



Notice of Meeting Local Emergency Management Committee

To be held on

Tuesday, 10 March 2015

Commencing at 9.00am

State Emergency Services Building, Bentley Street, Donnybrook WA 6239

A handwritten signature in cursive script, appearing to read "JR Attwood".

JR Attwood
Chief Executive Officer

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



LOCAL EMERGENCY MANAGEMENT COMMITTEE AGENDA

10 March 2015

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SHIRE OF DONNYBROOK/BALINGUP LOCAL EMERGENCY MANAGEMENT COMMITTEE AGENDA

To be held at State Emergency Services Building
on Tuesday, 10 March 2015 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

GUESTS

Bryanna Wright – Environmental Health Officer (Part Time)

1. APOLOGIES

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved:

Seconded:

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

3. BUSINESS ARISING FROM MINUTES OF LAST MEETING

4. REPORTS

4.1	SUBJECT:	APPROVAL OF THE SHIRE OF DONNYBROOK-BALINGUP - LOCAL RECOVERY PLAN
	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:	3 March 2015
	Attachments:	4.1(1) Draft Shire of Donnybrook-Balingup Local Recovery Plan (document to be emailed) 4.1(2) Schedule of Submissions

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: Cr

Seconded: Cr

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

5. OTHER BUSINESS

- 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.

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 _____.