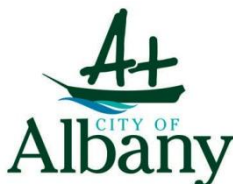


1.1.3: LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

Proponent : City of Albany
Attachments : Minutes of Local Emergency Management Committee, 5 December 2012 and 27 September 2012.
Responsible Officer(s) : Manager of Compliance & Community Safety (S. Jamieson)

**ITEM 1.1.3: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

- (1) THAT the confirmed minutes of the LEMC dated 27 September 2012 be RECEIVED.
- (2) THAT the unconfirmed minutes of LEMC dated 5 December 2012 be RECEIVED.



**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
UNCONFIRMED MINUTES**

For the meeting held on Thursday 5 December 2012 at 8.30am

City of Albany Civic Rooms

(File Ref: ES.MEE.5, Synergy Ref: AM1428747)

Committee Terms of Reference: *The aim of the Local Emergency Management Committee (LEMC) is to overview, plan and test the local community emergency management arrangements. The committee includes representatives from agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements.*

1. ATTENDANCE:

| Name | Organisation | Name | Organisation |
|------------------------------|--|------------------|--------------------------------|
| Councillor Gerry Gregson | City of Albany (CoA), Councillor (Chair) | Emily Hubble | CoA, Officer |
| Senior Sergeant Peter McLean | Western Australian Police (WAPOL) (Deputy Chair) | Mark Fairclough | WAPOL |
| Ross Fenwick | CoA, Chief Bush Fire Control Officer | Christine Hunter | Silver Chain |
| Stuart Jamieson | CoA, Manager Compliance & Community Safety | Kevin Parsons | DFES, District Officer |
| Matthew Bird | CoA, Manager Tourism & Development Services (Airport) | Brad Nelson | Telstra |
| Brian Pickford | CoA, Coordinator Emergency Management & Community Safety | Jason Balhom | Bureau of Meteorology |
| Garry Turner | CoA, Senior Fire Safety Officer | Anna Page | CoA, Airport Reporting Officer |
| David Schober | St John Ambulance | Noel Chambers | Department of Transport |
| Deb Woodman | Department of Child Protection (DCP) | Steven Childs | Water Corporation |
| Sally Collins | State Emergency Service (SES) | Kim Bunny | Western Power |
| Adam Smith | State Emergency Management Committee (SEMC) Secretariat | Steve Dean | Department of Education |

Apologies:

- CoA, Acting Chief Executive Officer, Ms Linda Hill
- Councillor David Bostock
- St John Ambulance Representative, Ms Stacey Abbott
- Department of Environment and Conservation, Mr Vince Hilder

2. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

ITEM 2.0: COMMITTEE RECOMMENDATION

**MOVED: SERGEANT MARK FAIRCLOUGH
SECONDED: MR STEVEN CHILDS**

The unconfirmed minutes of the Local Emergency Management Committee meeting held on 27 September 2012 be confirmed as a true and accurate record of proceedings.

CARRIED

3. DISCLOSURE OF INTEREST

Nil received.

4. BUSINESS ARISING FROM PREVIOUS MEETING: Nil

5. ITEMS FOR DISCUSSION

**5.1 FEEDBACK ON ALBANY AIRPORT EMERGENCY MANAGEMENT EXERCISE
Bye Bye Birdie**

- Reporting Officer: WAPOL Sergeant Mark Fairclough / Mr Matt Bird Manager CoA Tourism Development and Services

Sergeant Mark Fairclough gave a verbal de-brief on the Airport Emergency Management Exercise. A copy of the Report can be provided on request.

The Committee requested information on who did not attend the exercise.

Sergeant Mark Fairclough advised that St Johns Ambulance was unable to attend due to operational commitments.

Agency Response Interoperability

During the course of the de-brief, concern was raised that response personnel and agencies did not use common terminology and processes for the emergency response. It was noted and acknowledged that working together may help eliminate agency specific nuances that differ between agencies such as; St John's Ambulance, WAPOL, DFES and the City of Albany Airport Staff and operators, when working in a joint response arrangement.

