



# Local Emergency Management Committee Meeting Minutes

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Held on

Tuesday, 13 June 2017

**Commencing at 9.00am**

State Emergency Services Building, Bentley Street, Donnybrook WA 6239

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**Ben Rose**  
**Chief Executive Officer**

21 June 2017

## **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 MINUTES

13 JUNE 2017

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# SHIRE OF DONNYBROOK BALINGUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

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**Held at State Emergency Services Building  
9.00am, Tuesday, 13 June 2017**

The Chairperson declared the meeting open at 9.08am.

<b>Organisation</b>	<b>Committee Member</b>
Donnybrook Balingup Shire	Angelo Logiudice (Chairperson)
Donnybrook Balingup Shire	Leigh Guthridge (Manager Development & Environmental Services)
DFES	Ben Anderson
SES	Carol Vickridge
DPAW	Deb Peachey
Department for Child Protection	Roma Boucher (arrived 9.28am)
DFES	Peter Thomas
SEMC	Vik Cheema – District Emergency Management Advisor
Water Corporation	Peter Buckley

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## 1. APOLOGIES

Wes Hutchinson  
Leon Gardiner

Helen Hall  
Steve Ward

Colin Anker

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## 2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**Moved: M Zwart**

**Seconded: B Anderson**

**That the Minutes of the Local Emergency Management Committee Meeting held on 15 March 2017 be confirmed as a true and accurate record.**

**Carried 7/0**

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## 3. BUSINESS ARISING FROM MINUTES OF LAST MEETING

Nil

## 4. REPORTS

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### 4.1 *Manager Development and Environmental Services*

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4.1.1	<b>ENDORSEMENT OF THE SHIRE OF DONNYBROOK BALINGUP - LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS</b>
	<b>Location:</b> Shire of Donnybrook Balingup
	<b>Applicants:</b> Shire of Donnybrook Balingup
	<b>Zone:</b> N/A
	<b>File Ref:</b> PWF 14F
	<b>Author:</b> Leigh Guthridge – Manager Development and Environmental Services ( <i>Bryanna Wright – Environmental Health Officer</i> )
	<b>Report Date:</b> 7 June 2017
	<b>Attachments:</b> 4.1.1(1) - Draft Shire of Donnybrook Balingup Local Emergency Management Arrangements (document to be emailed) 4.1.1(2) - Schedule of Submissions

### **Background**

Council at its April 2017 meeting resolved the following:

*"That Council instruct the Chief Executive Officer to advertise the draft Local Emergency Management Arrangements (LEMA) for 28 days, commencing in April 2017, with submissions received to be considered by the Local Emergency Management Committee and subsequently Council prior to the LEMA being considered for adoption at a future meeting of Council."*

The LEMA is a tool used in the 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.

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

### **Comment**

Advertising of the draft Local Emergency Management Arrangements was undertaken from 1 to 31 May 2017. During the advertising period no public comments were submitted however feedback was received from LEMC members and government agencies recommending various changes to the draft document. These have been addressed in the Schedule of Submissions (Attachment 4.1.1(2)).

The Shire's Local Emergency Management Arrangements now aligns with the State Emergency Management Committee (SEMC) framework and is based on best practice across national and international jurisdictions, experiences from other recovery agencies and lessons learnt etc. It will be an important planning tool in the event of any emergency.

## Consultation

The Local Emergency Management Arrangements has been advertised to the wider community via:

- Advertisement in the Donnybrook-Bridgetown-Manjimup Mail;
- Public notices on Shire noticeboards throughout the Shire of Donnybrook Balingup;
- The Shire website; and
- Email correspondence to LEMC members and Government Agencies.

A workshop was held with Shire staff on 8 June 2017 to gain insight into how Shire operations may be impacted by an emergency and step through how the LEMA would be used as a planning tool.

Mr Vikram Cheema, District Emergency Management Advisor - South West Office of Emergency Management 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 with the last review being undertaken in 2011.

