



## MISSION AND VALUES OF COUNCIL

*"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."*

# UNCONFIRMED MINUTES

OF THE

LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

**14 JUNE 2017**

## OUR VISION

*"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."*

## OUR MISSION

*"To deliver affordable and quality Local Government services."*

## CORE VALUES OF THE SHIRE

*The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:*

Communication

Integrity

Respect

Innovation

Transparency

Courtesy

### DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Broome expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

**SHIRE OF BROOME**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**WEDNESDAY 14 JUNE 2017**  
**INDEX – MINUTES**

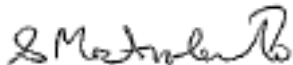
1.	OFFICIAL OPENING .....	5
2.	ATTENDANCE AND APOLOGIES .....	5
3.	CONFIRMATION OF MINUTES .....	6
4.	CORRESPONDENCE IN / OUT .....	6
	4.1 INCOMING CORRESPONDENCE .....	6
5.	BUSINESS ARISING .....	6
	5.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACT LIST .....	6
	5.2 STATUS REPORT .....	6
	5.3 RESOURCE REGISTER .....	6
	5.4 INCIDENT REPORT .....	7
	5.5 TRAINING SCHEDULE .....	7
	5.6 UPDATE FROM THE OFFICE OF EMERGENCY MANAGEMENT .....	7
	5.7 REVIEW AND UPDATE OF THE CHILD PROTECTION AND FAMILY SUPPORT BROOME LOCAL WELFARE PLAN - PRESENTED BY MEGAN SPENCE, DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT .....	7
	5.8 UPDATES FROM MEMBERS .....	7
6.	REPORTS OF OFFICERS .....	8
	6.1 OUTCOME FROM THE CALL FOR EXPRESSIONS OF INTEREST .....	8
7.	MEETING CLOSURE .....	11

## NOTICE OF MEETING

Dear Committee Member,

The next Local Emergency Management Committee Meeting of the Shire of Broome will be held on Wednesday, 14 June 2017 in the Function Room, Corner Weld and Haas Streets, Broome, commencing at 10:00am.

Regards



S MASTROLEMBO  
**Chief Executive Officer**

12/06/2017

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE OF THE SHIRE  
OF BROOME,  
HELD IN THE FUNCTION ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON  
WEDNESDAY 14 JUNE 2017, COMMENCING AT 10:00AM.**

**1. OFFICIAL OPENING**

The Chairman welcomed Members and Officers and declared the meeting open at 10:02am.

**2. ATTENDANCE AND APOLOGIES**

Attendance:	Chris Mitchell	Chairperson
	Brendon Barwick	Broome Police
	Trevor Fish	12 Mile Community Representative
	Ivan Davie	Townsite Representative
	Ian Clark	Broome Regional Prison
	Rob Aristei	Broome Surf Life Saving Club
	Megan Spence	Department for Child Protection & Family Support
	Deanne Hayward	Department of Human Services
	Pat Foley	Department of Parks & Wildlife
	Scott Beckwith	Horizon Power
	Kevin Tromp	Kimberley Land Council
	Tracey Beckett	Royal Flying Doctors Service
	Andrew Graffen	St John Ambulance
	Paul Beard	Water Corporation
	Craig Coulsen	Broome Volunteer Sea Rescue Group
	Helen Kent	Office of Emergency Management
	Craig Doyle	Broome Volunteer Fire & Rescue Services
	Ross Patience	Broome Volunteer Fire & Rescue Services
	Wayne Cooke	Department of Fire & Rescue Services

Leave of Absence: Nil

Apoloiges:	John Kennedy	Broome Volunteer Sea Rescue Group
	Margi Faulkner	Broome Hospital
	Kenneth Robertson	Department of Transport
	Tania Baxter	Bidyadanga Community Representative
	John Kennedy	Broome Volunteer Sea Recue Group
	Todd Carrington	Dampier Peninsula Police
	Jeanette Bryson	Housing Authority
	Phil Leach	Broome Volunteer Fire & Rescue
	Barry Louvel	Department of Aboriginal Affairs
	Gary Bradshaw	Main Roads
	Mat Morrissy	Air Services Australia
	Rick Darlow	Department of Fire & Emergency Services
	Chris Fox	Bidyadanga Police Station

