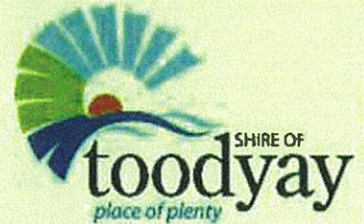


Local Emergency Management Committee



MINUTES

Minutes of the meeting held at 5.00 pm on 12 August 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 14 August 2015.

Stan Scott
CHIEF EXECUTIVE OFFICER

Accepted Minutes

These minutes were accepted at a meeting held on 11 Nov. 2015

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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COUNCIL CHAMBERS ON 12 AUGUST 2015

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ADDENDUM *with separate index follows Item 13.*
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MINUTES

1. MEETING OPENING

Cr D Dow, Chairperson, declared the meeting open at 5.10 pm.

Members

Mr R Koch	Community Emergency Services Manager (CESM)
Cr D Dow	Shire President
Ms N Turner	Toodyay Police
Cr A McCann	Council Representative, Shire of Toodyay
Cr T Chitty	Council Representative, Shire of Toodyay
Mr S Scott	Chief Executive Officer
Mr L Vidovich	Local Recovery Coordinator
Mrs N Rodger	Deputy Recovery Coordinator
Mr M Bowen	DFES District Manager Avon

Staff

Nil

Visitors

Nil

Apologies

Mr C Stewart
G Bowman

2. TABLING OF MINUTES FROM PREVIOUS MEETING

2.1 Local Emergency Management Committee Meeting held on 20 May 2015

MOTION

MOVED Cr Chitty

SECONDED S Scott

That the Minutes of the Local Emergency Management Committee Meeting held on 20 May 2015 be accepted subject to the following amendment:

“That in the member’s information Mr M Bowen be changed from FESA District Manager Avon to DFES District Manager Avon”.

MOTION CARRIED

3. BUSINESS ARISING FROM MINUTES

3.1 Matters arising from previous minutes

3.1.1 Bendigo Bank Catering Trailer

Julimar Brigade expressed an interest in the trailer. If they were to take the trailer, all responsibility including insurance etc. would become their responsibility.

3.1.2 Evacuation Packs

Evacuation packs are being finalised and will be stored at the evacuation centre.

3.2 Review of the Status Report (Action List)

Nil.

4. CORRESPONDENCE

4.1 Inward Correspondence

4.1.1 Brookfield Rail

An email was received from John Morrell identifying himself as the liaison for Brookfield Rail querying any issues with the rail corridor and if any assistance is required.

4.2 Outward Correspondence

4.2.1 Emergency Call Outs

A letter was sent to the Commissioner of Police regarding the delegation of emergency calls. The need for all agencies to be notified.

5. STANDING ITEMS TO BE CONSIDERED AT EACH MEETING

5.1 Update of Contacts (committee and emergency)

The Councillor Contacts list, accessed on the Councillor IPADS, requires updating. Current list still has the previous CESM and Chief Bushfire Control Officer.

Action: Contacts list to be updated to reflect all members and their titles.

5.2 Any ISG Activations/ or incidents - debrief.

Nil.

5.3 Any LEMC exercise held – reports and/or debrief

Nil.

5.4 Training – future dates

Nil.

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

The Shire has funding for the Fire Access & Egress Track this year. As per Councils request, a review will be conducted before the commencement of the project.

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

6.1 LEMC Meeting and Exercise Schedule

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

6.2 Exercise Report

Nil.

6.3 Business Plan to be developed, reviewed, adopted?

- CESM advised that we are required to have a Business Plan each year and he will follow this up; and
- DFES District Manager Avon advised that it is a minor and basic document in nature and that last year's document may be revamped and applied for this year.

6.4 Annual Report due?

- CESM advised that this document has been submitted and accepted; and
- CEO requested that the document be circulated to the members.

Action: CESM to distribute a copy of the Annual Report to all committee members.

6.5 Other Matters

6.5.1 Emergency Risk Management

CESM advised that Emergency Risk Management Process does not require review at the moment.

6.5.2 WALGA Risk Management Subscription

The Shire has a WALGA Risk Management Subscription and as part of this subscription, our Local Emergency Management Arrangements will be updated.

6.5.3 Workshops

CESM has been approached by both Bendigo Bank and Avon Grow to conduct workshops with varying information for land owners. Such information can be workshops about fire resistant plants and architecture; and

CESM is currently looking into the matter to bring it together for workshops in September/October 2015.

7. PROJECT PROGRESS REPORT

7.1 Morangup Disaster Resilience Pilot Program

- K Hooper has been appointed to the committee to help move the program along;
- There has been limited feedback and the planned workshops have been cancelled; and
- The program has stalled at this point and grant funding from last financial year has been carried over to the 2015/2016 financial year.

