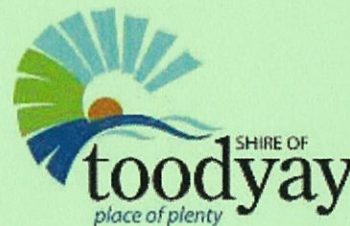


Local Emergency Management Committee



MINUTES

Minutes of the meeting held at 5.00 pm
on Wednesday, 11 November 2015
at the Shire of Toodyay Council Chambers
15 Fiennes Street, Toodyay WA 6566

Preface

When the CEO approves these Minutes for distribution they are in essence "Unaccepted" until the following Local Emergency Management Committee Meeting, where the Minutes will be accepted as circulated subject to any amendments made by the members of the Committee.

The "Accepted" Minutes are then signed off by the Chairperson.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into an Addendum to these Minutes.

Unaccepted Minutes

These minutes were approved for distribution on 18 December 2015.

Stan Scott **FOR**
CHIEF EXECUTIVE OFFICER

Accepted Minutes

These minutes were accepted at a meeting held on 10th Feb 2016

Signed: David R Dow

Note: The Chairperson at the meeting at which the minutes were accepted is the person who signs above.

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There is NO ADDENDUM

Local Emergency Management Committee



MINUTES

1. MEETING OPENING

Cr D Dow, Shire President, declared the meeting open at 5.02 pm.

Members

Mr R Koch	Community Emergency Services Manager (CESM)
Cr D Dow	Shire President
Cr K Wood	Council Member, Shire of Toodyay
Cr T Chitty	Council Member, Shire of Toodyay
Ms N Turner	Toodyay Police Representative
Mr S Scott	Chief Executive Officer
Mr L Vidovich	Local Recovery Coordinator
Mr M Bowen	DFES District Manager Avon
Mr C Stewart	Chief Bush Fire Control Officer
Kim Maddrell	St John Ambulance Representative

Staff

Ms C Skinner	SAHR Officer
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Visitors

Nil

Apologies

Mr C Wroth	St John Ambulance Representative
Mrs N Rodger	Deputy Recovery Coordinator
Mr I McGregor	Toodyay Fire and Rescue

Nominations for Chairperson

Cr Dow nominated himself. There being no further nominations Cr Dow was elected as Chairperson.

Cr Dow assumed the Chair.

There was no election undertaken for a Deputy Chairperson.

2. TABLING OF MINUTES FROM PREVIOUS MEETING

2.1 Local Emergency Management Committee Meeting held on 12 August 2015

MOTION

MOVED Cr Chitty

SECONDED Mr M Bowen

That the Minutes of the Local Emergency Management Committee Meeting held on 12 August 2015 be accepted.

MOTION CARRIED

3. PRESENTATION

M Bowen presentation on roles and responsibilities.

4. BUSINESS ARISING FROM MINUTES

4.1 Matters arising from previous minutes

Nil.

4.2 Review of the Status Report (Action List)

- Annual Report completed but not yet distributed;
- BFAC;
- Brookfield rail – CESM liaising with J Morrell for committee representation; and
- Weights for Vehicles – CESM has followed up. All trucks are currently classed as underweight. Crew protection/remediation work going into trucks.

5. CORRESPONDENCE

5.1 Inward Correspondence

Nil.

5.2 Outward Correspondence

Nil.

6. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

6.1 Update of Contacts (committee and emergency)

The Councillor Contacts list, accessed on the Councillor IPADS, is being updated. Electronic copies to be made available.

6.2 Any ISG Activations/ or incidents - debrief.

Nil.

6.3 Any LEMC exercise held – reports and/or debrief

Nil.

6.4 Training – future dates

Nil.

6.5 Funding – NDRP or other (e.g. community safety grants)

- NDRP – funding for Emergency Access and Egress Program and Shire is awaiting report; and
- Bushfire Mitigation Grant has been applied for through DFES – fire access/breaks around Morangup Shed and looks at developing tools for helping residents assess fuel loading.

7. DOCUMENTATION (to be considered at meetings where appropriate)

7.1 LEMC Meeting and Exercise Schedule

CESM advised that this item is a work in progress but there is nothing current at this time.

7.2 Exercise Report

Nil.

7.3 Business Plan to be developed, reviewed, adopted?

CESM advised that this item is a work in progress but there is nothing current at this time.

8. PROJECT PROGRESS REPORT

8.1 AWARE Funding

No action has taken place – further discussions needed.

9. AGENCY UPDATES

9.1 BFAC

- Bushfire Resilience Expo scheduled for 29 November 2015 at the Memorial Hall; and
- Radios being checked.

9.2 DFES

- DFES - Bushfire CRC we are at a higher than normal risk for bushfires this year due to high fuel loads through the district.

10. PRESENTATIONS OR EXERCISES

Nil.

11. LEMA AND RECOVERY PLAN REVIEW

New template form out for LEMA's.

12. GENERAL BUSINESS

Nil.

13. CONFIRMATION OF NEXT MEETING

The next meeting is scheduled for 10 February 2016.

14. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 5.55 pm.