



**LOCAL EMERGENCY MANAGEMENT  
COMMITTEE MEETING**

**MINUTES**

Meeting of the  
Local Emergency Management Committee  
held at the Plantagenet/Cranbrook Health Service (Hospital)  
5:30pm Tuesday 6 May 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 (Chair)	Shire of Plantagenet
Jeff Roach	State Emergency Service
Ray Drage	Mount Barker Volunteer Fire & Rescue
Carrie Linster	Mount Barker Volunteer Fire & Rescue
	St John Ambulance – Mount Barker
Ewen Hill	St John Ambulance – Mount Barker
Allanna Robbins	Plantagenet Cranbrook Health Service
Sgt Allan Spicer	Mount Barker Police
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
Andrew Duckworth	Mount Barker Volunteer Fire & Rescue

Apologies

Ian Foote	State Emergency Service
Rosemary Waud	St John Ambulance – Rocky Gully
David Burcham	Chief Bush Fire Control Officer
Gill Toone	Mount Barker Red Cross
Ray Parry	Shire of Plantagenet

**3 CONFIRMATION OF MINUTES****CHANGES:**

Moved Sgt A Spicer, seconded Ms C Linster:

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

**CARRIED**

**4 BUSINESS ARISING FROM THE MINUTES**

1. 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.

*Business still outstanding – Ewen to progress.*

2. Nicole Selesnew to ensure a copy of the Local Emergency Management Plan is distributed to all agencies when complete. Resources List is almost complete and the plan will be distributed in the near future.

*Business still outstanding – Nicole to progress.*

3. Letter to Western Australian Local Government Association from the Shire of Plantagenet in relation to isolation of power supply in the event of an emergency.

*Business still outstanding – Nicole to progress.*

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 to follow up.*

5. The Shire of Plantagenet is going to send the Annual Firebreak Notice at a later date than the Annual Rates Notices. This will be a trial to see if landowners take more notice of their requirements after receiving the Firebreak Notice closer to the fire season.
6. Sgt Allan Spicer has approached shop owners in the main street regarding the proposed mock incident. Business owners are happy with the proposal and would prefer that it took place at 12:30pm to minimise disruption to business. The location of the proposed incident should remain confidential to ensure it is unexpected.

## 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:** 29 April 2008

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#### AWARE Survey

Keith Hart tabled results of AWARE Survey and highlighted key points. The return rate of the surveys were 4.7% (94 of 2000 distributed).

A perceived risk indentified during the survey process, other than those listed, was the event of an aircraft accident. Keith believes this should be assessed further and added to the list of risks identified in the Local Emergency Management Plan. The results of the survey should be considered against history and facts, following which the risks can be priortised and treatments prepared.

## 6. GENERAL BUSINESS / MATTERS ARISING

### Mock Incident

Draft plans for the mock incident were tabled by Keith Hart and Sgt Allan Spicer. The mock incident is scheduled for 9 August 2008, Lowood Road, Mount Barker at 12:30 pm. A briefing will be held at 12:00 pm. The details are to remain confidential to ensure that the response is as realistic as possible. Details will be finalised at the next meeting of LEMC on 5 August 2008.

#### *ACTION:*

*Cr Ken Clements is to invite Fire and Emergency Services Australia (FESA) to attend.*

### Leavers Alive Project

Leavers Alive is a continuation of a program implemented in 2002 co-ordinated by St John Ambulance, Fire and Rescue and the Shire of Plantagenet. The program has now become popular and is being used by schools in other states. It involves a demonstration of a mock vehicle accident which is held every second year. Since implemented the program has been a success, with only one accident having occurred during Leavers Week. At this stage a demonstration is planned for August 2008.

#### *ACTION*

*Cr Ken Clements is to invite FESA and investigate the possibility of FESA videotaping the demo. If FESA are unable to record, the Community College Drama class may be available. Andrew Duckworth suggested that the FESA Community Officer based in Perth also be invited.*

### Isolation of Electricity – Plantagenet/Cranbrook Health Service (Hospital)

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Andrew Duckworth expressed the importance of being able to isolate the power supply to designated areas of the Hospital in the event of an emergency. At the moment all the power in the hospital is run by the one generator making it difficult to isolate a specific area. It is necessary that electricians are employed to document procedures for this process.

#### *ACTION*

*Allanna Robbins to follow up shutdown/isolation procedure.*

### Fire Awareness – Businesses Lowood Road

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Andrew Duckworth is going to approach businesses in Lowood Road to raise fire awareness and possibly organise Fire Extinguisher training.

### Road Wise Committee

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Wesley Beck is now a member of the Road Wise Committee.

### Resignation from Committee

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Ray Drage will no longer be able to attend LEMC meetings due to change in employment. Cr Ken Clements thanked Ray for his input over the years and wished him the best for the future.

### New Ambulance

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The Mount Barker St Johns Ambulance's ambulance is being replaced in the near future. The new ambulance will make the Ambulance Fleet all Mercedes vehicles.

### Mount Barker Police Update

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Emergency service related activity has been quiet over the past months. The lack of fatalities resulting from road accidents in the district, over the busy traffic period of the year, was pleasing to note.

### Major Incident Medical Management Training

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There will be Major Incident Medical Management Training seminar held in Albany over 20 & 21 June 2008. Allanna Robbins has further information.

### Risk Evaluation Criteria

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After discussion by the LEMC Committee it was established that the new risk evaluation criteria is as follows:

- Any loss of life is unacceptable.
- Access to an operational hospital must not be compromised.
- Economic loss is to be minimised within the business community.
- Control Centres, evacuation areas, emergency service facilities and schools should not be compromised.
- Minimal disruption to lifelines including water, power and communications.
- Harm to the natural environment is to be minimised.

- Harm to the cultural environment is to be minimised.

#### Draft Evacuation Plan – Kendenup

Keith Hart tabled Draft Evacuation Plan for Kendenup.

#### Attachments

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- (1) Mock Emergency Proposal
- (2) AWARE Community Survey Results
- (3) Draft Evacuation Plan – Kendenup
- (4) Risk Identification Matrix.

### **7 NEXT MEETING**

5.30pm Tuesday 5 August 2008 at the Shire of Plantagenet.

### **8 MEETING CLOSURE**

Meeting closed 6:50 pm.

**CONFIRMED: CHAIRPERSON** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_