

13.4 Disclosure of Interests

Nil.

13.5 Declaration of Due Consideration

No declarations were made.

13.6 Deputations and Presentations

Nil.

13.7 Announcements by the Chairperson of the Board and communication from the WAPC

Nil.

13.8 Confirmation of Minutes

13.8.1 Minutes of the Tamala Park Coastal Reserve Community Advisory Committee meeting held on 21 March 2011

Resolved

Moved by Mr Arias, seconded by Mr Reason

That the minutes of the Tamala Park Coastal Reserve Community Advisory Committee meeting held on 21 March 2011 be confirmed as a true and correct record of the proceedings.

The motion was put and carried.

13.9 Reports

13.9.1 Cultural heritage Surveys of Tamala Park , Burns Beach – Mindarie Key, Western Australia

Neither the Archaeological Survey nor the Ethnographic Consultation identified any specific sites, artefacts, caves, tree scars or anything of that nature. In summary, there has been nothing specific identified in the surveys; the archaeologists report recommended that where there was

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work to be done on the ground in future that consideration is given to consulting Aboriginal people, particularly anyone with sound knowledge of the *Aboriginal Heritage Act*.

Resolved

Moved by Mr Jacob, seconded by Mr Parker

That the Tamala Park Coastal Reserve Community Advisory Committee notes the ethnographic and archaeological surveys and tabled documents.

The motion was put and carried.

13.9.2 Potential name for the new Park

There were no suggestions in the submissions received for an alternative name for the Park. The Presiding Member suggested that a Noongar word referred to in the ethnographic report, Booyeembara, might be considered as an option, particularly as the name Tamala Park is associated locally with the Tip. Booyeembara refers to the limestone geology ("rock") of the coastal area of the Swan Coastal Plain. The Committee has therefore proposed that the DEC considers the name Booyeembara when developing its management plan so it is out there for public discussion. This issue may need to be referred to the Geographical Naming Committee.

Resolved

Moved by Mr Jacob, seconded by Mr Reason

That the Tamala Park Coastal Reserve Community Advisory Committee supports the name Booyeembara Conservation Park and that this suggestion be considered by DEC in development of its management plan.

The motion was put and carried.

13.9.3 Public Comments On Establishment Plan

Comments from the City of Joondalup were presented to the Committee at the meeting. A copy has been placed on file.

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Other submissions were received from the following organisations/persons (in alphabetical order):

Mr S Burnell

Friends of North Ocean Reef - Iluka Foreshore

Heritage Council of WA

Joondalup Community Coast Care Forum

Mines and Petroleum, Department of

Northern Districts Combined Community Groups Association

Planning, Department of (Metro North West)

Quinns Rocks Environmental Group

The majority of the public submissions are for noting only and were generally supportive of the Committee's recommendations. A submission by the Northern Districts Combined Community Groups Association Inc proposed the inclusion of a multi wheeled sports facility within/adjacent to the proposed park. The Committee considered this incompatible with the primary conservation values of the area. There were four suggestions that the Committee considered should be incorporated in the final Establishment Plan and these listed in the resolution below.

The City of Joondalup suggested a standard response would be made to each individual submitter, acknowledging receipt of their submissions. Mr Parker suggested that the responses could thank the submitters for their submissions, advise them that the four suggestions below will be incorporated in the final document and that this will be published in the next couple of months. Mr Parker to write to the submitters accordingly.

The Friends of North Ocean Reef suggested that there should be one manager of the coastal strip. Mr Parker noted that there is a small section, a north/south strip (20/30m wide) between the coastal reserve managed by the City of Joondalup and the Urban Development. In the current Plan, this strip is proposed for management by the DEC. It was suggested that this southern area should be managed by only one agency, preferably the City of Joondalup.

In the northern area, the City of Wanneroo has indicated its preference for access to the coast for a recreational swimming beach to be from the new TPRC subdivision rather than from Long Beach Promenade. In that case, the northern section of hard stand access and infrastructure could be managed by the City of Wanneroo and the main central area through to the beach could be managed as part

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of the conservation reserve. This will need to be resolved through discussion between the Cities and DEC.

Once the publication has been amended in accordance with the feedback received, the Committee would present it to the Commission for its consideration and adoption as the final report. It would then proceed to the Minister's Office for re-advertisement.

