



MINUTES

**LEMC MEETING
HELD ON TUESDAY 17th APRIL 2007
AT FESA REGIONAL OFFICES, 79 NEWCASTLE ROAD, NORTHAM
COMMENCING AT 10:00AM**

1. ATTENDANCE & APOLOGIES

Attendance

Bert Llewellyn	Chairperson	Shire of Northam
Craig Wanstall		Northam Police Station
Barbara Keyser		FESA
Phil Steven		Shire of Northam
Chadd Hunt		Town of Northam
Alan Kietzmann		Dept of Env & Conservation
Pete Hewat		St John Ambulance
Steven Douglas		St John Ambulance VFAS
Jennifer Lee		Northam Hospital

Apologies

Jason Jenke	Town of Northam
Darren Andrews	Shire/Town Northam
Linton Mincherton	FESA
Sylvia Bristow-Stagg	SES Northam
Sergio (Sarge) Bottacin	SES Northam

2. CONFIRMATION OF MINUTES

The Minutes of the Meeting held on the 26 February 2007 were acknowledged by the Chairperson.

Moved: C Wanstall

Seconded: P Hewat

3. MATTERS ARISING

An AWARE funding application was submitted prior to the previous meeting and FESA have advised that funding is likely, although a formal response has not been received yet.

4. CORRESPONDENCE

1. (Incoming) Minutes 7 March 07 (District Emergency Management Committee)
2. (Incoming) District Boundaries Map (Dept of Env & Conservation)
3. (Incoming) Response Capabilities of St Johns locally and as a whole (St Johns Ambulance Northam)

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

As discussed at the previous LEMC meeting, a funding application has been submitted to FESA seeking funding to consult on and update our Emergency Recovery Arrangements and Local Recovery Plan.

Mrs Barbara Keyser advised that LEMC should receive notification of whether the application is successful, by the end of the month (April 07).

Mr Craig Wanstall suggested that the Recovery Plan contact list and accommodation list should be revised since it was noted at the last meeting that these details were out-of-date. The lists were taken from the SES Operational Plan 2005. It was suggested that if the above funding is not successful, we will remove the said lists from the Recovery Plan, but cross-reference the document to the relevant lists in the Emergency Management Arrangements.

Mr Wanstall read from the Westplan that the Recovery Committee is to arrange support and relief following an emergency. The LEMC discussed who should be appointed as the Local Recovery Coordinator, further to the general motion from the last meeting that someone be appointed by the Local Governments.

Mr Wanstall moved that the LEMC write to the Shire and Town Council recommending that Mr Phil Steven and Mr Jason Jenke be appointed as Local Recovery Coordinators as outlined in the Local Recovery Plan.

Moved: C Wanstall

Seconded: B Keyser

7. GENERAL BUSINESS

Peter Hewat advised that a St John Ambulance Capacity Report is now available, which was circulated at the LEMC meeting. An Emergency Management Plan has also been published, which will be brought to a later meeting.

Phil Steven noted that there is a new Health Department Emergency contact number, which will be circulated to the group.

Mr Alan Kietzmann from the Department of Environment & Conservation (DEC) explained that the previous Department of Environment and the Department of Land Conservation (CALM) have now merged to become DEC. The Department of Water (DoW) is a separate department. Northam fits within the Swan Region and Wheatbelt Region with the boundary on the Clackline-Toodyay Road.

The annual report from LEMC to DEMC regarding LEMC meeting times and activities will be completed by Mr Wanstall when it is required.

8. NEXT MEETING DATE AND LOCATION

The next meeting will be held on Tuesday 24 July 2007 which will be a 'Table Top Exercise', tentatively to be run from 9:00am-3:00pm (Colin Brown to run) details to be confirmed.

9. CLOSE

The meeting closed at 10:55am with a vote of thanks for attendance by the Chairperson.