

# Agenda

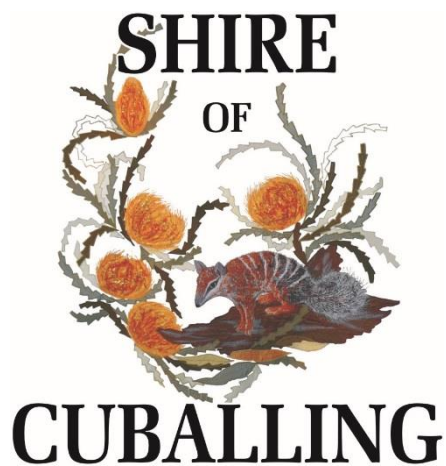
## SHIRE OF CUBALLING AND SHIRE OF WICKEPIN LEMC MEETING

Monday 13<sup>th</sup> May 2024

3.00pm

Shire of Cuballing

CWA Building, Campbell Street



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**Agenda of the Shire of Cuballing and Shire of Wickepin LEMC Meeting  
held in Shire of Cuballing CWA Halls, Monday 13<sup>th</sup> May 2024**

Meeting opened at            pm.

**1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

**Attendance**

**Apologies**

Craig Spencer - St John

**2. CONFIRMATION OF MINUTES – LEMC meeting held on Monday 30 October 2023.**

**Moved / Seconded**

That the minutes of the Shire of Cuballing and Shire of Wickepin LEMC Meeting held on the 30 October 2023 be confirmed as a true and correct record.

**3. STATUS REPORT (BUSINESS ARISING FROM PREVIOUS MINUTES)**

There were no outstanding actions from the October 2021 meeting.

**4. RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS**

**4.1 Cuballing CEO Report**

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<b>Submission To:</b>	<b>LEMC Committee</b>
<b>Location/Address:</b>	<b>Both Shires</b>
<b>Name of Applicant:</b>	<b>Stan Scott, Chief Executive Officer</b>
<b>File Reference:</b>	<b>ADM 233</b>
<b>Author:</b>	<b>Stan Scott, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>6 May 2024</b>
<b>Attachment</b>	<b>Extract from SEMC Procedure Version 3.05 of Dec 23</b>

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**Summary:**

The Shire of Cuballing obtained a Grant through the Aware Program to facilitate the formation of a joint LEMC incorporating the Shires of Cuballing, Wickepin and Narrogin.

**Background:**

Anika Keeling of Narrogin Consulting was appointed to manage the AWARE project on behalf of the 3 Shires. She has arranged the presentation of information to the Narrogin LEMC and the Shire of Wickepin. The Shire of Wickepin hosted a meeting involving Anika, the Wickepin, Cuballing and Narrogin CEOs and Shire Presidents on 27 March 2024. Unfortunately, Cr Ballard was an apology, but there was an in-depth discussion of the pros and cons of joint arrangements.

Subsequently the Shire of Wickepin resolved as follows:

*That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only.*

*That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.*

In discussions with the Shire of Narrogin, including at the Wickepin meeting, Narrogin indicated support for joint LEMC arrangements and separate Local Emergency Management Plans.

## **Comments:**

In light of the above we must now follow the procedure set out in the State Emergency Management Procedure Version 3.5.

### 1. Gazettal

The changes will require gazettal, both the dissolution of the Cuballing Wickepin LEMC, and the formation of the Cuballing Narrogin LEMC.

### 2 Consideration by LEMC

*Consideration of potential implications for:*

- *emergency risk management*  
Each Local Government will continue to maintain individual Local Emergency Management Plans
- *LEMAs (including local hazard plans)*  
As above
- *LEMC members*  
Cuballing Members will attend two additional meetings per year. No Change for Wickepin or Narrogin. No significant change for agencies.
- *DEMC members.*  
No significant Impact.

