



**LOCAL EMERGENCY MANAGEMENT
COMMITTEE MEETING**

MINUTES

Meeting of the Local Emergency Management Committee
held at the **State Emergency Service Depot**
Ormond Road, Mount Barker
5.30pm Tuesday 3 August 2010

Rob Stewart
CHIEF EXECUTIVE OFFICER

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting declared open by the Chairperson at 5.30pm

2 RECORD OF ATTENDANCE / APOLOGIES

Present:

Cr Sue Etherington (Chair)	Shire of Plantagenet
Sarah Evans	Department for Child Protection
Gary Wann	State Emergency Service
Rob Clarke	St John Ambulance
Wesley Beck	Mount Barker Volunteer Fire & Rescue Service
Jeff Drage	Mount Barker Volunteer Fire & Rescue Service
Eric Howard	Shire of Plantagenet
Andrew Buchanan	Shire of Plantagenet
Murray Wills	Plantagenet Bush Fire Service
Allan Keogh	Mount Barker Police
Jason Jones	Mount Barker Police
Alan Somerville	Mount Barker Police

Apologies:

Adam Smith	FESA
Ted Knight	Department of Agriculture and Food

3 CONFIRMATION OF MINUTES

Moved Rob Clarke, Seconded Wes Beck:

That the minutes of the Local Emergency Management Committee meeting held 30 March 2010 be confirmed.

CARRIED

4 REPORTS OF COMMITTEE MEMBERS AND OFFICERS

COMMUNITY EMERGENCY SERVICES MANAGER REPORT

Location / Address: N / A
Name of Applicant: N / A
Author: Andrew Buchanan
Date of Report: 15 July 2010

Local Emergency Management Arrangements

The Local Emergency Management Arrangements were adopted at the Council meeting, 15 May 2010. They have been tabled at the District Emergency Management Committee (DEMC) and a copy sent to the State Emergency Management Committee (SEMC). Copies of the Arrangements will be distributed to the appropriate Agencies shortly.

Evacuation Plan

The evacuation plan for the Shire is currently under development. If anyone wishes to raise any issues, concerns or wishes to participate please call me on 9892 1149.

Local Emergency Management Committee (LEMC) Annual Report and Business Plan

The LEMC Annual Report has been sent to the Executive Officer of the DEMC. The LEMC Business Plan has been developed and outlines the objectives of the Committee over the coming year. A copy will be distributed with the minutes of the meeting.

5 GENERAL BUSINESS / MATTERS ARISING

Pardelup Prison Farm

Pardelup Prison Farm is currently expanding to a staff and prisoner population of up to 130 during the day and 87 at night. The Commissioner has approved the use of low risk prisoners for basic duties at emergency incidents. The Prison has recently acquired a fire appliance to help at bush fires, both staff and prisoners will receive training in bush fire fighting. They may also be utilised to provide catering support in a welfare capacity.

Department of Child Protection (DCP)

The Local Welfare Plan for the Shire of Plantagenet is in a final draft phase. The Welfare Plan identifies how the community will be cared for in the event of evacuation. A Local Welfare Emergency Committee (LWEC) has been formed with the first meeting held 4 June 2010.. The next meeting of the LWEC will involve a desktop welfare exercise, the date of this meeting will be confirmed shortly. In September, there will be a half day seminar detailing the management of spontaneous volunteers at incidents and a symposium on the Toodyay Bushfire, details of these events are attached.

Mount Barker Volunteer Fire and Rescue Service

On the 13 July 2010 the Brigade responded to a motor vehicle accident which was the first incident in 13 weeks. Since this date there have been a number of incidents including a house fire and a number of grass fires. Jeff Drage will be conducting an open station week to which schools in the surrounding area have been invited to visit the station for a tour and some fun fire awareness activities. The Brigade recently received a \$3,500.00 grant from the Mount Barker Cooperative for the purchase of audio visual equipment.

The Brigade will be hosting the Leaver's Alive program for this year. The program is held every two years and exposes year 11 and 12 students to the reality of motor vehicle accidents. It is recognised that this program is extremely successful and accidents involving teenagers (P Plater Divers) have halved since the programs inception.

St John Ambulance

The Mount Barker Sub-Branch was recently advised by their Area Manager, that when requested to stand-by at incidents a fee of \$100 per hour will be charged.

Mount Barker Police

A number of Officers from the Mount Barker station will attend each LEMC meeting so that eventually, all will be aware of the operation of the LEMC and the LEMC members.

SES

The SES has recently acquired a large transportable light tower, if required it can be set up in approximately 20 minutes. The Unit has lost two valuable members in Ian Foote and Phil Jefferies, their efforts and commitment will be missed. The Unit has however gained two new members with a combined total of 20 years experience.

Shire of Plantagenet, Environmental Health Officer

Some of the findings have come out of the Victoria Bushfire Royal Commission including a lack of clear control of the incident and difficulties in broadcasting evacuation information. It is likely that a number of legislative and / or policy changes will be made to reflect the issues identified in this Royal Commission. The LEMC should research the possibility of procuring a siren to be used in the event of an evacuation, similar to that used to signify cyclone warnings in the Northern Western Australia. It may be possible to apply for external funding for this project.

Action:

Wes Beck and Andrew Buchanan to identify the process used in Northern Western Australia to identify a cyclone warning and consider the feasibility of employing a similar process here.

CESM

The LEMC will need to consider a multi agency exercise to be conducted towards the end of 2010 or in early 2011. Some options are: bus crash; HAZCHEM incident; or an incident at the old Mount Barker Primary School. Jeff Drage offered assistance in the development of the exercise.

Action:

Jeff Drage and Andrew Buchanan to plan a multi agency exercise.

Community Education

In order to develop an annual community education program and to ensure that individual organisations programs do not overlap, it is requested that each organisation advise the LEMC of any upcoming community education programs.

Emergency Service Volunteering

Information regarding how to become an emergency service volunteer will be posted on the Shire website. Links to each organisation and where possible application forms will be included. If any organisations would like to put any further information on this page they should contact Andrew Buchanan on 9892 1149.

Volunteer Employer Recognition Program

The Shire was recently recognised through the Fire and Emergency Services Authority (FESA) Volunteer Employer Recognition Program receiving a Gold Award. This program is open to all emergency service volunteers who wish to nominate their employer in recognition of their support to emergency service volunteering. The program is also open to self employed persons and depending on the level of commitment, the employer may receive either a bronze, silver or gold award. Nominations will be open for the 2011 round of awards in March of next year. The award is issued for three years.

6 ATTACHMENTS

1. LEMC Business Plan
2. Flyer, Managing Spontaneous Volunteers at Incidents Workshop
3. Flyer, Local Emergency Management Symposium
4. Minutes, Local Welfare Emergency Committee Meeting

7 NEXT MEETING

17.30 Tuesday 2 November 2010 at the Mount Barker Court House.

8 MEETING CLOSURE

Meeting closed 18.25

CONFIRMED:CHAIRPERSON _____ **DATE:** ___ / ___ / ___