

**\*DRAFT\* CKI EMC EXECUTIVE MINUTES OF MEETING**  
**Monday, 22 April 2024, 8:30am (CKI Time)**

<b>Attendees</b>	Farzian Zainal – Administrator (Chairperson)	Jeff Cukon – Territory Controller/AFP OIC
	Stephen Elliot, A/g Emergency Management Officer	Ian McKendrick, Director IOTA
	John Buncle, Executive Officer to the Administrator	Frank Mills, CEO, Shire of Cocos (Keeling) Islands
<b>Room details</b>	Teams Meeting	

Item	Agenda Items	Lead
1	Apologies – Stephen Elliot	Chair
2	Minutes of Meeting held on 26 February 2024 were circulated to members. Moved: Jeff Cukon Seconded: Ian McKendrick The minutes as presented were agreed.	Chair
3	<p><b>EMO Update</b></p> <p>In the absence of the acting EMO Ian McKendrick provided an update: Jess Strezelecki is still on medical leave. Stephen, who has held the EMO phone in Jess’s absence, goes on leave tomorrow for eight weeks so Ian will hold the EMO phone and be the point of contact in an emergency until further notice.</p> <p>IOTA have consulted the WA government about how cyclone shelters in the state are provisioned in terms of food.</p> <ul style="list-style-type: none"> <li>• Food is not provided in most shelters as it is considered that they can be stocked at short notice ahead of a cyclone.</li> <li>• Those shelters that are provisioned typically have long-life, military style ration packs.</li> </ul> <p>This update led to a discussion about how we should proceed for the two cyclone shelters on CKI with the question of whether food should be provided at all and if so how much food should be supplied both discussed.</p> <p><b>The EMC Executive agreed that the shelters on Home Island and West Island should be provisioned with at least 24 hours’ worth of food for the maximum number of people that can be accommodated in each shelter.</b></p> <p>IOTA will continue to investigate the type of food that should be provided with the EMC executive supporting a move to long life food rather than the current arrangement on West Island in which food such as pasta, sausages, mince and frozen vegetables are supplied.</p> <p>The chair confirmed that the Emergency Management Plan (EMP) will be brought for endorsement at the EMC meeting on Friday 26 April. The Chair updated the EMC Executive that the EMP was endorsed by the Christmas Island EMC last week and that as part of this EMC resolved not to change the Terms of Reference around whether proxies should be able to vote.</p>	Chair

	<b>The EMC Executive agreed with this approach for CKI so proxies will not be able to vote on EMC resolutions.</b>	
4	<p><b>Organisation updates</b></p> <p><b>AFP</b></p> <ul style="list-style-type: none"> <li>JC let the committee know that this will be his last EMC Executive meeting as he will leave CKI on 7 July. If a replacement sergeant has not arrived by then, Dan Williams will fill the role in the interim.</li> </ul> <p><b>SoCKI</b></p> <ul style="list-style-type: none"> <li>SoCI decided not to put in a Disaster Resilience Fund bid for work on the Home Island cyclone shelter. Instead they would like to work with the Commonwealth on a joint bid in a future round that includes both the Home Island and West Island shelters.</li> </ul> <p>The Chair asked if the JLL building report that identified a number of issues and led SoCI to investigate putting a bid in could be shared with her. FM agreed to send the report.</p> <p><b>IOTA</b></p> <ul style="list-style-type: none"> <li>IOTA are yet to receive the JLL building report on the West Island cyclone shelter.</li> </ul>	
6	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>Tropical Low 08U led to damage at the Cocos Beach Motel though maintenance may have been a contributing factor. There were no injuries as a result of this tropical low. It became very evident both to JC and the BoM that even when not at cyclone strength, tropical lows can still be very damaging. The AFP conducted an internal review of the management of the incident which found that it was well managed.</li> <li>The Chair reminded members that the Emergency Management Plan calls for an After Action Report to be completed after each incident. The Chair requested that JC prepare a report about Tropical Low 08U and provide it to the Administrator's Office to be maintained in the EMC records.</li> </ul>	
7	Next meeting: 15 July 2024	Chair
	Meeting closed 9:00am (CKI time)	Chair