*When changes are proposed to emergency management district boundaries, the following matters are to be documented by the agency/department/local government proposing the change:*

- *details of the proposed changes to the emergency management districts to which individual Local Governments are allocated.*  
The Wickepin Cuballing joint LEMC to be disbanded;  
New Wickepin LEMC to be formed  
New Narrogin Cuballing LEMC to be formed
- *the practical implications of such a proposal – from the perspective of the agency/department/ local government proposing the change, and from the local government perspective if an agency or department is the proposer, e.g. the representative of the LEMC will be required to attend DEMC meetings at location X instead of at location Y*  
There is no significant impact on LEMC members. Most are based in Narrogin and will still be invited to 6 LEMC meetings per year. All Local Governments will remain members of the same DEMC. The biggest impact will be on Cuballing Delegates who will now attend 4 rather than 2 meetings per year.
- *the benefits to emergency management arrangements that the proposed changes will bring*  
There will be benefits for Cuballing by being able to participate in more meetings involving agency delegates and in physical and desktop exercises. The Cuballing CBFCCO chairs the ROAC and will have more opportunity to influence State agencies.

- *the implications for community safety*  
There are no detriments to community safety. Each Local Government will continue to maintain individual Local Emergency Management Plans.
- *any contentious issues in respect of the proposed change(s)*  
The only really contentious issue is differing views between Cuballing and Wickepin on the benefits or decrements of joint Emergency Management Arrangements with the Shire of Narrogin.
- *the implications for the proposing agency/department/local government if the proposed changes to emergency management district boundaries are not made*  
Cuballing is already committed to the change and not moving ahead would undo the work done to date. The change is supported by an AWARE Grant. The proposal has been presented to the Narrogin LEMC and was supported.
- *any other information that the proposer believes would assist in the SEMC consideration of this matter.*  
Cuballing is less than 15 Km from Narrogin, and Police, Health and Ambulance services are all provided from Narrogin. Similarly, there are no schools in Cuballing and Shire children mostly bus to Narrogin for education. Cuballing operates the Dryandra Regional Equestrian Centre which provides a large animal evacuation centre for the region. The largest BDCA asset in the region is the Dryandra Woodland National Park, the majority of which is located in the Shire of Cuballing. In the event of a major emergency our responses and consequences are very closely linked, and it makes sense for the emergency planning to be closely aligned.

There is less of an imperative for Wickepin. It has a Health Centre that is staffed 3 days per week with weekly visits by a GP. It has its own St Johns Ambulance sub-Centre and a Police Station. Wickepin also has two primary schools, one each at Wickepin and Yealering. There is less imperative for Wickepin to have a shared LEMC and there are concerns that local issues and representation would be diluted. In light of these issues Wickepin's decision to remain separate makes sense for them.

### 3. Consideration by the State Emergency Management Committee

If the LEMC is satisfied that there has been sufficient consultation the proposer is required to prepare a submission for consideration first by the SEMC Response Policy Subcommittee, which will make a recommendation to the SEMC. If approved by the SEMC, the changes will be gazetted and affected Local Governments will be informed accordingly.

#### **Officer Recommendation**

- 1. That the Local Emergency Management Committee determines that sufficient consultation has taken place in relation to changes to Local Emergency Management Arrangements.**
- 2. Request that Anika Keeling prepare a proposal to the State Emergency Management Committee seeking approval for the formation of two new Local Emergency Management Districts / Committees:**
  - **One joint committee between Cuballing and Narrogin; and**
  - **A second LEMC for Wickepin alone.**
- 3. That a copy of this resolution be provided to each of the three affected Local Governments for endorsement.**

## 3.9 Prescription of Emergency Management Boundaries

### Background

So far as is practicable, emergency management districts are to be established by reference to the boundaries of local government districts.

If an emergency management district is proposed to be established other than by reference to the boundaries of a local government district, the Minister responsible for the EM Act is to notify each local government in whose district any part of the area proposed to be established is situated and allow a reasonable time for submissions on the proposal.

In making an order under section 28(1) EM Act, the Minister is to have regard to any submissions of the local governments.

Requests to change emergency management district boundaries could be initiated by any stakeholder. For historical and legislative reasons, such changes are most likely to be requested by a local government or by WA Police Force.