WAPOL representative recommended that Australasian Inter-service Incident Management System (AIIMS) should be used as a standard for Hazard Management Agencies (HMAs).

Training of Aircraft Incident Response Personnel/Agencies and Airport Staff

Mr Hamish Wright (Member of the Airport Committee) queried:

What training is given to Airport support staff/employees and incident response agencies in regards to approaching an aircraft? For example: landed/crashed aircraft on tarmac on fire). Mr Wright advised the Committee that certain aircraft must be approached in a particular manner due to on board hazards (For example: parachutes that are deployed with explosives).

Action Taken: Question was taken on notice and referred to the Airport Committee as an action item.

AGENDA ITEM 1.1.3 REFERS

Telecommunications Mobile Phone Coverage – Great Southern Region/Albany Municipality

The Chief Bush Fire Control Officer, Mr Ross Fenwick, raised concern in general over the lack of mobile phone and Western Australian Emergency Radio Network (WAERN) Radio coverage in the Albany municipality and surrounding districts.

The Manager Compliance & Community Safety, Mr Stuart Jamieson advised the Committee that he had received concerns from the Gnowellen Volunteer Bush Fire Brigade Fire Control Officer, Morgan Sounness that he personally has experienced periods of up to a week with no land line or mobile phone coverage during 2012.

The Committee agreed to request that the City of Albany petition the Western Australian Local Government Association (WALGA) to advocate on behalf of the residents of Albany to improve mobile and radio (WAERN) telecommunications coverage.

| |
|--|
| Action Required: Officer Report to Council. |
|--|

5.2 UPDATE ON THE BLACK CAT CREEK FIRE INCIDENT 2012

- Reporting Officer: Coordinator Emergency Management & Community Safety, Brian Pickford.

Coordinator Emergency Management and Community Safety, Mr Brian Pickford gave an update on the post major incident actions be undertaken by the City of Albany.

Mr Pickford advised that all City of Albany volunteers, staff and external members were offered post trauma counselling under the City of Albany Employees Assistance Program.

The Committee were advised that an external consultant, Leading Emergency Services, were appointed by the Department of Fire & Emergency Services (DFES), formally known as FESA, to review the major incident.

Mr David Schober, Regional Manager Great Southern Country Ambulance Services provided the Committee with an overview on the St John Ambulance resources that were available to the Albany municipality and surrounding districts. The following details the questions asked on behalf of the Committee and the responses provided:

- An update on ambulance resources to support fire incidents (For example: Black Cat Creek Fire Two People Bay, eleven injured).

Response: Resources are available from a permanent full-time and volunteer pool. Additional resources can be sourced from surrounding districts of Mount Barker and Denmark.

- Mass casualty evacuation procedures (what secondary plans do you have if resources are exhausted, For example: Little Grove Fire).

Response: Resource are available in Albany and surrounds:

- Albany,
- Mount Barker, and
- Denmark.

- What other aero medical transportation is available beside the Royal Flying Doctor Service.

AGENDA ITEM 1.1.3 REFERS

Response: St John Ambulance has a helicopter capability based in Perth. This could be called upon if other resources are not available. St John Ambulance does not have a dedicated helicopter capability in the Great Southern.

- What is the possibility of securing on scene ambulance attendance during major fire events

Response: St John Ambulance could supply an on scene ambulance, if the Incident Controller deems it necessary for major fire incidents. It is more appropriate to ensure that all fire brigade members are trained in first aid. This training can be provided by St John Ambulance.

At the conclusion of Mr Schober's brief he offered the Coordinator Emergency Services & Community Safety, Mr Brian Pickford to discuss St John Ambulance's specific capability, responsiveness and planning and address any capability support to the incident support concerns.

6. GENERAL DISCUSSION

6.1 DESKTOP EXERCISE: TRANSITION FROM RESPONSE TO RECOVER

Reference Documents: State Emergency Management Policies 4.1 & 4.4.

