



# Local Emergency Management Committee Meeting Minutes

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Held on

Tuesday, 10 March 2015

**Commencing at 9.00am**

State Emergency Services Building, Bentley Street, Donnybrook WA 6239

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A handwritten signature in blue ink, appearing to read "JR Attwood".

**JR Attwood**  
**Chief Executive Officer**

16 March 2015

## **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 these minutes may contain recommendations which have not yet been adopted by Council.

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# **LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES**

**10 March 2015**

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# SHIRE OF DONNYBROOK/BALINGUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

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Held at State Emergency Services Building  
Tuesday, 10 March 2015

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The Chairperson declared the meeting open at 9.04am

## MEMBERS PRESENT

ORGANISATION	COMMITTEE MEMBER
Donnybrook-Balingup Shire	Steve Dilley (Chairperson)
Donnybrook-Balingup Shire	Leigh Guthridge (Manager Development & Environmental Services)
Donnybrook-Balingup Shire	Tony Heffner (A/Senior Ranger)
Fire & Rescue	Russell Jones
SES	Carol Vickridge
SES	Luke Hollis
Community Home Care	Miranda Harrison
DPAW	Steve Mills
Donnybrook Hospital	Leanne Northrop
SEMC	Vik Cheema
Department for Child Protection	Roma Boucher

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## 1. APOLOGIES

John Attwood, Donnybrook-Balingup Shire  
Anne Mitchell, Donnybrook-Balingup Shire  
Peter Thomas, Dept. Fire and Emergency Services  
Anthony Congdon, Red Cross  
Helen Hall, Dept. Child Protection  
Faye Todd, Community Home Care

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## 2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: R Jones

Seconded: L Hollis

That the Minutes of the Local Emergency Management Committee Meeting held on 2 December 2014 be confirmed as a true and accurate record.

Carried 10/0

### **3. BUSINESS ARISING FROM MINUTES OF LAST MEETING**

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Anne Mitchell, via email requested that the minutes be modified to reflect a request that was made to enquire with utility providers (WaterCorp and Telstra) to verify their ability to provide services with a protracted power outage.

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### **4. REPORTS**

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<b>4.1</b>	<b>SUBJECT:</b>	<b>APPROVAL OF THE SHIRE OF DONNYBROOK–BALINGUP - LOCAL RECOVERY PLAN</b>
	<b>Location:</b>	<b>Shire of Donnybrook-Balingup</b>
	<b>Applicants:</b>	<b>N/A</b>
	<b>Zone:</b>	<b>N/A</b>
	<b>File Ref:</b>	<b>CSV 20</b>
	<b>Author:</b>	<b>Leigh Guthridge – Manager Development and Environmental Services (<i>Bryanna Wright – Environmental Health Officer</i>)</b>
	<b>Report Date:</b>	<b>3 March 2015</b>
	<b>Attachments:</b>	<b>4.1(1) Draft Shire of Donnybrook-Balingup Local Recovery Plan (document to be emailed) 4.1(2) Schedule of Submissions</b>

#### **Background**

Council at its December 2014 meeting resolved the following:

*“That Council advertise the draft Local Recovery Plan - Part E of the Local Emergency Management Arrangements for 28 days during February 2015 and submissions received will be considered by the Local Emergency Management Committee and subsequently Council prior to the Local recovery Plan being adopted at a future meeting of Council.”*

The Local Recovery Plan (LRP) is a comprehensive document which can be used in times of emergencies to guide the Shire and recovery personnel to manage recovery operations. The plan aims to prepare for and coordinate the process of supporting emergency-affected communities including 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.

A hard copy of the LRP will be tabled at the LEMC meeting and an electronic copy provided to members with the agenda.

## **Comment**

Advertising of the draft LRP was conducted by the Shire from 1 to 28 February 2015. During this advertising period, 3 submissions were received.

The submissions have been summarised in Attachment 4.1(2) with Officer Comment provided. Modifications to the LRP relating to spelling errors, punctuation, updating acronyms, and formatting etc. have been undertaken. The schedule of submissions also addresses comments from stakeholders that recommend changes to the draft LRP as advertised.

The LRP now aligns with the State Emergency Management Committee (SEMC) framework, as it is based on best practice across national and international jurisdictions and experiences from other recovery agencies. and lessons learnt etc. It will be beneficial to the Shire and recovery personnel when the LRP is used in an operational capacity after an emergency and where recovery is required.

