

SHIRE OF JERRAMUNGUP



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE

9th DECEMBER 2013

A MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBERS, JERRAMUNGUP MONDAY 9th DECEMBER 2013 COMMENCING AT 9.05AM.

MINUTES

1. OPEN AND WELCOME

The Chairman declared the meeting open at 9.05am.

2. RECORD OF ATTENDANCE

Mr Bill Parker	Chief Executive Officer
Mr Ian Morris	OIC – Jerramungup Police
Mr David Edwards	Chief Bush Fire Control Officer
Mr Anthony Armstrong	OIC Jerramungup VES Unit
Mr Neville Blackburn	Department of Child Protection Family Services
Mr Andrew Booker	St John Ambulance
Ms Sarah Matthews	DFES – Community Engagement Officer
Mrs Veronica Bramley	Nurse – Jerramungup Health Centre
Mr Peter Thurkle	CESM
Mrs Charmaine Solomon	Coordinator of Governance & Land Administration

3. APOLOGIES

Adam Smith	DFES
Barry Atkin	St John Ambulance

4. CONFIRMATION OF MINUTES

Moved: Ian Morris / Seconded: David Edwards

That the Minutes of the meeting held 9th September 2013 be confirmed.

Carried

5. BUSINESS FROM PREVIOUS MINUTES

5.1 Business arising from minutes 9th September 2013

• Doubtful Island - residents

Ian Morris and Peter Thurkle advised the Committee on their visit to Doubtful.

Peter Thurkle identified that they require two signs when entering Doubtful stating info such as “incase of incident go to beach”, emergency contact numbers.

Ian Morris to arrange a joint patrol with Stephen Wadsworth over the holiday season.

Moved: David Edwards / Seconded: Anthony Armstrong

That LEMC investigate for 2014/15 a registration system for the Doubtful Island Peninsula including the installation of signage and the registration of visitors coordinated by WAPOL.

Carried

- **Point Henry exercise**

Peter Thurkle discussed with the Committee an exercise for the Point Henry area. An exercise is scheduled for the March 2014 LEMC meeting which will be held in Bremer Bay.

David Edwards raised concerns about a practical Point Henry Bushfire exercise, he feels that a table top exercise would be more appropriate for the agencies involved.

Sarah Matthews advised the DFES Regional Operations Team have coordinated practical exercises with the assistance of local authorities.

Action: Peter Thurkle to contact Adam Smith and discuss an exercise for Point Henry.

- **Street numbering**

Bill Parker investigated options and associated costs for street numbering within the Shire. Bill Parker discussed the option of a high resolution map including all the lot numbers for the Shire which would be available on the Shire's website.

Ian Morris and Andrew Booker noted that their GPS system does not always pick up the correct address. Ambulances do not have GPS systems in the ambulances.

The Committee suggested placing the onerous back on the residents to paint street numbers on their properties as a safety/emergency response issue.

Bill Parker to investigate the matter further.

- **Speed Limits across the Sandbar**

Bill Parker advised that Main Roads is responsible for all speed limit and speed zones on public roads in Western Australia. Main Roads monitor all roads with a sign posted speed limit and approve changes to speed zones. For current speed zone changes, please visit Main Roads Speed & Signal Changes page.

As recommended by Australian Standards, Main Roads generally don't install advisory speed signs on unsealed roads. For these roads, the built-up are 50 km/h speed limit, any other applied area speed limit, the State 110 km/h limit, or vehicle class default speed limit, is applicable, subject to the driver driving at a speed appropriate to the road conditions.

All enquiries should be directed to the Road Services Office (Speed Zoning) on 138 138.

- **Aide Memoire**

Sarah Matthews provided a final draft of the "Aide Memoire" for the Committees approval.

Bill Parker formally thanked Sarah Matthews and Peter Thurkle for their work on the memoire. It is hoped to have the memoire printed within the next 3 weeks.

- **Bushfire Action Week**

David Edwards advised unfortunately they missed the week but to set a date at the June 2014 meeting for the next fire season to run programs at the School.

Sarah Matthews advised of the Bushfire Patrol Program held in February.

Action: Sarah Matthews to send information on Bushfire Programs directly to the local schools.

6. ITEMS FOR DISCUSSION

6.1 Post – exercise reports

Nil

7. ROUND TABLE

7.1 Policy Review SEMP 4.7 Community Evacuation and WA Community Evacuation Guide

Background:

The Evacuation Policy Review Group was established by the Response Subcommittee to review SEMP 4.7 Community Evacuation, in light of the publication this year of the Attorney General's Department's Evacuation Planning Handbook (Handbook 4), the AGD's Australia's Emergency Warning Arrangements and a number of recommendations relating to evacuation in recent reviews (Queensland Floods, Tasmanian Bushfire, etc).