Mr Adam Smith, Community Emergency Management Officer, Great Southern Region State Emergency Management Committee Secretariat, facilitated a table top scenario based exercise.

The purpose of the exercise was to address the support requirements and membership of the Local Recovery Committee. The following scenario is hypothetical:

Exercise Scenario: Exercise Grassy Flats

On April the Scrubby Creek flooded the entire Grassy Flats Community and required all inhabitants to be relocated to a nearby town site. It was the first time in recorded history that Scrubby Creek had breached its bank, and the excess water was attributed to a wetter than average summer period.

The flood response operations were managed at the State level, and the water did not subside for five days. Pets, livestock and most personal effects could not be saved and were thus destroyed or lost. After the initial response operations had been completed, the damage scenario was as follows:

- Destroyed: Supermarket, five homes and Primary School
- Major Damage: Nursing Home, Machinery Firm, Post Office, twenty homes
- Minor Damage: Doctor's Surgery, Bakery, Pre-School, and fifty homes
- Undamaged: Anything not listed above assumed to be undamaged.

Item 6.1 continued.

The Committee discussed the recovery activities and strategies that would assist the Local Recovery Coordinator and the Local Recovery Committee. The suggested strategies are listed below:

Activities:

- Short term accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of land use/Town Planning schemes

Strategies:

Community Involvement Strategies:

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies:

- Provide regular updates on –
 - current State and extent of the disaster
 - actual and proposed official response
 - desired community response
 - advice to isolated families
- Ensure everyone has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as:
 - One Stop Shop (City of Albany, 102 Administration Building)
 - Door Knocks
 - Out Reach Programs
 - Information Sheets
 - Community Newsletters
 - Use of Social Media (Website, Face book, SMS Service)

Recovery Assistance Strategies:

- Provide for special needs of aged, ethnic, children etc
- Make food, provide shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple and caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

Item 6.1 continued.

Accountability Strategies:

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts:

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support and grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in providing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion:

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

In closing the scenario, the Committee the Manager Compliance & Community Safety, Stuart Jamieson responded to the following proposed question:

(1) Who will activate the Local Recovery Committee (LRC)?

In accordance with the draft local arrangements reviewed by the Committee, the appointment of the LRC will be undertaken by a Council resolution and administered through delegated authority.

The primary Local Recovery Coordinator is the City of Albany, Chief Executive Officer (CEO).

The City of Albany has delegated Authority to:

- Chief Executive Officer;
- Executive Director Works & Services;
- Manager Compliance & Community Safety; and
- Coordinator Emergency Management & Community Safety.

Function:

- Appoint authorised persons or class of person to perform functions under the provision of Emergency Management Act 2005, to manage recovery following an emergency affecting the community in its district; and
- Appoint persons to administer any or all of the above functions.

The Deputy Local Recovery Coordinator is the City of Albany, Manager Compliance & Community Safety or in his/her absence the Coordinator Emergency Management & Community Safety.

(2) Who should be members of the Local Recovery Coordination Committee (LRCC)?

The LRCC comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes as follows:

- a) CEO/ Elected member of Local Government (CoA)
- b) Local Recovery Coordinator (CoA)
- c) Executive Officer (City of Albany)
- d) Engineer/ Manager of Public Works (CoA)
- e) Local Emergency Coordinator (OIC WAPOL – Police)
- f) Department for Child Protection representative

AGENDA ITEM 1.1.3 REFERS

Item 6.1 continued.

- g) Local Welfare Coordinator (City of Albany Officer, i.e. Access to recreation centre - ALAC, Library, Employee/Public assistance program etc)
- h) Relevant Hazard Management Agency representative
- i) Lifeline Agencies Representatives (where appropriate)
- j) plus other members drawn from government and non government organisations, including community groups with a role to play in the recovery process. (i.e. St John Ambulance, Main Roads, Western Power, Nursing Homes).

