

SHIRE OF BROOME

LEMC

**2.00pm Monday 19 March 2007
Held at the Shire Office Function Room**

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1. OFFICIAL OPENING

The Chairperson welcomed members and opened the meeting at 2.03pm.

2. ATTENDANCE AND APOLOGIES

Attendance: (Members)	Cr Chris Mitchell Allan Ralph Kent Williams Anne Adcock Sue Langdon Ken Wood Ray Patterson Lee Vallance Phil Brennan Bruce Zencich Dr Habib Habibullah Paul Dickson	Deputy Shire President/Chairperson Shire – Director Engineering Services Shire – Manager Operations St John Ambulance Broome Health Services SES Dept. for Child Protection FESA Broome International Airport Water Corp / Fire & Rescue Horizon Power Shire – Manager Emergency, Ranger & Beach Services
Visitors/observers:	Paul ine Scala Peter Vale Glenda Teede Andrew Carter Kim Morrish Tim Garrett Kim Hutchinson Paul Jeffrey Martin Kelly Gary Davies Moya Newman Vivienne Gardiner John Lane Gordon Hughes Kevin McDonnell	Dept. for Child Protection-Bidyadanga Bidgyadanga Police CEO - Bidgyadanga Chairperson – Ardyaloon DIA – Beagle Bay DIA – Broome WA Police – Broome District BIA – Fire St John Ambulance St John Ambulance FESA FESA WALGA Dampier Peninsula Police Dampier Peninsula Police
Apologies:	Darren Seivwright Gordon Tiddums Tony Chafer Emma White Rob Kirwan Garry Adcock Maggie McGuinness Peter Westgate Michael Collings Rob Elphick Graham McGinn	Broome Police FESA Water Corp Dept. for Child Protection Volunteer Fire & Rescue SES Red Cross DPI BOM St John Ambulance Chamber of Commerce

3. CONFIRMATION OF MINUTES

Moved: Anne Adcock

Seconded: Allan Ralph

That the Minutes of the LEMC meeting held 4 September 2006 be confirmed.

Appointment of New Chairperson and Deputy/Proxy Chairperson

Paul Dickson advised the Committee that S/Sgt Darren Seivwright had tendered his resignation as Chair of the Shire of Broome LEMC citing a need to be able to concentrate more fully on his role as Local Emergency Coordinator when the need arose, and requested that Council appoint a Chair and Deputy/Proxy Chair.

A report was presented for Council's consideration at the Ordinary Council Meeting of the 15th March 2007, Council subsequently appointed Cr. Chris Mitchell as Chairperson and Shire President Graeme Campbell as Deputy/Proxy Chairperson to the LEMC.

The Chair invited all present to give a brief introduction and also an overview of their role as it related to Emergency Management.

4. BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING

4.1 Annual Report

Anne Adcock advised that the LEMC Annual Report for 2005/2006, previously rejected by DEMC due to insufficient information and detail on certain items, had been rectified and resubmitted and accepted by DEMC

4.2 Resource Lists

Discussion ensued regarding a master resource list and its usefulness; Paul Dickson suggested that the only agency that needed to retain a master list was perhaps Police whose role it was to coordinate resources during an emergency, Paul said that large resource lists were almost impossible to maintain and went out of date almost immediately subsequently the information contained would always be questionable.

Paul went on to say that individual HMA's should have resource lists that were hazard specific, which are much easier to manage and respective HMA's i.e. Local Government as HMA for Bushfire in certain areas should have a resource list that identified resources that could be used during a bushfire emergency, which the use of had been negotiated prior to the emergency event.

The veracity of any resource list could be tested quite easily as part of the LEMC exercise regime.

It was considered important to maintain a contact list as an addendum to the Local EM Arrangements; this would be collated and managed by Local Government.

4.3 Federal Grant

Allan Ralph gave an overview of the status of the \$330,000 grant earmarked for retrofitting the BRAC as a "Welfare Assembly Centre". He advised the major works to be undertaken would be the purchase of carpet "squares" for use as temporary floor coverings for which the tender had been let and the development of a storage room which was currently in planning phase, Allan went on to say that these works would not be undertaken until next wet season.

