



**SHIRE OF YALGOO**  
**Local Emergency Management Committee**

**MINUTES**

**NOTICE IS HEREBY GIVEN**

**That a meeting of the**

**Shire of Yalgoo**

**Local Emergency Management Committee (LEMC)**

**Held on**

**Wednesday 10 September 2014**

**At the Railway Station, Yalgoo**

**Commencing at 11:00am**

**Shire of Yalgoo**  
**Local Emergency Management Committee (LEMC)**

**Chair** Neil Grinham President of Yalgoo Shire

**Co-Chair** Ross Theodom CEO, Shire of Yalgoo

**Comprising of:**

*1 Shire*

## RESPONSIBILITIES IN RELATION TO EMERGENCY MANAGEMENT ARRANGEMENTS

Key responsibilities relevant to local emergency management arrangements are as follows:

Local Government – subject to the Act the responsibilities of local governments are:

- To ensure that effective local emergency management arrangements are Prepared and maintained for its district;
- To manage recovery following an emergency affecting the community in its District;
- To establish one or more local emergency management committees for its District;
- To make its emergency management arrangements available for Inspection, free of charge, by members of the public during office hours;
- To keep a copy of its local emergency management arrangements at the offices of the local government.

Local Emergency Management Committees (LEMC)

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- To liaise with public authorities and other persons in the development,
- To review and test the local emergency management arrangements; and
- To carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations.

## LOCAL EMERGENCY MANAGEMENT COMMITTEES

A local government is to establish one or more local emergency management committees (LEMC) for their district [s. 38 of the Act].

If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions.

A LEMC may consist of:

- council members, employees and other persons;
- council members and other persons; or
- employees and other persons.

### *LEMC membership:*

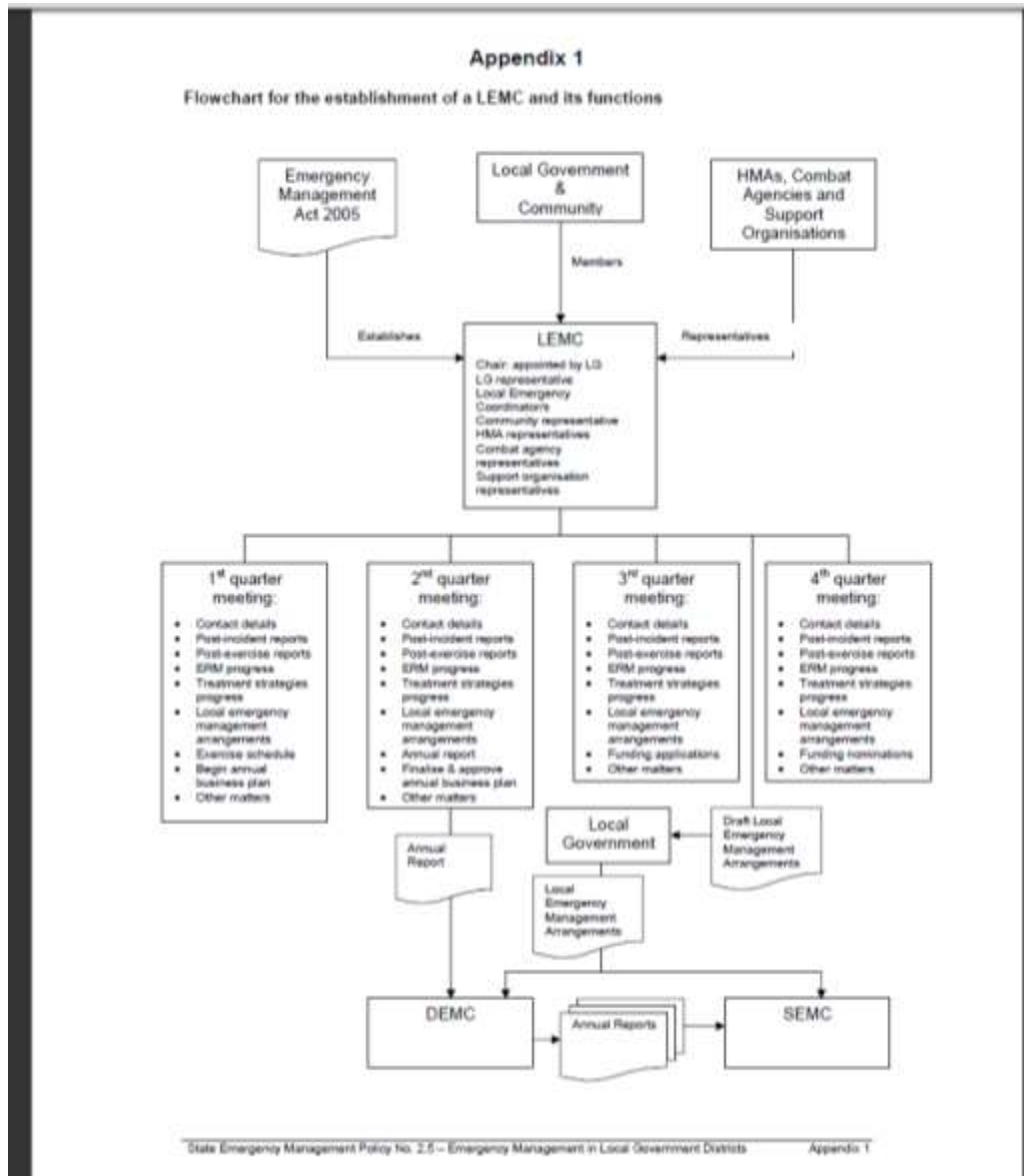
Chairman: appointed by the relevant local government [s. 38(3) of the Act];