8. AGENCY UPDATES

8.1 BFAC Meeting

- Brigades still have concerns regarding the weight of fire appliances and are concerned that this has not been addressed; and
- The Shire of Toodyay to write a formal letter addressing the issue to the project manager.

Action: The CEO write a formal letter to the project manager regarding the issues of vehicle weights.

9. PRESENTATIONS OR EXERCISES

Nil.

10. LEMA AND RECOVERY PLAN REVIEW

Nil.

11. GENERAL BUSINESS

11.1 Telstra - Mobile Phone

- Morangup and Julimar are to have Black Spot funded mobile phone towers within the next 12 months;
- Coondle and Morangup will have additional NBN towers within the next 18 months; and
- The area of Bejoording is still a concern as it is a black spot area for mobile phone coverage.

11.2 Brookfield Rail

- Brookfield Rail have approached the CESM seeking feedback for any items that need addressing;
- They have been conducting rail grinding which should minimize sparks coming from the tracks;
- Safe rail crossings are an issue within the Toodyay Townsite. Hamersley Street is a designated crossing and the pedestrian footbridge off Duke Street is poorly maintained;
- The Shire is to send a letter as a reminder of the need to spray weeds along the rail corridor to reduce fire hazard; and
- DFES District Manager Avon advised that it would be worthwhile to have them on the LEMC committee as they sit on the State Emergency Management Committee.

MOTION

MOVED R Koch

SECONDED M Bowen

That Brookfield Rail be approached to become a member of the Local Emergency Management Committee

MOTION CARRIED

11.3 Rural Street Numbering

- Manager Works and Services (Local Recovery Coordinator) advised that the Rural Street numbering for Bejoording will be going to the next Council meeting; and
- Over fifty letters were sent out to residents regarding the change of road names. There have been seventeen responses and of those seventeen responses, there were three objections.

11.4 Exercises

Conditions have now been relaxed and exercises do not need to be conducted every year.

11.5 Committee Members

- Committee member attendance has been low for the LEMC meetings;
- Clarification needs to be made about what the purpose of the committee is. DFES District Manager Avon and Community Emergency Management Officer (CEMO)/SEMC Secretariat, Yvette Grigg will provide clarification.
- The Committee is to hold a training session on the role and function of the LEMC at the November meeting and letters are to be sent to all members advising of the training and the need for attendance.

Action: The CEO will write to all committee members advising that the next LEMC meeting will include a training session on the role and function of the LEMC and attendance is required.

11.6 Department of Child Protection Family Services

CPFS is calling for updated contact details for their draft Welfare Plan. Once completed, it will be presented to the LEMC for comment.

11.7 Fire Control Officers

The Bush Fire Advisory Committee have been looking at the appointment of FCO's. Council has moved to reduce the numbers to 11 however BFAC have submitted an alternative recommendation that will go to the next Council meeting.

12. CONFIRMATION OF NEXT MEETING

The next meeting is scheduled for Wednesday 11 November, 2015, commencing at 5.00 pm.

13. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.03 pm.

Local Emergency Management Committee



ADDENDUM

Attachments to the Minutes of meeting held at 5.00 pm on
12 August 2015 at the Shire of Toodyay Council
Chambers, 15 Fiennes Street, Toodyay WA 6566

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ADDENDUM

ATTACHMENTS TO MINUTES OF THE LOCAL EMERGENCY MANAGEMENT
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON 19 MARCH 2013

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LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETINGS

Status Report

Recommendations to Council

Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Deadline
12/08/15 LEMC	N/A	There were no recommendations made to Council at this meeting.	CESM	N/A	N/A

ACTION LIST

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
12/08/15 LEMC	5.1	Update of Contacts (committee and emergency)	CESM	Contacts list to be updated to reflect all members and their titles
12/08/15 LEMC	6.4	Annual Report due	CESM	CESM to distribute a copy of the Annual Report to all committee members.
12/08/15 LEMC	8.1	BFAC Meeting	CEO	The CEO write a formal letter to the project manager regarding the issues of vehicle weights.
12/08/15 LEMC	11.2	Brookfield Rail	CESM	That Brookfield Rail be approached to become a member of the Local Emergency Management Committee
12/08/15 LEMC	11.5	Committee Members	Y Grigg & M Bowen	Clarification needs to be made about what the purpose of the committee is. DFES District Manager Avon and Community Emergency Management Officer (CEMO)/SEMC Secretariat, Yvette Grigg will provide clarification.
12/08/15 LEMC	11.5	Committee Members	CEO	The Committee is to hold a training session on the role and function of the LEMC at the November meeting and letters are to be sent to all members advising of the training and the need for attendance. Action: The CEO will write to all committee members advising that the next LEMC meeting will include a training session on the role and function of the LEMC and attendance is required.