Resolved

Moved by Mr Jacob, seconded by Mr Reason

The Tamala Park Coastal Reserve Community Advisory Committee has noted the submissions received and will include the following suggestions from the submissions in the final Establishment Plan:

- 1. the need to ensure adequate funding for the DEC for ongoing management;*
- 2. provision of suitable infrastructure across major transport infrastructure corridors to facilitate realistic wildlife connections from the coast to the hinterland;*
- 3. management of the coastal strip be a matter of further discussion between the LGA's and the DEC to avoid the creation of narrow unmanageable strips of land, with DEC possibly managing all of the land to the coast in the core central area;*
- 4. the Park should be established as a matter of priority.*

The motion was put and carried.

13.9.4

Shared Path Funding And Study

Mr Parker reported that both the Cities of Joondalup and Wanneroo have advised they have allocated an amount of \$50,000 in next year's budget. The Commission has also committed to a similar amount. An estimate is required through a public tender process to undertake a flora/fauna survey and engineering and topographical survey. Mr Parker had previously agreed to co-ordinate this work.

However, there are resourcing issues within the Procurement Branch of the Department of Planning and they have

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indicated that they are not presently in a position to manage this process. It may therefore take some extended time for the process to occur. Mr Parker will investigate alternatives. The contract process can be discussed between the Cities and the WAPC/Department of Planning and the process implemented without needing to reconvene the Committee. The results of the study will be made public and further action discussed between the Cities, DEC and the WAPC accordingly.

Timing for the study may be delayed due to the upcoming State Election, Council Elections and the Federal Election. If timing is an issue, the DEC can assist with the surveying.

The Committee has noted the report on the shared path study.

Resolved

Moved by Mr Jacob, seconded by Mr Reason

That the Tamala Park Coastal Reserve Community Advisory Committee notes the report.

The motion was put and carried.

13.10 Confidential Items

Nil.

13.11 General Business

13.11.1 Fencing of the Southern Area of Burns Beach

Mr Parker recently had discussions with Peet Ltd and has also been on site. Points discussed were:

- a verbal agreement has been reached (which still needs confirmation from the Trust) regarding the fencing of the current extent of the sub division of the southern area and to put more signage up to substantially reduce the intrusion currently taking place;
- it is a condition of sub division that Peet Ltd fences all of that area on completion (this may be 3 or 4 years

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away). A basic agricultural fence will be put up to start with, mainly due to the cost, and funded by the WAPC;

- Mr Parker said the new fence will connect up to an existing chain mesh fence on the western part of the sub division and will include gates. The reason for the agricultural fence is that as Peet Ltd progresses north, the fences can be moved;
- it was noted that there has been recent success with low heavy duty vehicle gates at the southern end of the reserve. They are at a height vehicles cannot ram. They are a lot more expensive but cheaper in the long run;
- the DEC is currently in the process of creating/actioning the Trail Bike Strategy. This will involve all off road vehicles being registered/licensed. This should provide more control over where they go and stop the wide spread issues for Shires and Reserves.

13.11.2 Circulation of the Final Report - Tamala Conservation Park Establishment Plan

Mr Parker suggested he will circulate by email to each committee member the final report, once the recommendations have been completed, to save having another meeting.

13.11.3 Copies of the Final Report - Tamala Conservation Park Establishment Plan

The Chairman has suggested that copies of the final report be circulated to the Community Members and Elected Members so they can be handed out to interested persons. Mr Parker to action.

13.12 Items for Consideration at a Future Meeting

Nil.

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13.13 Closure

This will be the final meeting for the Committee.

There will be no further business before the Committee, the Presiding Member thanked members for their attendance and declared the meeting closed at 5.05 pm.

PRESIDING MEMBER _____

DATE _____



MINUTES

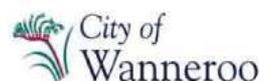
SPECIAL COUNCIL MEETING

TIME: 5.30PM

26 OCTOBER 2011

TOWN OF CAMBRIDGE

Managing waste and recovering resources
Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park



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Prior to taking their seats around the Council table each member made the required Declaration of Elected Member for the position of Councillor.

1 OPENING

The Acting CEO declared the meeting open at 5.30pm

2 ELECTION OF CHAIR

The Acting CEO advised Council that one nomination had been received for the position of Chairman.