- Local Emergency Coordinator(s): appointed by the State Emergency Coordinator for the local government district [s.37 (1) of the Act], when not appointed as the Chairman;
- In order for emergency management to be effective at the local level, the SEMC recommends that, in addition to those members specified in the Act, LEMC membership should include:
  - Local government representative: when a local government representative is
  - not appointed as the Chairman;
  - Representatives from local Emergency Management Agencies in the local
  - government district, e.g., FESA representative, health/medical representative,
  - welfare support representative; and
  - Any other representatives as shall be determined by the local government e.g, community champions.Other members may be included as determined by the local government, such as community groups (e.g., CWA, local church groups), industries (e.g., major hazardous facilities), welfare groups (e.g., Red Cross, Salvation Army), cultural groups, community

representatives and the Local Recovery Coordinator. Secretariat and administration support to the LEMC is to be provided by the local government.

- Where the local government identifies the need for representation from a sector for which there is not a local representative, an appropriate alternative representative may be identified from existing community members. For example, specific arrangements may be made in which a local general practitioner attends the LEMC meetings as a representative of the medical services in the district.
- The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organisation of the members.

## LOCAL EMERGENCY MANAGEMENT COMMITTEE PROCEDURES



## FUNCTIONS

The functions of LEMCs are [s.39 of the Act]:

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- To liaise with emergency management agencies and other persons in the development, review and testing of local emergency management arrangements; and
- To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

## 1. CONTENTS

Local Emergency Management Committee .....	2
1. Contents .....	4
2. Announcement by the Person Presiding .....	5
3. Record of Attendance / Apologies .....	5
4. Declarations of Interest .....	5
5. Business arising from previous minutes.....	5
6. Correspondence In.....	10
7. Correspondence Out.....	11
8. Presentations .....	12
9. Standing Items .....	12
10. General Business .....	12
12. Next Meeting .....	13
13. Closure of Meeting .....	13

## 1. ANNOUNCEMENT BY THE PERSON PRESIDING

The Chair opened the meeting at 11:00am, welcomed the Committee members to the meeting and noted apologies.

## 2. RECORD OF ATTENDANCE / APOLOGIES

### Attendance:

<b>Name</b>	<b>Title</b>	<b>Agency</b>	<b>Primary or Secondary</b>
Neil Grinham	President	Yalgoo Shire	Primary
Ross Theedom	CEO	Yalgoo Shire	Primary
Chris Phoebe	Geraldton District Fire Operations Officer	Dept. of Parks and Wildlife	Observer
Keith Shaw	District Emergency Services Officer	DCPFS	Observer
Helen Painter		St Johns Ambulance	Observer
Stan Willock		Publican	Primary
Danae Sheldrick		MMG Golden Grove	Secondary
Graham Bailey		MMG Golden Grove	Primary
Elisha Hodder		Yalgoo Shire	Observer
Jonelle Tyson		CEMO	Observer
Ashley Bell		Mt Gibson Iron	Primary
Gail Pilmoor	RFDS, Rep	RFDS, Paynes Find	Primary

### Apologies:

<b>Name</b>	<b>Title</b>	<b>Agency</b>	<b>Primary or Secondary</b>
Jim McNamara		DFES	Observer
Brian Dance	Sergeant	WAPOL Yalgoo	Primary
Michael Hall	Sergeant	WAPOL Yalgoo	Visitor

### Visitors:

<b>Name</b>	<b>Title</b>	<b>Agency</b>	<b>Contact</b>
Karen Cosgrove			

## 3. DECLARATIONS OF INTEREST

No Disclosure of Interests declared.