The Group determined that it was essential to develop a new WA Community Evacuation in Emergencies Guide to support the policy, in view of the importance of this area of EM and complexities associated with each stage in the evacuation process. This concept has been supported by the SEMC Response Subcommittee. The attached new Guide sets out to provide detailed guidance in the WA context, and ensure clear and common understanding of terminology, roles and responsibilities, and tasking in a multi-agency operation.

The Evacuation Policy Review Group comprises members of the Department of Fire and Emergency Services, Department of Child Protection and Family Support, Department of Health, Public Information Reference Group, SEMC Secretariat (policy

and community engagement areas), State Solicitor's Office, WA Local Government Association and WA Police.

Additional preliminary consultation has occurred with the members of the Department of Environmental Regulation, Department of Mines and Petroleum, Department of Parks and Wildlife and Water Corporation.

Current situation:

You are now invited to document your comments on the attached comments sheet and return to Policy@semc.wa.gov.au by **COB Friday 31 January 2014**.

The aim is to prepare final versions of these documents for submission to the February 2014 Response Subcommittee and thereafter the SEMC in March 2014 for final approval.

The broad changes to the policy include:

- Reference to AGD's Handbook 4 (Evacuation Planning).
- Terminology - change from Welfare centre to evacuation centre.
- Definitions amended to comply with Handbook 4 (including addition of Controlled Evacuation, Immediate Evacuation, Pre-warned Evacuation, Evacuee, Shelter, and sub-sets of Shelter).
- Considerations – this new section refers to complying with the principles of Handbook 4 and recording critical decisions.
- Planning - the five stages of evacuation listed for clarity.
- Decision to evacuate - use of term 'community resilience' (instead of self-evacuation and asset preparedness); added bullet 'triggers for action'; removal of 'protect' (use of shelter) in place; safest corridors changed to 'safest routes'.
- Community Warning - reference to SEMP 4.6 broader than just the common alerting protocol.
- Withdrawal - subsections renamed to fit with definitions (i.e. voluntary evacuation changed to self-evacuation; directed changed to controlled to incorporate recommended (voluntary) and directed (compulsory) evacuation); addition of list of relevant legislation for evacuation and restricting access to an area; addition of reference to 'refuge site'.
- References - updated to include Handbook 4 and AGD's Australia's Emergency Warning Arrangements.
- Justification - intentions amended to objects.

The Guide adopts the broad layout of the AGD's Handbook, and builds on the foundations of that document by expanding on arrangements in the WA context, including guidance on:

- pre-emergency evacuation planning (within Local EM arrangements);
- operational evacuation planning (i.e. situation specific planning);
- types of evacuation and the evacuation stages;
- a breakdown of activities relevant to each stage along with individual agency roles and responsibilities;
- optional templates for clarity of tasking.

A template has been provided if you wish to provide comment.

7.2 Round Table

Andrew Booker advised he is posted down in Bremer Bay from the 20th December for a 6 week period.

Neville Blackburn informed the Committee of an evacuation exercise held in Denmark. The evacuation was based on 200 residents which tested the Department's ability to deal with evacuation of that size. Various scenarios were set up with scenarios cards given to each group, feedback will be provided in an exercise report.

Neville Blackburn has discussed with Peter Thurkle a possible evacuation exercise to be run in Jerramungup, inviting surrounding Shires to attend.

Veronica Thomas advised she has resigned, and there will be a relief Nurse coming to Jerramungup starting on Monday 16th December.

Bill Parker thanked Veronica Thomas for her services to the community.

Peter Thurkle advised of courses being run by WALGA on emergency management, if you would like to attend please contact Peter Thurkle.

Peter Thurkle informed the Committee that WALGA has produced a tabard suitable for identifying Local Government personnel during emergencies.

Action: Bill Parker will arrange for the tabards to be ordered for the designated local government officers.

Ian Morris advised they are ready for New Year a command post will be set up at the DFES building in Bremer Bay, the rest of time over the holiday period they will be located at the Shire compound.

29th December Peter Thurkle to join Ian Morris to distribute information to visitors in Bremer Bay.

7.3 LEMC meeting dates 2014

- 10th March 2014 – To be held in Bremer Bay, Point Henry exercise, to be confirmed closer to the date.
- 9th June 2014 – Jerramungup CRC
- 8th September 2014 – Jerramungup CRC
- 8th December 2014 – Jerramungup CRC

8. NEXT MEETING

The next LEMC meeting is scheduled for Monday 10th March 2014 to be held in Bremer Bay commencing at 9.00am. Information will be provided at the next meeting closer to the date.

9. CLOSURE

The Chief Executive Officer closed the meeting at 10.07am.