



MINUTES

**LEMC MEETING
HELD ON TUESDAY 5th DECEMBER 2006
AT FESA REGIONAL OFFICES, 79 NEWCASTLE ROAD, NORTHAM
COMMENCING AT 11:00AM**

1. ATTENDANCE & APOLOGIES

Attendance

| | | |
|-------------------|-------------|---|
| Bert Llewellyn | Chairperson | Shire of Northam |
| Craig Wanstall | | Northam Police Station |
| Darren Andrews | | Shire/Town Northam |
| Linton Mincherton | | FESA |
| Barbara Keyser | | FESA |
| Jason Jenke | | Town of Northam |
| Phil Steven | | Shire of Northam |
| Bronwyn Pitter | | Northam Hospital |
| Deborah Chadwick | | Department for Community Development (DCD) |

Apologies

| | |
|----------------------|------------------|
| Sylvia Bristow-Stagg | SES Northam |
| Sue Gordon | Northam Hospital |
| Jennifer Lee | Northam Hospital |
| Rory O'Brien | Town of Northam |

2. CONFIRMATION OF MINUTES

The Minutes of the Meeting held on the 21 March 2006 were acknowledged by the Chairperson.

Moved: C Wanstall

Seconded: P Steven

3. MATTERS ARISING

Nil

4. CORRESPONDENCE

1. (Incoming) Local Recovery Arrangements (City of Bayswater)
2. (Incoming) Local Welfare Emergency Management Support Plan (DCD)
3. (Incoming) Local Recovery Arrangements Guide (Perth Metropolitan Region)
4. (Outgoing) Local Emergency Management Committee Reports 2005-2006
5. (Incoming) Wheatbelt District Emergency Management Committee Minutes 7/09/06 meeting
6. (Incoming) Wheatbelt District Emergency Management Committee Draft Report 2005 - 2006

5. UPDATES – MEMBER LISTING

The separate sheets for Committee Members, and the broader list of addresses were circulated for correction and updating. The amended listings are circulated with these minutes.

6. RECOVERY PLAN

Phil (Shire) is currently putting together a draft plan. He will get together with Barbara (FESA) to prepare draft. Barbara mentioned the City of Bunbury Emergency Management Plan is now available on cd rom. It can be used as a guide; she also mentioned that up to \$50,000 funding is available for local governments for risk management plans, back filling etc.

Craig (Northam Police) said that the annual report exposed Northam's need for a Recovery Plan. Bert (Chairperson) stated that Barbara (FESA), Craig (Northam Police), Phil (Shire) and Jason (Town) should all get together to look at a plan, keeping in mind that a merger between the Shire and the Town may cause for the plan to be rewritten.

Craig motioned that Phil should coordinate the group

Moved: C Wanstall

Seconded: P Steven

Aim: - to take a draft plan to the next meeting.

7. GENERAL BUSINESS

Craig (Northam Police) informed that the Emergency Resources Log has been updated and he will circulate to the four (4) master copies. (ToN, SoN, FESA & Northam Police).

Darren (Shire/Town) informed that there will be an 'Aware' Introduction to Emergency Risk Management training session held in Toodyay on the 14 March 2007. Place are limited, but there is still around 6 places available. Linton (FESA) commented that all persons listed on the Contacts List should have some sort of training. Barbara (FESA) will organise an 'Aware' program for Northam for the 2007/2008 financial year, and that some should attend the Toodyay session if able too.

Darren commented that he has been awarded a scholarship to obtain a Diploma in Emergency Management – Public Safety – and has completed his first year.

8. NEXT MEETING DATE AND LOCATION

The next meeting will be held 20 February 2007 @ 10:00am.
The following meeting will be held 17 April 2007 'Table Top Exercise'
To be held 9:00am-3:00pm (Colin Brown to run)

9. CLOSE

The meeting closed at 11:40am with a vote of thanks for attendance by the Chairperson.