## 4. BUSINESS ARISING FROM PREVIOUS MINUTES

### 4.1 Confirmation of previous meeting minutes

The minutes of the Committee meeting held on the 15 November 2013 were accepted without amendment

**Moved:** Graham Bailey

**Seconded:** Keith Shaw

**Carried:**

## 5. ACTION LIST

### Action items from previous meetings:

<b>Action Item 1 :</b>	The Shire of Yalgoo Local Emergency Arrangements is to be posted onto the Council website.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Council Officer delegated by CEO

<b>Action Item 2:</b>	<b>Availability of Golden Grove Mine Resources:</b> Golden Grove mine to provide a list of resources available, to assist during an emergency, to be included in Local Emergency Management Arrangements.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Graham Bailey to provide the list to the LEMC and LEMC Secretariat for inclusion in LEMA.

<b>Action Item 3:</b>	<b>AWARE Funding Application:</b> The CEMO provided an overview on the collaborated AWARE funding application from Shire of Yalgoo, Shire of Murchison and Shire of Cue. The application was for a Recovery Project across the three shires. AWARE applications are now closed. The LEMC is waiting to hear if the submission was successful.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	No Action Required – waiting on Response.

<b>Action Item 4:</b>	<b>Natural Disaster Resilience Program:</b> The CEMO outlined the Natural Disaster Resilience Program on offer. The Shire of Murchison and Shire of Yalgoo wish to proceed with a collaborated application. The project is currently under discussion. Submissions close 29 September 2014. The Shire will submit an NDRP application for consideration and advice on outcome at the next LEMC.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	CEO to finalise the submission and send to NDRP grants committee.

<b>Action Item 5:</b>	<b>LEMC Amalgamation:</b> The Shire of Murchison and Shire of Yalgoo have had preliminary discussions on amalgamating LEMC's. All state agency representatives are the same people. The LEMC's currently share resources and work together. They simply wish to formalise the process. The Shire of Murchison LEMC discussed the Amalgamation at their LEMC on Tuesday 9 September 2014. The CEMO explained process of amalgamation. Firstly each LEMC discusses the proposal of amalgamation. If the each LEMC agree they endorse the process in their minutes. The LEMC minutes are submitted to each LG who consider the matter and endorse the amalgamation of the LEMC's. The minutes from the LEMC's and LG meetings are sent to the CEMO for processing and submission up to the SEMC. The Chair submitted a motion for the Shire of Yalgoo LEMC to amalgamate with the
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	Murchison LEMC. The motion was endorsed by Stan Willock and Graham Bailey. Followed by a unanimous LEMC motion carried in support of moving forward on amalgamation with the Murchison LEMC. President and CEO to submit endorsement of LEMC amalgamation with the Shire of Yalgoo. Shire of Yalgoo to advise the Shire of Murchison the Shire of Yalgoo LEMC has endorsed the proposal.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Yalgoo LEMC Secretariat to submit proposed recommendation to Local Council for endorsement – to support the amalgamation of Yalgoo and Murchison LEMC's.

<b>Action Item 6:</b>	<b>Improve Flood Preparations:</b> An emergency kit template and full pack are to be compiled and located at the Shire of Yalgoo. The emergency kit is to be ready to grab and utilise in the field. CEMO to follow up who is able to prepare flood plans for the Shire?
<b>Action 1 Taken:</b>	CEMO provided the LEMC with a copy of the Flood West plan which outlines each stakeholder's responsibilities. Attached to minutes.
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Council Officer, delegated by CEO to prepare and distribute Emergency Kits.

<b>Action Item 7:</b>	The Dept. Child Protection and Family Services were asked to provide Evacuation Procedures Training. The DESO outlined the agencies West plan role is not in evacuation. The DESO will provide a presentation, at the next LEMC, on what the Department of Child Protection and Family Support's role and responsibilities are. The DCPFS DESO advised he is currently working on the Welfare Plan using the new format and a final version will be ready for endorsement at the next LEMC.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	DESO to provide a presentation on DCPFS.

<b>Action Item 8:</b>	<b>Public Communication:</b> A Public Communication Strategy is to be created outlining the objectives that need to be undertaken, the type of messaging and relevant target audiences. A sub – committee is to be established and will determine the foundation of the public communications approach and strategy.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Chair of LEMC/ CEO to establish a sub-committee to complete work required.

