



Local Emergency Management Committee Meeting Agenda

To be held on

14th May 2024

Commencing at 9:00am

Donnybrook SES
80 Bentley St
Donnybrook WA


Garry Hunt
Temporary Chief Executive Officer

30 April 2024

Disclaimer

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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

**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

Organisation	Committee Member
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	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
Main Roads WA	Bruce Hancock

Dept Primary Industries & Regional Development	Tim Stevens
Balingup Progress Association	Wendy Trow

2.3 APOLOGIES

3 DECLARATIONS FROM THE PRESIDING MEMBER

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.*

4 DECLARATION OF INTEREST

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.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

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:

6 CONTACT LIST REVIEW

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.

6 BUSINESS ARISING FROM PREVIOUS MEETINGS

ITEM	RESPONSIBLE OFFICER	STATUS
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

8 COMMITTEE MEMBER REPORTS

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

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

Objective	3.2	Develop community readiness to cope with natural disasters.
Priority Project	3.2.4	Provide support for 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:

8 GUEST PRESENTATIONS

Nil

9 CORRESPONDENCE

9.1 CORRESPONDENCE IN

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

9.2 CORRESPONDENCE OUT

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

9.3 INFORMATION TABLED

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

10 REVIEW OF ACTION LIST and BUSINESS ARISING

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.

11 CLOSURE OF MEETING

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 _____.