



## LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBERS, 953 SOUTH COAST HIGHWAY, DENMARK, MONDAY 11<sup>TH</sup> DECEMBER 2017, COMMENCING 4.00PM.

	Contents	Page No.
	Disclaimer	
1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2.	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3.	ANNOUNCEMENT BY THE PERSON PRESIDING	3
4.	PUBLIC QUESTION TIME & PRESENTATIONS	3
5.	CONFIRMATION OF MINUTES	4
	5.1 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE	4
6.	REPORTS	4
	6.1 CEILING FANS – DENMARK RELOCATION CENTRE	4
	6.2 CONTROL ROOM MODIFICATIONS	4
	6.3 FIRE REGULATION NOTICE (FRN) REVIEW	4
	6.4 DENMARK SEA RESCUE GROUP - RESCUE BOAT UP-GRADE BRIEFING	4-5
	6.5 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) REVIEW	5-6
	6.6 COMMUNITY MEETINGS	6
	6.7 TOWN-SITE UNALLOCATED CROWN LAND (UCL) MITIGATION WORK	7
7.	GENERAL BUSINESS	7
8.	NEXT MEETING	7
9.	CLOSURE	8

## Council Committee Meeting

11 December 2017

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

The Presiding Person opened the meeting at 4.10pm

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

Cr Ceinwen Gearon	(Shire President & Presiding Person)
Mr Matt Hartfield	(Denmark Police, Officer in Charge)
Mr Ross McDougall	(Chief Bushfire Control Officer)
Mr Neville Blackburn	(Department of Communities)
Mr Martin Norwood	Proxy (Denmark Surf Lifesaving)
Mr Alex Williams	(Walpole Sea Rescue)
Mr Adam Smith	(SEMC Secretariat)
Mr Derek Stone	(Denmark Sea Rescue)
Mr Harold Luxton	(St. John Ambulance Walpole)
Mr Brian Vigus	(Peaceful Bay Sea Rescue)
Mr Lee Shelley	(Denmark Fire and Rescue Service)
Ms Marion Macdougall	(St. John Ambulance, Denmark)

**STAFF:**

	(non voting)
Mr Marcus Owen	(Committee Secretary & CESM)
Ms Charmaine Shelley	(Shire Ranger)
Mel Haymont	(Bushfire Risk Planning Coordinator)

**APOLOGIES:**

Mr David Wall	(Walpole Police, Officer in Charge)
Ms Julie Hollingworth	(Denmark Health Service)
Mr Graham Blackmore	(A/Director Community & Regulatory Services)
Mr George Mumford	(Denmark Surf Lifesaving)

**ABSENT:**

Ms Tracey Allison	(Denmark State Emergency Service)
Mr Peter Newton	(Walpole State Emergency Service)
Mr George Doust	(DPaW Walpole)

**VISITORS:**

Ms Viv Gardener	(Bushfire Risk Planning – DFES)
Mr Dominic Wood	(Superintendent – WAPOL)
Ms Amanda Ball	(Denmark Police)

**DECLARATIONS OF INTEREST:** Nil

Name	Item No	Interest	Nature

**3. ANNOUNCEMENTS BY THE PERSON PRESIDING**

Cr Gearon introduced herself as the new Shire President and Chair of the LEMC and welcomed those in attendance.

**4. PUBLIC QUESTION TIME & PRESENTATIONS**

Nil

## 5. CONFIRMATION OF MINUTES

### 5.1 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

OFFICER RECOMMENDATION & COMMITTEE DECISION	ITEM 5.1
Moved: Alex Williams	Seconded: Neville Blackburn

That the minutes of the Local Emergency Management Committee held on the 13<sup>th</sup> March 2017, be confirmed as a true and correct record of the proceedings.

Carried: Unanimous

## 6. REPORTS

### 6.1 Control Room Modifications

Progress to date:

Large wall map – has been delivered and will be installed in the New Year.

