



# Local Emergency Management Committee Meeting

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To be held on

Tuesday, 21 November 2023

**Commencing at 9:00am**

Donnybrook SES  
80 Bentley St  
Donnybrook WA

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**Garry Hunt**  
Temporary Chief Executive Officer

14 November 2023

## **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

21 November 2023

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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, 21 November 2023 at 9.00am.**

#### 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	Elected Member - TBC (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	Sharon Austin
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

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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 16 May 2023 are attached at *Attachment 5.1*.

**That the Minutes of the Local Emergency Management Committee Meeting held on 16 May 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.

The Chairperson of the LEMC (elected member) will be determined on Wednesday 22 November 2023.

## **8 COMMITTEE MEMBER REPORTS**

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Committee members to provide an update on their organisation, in regard 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 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 (Attachment 8.12)**
- 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 (Attachment 8.18)**

## 7 REVIEW OF SHIRE OF DONNYBROOK BALINGUP LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

<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 Draft Local Emergency Management Arrangements 7.2 Annexure 1 – LEMC Terms of Reference 7.3 Annexure 2 – LEMC Emergency Risk Management 7.4 Annexure 3 – LEMC Hazard Plans 7.5 Local Recovery Plan
<b>Voting Requirements</b>	Simple Majority

### Recommended Committee Resolution

#### That Council:

1. **Endorse the updated Shire of Donnybrook Balingup Local Emergency Management Arrangements 2023 included in attachments 7.1 – 7.4.**
2. **Provide a copy of the endorsed Local Emergency Management Arrangements to the District Emergency Management Committee for noting.**

### 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

The Shire of Donnybrook Balingup Local Emergency Management Arrangements (LEMA) were last reviewed and updated in 2017. It has been identified that these arrangements required a comprehensive review that incorporated opportunities for stakeholder feedback and contribution.

## **BACKGROUND**

The LEMA is a suite of documents that are required to be produced by the Local Government pursuant to sections 36 and 41 of the *Emergency Management Act 2005*.

These arrangements are utilised for planning, responding to, and supporting communities impacted by emergencies relevant to the local area.

In 2022, it was identified that the Shire of Donnybrook Balingup LEMA was due for review but was unable to facilitate a comprehensive review internally. The Shire of Donnybrook Balingup successfully made a joint application with the Shire of Bridgetown-Greenbushes for funding from the State Emergency Management Committee's All West Australians Reducing Emergencies (AWARE) program for an external party to facilitate this review.

The Shire of Donnybrook Balingup utilised these funds to engage Plan-it Consulting WA to perform the review, which commenced in January 2023. This review included several community workshops, and surveys.

In October 2023, the final LEMA was provided to the Local Emergency Management Committee, for an out of session review, feedback, and finalisation.

Following endorsement from the Shire of Donnybrook Balingup LEMC and adoption by Council, the updated LEMA is to be provided to the District Emergency Management Committee for noting at their December meeting.

## **FINANCIAL IMPLICATIONS**

A joint application was submitted for AWARE Grant Funding by the Shires of Donnybrook Balingup and Bridgetown-Greenbushes. This submission was successful, and the monies received will cover the consultant (Plan-It) so there is no net cost to the Shire.

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

Sections 36 and 41 of the *Emergency Management Act 2005*

## CONSULTATION

In May 2023, a community survey was prepared and advertised locally within the Preston Press. The survey was also made available via:

- The Shire's website
- The Shire's social media pages
- Balingup Public Library
- Donnybrook Community Library
- Donnybrook Community Resource Centre
- Balingup Post Office
- The Shire Administration Office

Community workshops were advertised locally and facilitated in both Balingup (1) and Donnybrook (2). The workshops that were held in Donnybrook were also livestreamed to encourage greater participation in these sessions.

Feedback from the community was forwarded to Plan-it Consulting, who utilised this data to ensure that the risks and measures identified in the LEMA were still relevant to the local community.

Draft copies of the LEMA were provided to the LEMC via email, which enabled the document to be periodically reviewed and updated to capture current practices and terminology.

## OFFICER COMMENT/CONCLUSION

The final Shire of Donnybrook Balingup Local Emergency Management Arrangements is attached. It is recommended that LEMC endorse these arrangements for adoption by council and recommend that these arrangements be forwarded to the District Emergency Management Committee (DEMC) for noting.

### Recommended LEMC Resolution:

1. **That the Shire of Donnybrook Balingup Local Emergency Management Committee Endorse the updated Shire of Donnybrook Balingup Local Emergency Management Arrangements 2023 included in attachments 7.1 – 7.5 to Council for Adoption.**
3. **That the CEO provide a copy of the adopted Local Emergency Management Arrangements to the District Emergency Management Committee for noting.**

Moved:

Seconded:



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**8 GUEST PRESENTATIONS**


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**9 CORRESPONDENCE**


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**9.1 CORRESPONDENCE IN**


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From	To	Topic	Date
R Boucher & E Hutchins	CESM	Terminology Updates – Dept. Communities	3/11/2023
WALGA	CESM	2023 EM Survey	26/10/2023
E Hutchins	CESM	New State EM Docs	13/10/2023
R Boucher	CESM	Updated Local Emergency Welfare Plan (Aug 2023)	30/08/2023
E Hutchins	CESM	LEMC Annual Report Survey 2023	2/6/2023
E Hutchins & T Stevens	CESM	Consultation Request – Restricted Access Permit System	1/6/2023

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**9.2 CORRESPONDENCE OUT**


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From	To	Topic	Date
CESM	LEMC Committee	Advice of next LEMC date	7/11/2023
CESM	LEMC Committee	LEMA Review	4/10/2023
CESM	E Hutchins	LEMC Annual Report Survey Response	6/6/2023

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**9.3 INFORMATION TABLED**


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BFAC Information 26 October 2023 – Request for information to be tabled at LEMC

The Shire of Donnybrook Balingup BFAC have requested that debrief information collected by the Shire of Donnybrook Balingup regarding the 2022/23 fire season be provided to the LEMC for noting in lieu of a forum-style debrief as per the below request received in October 2023:

*“Our Brigade (Mumballup BFB) formally requests an opportunity for all Brigades to meet in a forum-style meeting with representatives from the Shire and other Government agencies who were involved, to discuss what could have been done better and reflect on what was done well.*

*We believe that it is only by confronting and discussing the issues that were raised in the post-fire reviews, that we are able to avoid repeating the same errors and can capitalise on the positive aspects of how these 2 large fires were managed.”*

The collated information is included in attachment 9.3.1 for noting by LEMC.

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**10 REVIEW OF ACTION LIST and BUSINESS ARISING**


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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 \_\_\_\_\_.