THE HILLS SHIRE

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LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

THE HILLS SHIRE COUNCIL
COMMITTEE ROOM 1

MONDAY 7 March 2011

COMMENCING AT 12:50PM

All correspondence to be addressed to the:
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PRESENT:

Michael Lathlean (THSC – Chairman LEMC / LEMO)
Steve Coleman (THSC)
Norm Spalding (Ambulance Service NSW)
Daniel Kenner (DEMO)
Insp David Hogg (NSW Police - Hills LAC)
Chief Insp Colin Brennan (NSW Police – Hills LAC)
Insp Paul Tickner (NSW Police – Hills LAC)
John Hayman (Primary Care & Community Health Services)
Phil Bow (Rural Fire Service)
Evelyn Lester (State Emergency Service)
Elaine Davey (Western Sydney Local Health Network)
Pat Hobday (Transroute Aust Pty Ltd)
Judy Su (Community Services)
Jane Markham (Community Services)
Tom Durick (Department of Industry & Investment)
Insp John Nelson (Hawkesbury LAC)
Henk Geerdink (Healthscope Norwest Private Hospital)
Phil Deale (Westmead Hospital)
Acting Superintendent Sam Courcoulos (NSW Police – Windsor LAC)

1. **WELCOME**

The Chairman welcomed everyone to the meeting.

2. **APOLOGIES**

Darren McMurray (Integral)
Sup Jenny Young (NSW Police - Hawkesbury LAC)
Sup Susan Waites (NSW Police - Hills LAC)
Sup Alex Scott (Fire & Rescue NSW)
Danny Croucher (Australian Red Cross)
Peter Cinque (SES Controller Sydney Western Region)

3. **ADOPTION OF MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 1 NOVEMBER 2010**

Resolved: the Minutes of the Local Emergency Management Committee Meeting held on 1 November 2010 be adopted.

Moved by Philip Bow and Seconded by Evelyn Lester

4. **MINUTES OF DISTRICT EMERGENCY MANAGEMENT COMMITTEE MEETING**

District Emergency Management Committee meetings were held at Integral Energy Huntingwood on 29 October 2010 and Police Traffic Services Huntingwood on 25 February 2011. Copies of the minutes of both meetings were distributed at the meeting.

Resolved: The Minutes be received.

5. **LOCAL EMERGENCY MANAGEMENT COMMITTEE - MEMBERSHIP LIST**

Attached is a list of current members of The Hills Local Emergency Management Committee. The list will be circulated at the meeting for updating.

Resolved: Changes to the Membership List be noted and the updated list be received.

6. NEIGHBOURHOOD SAFER PLACES

As the Committee is aware, in 2009 it was tasked with the responsibility of identifying sites within the LGA that would be suitable as Neighbourhood Safer Places (NSP's).

These sites were approved and are now publicised on the RFS' website. The sites are:

- Wisemans Ferry Park
- Cliftonville Lodge Ski Resort
- Dargle Ski Park
- 'Ulinbawn' Water Ski Park
- South Maroota Oval/Community Centre
- Maroota Public School
- Les Shore Oval
- Dural Country Club
- Ellerman Park
- Glenhaven Community Centre/Oval
- The Hills Centenary Park/Bruce Purser Reserve
- North Rocks Community Centre
- Bernie Mullane Sporting Complex
- George Thornton Reserve
- Hills Community Care
- Castle Hill Showground

As advised at the last meeting, the Chairman indicated that he was concerned that people living in close proximity to a local government boundary were not being advised to also check the location of NSP sites in the adjoining LGA. Correspondence was subsequently sent to the RFS on behalf of the Committee. The RFS responded by acknowledging the issue and advised that they would include a suitable statement on the NSP link on their website. This has now occurred.

The NSW Parliament passed the Rural Fires Amendment Bill 2010 on the 1 December 2010. The Bill predominantly prescribes the arrangements for NSPs and transfers responsibility for them to the RFS who will be responsible for, amongst other things:

- designation and annual inspection of NSPs
- issue of hazard reduction notices on land adjoining NSPs
- maintain the register of all NSW NSPs and publish on their website
- NSPs to be considered in Bushfire Risk Management Plans.

In addition, the liability of NSPs is assigned to the Crown. This is particularly important when NSPs are located on private or Council owned property.

In spite of these changes, it is expected that the cooperative arrangements that have existed between the Committee and the RFS since the concept of NSPs was first established, will continue.

Resolved: The information be received.

7. DISPLAN REVIEW

The Displan review has been completed and subject to sign off by the District, will be distributed at the meeting.

Resolved: The advice on the status of the DISPLAN update be received.

