



Notice of Meeting Local Emergency Management Committee

To be held on

Tuesday, 2 December 2014

Commencing at 9.00am

State Emergency Services Building, Bentley Street, Donnybrook WA 6239

JR Attwood
Chief Executive Officer

24 November 2014

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda may contain recommendations which have not yet been adopted by Council.



LOCAL EMERGENCY MANAGEMENT COMMITTEE AGENDA

2 December 2014

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SHIRE OF DONNYBROOK/BALINGUP LOCAL EMERGENCY MANAGEMENT COMMITTEE AGENDA

**To be held at State Emergency Services Building on Tuesday, 2 December 2014
at 9.00am**

The Chairperson to declare the meeting open at _____

MEMBERS PRESENT

ORGANISATION	COMMITTEE MEMBER
Donnybrook-Balingup Shire	Steve Dilley (Chairperson)
Donnybrook-Balingup Shire	Leigh Guthridge (Manager Development & Environmental Services)
Donnybrook-Balingup Shire	Bob Jeffreys (Senior Ranger)
Donnybrook-Balingup Shire	Anne Mitchell (Local Recovery Coordinator)
WA Police	Sgt Ryan Vanderheide (Deputy Chairperson)
Bushfire	Max Walker
Bushfire	David Tooke
Fire & Rescue	Russell Jones
Fire & Rescue	Ben Anderson
SES	Carol Vickridge
SES	Luke Hollis
Community Home Care	Faye Todd
St John Ambulance	John Thomson
St John Ambulance	Larry Morgan
St John Ambulance	Kathy Irvine
DPAW	Deb Peachey
Donnybrook Hospital	Leanne Northrop
Department for Child Protection	Hellen Hall
Department for Child Protection	Anna Huxtable
DFES	John Tillman
DFES	Leon Gardiner
SEMC	Vik Cheema
DFES	Peter Thomas
Balingup Business Assoc Rep	John Bailey
Red Cross Rep	Anthony Congdon
Water Corporation	Glen Firth
Western Power	Paul Vanderlist

GUESTS

Bryanna Wright – Presenting the draft Local Recovery Plan

1. APOLOGIES

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved:

Seconded:

That the Minutes of the Local Emergency Management Committee Meeting held on 5 August 2014 be confirmed as a true and accurate record.

3. BUSINESS ARISING FROM MINUTES OF LAST MEETING

4. REPORTS

4.1.1	SUBJECT:	REVIEW OF THE RECOVERY ARRANGEMENTS
	Location:	Shire of Donnybrook-Balingup
	Applicants:	N/A
	Zone:	N/A
	File Ref:	CSV 20
	Author:	Leigh Guthridge – Manager Development and Environmental Services (<i>Bryanna Wright – Environmental Health Officer</i>)
	Report Date:	20 November 2014
	Attachments:	4.1.1 Local Recovery Plan – Hard copy will be tabled at the meeting, and an electronic copy will be emailed to members with the agenda.

Background

The Shire of Donnybrook-Balingup's Local Emergency Management Arrangements (LEMA) was prepared in 1997. Several updates have been undertaken since this time. The requirement for local governments to prepare and maintain LEMA is enshrined within the *Emergency Management Act 2005*.

The Local Emergency Management Arrangements are required to be reviewed every five years. Part E - Recovery Arrangements of the Shire's LEMA was adopted in 2008. As such there is a requirement for the Shire to review and update this component of the LEMA.

The revised Recovery Arrangements has been renamed the Local Recovery Plan (LRP) to comply with contemporary nomenclature.

Comment

The Shire of Donnybrook-Balingup was awarded a grant through the State Emergency Management Committee (SEMC) 'AWARE' Program to review and update its LRP.

Mrs Bryanna Wright has been appointed to manage the review. Mrs Wright is a previous full-time employee of the Shire in the capacity of Principal Environmental Health Officer and continues to provide part time service to the Shire in this capacity.

By assigning this project to a Shire staff member, it will ensure that the skills and knowledge obtained in respect to recovery management is retained and the Shire can build capacity in this area. Mrs Wright will facilitate a workshop on the draft LRP at the LEMC meeting.

The methodology for the review was as follows:

- Undertaking a general administrative review of the Recovery Arrangements;
- Attend WALGA Emergency Management Training - Manage Recovery Activities for Local Government, which provided a foundation to increase knowledge of the Shire's recovery responsibilities under the *Emergency Management Act 2005*;
- Incorporation of best practice and lessons learnt from emergencies that have occurred elsewhere where recovery management was needed;
- Consultation with Shire staff of the draft LRP;
- Presentation of draft review of the LRP to LEMC; and
- Advertise the LRP with the Community.

The LRP is a comprehensive document which will be used in times of emergencies to guide personnel if recovery is required. The plan aims to prepare for, and coordinate, the process of supporting emergency-affected communities in reconstruction of the physical infrastructure as well as restoration of emotional, social, economic and physical wellbeing.

The focus of the LRP is to ensure that it is a working document that can be easily referred to. The revised plan includes the following tools (annexures to the LRP) that can be used in the event of an emergency;

- Response to Recovery Transition Handover
- Local Recovery Committee Action Checklist
- Local Recovery Coordinator Operational Checklist
- Organisation Responsibilities Reference List
- Impact Assessment - an inspection form used by Council staff
- Recovery Needs Assessment and Support Survey Form - to gain information from those members of the community who have been affected by the emergency
- Natural Disaster Relief and Recovery Arrangements Overview
- State Recovery Coordinating Committee Recovery Report (Emergency Situation)
- Operational Recovery Plan Guideline

It is recommended that Council endorse the draft LRP for the purposes of advertising to the Community.

The LRP now aligns with SEMC framework as it is based on best practice across national and international jurisdictions. This will be beneficial when the LRP is used in an operational capacity in the event of emergency that may arise.

Consultation

A workshop has been held with Shire staff to obtain input into the LRP and gain insight into how the Shire operations might be affected by an emergency where impacts to the Community may involve recovery management.

Mr Vikram Cheema, Community Emergency Management Officer, SEMC Secretariat has also provided input into the draft LRP.

The recommendation to this report is to advertise the draft LRP to the Community prior to it being adopted by Council.

Policy/Statutory/Voting Implications

Statutory Implications

Local governments are required to prepare and maintain Local Emergency Management Arrangements in accordance with the *Emergency Management Act 2005*.

The Local Emergency Management Arrangements are required to be reviewed every five years to ensure that risks (that may change within this time) are assessed and treatment plans are reviewed accordingly.

Voting Implications

Simple majority

Financial Implications

The Shire obtained AWARE funding of \$15,535 (Ex-GST) in May 2014 to review its Local Recovery Plan. This project is fully funded by the AWARE program.

Strategic Implications

The Shire of Donnybrook-Balingup Community Strategic Plan states:

Outcome 3.4 – Maintain and Improve the Provision of Emergency Services.

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council advertise the draft Local Recovery Plan – Part E of the Shire of Donnybrook-Balingup Local Emergency Management Arrangements for 28 days during February 2015.

5. OTHER BUSINESS

- Update Contacts List – See copy of contacts list (attached) from the Local Emergency Management Arrangements for review and updating.
- Leigh/Bryanna – Workshop on the draft Local Recovery Arrangements

6. CLOSURE OF MEETING

The Chairperson to advise that the date of the next Local Emergency Management Committee meeting will be held on _____, commencing at _____ at _____.

The Chairperson to declare the meeting closed at _____.