Requests for changes initiated by local governments could potentially fall into three categories:

- changes that do not require gazettal under the EM Act. For example, if a local government elected to change its district boundary under section 2.1 of the *Local Government Act 1995*. This would generally also require a change to the boundary of an adjoining local government district changes that might not technically require gazettal under the EM Act, but which should be gazetted. For example, if two or more local governments were consolidated, or if a local government district was divided amongst other local government districts. Typically, the transitional local government arrangements would cover such matters, but to ensure clarity of intent it would be prudent to gazette an updated list of the local governments which fall within the affected emergency management districts and
- changes that would clearly require gazettal, e.g. where a local government requests to be grouped in another emergency management district, for practical/DEMC reasons.
- Requests from the WA Police Force for changes to emergency management district boundaries might result from changes to Police districts, regions, divisions, sub- divisions, sections, branches or sub-branches (under sections 39(1) and (2) of the *Police Act 1892*, or from personnel changes.
- Pursuant to section 39(1) of the *Police Act 1892*, details of Police districts and their boundaries are to be published in the Government Gazette and
- Section 39(2) of the *Police Act 1892* provides that the Commissioner of Police 'may for the purposes of the administration of the Police Force by order in writing divide the State, or any part of the State, into regions, divisions, sub-divisions, sections, branches, or sub-branches wherein portions of the Police Force may be stationed or carry out duties.'

## Procedure

When changes are proposed to local governments' district boundaries under 'paragraph 1 above, the proposal is to be referred to the relevant LEMC, for consideration of potential implications for:

- emergency risk management
- LEMAs (including local hazard plans)
- LEMC members
- DEMC members.

The LEMC are to document matters accordingly, and to initiate the necessary action(s) to ensure that community safety is not adversely affected.

When changes are proposed to emergency management district boundaries, the following matters are to be documented by the agency/department/local government proposing the change:

- details of the proposed changes to the emergency management districts to which individual Local Governments are allocated
- the practical implications of such a proposal – from the perspective of the agency/department/local government proposing the change, and from the local government perspective if an agency or department is the proposer, e.g. the representative of the LEMC will be required to attend DEMC meetings at location X instead of at location Y
- the benefits to emergency management arrangements that the proposed changes will bring
- the implications for community safety
- any contentious issues in respect of the proposed change(s)
- the implications for the proposing agency/department/local government if the proposed changes to emergency management district boundaries are not made and
- any other information that the proposer believes would assist in the SEMC consideration of this matter.

The following are to be consulted by the proposer:

- local government(s)
- LEMC(s), and DEMC(s) affected by the proposed change(s).

When consulting local government, consideration needs to be given to the provisions of the [Western Australian State Local Government Agreement](#), which outlines the principles and code of practice for consulting with local government.

Following the completion of the required consultation, the proposer is to prepare a formal submission for consideration by the SEMC Response Policy Subcommittee.

If the proposed changes to the boundaries of emergency management districts are endorsed by the Response Policy Subcommittee, the proposal is then to be referred to the SEMC Executive Officer for progression to the SEMC – either for inclusion in the Agenda for the next SEMC meeting, or for consideration by SEMC members 'out of session'.

If changes to emergency management district boundaries are approved by the SEMC, the SEMC Executive Officer is to arrange for:

- the revised emergency management district boundaries to be published in the Government Gazette
- each local government, LEMC and DEMC affected by the changes to be provided with a copy of the relevant page(s) of the Gazette, or advice that the changes have been made, together with details or how to access those pages on the State Law Publisher's website
- the SEC to be provided with a copy, for dissemination to the relevant Local Emergency Coordinator(s) and District Emergency Coordinator(s)
- the revised EM districts to be published on the SEMC website
- a copy of the Gazette page(s) to be included with the Agenda of the next SEMC meeting.

## 4.2 Wickepin CEO Report

The Shire of Wickepin at its last Ordinary Council Meeting held 17 April 2024, tabled the following late item to Council. The decision was made to cease the combined LEMC with the Shire of Cuballing and Wickepin, seeking to remain as an independent LEMC and LEMA.

The CEO met with Gavin Stevens (DFES AO) & Charlotte Powis (DEMC) to discuss the process that the Shire would require to undertake to finalise the process. This was supported based on the outcomes and discussions that the Shire of Wickepin Elected Members, Local Police, St Johns and Chief Bush Fire Control Officer's held on the 17 April 2024.