<b>Action Item 9:</b>	<b>Adjustment to Previous Minutes:</b> The sub– committee of representatives should read – Police, Centacare, Yalgoo Primary School, St John Ambulance and WA Country Health Services.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	LEMV Secretariat to adjust previous minutes.

<b>Action Item 10:</b>	<p><b>Alarm /Warning System:</b>  The first warning systems used would be the Telstra warning system which goes to all land-lines and mobiles. Simultaneously the messaging would be sent out via email and posted on the internet to advise the community. Upon power being removed there needs to be other options.  Council to create a standard operating procedure relevant to the warning system processes.  Council to delegate a person with the responsibility of managing the warning systems, the processes involved and the community engagement required. The officer will extend out to Paynes Find and ensure the community knows when to go, where to go, what to take etc, in the event of an emergency.  Disability Services available for evacuees – this is included in WELFARE Plan.</p>
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Council Officer, delegated by CEO, to undertake work.

<b>Action Item 11:</b>	<p><b>Promotional Items:</b>  The Council is to look at existing promotional items used in other locations on how to survive for 3 day during an event. The Council will create a local brochure and disseminate to the community. The objective of the project is to provide residents with an understanding on how to survive without power and water</p>
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Council Officer, delegated by CEO, to undertake work

<b>Action Item 12:</b>	<p><b>Identification and Understanding of Businesses Risks:</b>  The businesses within Yalgoo and Payne Find are to meet and work on the identification and understanding of their own risks. Implementing relevant strategies towards preparation.  Organise community meeting. – This will be part of the Public Communications Strategy.  Public Communications Strategy required encompassing the three types of audience – Community, Business and Welfare.</p>
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Council to facilitate.

<b>Action Item 13:</b>	<p><b>Stations:</b>  Instructions Sheets – Standard Operating Procedures – relevant HMA's should have these fact sheets.  OIC, WAPOL in Yalgoo to present SOP template for consideration to Council.  Provide supply and delivery forms.</p>
<b>Action 1 Taken: Date.</b>	Update stations list – completed
<b>Action 2 Taken: Date</b>	Compile survival kits.
<b>Action Pending:</b>	Council.

<b>Action Item 14:</b>	<p><b>Fire Training:</b>  DFES, CESM, LEMC have requested Jim McNamara contact the Chair, Neil Grinham about Fire training with Neil and Tom Morrissey. The committee recommended their members receive the Chief Bush Fire training which covers all hazards.</p>
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<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	DFES Officer to undertake.

<b>Action Item 15:</b>	<b>AIIMS 4 One Day Course:</b> LEMC have requested the LEC – OIC WAPOL Yalgoo request a full AIIMS 4 one day course be held in the Yalgoo area and be open to all LEMC members and emergency management volunteers.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Local Emergency Coordinator to organise.

<b>Action Item 16:</b>	<b>Proposed MOU:</b> Council to liaise with DPAW on a MOU based on discussions with Nigel from DPAW
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Chair of LEMC / CEO to undertake work.

<b>Action Item 17:</b>	<b>Business Plan:</b> There were four dates submitted in annual reporting to DEMC. The Shire of Yalgoo LEMC has an existing exemption, approved by SEMC, to conduct only two LEMC meetings per year. The next LEMC will be scheduled for May 2015 followed by September 2015. Future dates will be September and May of each year to ensure the meetings are held outside of peak times. Action Item – LEMC Secretariat to send the draft LEMC Business Plan around to the LEMC committee for consultation. Provide CEMO with the documentation for the exemption.
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	LEMC Secretariat to undertake work.

<b>Action Item 18:</b>	<b>Recovery Plan:</b> – Waiting on Recovery Aware Project
<b>Action 1 Taken: Date.</b>	
<b>Action 2 Taken: Date</b>	
<b>Action Pending:</b>	Nil

## 6. CORRESPONDENCE IN

<b>Correspondence In:</b>	<b>Date Received June 2014 Organisation from: SEMC Matter Relating to: SEMC – Annual Reporting for LEMC</b>
<b>Action Pending:</b>	<b>Completed</b>

<b>Correspondence In:</b>	<b>Date June 2014 Organisation from: SEMC Matter Relating to: SEMC – Capability Assessment</b>
<b>Action Pending:</b>	<b>Completed</b>

<b>Correspondence In:</b>	<b>Date May 2015 Organisation from: SEMC Matter Relating to: AWARE Funding</b>
<b>Action Pending:</b>	<b>Completed</b>

