



LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

MINUTES

Meeting of the Local Emergency Management Committee
held at the
Court House, Mount Barker Police Station
5.30pm Tuesday 5 November 2013

Rob Stewart
CHIEF EXECUTIVE OFFICER

Committee Members

Cr S Etherington, Cr B Bell - Deputy (Resolution No.260/13), Mrs N Selesnew Mr E Howard, Sgt Al Keogh, Mr K Forbes, Mr A Buchanan, Mr B Cross, Mr B Gladwin, Ms A Robbins, Mr W Baile, and Ms J Weekes

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE / APOLOGIES

Present:

Cr Brett Bell	Shire of Plantagenet
Isabelle Draffehn	Shire of Plantagenet
Eric Howard	Shire of Plantagenet
Adam Smith	State Emergency Management Committee Secretariat
Bryn Gladwin	St John Ambulance
Alanna Robins	Plantagenet Cranbrook Health Service
Neville Blackburn	Department of Child Protection and Family Support
Lorna Woodward	Department of Child Protection and Family Support
Sgt Alan Somerville	West Australian Police
Wayne Hood	Red Cross
Jo Weekes	Shire Plantagenet

Apologies:

Cr Sue Etherington	Shire of Plantagenet
Barry Cross	Mount Barker State Emergency Service
Andrew Buchanan	Mount Barker Volunteer Fire & Rescue Service
Jeff Drage	Mount Barker Volunteer Fire and Rescue Service
Kevin Forbes AM	Chief Bush Fire Control Officer
Ruth Godden	Plantagenet Cranbrook Health Service

3 CONFIRMATION OF MINUTES

Moved Neville Blackburn, seconded Eric Howard

THAT the Minutes of the Ordinary Meeting of the Local Emergency Management Committee held 6 August 2013 be confirmed.

CARRIED

4 REPORTS OF COMMITTEE MEMBERS AND OFFICERS

COMMUNITY EMERGENCY SERVICES REPORT

Location / Address: N / A
Name of Applicant: N / A
Author: Jo Weekes
Date of Report: 22 October 2013

Mock Incident

A small mock incident will be held on the night to encourage members to work together and go through the process of an Incident Support Group.

Available resources within the Shire of Plantagenet

Please find attached list of resources for the various organisations within the committee. Could you review the relevant section and make any adjustments as required and I will update the list.
My thanks to Al Keogh for updating the contact section of the LEMC arrangements.

WESTERN AUSTRALIAN POLICE

Sgt Alan Somerville discussed a spate of suspicious fires in and around the settlement of Narrikup and expressed the need for vigilance as it is still very early in the season.

5 GENERAL BUSINESS / MATTERS ARISING

Department of Child Protection and Family Support

Neville Blackburn discussed an Evacuation Exercise that would be held at the Denmark Recreation Centre on 21 of November 2013.

There will be people representing support agencies such as Salvation Army, Red Cross, Volunteering WA, Adventist Development Relief Agency, WA Police, Department of Fire and Emergency Services, Health, Local Governments and others. They will combine with our staff during the exercise and all parties will hopefully gain a better understanding of all our roles during an emergency. Rather than use 'live' evacuees we will use a series of scenario cards that will pose questions to the various teams within the evacuation centre during the exercise e.g. Registration Team, Catering Team, Local Government Association Team etc.

Community Emergency Management Officer – State Emergency Management Committee

Adam Smith gave a presentation on developing a model and tool to measure community disaster resilience utilising a Community Disaster Resilience Scorecard Tool Kit. I offered the Community of Kendenup as a trial community. Once the trial starts then the LEMC will become part of the trial.

Welfare Trailer

I have approached the Albany State Emergency Service as they have a catering trailer already fitted out and they may be willing to donate it to the Shire of Plantagenet depending on their current usage of the trailer. I am still waiting for a response. If this is not available I will seek funding elsewhere.

Incident Support Group Exercise

With the assistance of Adam Smith a table-top exercise was held with a scenario that would affect the township of Mount Barker. The emphasis was on identifying problems that the different agencies would face and how the other agencies could assist with both resources and knowledge rather than response only. Also how they would liaise with their own agencies at a higher level.

Some of the issues high lighted were:

- Relocation of Incident Control Point
- How to communicate the danger to the public
- How to co ordinate parents and children from the school due to the time of the incident.
- Evacuation, how to notify the public, where to go and how to get there.
- The rerouting of Albany Highway traffic.

6 ATTACHMENTS

Incident Support Group Exercise
Map showing exercise area

7 NEXT MEETING

5.30pm Tuesday 4 February 2014 at St John Ambulance Mount Barker Road.

8 MEETING CLOSURE

Meeting closed 7.05 pm.

CONFIRMED:

CHAIRPERSON _____ **DATE:** ____ / ____ / ____