

Shire of Denmark Minutes



LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBERS, 953 SOUTH COAST HIGHWAY, DENMARK, TUESDAY
1 SEPTEMBER 2015, COMMENCING 4.00PM.

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Council Committee Meeting

1 September 2015

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Person opened the meeting at 4:03pm.

Cr Ross Thornton welcomed Marie O'Dea from the SEMC Secretariat, Marie is covering for Adam Smith whilst he is on leave, due to return on 6 January 2016

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCEMEMBERS:

Cr Ross Thornton	(Shire President & Presiding Person)
Mr Ross McDougall	(Chief Bushfire Control Officer)
Mr Derek Stone	(Denmark Sea Rescue)
Mrs Erica Sayer	(St. John Ambulance, Denmark)
Mr Lee Shelley	(Denmark Fire and Rescue Service)
Mr Alex Williams	(Walpole Sea Rescue)
Mr Brian Vigus	(Peaceful Bay Sea Rescue)
Mr Daniel Moore	(Silver Chain Walpole)
Mr Harold Luxton	(St. John Ambulance Walpole)
Mr Neville Blackburn	(Department for Child Protection & Family Support)
Mr Andrew Dunn	(Denmark Police, Officer in Charge)
Mr Malcolm Taylor	(DPaW Walpole) Proxy Mr George Doust
Ms Marie O'Dea	(SEMC Secretariat) Proxy Mr Adam Smith

STAFF:

	(non-voting)
Mr Marcuss Owen	(Committee Secretary & CESM)
Mr Gregg Harwood	(Director of Community and Regulatory Services)

APOLOGIES:

Mr David Wall	(Walpole Police, Officer in Charge)
Ms Tracey Allison	(Denmark State Emergency Service)
Mr George Mumford	(Denmark Surf Lifesaving)
Mr George Doust	(DPaW Walpole)
Mr Adam Smith	(SEMC Secretariat)

ABSENT:

Mr Peter Newton	(Walpole State Emergency Service)
Mr Samuel Barron	(Denmark Health Service)
Ms Karen Condon	(Red Cross)

VISITORS:

DECLARATIONS OF INTEREST: Nil

Name	Item No	Interest	Nature

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Nil

4. PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF MINUTES

5.1 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

OFFICER RECOMMENDATION & COMMITTEE DECISION	ITEM 5.1
Moved: Neville Blackburn	Seconded: Harold Luxton
That the minutes of the Local Emergency Management Committee held on the 1 st September 2015, be confirmed as a true and correct record of the proceedings.	
Carried: 11/0	

5.2 BUSINESS ARISING FROM MINUTES

5.2.1 Evacuation Satchel

CESM to update information for Shire website, Facebook and 'Welcome Packs' with DFES website link promoting 'Personal and Property Preparedness' prior to an emergency event.

OFFICER RECOMMENDATION & COMMITTEE DECISION	ITEM 5.2.1
Moved: Erica Sayer	Seconded: Alex Williams
That no further action is taken to purchase Australia Post satchels and that the CESM take steps to promote the DFES website through the Shire website, Facebook page and 'Welcome Packs', where information relating to emergency kits and other emergency information can be found.	
Carried: 11/0	

5.2.2 Volunteer Marine Rescues Role With Respect to Fire Evacuation

South Coast Regional Commander VMRWA, Alex Williams has drafted a letter to be sent to the bush fire brigades who abut coastal shores and inlets asking them to liaise with their local Marine Rescue Group to evaluate the identified locations.

The letter will be presented to the Fire Control Officers at the coming Bush Fire Advisory Committee meeting.

Copies of the final report will be distributed to relevant parties including the Shire of Denmark LEMC, DFES and neighbouring Shires.

Alex Williams provided the Committee with an update his work on this project.

5.2.3 Child Protection & Family Support response to the Northcliffe Bushfires - Measures to combat security and environmental problems at the Denmark Recreation Centre

Committee Service Outcome

CESM to pursue the option of installing ceiling fans in the Rec. Centre.

The installation of ceiling fans would not only address the security and environmental problems when the building is used as an evacuation centre but also in the day to day use of the building.

OFFICER RECOMMENDATION & COMMITTEE DECISION

ITEM 5.2.3

Moved: Neville Blackburn

Seconded: Lee Shelley

That the CESM further investigate the ceiling fan option by contacting the Denmark High School and the electrical contractor who installed them to find out;

- Cost to purchase
- Cost to run
- Number of fans required for the space

Carried: 11/0

5.2.4 UHF 1 Radio Repeater Update

Nurrunga Communications will proceed with the work very soon; no specific date has been given.

Committee Service Outcome

CESM to keep the committee informed as to the progress and final completion.

The CESM advised that the equipment had been ordered.

5.2.5 Emergency Management and Recovery Management Course

The CESM will approach Adam Smith, on his return, to arrange this training and subsequent exercise.

Participation in the training and exercise to be made available to Councillors and relevant admin staff.

Adam is due to return on 6 January 2016

6. GENERAL BUSINESS**6.1 Desktop exercise – Local Emergency Co-ordinator & CESM**Committee Service Outcome

The Local Emergency Co-ordinator (OIC Denmark Police), CESM and other key personnel to arrange a suitable time to meet and;

- Set the room up/see what is there
- Determine what paperwork/forms etc. is there/should be there

Following the LEMC meeting on 8 December a desktop exercise will be held to 'test' the flow/function of the Incident Control Room.

Attendees to include LEMC members, CEO, Shire Admin staff and other key personnel from DFES and DPaW.

A sausage sizzle will be held at the conclusion of the exercise.

6.2 Morgan Richards Centre

Gregg Harwood informed the committee that the renovations of the old hospital were nearing completion with the official opening to be held in September 2015.

Cr Thornton suggested the committee attend the opening to see what facilities were available and how the building could lend itself in the event of an emergency.

Committee Service Outcome

CESM to advise Committee members of the date of the open day.

6.3 Evacuation Exercise in Albany

Neville Blackburn informed the committee of an evacuation exercise being held in Albany at the Albany Leisure & Aquatic Centre on 5 November 2015.

The theme of the exercise is "Receival of Evacuees from Denmark".

The Shire of Denmark LEMC is to be invited.

6.4 McLean Oval – Overflow Caravan Park

Gregg Harwood gave an update in regards to the McLean Oval – Overflow Caravan Park, how it was intended operate and its potential to act as evacuation point if a caravan park ever needed to be evacuated.

7. NEXT MEETING

Scheduled for Tuesday the 8th December 2015 in the Shire of Denmark Council Chambers, 953 South Coast Highway, Denmark, commencing at 4.00pm.

8. CLOSURE OF MEETING

There being no further business the Presiding Person closed the meeting at 5:16pm

The Chief Executive Officer recommends the endorsement of these minutes at the next meeting.

Signed: _____
Dale Stewart – Chief Executive Officer

Date: 3 September 2015

These minutes were confirmed at the meeting of the

Signed:

(Presiding Person at the meeting at which the minutes were confirmed.)