



Shire of Northam
Heritage, Commerce and Lifestyle

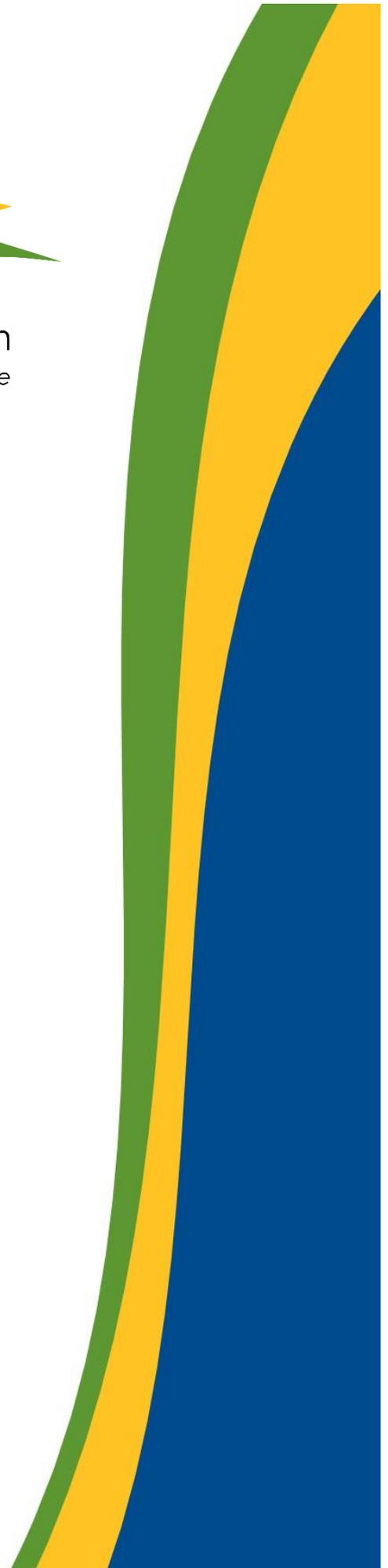
Shire of Northam

Minutes

Local Emergency

Management Committee

8 November 2016



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1. DECLARATION OF OPENING

The Chairman, Cr U Rumjantsev declared the meeting open at 1:07pm.

2. ATTENDANCE

Primary Committee:

Councillor (Chair)	Ulo Rumjantsev
Community Emergency Services Manager	Daniel Hendriksen
Chief Executive Officer	Jason Whiteaker
Northam Police	Geoff Dickson
Northam Hospital	Jenny Lee
Department of Agriculture and Food	Josh Smith
Housing Authority	Attila Mencshelyi
ADF Army	Clayton Elder
Brookfield Rail	Clinton Lobb
Department of Child Protection	Deborah Chadwick

Proxy Committee Members:

Councillor	Chris Antonio
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2.1 APOLOGIES

Wundowie Police	Max Walker
WA Police	Scott Mills
Child Protection and Family Support	Jo Spadaccini

3. DISCLOSURE OF INTERESTS

Nil.

4. CONFIRMATION OF MINUTES

4.1 Committee Meeting held on 15 September 2016

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.32

Moved: Geoff Dickson

Seconded: Josh Smith

That the minutes of the Local Emergency Management Committee meeting held 15 September 2016 be confirmed as a true and correct record of that meeting.

CARRIED

5. COMMITTEE REPORTS

5.1 Review & Endorsement of the Local Emergency Management Arrangements

Address:	Local Emergency Management Committee
Owner:	N/A
File Reference:	5.1.2.2
Reporting Officer:	Daniel Hendriksen Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

The Shire of Northam Local Emergency Management Arrangements (LEMA) are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for Hazard Management Authorities (HMA) in dealing with an emergency. These should be detailed in the HMAs' individual plans. Furthermore:

- This document applies to the local government district of the Shire of Northam
- This document covers areas where the Shire of Northam provides support to HMAs in the event of an incident;
- This document details the Shire of Northam capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Northam responsibilities in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

ATTACHMENTS

Attachment 1: Draft Northam Local Emergency Management Arrangements 2016.

BACKGROUND / DETAILS

These LEMA has been produced and issued under the authority of the S. 41(1) of the [Emergency Management Act 2005](#), which require endorsement by the Shire of Northam Local Emergency Management Committee (LEMC) and by

the Shire of Northam. The Shire of Northam LEMA are also noted by the Wheatbelt District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC)

These Arrangements must be read in conjunction with the *Emergency Management Act 2005*, *State Emergency Management Plans (WESTPLAN)* and *State Emergency Management Policy Statements*.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

- Objective C2: Provide services and processes to enhance public safety
Strategy C2.2: Support provision of emergency services.
Action: Maintain Emergency services Directory for the Shire of Northam.
Action: Develop & coordinate delivery of community Emergency Services.
Action: Provide Recovery Support to Emergency Services.

Financial / Resource Implications

Obligation to finance and resource the recovery of an emergency situation.

Legislative Compliance

Section 41 of the Emergency Management Act 2005.

The responsibilities of the Shire of Northam are defined in s.36 of [The Act](#).

Policy Implications

The Shire of Northam currently has no specific Local Government Policies pertaining to Emergency Management.

Stake Holder Engagement / Consultation

SEMC Secretariat, HMA's, Local Emergency Management Committee, WALGA, LGIS.

Risk Implications

Nil.

OFFICER'S COMMENT

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with [State Emergency Management Preparedness Procedure 8](#) and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

RECOMMENDATION

That this Committee recommend to Council that they endorse the Shire of Northam Local Emergency Management Arrangements 2016 as attached to this Agenda.

RECOMMENDATION

Minute No: LEMC.33

Moved: Cr Chris Antonio

Seconded: Josh Smith

That the Committee recommend to Council that it;

- 1. Endorse the attached Shire of Northam Local Emergency Management Arrangements 2016 subject to the amendments identified at the meeting including minor typographical adjustments; and**
- 2. Authorise the Chief Executive Officer to update any contact information within the Plan as required.**

CARRIED

6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

7. DATE OF NEXT MEETING

The next LEMC meeting is scheduled for Thursday, 15th December 2016.

8. DECLARATION OF CLOSURE

There being no further business the Chairman declared the meeting closed at 2.34pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 8 November 2016 have been confirmed as a true and correct record."

_____ Chairman

_____ Date

