

LEMC

MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING, HELD AT THE SHIRE OF LAVERTON COUNCIL CHAMBERS, ON TUESDAY 6 MARCH 2012, COMMENCING AT 10:00AM.

1. DECLARATION OF OPENING

Chairman, Cr Robert Wedge declared the meeting open at 10.08am and welcomed all those in attendance.

2. RECORD OF ATTENDANCE

<u>Present:</u>	Cr Robert Wedge	Shire of Laverton
	Mr Peter Crawford	Shire of Laverton
	Mrs Lynda Barnes	Shire of Laverton
	Mr Mark Haring	Laverton Police
	Mr Mac Johnston	FESA
	Mr Karl Overing	Barrick Gold
	Ms Tiffany Farlow	LVFRS
	Mr Glenn Bone	Shire of Laverton
	Ms Elissa Stout	Laverton Hospital
	Mr Andrew Barnes	Crescent Gold
	Mr Alan Price	Poseidon Nickel

Apologies:

Ms Kristine Simpson	SJAA
Ms Robyn Bell	Lynas Corporation
Mr Matt Morgan	Lynas Corporation
Mr Gareth Neczypor	Lynas Corporation
Ms Caroline James	AngloGold Ashanti
Ms Neri Vekemans	Department for Child Protection
Ms Laurinda Hill	LVFRS

3. CONFIRMATION OF MINUTES OF LAST MEETING

Moved by Tiffany Farlow, seconded by Alan Price

That the Laverton LEMC accepts the minutes of the meeting held on Tuesday, 4 October 2011.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

N/A

5. AGENDA ITEMS

5.1 **Emergency Management - Review**

SUBMISSION TO: LEMC Committee, 6 March 2012

DISCLOSURE OF INTEREST: The author has no financial interest in this matter.

OWNER/APPLICANT: Shire of Laverton

AUTHOR: Glenn Bone, Project Officer

SENIOR OFFICER: Peter Crawford, Executive Manager
Technical Services

**PREVIOUS MEETING
REFERENCE:** None

MATTER FOR CONSIDERATION:
Review of the Emergency Management Arrangements for the Shire of Laverton.

ATTACHMENTS:
Attachment "A" - Emergency Management Arrangements.

APPLICANT'S SUBMISSION: See "Background" and "Comment"

BACKGROUND:
The need for a review and re-write of the Shire's Emergency Management Arrangements has arisen from two different circumstances. These are:

- The floods of 17 February 2011 which brought to notice flaws in the Shire's Emergency Management Arrangements.
- An entire review is to be undertaken every five years as required by State Emergency Management Policy 2.5 and Local Emergency Management Arrangements No ADP – 5 (The first set of Arrangements under the current legislation was produced in 2006). Consequently, the review is now due.

Procedure ADP – 5 sets out that arrangement structure including Title page, Amendment Certificate, Table of Contents, Distribution List and Glossary must be maintained as for the Emergency Management Western Australia (EMWA) template.

STATUTORY ENVIRONMENT:
Local Government Act 1995
Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and;
Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Emergency Management Act 2005

Section 35 – It is a function of a local government-

- (a) To ensure that effective local emergency management arrangements are prepared and maintained for its districts.
- (b) To manage recovery following an emergency affecting the community in its district.

Section 38(1) – A local government is to establish a local emergency management committee.

Section 41(1) – A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.

(2) The local emergency management arrangements are to set out –

- (a) The local government's policies for emergency management;
- (b) The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- (c) Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
- (d) A description of emergencies that are likely to occur in the local government district;
- (e) Strategies and priorities for emergency management in the local government
- (f) Other matters about emergency management in the local government district prescribed by the regulations; and
- (g) Other matters about emergency management in the local government district the local government considers appropriate.

(3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.

(4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.

(5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

Section 42(1) – A local government is to ensure that its local Emergency Management Arrangements are reviewed in accordance with the procedures established by SEMC.

(2) Local Emergency Management Arrangement may be amended or replaced whenever the local government considers it appropriate.

POLICY IMPLICATIONS:

Whilst the Shire has no Emergency Management policies in place, the State Emergency Management Committee (an off-shoot of FESA) have been more than busy producing a whole raft of policies that affect local government one way or another.

State Emergency Management Policy 2.5 is about Emergency Management in Local Government Districts and draws its authority from section 41(3) of the Emergency Management Act 2005 (quoted above). Consequently, the broad requirements for the emergency management arrangements as identified in section 51(2), are provided in detail to give direction and advice to local government on their responsibilities.

FINANCIAL IMPLICATIONS:

The Shire has been successful in obtaining \$10,000 in grant funding from the FESA Aware Program (All West Australians Reducing Emergencies) for emergency risk management and mitigation. Essentially, this funding is to review and re-write the Shire's Emergency Management Arrangements.

