



MINUTES

**LEMAC MEETING
HELD ON TUESDAY 21ST MARCH 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
Felix McQuistan		Shire of Northam
Stuart Billingham		Shire of Northam
Sylvia Bristow-Stagg		SES Northam
Steve Douglas		St John Ambulance
Dave Ford		St John Ambulance
Steve Bordas		Wundowie Police Station
Linton Mincherton		FESA
Barbara Keyser		FESA
Jason Jenke		Town of Northam

Apologies

Sergio Bottacin	SES
Phil Steven	Shire of Northam

2. CONFIRMATION OF MINUTES

The Minutes of the Meeting held on the 8 November 2005 were read out by the Chairperson.

Moved: C Wanstall

Seconded: S Bristow-Stagg

3. MATTERS ARISING

Barbara Keyser introduced herself to the committee and gave a brief overview of her role with FESA as a Community Emergency Management Officer.

Chairperson noted the changes of staff at the Town of Northam.

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. APPROVAL OF EMERGENCY MANAGEMENT ARRANGEMENTS

Chairperson read out letter from Uniting Church, that expresses concerns about duplication of names throughout Emergency Management Arrangements document. This has the potential to cause confusion and may require some name changes. The letter also expressed concern for the evacuation of elderly people during an evacuation (Supply of medication etc). Linton (FESA) commented that the list should stay as it is, however the second list should be renamed as emergency contact list. Chairperson asked for names to be removed from the list if they have left their employment.

7. RECOVERY PLAN

Felix (Shire) explained that he and Phil (Shire) are currently looking through three different plans, to make one plan. Craig (Northam Police) mentioned that Colin Brown (FESA) has templates. Chairperson stated that it is to be left with the Shire and worked on when Phil returns from annual leave.

8. GENERAL BUSINESS

1. Craig spoke about the need to hold a training exercise annually to go through recovery plan.
2. Felix stated that the recovery Plan will not take long to complete once Phil is back from A/L.
3. Linton suggested Alan Riley from EMS be brought in to undertake training on new Act.

4. Craig commented that everyone needs to attend 'Table Top' exercise
5. Stewart said that the plan is only as good as on the day and 'Table Top' exercise will show up any problems. Plan should also be reviewed every 2 years.
6. Craig – 'Table Top' to be held on 24 May 9 – 3 at FESA office with Linton & Barbara to organise morning presentation and lunch and 'Table Top' exercise to be organised by Police & Shire of Northam. All information needs to be kept basic & broad.
7. Stewart informed that nothing as yet has been decided in relation to Avon Park but is something that will need to be given consideration in the future.
8. Chairperson commented that it is still a long way off.

9. NEXT MEETING DATE AND LOCATION

The next meeting will be held 24 May 2006 'Table Top Exercise'.

10. CLOSE

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