



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

12 DECEMBER 2018

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

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SHIRE OF BROOME
LOCAL EMERGENCY MANAGEMENT COMMITTEE
WEDNESDAY 12 DECEMBER 2018
INDEX – MINUTES

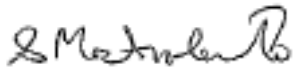
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NOTICE OF MEETING

Dear Committee Member,

The next Local Emergency Management Committee Meeting of the Shire of Broome will be held on Wednesday, 12 December 2018 in the Function Room, Corner Weld and Haas Streets, Broome, commencing at 10:00am.

Regards



S MASTROLEMBO
Chief Executive Officer

04/12/2018

**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 12 DECEMBER 2018, 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:	Les Andrews	Chairperson, Broome Police
	Trevor Fish	12 Mile Community Representative
	Ed Carroll	Coconut Wells Community Representative
	Ivan Davie	Townsite Representative
	Chris Fox	Bidyadanga Police
	Phil Leach	Broome Volunteer Fire & Rescue
	Todd Carrington	Dampier Peninsula Police
	Megan Spence	Department for Child Protection & Family Support
	Maj. Chris McGlashan	Department of Defence – NORFORCE
	Rick Darlow	Department of Fire & Emergency Services
	Ben Muller	Department of Fire & Emergency Services
	John Saffrey	Department of Fire & Emergency Services
	Ben Bexley	Broome International Airport
	Pat Foley	Department of Parks & Wildlife
	Daren Hutchins	Department of Transport
	Scott Beckwith	Horizon Power
	Lindsay Copeman	Kimberley Port Authority
	Paul Beard	Water Corporation
	Craig Coulson	Broome Volunteer Sea Rescue Group / Nyamba Buru Yawuru
	Jonathon Lane	Department of Communities – Housing
	Nathan Donald	State Emergency Service
Leave of Absence:	Nil	
Apologies:	Cr Chris Mitchell	Shire of Broome
	Arina Aoina	Bidyadanga Community Representative
	Gary Bradshaw	Main Roads
	Mat Morrissy	Broome Regional Volunteer Bush Fire Brigade
	Tania Baxter	Bidyadanga Community Representative
	Tanya Smith	Department of Human Services
	Wendy McKinley	Broome Hospital
	Travis Gowland	St John Ambulance
Officers:	Aletta Nugent	Shire of Broome
	Jason Kneipp	Shire of Broome
	Sarah Owen	Shire of Broome

Chairperson.....Date.....

3. CONFIRMATION OF MINUTES

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

COMMITTEE RESOLUTION:

Moved: Mr P Foley *Seconded: Mr P Leach*

That the Minutes of the Local Emergency Management Committee held on 12 September 2018, as published and circulated, be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY 20/0

4. CORRESPONDENCE IN / OUT

Nil

5. BUSINESS ARISING

5.1 LOCAL EMERGENCY MANAGEMENT (LEMC) DOCUMENT UPDATES

The following documents are to be updated by committee members and sent to the LEMC secretariat with any changes/additions:

- LEMC Contact List
- Resource Register
- Incident Report
- Training Schedule

Attachments

1. LEMC Contact List 2018
2. LEMC Resource Register 2018
3. LEMC Incident Report 2018
4. LEMC Training Schedule 2018

5.2 STATUS REPORT

The 2018 LEMC Status Report is attached to track the progress of Actions that come out of each meeting.

Attachments

1. LEMC Status Report 2018

5.3 BEACH ACCESS SIGNS AND LOCATIONS

New signs have been installed to make it easier to alert the public to dangers and have been installed to all access areas to the beach e.g. Minyirr Park access points. BEN (Beach Emergency Numbers) have been included which aim to improve emergency response services deployed to an event on the beach. These have widely been used in shark attack prone areas, however the Shire of Broome is located outside of the area where this program has been initiated by DPIRD. The Shire is seeking support or advice as to how this can be implemented through the Police, St John and DFES to become effective.

Discussion by the Committee suggested that Les Andrews, Broome Police will discuss the matter further with the Shire of Broome, and that it should be escalated to DEMC to progress.

Attachments

1. Attachment 1

5.4 HORIZON POWER - STAY 10 METRES AWAY CAMPAIGN

The Stay 10 Metres Away campaign shows a tree branch falling on, and breaking, a powerline which drops to the ground, emitting enough electricity to light up a giant fluorescent sign. The scene demonstrates the danger of the energised ground surrounding the fallen powerline, with levels of electricity that could be fatal for anyone coming into contact with it.

From June 2016 to October this year, there have been 275 incidents in which powerlines have brought been down in our service area. Of these incidents, up to 100 were caused by vehicles knocking over poles as well as trees hitting lines, high winds and equipment impacting lines.

