


BATAVIA LOCAL EMERGENCY MANAGEMENT COMMITTEE

Meeting Minutes

\$ 2/2/16

Meeting Name.	Batavia Local Emergency Management Committee	Meeting No.	3/2015/16
Meeting Date	18 February 2016		
Meeting Time	09.05 – 10:55		
Meeting Location	City of Greater Geraldton Chambers, 63 Cathedral Avenue, Geraldton		
Attendees:	Allison Henss (DFES) Anthony Desmond (DPAW) Anne Fraser (Red Cross) Bob Urquhart (CGG Airport) Brad Bird (WA Police) (Deputy Chair) Chantell Piesse (Health) Cr. Peter Humphrey (Chapman Valley) Cr. Shane van Styn (CGG Mayor/Chair) Dave Atkins (DPAW) Grant Middleton (Northampton) Hayley Williamson (CGG Health/Ranger Services) (LEMC Executive Officer) Johannes Muller (CGG Minute Taker) Jonelle Tyson (DEMC) Keith Shaw (CPFS) Leonie Richards (CGG Airport) Marlene Stevens (AFP) Maurice Battilana (CEO Chapman Valley) Nic Chadbourne (St Johns Ambulance) Paul Dyer (St John of God Hospital) Poulose Uthannan (CGG EM) Ron Pace (WA Police) Shaun Peters (WA Police) Stan Corneille (Midwest Ports) Stuart Gerryn (WA Police)	By Invitation	
		Apologies	Anthony Naylor (Health) Ben Muller (Community Emergency Service Manager) Craig Wing (CGG BFCO) Cr. Bob Hall (CGG) Cr. John Collingwood (Chapman Valley) Garry Keeffe (CEO Northampton) Lloyd Storey (Human Services) Melanie Hancock (Education) Michael Bowley (Agriculture) Murray Smith (DFES) Neryl Beer (CGG Rangers) Paul Wallace (Virgin Australia) Peta Kingdon (CGG Media) Ross McKim (CGG Director Infrastructure Services)
		Distribution	By electronic mail to all stakeholder/agencies. All CGG councillors – through Amy Zinetti. Other agency representatives to distribute to stakeholders as per their procedures.

Item No.	Item	Who
1.	<u>DECLARATION OF OPENING</u> <ul style="list-style-type: none"> Chair, Shane van Styn welcomes all in attendance and declared the meeting open at 09:05. 	




2.	<p><u>ATTENDANCE / RECORD OF APOLOGIES</u></p> <ul style="list-style-type: none"> As per list of attendees and apologies above. 	
3.	<p><u>Minutes of previous Meeting</u></p> <ul style="list-style-type: none"> Anthony Desmond tables the following amendment to item 15, paragraph 1, to the minutes of the previous committee meeting held on 3 December 2015. <p>"The Department of Parks and Wildlife has applied for bushfire mitigation funding through the National Bushfire Mitigation Program. Kalbarri National Park has been identified by Parks and Wildlife due to the proximity of the town site and surrounding subdivisions".</p> <ul style="list-style-type: none"> Confirmation of the minutes of the previous City of Greater Geraldton LEMC committee meeting held on the 3 December 2015. <p>MOVED Stuart Gerryn, SECONDED Grant Middleton</p>	
4	<p><u>Agency Presentation</u></p> <ul style="list-style-type: none"> Due to Murray Smith (presenter), Bushfire Risk Management Officer with the Department of Fire and Emergency Services being involved in the current Witcherena fires the agency presentation will be deferred to a later meeting. Hayley Williamson (LEMC Executive Officer) takes this opportunity to brief the committee on the current status of the Witcherena fire which started in the early hours of Tuesday, 15 February 2016, consuming around 800 hectares of bushland in the Witcherena locality. Currently there are between 25 to 30 fire crews on location, installing containment lines and attending to continuous flare ups in windy and hot conditions. The Geraldton – Mount Magnet road and rail link has been closed and reopened on several occasions as dictated by fire movement. At this stage the direct cause of the fire is unknown. The chair points out that there was much confusion and frustration on websites with 	

	<p>some reporting the Geraldton – Mount Magnet road closed and others reporting the road open. It would probably be best practise if only one website takes responsibility for this information e.g. in this instance Main Roads. There was very little information available to the general public that a fire was in progress which impacted greatly on Mullewa as they experienced power outages and water stoppages as a result of the fire taking place in the Witcherena catchment area.</p>	
5	<p><u>Emergency Contacts Directory</u></p> <ul style="list-style-type: none">• The chair encourages all agencies to report any changes/updates to the contacts directory by e-mail to the LEMC administrator at johannesm@cgg.wa.gov.au	
6	<p><u>Abrolhos Island Management</u></p> <ul style="list-style-type: none">• Future direction pending.	
7	<p><u>Aerodrome Emergency Plan</u></p> <ul style="list-style-type: none">• Geraldton Airport Practical Emergency Exercise – is on track as scheduled for Saturday 11 June 2016. Agencies are encouraged to attend to test their respective capabilities. The exercise will start at 08:00 and conclude at midday, followed by a lunch time sausage sizzle and debrief.• Stakeholders are reminded that this will be an exclusive Airport exercise under CASA guidelines and will not contribute to agency exercises as prescribed under the Emergency Management Act.	
8	<p><u>Post Incident Report</u></p> <ul style="list-style-type: none">• Child Protection and Family Services advise that they were in attendance at the Kardaloo fire of 26 December 2015 with an evacuation centre established at the Mullewa Youth Centre. Thankfully there were no fatalities or injuries.• WA Police advise of a motor vehicle accident at Bowes River Bridge in the locality of Northampton, which resulted in one fatality and one survivor. Police were impressed with emergency services response and are planning to include this as an exercise.	

