

SHIRE OF JERRAMUNGUP



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE

9th SEPTEMBER 2013

A MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE CAMERON BUSINESS CENTRE, MONDAY 9th SEPTEMBER 2013 COMMENCING AT 9.00AM.

MINUTES

1. OPEN AND WELCOME

The Chairman declared the meeting open at 9.00am.

2. RECORD OF ATTENDANCE

Mr Bill Parker	Chief Executive Officer
Mr Ian Morris	OIC – Jerramungup Police
Mr Kevin Guy	Constable Jerramungup Police
Mr David Edwards	Chief Bush Fire Control Officer
Mr Peter Thurkle	Community Emergency Services Manager
Mr Barry Atkin	St John's Ambulance
Mr Harry Louw	Town Services Manager
Mr Stephen Wadsworth	Shire Ranger
Mrs Charmaine Solomon	Executive Officer
Mrs Veronica Bramley	Nurse – Jerramungup Health Centre
Mr Adam Smith	Department Fire and Emergency Services
Ms Sarah Matthews	DFES Community Engagement Officer
Mr Neville Blackburn	Department of Child Protection Family Services
Mr Andrew Booker	St John Ambulance

3. APOLOGIES

Mr Anthony Armstrong OIC Jerramungup VES Unit

4. CONFIRMATION OF MINUTES

That the Minutes of the meeting held 10th June 2013 be confirmed.

Moved: Ian Morris / Seconded: Kevin Guy

That the Minutes of the meeting held 10th June 2013 be confirmed.

Carried

9.05am Mr Barry Atkin entered the meeting

5. BUSINESS FROM PREVIOUS MINUTES

5.1 Business arising from minutes 10th June 2013

- List of Doubtful Island residents/shacks compiled by Harry Louw are attached to the minutes.
- Ian Morris and Kevin Guy have been provided with a USB with LEMC Arrangements, could any members who have a USB bring it to the Shire and

Charmaine Solomon will update your Arrangements. Veronica Bramley and Anthony Armstrong require a USB.

- Updated contact list has been attached to the minutes with final amendments included from the meeting. Contact list will be emailed out with the minutes.
- Exercise in Bremer Bay - The Committee resolved at the last meeting to hold an exercise in the Point Henry area.
Action: Peter Thurkle to finalise an exercise for the Point Henry area and email out to Committee members for endorsement. The exercise is still planned for October / November 2013.
- Jerramungup VES held a 3 day road crash course, with positive feedback received.
- Street numbering - Bill Parker advised that the Shire has considered some ideas for street numbering. It has been suggested to place the street numbers on kerbs however a majority of the streets within the Shire do not have kerbing. Neville Blackburn suggested reflective numbers placed on a pole for properties without kerbing this has been done in the Pilbara.
Action: Bill Parker to investigate options and associated costs . The project may need to be budgeted for in 2014-15 depending on costs involved.
- Sarah Matthews, Peter Thurkle and the Police have drafted an "Aide Memoire" for key agency comments.
Action: Peter Thurkle to email out a copy of the Aide Memoire to relevant agencies to review and include information if required. All agencies to finalise their review by next week and email back to Peter Thurkle. There will be a meeting held on the 4th October to finalise the draft for printing. Ian Morris suggested a launch date on the first Saturday in December (7th December) in Bremer Bay for a few hours. Key agencies to discuss launch date on the 4th October.
- Bill Parker advised that he has met with Daniel Austin to discuss possible infrastructure designed by QUT students. Bill Parker advised the Committee that Daniel Austin was supportive of the concept however no funding was available at this time.

6. ITEMS FOR DISCUSSION

6.1 Post – exercise reports

Nil

6.2 Neville Blackburn – Department of Child Protection and Family Services

Neville Blackburn introduced himself to the LEMC Committee and explained his role and the Department's role in an emergency. Neville

Blackburn advised that he will be responsible for the Local Welfare Plan and updating/reviewing the Plan regularly. Neville is also responsible for training staff.

Attached to the Minutes is a draft copy of the Department's Local Emergency Management Plan for the Provision of Welfare Support (Local Welfare Plan) for the Shire of Jerramungup. The document sets out the Department's role in emergencies and will sit under the Shire's Local Emergency Management Arrangements.

Bill Parker informed Neville of issues that arose from the Bremer Bay Fire. Bill Parker expressed concerns in relation to poor preparation and a perceived unwillingness for Child Protection to attend. Bill Parker would like to seek assurance that if a similar situation arises there will be an adequate response from the Department.

Neville Blackburn noted concerns from LEMC members and would review their responses. Neville Blackburn also advised that at the time of the Bremer Bay Fire there was no one appointed as the District Emergency Services Officer for the Great Southern.

6.3 AIMS Awareness Course

Adam Smith will be running an AIMS Awareness course following the LEMC meeting. All members are invited to attend.

7. ROUND TABLE

7.1 Visit to residents at Doubtful Island

Ian Morris suggested an interagency visit to residents in Doubtful Island around late November to discuss upcoming fire season and what they are required to do in the event of an evacuation.

Action: Ian Morris, Harry Louw and Peter Thurkle to liaise and organise visit to Doubtful Island.

7.2 Risk Management for the Shire of Jerramungup

Ian Morris queried if the Department of Fire and Emergency Services will be doing a review on the risk management for our area.

Adam Smith responded that the *State Emergency Management Policy 2.9 – Management of Risks*, is currently being reviewed. Once this has been finalised it will provide the framework, time frame and expectations for risk management.

The draft policy is attached to the minutes for your review and comment by Monday 21st October.

7.3 Speed limit across the sand bar in Bremer Bay

Ian Morris queried if the Shire would consider a speed limit across the bar in Bremer Bay.

Bill Parker questioned the appropriateness of applying a regulatory speed on an unsealed, sandy surface. Bill Parker responded that he would have to investigate this request further.

7.4 Bushfire Action Week

Sarah Mathews advised that it will be Bushfire Action Week from Saturday 19th - Saturday 26th October. Bushfire Action Week is a community initiative to encourage people to prepare their properties to safeguard against the impact of bushfire before the season starts.

David Edwards would like to arrange a community program with the local brigades to visit all the schools during Bushfire Action Week.

Action: David Edwards to liaise with Sarah Mathews to organise the programs at the schools.

School contact details are included in the Arrangements.

7.5 Local Brigade training

David Edwards thanked Peter Thurkle for coordinating the Intro to Bushfire courses which were held in Gairdner and Jerramungup over August. Attendance rates were very high and it's great to see so many of our volunteers now trained in the Shire.

8. NEXT MEETING

The next LEMC meeting is scheduled for Monday 9th December 2013 to be held at the Cameron Business Centre commencing at 9.00am.

9. CLOSURE

The Chairman declared the meeting closed at 10:07am.