The main purpose of the campaign is to reduce the risk of electrocution by warning people to stay clear of fallen powerlines and educate customers as the best course of action to take. The safety campaign promotes a simple two-part instruction; Stay clear and call Horizon Power immediately. The central message for the new campaign is: "Simply stay 10 metres away".

The videos can be seen by following the link below:

https://www.dropbox.com/sh/e1wjg8mmkhnf86s/AABvAKRpkEAo1rff5UfdTbPya/Youtube?dl=0&subfolder_nav_tracking=1

Attachments

There are no attachments for this report.

5.5 UPDATE FROM LEMC MEMBERS

Department of Fire & Emergency Services

John Saffrey

- Wet season tour of the peninsula and communities is complete
- Please make sure the Major Risk Warnings List is up to date. Note that only one number per organisation is generally permitted
- DFES Regional Tropical Cyclone Plan has been reviewed and is currently with the Superintendent for sign off. This will be tabled once signed off

Parks & Wildlife

- Parks are now shut down outside of the Broome Shire
- Staff are available as required over the Christmas period

Dampier Peninsula Police

- Recently had a road accident – DFES assistance was timely and efficient – thank you
- Communities are cyclone prepared and clean up is underway – to be completed prior to Christmas

Bidyadanga Police

- Fire Emergency Services Brigade opened last month
- Community clean up has been completed

Department of Communities

- Currently have some staff shortages but have staff on the ground in the event of an emergency
- Recently visited BRAC, and equipment has been moved to ensure space is available as required

Department of Transport

- Contact details updated
- Nothing to report

Ivan Davie – Townsite Representative

- Will be in town throughout the wet season

State Emergency Service

- Contact details updated
- Training for the year has completed and availability has been scheduled over the Christmas period

Department of Fire & Emergency ServicesRick Darlow

- Significant fires have impacted the Shire recently
- DFES and Police working together on arson strategies
- Staffing numbers are reduced over the Christmas period but resourcing will be maintained with support from Perth available if needed

Shire of BroomeJason Kneipp

- Shire of Broome Cyclone Procedure has been updated and finalised, taking into account lessons learned from previous years

Trevor Fish – 12 Mile Representative

- Away over Christmas/New Year period but has arranged for Derren Greenhill to act as proxy if required

Broome International Airport

- Tabletop exercise was held at the end of November, minutes to be shared with LEMC members once finalised
- Direct Melbourne flight has finished operation earlier than usual this year

- Raised concern over the condition of the road up to the peninsula particularly if a significant rain event occurs

Department of Communities - Housing

- Staff available as required in the event of an emergency

Department of Human Services

- Emergency practises are in place

Broome Volunteer Sea Rescue

- Contact details updated
- Coverage available over the Christmas period

Horizon Power

- Wet season activities have been completed

Water Corporation

- Contact details updated
- Reduction in number of staff available over the Christmas period

Ed Carroll – Waterbank/Coconut Well Representative

- Believes the term ‘Waterbank’ requires clarification
- The geographic location of Waterbank can cause confusion when used in emergency warnings

NORFORCE

- Raised concern over the Cape Leveque road, particularly in the case of medical evacuation being required

Broome Police

- Wet season plan is in place
- Positive feedback to the airport on the desktop exercise

Shire of Broome

Aletta Nugent

- Wet season preparations are well underway
- Aletta will be leaving the Shire of Broome – final day 18 January 2019
- Recruitment is underway and someone will be acting in the Director position in the interim

Attachments

There are no attachments for this report.

6. REPORTS OF OFFICERS

6.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING DATES FOR 2019

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	EMS02

AUTHOR:	Executive Support Officer - Development & Community
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development & Community
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 November 2018

SUMMARY: This report recommends that the Local Emergency Management Committee adopts proposed meeting dates to be held in 2019.

BACKGROUND

In accordance with the Local Emergency Management Committee Terms of Reference, the Committee is required to hold quarterly meetings (minimum 4 meetings per annum). The Chairperson may at any time convene a Special Meeting of the Committee.

COMMENT

It is proposed that in 2019 the Local Emergency Management Committee meetings are to be generally held in the Shire of Broome Function Room on the second Wednesday every 3 months commencing at 10:00am.