Cr Laura Gray nominated Cr Russel Fishwick. Cr Fishwick accepted the nomination.

Cr Fishwick was declared elected as Chairman.

Cr Russel Fishwick then made a Declaration of Elected Member for the position of Chairman.

3 ELECTION OF DEPUTY CHAIR

Cr MacTiernan arrived at 5.32pm

The Chairman advised Council that one nomination, that of Cr John Bissett, had been received for the position of Deputy Chairman.

Cr John Bissett was declared elected as Deputy Chairman.

Cr John Bissett then made a Declaration of Elected Member for the position of Deputy Chairman.

4 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

PRESENT: Chairman Deputy Chair

Cr R Fishwick	City of Joondalup
Cr J Bissett	Town of Victoria Park
Cr S Withers	Town of Cambridge
Cr L Gobbert	City of Joondalup
Cr R Butler	City of Perth
Cr D Boothman	City of Stirling
Cr S Cooke	City of Stirling
Cr J Robbins	City of Stirling
Cr B Stewart	City of Stirling
Cr A MacTiernan	City of Vincent
Cr F Cvitan	City of Wanneroo
Cr D Newton JP	City of Wanneroo

APOLOGIES:

Cr L Gray JP	City of Wanneroo
Cr K Hollywood	City of Joondalup

IN ATTENDANCE:

Mindarie Regional Council Officers

J Bonker
L Nyssen

A/Chief Executive Officer

Member Council Officers	J Buckley K Caple G Eves M Glover	Town of Cambridge City of Wanneroo City of Stirling City of Joondalup
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VISITORS: Peg Davies

MEDIA: Nil

PUBLIC: Nil

Cr Bissett has been granted leave of absence from 3 November until 18 December 2011.

5 DECLARATION OF INTERESTS

Mr John Bonker declared a financial interest for A/CEO contract extension in Item 8.1.

6 PUBLIC QUESTION TIME

Nil

7 APPOINTMENT OF COUNCILLORS TO COMMITTEES

All nominations and appointments to the Committee listed below were made by consensus amongst the members. Absent member Cr Laura Gray had submitted a written request to be considered for membership of the CEO Recruitment Committee, Process Review Committee and the Project Advisory Group.

1. CEO Recruitment Committee

Previous Composition: Chair, Deputy Chair, plus two Councillors

RESOLVED the following members be appointed as the CEO Recruitment Committee: Chair, Cr Laura Gray, Cr Simon Withers, Cr Bill Stewart.

(Carried by Absolute Majority: 12/0)

2. Process Review Committee

Previous Composition: Chair, Deputy Chair, plus one Councillor and 2 officers

RESOLVED the following members be appointed as the Process Review Committee: Chair, Deputy Chair, Cr Laura Gray, Cr Simon Withers, Mr Jason Buckley (Town of Cambridge), Karen Caple (City of Wanneroo).

(Carried by Absolute Majority: 12/0)

3. Audit Committee

Previous Composition: Chair plus two Councillors

RESOLVED the following members be appointed as the Audit Committee: Chair, Cr Rob Butler, Cr David Boothman.

(Carried by Absolute Majority: 12/0)

4. CEO Performance Review Committee

Previous Composition: Chair, Deputy Chair and at least two other Councillors

5. **RESOLVED** the following members be appointed as the CEO Performance Review Committee: Chair, Deputy Chair, Cr Simon Withers, Cr Sharon Cooke.

(Carried by Absolute Majority: 12/0)

6. Municipal Waste Advisory Council (part of WALGA)
Previous Delegate: One Councillor

RESOLVED Cr Alannah MacTiernan be appointed as the Council's delegate to MWAC.

(Carried: 12/0)

7. Project Advisory Group (PAG) (RRF)
Previous Delegates: One Councillor and one Councillor to deputise as required, plus an officer and deputy

RESOLVED Cr Laura Gray be appointed as the Councillor delegate to the Project Advisory Group.

*(The meeting chose not to appoint a deputy at this time).
(Carried: 12/0)*

8 OTHER BUSINESS

Closure of meeting to the Public.

