



# Local Emergency Management Committee Meeting

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To be held on

Tuesday, 17 September 2019

**Commencing at 9.00am**

Donnybrook Incident Control Centre (SES Building), Bentley Street,  
Donnybrook WA 6239

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

5 September 2019

## **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.

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# LOCAL EMERGENCY MANAGEMENT COMMITTEE AGENDA

17 September 2019

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# SHIRE OF DONNYBROOK BALINGUP

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### AGENDA

**To be held at the Donnybrook Incident Control Centre (SES Building)  
on Tuesday, 17 September 2019 at 9.00am.**

#### **1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairperson to declare the meeting open at \_\_\_\_\_, welcome the public gallery and advise them of the meeting procedures.

#### **2 ATTENDANCE**

##### **2.1 Committee Members**

<b>Organisation</b>	<b>Committee Member</b>
Donnybrook Balingup Shire	Brian Piesse (Chairperson)
WA Police	Matt Fogarty (Deputy Chairperson)
Shire of Donnybrook Balingup	Jessie Cooper
Shire of Donnybrook Balingup	Ben Rose
Shire of Donnybrook Balingup	Elaine Clucas
Shire of Donnybrook Balingup	John Attwood (Recovery Co-ordinator)
Bushfire Service	Max Walker
Fire and Rescue	Ben Anderson
State Emergency Service	Carol Vickridge
St John Ambulance	Ian Telfer
Department of Biodiversity, Conservation & Attractions	Deb Peachey
Donnybrook Hospital	Lucy Murphy
Kirup Community	Mick Zwart
Red Cross	Colin Anker
Western Power	David McMillan
Water Corporation	Peter Buckley
Telstra	TBC
DEMC	Vikram Cheema
Dept Child Protection and Family Support	Roma Boucher
Dept Child Protection and Family Support	Hellen Hall
Dept Fire and Emergency Services	Steve Ward
Dept Fire and Emergency Services	Steph De Bruin
Dept Fire and Emergency Services	Leon Gardiner
Tuia Lodge	Bob Lowther
Donnybrook District High School	James Milne
Dept Primary Industries & Regional Development	Tim Stevens

Balingup Progress Association	John Ranieri
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**2.2 Public Gallery**

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**2.3 Apologies**

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**3 DECLARATIONS FROM THE PRESIDING MEMBER**

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Chairperson to deliver the Committee's purpose as follows:

*The purpose of the Local Emergency Management Committee (LEMC) is to play a vital role in assisting our local communities to be more prepared for major emergencies by;*

- 1) Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans*
- 2) Providing a multi-agency forum to analyse and treat local risk*
- 3) Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.*

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**4 DECLARATION OF INTEREST**

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**5 PUBLIC QUESTION TIME**

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**6 PRESENTATIONS**

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**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

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**That the Minutes of the Local Emergency Management Committee Meeting held on 28 May 2019 be confirmed as a true and accurate record.**

**Moved:**

**Seconded:**

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## 8 REPORTS

### 8.1 Individual Committee Member Reports on behalf of Representing Organisations

Committee members to provide an update on their representing organisation, in regards to issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the Committee in relation to Local Emergency Management Arrangements.

1. Donnybrook Police
2. Donnybrook Volunteer Fire & Rescue
3. Bush Fire Risk Planning Coordinator
4. Donnybrook St John Ambulance
5. Donnybrook State Emergency Service
6. Department of Biodiversity, Conservation & Attractions – Blackwood
7. Donnybrook District Hospital
8. Department of Child Protection & Family Support
9. Chief Bush Fire Control Officer
10. Shire of Donnybrook Balingup
11. Western Power
12. Water Corporation
13. Telstra
14. District Emergency Management Committee
15. Department of Fire and Emergency Services

### 8.2 Endorsement of the Shire of Donnybrook Balingup Risk Register 2019

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	N/A
<b>File Reference</b>	CSV 20
<b>Author</b>	Jessie Cooper, CESM
<b>Attachments</b>	8.2 (1) Draft Shire of Donnybrook Balingup Risk Register 2019 8.2 (2) Shire of Donnybrook Balingup Risk Register Table
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	That LEMC provide comment on the draft “ <i>Shire of Donnybrook Balingup Risk Register 2019</i> ” dated February 2019, as per Attachment 8.2 (1)  That LEMC endorse the “ <i>Shire of Donnybrook Balingup Risk Register 2019</i> ” subject to modifications being made.

### STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Action No.</b>	<b>Actions</b>
3.3 A safe and healthy community environment for all ages	Support a safe, healthy and active community	3.3.3.3	Support local State Emergency Services and facilitate Local Emergency Management Committee

## **BACKGROUND**

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.

The Shire of Donnybrook Balingup participated in the local level phase of the project by attendance at workshops which commenced in 2017.

Outcome of the local level workshops allowed for the Shire of Donnybrook Balingup Risk Register 2019 (Attachment 8.2(1)) to be developed.

The Risk Register 2019 was designed as per the State Emergency Management Policy Statement 3.2.6 and undertaken in accordance with the Western Australian Emergency Risk Management Guideline, which is aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines. Furthermore, the Risk Register has been developed, led and administrated by key stakeholders who;

1. Are affected by the impacts of an emergency event
2. Contribute specialist knowledge to the process
3. Have jurisdictional authority for the specific hazards and/or elements at risk

The Shire of Donnybrook Balingup Risk Register 2019 document will become an attachment to the Shire's Local Emergency Management Arrangements.

## **DETAILS**

The Shire of Donnybrook Balingup top 5 risks were identified as bushfire, severe storm, flood, human epidemic and electrical supply disruption.

Risk assessment local level workshops were held on the following dates:

29 August 2017 – Severe Storm and Flood

3 October 2017 – Human Epidemic and Electrical Supply Disruption

12 September 2017 - Bushfire

The Shire of Donnybrook Balingup Risk Register 2019 provides a summary of the Local; Community based; Risk Assessment that was undertaken by the Shire of Donnybrook Balingup throughout a period of August 2017 - October 2017.

The results of Risk Assessments across five specific hazards Bushfire, Flood, Storm, Electrical Supply Disruption, and Human Epidemic are demonstrated further in the document.

The Risk Assessments used in regards to these hazards is limited by stakeholder knowledge and opinion of the Community in which the assessments were held. Field experts were used where possible during this process.

Risks requiring treatment have been identified in the document and highlighted in red. These risks will be noted by SEMC. If there are similar risks across the state requiring treatment, it will be handled at a state level.

The table (Attachment 8.2 (2)) details areas where this Risk Register requires comments from key stakeholders. LEMC are requested to provide these comments.

### **CONSULTATION**

Stakeholders from SEMC, Office of Emergency Management, WA Police, Fire and Rescue, State Emergency Services, DPAW, Donnybrook Hospital, Water Corporation, Western Power and Shire representatives were in attendance at workshops to provide input.

Mr Vikram Cheema, District Emergency Management Advisor - South West Office of Emergency Management also provided input into the draft plan at its compilation stage.

### **FINANCIAL IMPLICATIONS**

The Shire obtained AWARE funding of \$4,000 (Ex-GST) in July 2017 to write the Risk Register 2019. This project was fully funded by the AWARE program.

### **POLICY COMPLIANCE**

The Risk Register 2019 was designed as per the State Emergency Management Policy Statement 3.2.6 and undertaken in accordance with the Western Australian Emergency Risk Management Guideline.

### **STATUTORY COMPLIANCE**

The Emergency Risk Management (ERM) process is mandated by the Emergency Management Act 2005.

### **RECOMMENDATION**

**That LEMC provide comment on the draft “*Shire of Donnybrook Balingup Risk Register 2019*”, as per Attachment 8.2 (1)**

**That LEMC endorse the “*Shire of Donnybrook Balingup Risk Register 2019*” subject to modifications being made.**

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**9 OTHER BUSINESS**

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**10 CLOSURE OF MEETING**

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The Chairperson to advise that the date of the next Local Emergency Management Committee meeting will be held on 26 November 2019, commencing at 09:00.

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