident information, i.e., bushfire map containing fire shape, agency reports.</p>	<p>Incident Controller was able to share fire shape via Teams screen sharing function and brief the exercise participants.</p> <p>Exercise participants were able to clarify any issues with the Incident Controller.</p>	<p>Establish a dedicated Teams site to manage future incident support requirements across the South West emergency</p>	<p>District Emergency Management Advisor – South West</p>	<p>As soon as possible</p>

POST EXERCISE REPORT

			<p>Support agencies can use the share screen function to flag risk such as critical infrastructure asset with the IC</p> <p>Participating agencies were able to provide agency briefs when prompted.</p> <p>Incident Controller and support agencies require briefing templates.</p>	<p>management district</p> <p>Review ISG/OASG documentation and consider establishing IC and support agencies briefing templates.</p>	<p>SEMC Policy and Legislation</p>	<p>Prior to the 2021-22 fire/cyclone season</p>
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SIMEX ONLY

THE EXERCISE

3. Exercise Overview

Exercise Hermes will allow exercise participants to participate via Microsoft Teams video-conferencing application. Exercise Hermes is based on a hypothetical bushfire scenario. Exercise role players and participants will be able to step through the bushfire scenario under the guidance and mentoring of South West District Emergency Management Advisor, Department of Fire and Emergency Services. This methodology will enable HMA, Controlling Agency, and support agencies to collaborate remotely; additionally, the ISG exercise will highlight any limitations or technical issues associated with remote video conferences.

4. Exercise Aim

Exercise Hermes aims to evaluate the effectiveness of ISG meetings via video teleconferencing facility.

5. Exercise Objectives

- To familiarise the roles and responsibilities of ISG meetings.
- To assess the ability of LEMC members to connect via Teams app video conference tool.
- To validate the sharing of critical incident information, i.e., bushfire map containing fire shape, agency reports.

6. Exercise Scope

The scope of the ISG Exercise is based on the [State Emergency Management Capability Framework](#), 6.1 - Command, Control, and Coordination function. The ISG Exercise is seeking improvement with the pre-established protocols and structures that define the interrelationships between stakeholders during an emergency event and facilitate effective command, control, and coordination.

7. Reference

The SIMEX is prepared by using the following references:

- State Emergency Management Policy (15 July 2020)
- WA Managing Exercise Guideline (8 May 2020)
- State Emergency Management Plan (15 July 2020)
- State Hazard Plan – Fire (25 November 2019)

SIMEX ONLY

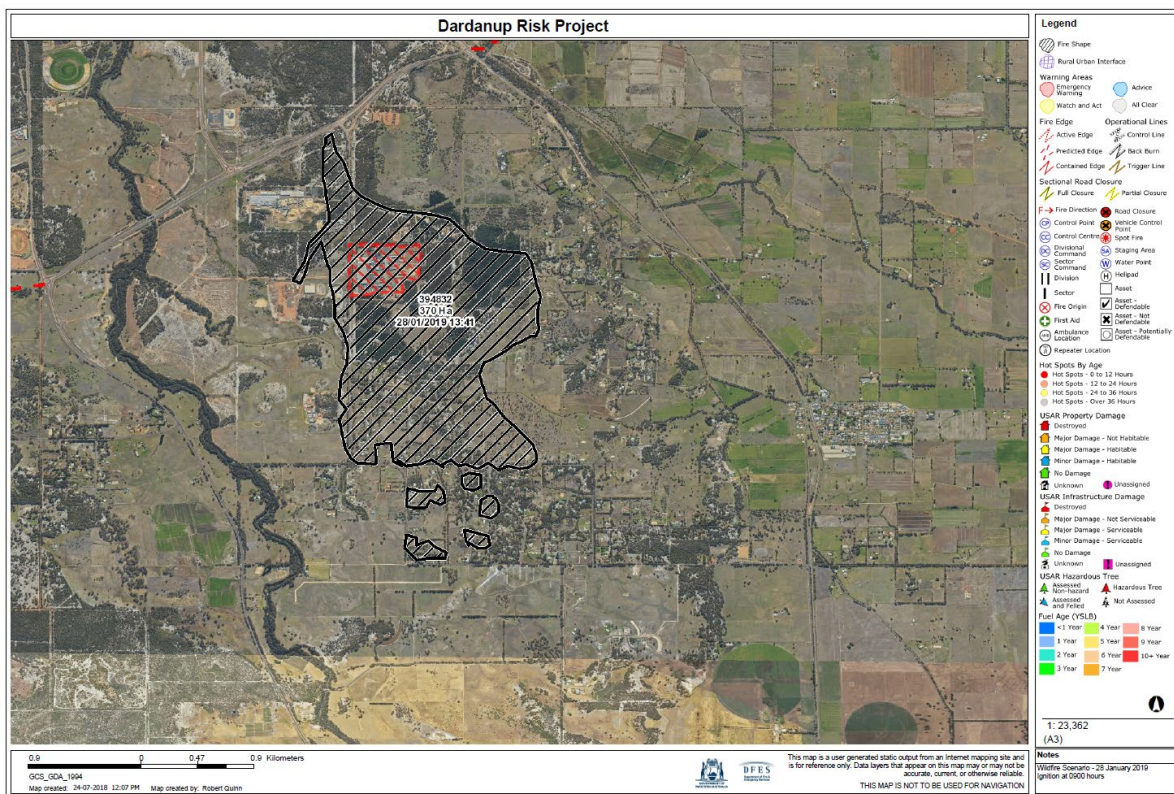
8. Exercise Format

Exercise Hermes is a Simulation Exercise (SIMEX) designed to allow LEMC members to experience and participate in the virtual ISG meeting. Each participant will require access to a personal computer, laptop, or smart device (phone or tablet) equipped with internet access, microphone, and camera (optional).