The Chief Bush Fire Control Officer, Mr Ross Fenwick, requested that the Committee ask the Chief Executive Officer from the Shire of Bridgetown-Greenbushes to address the Committee on Community Recovery, post the Blackwood District Fire 2009.

Mr Fenwick said, it was felt that a lot can be gained from reviewing the post incident analysis, reflecting on what happened during that incident and to identify wherever possible issues, activities, procedures and processes that either worked well or needed to be improved. The LEMC can use the lessons learnt to ensure our response plans are refined.

Committee supported the following recommendation.

Action Required:

- (1) Request presentation from Shire of Bridgetown-Greenbushes to address the committee on community recovery process (Lessons Learnt).
- (2) Identify formal training for the LRC and designated recovery positions.
- (3) Recovery training awareness training/briefings for agencies and elected members.
- (4) Request the Albany Regional Volunteer Service to be a member of the LEMC.

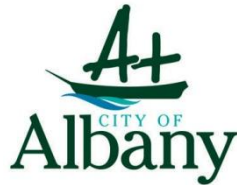
6.2 UPDATE ON ADOPTION OF DRAFT LOCAL RECOVERY ARRANGEMENTS

The Manager Compliance & Community Safety, advised that the feedback received from WAPOL and the District Emergency Management Committee (DEMC) resulted in changes to the draft Local Recovery Management Arrangements.

The Local Recovery Arrangements will be presented to the March 2013 Ordinary Council Meeting for adoption.

- 7. **DATE OF NEXT MEETING:** To be advised by the Chair in January 2013, with the condition that it is held after the first week of March 2013.
- 8. **CLOSURE OF MEETING:** There being no further business the Chair closed the meeting at 09:58am.

Note: Reports and associated attachments follow in report item numerical order.



**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES**

For the meeting held on Thursday 27 September 2012 at 8.30am
City of Albany Civic Rooms
(File Ref: ES.MEE.6 AM1264488)

The Chair declared the meeting open at 08:30am.

1. ATTENDANCE:

- Gerry Gregson City of Albany, Councillor (Chair)
- David Bostock City of Albany, Councillor
- Stuart Jamieson City of Albany, Manager Compliance & Community Safety
- Matthew Bird City of Albany, Manager Tourism and Development Services
- Brian Pickford City of Albany, Coordinator Emergency Management and Community Safety
- Garry Turner City of Albany, Fire Safety Officer
- Anna Page City of Albany, Senior Reporting Officer Albany Airport
- Emily Hubble City of Albany, Administration Assistant Community Services (Minutes)
- Hamish Wight Rainbow Aircraft Maintenance
- Matt Marshall ATCO Gas
- Jason Balhorn Bureau of Meteorology
- Peter McLean WAPOL
- Mark Fairclough WAPOL
- Adam Smith State Emergency Management Committee (SEMC)
- Stacey Abbott St John Ambulance
- Christine Hunter Silver Chain
- Kevin Parsons Department of Fire and Emergency Services (DFES)
- Pat McSweeney Albany Surf Life Saving Duty Officer
- Vince Hilder Department Environment and Conservation
- Ross Fenwick City of Albany, Chief Bush Fire Control Officer
- Noel Chambers Department of Transport
- Andrew Collins ABC Radio, Representative
- Audra Pearson Clarence Estate
- Steven Childs Water Corporation

ABSENCE/APOLOGIES:

- Linda Hill City of Albany, Chief Executive Officer
- Nathan Hallett Department of Child Protection
- Danny Roberts Department of Agriculture
- Brad Nelson Telstra
- Kerrin Digney Albany Sear Rescue
- Darren Pell Department of Transport
- Shane Adams Western Power

2. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

ITEM 2.0: COMMITTEE RESOLUTION

MOVED: KEVIN PARSONS

SECONDED: COUNCILLOR DAVID BOSTOCK

The unconfirmed minutes of the Local Emergency Management Committee meeting held on 9 August 2012 be confirmed as a true and accurate record of proceedings.