9	<u>Post Exercise Report</u> <ul style="list-style-type: none"> No items for this meeting 	
10	<u>ERM Progress</u> <ul style="list-style-type: none"> The Executive Officer advises that the recovery kit being formulated is making good progress and will be available for stakeholder review at the next meeting. 	
11	<u>Treatment Strategies</u> <ul style="list-style-type: none"> No Items for this meeting. 	
12	<u>Local Emergency Management Arrangements</u> <ul style="list-style-type: none"> LGIS have made reference to the current CGG inundation studies and voiced concern over the lack of a specific plan in the Emergency Management Arrangements. The Executive Officer advises that this is currently being addressed. The chair gives an overview of these concerns. It is understood that if a 100 to 500 year event were to occur in a high risk category, inundation would increase by three meter and a low risk event would see an increase of between one to one and a half meters. This would have a significant impact on insurance mitigation and will require an adaption to property leases. The Executive Officer tables the newly combined Batavia LEMC arrangements and requests that all three Local Governments – Northampton – Chapman Valley – City of Greater Geraldton review these and advise of any corrections/changes. Direction is required after adoption by the three Local Governments how “sign off” will be managed prior to endorsement by the DEMC. Jonelle Tyson will look into. 	<p>HW</p> <p>JT</p>
13	<u>Exercise Schedule</u> <ul style="list-style-type: none"> St Johns Ambulance is planning an in-house exercise for 27 February 2016. Stakeholders contribute to vigorous discussion regarding a cross boundary all-inclusive annual exercise. Tentative consensus is established that an evacuation of Coronation Beach would be a good 	

	<p>exercise option. Deputy chair Brad Bird suggests that an exercise committee be established to set the wheels in motion.</p> <p>The following nominations to the sub-Committee are put forward under the leadership of Maurice Battilana (CEO Chapman Valley) : -</p> <p><u>Exercise Sub-Committee</u></p> <p>Maurice Battilana (CEO Chapman Valley) Allison Henss (DFES) Hayley Williamson (LEMC Executive Officer) Grant Middleton (Northampton) Stuart Gerryn (WA Police)</p> <ul style="list-style-type: none">• It is tentatively agreed that either August/September 2016 would be the preferred months to conduct an exercise.	
14	<p><u>Begin Annual Business Plan</u></p> <ul style="list-style-type: none">• Jonelle Tyson advises that the annual business plan is available on the website and simply involves populating the required fields.	
15	<p><u>Agency Update</u></p> <ul style="list-style-type: none">• Chantell Piesse (Health) requests a list of major events to assist health with pre-planning. Executive officer suggests that health contact her directly to obtain the list.	
16	<p><u>Other Business</u></p> <ul style="list-style-type: none">• Mid-West Local Government EM Network has been dissolved and will cease meeting.• WALGA zones have been approached to have a voice at DEMC resulting in the establishment of two representatives from each zone.• WA Police express their concern at mobile phone coverage and ongoing "drop out" issues. The chair will raise these concerns with Telstra at the next quarterly meeting. The airport suggests old technology such as citizen band type radio which has proved useful as a reliable backup at the airport.• DPAW were successful in securing Bushfire Mitigation funding which was a good outcome for them.	



17	<u>Next Meeting</u> <ul style="list-style-type: none">• THURSDAY 19 MAY 2016 COMMENCING AT 09:00 AT COUNCIL CHAMBERS, 63 CATHEDRAL AVENUE, GERALDTON	
18	<u>Closure</u> <ul style="list-style-type: none">• There being no further business for discussion, chair Shane van Styn declares the meeting closed at 10:55	

BATAVIA LOCAL EMERGENCY MANAGEMENT COMMITTEE

Meeting Agenda

Meeting Name	Batavia Local Emergency Management Committee	Meeting No.	3/2015/16
Meeting Date	18 February 2016		
Meeting Time	09:00		
Location	City of Greater Geraldton chambers		
Attendees	As per meeting minutes	By Invitation	
		Apologies	As per meeting minutes
		Distribution	All Councillors / councillor meetings

1. DECLARATION OF OPENING
2. ATTENDANCE / RECORD OF APOLOGIES:
3. CONFIRMATION OF THE MINUTES OF THE PREVIOUS COMMITTEE MEETING HELD ON 3 DECEMBER 2015
4. AGENCY PRESENTATION