Please note the following 4 meeting dates are proposed for the Local Emergency Management Committee for 2019:

Wednesday 13 March 2019

Wednesday 12 June 2019

Wednesday 11 September 2019

Wednesday 11 December 2019

The general timing and frequency of meetings is consistent with past practice and ensures that Committee members are able to have a good level of awareness and response to emergency management matters in Broome.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

36. *Functions of local government*

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;*
- (b) to manage recovery following an emergency affecting the community in its district; and*
- (c) to perform other functions given to the local government under this Act.*

37. *Local emergency coordinators*

- (1) *The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.*
- (2) *Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.*
- (3) *In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government.*
- (4) *The local emergency coordinator for a local government district has the following functions —*
 - (a) *to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;*
 - (b) *to assist hazard management agencies in the provision of a coordinated response during an emergency in the district;*
 - (c) *to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.*

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.*

40. *Annual report of local emergency management committee*

- (1) *After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.*
- (2) *The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.*

Division 2 — Emergency management arrangements for local governments

41. *Emergency management arrangements in local government district*

- (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 district;*
 - (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.*

42. *Reviewing and renewing local emergency management arrangements*

- (1) *A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.*
- (2) *Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.*

43. *Local emergency management arrangements to be available for inspection*
- (1) *A local government is to keep a copy of its local emergency management arrangements at the offices of the local government.*
 - (2) *The arrangements are to be available for inspection, free of charge, by members of the public during office hours.*
 - (3) *The arrangements may be made available in written or electronic form.*

Division 3 — Powers of local government during cyclone

44. *Meaning of “cyclone area”*

In this Division —

cyclone area means a cyclone area designated under section 16.

45. *Exercise of powers under this Division*

The powers given to a local government by this Division can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

46. *Power of local government to destroy dangerous vegetation or premises in cyclone area*

If a local government is of the opinion that any vegetation or premises on land in a cyclone area in the district of the local government may, as a result of the cyclonic activity —

- (a) *cause loss of life, prejudice to the safety, or harm to the health, of persons or animals; or*
- (b) *destroy or damage property or any part of the environment, the local government may remove or destroy the vegetation or remove, dismantle or destroy the premises.*

47. *Local government may require owner or occupier of land to take action*

(1) *If a local government is of the opinion that any vegetation or premises on land in a cyclone area in the district of the local government may, as a result of the cyclonic activity —*

- (a) *cause loss of life, prejudice to the safety, or harm to the health, of persons or animals; or*
- (b) *destroy or damage property or any part of the environment, the local government may give a person who is the owner or the occupier of the land a direction in writing requiring the person to take measures specified in the direction to prevent or minimise the loss, prejudice, harm, destruction or damage.*

(2) *A person who is given a direction under subsection (1) is not prevented from complying with it because of the terms on which the land is held.*

48. *Additional powers when direction given*

- (1) *This section applies when a direction is given under section 47.*
- (2) *If the person who is given the direction (the **direction recipient**) fails to comply with it, the local government may do anything that it*

considers necessary to achieve, so far as is practicable, the purpose for which the direction was given.

- (3) *The local government may recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice.*
- (4) *If a direction recipient —*
 - (a) *incurs expense in complying with the direction; or*
 - (b) *fails to comply with such a direction and, as a consequence, is convicted and fined or has to pay to a local government the cost it incurs in doing anything under subsection (2), the direction recipient may apply to a court for an order under subsection (6).*
- (5) *In subsection (4) —*
court *means a court that would have jurisdiction to hear an action to recover a debt of the amount of the expense, fine or cost sought to be recovered by the direction recipient.*
- (6) *On an application under subsection (4) the court may order —*
 - (a) *if the direction recipient is the owner, the occupier; or*
 - (b) *if the direction recipient is the occupier, the owner,*
to pay to the direction recipient so much of that expense, fine or cost as the court considers fair and reasonable in the circumstances.
- (7) *In determining what is fair and reasonable the court is to have regard to —*
 - (a) *the type of land involved;*
 - (b) *the terms on which the occupier is occupying the land; and*
 - (c) *any other matter the court considers to be relevant.*

49. *Provisions are in addition to other powers
This Division is in addition to, and does not derogate from, the powers of a local government under the Local Government Act 1995 Part 3 Division 3.*

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

RISK

There is a significant risk of impact on the Broome community should a natural disaster or emergency situation occur. If not mitigated, this risk is potentially Extreme. One of the ways that the Shire can mitigate this risk is through having a functioning Local Emergency Management Committee that meets regularly.

STRATEGIC IMPLICATIONS

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

Effective communication

Our Organisation Goal – Continually enhance the Shire’s organisational capacity to service the needs of a growing community:

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

**COMMITTEE RESOLUTION:
(REPORT RECOMMENDATION)**

Moved: Mr R Darlow

Seconded: Mr I Davie

That the Local Emergency Management Committee adopts the following meeting dates for 2019 commencing at 10:00am in the Shire of Broome Function Room:

- *Wednesday 13 March 2019*
- *Wednesday 12 June 2019*
- *Wednesday 11 September 2019*
- *Wednesday 11 December 2019*

CARRIED UNANIMOUSLY 20/0

Attachments

There are no attachments for this report.

7. MEETING CLOSURE

The Chairman closed the meeting at 10:45am.