MINUTES

Emergency Management Meeting

Location	Council Chambers, Litchfield
Date	30th October 2026
Time	1:00PM
Present	**Name** Martin Liopersberger, Madelein van Heerden, Jill Enriquez, Geoff Thomas, Rebecca Taylor, Peter Adams, Alison Adams Conan Williams, Charissa Monteleone, Vanessa Wallis, Kelli Clark, Joanne Scott – Teams, Jaimie O'Connor, Jack Adlam, Claire Jones

1. Opening of meeting

Apologies: Garry Singh, Robert Allnutt, Melissa Waite, Stephen Hoyne, Deb Boyko, Mikaela Baillie, Toni Wands, Anthony Van Zeeventer

2. Acknowledgement of previous meeting minutes

https://infoxpert.edrms/docs/EMERGENCY%20MANAGEMENT/MEETINGS/Litchfield%20Emergency%20Management%20Committee/2026-2027/DRAFT%20EMC%20Minutes%2020.03.26%20-%20Unconfirmed.docx

Action: Accepted

3. Review 'Terms of Reference'

Terms of Reference
https://infoxpert.edrms/docs/~S?DocumentId=669374&Login=True

Action: Review of committee members required – Geoff Thomas

DRAFT

Membership is as follows;

Title	Coverage
Chief Executive Officer (CEO)	Recovery & Resilience Business Continuity
Director Infrastructure & Operations (DIO)	Infrastructure and Operations
Director Corporate Services	Corporate Services, HR
Director Governance and Community	Community Services Media & Communications
Resource Recovery Program Leader	Waste Transfer Stations
Mobile Workforce Program Leader	Mobile Workforce
Library Services Program Leader	Library
Senior Project Officer	Road Maintenance and Projects
Planning & Development Program Leader	Planning and Development
Cemetery & Parks Program Leader	Cemetery Management and Tree Management
Supervisor Regulatory Services	Regulatory Services
Senior Administration Officer	Infrastructure & Operations Support

Each member will ensure a deputy will be in place and will act as a proxy when the Committee Member is unavailable and/ or that duties relating to the Emergency Management Committee are adequately handed over in periods of scheduled or unscheduled leave to their line supervisor.

4. Review 'Cyclone Preparedness & Response Plan'

https://infoxpert.edrms/docs/~S?DocumentId=669209&Login=True

Action:
Change so that it aligns with NTG Regional Plan – 5 stages
Remove "As advised by BOM"

4.1 Review 'October Preparedness Checklist'

https://infoxpert.edrms/docs/EMERGENCY%20MANAGEMENT/MEETINGS/Litchfield%20Emergency%20Management%20Committee/October%20Preparedness%20Checklist%20TEMPLATE.docx

Action:

Martin to action Emergency Radio and Manton Dam repeater fault (not council property but council has licence to use)

Mads to ask Robert for handheld radio cheat sheet – to be forwarded to Geoff for approval and to then be distributed to staff and saved in MagiQ

Schedule for hourly welfare check in times for emergency radio holders

Remove signs from Pound, floodway signage to be moved to one location – Mobile Workforce Shed.

Weights required for roadside signage

Garry to compile list of roads prone to flooding and closure.

Works concerned with steel pile near works shed and its potential hazard.

Bec & Jack to commence online reminders to prepare/ drive to conditions/ If it flooded, forget it etc. Charissa to forward previous social media posters used.

All staff to action and check off their tasks from October Checklist

5. Action Plan

As above

6. Confirmations of Actions Required & Responsible Officers

Responsible officers to complete Actions Arising from Meeting checklist

7. Other Business/ Information

Next meeting: December – Committee Meeting - Cyclone Outlook – confirmation of coverage over the shut-down period (updates from the NTG Engineering Group)

Meeting closed at 1:54pm.