

SHIRE OF JERRAMUNGUP



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE

11th MARCH 2013

A MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE CAMERON BUSINESS CENTRE, MONDAY 11th MARCH 2013 COMMENCING AT 9.10AM.

MINUTES

1. OPEN AND WELCOME

The Chairman declared the meeting open at 9.10am.

2. RECORD OF ATTENDANCE

Mr Ian Morris	Chairman OIC – Jerramungup Police
Mr Kevin Guy	Constable Jerramungup Police
Mr Brent Bailey	Acting Chief Executive Officer
Mr Wes Thomas	Chief Bush Fire Control Officer
Mr David Edwards	Deputy Chief Bush Fire Control Officer
Mr Anthony Armstrong	OIC Jerramungup VES Unit
Mr Adam Smith	Community Emergency Management Officer – Great Southern Region
Mr Peter Thurkle	Community Emergency Services Manager
Mr Barry Atkin	St John’s Ambulance
Mr Harry Low	Town Services Manager – Shire of Jerramungup
Mrs Charmaine Solomon	Executive Officer

3. APOLOGIES

Roma Boucher	A/District Emergency Services Officer Department Child Protection
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4. CONFIRMATION OF MINUTES

That the Minutes of the meeting held 10th December 2012 be confirmed.

Moved David Edwards / Seconded Anthony Armstrong

That the Minutes of the meeting held 10th December 2012 be confirmed.

Carried

5. BUSINESS FROM PREVIOUS MINUTES

5.1 Business arising from minutes 10th December 2012 - Boxwood Hill Combined Sports Club to be incorporated into the LEMA as an evacuation centre.

The Boxwood Hill Combined Sports Club has been incorporated into the LEMA, an updated version of the LEMA will be provided at the next meeting in June.

5.2 David Edwards to look into creating a residential list for Jerramungup.

David Edwards advised he has started to create a residential list containing information on property locations, persons residing in the properties and what brigade they belong to for the Jerramungup area. As the Jerramungup Post Office does not cover the whole area, David Edwards needs to make contact with the Borden Post Office to finalise the list.

David Edwards will then hand the list to the appropriate agency either the Health Department or Police where they can then refine the list to include further information.

5.3 Committee to develop a register of Doubtful Islands and Point Henry Peninsula residents.

Peter Thurkle is developing the register for Doubtful Islands and Point Henry Peninsula residents. It was noted that the occupants in the area at any given time are largely transient and there were only 3 landholdings in the vicinity with the majority of occupants being campers.

Action: Harry Louw to provide Peter Thurkle with a list of people occupying shacks in Doubtful on a regular basis.

5.4 LEMC Exercise

The Committee resolved to accept that the Bremer Bay Fire as LEMC's exercise for this financial year.

It was discussed that at the next meeting in June the Committee needs to come up with an exercise for the next financial year.

Peter Thurkle invited members of LEMC to an airport exercise being held in Ravensthorpe on the 13th April, please advise Peter if you wish to attend so visitor passes can be arranged.

Action: Peter Thurkle to follow up on the debrief notes from the Bremer Bay fire and provide to the Committee.

Peter Thurkle to provide a 5 minute presentation on the airport exercise held in Ravensthorpe at the June meeting.

6. ITEMS FOR DISCUSSION

6.1 Post – exercise reports

Nil

6.2 Review Special Needs Groups & Contacts LEMA

An updated list of special needs groups and contacts is attached committee to review and provide comment.

The Committee resolved to include the caravan parks on the list of special needs groups.

Action: Once finalised the list to be included in the LEMA.

David Edwards raised the issue of Total Fire Bans and how more information and awareness is required for the tourists in Bremer Bay.

Adam Smith suggested the Shire could look at the conditions under the Caravan and Camping Grounds Act or consider imposing conditions on caravan park licences for the safe disposal of ashes.

Brent Bailey suggested that the Shire provide more information on their website relating to TFB.

Action: Peter Thurkle to meet with the caravan park owners to discuss their fire management plans.

6.2 Updates for Local Emergency Management Arrangements

The Great Southern District Emergency Management Committee would like the Arrangements to identify areas of the community, which under certain circumstances would not be defensible to a hazard.

Adam Smith informed the Committee that it has been recognised that LEMC needs to identify areas within the Great Southern that may be indefensible to certain hazards.

Brent Bailey advised the Committee that the Shire is currently developing a fire management plan for Point Henry.

The Committee decided not to identify areas of the community which are potentially indefensible to certain hazards but to identify potential areas of serious concern within the Shire to certain hazards.

The Committee agreed to respond to the Great Southern District Emergency Management Committee with the following;
“That the LEMC for the Shire of Jerramungup has identified the area of potentially serious concern would be the south coastal reserve corridor (Pallinup to Doubtful Islands) in the event of a catastrophic bushfire.”

6.3 Develop a Fluid Register

Bill Parker requested that a fluid register be created. Brent Bailey advised the Committee that his interpretation of the register would be that it is used to record volunteers coming and leaving fire grounds. David Edwards informed the Committee that there is a card system at long term fires for the volunteers.

David Edwards also suggested that all bush fire radio conversations be recorded.

The Committee resolved to discuss both issues at the next BFAC meeting and clarify with Bill Parker the information he would like recorded on the register.

7. ROUND TABLE

7.1 Resource List

Ian Morris asked all members of LEMC to provide a copy of their resources list including the following information;

- Volunteers (number of persons)
- Contact phone numbers

- Resources

Action: Key agencies to send their list of resources to Charmaine Solomon before 20th May to be included in the LEMC.

10.25 am Harry Louw left the meeting

7.2 Key holder List

Ian Morris suggested a key holder list for the businesses in the Shire. Brent Bailey advised that all Shire buildings can be opened up by either himself or Bill Parker.

Action: Ian Morris to contact local businesses to ascertain after-hours access arrangements.

7.3 Speed display trailer

Ian Morris advised the Committee that from Thursday 7th March they have a loaned a speed camera trailer from the Shire of Katanning which will be positioned in various locations within the Shire for 6 days.

It was noted that the trailer would be worthwhile for displaying messages to tourists in the fire season and in the event of an emergency. If the trailer is practical for the Shire then maybe the Shire could consider applying for a grant for the purchase of one, Ian Morris would assist in applying for the grant.

7.4 Draft Local Emergency Management Plan for the Provision of Welfare Support

Peter Thurkle advised the Committee that Roma Boucher A/District Emergency Services Officer for the Great Southern District Department for Child Protection is currently working on updating the draft Local Emergency Management Plan for the provision of Welfare Support for 15 Shires within the Great Southern District. Upon completion of the Shire of Jerramungup draft document, Roma will forward it on for LEMC's for their review.

Charmaine Solomon advised that Bill Parker had made contact with DCP following the meeting of the 10th December regarding the Bremer Bay Fires.

7.5 Critical infrastructure list

Charmaine Solomon and Peter Thurkle will be working on a critical infrastructure list for the Shire of Jerramungup.

Action: Charmaine Solomon to email the list to key agencies for review prior to the meeting in June.

8. NEXT MEETING

The next LEMC meeting is scheduled for Monday 10th June to be held at the Cameron Business Centre commencing at 9.00am.

9. CLOSURE

The Chairman declared the meeting closed at 10.42am.

