



**LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**MINUTES**

for the meeting held from 8.30am on 24 August 2011  
in the City of Albany Civic Rooms

(File Ref: ES.MEE.5 Synergy Ref: AM1119832)

**1. ATTENDANCE:**

<b>Chair</b>	Des Wolfe
<b>Councillor</b>	Don Dufty

**City of Albany Staff**

Emergency Management Officer	Garry Turner
Senior Aerodrome Reporting Officer	Deb Walker
Chief Bush Fire Control Officer	Ross Fenwick

**Members**

WA Police	Senior Sergeant Peter Mclean
FESA	Adam Smith
Department of Environment & Conservation	Richard Petty
Department of Transport	Tony Fitzpatrick
Silver Chain Great Southern	Christine Hunter
ABC Radio	Andrew Collins
Water Corporation	Steven Childs
Bureau of Meteorology	Jason Balhorn

**Apologies**

Councillor	Mervyn Leavsley
Chief Executive Officer	Faileen James
Community Services Leader	Linda Hill
FESA	Kevin Parsons
Silver Chain	Mark Wellar
Silver Chain	Lesley Pearson
Southern Roads Services	Malcolm Mallaby
Albany Regional Hospital	Fiona Berger
Albany Sea Rescue	Kerrin Digney

**2. DECLARATION OF OPENING AND ANNOUNCEMENT**

Chairperson declared the meeting open at 8.45am

The Chairperson welcomed Senior Sergeant Peter McLean who gave an over view of his experience and participation on other LEMCs.

**3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**ITEM 3.0: COMMITTEE RECOMMENDATION**

**MOVED STEVEN CHILDS  
SECONDED ROSS FENWICK**

**That the minutes of the LOCAL EMERGENCY MANAGEMENT COMMITTEE held on 1 June 2011 as previously distributed, be confirmed as a true and accurate record of proceedings.**

**CARRIED 10-0**

**4. DISCLOSURE OF INTEREST: Nil**

**5. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

**5.1 Emergency Management Training**

Introduction to Emergency Management training will be conducted with members of the City of Albany administration and Councillors end of October 2011.

**5.2 Coastal Rock Fishing Safety**

Richard Petty, Department of Environment and Conservation (DEC), advised the Committee that the *Review of Coastal Rock Fishing Safety DEC managed land and waters* was available at: <http://www.dec.wa.gov.au>.

**6. TRAINING/EXERCISES: Nil**

**7. GENERAL BUSINESS**

**7.1 Emersion in Cold Water**

Ross Fenwick reported and showed a video on emersion in cold water, with and without lifejackets.

**7.2 Information only reports tabled.**

- Document tabled titled 'Prevention and preparedness to enable resilient emergency response and recovery' Hon Robert McClelland MP, Brisbane 27 July 2011.
- Document tabled which provided detail on Local Emergency Management Arrangements Review to be carried out by Emergency Management Western Australia and West Australian Local Government Association.

**8. ITEMS TO BE DISCUSSED AT NEXT MEETING: Nil**

**9. DATE OF NEXT MEETING: 7 November 2011 at 8.30am**

**10. CLOSURE OF MEETING: Meeting declared closed at 9.15am**



**LOCAL EMERGENCY MANAGEMENT SPECIAL COMMITTEE MEETING  
MINUTES**

For meeting held on Thursday 6 October 2011 at 8.30am in the  
City of Albany Civic Rooms  
(File Ref: ES.MEE.5, Synergy Reference: AM1120456)

The Chair, Councillor Des Wolfe, declared the meeting open at 8.30am and requested attendees to complete the attendance sheet.

**1. ATTENDANCE:**

In accordance with the Contact List detailed at attachment A.

**Apologies:**

- Councillor Mervyn Leavesley – City of Albany
- Linda Hill – Team Leader Community Services
- Kevin Parsons - FESA - District Manager Great Southern Region
- Ross Fenwick – City of Albany - Chief Bush Fire Control Officer (represented by Ken Johnson, Deputy)
- Garry Turner – City of Albany (represented by Stuart Jamieson)
- Adam Smith – FESA - Community Emergency Management Officer Great Southern Region
- Kate Russell - Albany State Emergency Service
- Christine Hunter – Silver Chain - Service Coordinator Great Southern (represented by Mark Weller)
- Peter McLean – WA Police (represented Acting OIC WAPOL - Jo Morrissey)
- Graeme Forbes – WA Police
- Danny Roberts - Department of Agriculture and Food WA
- Danny Smith – FESA
- Danial Pell – Dept of Transport (represented by Tony Fitzpatrick)
- Deborah Walker – City of Albany (represented by Linda Hill)
- Richard Petty – Department of Environment and Conservation
- Pat Mc Sweeney – Albany Surf Life Saving
- Brad Nelson – Team Manager West Region, Telstra Operations

**2. DECLARATION OF OPENING AND ANNOUNCEMENTS**

The Chair, Councillor Des Wolfe, opened the meeting and introduced Senior Sergeant Peter Mc Clean and Sergeant Andrew Smith, Albany Policy Station.