9. Exercise Scenario

The scenario for the Exercise was based on a significant bushfire in the northwest of the Dardanup townsite. The fire started at 0900hrs at approximately 100 meters south of the Moore Road and Bunbury Outer Ring Road intersection. At 1.40 pm, the fire burnt 370 hectares. An Emergency Warning was issued for West Dardanup and a Watch and Act for the Dardanup townsite. The Exercise commenced at the stage where the incident has been handed over to the Department of Fire and Emergency Services (DFES) as the Controlling Agency, and an Incident Support Group meeting is called to discuss the fire impact and consequence/risk management.

Image 1: Fire shape map at 1241 hours



SIMEX ONLY

10. EXERCISE PARTICIPANTS

Name	Organisation
John Carter	DFES (Incident Controller)
Peter Stewart	DFES (Exercise Observer)
Erin Hutchins	Shire of Dardanup
Murray Connell	Shire of Dardanup
Peter Buckley	Water Corporation
Mark Smith	WA Police
Roma Boucher	Dept of Communities
Vik Cheema	Exercise Facilitator

SEMC COMMUNIQUE

11 December 2020 MEETING HIGHLIGHTS



The State Emergency Management Committee (SEMC) met on 11 December 2020. The key discussion items and resolutions from the meeting are summarised below.

SEMC thanks all in the emergency management sector for their hard work this year and expresses gratitude for the role you have each played in planning for, responding to and recovering from emergencies, specifically the COVID-19 Pandemic.

General Update

- SEMC welcomed Ms Emma Cole as Deputy SEMC Chair and Chair of the Recovery and Community Engagement Subcommittee. Emma is the Mayor of the City of Vincent and brings a wealth of community experience to the role. SEMC also acknowledged the six years of dedication and hard work of Mal Cronstedt, has stepped away from the role of Executive Officer. Mal has had a significant impact he has had on the Committee and emergency management in Western Australia. Ms Melissa Pexton returns to SEMC as SEMC Executive Officer.



- The [National Emergency Declaration Bill 2020 \(NED Bill\)](#) and the [National Emergency Declaration \(Consequential Amendments\) Bill 2020 \(NEDCA Bill\)](#) were passed in the Australian Parliament on 10 December 2020 to implement recommendation 5.1 of the [Royal Commission into National Natural Disaster Arrangements](#) (Royal Commission) to establish a legislative framework for declaring national emergencies.
- The [Community Disaster Resilience Strategy](#) Green Paper is currently in development. The Paper will summarise the findings of community consultation and propose outcomes, ideas and initiatives for further targeted engagement. It is anticipated the Green Paper will be published in early 2021, following out of session SEMC approval. The Community Disaster Resilience Strategy aims to reduce the impact of disasters by increasing the strengths and capacity of communities to cope with, adapt to and recover from the impacts of emergencies and disasters.
- SEMC approved the SEMC Grant Governance Framework and the SEMC Grant Delegations Matrix for consistent application across all SEMC managed grant programs.
- SEMC approved the [WA Community Evacuation Guideline](#) to resolve the identified gaps and inconsistencies based on broad consultation with the emergency management sector.
- SEMC noted the amendments to the [Emergency Management Act 2005](#) to extend the sunset clause applied to 72A.
- The Community Development and Justice Standing Committee held public hearings into the COVID-19 Pandemic. [The Committee has released a summary report of its findings.](#)
- The Government has released the [Climate Health WA Inquiry Final Report](#) and [endorsed its recommendations in principle.](#)

Telecommunications Update

A number of SEMC members, subcommittees, district emergency management committees and local emergency management committees have escalated concerns with telecommunications capability within their districts and/or boundaries. These concerns have centred around telecommunication failures during emergencies and/or failures on high risk days where pre-emptive communication with the community is paramount.

The Department of Fire and Emergency Services has progressed three concurrent bodies of work to engage telecommunications service providers:

1. Esperance Case Study Exercise with Department of Biodiversity, Conservation and Attractions and Telstra
2. Informing the implementation of the Strengthening Telecommunications Against Natural Disasters (STAND) package in WA
3. Improving Data Sharing between Emergency Services and telecommunication providers

SEMC will continue to keep abreast of activities to improve telecommunications in WA and will coordinate appropriate forums for stakeholders into the future.

Presentations

- The State Emergency Coordinator and Chief Health Officer gave updates on the current COVID situation.
- The Government Chief Information Officer provided an update on Cyber Security risks and activities.
- The Director General of the Department of Primary Industries and Regional Development presented on key features of National and WA biosecurity system, the recent history of incursions, priorities and system capabilities and current biosecurity incidents and arrangements.
- Evacuation Centres and the planning and preparation of these were presented on by the Department of Communities Executive Director Emergency Management.