



# Local Emergency Management Committee Meeting Agenda

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To be held on

26<sup>th</sup> March 2024

**Commencing at 2:00pm**

Donnybrook SES  
80 Bentley St  
Donnybrook WA

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**Garry Hunt**  
Temporary Chief Executive Officer

14 March 2024

## **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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**SHIRE OF DONNYBROOK BALINGUP**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**AGENDA**

**26<sup>th</sup> March 2024**

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# SHIRE OF DONNYBROOK BALINGUP

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### AGENDA

**To be held at Donnybrook SES, 80 Bentley St, Donnybrook  
on Tuesday, 26 March 2024 at 2.00pm.**

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

The Chairperson to acknowledge the traditional custodians of the land, the Wadandi People of the Noongar Nation, paying respects to Elders past, present and emerging.

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>
Shire of Donnybrook Balingup	Cr Vivienne MacCarthy (Chairperson)
WA Police	Phil Nation (Deputy Chairperson)
Shire of Donnybrook Balingup	Jessie Cooper (CESM)
Shire of Donnybrook Balingup	Garry Hunt (T/CEO)
Shire of Donnybrook Balingup	Ross Marshall (DO)
Shire of Donnybrook Balingup	Kim Dolzadelli (DCC)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO)
Shire of Donnybrook Balingup	Conor McGregor (Senior Ranger)
Shire of Donnybrook Balingup	Claire Palmer (EO)
Bushfire Service	Max Walker (CBFCO)
Fire and Rescue Service	Ben Anderson
State Emergency Service	Julie Carrick
St John Ambulance	Ian Telfer
Department of Biodiversity, Conservation and Attractions	Ed Hatherley Steve Ward
WA Country Health Service	Barry Moroney
Donnybrook Hospital	Sally Shaw
Bushfire Service	Mick Zwart
Red Cross	Karen Edmeades
Western Power	Gary Smith
Water Corporation	Mel Robertson
DEMC	Erin Hutchins
Department of Communities	Renee Flaxman
Dept Fire and Emergency Services	Patrick Dowling
Dept Fire and Emergency Services	Phil Bresser
Tuia Lodge	Jane Goff

Dept Primary Industries & Regional Development	Tim Stevens
Balingup Progress Association	Wendy Trow
Main Roads WA	Bruce Hancock

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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 functions as per S.39 of the EM Act:

- a) *To advise and assist the local government in ensuring that local emergency management arrangements are established for its district*
- b) *To liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
- c) *To carry out other emergency management activities as direct by SEMC or prescribed by the regulations.*

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### 4 DECLARATION OF INTEREST

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*Identify real, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the chair prior to the meeting to determine the appropriate way to manage the conflict.*

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### 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

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Minutes from the previous meeting of the Local Emergency Management Committee held on 21 November 2023 are attached at *Attachment 5.1*.

**That the Minutes of the Local Emergency Management Committee Meeting held on 21 November 2023 be confirmed as a true and accurate record.**

**Moved:**

**Seconded:**

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### 6 CONTACT LIST REVIEW

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The current Shire of Donnybrook Balingup Local Emergency Management Committee Contact list is attached at **Attachment 6.1**. Committee members to review this attachment to ensure contact details are current.

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**6 BUSINESS ARISING FROM PREVIOUS MEETINGS**

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<b>ITEM</b>	<b>RESPONSIBLE OFFICER</b>	<b>STATUS</b>
Facilitate Council adoption of the 2023 LEMA	CESM	Complete
Facilitate completion of signing the endorsed Local Recovery Plan 2021	CESM/Recovery Coordinator	Complete
Provide copy of endorsed LEMA to DEMC for noting	CESM	Complete
Review Shire of Donnybrook Balingup biannual LEMC meeting basis	CESM	Ongoing, refer item 7

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**8 COMMITTEE MEMBER REPORTS**

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Committee members are invited to provide an update on their organisation, regarding 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 Service**
- 3. Donnybrook St John Ambulance**
- 4. Donnybrook State Emergency Service**
- 5. Department of Biodiversity, Conservation & Attractions**
- 6. Donnybrook District Hospital**
- 7. Department of Communities**
- 8. Shire of Donnybrook Balingup**
  - a. Director Operations**
  - b. Chief Bush Fire Control Officer**
  - c. Community Emergency Services Manager**
  - d. Recovery Coordinator**
- 9. Western Power**
- 10. Water Corporation**
- 11. Tuia Lodge**
- 12. District Emergency Management Advisor**
- 13. Department of Fire and Emergency Services**
- 14. Balingup Progress Association**
- 15. Red Cross**
- 16. WA Country Health Service**
- 17. Main Roads**
- 18. Department of Primary Industries and Regional Development**

## 7 REVISION OF LEMC MEETING SCHEDULE

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	CSV 23
<b>Author</b>	Jess Cooper, Community Emergency Services Manager
<b>Responsible Manager</b>	Ross Marshall, Director Operations
<b>Attachments</b>	7.1 – LEMC item 8 dated 16 August 2022
<b>Voting Requirements</b>	Simple Majority

### Recommended Committee Resolution

**That Council:**

1. Amends the frequency of Local Emergency Management Committee meetings from biannually to quarterly.
  
2. Updates the Shire of Donnybrook Balingup Local Emergency Management Arrangements to reflect the amended meeting frequency.

