



MISSION AND VALUES OF COUNCIL

"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."

UNCONFIRMED MINUTES

OF THE

LOCAL EMERGENCY MANAGEMENT
COMMITTEE

13 SEPTEMBER 2017

OUR VISION

"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."

OUR MISSION

"To deliver affordable and quality Local Government services."

CORE VALUES OF THE SHIRE

The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:

Communication

Integrity

Respect

Innovation

Transparency

Courtesy

DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Broome expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

SHIRE OF BROOME
LOCAL EMERGENCY MANAGEMENT COMMITTEE
WEDNESDAY 13 SEPTEMBER 2017
INDEX – MINUTES

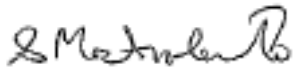
1.	OFFICIAL OPENING	5
2.	ATTENDANCE AND APOLOGIES.....	5
3.	CONFIRMATION OF MINUTES.....	6
4.	CORRESPONDENCE IN / OUT	6
	4.1 INCOMING CORRESPONDENCE	6
	4.2 OUTGOING CORRESPONDENCE.....	6
5.	BUSINESS ARISING.....	6
	5.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACT LIST	7
	5.2 STATUS REPORT.....	7
	5.3 RESOURCE REGISTER	7
	5.4 INCIDENT REPORT	7
	5.5 TRAINING SCHEDULE	7
	5.6 ASBESTOS REGISTERS - ARISING FROM FORREST STREET FIRE.....	7
	5.7 OFFICE OF EMERGENCY MANAGEMENT - DISTRICT ADVISOR REPORT	8
	5.8 UPDATES FROM MEMBERS	8
6.	REPORTS OF OFFICERS.....	8
7.	MEETING CLOSURE.....	8

NOTICE OF MEETING

Dear Council Member,

The next Local Emergency Management Committee Meeting of the Shire of Broome will be held on Wednesday, 13 September 2017 in the Function Room, Corner Weld and Haas Streets, Broome, commencing at 10:00.

Regards



S MASTROLEMBO
Chief Executive Officer

07/09/2017

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE OF THE SHIRE
OF BROOME,
HELD IN THE FUNCTION ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON
WEDNESDAY 13 SEPTEMBER 2017, COMMENCING AT 10:00.**

1. OFFICIAL OPENING

The Chairman welcomed Members and Officers and declared the meeting open at 10:00.

2. ATTENDANCE AND APOLOGIES

Attendance:	Brendon Barwick	Broome Police - Chairperson
	Trevor Fish	12 Mile Community Representative
	Tania Baxter	Bidyadanga Community Representative
	Mat Morrissy	Air Services Australia
	Loretta Bin Omar	Australia Red Cross
	Chris Fox	Bidyadanga Police
	Shaun Coles	Bidyadanga Police
	Chris Channing	Broome International Airport
	Ian Clark	Broome Regional Prison
	Stu Young	Broome Regional Prison
	Craig Coulsen	Nyamba Buru Yawuru/Broome Volunteer Sea Rescue Group
	Megan Spence	Department of Communities
	Barry Louvel	Department of Communities
	Maj. Chris McGlashan	Department of Defence – NORFORCE
	WO2 Paul Harrison	Department of Defence – NORFORCE
	Deanne Hayward	Department of Human Services
	Jodie Lynch	Horizon Power
	Gary Bradshaw	Main Roads
	Andrew Graffen	St John Ambulance
	Paul Beard	Water Corporation
	Jonathon Lane	Department of Communities
	Mal Gower	Kimberley Port Authority
Apologies:	Ivan Davie	Townsite Representative
	Phil Leach	Broome Volunteer Fire & Rescue
	Ed Carroll	Coconut Wells Community Representative
	Rob Aristei	Broome Surf Life Saving Club
	Chris Mitchell	Shire of Broome
	John Kennedy	Broome Volunteer Sea Rescue Group
	Todd Carrington	Dampier Peninsula Police
	Rick Darlow	Department of Fire & Emergency Services
	Glenn Hall	Department of Fire & Emergency Services
	Pat Foley	Department of Parks & Wildlife
	Daren Hutchins	Department of Transport
	Jeanette Bryson	Housing Authority
	Nick Van Straaten	Kimberley Aboriginal Medical Services Ltd
	Kevin Tromp	Kimberley Land Council
	Lindsay Copeman	Kimberley Port Authority
	Rita Rose	Nyamba Buru Yawuru

Tracey Beckett	Royal Flying Doctors Service
Andy Boutell	Telstra
Fiona Fischer	Department of Communities