<b>Correspondence In:</b>	<b>Date August 2015 Organisation from: Matter Relating to: NDRP Funding</b>
<b>Action Pending:</b>	<b>In Progress</b>

<b>Correspondence In:</b>	<b>Date July Organisation from: SEMC Matter Relating to: MWG Calendar of Dates for LEMC's &amp; EMC's</b>
<b>Action Pending:</b>	<b>Completed</b>

<b>Correspondence In:</b>	<b>Date August 2015 Organisation from: SEMC Matter Relating to: SEMC Quarterly Newsletter &amp; SEMC Communique</b>
<b>Action Pending:</b>	<b>Noted</b>

<b>Correspondence In:</b>	<b>Date August 2015</b> <b>Organisation from: MWG DEMC</b> <b>Matter Relating to: Invitation by DEMC to Chair and Co-Chair to attend DEMC Meeting</b>
<b>Action Pending:</b>	<b>Accepted</b>

## 7. CORRESPONDENCE OUT

<b>Correspondence Out:</b>	<b>Matter Relating to: Annual Report sent to DEMC</b> The Annual LEMC Business Report was submitted to SEMC on 30 July 2013
<b>Follow Up:</b>	<b>Completed</b>

<b>Correspondence Out:</b>	<b>Matter Relating to: Capability Assessment sent to DEMC</b> Shire of Yalgoo LEMC 5 Year Business Plan 2011-2017
<b>Follow Up:</b>	<b>Completed</b>

<b>Correspondence Out:</b>	<b>Matter Relating to: Joint AWARE Application</b>
<b>Follow Up:</b>	<b>Completed</b>

## 8. PRESENTATIONS.

- 8.1** An AIIMS Overview was presented to the LEMC committee by Jonelle Tyson the Community Emergency Management Officer, SEMC and Chris Phoebe, Geraldton's District Fire Operations Officer from Department of Parks and Wildlife. The slides used were provided courtesy of Sergeant Michael Hall from WAPOL.

## 9. STANDING ITEMS.

**9.1 Issues to be passed up to DEMC / SEMC via CEMO**

**9.2 Agency Updates** – covered in general business

**9.7 Exercise Updates** – *nil*

## 10. GENERAL BUSINESS.

**The CEMO provided the LEMC with an overview of upcoming activities:**

- 10.1** DFES State Exercise, 15 October 2014.
- 10.2** DFES have requested Council's to respond to 14 August letter concerning CESM role.
- 10.3** MWG DEMC – 20 October 2014 – Northampton – Hospital on Stephens Street – The event will include the Cyclone Tour and Australian Defence Debrief followed by a DEMC meeting followed by the Northampton LEMC meeting. This event ends in a lunch time barbecue. Jonelle – spoke about 20 October and November 2014.
- 10.4** MWG DEMC – 14 November 2014 – Geraldton – The DEMC are inviting LEMC members to attend the afternoon session which will be held at the Department of Agriculture and Food in Geraldton.
- 10.5** MWG DEMC 14 November 2014 – Geraldton – The DEMC are inviting all CEO's and Local Recovery Coordinators to attend both the morning and afternoon session. The State Recovery Coordinator will be in attendance.

## 10.6 LEMC Meeting Schedule 2014/15:

Exemption put in place so the meetings are two times a year only. May and September of each year.

1 <sup>st</sup> Quarter	Not Applicable	
2 <sup>nd</sup> Quarter		
3 <sup>rd</sup> Quarter		
4 <sup>th</sup> Quarter		
Extraordinary Meeting		
Exercise		

**10.6** DPAW – Chris Phoebe advised that he is moving on and will not be replaced at this stage. Currently no funding is available to replace this position.

**10.7** The Chair and LEMC expressed concern over the loss of DFES CESM and now DPAW District Fire Officer. These are vital operational roles supporting small shires.

**10.8** Action Item – Chair and CEO to raise this item with MWG LG EM Network Chair.

Chair and Committee thanked Chris from DPAW for his excellent work and contributions and attendance at LEMC.

Chair and Committee thanked Jim McNamara from DFES his excellent work and contributions and attendance at LEMC.

## 12. NEXT MEETING.

Next meeting of the Yalgoo LEMC will be held in May 2015. With further details provided at a later date.

Agencies are encouraged to host the LEMC meetings and, if possible, provide an overview of their agency's emergency management role.

## 13. CLOSURE OF MEETING.

Close 1:25pm

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co - Chair

\_\_\_\_\_  
Date

**THESE MINUTES ARE ISSUED SUBJECT TO CONFIRMATION AT  
THE NEXT LEMC COMMITTEE MEETING**