**3. DISCLOSURE OF INTEREST**

Nil

**4. SPECIAL MEETING CALLED BY WA POLICE TO DISCUSS A TRAINING EXERCISE**

**4.1 REVIEW OF PAST RECOMMENDATIONS (EMERGENCY EVENTS)**

The Chair requested Committee members to support past recommendations made in regard to emergency events, and requested that agencies support the Western Australian Police – Albany initiative to conduct the proposed training activity (mock evacuation of Little Grove).

The meeting was then handed over to Senior Sergeant Peter McLean who presented an overview of the planned exercise.

Senior Sergeant McLean highlighted lessons learnt from recent emergency exercises conducted in the region, in particular a similar exercise in Denmark conducted in 2010 and a recent training activity conducted at Salmon Holes which reinforced the need for agencies with Emergency Management responsibilities to review and test their procedures and capabilities in order to ensure that the highest priority, being the protection of human life is dealt with appropriately during the evacuation and recovery phase of an incident.

**4.2 TRAINING EXERCISE (LITTLE GROVE AREA)**

Senior Sergeant McLean presented the rationale behind the proposed training exercise, being to ascertain:

- How prepared are residents for evacuation as a result of a hazard?
- How prepared are government and non-government agencies to conduct evacuations?
- Are Emergency Management arrangements for evacuation in Albany appropriate?
- Is there a known signal indicating to the residents of the identified area to commence an evacuation?
- Do residents of the identified area know where to go for a safe place during the evacuation?
- How do we identify what residents have left their homes and how did they leave?
- What were the effective methods of communicating the 'trigger' for evacuation to the residents?

Representatives at the Committee were requested to support the exercise which is proposed to be conducted in November 2011.

The Chair requested that this activity is supported by all members, which members agreed to.

The Albany police will keep members advised of progress.

**5. DATE OF NEXT MEETING**

The next ordinary Local Emergency Committee meeting is scheduled to be conducted on 7 December 2011 at 8:30am.

**6. CLOSURE OF MEETING:** The Chair declared the meeting closed at 9.45am.

**Attachments:**

- A. LEMC Contact List as at 24 August 2011
- B. [State Emergency Management Policies \(SEMP 4.7 – Evacuation\)](#)

**ATTENDANCE LIST**

<b>Organisation</b>	<b>Name</b>	<b>Primary Email Address</b>
ABC Radio	Andrew Collins	<a href="mailto:Collins.andrew@abc.net.au">Collins.andrew@abc.net.au</a>
Albany Port Authority	Sumanth Surendra	<a href="mailto:sumanth.surendran@albanyport.com.au">sumanth.surendran@albanyport.com.au</a>
Albany Regional Hospital	Fiona Berger	<a href="mailto:Fiona.berger@health.wa.gov.au">Fiona.berger@health.wa.gov.au</a>
Albany Sea Rescue	Kerrin Digney	<a href="mailto:maddig@tpg.com.au">maddig@tpg.com.au</a>
Bureau of Meteorology	Jason Balhorn	<a href="mailto:j.balhorn@bom.gov.au">j.balhorn@bom.gov.au</a>
City of Albany	Des Wolfe	<a href="mailto:des@albanyis.com.au">des@albanyis.com.au</a>
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Department of Food and Agriculture	Danny Roberts	<a href="mailto:dvroberts@agric.wa.gov.au">dvroberts@agric.wa.gov.au</a>
Dept for Child Protection	Sarah Tup Evans	<a href="mailto:sarah.evans@dcp.wa.gov.au">sarah.evans@dcp.wa.gov.au</a>
Dept of Environment & Conservation	Richard Petty	<a href="mailto:richard.petty@dec.wa.gov.au">richard.petty@dec.wa.gov.au</a>
FESA	Kevin Parsons	<a href="mailto:Kevin.parsons@fesa.wa.gov.au">Kevin.parsons@fesa.wa.gov.au</a>
FESA SES	Jo Weekes	<a href="mailto:Joanne.weekes@fesa.wa.gov.au">Joanne.weekes@fesa.wa.gov.au</a>
Main Roads Western Australia (MRWA)	Malcolm Mallaby	<a href="mailto:Malcolm.mallaby@mainroads.wa.gov.au">Malcolm.mallaby@mainroads.wa.gov.au</a>
Silver Chain Great Southern	Mark Weller	<a href="mailto:MWeller@silverchain.org.au">MWeller@silverchain.org.au</a>
WA Police	Sgt Andrew Smith	<a href="mailto:andrew.smith@police.wa.gov.au">andrew.smith@police.wa.gov.au</a>
WA Police	Senior Sergeant Peter McLean	<a href="mailto:pete.mclean@police.wa.gov.au">pete.mclean@police.wa.gov.au</a>
ATCO Gas Australia	Steven Casey	<a href="mailto:stephen.casey@atcogas.com">stephen.casey@atcogas.com</a>
Water Corporation	Michael Sillifant	<a href="mailto:michael.sillifant@watercorporation.com.au">michael.sillifant@watercorporation.com.au</a>