RESOLVED

Cr Stewart moved, Cr Robbins seconded

In accordance with clause 7.9(3) of the MRC Standing Orders Local Law 2010 and Section 5.23(2)(c) of the Local Government Act 1995, the meeting be closed to members of the public to consider confidential Item 8.1.

(Carried: 12/0)

The A/CEO and Officers departed at 5.45pm

8.1 Acting CEO – Extension of Contract (CONFIDENTIAL ITEM)

RESOLVED

Cr Withers moved, Cr Bissett seconded

That Council:

- 1. Extend the tenure of the Acting CEO until one week after a new CEO is appointed and commences in the position, to a maximum of 3 months**
- 2. Increase, from the next pay period, the remuneration of the Acting CEO to the upper figure of Salary & Allowances Tribunal Band 5 being \$223,414 per annum (which equates to Cash \$181,086, Super \$28,974 and Car \$13,354).**

(Carried by Absolute Majority: 12/0)

Meeting Open to the Public.

Cr Stewart moved, Cr Robbins seconded

In accordance with clause 7.9(6) of the MRC Standing Orders Local Law 2010 the meeting be reopened to members of the public.

(Carried: 12/0)

The A/CEO and Officers returned at 6.10pm

The Chairman read the resolution that was passed while the meeting was behind closed doors.

9 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 NEXT MEETING

Ordinary Council Meeting: Thursday 8 December 2011 at Town of Victoria Park commencing at 5.30pm.

12 CLOSURE

The Chairman closed the meeting at 6.15pm and thanked the Town of Cambridge for their hospitality and the use of their meeting facilities.

The A/CEO advised that the CEO Recruitment Committee and the Process Review Committee will be meeting next week.

These Minutes were confirmed by the Council as a true and accurate record of the Special Meeting of the Council held on 26 October 2011.

Signed Chairman

Dated this day of 2011



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

City of Wanneroo and City of Joondalup Local Emergency Management Committee Meeting

City of Wanneroo, Leschenaultia Room,

23 Dundobar Road, Wanneroo

10:00am, 3 November 2011

1. ATTENDANCES AND APOLOGIES

ATTENDANCES:		
Name	Position	Organisation
Karen Caple	Director City Businesses	City of Wanneroo
Ian McDowell	Coordinator Community Safety	City of Wanneroo
Resmie Greer	Snr Emergency Management & Community Safety Officer	City of Wanneroo
Wayne Harris	Coordinator Health Services	City of Wanneroo
Phil Hay	Community Emergency Services Manager/Chief Bush Fire Control Officer	City of Wanneroo/FESA
Derek Fletcher	Emergency Management Officer	City of Joondalup
Charles Slavich	Principal Environmental Health Officer	City of Joondalup
Derrick Briggs	Emergency Management Officer/Deputy Chair	WA Police
Geoff DeSanges	Inspector	WA Police
Greg Maslin	Inspector	WA Police
Adrian Boyes	A/Senior Sergeant	WA Police
Jo-Anne Bennett	District Emergency Services Officer	Department for Child Protection
Helen Barrett	Disaster Management Coordinator	Ramsay Health (Joondalup Health Campus)
APOLOGIES:		
Cr Dot Newton	Chair	City of Wanneroo
Cr John Chester	Elected Member	City of Joondalup
Martyn Glover	Director Infrastructure Services (resigned)	City of Joondalup

	on 4 November 2011)	
Glen Flood	Director Infrastructure Services	City of Joondalup
Brad Stringer	District Manager	FESA Fire & Rescue
Leigh Sage	Fire Protection Officer	Department of Environment & Conservation
Mary-Anne Jackson	Specialist Child Protection Worker	Department for Child Protection
Tim Zappa	Inspector	WA Police
Shane Scott	OIC NW Metropolitan Training Office	WA Police
Craig Wanstall	OIC Joondalup	WA Police
Alex Ryan	OIC Hillarys	WA Police
Phil Birch	OIC Clarkson	WA Police
Chris Ruck	OIC Wanneroo	WA Police
Mal Jones	OIC Warwick	WA Police
Peter Reeves	OIC Yanchep	WA Police
George Moylan	Local Manager	FESA/SES
Quinta La Rosa	Community Emergency Management Officer	FESA
Ruth Lane	Emergency Services Manager	Red Cross
David Doherty	Emergency Services Coordinator	Red Cross

Karen Caple, Director City Businesses, City of Wanneroo, welcomed members to the meeting and advised Local Government elections had recently taken place and elected members were either re-elected back on to the various committees. Cr Dot Newton has been nominated as the City of Wanneroo elected member for the LEMC however is an apology for this meeting. City of Joondalup's election process has not been finalised and it is currently not known which elected member will be on the LEMC.

