



**LOCAL EMERGENCY MANAGEMENT  
COMMITTEE MEETING**

**MINUTES**

Meeting of the  
Local Emergency Management Committee  
held at the Mount Barker Volunteer Fire and Rescue Service  
5:30pm Tuesday 4 November 2008

**Rob Stewart  
CHIEF EXECUTIVE OFFICER**

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## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.30pm The Presiding Member declared the meeting open.

## 2 RECORD OF ATTENDANCE / APOLOGIES

### Present

Cr Ken Clements	Shire of Plantagenet (Chair)
Ian Foote	State Emergency Service
Nicole Selesnew	Shire of Plantagenet
Keith Hart	Community representative
Eric Howard	Shire of Plantagenet
Rayona Evans	Shire of Plantagenet
Wesley Beck	Mt Barker Community College
David Burcham	Chief Bush Fire Control Officer
Gill Toone	Mount Barker Red Cross
Sarah Evans	Department for Child Protection (DCP)
Chris MacGill	Mount Barker Police
Adam Smith	Fire & Emergency Services Authority (FESA)

### Apologies

Sgt Allan Spicer	Mount Barker Police
Jeff Roach	State Emergency Service
Alanna Robbins	Plantagenet Cranbrook Health Service
Carrie Linster	Mount Barker Volunteer Fire & Rescue (MBVFRS)
	St John Ambulance – Mount Barker
Ray Parry	Shire of Plantagenet

## 3 CONFIRMATION OF MINUTES

Moved D Burcham, seconded K Hart:

That the Minutes of the Local Emergency Management Committee meeting held 5 August 2008 be confirmed.

**CARRIED**

## 4 BUSINESS ARISING FROM THE MINUTES

1. Nicole Selesnew to ensure a copy of the Local Emergency Management Plan is distributed to all agencies when complete.

*Resources List is complete and the risk management process is nearing completion. Once finalised the plan will be distributed.*

2. Ewen Hill has been unable to liaise with the new Post Office owners regarding the distribution of a letter to all residents highlighting the importance of the Rural Road Numbering program.

*An article was published in the November Plantagenet News which promoted the use of rural Roadside Numbers. No further action required.*

3. Keith Hart and Ian Foote to liaise with Craig Gibson at the High School regarding a multi-agency exercise.

*Business outstanding – Keith Hart and Ian Foote to progress with Craig Gibson at the High School.*

4. Wesley Beck to inform Keith Hart and Ian Foote about planned fire evacuation drills so they may attend and observe the process

*Business outstanding – Keith Hart to follow up.*

## **5 REPORTS OF COMMITTEE MEMBERS AND OFFICERS**

### **COMMUNITY SERVICES REPORT**

**Location / Address:** N / A  
**Name of Applicant:** N / A  
**Author:** Nicole Selesnew  
**Date of Report:** 24 October 2008

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#### Risk Management Process

Following the last LEMC meeting a sub-committee comprised of Ian Foote, Keith Hart, Eric Howard, Ray Parry, Rayona Evans and Nicole Selesnew have been progressing the Risk Management component of the Local Emergency Management Arrangements.

Risk Statements were prepared for each of the hazards identified in the Risk Identification Matrix (the table discussed at the last LEMC meeting). These statements were reviewed, combined where appropriate, consequence ratings identified and then the statements were prioritised.

A risk treatment plan has been prepared for each of the risks. These Treatment Plans will be incorporated into the Emergency Management Arrangements and forwarded to each of the relevant agencies for their review and action.

The completion of the Risk Management process will also result in the completion of the Emergency Management Arrangements which will then be forwarded to the Council and other relevant agencies for endorsement.

A copy of the Risk Treatment Plan will be provided at the LEMC meeting.

#### Western Australian Emergency Radio Network (WAERN) Program

The Shire has finished co-ordinating the roll-out of the WAERN program throughout the district. Dual band radios have been installed in 75 Brigade member vehicles and houses which allow people to communicate on both UHF and VHF radio bands.

A training night was recently held at the Shire for new users of the radios.