Officers:	Aletta Nugent	Shire of Broome
	Ty Matson	Shire of Broome
	Bronwyn Jones	Shire of Broome

**3. CONFIRMATION OF MINUTES**

3.1 The minutes of the last LEMC meeting were distributed and taken as read.

**COMMITTEE RESOLUTION:**

*Moved: Mr I Davie* *Seconded: Mr C Coulson*

*That the Minutes of the Local Emergency Management Committee held on 8 March 2017 be confirmed as a true and accurate record of that meeting.*

**CARRIED UNANIMOUSLY 40/0**

**4. CORRESPONDENCE IN / OUT**

**4.1 INCOMING CORRESPONDENCE**

- Office of Emergency Management – Appointment of new State Recovery Coordinator Mr Steven Joske

**5. BUSINESS ARISING**

**5.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACT LIST**

An updated contact list of members and proxies is attached, please inform the secretariat of any changes.

**Attachments**

1. LEMC Contact List 2017

**5.2 STATUS REPORT**

The 2017 Status Report is attached. Please provide updates where applicable.

**Attachments**

1. LEMC Status Report 2017

**5.3 RESOURCE REGISTER**

The 2017 Resource Register is attached. Please provide updates where applicable.

**Attachments**

1. LEMC Resource Register 2017

**5.4 INCIDENT REPORT**

The 2017 Incident Report is attached. Please provide updates where applicable.

**Attachments**

- 1. LEMC Incident Report 2017

**5.5 TRAINING SCHEDULE**

The LEMC Training Schedule is attached. Please provide updates where applicable.

**Attachments**

- 1. LEMC Training Schedule 2017

**5.6 UPDATE FROM THE OFFICE OF EMERGENCY MANAGEMENT**

An update will be provided from the Office of Emergency Management at the meeting.

**Attachments**

- 1. OEM District Advisor Report

**5.7 REVIEW AND UPDATE OF THE CHILD PROTECTION AND FAMILY SUPPORT BROOME LOCAL WELFARE PLAN - PRESENTED BY MEGAN SPENCE, DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT**

The updated Local Emergency Management Plan for the Provision of Welfare Support was presented to members at the meeting. Members are asked to review the plan and provide any updates to Megan Spence.

**5.8 UPDATES FROM MEMBERS**

Broome Surf Life Saving Club (BSLSC) – Drones have been rolled out and BSLSC will be looking into getting approval for use, by relevant stakeholders. LEMC have offered a letter of support if required.

Kimberley Land Council – are working with DFES and are half way through their fire mitigation program.

Department for Child Protection & Family Support – officers were deployed to QLD as part of the recovery period for Cyclone Debbie.

Shire of Broome – the Local Emergency Management Arrangements (LEMA) will be tested at the end of the Dry Season (pre Cyclone Season). The fire mitigation process has been reviewed, and the new system is being implemented. The application for an Emergency Management Officer, through the Natural Disaster Resilience Program, was unsuccessful; and it appears the AWARE application was also unsuccessful. Discussions regarding asbestos in house fire on Forest Street, Shire to talk to Department of Housing regarding an asbestos register.

Broome Prison – had a recent visit from the Minister, and the prison is not closing.

Broome Police – Broome Police Station is under renovation. They have had an increase in staff of late, and have a land/water based operation with the Department of Fisheries coming up.

St. John Ambulance – discussed the need for communication between themselves and the Shire regarding upcoming events, and what resources are required. A procedure should be developed for events expecting over 500 people whereby St. John Ambulance is notified of the event.

Department of Fire & Emergency Services (DFES) - State have conducted a post Wet Season analysis which will be rolled out to local/regional areas in the coming weeks; they will be requesting feedback from stakeholders. A busy fire season is expected, there have been controlled burns around Broome in preparation. DFES units have had several break-ins of late and have increased security as a result.

12 Mile Representative – informed LEMC members that the best way to get information out to 12 Mile residents is via their closed Facebook page.