The City of Joondalup has been responsible for the chair and secretariat of the LEMC over the past 18 months, however as the position of Chair is aligned with Local Government elections (every 2 years), the City of Wanneroo is now the responsible local authority to undertake the duties of chair and secretariat over the next 2 years.

It was acknowledged that, as referenced in the Terms of Reference, in the absence of the Chairperson, the Deputy Chairperson (North West Metropolitan Police District Emergency Management Officer, Derrick Briggs) shall preside over the meetings. However as this is the first meeting post the Local Government elections, and in the absence of Cr Newton, Karen Caple asked for endorsement from the committee to allow her to preside over today's meeting. All members present were in favour.

Inspector Greg Maslin informed the committee that Police attendance at today's LEMC meeting is low due to the transition from CHOGM back to normal police duties.

2. PRESENTATIONS

Nil

3. ENDORSEMENT OF PREVIOUS MINUTES

The Minutes of the Local Emergency Management Committee meeting held on 4 November 2011 were endorsed by the committee as a true record.

4. BUSINESS ARISING

Item	LEMC Meeting	Subject	Responsible Agency/Person
5.1	4 August 2011	Review of Emergency Risk Register and Treatment Schedules. 03/11/2011 – To be discussed at 6.2, Risk Mitigation Treatments	(a) City of Joondalup (b) City of Wanneroo
8.5	4 August 2011 3 November 2011	Investigate whether Councils could arrange early pick up of items placed on road verges for collection when severe weather conditions are forecast. Both Councils acknowledged that all spare resources would be committed as required during an emergency response.	Director Infrastructure Services, City of Joondalup COMPLETED

5. CORRESPONDENCE

5.1. Inwards:

Date	From	Subject
09/08/2011	WALGA	Emergency Management News July 2011
25/08/2011	WALGA	Review of the Bureau of Meteorology's Capacity – Survey/Stakeholder Questionnaire
29/08/2011	WALGA	Important information - Bushfire Implementation Committee structure
02/09/2011	City of Wanneroo CESM/Chief Bush Fire Control Officer	Identified Relocation and Evacuation Centres (Recommendation 37 – Keelty Report)
09/09/2011	WALGA	Minutes – Meeting of Local Emergency Management Advisory Group 14 June 2011, and Agenda for LEMAG Meeting – 13 September 2011
15/09/2011	WALGA	Bushfire Implementation Stakeholder Briefing, 13 September 2011 – Keelty Report
16/09/2011	Emergency Management WA	Natural Disaster Resilience Program (NDRP) Funding advice
19/09/2011	WALGA	Emergency Management News August 2011
28/09/2011	WALGA	Update Bushfire Implementation Stakeholder Briefing, 27 September 2011 – Keelty Report
29/09/2011	WALGA	Minutes – Meeting of Local Emergency Management Advisory Group 13 September

		2011
30/09/2011	Emergency Management WA	WA Weekly Emergency Management Bulletin – 3 October 2011
10/10/2011	WALGA	Emergency Management News September 2011
19/10/2011	WALGA	Update Bushfire Implementation Stakeholder Briefing, 13 October 2011 – Keelty Report
19/10/2011	Emergency Management WA	State Emergency Management Committee - Information Sheets - Third Quarter 2011

The inwards correspondence was tabled at the meeting for reviewing.

Jo-Anne Bennett (DCP), referred the meeting to item 4, “Identified Relocation and Evacuation Centres (Recommendation 37 – Keelty Report)” and advised that DCP has worked in conjunction with local governments to identify the key evacuation centres and to ensure that the sites are located away from bushfire prone areas. Five Evacuation Centres were nominated from the City of Wanneroo (Two Rocks, Quinns Rocks, Alexander Heights, Girrawheen, Butler) and four from the City of Joondalup (Craigie, Duncraig/Sorrento, Warwick & Heathridge) as being Centres well within the urban environment and unlikely to be impacted by an incident (particularly fire). This information has since been sent through to FESA and WA Police to be placed onto a register that will be accessible to Hazard Management Agencies. Other Local Government Authorities facilities that are included in the Welfare Plan can still be used for other incident types.