### STRATEGIC ALIGNMENT

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

Outcome	2.3	A natural environment for the benefit of current and future generations
Strategy	2.3.3	Partner with key stakeholders for effective environmental management
Action	2.3.3.2	Support Emergency Services Volunteers

### EXECUTIVE SUMMARY

It has been requested by the Local Emergency Management Committee (LEMC) that the Shire of Donnybrook Balingup review the frequency of its LEMC meetings.

### BACKGROUND

At the November 2023 Local Emergency Management Committee (LEMC) meeting, concerns were raised that the current biannual LEMC meeting schedule is too infrequent to maintain continuity and also falls outside of State Emergency Management Committee (SEMC) recommendations. It was requested that the Shire of Donnybrook Balingup review this position.

At the August 2022 LEMC meeting, the Shire of Donnybrook Balingup recommended to the LEMC that their meeting frequency be reduced from quarterly to biannually primarily due to administrative resourcing constraints. The was accepted, and the following committee resolution was accepted by council:

*That the Local Emergency Management Committee recommends Council:*

1. *Amends the frequency of the current quarterly LEMC meetings to a bi-annual schedule with meetings to be held in May and November of each year;*
2. *Modifies the LEMC Terms of Reference to reflect the amended meeting frequency;*
3. *Authorises the Chief Executive Officer to call a LEMC meeting at any other time, if it is determined an additional meeting outside of the schedule outlined in Point 1 is warranted;*
4. *Supports the coordination of annual emergency response exercises to align with LEMC meeting dates, whenever possible;*

Since this resolution was adopted, a biannual meeting basis has been trialed, however it has been suggested by several LEMC members that this is not as beneficial as suggested in the officer's recommendations presented to the committee in August 2022.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

Pursuant to Sections 38 – 40 of the *Emergency Management Act 2005*, (EM Act) Local Governments are required to establish and perform the functions of a LEMC. The EM Act does not specify the number of meetings required per annum, providing that certain requirements are fulfilled.

The State Emergency Management Committee recommends that *“LEMCs should meet quarterly or more frequently if required.”*

## **CONSULTATION**

Shire of Donnybrook Balingup Local Emergency Management Committee  
DFES District Emergency Management Advisor – South West

## OFFICER COMMENT/CONCLUSION

It is recommended that the Shire of Donnybrook Balingup LEMC endorse the Recommended Committee Resolution and return to a quarterly meeting schedule.

### Recommended LEMC Resolution:

That Council:

1. Requests that the CEO facilitate the amendment of the frequency of Local Emergency Management Committee meetings from biannually to quarterly.
2. Requests that the CEO facilitate the update of the Shire of Donnybrook Balingup Local Emergency Management Arrangements to reflect the amended quarterly meeting frequency.

**Moved:**

**Seconded:**

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## 8 GUEST PRESENTATIONS

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Nil

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## 9 CORRESPONDENCE

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### 9.1 CORRESPONDENCE IN

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From	To	Topic	Date
E Hutchins	CESM	2023 Emergency Preparedness Report	13/3/24
WALGA EM Team	CESM	Emergency Management Newsletter - February	29/2/24
E Hutchins	CESM	Local Government Update – Road Work Regulatory Changes	12/2/24
E Hutchins	CESM	Statement of Fact Amendment to Traffic Management During Emergencies Guideline	12/2/24
R Armstrong (WALGA)	CESM	Review of the management of the Wooroloo Fire	9/2/24
E Hutchins	CESM	EM – Sector Adaptation Plan Consultation	8/2/24
E Hutchins	CESM	Strengthening Rural Communities – Prepare & Recovery Grants Open	5/2/24
E Hutchins	CESM	Round 2 of Disaster Ready Fund Open	22/1/24
E Hutchins	CESM	National Disaster Risk Reduction Grant	15/1/24

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## 9.2 CORRESPONDENCE OUT

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From	To	Topic	Date
CESM	SoDB LEMC	Notification of LEMC Meeting	5/3/24

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## 9.3 INFORMATION TABLED

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- 2023 Emergency Preparedness Report
- 2022/23 LEMC Annual Report Survey Responses

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## 10 REVIEW OF ACTION LIST and BUSINESS ARISING

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In accordance with Appendix 5 of the Shire of Donnybrook Balingup Local Emergency Management Arrangements, the following are required meeting items:

### Standard Meeting Items:

#### Post Incident Reports

Nil to report

#### Post Exercise Reports

Nil to report

#### Funding Nominations and Applications Progress

In May 2023, The Shire of Donnybrook Balingup submitted a grant funding application for a contribution of \$31, 500 to the State Emergency Management Committee (SEMC) for x3 electronic fire danger rating signs to be placed at prominent locations throughout the Shire.

In February 2024, it was announced the Shire was successful in this application. It is anticipated that works will commence in May 2024.



## **Emergency Risk Management / Treatment Strategies Progress**

Nil to report

## **LEMA updates/review**

Nil updates received.

## **Key Achievements**

Nil to report

## **Review Local Recovery Arrangements**

Review to commence prior to next LEMC meeting.

## **LEMC Annual report**

It is anticipated that the report will be due by 30 June 2024 and is typically completed by means of a survey. This survey has historically been completed by the LEMC Executive Officer as an administrative task. Last Year's survey responses are tabled for informative purposes. LEMC Members are invited to contribute to this report.

## **LEMC Exercise Schedule**

Committee to discuss/identify areas requiring exercising.

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## **11 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 to declare the meeting closed at \_\_\_\_\_.