

SHIRE OF NANNUP

Local Emergency Management Advisory Committee

Monday 2 April 2012

Held in the Shirley Humble Room
Nannup Shire

MINUTES

1 .OPENING

Mrs B Dunnet chaired the meeting and declared the meeting open at 3.04pm

2. ATTENDANCE & APOLOGIES

Cr N Steer – Nannup Shire

Cr B Dunnet – Nannup Shire

Ms T Levick-Godwin - Chief Bushfire Control Officer/CESM

Mrs L Stokes – Nannup Shire Community Development Officer

Mr V Cheema – EMWA CEMO

Mr N Booker – Nannup Hospital

Ms R Boucher - Department for Child Protection (DCP)

Ms P Adams - Department for Child Protection (DCP)

Mr L Gardiner – LSW FESA SES District Manager

Mrs C Merritt – Nannup Fire and Rescue Service

Mrs G Millward – Nannup CWA

Mr Steve Mills – Department of Environment and Conservation (DEC)

Guests –

Mrs L Stokes – Nannup Shire Community Development Officer

Mr P Smoker – FESA LSW Acting Area Manager

Mr G Mair – Department of Environment and Conservation (DEC)

Apologies were received from:

Mrs C Brown – Nannup Community Resource Centre

Mr C Buckland – Nannup District High School

Ms K Taylor– Nannup Police

Cr B Longmore – Nannup Shire

Mr C Wade – Nannup Shire

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

N STEER /G MILLWARD

That the meeting minutes of Local Emergency Management Advisory Committee meeting held Monday 16 January 2012 be confirmed as true and correct.

CARRIED

PRESENTATION

Nil

4. REPORTS

1. Mrs L Stokes Acting Recovery Coordinator spoke on the recovery from the Milyeannup and the Ellis Plantation Fires. Her report is attached.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Discussion on the Keelty report and the Ministerial paper, Mr Mair commented that DEC Blackwood would have a reduced burn schedule and now would be carrying out only 7 prescribed burns because of the 5 km limit around town sites. Mr Mair commented that he hoped that by the coming spring that DEC would be carrying on their usual business practices.
- 5.2 Part A and Part B of the Emergency Management Arrangements Discussion was held regarding the changes made to Parts A and B of the Emergency Arrangements and the following motion was passed

STEER/BOOKER

It is recommended to Council that:

- *The final draft of Part A and Part B of the Local Emergency Management Arrangements is submitted to Council for adoption at the 26 April 2012 meeting.*

CARRIED

- 5.3 Terms of Reference – discussion and point made that the Nannup District High School should be added to the list of members – *done*.
- 5.4 Recovery Coordinator Position – the Community Development Officer for the Shire will continue on in the position for the foreseeable future, and with the

recognition that with incidents such as the Milyeannup Fire, Recovery can be a long term proposition.

Ms P Adams stated that there was a continuing need for support for the injured worker in the Milyeannup Fire.

Discussion was held around the under insured property in the Milyeannup Fire and that the issues would remain critical until the issue of liability had been clarified.

The Recovery Coordinator's report is attached.

It should be noted that the Deputy Recovery Coordinator – Mrs C Pinkerton has also resigned but will continue to assist with the Evacuation Centre as required.

6. GENERAL BUSINESS

6.1 Discussion was held regarding the membership of the LEMC and the following organisations will be asked to attend the meetings in the future;

- The Department of Agriculture and Food
- Main Roads
- Telstra
- Western Power
- Water Corporation

These organisations will be included on the list for the next LEMC agenda.

6.2 Ellis Plantation Fire

Mr G Mair of DEC stated that there had been contact made by DEC and the Shire with all of the landowners who had been affected by the fire and discussions on erosion control on the affected properties had taken place.

6.3 Resignation of Mrs G Millward – Recovery Coordinator

Mrs Gloria Millward tendered her resignation by letter to the LEMC committee, this letter will be forwarded with the minutes.

A letter of thanks will be written to Mrs Millward and Mrs Pinkerton in the very near future.

6.4 WANDRA FUNDING UPDATE

A review of the WANDRA funding has taken place and Mrs Anna Huxtable of DCP will be asked to give the LEMC an update on the funding at the next meeting.

A brief description of WANDRA is provided below.

Western Australian Natural Disaster Relief Arrangements (WANDRA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a natural disaster event, the State Government has established a range of relief measures designed to help those within disaster affected communities that do not have the resources to provide for their own recovery.

6. NEXT MEETING

The next meeting date will be on Monday 25 June 2012 at 3pm in the Shirley Humble Room.

7. CLOSURE OF MEETING

There being no further business the meeting was closed at 5.15pm.

**Report to LEMC meeting
Louise Stokes - Acting Recovery Coordinator
March 2012**

Activities associated with the Milyeannup Fire.

