



Local Emergency Management Committee Meeting Minutes

Held on

Wednesday, 15 March 2017

Commencing at 9.04am

State Emergency Services Building, Bentley Street, Donnybrook WA 6239

Ben Rose
Chief Executive Officer

10 March 2017

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Please note this agenda may contain recommendations which have not yet been adopted by Council.



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

15 March 2017

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SHIRE OF DONNYBROOK BALINGUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

**Held at the State Emergency Services Building
9.00am, Wednesday, 15 March 2017**

The Chairperson declared the meeting open at 9.04am.

Organisation	Committee Member
Donnybrook Balingup Shire	Angelo Logiudice (Chairperson)
WA Police	Ryan Vander Heide (Deputy Chairperson)
Donnybrook Balingup Shire	Leigh Guthridge (Manager Development & Environmental Services)
Donnybrook Balingup Shire	Jess Cooper (Ranger)
Fire & Rescue	Wesley Hutchinson
Fire & Rescue	Ben Anderson
SES	Carol Vickridge
Community Home Care	Donna Rudolph
St John Ambulance	Ken Hart
DPAW	Deb Peachey
Donnybrook Hospital	Leanne Northrop
Department for Child Protection	Hellen Hall
Department for Child Protection	Roma Boucher
Tuia Lodge	Jeff Shelley
DFES	John Tillman
DFES	Steph De Bruin
DFES	Peter Thomas
Kirup Community	Mick Zwart
Red Cross	Colin Anker
Tuia Lodge	Anne Clifford

1. APOLOGIES

Vik Cheema, John Attwood, Leon Gardiner, Ian Telfer.

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Mick Zwart

Seconded: Ben Anderson

That the Minutes of the Local Emergency Management Committee Meeting held on 13th December 2017 be confirmed as a true and accurate record.

CARRIED 18/0

3. BUSINESS ARISING FROM MINUTES OF LAST MEETING

Roma Boucher confirmed that the DCPFS Report not included in minutes.

4. REPORTS

4.1.1	SUBJECT:	REVIEW OF THE DRAFT 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 (<i>Bryanna Wright – Part time Environmental Health Officer</i>)
	Report Date:	8 March 2017
	Attachments:	4.1.1 - Draft Local Emergency Management Arrangements (to be emailed)

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.

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.

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.

The draft LEMA now aligns with SEMC framework as it is based on best practice across national and international jurisdictions. This will be beneficial when the LEMA is used in an operational capacity in the event of emergency that may arise.

State Risk Project

Section 14 of the draft LEMA - Risk Register and Treatment Schedule states:

The Shire will join with neighbouring local governments as part of the State Emergency Management Committee State Risk Project during 2017. Following that process, the Shire will have contributed to a district aligned risk study and will be in a better position to align its risk management process with that of the State.

The Office of Emergency Management (OEM) will start rolling out the State Risk Project - Local Workshops across the State during 2017.

The Emergency Risk Management (ERM) process, particularly risk assessments, at the local level is an integral part of a local government's review of their Local Emergency Management Arrangements. However consistent and comparable risk assessments across all 138 local governments have not been done yet.

In accordance with *State Emergency Management Policy Statement 3.2.6*, ERM planning must be undertaken in accordance with the SEMC's 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*).

The ERM plans are to be developed, led and administrated by the local government (LG) and LEMC (State EM Prevention Procedure 1 – Emergency Risk Management Planning).

The Office of Emergency Management (OEM) has consulted with a range of local governments, risk management consultants, WALGA, OBRM and the District EM Advisors to determine the best way to achieve consistency of assessment across all local governments.

Given the large number of local governments, the best way to provide the maximum level of support to local governments is to work with them in groups.

The local level component of the State Risk Project (SRP) 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; and
- Provide information to enable future mitigation at all levels which will reduce the future cost of disasters.

Each of the participating local government representatives will be requested to consider the top 5 hazards relevant to the local area.

It is recommended that Local Emergency Management Committee (LEMC) review and provide comments on the draft LEMA.

Consultation

Mr Vikram Cheema, District Emergency Management Advisor - South West, Officer of Emergency Management has provided input into the draft LEMA.

It's recommended that the LEMC review the draft LEMA prior to submitting for Council endorsement. The draft LEMA would then be advertised to the Community.

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 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.

Officer's Recommendation Resolution

Moved: Mick Zwart

Seconded: Wes Hutchinson

- 1. That Council advertise the draft Local Emergency Management Arrangements (LEMA) for 28 days during April 2017 and submissions received will be considered by the Local Emergency Management Committee and subsequently Council prior to the LEMA being adopted at a future meeting of Council.**
- 2. That the Emergency Risk Management (ERM) plans be developed by the Shire of Donnybrook – Balingup and Local Emergency Management Committee (LEMC) in the ensuing 18 months. The top 5 hazards relevant to the Shire of Donnybrook - Balingup will be considered during this time.**
- 3. That once completed the ERM plans will be included in the Local Emergency Management Arrangements.**

Carried 18/0

5. OTHER BUSINESS

5.1 - LEMC Members Contacts List

The Local Emergency Management Arrangements have provided a Contacts List (Attachment 5.1) for review and update

5.2- District Emergency Management Advisor Report (Attachment 5.2) – Vik Cheema State Risk Project – Local Rollout 2017

5.3 – Red Cross – Colin Anker (Attachment 5.3)

5.4– DFES LSW Community Engagement Officer – Steph DeBruin

Is planning a post incident Community Event for residents impacted by the Gwindinup fire. It will be held on Sunday April 2nd 4pm at the Donnybrook SES Unit with a number of agencies involved.

The purpose of the day will be to share learnings and thank the community and brigade for their response provide an opportunity for residents to discuss their experience to assist with recovery promote local Bushfire Ready groups recruit new brigade members (if req) provide any ongoing recovery information identify any personal support needs

In addition DFES and the Shire has posted a 'Community Bushfire Survey' to residents within the Argyle Irishtown brigade area to understand how the community prepared, took action on the day and participated in Bushfire Ready to improve community safety in the future.

Results will be shared with the Shire of Donnybrook-Balingup and the Argyle Irishtown Bushfire Brigade but will not identify specific individuals or properties. Residents will be invited to attend the event via the survey mail out.

5.5 – St John Ambulance – Ken Hart

Provided a short introduction on his role across the Upper SW, specifically the role in the Donnybrook area supporting the volunteers in a admin, training and clinical capacity.

5.6– Department of Child Protection and Family Support – Roma Boucher (Attachment 5.6)

5.7 - DFES Area Officer South – Peter Thomas

Automatic Vehicle Locators (AVL) installed to all brigade appliances in the lower southwest regions. Emergency WA website now operating.

5.8 – DPAW – Deb Peachey

DPAW intend to commence controlled burning in mid April 2017.

5.9 - Truck Roll Over Desktop Exercise

6. CLOSURE OF MEETING

The Chairperson advised that the next Local Emergency Management Committee meeting will be held on a date and at a time to be advised.

The Chairperson declared the meeting closed at 11.15am.