A late item was presented to Council for consideration with the Council Resolution stating:

### ***Council Decision***

***Resolution OCM-170424-10***

***Moved Cr W Astbury***

***Second Cr J Mearns***

### ***Recommendation 1***

***That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only.***

### ***Recommendation 2***

***That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.***

***Carried 5/1***

***For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan***

***Against Cr P Thompson***

### **LEMC**

The Shire of Wickepin will be seeking the separation of Combined Local Government for the purpose of Emergency Management under 3.15 of the State Emergency Management Procedure, which provides the following information.

## 3.15 Separation of Combined Local Governments for the Purpose of Emergency Management

### Background

Where one or more local governments who have combined under section 34 of the EM Act for the purposes of emergency management wish to separate from the arrangement and undertake their responsibilities under section 38 of the EM Act as a single local government the following procedure will be adopted.

### Procedure

Each local government which is part of the 'combined local government' must conduct an analysis of its ability to comply with the provisions of the EM Act in respect to emergency management. This analysis should examine the local government's ability to provide both effective and efficient emergency management and identify any associated risks.

Where a local government establishes that it will be able to more effectively comply with the provisions of the EM Act by undertaking its responsibilities as a single local government, a report advising of its intention to separate must be tabled to the relevant LEMC. This report must detail the rationale for the decision.

Following the decision to separate from a combined arrangement, the local government concerned should establish a working group to establish administration arrangements including:

- membership of the LEMC
- appointment of a committee Chair
- provision of secretariat support
- emergency management arrangements
- recovery arrangements
- a community communication and marketing strategy.

The local government wishing to manage its emergency management responsibilities as a single local government must forward written advice of its intention to establish a LEMC for its local government district to the Executive Officer - SEMC. A copy must also be forwarded to the Chair of the relevant DEMC.

This advice should include the following details:

- the name of the combined LEMC
- the name of the local government withdrawing from the arrangement
- the outcome of risk assessments and the rationale for separation,
- administrative arrangements.
- The letter to the Executive Officer - SEMC must be endorsed by the relevant local government Chief Executive Officer.

Following receipt of the advice by the SEMC, the SEMC Business Unit will:

- acknowledge receipt of the advice in writing

- list the correspondence for noting on the agenda of the next meeting of the SEMC.
- The SEMC Business Unit will arrange for the revised arrangements to be included in all relevant policies and procedures.

## **LEMA**

The Shire will also be required to follow the following process to finalise the LEMA and associated documents as part of the process.

The process for endorsement is outlined below:

1. Document written by LG with advice from LEMC
2. Send LEMA to DEMA for desktop review and check against the LEMA [Guideline](#), [Recovery Guideline](#) and [Evacuation Guidelines](#).
3. LG consider and incorporate DEMA proposed changes as required/agreed.
4. LG then return the revised document to DEMA for distribution to DEMC allowing members an "out of session" review for a period of 2 weeks.
5. LG consider DEMC Comments and incorporate changes as required/agreed.
6. Draft then presented to LEMC for endorsement ( some LGs test the LEMA with the LEMC as an exercise prior to endorsement if any further changes required).
7. Then goes to Council for endorsement.
8. Then to DEMC & SEMC for noting.

### **Officers Recommendation**

*The Shire of Wickepin is seeking the support from the Combined Shire of Cuballing and Shire of Wickepin Local Emergency Management Committee and Combined Local Emergency Management Arrangements to seek separation under 3.15 of the State Emergency Management Procedures.*

## **5. REPORTS & INFORMATION**

### **5.1 Other matters raised by members.**

Nil provided at time of this Agenda

### **5.2 Reports from Members**

Nil provided at time of this Agenda

## **6. CLOSURE AND NEXT MEETING**

There being no further business the Chairperson declared the meeting closed at \_\_\_\_\_ pm.

The next Shire of Cuballing and Wickepin LEMC Meeting will be held 4 November 2024 at the Shire of Wickepin.

## **7. ACTIONS REQUESTED FROM THE MEETING**

<b>Subject - Action</b>	<b>Officer</b>