## **Consultation**

The Local Recovery Plan has been advertised to the wider community via:

- Placing an advert in the Donnybrook-Bridgetown Mail;
- Placing an advert in the Preston Press Community Newsletter;
- Placing a notice on the Shire office and Community Noticeboard in the main street of Donnybrook; and
- Placing a notice on Council's website.

A workshop was also held with Shire staff to obtain input into the LRP and gain insight into how Shire operations might be affected by an emergency, where impacts to the Community may involve recovery management. Mr Vikram Cheema, Community Emergency Management Officer and SEMC Secretariat also provided input into the draft plan at its compilation stage.

## **Policy/Statutory Implications/Voting requirements**

### 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 All West Australians Reducing Emergencies (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: V Cheema**

**Seconded: R Jones**

**That Council approve the amended “*Shire of Donnybrook-Balingup Local Recovery Plan*” dated 25 March 2015, as per Attachment 4.1(1).**

**Carried 10/0**

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## **5. OTHER BUSINESS**

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**Update Contacts List:** See copy of contacts list (attached) from the Local Emergency Management Arrangements for review and updating.

**Irishtown Fires:** Discussion on any outstanding issues from an ISG and/or recovery perspective.

### **Roma Boucher:**

- Anna Huxtable continues to act in a Perth based position and I have been extended to mid-August 2015, to allow for advertising of the position. Anna is acting in, which can't proceed at present because of the recruitment freeze. Hence, please include me on your mailing lists etc.
- I forwarded the 'Offer of Assistance' form to all Local Governments on 22nd January 2015. This resource has been developed by this Department
- In conjunction with Volunteering WA and the Adventist Development and Relief Agency (ADRA). It is suggested 50 copies are printed to light blue paper and be available in your Emergency Services Kit and/or with your Administration to be utilised in an emergency event when unaffected persons make offers of goods, services, accommodation and other.

- Our staff have been activated recently for bushfires at Donnybrook and Waroona - assisting in welfare centres and we have attended ISG meetings for the Glen Iris and Collie fires. I also provided relief for 4 days for our Great Southern Assistant District Director and Emergency Services Officer attending the Operational Area Support Group (OASG), Incident Support Group (ISG), Recovery and Community meetings as well as leading a team of 6 Response team members from Dept of Child Protection and Family Services (CPFS) Perth, who can be deployed to anywhere in the State in an emergency. This enabled our Great Southern Staff to have a fatigue break, though there were contingency plans in place in the event bushfires reached Walpole and Quinninup which may have necessitated opening welfare centres at Denmark and Manjimup.
- I have recently attended the South West Local Government Emergency Management Alliance (SWLGEMA) and Conference sub-committee meeting and CPFS hosted the 1st quarter District Emergency Management Committee (DEMC) meetings at the Bunbury.
- During the Irishtown Fire activation CPFS had been approached by a person at the Community Debrief re the issue of transport for the vulnerable persons in an emergency activation. The scenario shared was a couple where the male had cancer; both were physically unable to turn on taps at their water tank or start pumps and the female not being able to get the male into the car to evacuate if necessary.

In response:

- Vik Cheema indicated this information needs to be brought to the ISG; assistance is available from the Police, Ambulance and Fire fighters can assist if required. Also, there is a clause in the Emergency Management Act to cover this.
- Leanne Northrop from Health advised they now have a portfolio of info, including persons in palliative care.

### **Committee's Resolution**

**Moved: S Dilley**

**Seconded: C Vickridge**

**That Council investigate and budget to procure adaptor cords for generator change-over for mobile phone tower in the Shire.**

**Carried 10/0**

### **Committee's Resolution**

**Moved: S Dilley**

**Seconded: R Jones**

**That Council staff investigate a 'text message notification system' for the residents of the Shire of Donnybrook-Balingup to provide advanced warnings of emergencies to evaluate practicalities, cost, benefit, and any other potential conflict with other warning and/or information service by other agencies.**

**Carried 10/0**

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**6. CLOSURE OF MEETING**

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The Chairperson advised that the date for the next Local Emergency Management Committee meeting has not been set. Committee members will be contacted once a date has been set.

The Chairperson declared the meeting closed at 10.05am.

<b>These Minutes were confirmed as a true and accurate record of the Local Emergency Management Committee Meeting held on _____ 2015.</b>		
<b>LEMC Chairperson</b>		<b>Acting Secretary</b>