

Shire of Williams
Local Emergency Management Committee
Minutes of meeting held
Monday 23rd March 2009 at Shire of Williams

Present

John Cowcher (Chairperson), Ryan Duff (Chief Executive Officer), Heidi Cowcher (LEMC Executive Officer), Simon Vogel (Area Manager, FESA Narrogin), Adam Smith (CEMO, FESA Albany), Doug O'Neil (OIC Williams Police), Alex Stewart (Department of Agriculture & Food/Williams VFRS), Ryan Gibson (Roadwise Narrogin), Ian Bell (Williams VFRS), Richard Johnstone (CBFCO)

Apologies

Leon Birch (Williams Police), Norma Sinclair (Williams Medical Centre), Neville Steicke (Williams SJA)

Minutes meeting held 18th February 2008

Alex requested that his representation be recorded as being for the Department of Agriculture & Food AND Williams VFRS.

It was moved that the minutes of the meeting held Monday 18th February 2008 be accepted as a true and correct record (with the abovementioned change).

Alex Stewart / Doug O'Neil

Business Arising

Emergency Trailer – has now been fitted with trickle charger to ensure batteries are always fully charged to make the trailer operational at all times. Jerry can has been filled with fuel. If and when trailer is needed, contact is to be made with Shire administrative staff.

General Business

1. Adam Smith (FESA Albany – Community Emergency Management Officer) – brief introduction as to his role and responsibilities and support he can give to the Shire and Williams LEMC. Adam is responsible for assisting us with AWARE funding applications and projects, as well as ensuring that the ERM is up to date and appropriate for our community.
2. Simon Vogel – (FESA Narrogin - District Manager) – is responsible for liaising with local government assisting with the Bushfires Act, Emergency Services Levy and training as required. He also assists the Volunteer Fire & Rescue group
3. Ryan Gibson (Roadwise Narrogin) – assists with implementation of Road Safety initiatives and work with LEMC's to implement community based initiatives.
4. Williams LEMC – Doug raised the requirement to have quarterly meetings as per SEMC Policy Statement 2.5. It was noted that there was no need to have meetings for meetings sake (as discussed last year). In the coming year, as we review our plan, it was resolved that we would probably have at least this amount. It was suggested that perhaps 2 meetings and 2 exercises would increase our preparedness and ability to respond to an emergency.
Alex Stewart suggested that “no-notice” exercises would test emergency service capabilities to respond to an emergency. It was felt that whilst this was a good idea in theory, we want to encourage and foster positive experiences for our volunteers, and not make them feel that they are incapable of dealing with a large scale emergency.

Adam Smith offered to run desk-top exercises for the group. Doug O'Neil offered to run exercises for the group. Doug requested an exercise to be undertaken on the training nights of SJA and VFRS. SJA trains on the 2nd Tuesday of the month and VFRS trains on the 2nd Thursday of the month.

It was suggested that a LEMC exercise, organized by Doug be held on **THURSDAY 14th MAY** at a venue to be confirmed. All LEMC committee people to be invited to attend, together with all emergency service volunteers and Bush Fire Control officers.

5. DCP Representative – Williams LEMC is supposed to have a DCP rep on the committee. Alison Braid from DCP in Narrogin has been invited to attend the next meeting.
6. Review of Williams LEMC Plan – As our plan was prepared in 2002 and endorsed in 2003, it is time for our arrangements to be reviewed comprehensively. Adam stated that a comprehensive guide to reviewing LEMC plans and developing recovery plans has been developed and will be launched in April 2009 at the Emergency Management Conference to be held in Perth. Adam said that once it was released, it would be made available to all Local Governments to assist with reviewing current arrangements. Adam will liaise with Heidi when documents available.
7. AWARE funding – Adam and Heidi briefed committee on training and funding opportunities available through AWARE (All West Australians Reducing Emergencies). The LEMC can access training (Recovery Management and Emergency Risk Management) which assists local communities to understand and plan for emergencies and dealing with recovery (post-incident). Funding can be accessed to undertake the community consultation required in reviewing the LEMC arrangements. Application is due on 31st March 2009.

It was resolved that the Shire of Williams/Williams LEMC would make an application to the AWARE program for training and funding to offset costs associated with community consultation.

8. SAM trailer – Shire of Williams, together with the Shires of Narrogin, West Arthur and Town of Narrogin has been successful in receiving \$18,528 to purchase a Speed Alert Monitor Trailer that can be used as an active speed deterrent as well as display messages about roadworks, traffic accidents and other incidents requiring advance notice to drivers, as well as actively promoting road safety initiatives. The Shire of Williams is the responsible agency, and all bookings will be managed by the Shire (a log book tracking its movements has to be kept). Trailer is at Shire of Williams depot. It has been tentatively scheduled to be used over Easter/school holidays.
9. Other Business
 - a. Communication – Doug has had a direct request from the Police Superintendant that the Williams LEMC Plan has to be accessible to the general community at all times. It has been suggested that the contact list be removed, and the Plan be made available on the Shire website (www.williams.wa.gov.au) and in the Shire Library.
 - b. Chief Bush Fire Control Officer – is actively discouraging the unsafe practice of riding in the rear of utes when fighting fires. It is an unnecessary practice, as fires can be actively fought from within the cab of the ute with the hose from the firefighter. The only time it is acceptable is on the back of a properly equipped fire fighter designed to carry personnel at the back.
 - c. Roadwise – Ryan asked if it were pertinent that a permanent Roadwise representative be on the Williams LEMC. It was agreed that this would be beneficial. Ryan has also agreed to ensure that we are kept up to date with Road Safety Initiatives as they are announced.
 - d. Alex Stewart – noted that in the next few weeks 5 military style radios, which are excellent communication tools, will be made available, should we be interested. Heidi to liaise with Alex.
 - e. Shire of Williams as major operation centre – Ryan Duff queried whether the Williams LEMC noted that the Shire could be used as an Operation Centre/Headquarters in the case of a major incident. If so, we would need to investigate the installation of additional phone lines and ensure that we had up to date and adequate maps. Perhaps funding may be available for this? Heidi to follow up with Adam.

With no further business, the Chairperson declared the meeting closed at 8:45pm.