



**Local Emergency Management
Committee Meeting**

Minutes

12 November 2014

Preface

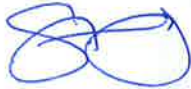
When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Local Emergency Management Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 14 November 2014.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 11-02-2015

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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ADDENDUM *with separate index follows Item 7.*

Shire of Toodyay

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 12 NOVEMBER 2014 (ADJOURNED)

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 5.30 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Mr C Munson	Community Emergency Services Manager
Cr D Dow	Shire President
Sgt W Conder	Police OIC
Cr A McCann	Council Representative, Shire of Toodyay
Cr T Chitty	Council Representative, Shire of Toodyay
Mr L Vidovich	Local Recovery Coordinator
Mrs N Rodger	Deputy Recovery Coordinator
Mr K Maddrell	St John Ambulance
Cr R Madacsi	Deputy Council Member
Cr P Greenway	Deputy Council Member
Mr C Stewart	Chief Bushfire Control Officer (CBFCO)

Staff

Mrs M Lamb	Corporate Administration Support Officer
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Visitors

Water Corporation Representatives:

Mr S MacCarthy	Security Program Manager
Mr D Hurst	Service Delivery Manager
Mr M Tschanz	Technical Services Manager

2.2 APOLOGIES

Mr S Scott	Chief Executive Officer
Ms J Brown	Department of Child Protection
Mr T Martin	Principal, Toodyay High School
Ms Y Grigg	FESA CEMO EMWA Section
Mr C Wroth	St John Ambulance

3. DISCLOSURE OF INTERESTS

The Chief Executive Officer advised that there were no disclosures of interest.

Chief Bushfire Control Officer (CBFCO) entered Chambers at 5.39 pm.

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Local Emergency Management Committee Meeting held on 13 August 2014, there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

There were no public questions.

5. CONFIRMATION OF MINUTES

5.1 Local Emergency Management Committee Meeting held on 13 August 2014.

MOVED Cr Chitty

That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 13 August 2014 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

5.2.1 Business Plan

Clarification was sought in respect to the Road Safety Awareness Program.

5.3 Review of LEMC Status Report

Clarification was sought in respect to a number of items listed in the Status Report.

6. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS (relating to the purpose of the meeting)

6.1 Deputations

Nil.

6.2 Presentations

The Water Corporation represented by Mr S MacCarthy, Security Program Manager; Mr D Hurst, Service Delivery Manager and Mr M Tschanz, Technical Services Manager provided Council with a presentation relating to Westplan Flood in regards to the Toodyay Wastewater Treatment Ponds.

Cr Chitty departed Council Chambers at 6.25 pm and returned at 6.35 pm.

Cr Greenway departed Council Chambers at 6.35 pm.

Police OIC Sgt Condor departed Council Chambers at 6.55 pm and returned at 6.59 pm.

6.3 Submissions

Nil.

7. ADJOURNEMENT OF MEETING

The Chairperson declared the meeting be adjourned at 7.15 pm.

MOVED Cr Dow seconded by Cr McCann

That the meeting be adjourned in accordance with Standing Order 10.10(3) on 12 November 2014 at 7.15 pm to be resumed on a date and time to be advised.

MOTION CARRIED

The chairperson declared the meeting adjourned at 7.15 pm.

8. REPORTS OF OFFICERS

8.1 Standing Items for Consideration

Date of Report:	11 November 2014
Proponent:	Shire of Toodyay
File Ref:	LEG009/LEG221
Author:	Community Emergency Services Manager
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple majority

INTRODUCTION

This report has been prepared in accordance with the Local Emergency Management Committee (LEMC) Administration Guide.

BACKGROUND

The Guide provides key dates Local Emergency Management Committee (LEMC) requirements.

The Administration Guide requires the LEMC to consider at each meeting it holds "Standing Items" as follows:

- Update of Contacts (committee and emergency);
- Review of Resources;
- Review of Membership;
- Any ISG activations / or incidents – debrief;
- Any LEMC exercises held – reports and debrief where applicable;
- Training – availability and dates; and
- Funding – NDRP or other (e.g. community safety grants).

CONSULTATION

Consultation has occurred between the CEO and the Community Emergency Services Manager (CESM).

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The purpose of the LEMC is to advise and assist the Local Government in ensuring that the Local Emergency Management arrangements are established for its district. This involves revision and testing of these arrangements.

Please discuss / comment on each of the items as follows:

8.1.1 Update of Contacts (committee and emergency);

8.1.2 Review of Resources;

8.1.3 Review of Membership;

8.1.4 Any ISG activations / or incidents – debrief;

8.1.5 Any LEMC exercises held – reports and debrief where applicable;

8.1.6 Training – availability and dates; and

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

8.1.8 Relevant Hazards (identified within the Community Centred Emergency Risk Management Plan) as follows:

- Westplan Air Crash
- Westplan Animal and Plant Biosecurity
- Westplan Brookfield Rail Emergencies
- Westplan CBRN - Restricted Access **
- Westplan Collapse
- Westplan Cyclone
- Westplan Dambreak
- Westplan Earthquake
- Westplan Fire
- Westplan Flood
- Westplan HAZMAT
- Westplan Heatwave
- Westplan Human Epidemic
- Westplan Land Search
- Westplan Liquid Fuel Supply Disruption
- Westplan Rail Crash PTA
- Westplan Road Crash
- Westplan SPRED **
- Westplan Storm
- Westplan Terrorist Act - Restricted Access

8.2 Unclear House Numbering Affecting Emergency Services

Date of Report:	11 November 2014
Name of Applicant / Proponent/s:	SEMC
File Reference:	FIR27
Author:	Merridith Lamb – Corporate Support Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	The issue of house numbering in the Bejoording townsite has been discussed by Counsel previously.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	Correspondence from SEMC
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is for the Local Emergency Management Committee to be updated.

BACKGROUND

Yvette Grigg sent correspondence to the Shire of Toodyay (refer to attachment one).

OFFICER COMMENT / DETAILS

Unclear numbering of homes in the Bejoording townsite is an ongoing concern for the Shire of Toodyay. There may be other areas of concern.

OFFICERS RECOMMENDATION

The Local Emergency Management Committee recommends to Council the following:

Manager Works & Services presented Council Meeting Officer Report and Resolution on Rural Street Addressing in Bejoording.

9. REPORTS OF COMMITTEE MEMBERS

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 12 NOVEMBER 2014

Nil.

10. NEW BUSINESS OF AN URGENT NATURE

Nil.

11. NEXT MEETING

12. CLOSURE OF MEETING