



Local Emergency Management Committee Meeting Minutes

Held on

Tuesday, 4 October 2016

at 9.04am

State Emergency Services Building, Bentley Street, Donnybrook WA 6239

A handwritten signature in black ink, appearing to read "BGR" followed by a flourish.

Ben Rose
Chief Executive Officer

7 October 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 MINUTES

4 October 2016

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SHIRE OF DONNYBROOK/BALINGUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

**Held at State Emergency Services Building
9.04am, Tuesday, 4 October 2016**

The Chairperson declared the meeting open at 9.04am.

| Organisation | Committee Member |
|---------------------------|--|
| Donnybrook-Balingup Shire | Angelo Logiudice (Chairperson) |
| WA Police | Michael Danks (Proxy for Deputy Chairperson) |
| Donnybrook-Balingup Shire | Leigh Guthridge (Manager Development & Environmental Services) |
| Donnybrook-Balingup Shire | Paul Robins (Senior Ranger) |
| Fire & Rescue | Ben Anderson |
| SES | Carol Vickridge |
| Community Home Care | Miranda Harrison (Donna Rudolf – proxy) |
| Kirup Community | Mick Zwart |
| | |

GUESTS

1. APOLOGIES

Jeffery Shelley, Steph de Bruin, Ian Telfer, Leon Gardiner, Leanne Northrop, Deb Peachey, Vik Cheema.

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Mick Zwart

Seconded: Michael Danks

That the Minutes of the Local Emergency Management Committee Meeting held on 1 March 2016 be confirmed as a true and accurate record.

CARRIED 7/0

3. BUSINESS ARISING FROM MINUTES OF LAST MEETING

Water Corporation is yet to provide information package for LEMC about the Water Supply upgrade for Balingup.

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: | PWF 16D |
| | Author: | Leigh Guthridge – Manager Development and Environmental Services |
| | Report Date: | 25 September 2016 |

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 LEMA are required to be reviewed every five years with the last review being undertaken in 2011. The Shire has budgeted to undertake a review in the 2016/2017 financial year.

Comment

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

Mrs Bryanna Wright has been appointed to manage the review. Mrs Wright successfully managed the review of the Local Recovery Arrangements in 2014/2015. Mrs Wright is an employee of the Shire by providing part time Environmental Health services.

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

The methodology for the review is as follows:

- Undertaking a general administrative review of the LEMA;
- Where necessary attend WALGA Emergency Management Training;
- Incorporate best practice and lessons learnt from experiences of other local governments and emergency planning agencies;
- Undertake a review of risks as stated in the existing LEMA to ascertain if they are still valid and relevant;
- Consultation with Shire staff on the draft LEMA;
- Look for opportunities to build capacity within the Shire for emergency management planning and response;
- Align the LEMA with best practice as guided by SEMC; Policy framework;
- Present the draft review of the LEMA to LEMC; and
- Advertise the LEMA with the Community.

The LEMA is a tool used in planning and responding to emergencies and supports emergency affected communities in the reconstruction of the physical infrastructure as well as restoration of emotional, social, economic and physical wellbeing.

Consultation

Workshops are planned with Shire staff and the LEMC to obtain input into the review of the LEMA. It is intended that the draft LEMA be advertised 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 \$20,000 (Ex-GST) in July 2016 to review its LEMA. 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: Mick Zwart

Seconded: Paul Robins

That Council commence the review the Shire of Donnybrook-Balingup Local Emergency Management Arrangements.

Carried 7/0

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 – Vik Cheema;
 - Govt decision on Waroona Fires - Euan Ferguson report recommendations
 - DEMC membership
- Truck Roll Over Exercise - It is planned that a practical stimulated exercise (Truck roll over on the main street of Donnybrook) be undertaken at the LEMC meeting planned in December 2016. Donnybrook Police and DFES will lead the exercise for the LEMC.
- Water Corporation – If available - Update on the status quo of the water supply at Balingup – Peter Buckley

6. CLOSURE OF MEETING

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

The Chairperson declared the meeting closed at 9.29am.