STRATEGIC IMPLICATIONS:

The flash flooding experienced by Laverton on 17 February 2011 placed a very practical test on the Shire's Emergency Management Arrangements and the recovery Plan. The incident highlighted flaws within these arrangements and placed on notice the need to review this documentation.

CONSULTATION:

Involvement of LEMC will be an essential component of the review of the Emergency Management Arrangements.

COMMENT:

Upon completion of the draft arrangements the document must be distributed for comment as outlined below:

- The local government's district DEMC who may make recommendations to the LEMC should it identify matters that would enhance the operational effectiveness of the arrangements.
- The LEMC
- All emergency management agencies with responsibilities within the Arrangements.
- All Support organisations with responsibilities with the Arrangements.
- Agencies who have contributed to the development of the Arrangements.
- Public comment (where appropriate)

Approval

The draft local arrangements should be submitted to the Emergency Management WA Community Emergency Management Officer (CEMO) who will validate the document for compliance with policy, procedure and guidelines that exist in respect to the compilation of local emergency management arrangements. The CEMO will also provide that feedback to the DEMC.

- The draft local arrangements should be submitted to the relevant DEMC who may take recommendations to the LEMC should it identify matters that would enhance the operational effectiveness of the arrangements.
- The arrangements are to be endorsed by the LEMC and the date of endorsement reflected in the minutes and the arrangements.
- Local Emergency Management Arrangements should also be tabled at the next practicable local government council meeting for noting and comment.
- An endorsed copy of the arrangements should be forwarded to the CEMO for noting.
- Following approval from the LEMC the agency is to forward the arrangements to the Secretary SEMC. EMWA will check the arrangements for compliance with the act and relevant policy and procedure.
- Following receipt of required documents the Secretary SEMC will record the receipt of the arrangements as an agenda item for noting at the next SEMC.

The task now before the LEMC is to consider the re-write of the Emergency Management Arrangements, determine what amendments should be made and then to action the remainder of the Procedures.

VOTING REQUIREMENTS:

Simple Majority decision required.

COMMITTEE'S RECOMMENDATION:

Moved Alan Price, Seconded Tiffany Farlow

That LEMC:

- 1. Detail what changes it wishes to make to the draft Local Emergency Management Arrangements (if any), prior to recommending to Council its endorsement of the Arrangements; and**
- 2. Then implement the remaining procedures in the Local Emergency Management Arrangements checklist.**

**CARRIED
8/0**

Mr Glenn Bone left the meeting at 10:38am

5.2 Emergency Management Exercise – Set date of exercise

The Tabletop Exercise will be held on 19 April 2012.

Mr Karl Overing volunteered to develop a scenario for the physical exercise and present this to the Committee at the Tabletop Exercise. Ms Elissa Stout offered to assist Mr Overing with this process.

5.3 Laverton Airport

Mr Peter Crawford advised that the Laverton Airport had recently been audited by C.A.S.A. and Aerodrome Management Services. Neither report raised any serious issues but both advised of the need to carry out an annual exercise.

5.4 Laverton Airport Refueling Facility

Discussion ensued regarding firefighting precautions.

Mr Mac Johnston of FESA, offered to provide extra foam which will be stored in the Shire's shed.

Ms Elissa Stout left the meeting at 10:50am

5.5 Update of Contact List

Committee advised to send through updates for the contact list to be sent to Peter Crawford as an agenda item prior to the next meeting.

5.6 Barrick Gold (Granny Smith)

Mr Karl Overing distributed copies of Barrick Gold's current Aerodrome Plan, Emergency Management Plan, Cyanide Emergency Management Plan. He encouraged the committee members to read through the documents and welcomed any feedback.

6. GENERAL BUSINESS

Mark Harring – Laverton Police

Advised that there may be another hazard to add to the management plan. This hazard involves re-entry of space debris. The last incident was in Esperance about 30 years ago. He advised that other sub-districts in the Goldfields did cater for such an incident.

Andrew Barnes – Crescent Gold

Provided an update on the progress of Crescent Gold's ERT. Informed Committee that their ERT responded to the airport incident and although all responders were stood down, they decided to continue on and use the incident as a training exercise. Andrew informed committee that he may be taking over from Kristine Simpson.

Alan Price – Poseidon Nickel

Informed Committee that the ERT at Windarra is available when and if needed. Updated the status of St John's Ambulance and reported that there are about 20 new volunteers with Senior First Aid and Driver training taking place in Laverton this weekend (10-11 March).

7. Next Meeting

Meetings will be held quarterly on the first Tuesday of that month.

The dates of the future meetings in 2012 are:

Tuesday 1st May

Tuesday 7th August

Tuesday 6th November

8. Closure of Meeting

The Chairman declared the meeting closed at 11:08am.