### Voting Implications

Simple majority.

## Financial Implications

The Shire obtained AWARE funding of \$20,000 (Ex-GST) in June 2016 to review its LEMA. This project is fully funded by the AWARE program.

## Strategic Implications

Outcome 3.4 – Maintain and Improve the Provision of Emergency Services.

## Committee's Recommended Resolution (Officer's Recommended Resolution)

**Moved: M Zwart**

**Seconded: P Thomas**

**That Council endorse the Shire of Donnybrook Balingup Local Emergency Management Arrangements dated 28 June 2017.**

**Carried 8/0**

**5. OTHER BUSINESS**

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**5.1 - LEMC Members Contacts List**

The Local Emergency Management Arrangements Contacts List was reviewed and updated.

**5.2 – SEMC District Emergency Management Advisor Report**

Vik Cheema provided a report update at the meeting (Attachment 5.2).

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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 will be advised.

The Chairperson declared the meeting closed at 10.17am.

<b>These minutes were confirmed as a true and accurate record at the Local Emergency Management Committee Meeting held on _____.</b>		
<b>Shire President</b>		<b>Presiding Member</b>



Government of **Western Australia**  
Office of **Emergency Management**

## LOCAL EMERGENCY MANAGEMENT COMMITTEE DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT

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### State News

#### Labour, Plant and Equipment Temporary Exemption

Following the Flooding in Western Australia (January and February 2017) event, the Office of Emergency Management (OEM) applied to the Commonwealth government for an exemption to the Natural Disaster Relief and Recovery Arrangements (NDRRA). The proposal would enable local governments to use their own labour, plant and equipment when rebuilding essential public assets.

On 30 March 2017, following Tropical Cyclone Debbie, the Federal Minister for Justice, Hon Michael Keenan MP, announced the removal of restrictions around the use of local governments own plant and equipment when rebuilding essential public assets. However, appropriate assurance arrangements would be required between the State and Commonwealth.

#### 2017 Australasian Natural Hazards Management Conference (ANHMC)

The 2017 Australasian Natural Hazards Management Conference will be hosted by the Office of Emergency Management and will take place from 30 October to 3 November 2017. The main venue will be The University Club of Western Australia. The theme of the conference is "Translating Research into Practice". The website is up and running and an email has been sent to all stakeholders announcing the conference.

<http://anhmc.org/>

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### SW District News

#### State Risk Project – Local Risk

In 2013, the State Emergency Management Committee (SEMC) initiated the State Risk Project, which was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels.

To date work has concentrated on the state and district levels, however the focus is now firmly on the local level, and the roll out of this phase of the project began late in 2016.

The project aims to;

- Help local governments to understand their risk
- Assist local governments to complete the emergency risk management (ERM process as required by existing policy)
- Allow the state to gain a comprehensive understanding of current risks at the local level
- Provide information to enable future mitigation at all levels which will reduce the future cost of disasters.

The local level component of the project has begun. Thus far, group workshops have been held in the Great Southern and South West, involving 33 local governments. The aim of the local level phase is to provide training, support and tools to local governments to assist them to undertake the emergency risk management process (as required by existing policy).

Planning is currently underway to facilitate the combined workshops for the local governments in the South West EM district. The risk workshop key dates for 2017 are:

Table facilitator's workshop 22 August 2017

Local risk workshop 1 (storm and flood) 29 August 2017

Local risk workshop 2 (electricity supply interruption & plant bio security) 3 October 2017

A group of selected members from each local government/LEMC will be requested to attend the local risk workshops.

For further information on the State Risk Project – Local, and a list of frequently asked questions, please use this link to website: <https://www.oem.wa.gov.au/Pages/Risk-Local.aspx>

[South West DEMC meeting schedule](#)

2 May 2017

10 Oct 2017

**District Emergency Management Advisor  
South West  
Office of Emergency Management**