The remainder of the funding, once the major and some other minor works had been completed would be spent on the purchase of suitable emergency backup power (generator capable of powering lighting and air-conditioning etc).

Local Emergency Management Arrangements

Paul Dickson gave a short presentation on Emergency Management in Local Government Districts that highlighted the marginally expanded role Local Government now had in accordance with Section 41 of the EM Act 2005, in short this was to "ensure that arrangements for emergency management in the Local Govt. District were prepared.

Paul's presentation pointed out that HMA's were responsible for the development of operational plans and the LEMC had an administrative role to ensure these plans were developed and worked.

Paul went on to say that as part of his role he would be reviewing the current EM Arrangements and re-writing them so that they reflected an Emergency Risk Management focus, he would also be developing a Recovery Plan in consultation with the yet to be established Recovery Committee as well as reviewing the Bushfire Management Plan in consultation with the Bush Fire Advisory Committee.

4.4 HMA – Roles & Responsibilities

The Committee agreed that the roles & responsibilities of the HMA's were covered in the previous presentation.

4.5 Indigenous Community representation on LEMC – Shire AEHO

The Shire of Broome Aboriginal Environmental Health Officer, Gerhard Ehlers previously conveyed a message from the major Indigenous communities to this committee requesting membership on the LEMC.

Paul Dickson pointed out that although Mr Ehlers had left the employ of the Shire of Broome, representation from indigenous people on the LEMC was welcome and a way to make this work would be pursued.

4.6 Airport Exercise

Phil Brennan gave a brief report on last years airport exercise that he feels went well, however a few issues were identified and they have been addressed, the usual problems with communication between agencies raised its head again, it is hoped that work being undertaken in the near future will address this ongoing problem.

Phil advises that the Broome International Airport does have an Airport Emergency Committee that meets regularly. This committee would be assisting in the writing of the next exercise that would be a "tabletop" exercise.

4.7 Horizon Power

Habib Habibullah advised that Horizon Power were project managing the construction of a number of power stations at remote Indigenous Communities.

Mr Habibullah went on to say that the requirement for power was growing both in Indigenous Communities and in Broome and with this in mind Horizon Power were in the process of upgrading the distribution network, he also advised that a new office complex was being built in Broome.

5. CORRESPONDENCE

5.1 Outwards:

- Invitation to LEMC
- Previous minutes
- Local Emergency Management "Plan"
- Local Community EM Arrangements Guide

Inwards:

Nil

6. GENERAL BUSINESS

6.1 Membership review

Paul Dickson advised that it was timely to undertake a review of the membership of the LEMC given that some staff had moved on and there was perhaps a need to look at ways to engage the community more effectively. Paul would undertake the review and forward the list of suggested members for comment.

6.2 AWARE training

Paul Dickson advised the committee that he had applied for training through the FESA AWARE program on behalf of Local Government and the LEMC, this training would focus on introduction to Emergency Risk Management and Recovery Management and he was hopeful that if the application was successful it was envisaged that training would be held later in the 2007 calendar year.

6.3 LEMC Business Plan

The SEMC has indicated that a business plan should be developed for all three levels of EM, Paul Dickson advised that he would await the development of the DEMC business plan and use this as a guide for the LEMC business plan.

6.4 Recovery Committee/Recovery Plan

Paul Dickson advised that there was a requirement for Local Government to ensure that a Recovery Plan and the identification of a Local Recovery Coordinator was included in the Local Emergency Management Arrangements for the District.

Paul went on to say that the establishment of a Local Recovery Committee would ensure that effective Local Recovery Plans were developed; he would include a suggested Recovery Committee membership list for comment as an attachment to these minutes.

6.5 Local Communications Plan

Bruce Zencich suggested to the Committee that the problems associated with local communications during an emergency needed to be addressed, it was agreed that a method for all key players to access a standard communications channel should be identified. Bruce went on to say that all agencies, whether they be Emergency Services or Support services, had access to radios and there should be a way to link into this.

