



Notice of Meeting Local Emergency Management Committee

To be held on

Tuesday, 1 March 2016

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

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



LOCAL EMERGENCY MANAGEMENT COMMITTEE AGENDA

1 March 2016

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SHIRE OF DONNYBROOK/BALINGUP LOCAL EMERGENCY MANAGEMENT COMMITTEE AGENDA

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

The Chairperson to declare the meeting open at _____.

MEMBERS PRESENT

ORGANISATION	COMMITTEE MEMBER
Donnybrook-Balingup Shire	Angelo Logiudice (Chairperson)
Donnybrook-Balingup Shire	Leigh Guthridge (Manager Development & Environmental Services)
Donnybrook-Balingup Shire	Paul Robins (Senior Ranger)
Bushfire	Max Walker
Bushfire	David Tooke
Fire & Rescue	Russell Jones
Fire & Rescue	Ben Anderson
SES	Carol Vickridge
SES	Luke Hollis
Community Home Care	Miranda Harrison
St John Ambulance	Ian Telfer
St John Ambulance	Kathy Irvine
DPAW	Deb Peachey
Donnybrook Hospital	Leanne Northrop
Department for Child Protection	Hellen Hall
Department for Child Protection	Roma Butcher
DFES	John Tillman
DFES	Leon Gardiner
SEMC	Helen Kent – A/District Emergency Management Advisor
DFES	Peter Thomas
Red Cross Rep	Anthony Congdon
Western Power	Gary Smith
Water Corporation	Peter Buckley
Telstra	Vacant

GUESTS

Wendy Trow and Helen Christensen – Balingup Community Information Point

1. APOLOGIES

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved:

Seconded:

That the Minutes of the Local Emergency Management Committee Meeting held on 29 September 2015 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 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS
	Location:	Shire of Donnybrook-Balingup
	Applicants:	N/A
	Zone:	N/A
	File Ref:	CSV 20
	Author:	Leigh Guthridge – Manager Development and Environmental Services
	Report Date:	23 February 2016
	Attachments:	

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 strategises 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:

Seconded:

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

5. OTHER BUSINESS

- Update Contacts List - The Local Emergency Management Arrangements have provided a Contacts List (Attachment 5.1) for review and update;
- District Emergency Management Advisor report – Helen Kent (Attachment 5.2);
- Discussion of the Balingup Community Information Point – Wendy Trow;
- Recovery Coordinator – Leigh Guthridge – Manager Development and Environmental Services;
- Organising of the next LEMC 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);
- Shire of Donnybrook-Balingup Local Welfare Plan. Report distributed via email – Roma Butcher.

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 _____.