

# Shire of Denmark Minutes



## LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBERS, 953 SOUTH COAST HIGHWAY, DENMARK, TUESDAY  
8 MARCH 2016, COMMENCING 4.00PM.

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## Council Committee Meeting

8 March 2016

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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

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

**2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE****MEMBERS:**

Cr David Morrell	(Shire President & Presiding Person)
Mr Ross McDougall	(Chief Bushfire Control Officer)
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 Neville Blackburn	(Department for Child Protection & Family Support)
Mr Andrew Dunn	(Denmark Police, Officer in Charge)
Mr Adam Smith	(SEMC Secretariat)
Mr George Mumford	(Denmark Surf Lifesaving)
Mr David Wall	(Walpole Police, Officer in Charge)
Ms Tracey Allison	(Denmark State Emergency Service)
Mr Trent Moore	(Denmark Sea Rescue) Proxy
Ms Janine Watts	(Denmark Health Service) Proxy

**STAFF:**

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

**APOLOGIES:**

Mr George Doust	(DPaW Walpole)
Mr Derek Stone	(Denmark Sea Rescue)
Mr Roger Seeney	(Shire of Denmark)
Mr Harold Luxton	(St. John Ambulance, Walpole)

**ABSENT:**

Nil

**VISITORS:**

Nil

**DECLARATIONS OF INTEREST:** Nil

Name	Item No	Interest	Nature

**3. ANNOUNCEMENTS BY THE PERSON PRESIDING**

Shire President, Cr David Morrell, informed the committee that the Shire of Denmark will be receiving \$7.6 million dollars of grant funding for the development in the East Denmark area; development of the new industrial area on McIntosh Rd and construction of a second bridge linking Scotsdale Rd and East River Rd.

**4. PUBLIC QUESTION TIME**

Gregg Harwood tabled some documents from Mr Brian Humphries that related to what in his opinion would be improvements to the Fire Regulation Notice and the fire risk relating to Unallocated Crown Land (UCL) which is not currently managed from a fire perspective in the Ocean Beach area.

Mr Humphries had also raised these issues at a Public Question Time session at a Council meeting earlier in the year.

Cr Morrel noted Mr Humphries submissions and advised the Committee that while he did own property within the vicinity of the land to which Brian was referring to in his opinion it was an interest he held in common with other land holders in the area.

## 5. CONFIRMATION OF MINUTES

### 5.1 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

<b>OFFICER RECOMMENDATION &amp; COMMITTEE DECISION</b>	<b>ITEM 5.1</b>
Moved: Alex Williams	Seconded: Andrew Dunn
That the minutes of the Local Emergency Management Committee held on the 1 <sup>st</sup> September 2015, be confirmed as a true and correct record of the proceedings.	
Carried: 15/0	

### 5.2 BUSINESS ARISING FROM MINUTES

#### 5.2.1 Volunteer Marine Rescues Role With Respect to Fire Evacuation

Correspondence had been sent to the Fire Control Officers of the brigades concerned; to date no response has been received.

At the conclusion of the current fire season a renewed effort will be made to seek the required feedback from the brigades.

*On going.*

#### 5.2.2 Child Protection & Family Support response to the Northcliffe Bushfires

The following Committee Service Outcome is from the meeting held on 1 September 2015.

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.*

Rec. Centre Manager Damian Schwarzbach has received the attached quote from Powley Electrical for the supply and installation of 2 industrial size ceiling fans.

The quoted price is \$26,470 including GST

<b>COMMITTEE RESOLUTION</b>	<b>ITEM 5.2.2</b>
Moved: Neville Blackburn	Seconded: Alex Williams
That the Committee receive the quotation supplied by Powley Electrical for the supply and installation of two industrial ceiling fans.	
Carried: 15/0	

### Committee Service Outcome

The CESM and Rec Centre Manager to seek grant for the installation of fans funding from Dept. of Sport & Rec and Lotteries West and submit a budget request to Council for the 2016/17 financial year.

#### **5.2.3 UHF 1 Radio Repeater Update**

The repeater is now fully functional.

The equipment is now owned and insured by the Shire of Denmark and the licence has been transferred to the Shire.

#### **5.2.4 Desktop exercise – Local Emergency Co-ordinator & CESM**

- Control Room modifications

The Local Emergency Coordinator, Ross McDougall, Erica Sayer and CESM met and set up the control room to determine what was missing and required.

Also discussed was what additional resources were required, this included;

More power points – too many power boards. *Building maintenance program*

Air conditioner. *Building maintenance program*

Work station/benches. *Use folding tables*

Whiteboards on wheels. *Purchase additional whiteboards.*

A3 printer and laminator

Laptop

Large wall map – *budget item for next financial year*

### Committee Service Outcome

Director of Community & Regulatory Services to action additional power points and air conditioner within current budget.

#### **5.2.5 Evacuation Exercise in Albany**

Shire President David Morrell, Cr Seeney and CESM attended the event.

The scenario was a bushfire on Mt Hallowell, Denmark and residents were being evacuated to the Albany Leisure Centre.