Murray Smith | Bushfire Risk Management Officer Department of Fire and Emergency Services
5. EMERGENCY CONTACTS DIRECTORY
 - Call for updates/changes.
6. ABROLHOS ISLAND MANAGEMNT
7. AERODROME EMERGENCY PLAN
 - Geraldton Airport Practical Emergency Exercise – Saturday 11 June 2016
8. POST INCIDENT REPORTS
9. POST EXERCISE REPORTS
10. ERM PROGRESS
11. TREATMENT STRATEGIES PROGRESS
12. LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS
 - Point Moore evacuation plan.
 - Circulation of combined arrangements.
13. EXERCISE SCHEDULE

Recommendations received from Allison Henss

- 1) Something desktop, so that all the new members can watch how the AIIMS process works (and may be motivated to get AIIMS training.)**
- 2) Pt. Moore flooding (I am fairly certain this was brought up and discussed in last year's meeting.)**
- 3) The above, as a recovery exercise, rather than an incident response.**


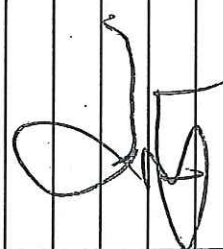


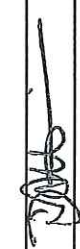
Involve agencies not recently or normally involved. To meet compliance. Involve as many agencies as possible. Test a specific plan. Conduct a simple and/or desktop exercise to demonstrate process to newcomers.

14. BEGIN ANNUAL BUSINESS PLAN


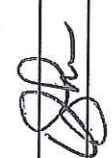

15. AGENCY UPDATES




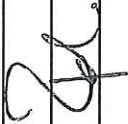

16. NEXT MEETING – THURSDAY THE 19th MAY 2016 COMMENCING AT 09:00 AT COUNCIL CHAMBERS, CATHEDRAL AVENUE.

17. CLOSURE

NAME	PRINT AGENCY	SIGNATURE	PRINT PROXY NAME
Allison Henss	DFES		
Andrew Vlahov	Gtn Port		
Anne Fraser	Red Cross		
Anthony Desmond	DPAW		
Arthur Muhl	ABC Radio)		
Anthony Naylor	Health		
Barry Kennwell	Kalbarri Marine Rescue		
Ben Muller	CESM		
Barry Lapham	Sea rescue		
Beth Thompson	Juniper		
Bob Urquhart	Cgg Airport Manager		
Brad Bird	Police		
Brendan Wilson	CGG Mullewa		
Bruce Eldridge	Brookfield Rail		
Chantell Piesse	Health		
Cr Shane van Styn	CGG Mayor		
Cr.Bob Hall	CGG		
Cr Craig Simkin	Northampton		
Cr John Collingwood	Chapman Valley		
Cr Peter Humphrey	Chapman Valley		
Craig Wing	BFCO CGG		
Dallas Weatley	SES		
Dave Atkins	DPAW		
Dianne Smith	Health		
David Gaudie	Corrective Services		

Agency
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NAME	AGENCY	SIGNATURE	PRINT PROXY NAME
David Griffiths	DPC		
Desley Hedges	DCP		
Desmond Griffiths	Centrelink		
Diane Blair	Durack		
Garry Bird	Aurizon		
Garry Keeffe	Northampton		
Geoff Mackin	GPA		
Gerard Williamson			
Glen Bangay	Northampton		
Grant Middleton	Northampton		
Greg Finlay	Fisheries		
Hayley Williamson	CGG		
Helen Webb	Health		
Janell Kopplhuber	CGG		
Jeff Milkins	Salvation Army		
Johannes Muller	CGG		
Jonelle Tyson	SEMC		
Julie Leighton	Police		
Justin Coutts	Police		
Kate Killen	DET		
Keith Shaw	DCPFS		
Kerrie Theiss			
Len Simmons	FRS Kalbarri		
Leonie Richards	Airport CGG		
Lloyd Storey	Human Services		

NAME	AGENCY	SIGNATURE	PRINT PROXY NAME
Lynne Hunt	St Johns Ambulance		
Margaret Denton	Health		
Mark Richards	DCP		
Mark Salt	Mainroads		
Marlene Stevens	AFP		
Martin North	Geraldton Port		
Maurice Battilana	CEO Chapman Valley		
Melanie Hancock	Education		
Michele McGinity	CGG		
Mike Bowley	AGRIC		
Mike Francis			
Murray Smith	DFES		
Neil Ferridge	CGG		
Nic Chadbourne	St Johns Ambulance		
Patrick Ramsdale	BOM		
Paul Dyer	SJOG Hospital		
Paul Findlater	AGRIC		
Peter Herbert	Mainroads		
Peter Burton	Karara Mining		
Phil Melling	CGG		
Paul Wallace	Virgin Australia		
Pip Allen	DPI		
Reg Hall	Water Corp		
Roland Layton	Defence		
Ron Pace	Police		

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