8. AUSTRALIA DAY EMERGENCY EXPO

On Australia Day, 26 January 2011, The Hills Local Emergency Management Committee again conducted an Emergency Expo in conjunction with The Hills Shire Council's Australia Day celebrations at the Balcombe Heights Estate. The Expo adopted a scenario involving a rescue from a building fire that had been caused by a storm event which brought down power lines. The Expo was co-ordinated by a small sub-committee and involved the following organisations:

- The Hills Shire Council
- Hills Local Area Command including Volunteers in Policing
- Fire and rescue NSW
- NSW Ambulance
- Rural Fire Service
- State Emergency Service
- Integral Energy
- District Emergency Management Officer

Unfortunately, the Red Cross could not participate because of their commitments to the Queensland and Victorian floods.

The Expo was augmented by a series of active and static displays from individual response organisations. Three emergency displays were held during the afternoon and each display attracted a reasonable crowd. However, the overall crowd numbers at the entire event were down during the afternoon, no doubt the result of the extreme weather conditions.

Feedback received from both participants and spectators indicated that the Expo was well received and a valuable promotion to encourage community awareness of the State's Emergency Management structure.

Certificates of Appreciation have been prepared to acknowledge the contribution of the following organisations and individuals to the 2010 Expo:

- Hills Local Area Command including Volunteers in Policing
- NSW Ambulance Service
- Rural Fire Service – Kenthurst and Round Corner Brigades
- The Hills State Emergency Service
- Andrew Peake (Master of Ceremonies) – Fire and Rescue NSW
- Fire and Rescue NSW – 97 Station Huntingwood and 63 Station Blacktown
- Australia Day Management Committee
- Integral Energy
- District Emergency Management Officer

Certificates will be presented at the meeting to those in attendance and forwarded to all other participants. The Emergency Expo has been continually conducted in various forms over the past 19 years and has been the major public awareness component of the Local Emergency Management Committee's annual calendar.

Resolved:

(1) That the information be received.
(2) Certificates be presented to participating organisations and individuals.
(3) In principle approval be given to the conduct of an Emergency Expo on Australia Day 2012.

Moved by Phillip Bow and seconded by Col Brennan

9. **STATE EMERGENCY AND RESCUE MANAGEMENT AMENDMENT BILL 2010**

The State Emergency and Rescue Management Amendment Bill passed through Parliament on Wednesday 24 November 2010. The Bill includes amendments to the:

- membership of the State Emergency Management Committee.
- functions of the State Emergency Management Committee.
- membership of District Emergency Management Committees.
- the functions of the District Emergency Operations Controller and Local Emergency Operations Controller.
- positions and functions of the State Emergency Operations Controller & State Emergency Recovery Controller (and respective deputies).

It is anticipated that further amendments to the State Emergency and Rescue Management Act will occur in relation to roles, functions and membership of District Emergency Management Committees and Local Emergency Management Committees.

Resolved: The information be received.

10. **THE HILLS SHIRE LOCAL EMERGENCY MANAGEMENT COMMITTEE ANNUAL REPORT 2010**

A full copy of the Annual Report is attached.

Resolved: The information be received.

11. **CHANGES TO EMERGENCY MANAGEMENT DISTRICTS**

In the Government Gazette of 24 December 2010, changes were announced to the composition of the Emergency management Districts. Effective from 1 March 2011 the Western Sydney and Northern Sydney Emergency Management Districts will merge to form the North Western Sydney Emergency Management District.

The new District will extend from the Blue Mountains to the coast. At this stage the DEMO for the new District will be the current DEMO, Daniel Kenner.

Resolved: The information be received.

12. **TRAINING**

Committee members are reminded that details on the various emergency management training courses available can be found on the Emergency Management NSW website www.emergency.nsw.gov.au. Of particular importance is the Emergency Management Arrangements (NSW) course which is one of the main pre-requisites for all other courses.

If not undertaken already, all members of the Committee are encouraged to submit a nomination for that course at the earliest opportunity.

Resolved: The information be received.

13. **FIRE AND RESCUE NSW – NAME CHANGE**

From 1 January 2011 the NSW Fire Brigades changed their name to Fire and Rescue NSW.

Resolved: The information be received.

14. HILLS FLOOD PLAN

At the Committee's last meeting, Peter Cinque, the SES Sydney Western Division Controller distributed draft copies of the Hills Flood Plan and Annnexures for comment by the Committee and member organisations.

A number of Committee members, including the Chair on behalf of Council, prepared submissions which have been taken into consideration in the final review of the draft Plan.

There have now been some delays in the finalisation of the Plan and it is expected to be distributed in the near future.

Resolved: The information be received.