Officers:	Aletta Nugent	Shire of Broome
	Ty Matson	Shire of Broome
	Bronwyn Jones	Shire of Broome

3. CONFIRMATION OF MINUTES

3.1 The minutes of the LEMC were distributed and taken as read.

COMMITTEE RESOLUTION:

Moved: Mr M Morrissy *Seconded: Mr C Coulson*

That the Minutes of the Local Emergency Management Committee held on 14 June 2017, as published and circulated, be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY 40/0

4. CORRESPONDENCE IN / OUT

4.1 INCOMING CORRESPONDENCE

- Kimberley Emergency Management District Risk Assessment Report 2017
- September Monthly Theme - North West Land Division – Prepare an Emergency Survival Kit
- WA Emergency Services Volunteer Sustainability Strategy 2016 – 2024

4.2 OUTGOING CORRESPONDENCE

- District Risk Assessment Report – sent by LEMC Secretariat to all members 23 June 2017
- Horizon Power Media Release – sent by LEMC Secretariat to all members 11 August 2017
- Kimberley DEMC Meeting invite 9 October 2017 – sent by LEMC Secretariat to all members 01 September 2017

5. BUSINESS ARISING

5.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACT LIST

An updated contact list of members and proxies is attached, please inform the secretariat of any changes.

The Committee were asked to provide any updates to the Committee Secretariat.

Barry Louvel – Department of Communities, has provided a breakdown of staff/function changes from what was the Department of Aboriginal Affairs.

Attachments

1. LEMC Contact List 2017

5.2 STATUS REPORT

The 2017 Status Report is attached. All actions have been completed.

Attachments

1. LEMC Status Report 2017

5.3 RESOURCE REGISTER

The 2017 Resource Register is attached. Please provide updates where applicable.

The Committee were asked to provide updates to the Committee Secretariat.

Attachments

1. LEMC Resource Register 2017

5.4 INCIDENT REPORT

The 2017 Incident report is attached. Please provide updates where applicable.

The incident report was discussed, and members asked to provide updates to the Committee Secretariat as needed. Broome Police mentioned that there have been 2 fatal crashes, Brendan Barwick to include details on the Incident Report.

Attachments

1. LEMC Incident Report 2017

5.5 TRAINING SCHEDULE

The LEMC Training Schedule is attached. Please provide updates where applicable.

The Committee were asked to provide updates to the Committee Secretariat when training schedules have been organised. Broome International Airport added upcoming training in October 2017 to the schedule – AEP Field Exercise.

Attachments

1. LEMC Training Schedule 2017

5.6 ASBESTOS REGISTERS - ARISING FROM FORREST STREET FIRE

- Paul Beard, Water Corporation, have a register available if DFES would like a copy.
- Jodie Lynch, Horizon Power, stated that they found little issues with asbestos during the meter replacement project.
- Jonathon Lane, Dept. of Communities, stated that all properties with asbestos have a sign in the meter box and are on a register.

5.7 OFFICE OF EMERGENCY MANAGEMENT - DISTRICT ADVISOR REPORT

- Brendan Barwick, Broome Police, discussed the report (attached) with Committee members.

Attachments

1. Attachment 1

5.8 UPDATES FROM MEMBERS

Shire of Broome – Rangers have been busy finalising the Firebreak Orders compliance program.

Broome Volunteer Sea Rescue – Open Day coming up at the end of October.

Horizon Power – The Electricity Network Safety Management System (**ENSMS**) was implemented in August 2017. The ENSMS is a new framework that sees the changes in safety from a regulatory audit and compliance approach, to one of self-management.

Kimberley Port Authority – 26 week contract upgrade of saltwater system; Jetty walk way to be open end of September.

Australian Red Cross – Informing LEMC members of spot fires up on the Peninsula.

Department of Communities – Many changes in roles, Brendan Barwick has asked that Barry provide a list to the Committee.

Broome International Airport – Conducting training/exercise on the 14 October 2017; planning a meeting on the 18 September 2017 – joining instructions to be sent out.

Air Services Australia – Delivery of Sea Legs boat enhancing water rescue capabilities. Suggested that LEMC members have a tour of new facility.

St. John Ambulance – New Emergency Support Vehicle arriving soon – suggested a link up with the tour of the Sea Legs boat/facility.

Broome Police – Renovations still under way; CCTV hooked into Police Station for viewing but not monitored on a regular basis.

6. REPORTS OF OFFICERS

Nil

7. MEETING CLOSURE

The Chairman declared the meeting closed at 10:28am.