Royal Flying Doctors (RFDS) – have 2 full-time planes, with a Jet expected next year. RFDS celebrated their 1<sup>st</sup> Birthday in May 2017 and have recently had their 1000<sup>th</sup> patient.

Broome Volunteer Sea Rescue Group – moving into new building this week, official opening towards end of August.

**6. REPORTS OF OFFICERS**

<b>6.1 OUTCOME FROM THE CALL FOR EXPRESSIONS OF INTEREST</b>	
<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	EMS02
<b>AUTHOR:</b>	Executive Support Officer - Development
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	2 June 2017

**SUMMARY:** This report presents the outcome of the recent expressions of interest advertisement for a representative of the Beagle Bay Area to become a member of the Local Emergency Management Committee. No applications were received and this report recommends that the Local Emergency Management Committee endorse this position to remain vacant until the next annual call for Expressions of Interest or until a suitable candidate is identified.

**BACKGROUND**

Previous Considerations

Nil.

**COMMENT**



The *Emergency Management Act 2005* obliges the Shire to establish and maintain a Local Emergency Management Committee (**LEMC**). The function of the LEMC is to advise and assist local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for the district, liaise with public authorities and other persons to develop, review and test LEMAs and to carry out other emergency management activities as directed by the State Emergency Management Committee.

The LEMC is made up of community members, government and non government representatives and is chaired by a nominated member of Council. An important component of LEMC is community representation. Advertisements are placed annually for all community positions, or when a vacancy arises, seeking representation from community members to represent geographically distinct areas. One such area is Beagle Bay.

Arising out of the resolution of the Bush Fire Advisory Committee (**BFAC**) Meeting made on ## December 2016, Expressions of Interest (EOI) were sought for a Skuthorpe Community Representative for BFAC. At the same time, an advertisement was placed in the Broome Advertiser on 23 March 2017, seeking EOIs from the Beagle Bay community to fill the vacant Beagle Bay community representative position on the LEMC.

The advertisement was also placed on the main noticeboard at the Shire of Broome administration office, and Broome Public Library noticeboard. The advertisement, as well as EOI forms, were also emailed to Kullarri Regional Communities Incorporated (**KRCI**) to be placed on noticeboards in Beagle Bay.

The Shire did not receive any applications for the advertised position. As a result, it is a recommendation of this report that the position be left vacant and readvertised in the annual call for Expressions of Interest unless a suitably qualified applicant is identified.

## CONSULTATION

Communities within the Beagle Bay area have been notified of the vacancy. No further consultation has been undertaken.

## STATUTORY ENVIRONMENT

The Emergency Management Act 2005 provides the following provisions:

### **38. Local emergency management committees**

- (1) *A local government is to establish one or more local emergency management committees for the local government's district.*
- (2) *If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.*
- (3) *A local emergency management committee consists of —*
  - (a) *a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
  - (b) *if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*

- (4) *Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.*

**39. Functions of local emergency management committees**

*The functions of a local emergency management committee are, in relation to its district or the area for which it is established —*

- (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 other persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

Nil

**RISK**

Community representation aims to ensure that LEMC and therefore Council are advised on any local issues or omissions in regards to Emergency Management Planning. The absence of a representative from a distinct geographical area therefore brings the risk that key issues may not be identified. However in this particular case the risk may be lessened due to the representation on LEMC of government and non government service delivery organisations that are heavily involved in the Beagle Bay area. Therefore, the overall risk is considered 'Low'.

**STRATEGIC IMPLICATIONS**

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Effective communication

A healthy and safe environment

**VOTING REQUIREMENTS**

*Simple Majority*

**COMMITTEE RESOLUTION:**  
**(REPORT RECOMMENDATION)**

**Moved: Mr W Cooke**

**Seconded: Mr R Aristei**

***That the Local Emergency Management Committee recommends that Council resolves to***

*leave the position of the Beagle Bay Community representative vacant until the next annual call for expressions of interest to the position or until a suitable candidate is identified.*

**CARRIED UNANIMOUSLY 40/0**

**Attachments**

Nil

**7. MEETING CLOSURE**

The Chairman declared the meeting closed at 11:06am.