The meeting was advised that in future, all inwards correspondence would be presented in a folder and tabled for members to review.

5.2. Outwards:

Nil

Derrick Briggs arrived at 10:15am.

6. STANDING ITEMS

6.1. District Agency Updates:

o **City of Wanneroo:**

Ian McDowell advised the meeting that the City of Wanneroo has recently sent out Annual Firebreak Notices and letters advising residents that firebreaks are required to be installed by the 15 November 2011. The City’s Rangers will begin the firebreak inspections commencing 16 November 2011 to ensure compliance.

Karen Caple introduced Phil Hay, who was recently appointed as the Community Emergency Services Manager/Chief Bush Fire Control Officer for the City of Wanneroo.

Phil Hay advised the meeting that the City of Wanneroo and FESA have commenced a joint community safety education program involving a doorknocking campaign around the key rural areas - Carramar, Two Rocks (Sea Trees Estate), Emerald Valley and Yanchep.

Resmie Greer advised the meeting that external auditors are currently undertaking an audit of the City of Wanneroo’s Emergency Management processes. Resmie Greer also advised the meeting that the City of Wanneroo and City of Joondalup are currently reviewing the Emergency Management Risk Registers and Treatment Schedules. Both local governments applied for funding under the AWARE program

to assist with the engagement of a consultant from WALGA to support with the review process. It has been identified that although the Cities of Wanneroo and Joondalup are a joint LEMC, it has been determined that it would be more appropriate that Wanneroo and Joondalup undertake the risk reviews separately as each City has its own emergency disaster risks. The City of Wanneroo will be meeting with the WALGA consultant and City's Manager Information and Business Improvement to discuss the possibility of incorporating the Emergency Disaster Risks with the City's wider corporate Risks.

- **City of Joondalup:**

Derek Fletcher advised that as a result of the Special Inquiry and recommendations made within the Keelty Report, the City of Joondalup has designated a Ranger to undertake investigations of bushland and to map the bush fire prone areas.

The City of Joondalup has held 2 workshops relating to the review Emergency Management Risks. City of Joondalup Executive has accepted that the Emergency Management Risks will be incorporated within the organisational risks. A further meeting will be held on the 27 November 2011 to progress with the review.

The Local Emergency Management Arrangements for the City of Joondalup has been sent to a consultant and the document has been professionally formatted. The Local Emergency Management Arrangements will soon be forwarded to the City of Joondalup's Executive Team for endorsement after which they will be tabled at LEMC for endorsement.

Karen Caple advised the meeting that Martyn Glover had resigned as the City of Joondalup's Director Infrastructure Services. Mr Glover's replacement is Glen Flood who will attend future LEMC Meetings.

- **WA Police:**

Nil to report due to CHOGM and Police resources diverted to this event.

- **Fire and Emergency Services Authority (FESA):**

Refer to comments under the "City of Wanneroo". It was also mentioned that CHOGM impacted on FESA resources.

- **Department of Environment and Conservation (DEC):**

No one in attendance.

- **Department of Child Protection (DCP):**

Jo-Anne Bennett advised DCP have also been very busy assisting with CHOGM. Training packages are being established in relation to training DCP staff. The packages will also be available to other agencies that provide support to the Department. A Local Welfare Committee Meeting is scheduled to be held on the 30 November 2011 and invites will be sent out shortly to all support agencies.

- **Western Power:**

No one in attendance.

- **Joondalup Health Campus:**

Helen Barrett advised that Joondalup Health Campus' response team had minor involvement in regard to CHOGM. Helen advised that internally, hospital management has boosted training in regard to emergency disaster management procedures. It is expected that by the end of November 2011, a drill for hospital staff will take place and will involve decontamination showers. Helen Barrett mentioned that a decontamination plan does exist, however is yet to be tested.

- **Red Cross:**
No one in attendance.
- **Edith Cowan University:**
No one in attendance.