15. AUSTRALIAN FIRE SERVICE MEDAL

In the recent Australia Day Honours, Captain Leonard Best of the Middle Dural RFS Brigade received the Australian Fire Service Medal. With over 50 years of service as an RFS volunteer, Len has devoted many thousands of hours of work with not only the operation of the brigade, but in promoting community awareness and bushfire safety in the Middle Dural area.

On behalf of the Committee, the Chair has sent Len a letter of congratulations.

Resolved: The information be received.

16. REPORTS FROM MEMBER ORGANISATIONS

NSW Police Force – Castle Hill

Sup Susan Waites transfers to Kings Cross on the 23rd March and will be replaced by Phillip Flowgul around the same date. David Hogg has replaced Darren Beeche. Incidents such as robberies, assaults and tree lopper accidents around the Shire were discussed.

NSW Police Force – Hawkesbury

Weekender festival seen a crowd of 10,000 go through over the 3 days with 50 drug detections.

NSW Ambulance Service

At Del Rio, police and SES assisted with a rescue where a man had fallen 30 metres. Sadly he is now a quadriplegic.
Extended Care Paramedics will be working in Caddy type vehicles to attend to less serious emergency such as stitches, redressing wounds.
Special Ops Team will continue to be primary responders.

Rural Fire Service

It has being a quiet season with a run of hot days. Thanks to Integral for coming out so quickly to fix lagging wires which started the Kenthurst fire. We did have a fire fighter go down with heat exhaustion, it took paramedics an hour to an hour and a half to get to the scene. There have being plenty of fires but we have being able to get to them quickly.

State Emergency Service

- 12,072.5 volunteer hours between 1 November 2010 thru to 1 March 2011, assisting both local community and out of area assistance.
- 1104.5 volunteer hours to LGA calls for assistance with 92 jobs
- assisted local police with six jobs
- 3348.00 volunteer hours to out of area assistance in Dubbo, Wagga Wagga, Gunnedah, Goulburn, Mildura, Lightning Ridge, Queensland, Brisbane, Far North QLD, Innisfail, Cardwell.
- 532.5 volunteer hours to community events
- 2601 volunteer training hours
- 4486.5 volunteer hours administration, maintenance, logistics.

Have received one replacement rescue vehicle and should have another one ready in six months.

Department of Community Services

Both Judy and Jane introduced themselves and hope to attend more meetings with information to share.

Department of Primary Industries

Tom introduced himself. With the floods in Northern NSW, the evacuation of pets and livestock is to be coordinated by Department of Primary Industries with the help of the RSPCA.

Hills Private Hospital

The renovations at the rehab centre 85% completed and should be finished within the year. Norwest Private Hospital have added another 43 beds and another operating theatre.

Hills Community Health Centre

Prepared a bushfire plan leaflet on where to go and what to do in case of a bushfire. We are aware that the RFS have this all on a website but most elderly don't have access to a computer and aren't getting the information. Phil Bow will introduce Elaine to Larry, who may be able to help put a pack together.

There was also a mental health team put together at the RAAF base for people coming back from the New Zealand disaster. People have been appreciative so the support.

Westmead Hospital

Westmead main entrance is undergoing a refurbishment costing $5-6 million dollars.

The Emergency Department will have a rapid response unit to be used for minor medical problems.

Transroute Australia Pty Limited

- In 2010 there were 186 accidents.
- Works associated with road widening project have commenced

The Hills Shire Council

New Cattai Ridge Road bridge is now open. Its increased height will see some reductions in the number of times the bridge has to be closed due to flooding.

17. GENERAL BUSINESS

Phillip Bow

Concerns about Wiseman Ferry Road and the amount of truck accidents. Phil to get details to Colin Brennan.

Michael Lathlean

Will be on annual leave from Thursday 10th March returning Monday 28th March. Steve Coleman will be Acting LEMO.

18. EMERGENCY OPERATIONS CENTRE (EOC) – COUNCIL ADMINISTRATION BUILDING

As the Committee is aware, grant funding was received for the establishment of an EOC in Committee Rooms 1 and 2 at the Council Administration Centre. A new set of Standard Operating Procedures (SOPs) has been prepared and will be distributed at the meeting. At the conclusion of the meeting the members of the Committee will also be shown the facilities available in the EOC.

With assistance from the DEMO it is intended to run two exercises to test the operation of the EOC and the SOPs. The first, in about 3 month's time, will include a run through of an actual set-up for an incident and an information flow exercise. The second, to be held later in the year or early next year, will be an exercise involving decision making and information flow.

Resolved:

The information be received.

19. DATE OF NEXT MEETING

The next meeting of the Local Emergency Management Committee will be held on Monday 4 July 2011 commencing at 1.00pm and preceded by lunch at 12 noon. It will again be held in Committee Room 1 in the Council Administration Centre.