At the centre were all the support agencies required for such an evacuation; DCPFS, City of Albany, ALAC staff, DFES, WAPol, Red Cross, and other shires including Denmark.

As the exercise progressed 'injects' were handed to each agency who then had to determine which agency was responsible for dealing with that particular issue.

The exercise was very thought provoking and insightful.

Neville Blackburn has been asked to bring a selection of the 'injects' for our committee to use for an exercise to test ourselves and our Emergency Arrangements at a future meeting.

### Committee Service Outcome

Neville Blackburn and CESM to prepare a table-top exercise for the September meeting.

#### **5.2.6 McLean Oval – Overflow Caravan Park**

Work is progressing well and is expected to be completed in early April.

## 6. GENERAL BUSINESS

### 6.1 Water Bomber Refilling Facility Upgrades – Denmark Airport

The facility upgrade has been completed and has, since completion, been used on a couple of occasions and has worked extremely well.

On one of these occasions 4 water bombers were in operation; everything worked really well and the only time the bombers were waiting was for each other to take off and land.

The facilities now have the capability of being able to refill two aircraft simultaneously in approximately two minutes; the old system took seven minutes to fill just one aircraft.

Additional work required to finish the whole project includes the sealing of the second refilling bay and the installation of a second 175kL water tank.

<b>COMMITTEE RESOLUTION</b>	ITEM 6.1
Moved: Ross McDougall	Seconded: Tracey Allison
The Committee request that Council seek funding for a second water tank to be purchased and installed at the airport to significantly enhance available stored water capabilities for water bombing.	
Carried: 15/0	

### 6.2 Green Bag Evacuation Flagging Concept

The SEMC Response Subcommittee and the SEMC have given the green light for all Local Governments wishing to include the All Hazards Evacuation Flagging process utilizing 'Green Bags' for selected sections of their community at high risk of impact.

For a Local Government wishing to use the Green Bag Evacuation Flagging concept they must follow a laid down procedure of notification from the LEMC through to the SEMC.

The Evacuation Flagging Guide will provide all the information needed to commence the program in your community. Along with the guide, a community information pack is also available containing posters in both A4 and A3 sizes. For those Local Government who participated successfully in trials of the Green Bag Flagging, the process will be cut short as described in the Guide.

<b>OFFICER RECOMMENDATION</b>	ITEM 6.2
Moved:	Seconded:
That LEMC consider implementing Green Bag Flagging for the 2016/17 fire season once discussion has been had with local DFES and Police staff.	
Carried:	

Following discussion the officer recommendation was not moved.

The committee decided that an out of session discussion be held the results of which to be brought back to the next meeting.

### 6.3 Spontaneous Volunteers

Marie O'Dea provided the following notes/observations below.

Having spent most of last week in Esperance and from reading the strategy I would offer the following:

1. *Spontaneous volunteering will happen if you want it to or not and they will start appearing whilst the incident is in progress*
2. *Facebook can be your friend but you need to have a handle on it – to help manage the offers and ensure you don't have a disposal problem with unwanted goods*
3. *If you are a holiday destination people who volunteer or have done so in the past (might not be current brigade members) are likely to offer their assistance to come out on a truck – without their gear or verification it is a risk*
4. *Delegate someone on staff to collect all the offers to volunteer or provide services – Esperance shire had someone collecting information on a spreadsheet and was contactable by phone or email*
5. *Past residents of your community are quite likely to ring up to offer donations or assistance – (I had someone asking on behalf of her daughter currently residing in Singapore)*
6. *There will be people concerned about animals and wanting to rescue them or offer food and shelter and bandages*
7. *Maintain your normal precautions about volunteers – identification, get an address and a phone number, working with children etc*
8. *Follow up after the emergency and thank people for their offer and provide an opportunity for volunteers to assist with recovery processes if that is appropriate.*

*Another thing to consider for those locations with a major highway running through it – you may need to establish your evacuation centre for people turned back from the destination impacted or those trying to return. Norseman had a large number of displaced persons to manage as they had people unable to get through to Esperance due to road closures. Ravensthorpe has been a staging post as accommodation is full in Esperance.*

The attached document is an overview of the Spontaneous Volunteer Strategy.

It is human nature to want to volunteer; spontaneous volunteers should be encouraged to join a voluntary organisation.

### 6.4 Denmark Surf Life Saving Club

George Mumford informed the committee that the club and Denmark Sea Rescue Group were holding a joint exercise on Saturday 19 March and extended an invitation to the committee to come along.

### 6.5 Pit Road Fire

At the time of the fire, to the attending police officers, it was unclear as to who the Incident Controller was and to whom they were to report/liaise to/with.

Denmark Police ask that this can be taken into account for the next incident.

### 6.6 Weedon Hill/The Cove

Shire staff will be initiating measures to address fire risk/hazard concerns raised by the community.

This will be done through on-ground work and through the Fire Reg. Notice

**7. NEXT MEETING**

Scheduled for Tuesday the 7<sup>th</sup> June 2016 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 4:35pm

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

Signed: \_\_\_\_\_  
Cliff Frewing – Chief Executive Officer

Date: 22 April 2016

These minutes were confirmed at the meeting of the

Signed:

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