The Chairperson requested that Bruce undertake further research on the subject and report back to the Committee at its next meeting.

6.6 EM within Indigenous Communities

It was acknowledged that as identified in the EM Act, EM Arrangements should be developed for the whole of the District; with this in mind representation on the LEMC from the major Indigenous Communities was sought.

Allan Ralph pointed out that it was the responsibility of the respective HMA's to develop operational response plans; these should include strategies for dealing with remote communities. Paul added that the LEMC was an administrative committee that developed EM Arrangements, oversaw the development of response plans and arranged for the testing of the plans.

Paul went on to say that given response times could be delayed for a number of reasons, least of all distance from the relevant emergency service it was generally accepted that in the first instance owners and occupiers of land should make every effort to protect themselves prior to and during an emergency event. These efforts could be supported by the respective Hazard Management Agency.

It was hoped that Indigenous representation on the LEMC could be maintained, Paul suggested that if at least one person could attend each meeting and pass relevant information on this would go a long way towards assisting in the development of plans and arrangements.

Peter Vale suggested that if each Indigenous community could also identify two or three responsible residents to be key contact people within that community and these contact details were recorded in respective contact lists this would also assist in getting vital information where and when it was needed.

DVD – “Safe Country”

Due to time constraints the DVD “Safe Country” was not shown however Moya Newman from FESA indicated that she would send a number of copies direct to the Communities as well as a number of copies to the LEMC.

7. DATE/TIME/LOCATION OF NEXT MEETING

The next meeting of LEMC is to be held at 14:00 on 8 May 2007 in the Shire of Broome Function Room.

8. MEETING CLOSURE

There being no further business the Chairperson declared the meeting closed at 16:10 pm.

SHIRE OF BROOME

LEMC

**2.00pm Monday 8 May 2007
Held at the Shire Office Function Room**

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1. OFFICIAL OPENING

The Chairperson welcomed members and opened the meeting at 2.08pm.

2. ATTENDANCE AND APOLOGIES

Attendance: (Members)	Cr Chris Mitchell Mike Collings Kevin Sanders Anne Adcock Kim Darby Ken Wood Ray Patterson Brian Johnson Bruce Zencich Tim Garrett Paul Dickson	Deputy Shire President/Chairperson Bureau of Meteorology Broome Regional Bushfire Brigade St John Ambulance Broome Health Services SES Dept. for Child Protection FESA Water Corp/Fire & Rescue/Volunteer Sea Rescue Department of Indigenous Affairs Shire of Broome
Visitors/observers:	Maggi e McGuinness	Red Cross
Apologies:	Darren Seivwright Gordon Tiddums Lee Vallance Emma White Rob Kirwan Garry Adcock Rob Elphick Kent Williams Kim Morrish	Broome Police FESA FESA Dept. for Child Protection Volunteer Fire & Rescue SES St John Ambulance Shire of Broome Department of Indigenous Affairs

3. CONFIRMATION OF MINUTES

Moved: Bruce Zencich

Seconded: Ray Patterson

That the Minutes of the LEMC meeting held 19 March 2007 be confirmed.

4. CORRESPONDENCE

4.1 Correspondence in

4.1.1 Invitation to attend Business continuity/Influenza Pandemic Workshop

Paul Dickson distributed a nomination form for the above workshop to be held at the Shire of Broome Administration Building to be held on the 19th of June, to all LEMC members.

Paul briefed those members present of the content of the workshop and encouraged them to attend.

4.2 Correspondence out

4.2.1 Invitation to attend LEMC meeting

4.2.2 Previous LEMC minutes

4.2.3 Invitation to attend Business continuity/Influenza Pandemic Workshop

Invitation sent by e-mail to all members of LEMC.

5. BUSINESS ARISING

5.1 Membership review

Paul previously sent out a contact list identifying LEMC members and their contact details, a number of changes were made to the list based on information received.

Those members' present made further changes to the list, it was felt that the membership is an accurate representation of Industry, Emergency Services and Government Agencies within Broome.