1. Contact has been maintained with all affected property owners.
2. A meeting has been held with Minister Bill Marmion and a meeting has been requested with Minister Troy Buswell to expedite the decision of legal liability from the State Government.
3. Correspondence has been sent to Tourism WA and the State Recovery Team requesting financial assistance for a tourism campaign "Open for Business". This request has been declined and the CEO is now following up with TWA.
4. The CEO and Shire President have met with affected property owners and Minister Terry Redman regarding liability and firebreak issues.
5. A community arts project has been planned for children in the Scott River and Peerabeelup areas in the April school holidays with Art Therapist, Cameron Baker.
6. An economic impact assessment is underway with affected property owners.
7. Two recovery meetings have been held with affiliated agencies involved in the recovery process.
8. Community updates have been forwarded to all members on the Community Development email database to update information.
9. A promotions plan has been developed in conjunction with the Marketing and Branding Reference Group to implement in partnership with the Tourist Association.

Activities associated with the Ellis Plantation Fire.

1. A site visit to all properties affected by the fire has been undertaken by the Manager Infrastructure Services with Steve Mills from DEC.
2. Contact has been made with all property owners in the area.
3. An economic impact assessment is underway with affected property owners.
4. Community updates have been forwarded to all members on the Community Development email database to update information.

AGENDA NUMBER: 6.2
 SUBJECT: Part A and Part B of the Local Emergency Management Arrangements
 LOCATION/ADDRESS: NANNUP
 NAME OF APPLICANT: Terese Levick-Godwin
 FILE REFERENCE: ASS 23
 AUTHOR: Terese Levick-Godwin
 DISCLOSURE OF INTEREST: Nil.
 DATE OF REPORT: 19 March 2012

Attachments: 1.

BACKGROUND:

A grant of \$9,180 was received from AWARE to develop Local Emergency Management Arrangements for the Shire of Nannup and Wendy Trow was appointed as Project Manager.

A community survey was carried out in December 2009 and 101 responses were received and collated by the Community Emergency Services Manager. As a result of this survey, the following risks were identified in the Shire (these are listed in priority order, where 1 is the highest priority):

Priority	Identified Risk	Hazard Management Authority (HMA)
1	Rural Fire	FESA
2	Flood	FESA
3	Severe Storm / Tempest / Cyclone	FESA
4	House (Urban) Fire	FESA
5	Road Transport Emergency	WAPOL
6	Hazardous Materials Incident	FESA – Chemical Health/FESA - Radiation
7	Exotic Animal Disease	Agriculture
8	Dam Break	Water Corp (public dams)
9	Human Epidemic	Health
10	Terrorism	WAPOL
11	Earthquake/landslide	FESA
12	Air Transport Accident	WAPOL

Discussions with WAPOL indicate that terrorism was seen as a very low threat in the Shire of Nannup and it was suggested that Marine Search and Rescue was a more likely risk. It is therefore terrorism has been deleted from the Local Emergency Management Arrangements and replaced by Marine Search and Rescue. Part A deals with Prevention and Part B Contacts and Resources

COMMENT:

Part A and Part B of the Local Emergency Arrangements are now complete and are presented to the LEMC for discussion and a possible recommendation to Council.

Parts C, D and E will be worked on in the near future by the CESM and the Nannup Shire CEO

STATUTORY ENVIRONMENT: Local Government Act

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

It is recommended to Council that:

- The final draft of Part A and Part B of the Local Emergency Management Arrangements is submitted to Council for adoption at the 26 April 2012 meeting.

STEER/MILLWARD

It is recommended to Council that:

- The final draft of Part A and Part B of the Local Emergency Management Arrangements is submitted to Council for adoption at the 26 April 2012 meeting.

CARRIED

**TERESE LEVICK-GODWIN
COMMUNITY EMERGENCY SERVICES MANAGER**

**AUTHORISING OFFICER
ROBERT JENNINGS
NANNUP SHIRE CEO**

**Shire of Nannup
Local Emergency Management Committee**



Terms of Reference

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Committee in Summary

Name: Local Emergency Management Committee
Established: 22 October 2009
Membership: 3 Councillor Representatives

Cr Barbara Dunnet
Cr Bob Longmore
Cr Norm Steer

Community Members/Organisations Represented

Kellie Taylor (Nannup Police)
Isaac Rinaudo (Nannup Police)
Peter Archdall (Fire and Rescue)
Daniel Austin (FESA)
Tony Box (SES)
Nik Booker (Nannup Hospital)
Anna Huxtable (DCP)
(Nannup CWA)
Noel Broughton (Nannup CWA)
Stephen Mills (DEC)
Keith Rogers (DCBFCO)

	Cheryle Brown (Nannup Telecentre) Chris Buckland (Nannup District High School)
	Council Officer x 3
	Terese Levick Godwin (CESM/CBFCO)
Meetings:	Mondays 3pm as called, normally three times per year.
Current Chairperson:	Cr Barbara Dunnet
Quorum Requirement:	8 members
Term:	Committee is a requirement under the Emergency Services Act 2005.