### 6.2 Fire Regulation Notice (FRN) Review

The new Fire Management Notice was adopted at the October Council meeting.

The document was mailed out to all rate payers.

Copies were also printed and inserted into the Denmark Bulletin.

Of the feedback so far received, it has all been positive.

To date three requests for variation have been processed.

As variation requests are received and processed, whether a variation is required or not, a copy is being recorded to the property file for future reference.

### 6.3 Local Emergency Management Arrangements (LEMA) Review – Lee Shelley

The LEMA is now in draft form.

Please review the document and provide feedback to the meeting.

Adam Smith and Lee Shelley are working through the risk statements put together at the workshop held in September.

#### Action items

- Committee members to provide feedback/comment to CESM by Monday 18<sup>th</sup> December.
- The LEMC to accept the LEMA out of session.
- The LEMA to be presented to Council for adoption at the Ordinary meeting of Council to be held in February 2018 before submission to the State Emergency Management Committee in March 2018

### 6.4 Town-site Unallocated Crown Land (UCL) Mitigation Work – CESM

The Department of Fire & Emergency Services is responsible for the management of town-site UCL; they have a MOU with the Department of Lands who provide funds for this work.

2018 work on hold due to insurance issues.

Following discussion the following motion was moved;

That the Shire of Denmark Local Emergency Management Committee writes to the Department of Fire and Emergency Services (DFES) outlining the limitations that have arisen due to (DFES) insurance requirements of local contractors and the Shire to conduct mitigation work on the Unallocated Crown Land & Unmanaged Reserves within the town-site of Denmark.

Moved: Ross MacDougall  
Carried: Unanimous

Seconded Neville Blackburn

Action item

- CESM to draft letter as per the above motion.

## 6.5 Fire Emergency Exit Master Plan

Mr Brian Humphries made a presentation on a draft Fire Emergency Exit Master Plan.

Committee Service Outcome - from March 2017 meeting

CESM to obtain detailed evacuation / traffic plan from Shire of Augusta/Margret River.

CESM to invite Main Roads to speak at the next meeting regarding peak season evacuation traffic flow considerations.

Staff to study Brian's tabled concepts and to identify low hanging fruit that can be implemented in the short to mid-term and report back to the Committee.

Item on hold. Leave on agenda.

The Chair advised the committee that Main Roads had been approached and requested to make a presentation to Council in regard to evacuation routes in the event of an emergency.

## 7. GENERAL BUSINESS

### 7.1 Resilient Community Organisations - CESM

The Western Australian Council of Social Service recently held a workshop at the City of Albany to deliver training to assist local community organisations to build their resilience in responding to and recovering from natural disasters.

Three representatives from the Shire attended along with representatives from health service providers from Albany.

The link below takes you to a webpage with a benchmarking tool that enables individual businesses to self-assess their own preparedness.

<http://resilience.acoss.org.au/>

Action Item

- Adam Smith to bring other tool kits re. business/community resilience to the next meeting
- CESM to contact Chamber of Commerce to introduce the benchmarking self-assessment tool

7.2 Matt Hartfield attended an evacuation exercise in Mount Barker and requested a similar exercise for Denmark.  
Neville Blackburn to schedule one for spring 2018

7.3 Harold Luxton tabled a notice promoting the Blessing of the Emergency Services Fleet to be held in Walpole on Saturday 16<sup>th</sup> December 2017.

7.4 Cr Gearon to follow up with the Denmark Health Service re. representation at LEMC meetings.

**8. NEXT MEETING**

Scheduled for Monday 12 March 2018 in the Shire of Denmark Council Chambers, 953 South Coast Highway, Denmark, commencing at 4.00pm.

**9. CLOSURE OF MEETING**

There being no further business the Presiding Person closed the meeting at 5.15pm.

The Director Finance recommends the endorsement of these minutes at the next meeting.

Signed: \_\_\_\_\_

Cary Green – Director Finance

Date: 18 December 2017

These minutes were confirmed at the meeting of the

Signed:

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