



# Local Emergency Management Committee Meeting Minutes

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To be held on

Tuesday, 1 March 2016

**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**

9 March 2016

## **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

1 March 2016

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# SHIRE OF DONNYBROOK/BALINGUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES

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To be held at State Emergency Services Building  
9.00am, Tuesday, 1 March 2016

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The Chairperson to declare the meeting open at \_\_\_\_\_.

## MEMBERS PRESENT

<b>ORGANISATION</b>	<b>COMMITTEE MEMBER</b>
Donnybrook-Balingup Shire	Angelo Logiudice (Chairperson)
Donnybrook-Balingup Shire	Leigh Guthridge (Manager Development & Environmental Services)
Donnybrook-Balingup Shire	Paul Robins (Senior Ranger)
Fire & Rescue	Russell Jones
SES	Carol Vickridge
SES	Luke Hollis
Community Home Care	Miranda Harrison
St John Ambulance	Kathy Irvine
Department for Child Protection	Roma Butcher (arrived 9.20am)
SEMC	Helen Kent – A/District Emergency Management Advisor
DFES	Peter Thomas
Western Power	Gary Smith

## GUESTS

Wendy Trow and Helen Christensen – Balingup Community Information Point

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## 1. APOLOGIES

Deb Peachey (DPAW)  
Hellen Hall (DCPFS)  
Leanne Northrop (DBK Hospital)  
Ian Telfer (St John Ambulance)

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## 2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**Moved:** L Guthridge                      **Seconded:** R Jones

**That the Minutes of the Local Emergency Management Committee Meeting held on 29 September 2015 be confirmed as a true and accurate record.**

**Carried 10/0**

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

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NIL

### **4. REPORTS**

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<b>4.1.1</b>	<b>SUBJECT:</b>	<b>REVIEW OF THE LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS</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</b>
	<b>Report Date:</b>	<b>23 February 2016</b>
	<b>Attachments:</b>	<b>Nil</b>

#### **Background**

The Shire of Donnybrook-Balingup's Local Emergency Management Arrangements (LEMA) was initially prepared in 1997. The LEMA has had several reviews undertaken since this time, with the last review completed during 2011. The State Emergency Management Committee (SEMC) recommend that local governments review the LEMA every five years

#### **Comment**

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

The LEMA sets out the local government's policies, strategies and priorities for emergency management. They describe emergencies that are likely to occur, define roles and responsibilities, resources and facilities within the community, and detail recovery arrangements.

The SEMC oversees, supports and strategies emergency management in Western Australia. The SEMC has developed policies and guidelines for local government on all matters of emergency management including reviews of LEMA.

The SEMC Policy No 2.5 – Emergency Management in Local Government Districts states that the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances that may require more frequent reviews.

SEMC recommend that local governments review the LEMA every five years to ensure that risks (that may change within this time) are assessed, and associated treatments are reviewed accordingly. The Shire last reviewed the LEMA in 2011 which means a further review is due to take place.

The development of the revised LEMA will follow the SEMC Procedure *ADP 5 – Emergency Management for Local Government* that details:

- stakeholder consultation,
- drafting methodology,
- approvals; and
- distribution and communication of the LEMA;

The review will also align with the format of the information contained in the existing LEMA and new information sought from the review to that of the SEMC Secretariat standard LEMA template.

It is proposed that resourcing the review of the LEMA will be considered by Council during its 2016/2017 budget deliberations.

### **Consultation**

Nil

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

#### Statutory Implications

The local government is required to prepare and maintain Local Emergency Management Arrangements in accordance with the *Emergency Management Act 2005*.

#### Voting Implications

Simple majority

### **Financial Implications**

It is proposed that a budget allocation of \$15,000 be provided in Council's 2016/2017 draft budget for Council's consideration.

### **Strategic Implications**

Outcome 3.4 - Maintain and improve the provision of emergency services.

### **Officer's Recommended Resolution**

**Moved: M Zwart**

**Seconded: P Thomas**

**That Council consider allocating \$15,000 as part of its 2016/2017 draft budget deliberations to review the Local Emergency Management Arrangements.**

**Carried 10/0**

## **5. OTHER BUSINESS**

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### **Update Contacts List**

The Local Emergency Management Arrangements provided a Contacts List which was reviewed and updated at the meeting.

### **District Emergency Management Advisor report**

Helen Kent delivered her report to the Committee.

### **LEMC Planned Exercise**

It is planned that a practical stimulated exercise (a truck roll over on the main street of Donnybrook) should be undertaken within the next twelve months (or an Incident Support Group exercise if the practical exercise is not feasible);

### **Balingup Water Supply**

Discussion held on the ongoing risks in the event of an emergency with the lack of water availability and pressure in Balingup. The planned integrated water supply scheme is understood to address these issues when it is completed in the ensuing years. Portable stand pipes could address this in the interim.

### **Gary Smith**

Raised the awareness about extended power outage times when a fault occur in Total Fire Ban days and severe fire warning days. A recent feeder line trip on the 11/02/16 resulted in wide spread outage in the Donnybrook / Kirup area. Western Power conducted a line patrol before the power could be restored. Western Power used its social media and its call centre to notify the customers of the outage and expected restoration of supplies. Power was restored later that evening.

### **Roma Boucher**

The Department of Child Protection and Family Support has the responsibility of coordinating the provision of welfare services in the response and recovery phases in a natural disaster or emergency event. During the Waroona Complex Bushfires event, we had the following:

- Registrations:
  - Murray Leisure Centre @ Pinjarra (Shire of Murray on behalf of Shire of Waroona) – 582 at the centre
  - Leschenault Leisure Centre @ Australind (Shire of Harvey) – 1,177 at the centre
    - this included arranging 300 meals / 3 times a day for a number of days.
- Financial Assistance:
  - Up to Tuesday 23Feb2016, the Department has received 670 applications for a total of just over \$180,000

The Department of Child Protection and Family Support has appointed a Community Resilience Liaison Officer, David Skipworth for the first 5-6 weeks which is due for review. A second officer has been working on the Category 3 applications, for replacement of essential household items. Over the coming months, we may have 3-4 officers working on specific projects, e.g. arranging temporary accommodation during the cleanup.

As the initial assistance has passed, the department is actively providing the following:

- Personal Support – we can provide details of professional counselling by an arrangement with 3 local providers, which will be matched geographically as required;
- On-going support and assistance with accommodation and temporary living expenses;
- Category 3 – repair or replacement of essential items of furniture and personal effects;
- Category 4 – essential repairs to housing, including temporary repairs necessary to restore housing to a habitable condition;  
Note: Category 3 and 4 are subject to income and/or assets testing.
- Assistance with obtaining replacement of Birth, Marriage and Change of Name Certificates for persons born in Australia and New Zealand.

The Department of Child Protection and Family Support currently have a representative at the Harvey Community Resource Centre each day from 9.30 - 12.30 (also by appointment).

### **Peter Thomas**

Peter offered his appreciation and support for the volunteers from the Donnybrook SES and Argyle BFB in response to the ongoing investigation and legal proceedings with the person who has been charged for deliberately lighting fires who was members of those organisations.

### **Officer's Recommended Resolution**

**Moved: R. Boucher**

**Seconded: Cr Logiudice**

**That the Local Emergency Management Committee endorse the Shire of Donnybrook-Balingup Local Emergency Management Plan for the Provision of Welfare Support tabled on the 1 March 2016.**

**Carried 10/0**

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## **6. CLOSURE OF MEETING**

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The Chairperson to advise that the date of the next Local Emergency Management Committee meeting will be advised.

The Chairperson declared the meeting closed at 10.50am.