



# Local Emergency Management Committee

## NOTICE OF MEETING

A meeting of the Local Emergency Management Committee will be held at the Tuart Room at the Shire of Capel Office, 31 Forrest Road, Capel on Wednesday 19 June 2024, commencing at 10.00am.



**Gordon MacMile**  
Chief Executive Officer

12 June 2024

# Agenda

19 June 2024

## Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

## Committee Members (Voting):

Chair – Shire of Capel President	Cr D Kitchen
Deputy Chair – Local Emergency Coordinator (WAPOL Capel Police)	T Rainer
Department of Biodiversity, Conservation and Attractions – Fire Operations Officer	H Holzheuer
Department of Communities, District Emergency Services Officer	R Flaxman
Department of Fire and Emergency Services – Area Officer	R Southgate
Department of Primary Industries and Regional Development	H Blechynden
Main Roads WA – Maintenance Planning Manager	B Hancock
State Emergency Management Committee (DFES)	E Hutchins
Water Corporation – Operations Officer	J Jackson
Shire of Capel – Chief Bush Fire Control Officer	C Scott
Shire of Capel Councillor	T Sharp
Shire of Capel Councillor	A Dillon
Shire of Capel Director of Infrastructure and Development Services	T Gillett
Shire of Capel – Environmental Health Coordinator	N Milner
Shire of Capel Emergency Services Coordinator (Executive Officer)	A Ciric
Shire of Capel Manager of Community Services (Local Recovery Coordinator)	J O'Neill

# Our Vision

*A lifestyle of choice; connecting community, culture and country.*

## Our Values



### H Honesty

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



### E Empathy

We are kind and show understanding of peoples circumstances, perspectives and differences.



### A Accountability

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



### R Respect

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



### T Teamwork

We are cooperative, collaborative and united while working towards common goals of our Shire.

# SHIRE OF CAPEL

## Local Emergency Management Committee

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*Emergency Management Act 2005 (Section 39) – function of Local Emergency management Committees:*

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

## 1. Opening and Welcome

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters, and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

## 2. Attendance and Apologies

## 3. Disclosure of Interests

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.

## 4. Guest Presentations

## 5. Confirmation of Minutes

*Attachment 5.1.1 – Minutes of the Shire of Capel Local Emergency Management Committee held on the 20 March 2024.*

Recommendation:

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**The Committee approve the minutes of the Shire of Capel LEMC meeting held on 20 March 2024.**

## 6. Matters Arising

### 6.1 Actions From Previous Meeting – 20 March 2024

- 6.1.1 Exercise - Heat wave and critical infrastructure loss throughout Shire, with ISG – Erin Hutchins to update.
- 6.1.2 Exercise – Prepare what is involved in the workshop to send out to committee and include the time involved – Andriena Ciric to update.
- 6.1.3 Letter to C Page – Letter of thanks as Deputy Chair of the Committee for 3.5 years.

## **7. Correspondence**

### **7.1 Correspondence in**

### **7.2 Correspondence out**

## **8. Local Emergency Management (standing items)**

### **8.1 Contact details**

Members to provide any update to any changes in contacts / availability.

### **8.2 Post incident reports**

Nil

### **8.3 Post exercise reports**

Nil

### **8.4 Funding nominations and applications progress**

#### **8.4.1 AWARE Funded - Critical Communications Project**

A Ciric to provide update.

#### **8.4.2 Consideration - AWARE application – Local Recovery Plan**

A Ciric to provide update.

Discussion and consideration on the following for the development of the Shire of Capel Local Recovery Plan.

#### **8.4.3 Consideration - AWARE Application - Animal Welfare Plan**

A Ciric to provide update.

The Shire is currently undertaking a review of the adopted Animal Welfare Sub Plan in Emergencies. This has commenced and will be brought to the Local Emergency Management for general discussion and noting.

During the review of the Plan the Shire will be investigating options for livestock holding facilities, either by further development on Shire owned land or formal agreements with local landowners. Consideration needs to be given for multiple options in different localities of the Shire.

*Attachment 8.4.3 - Shire of Capel Animal Welfare Plan (current)*

## **8.5 Emergency Risk Management – Treatment strategies progress**

Nil

## **8.6 Review local emergency management arrangements**

Nil

## **8.7 Review LEMC Business plan**

Update on progress of the LEMC business plan strategies and record of achievements – E. Hutchins and A Ciric.

## **8.8 Finalise exercise schedule**

Committee to advise of any proposed exercises.

## **8.9 Seasonal Review**

Members to provide comment on recent incidents including Bunbury storm events 10 May and 1 June 2024

## **9. Agency/member reports**

### **9.1 Department of Fire and Emergency Services**

Report from Erin Hutchins.

*Attachment 9.1.1 – DEMA Report Fourth Quarter*

Report from Brian Penman.

*Attachment 9.1.2 – DFES Shire of Capel LEMC Report*

## **10. General Business**

10.1 Resilience in the Shire of Capel in the event of an emergency – Discussion – Shire President Doug Kitchen

## **11. Next Meeting**

Items for discussion/inclusion

The next scheduled meeting is on 4 September 2024 commencing at 10am.

## 12. Meeting Closure

The Shire of Capel LEMC meeting closed at \_\_\_\_.