1.0 Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Local Emergency Management Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2.0 Name

The name of the Committee shall be the **Local Emergency Management Committee**.

3.0 Objectives

To assist Council in the delivery of its emergency response management activities in the district through the following methods:

- To set out the emergency management roles and responsibilities of the LEMC, the Shire and other agencies;
- To provide an up to date description of the systems of emergency management in the Nannup district, and
- To record all emergency management plans and procedures in the district of the Shire of Nannup.

Recommendations from the committee will assist Council in discharging its legislative responsibilities under the Emergency Management Act 1995.

4.0 Duties and Responsibilities of the Committee

The duties and responsibilities of the committee will be to:

- 4.1 Form the basis of the emergency response process given an emergency situation in the Shire district.
- 4.2 Ensure that the Local Emergency Management Arrangements and Community Recovery Plan are completed and reviewed as required under the Emergency management Act 1995.
- 4.3 To coordinate all emergency services throughout the Shire district.
- 4.4 To make recommendations to Council on any emergency management issues in the Shire district including the appointment of a Recovery Co coordinator.
- 4.5 Conduct at least annually an Emergency Management Exercise.
- 4.6 To complete the LEMC Annual report required under the Emergency Management Act 1995.

5.0 Powers of the Local Emergency Management Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

5.1 General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

5.2 Specific Powers

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

6.0 Membership

The committee will consist of three elected members and thirteen (13) Council appointed community/organisational representatives. All members shall have full voting rights.

Community Members/Organisations Represented

Kelly Taylor (Nannup Police)
Isaac Rinaudo (Nannup Police)
Peter Archdall (Fire and Rescue)
Daniel Austin (FESA)
Tony Box (SES)
Nick Booker (Nannup Hospital)
Anna Huxtable (DCP) or proxy
(Nannup CWA)
Stephen Mills (DEC)
Keith Rogers (DCBFCO)
Mark Pollard (Water Corporation)

Shire of Nannup employees (unless present on the committee representing an emergency management organisation) are non voting members of the committee.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

7.0 Selection Criteria

In making their selection for the community/organisation members of this Committee, Council shall take into account the following:

- 7.1 Relevant past or present experience in the emergency management field,
- 7.2 Role of the organisation being represented,
- 7.3 Evidence of a positive commitment or involvement with the relevant emergency management organisation,
- 7.4 Quality of networks within the Nannup community.

8.0 Meetings

The committee shall meet at least once per year. Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9.0 Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

10.0 Presiding Member

The Committee shall elect a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

11.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 8 members)

12.0 Delegated Powers

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

Note that during an emergency situation the protocols contained within the Shire of Nannup Emergency Management Arrangements may see action implemented at an administrative level involving this committee. That action is in accordance with the roles and responsibilities authorised pursuant to the Shire of Nannup Emergency Management Arrangements.

13.0 Disclosure of Interests

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee.

A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

Division 6 – Disclosure of Financial Interests of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

14.0 Termination of Committee and its Members

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; and
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

15.0 Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date: 2 April 2012
Adopted by Council:

16.0 Committee Decisions

Committee decisions shall not be binding on Council.

17.0 Officer(s) Responsible for Management of Committee

The following officers of the Shire of Nannup are responsible for the administration of this committee:

Principal Shire Officer: Community Emergency Services Manager
Deputy Shire Officer: Manager Corporate Services or delegate

Specifically, the Community Emergency Services Manager is responsible for the following matters:

- The conduct of the election of a Presiding Member;
- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

18.0 Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the Local Government Act 1995, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the Local Government Act 1995 *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*

These terms of reference compiled 10 November 2008.

ROBERT JENNINGS
CHIEF EXECUTIVE OFFICER

Attachment

Gloria Millward
PO Box 42
Nannup 6275

March 31, 2012

Mr Robert Jennings
CEO, Shire of Nannup
Dear Robert,

I wish to resign from the position of Recovery Co-ordinator for the Shire of Nannup. Although my health is currently fine, I will need continuing medical monitoring for the next five years, so don't feel that I can give the position the time it requires. I will be prepared to be a member of the LEMC and will be quite happy to assist with the initial setup of an evacuation centre if you require it, as I know how intensive the administration is at the outset of an incident. At present, my aim is reduce any stress on myself. I wish you well in finding someone to carry out this important task.

Yours sincerely,

Cc Terese Levick Godwin