6.2. LEMC Arrangements:

- **Planning:**
Karen Caple advised the meeting that the City of Wanneroo has met several times to review the lessons learnt, outcomes and recommendations from the Keelty Report. The City of Wanneroo is reviewing mitigation strategies and has devised a register of the potential impacts, inclusive of actions to be taken on how to mitigate these impacts. Monthly meetings have been set up to ensure the impacts are frequently monitored.
- **Risk Mitigation Treatments:**
Refer 6.1 – District Agency Updates.
- **Activities:**
Nil
- **Simulations:**
City of Wanneroo:-
A simulation has been arranged for the City of Wanneroo in regard to the City's Emergency Activation Flow Chart. Details will be disclosed the next LEMC meeting.

FESA:

State Bush Fire exercise will be held on Tuesday 8 November 2011 at Kwinana.

Future Joint LEMC Exercise:

Discussion took place on developing a joint Wanneroo/Joondalup Emergency Exercise to test Local Emergency Management Arrangements. Karen Caple asked that a sub-group to be formed to assist with planning the exercise. Phil Hay advised that he would contact Natalie Choules from FESA to arrange for her to assist with writing the exercise. The following members affirmed their participation with the planning of the exercise: Phil Hay, Resmie Greer, Derek Fletcher, Derrick Briggs, Jo-Anne Bennett.

It was agreed that the joint proposed exercise should take place during April or May of 2012, post the Bush Fire Season. A date will be confirmed.

Action:	Responsible Person
Contact Natalie Choules (Community Emergency Management Officer – Metropolitan) to discuss engaging her assistance to write an Emergency Management Exercise.	Phil Hay

Derrick Briggs mentioned that the Water Corporation held an exercise at the Water Treatment Plant 6 weeks ago. This exercise forms part of the Water Corporations annual testing of their facilities and response. FESA participants gained good experience and knowledge.

7. REPORTING REQUIREMENTS

Derrick Briggs advised that the LEMC is required to report to the DEMC on the current status

of the Local Emergency Management Arrangements.

8. NEW BUSINESS

8.1. Revised Terms of Reference:

Karen Caple referred the meeting to the tabled Revised Terms of Reference. The changes were discussed and the following additional amendments were requested for either inclusion or deletion:

Under the heading of "Membership of the Wanneroo/Joondalup LEMC:

- (1) Delete third dot point - "Specialist Community Child Protection Worker" (DCP);
- (2) Include the word "Metropolitan" after North West – second dot point (WA Police);
- (3) Include Joondalup Police Station – third dot point (WA Police);

Under the heading of "Additional Key Stakeholders":

- (4) Delete the words "Technical and Further Education" and replace with "West Coast Institute of Training";
- (4) Include additional stakeholder "Mindarie Marina";
- (5) Include additional stakeholder "WA Sporting Car Club".;
- (6) Include acronym after the words "North West Metropolitan Police District Emergency Management Officer – (NWM DEMO).
- (7) Amend the quorum for the LEMC meetings – add the words after two-thirds, "of membership of the organisations".

Karen Caple mentioned that additional wording regarding the Chairing of the LEMC meetings had been included to ensure clarity between the two local authorities.

The updated Terms of Reference will be circulated to members as the final draft.

8.2. Proposed LEMC Meeting Dates for:

2012:

- Thursday 2 February (Venue – City of Joondalup)
- Thursday 3 May (Venue – (City of Wanneroo)
- Thursday 2 August (Venue – City of Joondalup)
- Thursday 1 November (Venue – City of Wanneroo)

2013:

- Thursday 7 February (Venue – City of Joondalup)
- Thursday 2 May (Venue – City of Wanneroo)
- Thursday 8 August (Venue – City of Joondalup)
- Thursday 7 November (Venue – City of Wanneroo).

All meetings to be held at 10:00am

The proposed dates listed above for 2012 and 2013 have been supplied for future planning. It is proposed that these dates be forwarded to DEMC and for consideration to be given for the DEMC Meetings to be held two weeks post the LEMC meetings. This will allow for lee-way for the LEMC secretariat to prepare a consolidated report for circulation at the DEMC meetings.

9. NEXT MEETING

The next City of Wanneroo/Joondalup Local Emergency Management Committee meeting will be held on Thursday 2 February 2012 at 10:00am at the City of Joondalup.

10. CLOSE

There being no further business, the meeting was closed at 10:45am.