

SHIRE OF MT MARSHALL



Local Emergency Management Committee

**Minutes of the Mt Marshall Local Emergency
Management Committee meeting held in
Council Chambers, 80 Monger St, Bencubbin on
Tuesday 21 February 2017,
commencing at 3.35pm.**

Cr Rachel Kirby Chairman

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**Minutes of the Mt Marshall Local Emergency Management Committee Meeting
held Tuesday 21 February 2017**

TABLE OF CONTENTS

- 1.0 Declaration of Opening / Announcement of Visitors**
- 2.0 Record of Attendance / Apologies**
- 3.0 Confirmation of Minutes of previous meeting**
 - 3.1 Minutes of the Local Emergency Management Committee meeting held Tuesday 8 November 2016**
- 4.0 Reports of Officers**
 - 4.1 Regulatory Officer**
 - 4.1.3 Information for the Committee**
- 5.0 Other Reports**
- 6.0 General Business**
- 7.0 New Business of an Urgent Nature Introduced by Decision of the Meeting**
 - 7.1.1 Review of Local Emergency Management Arrangements**
- 8.0 Next Meeting – Tuesday 9 May 2017 commencing at 3:30pm in Council Chambers, 80 Monger St, Bencubbin**
- 9.0 Closure of Meeting**

**Minutes of the Mt Marshall Local Emergency Management Committee Meeting
held Tuesday 21 February 2017**

1.0 Declaration of Opening / Announcement of Visitors

Cr Kirby welcomed committee members to the meeting and declared the meeting open at 3.35pm.

2.0 Record of Attendance / Apologies

In Attendance

Cr Rachel Kirby	Shire President / Chair
Mr John Nutall	Chief Executive Officer
Mr Jack Walker	Regulatory Officer
Mrs Sally Putt	Community Development Officer
Mr Peter Geraghty	SJA Co-ordinator
Ms Susan Scully	Bencubbin Silver Chain
Mrs Wendy Evans	Beacon Silver Chain
Mr Damian Tomas	Chief Bush Fire Control Officer
Ms Joanne Spadacinni	DCP & Family Support
Mr Shaun Betley	Community Paramedic
Sgt Heather Carter	OIC Bencubbin Police
Mr Robert McArdle	Principal Bencubbin PS
Mrs Karen Tabner	Principal Beacon PS
Mr Shane Klunder	DFES Area Manager
Cr Stuart Faulkner	Deputy Shire President

Apologies

Yvette Grigg	District EM Advisor
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3.0 Confirmation of Minutes

3.1 Minutes of the Mt Marshall Local Emergency Management Committee Meeting held Tuesday 8 November 2016

LEMC2017/001 COMMITTEE DECISION/OFFICER RECOMMENDATION:

That the minutes of the Mt Marshall Local Emergency Management Committee meeting held on Tuesday 8 November 2016 be confirmed as a true and correct record of proceedings.

Moved Mr P Geraghty

Seconded Mrs S Putt

Carried 15/0

**Minutes of the Mt Marshall Local Emergency Management Committee Meeting
held Tuesday 21 February 2017**

4.0 Reports of Officers

4.1 Regulatory Officer

4.1.3 Information for the Committee

LOCATION/ADDRESS:	Mt Marshall District
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A6/38
AUTHOR:	Jack Walker – Regulatory Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	22 February 2017
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Simple Majority

LEMC2017/002 COMMITTEE DECISION / OFFICER RECOMMENDATION:

That the information be received.

Moved Mr D Tomas

Seconded Mrs W Evans

Carried 15/0

BACKGROUND:

The following is a list of items that require the committee's attention this financial year or information that has been followed up since the last meeting.

COMMENT:

- Annual exercise – follow up annual exercise with Beacon Primary School and other agencies. The exercise will be in the form of a school evacuation, possibly in mid-March 2017.
- Complete house numbering in Bencubbin and Beacon

5.0 Other Reports

5.1 Chief Bush Fire Control Officer

Bencubbin Bush Fire Brigade attended a car fire at the Bencubbin Golf Course on 3 February 2017 at 1.50am.

5.2 St John Ambulance Services

All ambulances in the sub-centre had been upgraded.

**Minutes of the Mt Marshall Local Emergency Management Committee Meeting
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Enquired on the progress of the upgrade to the Beacon airstrip as there had been two day time fly outs since the last meeting.

5.3 Fire & Emergency Services Authority of WA

Nil

5.4 Department of Child Protection and Family Services

Nil

5.5 Education Department

Beacon Primary School was closed in December due to a Catastrophic Fire Danger being forecast for the day. A Total Fire Ban was imposed on the Shire of Mt Marshall and surrounding local governments on the same day. Bencubbin Primary School was not included in the closure.

5.6 Bencubbin Police

New second officer would be commencing duty on Wednesday 22 February 2017.

5.7 Silver Chain Nursing Association

Bencubbin – Nil

Beacon – Nil

5.8 Disabilities Service Commission

Nil

5.9 Community Development

Nil

6.0 General Business

Nil

7.0 New Business of an Urgent Nature Introduced by Decision of the Meeting

LEMC2017/003 COMMITTEE DECISION:

That the late item 7.1.1 be considered as presented.

Moved Mr D Tomas

Seconded Mr P Geraghty

Carried 15/0

7.1.1 Review of Local Emergency Management Arrangements

LOCATION/ADDRESS:	Shire of Mt Marshall
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A5/33
AUTHOR:	Jack Walker – Regulatory Officer
DISCLOSURE OF INTEREST:	No interest to disclose
DATE:	21 February 2017
ATTACHMENT NUMBER:	Nil
CONSULTATION:	John Nuttall – Chief Executive Officer Yvette Grigg – District EM Advisor
STATUTORY ENVIRONMENT:	Emergency Management Act 2005
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Simple majority

LEMC2017/004 COMMITTEE DECISION:

That the review of the Shire of Mt Marshall Local Emergency Management Arrangements (with agreed amendments) be accepted and presented to Council for endorsement.

Moved Mr D Tomas

Seconded Cr S Faulkner

Carried 15/0

BACKGROUND:

Under the *Emergency Management Act 2005* (the EM Act), local governments are required to have local emergency management arrangements (LEMA).

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

It is the local government's responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure.

LEMA must be exercised every year to ensure details remain up to date and accurate (State EM Policy Section 4.8). The local government must ensure the review of the LEMA on the following basis:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- every five years; and
- whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the Office of Emergency Management

**Minutes of the Mt Marshall Local Emergency Management Committee Meeting
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COMMENTS:

Council staff with assistance from Yvette Grigg, District EM Advisor have completed a review of the Shire of Mt Marshall Local Emergency Management Arrangements as is required every five (5) years. A copy of the LEMA checklist prepared by Yvette has been circulated to all committee members and besides some minor amendments the documents complies with the Office of Emergency Management guidelines.

8.0 Next Meeting – Tuesday 9 May 2017 commencing at 3.30pm in Council Chambers, 80 Monger Street, Bencubbin
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9.0 Closure of Meeting

There being no further business the meeting closed at 4.48pm

These Minutes were confirmed at the Local Emergency Management Committee Meeting held on

Date

Cr Rachel Kirby

Chair