CARRIED

3. DISCLOSURE OF INTEREST: Nil

4. BUSINESS ARISING FROM PREVIOUS MEETING: Nil

5. ITEMS FOR DISCUSSION

5.1 UPDATE ON ALBANY AIRPORT PLANNED EMERGENCY MANAGEMENT EXERCISE
Bye Bye Birdie

- Reporting Officer: Western Australian Police SGT Mark Fairclough / Matt Bird
Manager Tourism Development and Services

Through the Chair, Sergeant Mark Fairclough advised the Committee that the exercise previously known as 'Bye Bye Birdie' would now be named 'Bird Strike'.

The Committee were given an overview of the planned exercise by Matt Bird, who advised that the exercise would be conducted on the 2 November 2012 and that all parties involved in the exercise have confirmed availability except for the Department of Child Protection (DCP) at this time.

WAPOL advised that DCP may have been unable to attend the LEMC due to a recent staff resignation of their LEMC representative.

Through the Chair, Stuart Jamieson, City of Albany, Manager Compliance & Community Safety questioned the outcome of an emergency if DCP were unable to attend.

Action Required: DCP unavailability to participate in the exercise is raised with the District Emergency Management Committee (DEMC) and City of Albany staff contact DCP to confirm who the emergency response point of contact is currently.

5.2 PRESENTATION OF PORT OF ALBANY EMERGENCY RESPONSE PLAN

Through the Chair, Brian Pickford, Coordinator Emergency Management and Community Safety, tabled the current Port of Albany Emergency Response Plan for the information of committee members.

A copy of the Port of Albany Emergency Response Plan is available on request by quoting: PU1253.

ITEM 5.2: COMMITTEE RESOLUTION

MOVED: JASON BALHOM

SECONDED: COUNCILLOR DAVID BOSTOCK

That the Emergency Response Plan for the Port of Albany dated August 2012 be RECEIVED.

CARRIED

AGENDA ITEM 1.1.3 REFERS

5.3 PRESENTATION OF ALBANY AIRPORT SITUATION / INCIDENT DEBRIEF FOR WEDNESDAY 15 AUGUST 2012

- Reporting Officer: Senior Sergeant Peter McLean

Through the Chair, Senior Sergeant Peter McLean tabled the incident debrief which came of the incident at Albany Regional Airport on Wednesday 15 August 2012.

The level 1 incident was required to have an incident debrief conducted as well as a Hot Debrief immediately after the time of the incident. It was noted by WAPOL that the information they received during the response was incorrect and could have become an issue if the pilot of the plane did not have full control of the aircraft or the incident was of a higher level emergency.

A copy of the Debrief Plan for the Level 1 Local Incident is attached.

ITEM 5.3: COMMITTEE RESOLUTION

MOVED: JASON BALHOM
SECOND: COUNCILLOR BOSTOCK

THAT the Incident Debrief is noted by the Committee.

CARRIED

6. GENERAL DISCUSSION

6.1 Airport Emergency Contact Number

Through the Chair, Hamish Wight questioned the method of contacting emergency / airport personnel in the event of an emergency whilst onsite at the Airport if he or other operators were first on scene of the incident. The responses by Anna Page, Senior Reporting Officer, was to that contact all airport emergencies should be reported directly to '000' and ask for Police. This course of action was agreed to by all attending HMA representatives.

Action Required: City of Albany through Albany Regional Airport Staff, establish a list of immediate contacts to be contacted in an emergency. These are to be displayed both airside and landside of the airport.

6.2 Feedback from the District Emergency Management Committee (DEMC)

Through the Chair, Stuart Jamieson updated the Committee on feedback received from the DEMC's in regards to the City's draft Emergency Management Arrangements.

A copy of the Feedback received is attached.

Action Required: Update the draft Emergency Management Arrangements.

7. **DATE OF NEXT MEETING:** 5 December 2012 0830 hrs

8. **CLOSURE OF MEETING:** There being no further business the Chair declared the meeting closed at 9:01am.

Note: Reports and associated attachments follow in report item numerical order.