Red Cross was invited to become a member of the Shire of Broome LEMC, in the first instance they would be represented by Maggie McGuinness.

5.2 AWARE Training

Paul advised the Committee that FESA had not yet made a decision regarding the outcome of the Shire of Broome LEMC application for Emergency Risk Management and Recovery Management training. FESA advise that a decision will be forthcoming by the end of May.

5.3 LEMC Business Plan

Paul advised that the Shire of Broome LEMC Business Plan should reflect the DEMC Business Plan and with this in mind he suggested that LEMC develop their plan when DEMC had completed theirs.

Action: LEMC to develop a business plan that mirrors the completed DEMC Business Plan.

5.4 Local EM Arrangements

The draft Local EM Arrangements were distributed to LEMC, Paul asked that members read the document and forward any changes to him as soon as possible, with a view to the LEMC endorsing the arrangements at the next meeting.

Once the local EM arrangements are endorsed by LEMC they are to be tabled at the next practicable Local Government Council meeting for approval once approved by Council the arrangements are to be tabled at a meeting of the DEMC for information.

Action: Members to read the Draft Local EM Arrangements and forward changes to Paul ASAP

5.5 Recovery Committee/Recovery Plan

Paul advised that he had identified a number of key personnel to form the Shire of Broome Recovery Committee, a sub-committee of LEMC; the proposed membership should be ratified by the LEMC.

The Recovery Committee should include a chairperson appointed by the committee and a Local Recovery Coordinator nominated by the Local Government.

The draft recovery plan was distributed to LEMC for comment.

Action: *Members to read the document and forward any changes to him as soon as possible, with a view to the Recovery Committee endorsing the plan and then Council approving it.*

5.6 Communication Plan

Bruce Zencich has previously identified the need for a readily accessible means for response, combat and support agencies to be able to communicate effectively during a multi-agency emergency. Bruce suggested that each organisation have its own communication network, i.e. mobiles, two-way, sat. phones etc., he went on to say that LEMC members would purchase a UHF radio with two channels:

- 458.025
- 458.075

This would allow messages to be passed to all members in a quick and efficient manner in the advent of an emergency. Bruce also suggested that resources could be quickly identified and distributed.

Bruce stated that those Agencies that wanted to access this communications network should purchase their own radios.

Brian Johnson presented a more traditional approach to agencies communicating during an emergency, whereby an Emergency Operations Centre (EOC) is established, agency Liaison Officers (individuals with an intrinsic knowledge regarding agency capabilities) attend and receive requests for resources and operational support from the HMA and Local Emergency Coordinator. The Liaison Officers pass requests on to their particular Agency for dissemination to those in the field or in a position to provide the requested resource or support.

To enable the latter approach to work Brian suggested agencies should ensure that they have in place a link between the Liaison Officer at the EOC and someone at the agency in a position to make decisions, and an appropriate means of communicating with this person.

Action: *Agency liaison officers to be identified in operational plans and should be mindful of their role and responsibilities during an emergency, the Liaison Officer role to be validated through an exercise developed specifically to test this capability*

5.7 EM within Indigenous Communities

Paul presented the draft State EM Policy 1.2 – “Emergency Management in Remote Indigenous Communities” to the committee, he advised that the objectives of the policy were to:

- Ensure that EM arrangements for each LG District include indigenous Communities.
- Ensure that Indigenous community decision makers are engaged, consulted and participate in the development of EM arrangements; and
- Provide public authorities, including Local Governments, with assistance in relation to the implementation of their obligations under the EM Act, with regard to Indigenous communities.

Paul indicated that the EM Act and Draft EM Policy 1.2 were quite clear in their intent and it was apparent that all communities within a LG District should be included when EM Arrangements are developed, however this did not reduce the obligation/responsibility of the landowner/occupier to ensure their own safety nor did it release HMA's from their responsibility to develop operational plans that would endeavour to provide a safe environment for all within the District.

Paul indicated that he would be travelling to the Dampier Peninsula with FESA to canvass the idea of the formation of a LEMC for the area, with membership being made up of the four hub communities (who would represent the many homeland communities on the Peninsula) and the respective agencies and organisations that would traditionally form part of the LEMC.