The Shire has both a UHF / VHF dual band radio installed and a VHF high band / VHF mid band radio installed.

*A Communications Plan has been prepared for all Bush Fire Brigades based on the new dual band radio system. A copy of the plan will be distributed with the minutes. Mr Wes Beck also requested a handy sheet outlining all radio channels for all Emergency Services be distributed to all LEMC members.*

*Nicole to follow up.*

#### Emergency Services Directory

Fire and Emergency Service Australia (FESA) is co-ordinating the preparation of new Emergency Service Directory maps. These maps will replace the existing Shire of Plantagenet Map Books (A3 sized). A workshop is being held in Albany in November to discuss the composition of the maps which Keith Hart and Ray Parry will be attending.

#### Community Emergency Management Officer (CEMO)

Adam Smith has been employed as the new CEMO with FESA based in Albany. Adam will be attending the LEMC meeting and will give an overview of his role during the meeting.

#### Emergency Power Disconnections

Please refer to the attached correspondence from John Lane, WALGA, regarding Emergency Power Disconnections.

## **6. GENERAL BUSINESS / MATTERS ARISING**

#### Community Emergency Management Officer (CEMO)

Adam Smith has been employed as the new CEMO with FESA based in Albany and has been in the role for three months. Adam's background is in

Local Government and has been living in Exmouth for ten years prior to commencing his new role. The CEMO role covers 29 Local Governments in the Great Southern and is aimed to assist Local Governments meet their requirements under the Emergency Management Act. The biggest issue faced by CEMO's is the lack of volunteers due to workloads and lack of available time. FESA has also introduced an Employers Recognition Scheme to recognise employers that encourage employees to volunteer in emergency services.

#### Leavers Alive Project

The Leavers Alive incident was held on 20 August 2008 at 11.00am at the Mount Barker Community College North Campus. The incident was a combined mock accident co-ordinated by the Police, St John Ambulance and the Volunteer Fire and Rescue Brigade. The Fire & Rescue crew cut the car to release 'trapped' casualties, the St John Ambulance crew attended to the injured and the Police breathalysed and arrested the drunken driver. FESA have produced a DVD of the incident which should be available for viewing in the near future. After the demonstration a question and answer session was available for any students with queries. Students were also shown a body bag to increase the 'shock factor'.

#### Chief Bush Fire Control Officer – Bush Fire Brigades

Bush fire brigades have recently completed hazard reduction burns on Mount Barker Hill and other reserves in the Shire.

New radios have been installed in most of Brigade members vehicles as part of the WAERN Program.

Servicing of equipment and vehicles has commenced in preparation for the upcoming fire season.

#### Red Cross

Gill Toone presented the committee with the the new 'Emergency REDiplan' document. This program has been introduced by the Red Cross to prepare residents in the event of an emergency and is similar to FESA's 'Stay or Go' package.

#### DCP

The DCP was a response agency at the recent bus crash in Manjimup. DCP organised accomodation for 13 wounded passengers at a local motel and were able to get Coles and the Red Cross to open after hours for toiletries and clothing. Target Country was not interested in opening after hours for the incident.

Sarah is currently preparing a welfare plan for the Plantagenet region and has recently had a meeting with the SES and is also in the process of organising a meeting with Red Cross and Shire.

Shire of Plantagenet

The Shire of Plantagenet is installing a water regulation system on their standpipes in Mount Barker, Narrikup and Kendenup in the first week of December. This is to alleviate the problem of the theft of water from these standpipes. A swipe card to access the standpipes will be given to each brigade vehicle for use in the event of emergency. The change to the standpipes has recently been advertised in the Plantagenet News.

MBVFRS

The MBVFRS have recently received a new V8 turbo diesel light duty unit tanker. The service have been able to recruit eight potential new volunteers and now has a good crew.

**7 NEXT MEETING**

5.30pm Tuesday 3 February 2009 at the Mt Barker State Emergency Services Depot.

**8 MEETING CLOSURE**

Meeting closed 6:25 pm.