



## MINUTES

**LEMC MEETING  
HELD ON TUESDAY 9<sup>th</sup> October 2007  
AT FESA REGIONAL OFFICES, 79 NEWCASTLE ROAD, NORTHAM  
COMMENCING AT 10:00AM**

### **1. ATTENDANCE & APOLOGIES**

#### **Attendance**

Bert Llewellyn	Chairperson	Shire of Northam
Peter McLean (taken over from Crag Wanstall)		Northam Police Station
Linton Mincherton		FESA
Yvette Grigg		FESA
Phil Steven		Shire of Northam
Harry Lauk		Dept of Agriculture & Food
Terry Brooks		Dept of Water
Paul Tholen		Dept of Env & Conservation
Drew Richardson		St John Ambulance
Jenny Lee		Northam Hospital
Jason O'Keefe		Rowland
Vince Connelly		Rowland
George Tiedtke		Western Power

#### **Apologies**

Jason Jenke	Shire of Northam
Darren Andrews	Shire Northam
Chadd Hunt	Shire of Northam
Sergio (Sarge) Bottacin	SES Northam

### **2. CONFIRMATION OF MINUTES**

The Minutes of the Meeting held on 17 April 2007 were acknowledged by the Chairperson.

*Moved: J Lee*

*Seconded: B Llewellyn*

**3. MATTERS ARISING**

The previous meeting discussed the proposed update to the Local Emergency Management Arrangements and Recovery Plan, which are being progressed at this meeting.

**4. CORRESPONDENCE**

Nil

**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. ROWLAND PRESENTATION – DRAFT EMERGENCY MANAGEMENT ARRANGEMENTS AND RECOVERY PLAN**

Mr Vince Connelly provided background behind the revised Arrangements, that it includes coordination, response and recovery details. He also discussed a Local Recovery Flowchart, to see whether it reflects what the LEMC wishes to achieve.

Details of Emergency Coordination Centres, Community Events, Evacuation, Testing of the Plan, and Training were discussed to be included in the Plan.

The details for Coordination Centres and Evacuation Points will be taken from the existing Arrangements. Testing of the Plan will be via Tabletop Exercises, or a description of individual Departments response plans. Training available includes AWARE training.

The proposed consultation will be with key departments within and associated with the LEMC which may include Bushfire Brigades. A final draft will be placed at the front counter of the Shire of Northam, and also taken to the Shire Council, and run past the DEMC. An expected date for the public consultation is 4 weeks approximately from early February 2008. Rowland may liaise directly with members of the DEMC for input.

To progress towards the final draft, Rowland will liaise with relevant members of the LEMC.

Mr Mincherton indicated that FESA were particularly interested in the development of the Plan, from the point of view of how it compares to other Shire's Emergency Management Plans, as it may be used as a reference in the future.

**7. GENERAL BUSINESS**

Nil

**8. NEXT MEETING DATE AND LOCATION**

The next meeting will be held on Tuesday 12 February 2008 at 10am at the Department of Agriculture in Northam starting at 10am.

**9. CLOSE**

The meeting closed at 12:15pm with a vote of thanks for attendance by the Chairperson.