Paul advised that this process would need to be driven by the Communities and approved by Broome Council. The same concept would be suggested to Bidadanga.

Ray Patterson suggested that the issue associated with including Indigenous communities in the Emergency Management process and providing an emergency response to these Communities was ongoing and a difficult one to tackle given the Districts limited resources.

Action: Paul to continue to lobby for resources to enable all residents within the Shire of Broome access to a response capability.

6. AGENDA ITEMS

6.1 Disposition of Hazard Management Agency (HMA) Response Plans

Part 3 of the Emergency Management Regulations 2006 identifies Police and FESA as the HMA for a number of hazards (cyclone, flood, aircraft crash, fire etc), where the Regulations are silent those HMA's identified in Policy Statement 7 remain current.

Part of the role of the LEMC is to ensure that HMA's have developed response plans that meet the needs of the community.

Action: All HMA's to update their response plans and present them at the next LEMC meeting.

6.2 LEMC Exercise

Local Emergency Exercises should be held at least annually, it could be in the form of a discussion exercise or field exercise. Ray Patterson suggested that it would be appropriate to test agency response plans once they had been reviewed by LEMC.

Action: *Those members present agreed that an exercise writing team be established on completion of the Response Plan review.*

6.3 Autonomous Public Emergency Communications

Paul advised that he had recently attend a national conference on emergency warning to the community, one idea was being developed by the WA Police in partnership with FESA, in short it could be described as -

- An idea to use SMS, email, voicemail, and interactive television to deliver public emergency information updates.
- Utilising 'All Hazards' emergency alerting protocol for delivery of a multi-channel broadcast by the HMA.
- Being able to target a pre-determined recipient list delivered to telecommunications service provider for initiation of the broadcast campaign.
- With Public emergency alert initiation restricted to HMA's and based on 'emergency' under the *Emergency Management Act 2005*.
- Where utilisation in identified emergencies would ensure community responds appropriately when an alert is received.
- Where the use of Standard Operating Procedures ensure consistency between HMA's when utilising system.

Paul advised that this was under development however he hoped to be able to include the settlement of Coconut Well in a pilot roll out of the system for this fire season.

6.4 Kimberley District EM Arrangements

Paul advised that the District EM Arrangements were being reviewed to ensure compatibility with the EM Act 2005.

6.5 Briefing from Maggie McGuinness – Red Cross

Maggie McGuinness advised that Red Cross is conducting a six-month project in Broome to look at developing a successful model of recruiting, training and retaining volunteers for Emergency services. The project has a focus on communities with a high risk, such as remote rural areas and Indigenous communities.

Red Cross will be training approximately 50 people during the next three months in Broome, Derby, Fitzroy Crossing and Port Hedland to be emergency service volunteers. They will join another 30 people who have already been trained in Kununurra, Port Hedland and Exmouth, making quite an extensive group of trained volunteers across the Kimberley and into the Pilbara.

There is also a plan for Red Cross to have a permanent presence in the Kimberley with a possibility of an opportunity shop, HACC services, "FoodCents" and Save-a-Mate programs being run for the Shire of Broome and the rest of the Kimberley area.

Red Cross is currently looking for suitable premises for a retail outlet and an office within the town of Broome.

6.6 "Safe Country" DVD

The "Safe Country" DVD was shown to the Committee, copies were made available to LEMC members, and other copies are available on request.

7. LATE ITEMS

7.1 Cultural awareness

The Draft State EM policy 1.2 – "Emergency Management in Remote Indigenous Communities" identifies a need for members of LEMC (in particular Local Government) should undertake cultural awareness training.

Tim Garrett advised that he would investigate sourcing relevant training locally.

Action: *Tim Garrett to investigate local training providers and report back to the next LEMC meeting.*

8. NEXT MEETING

The next meeting of LEMC is to be held at 14:00 on 3 July 2007 in the Shire of Broome Function Room.

9. MEETING CLOSURE

There being no further business the Chairperson declared the meeting closed at 15:40 pm.