



AGENDA



SHIRE OF YALGOO LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) Friday 24th June 2016, Railway Complex, Yalgoo

1. **Welcome**
2. **Announcement by the Person Presiding**
3. **Record of Attendance and Apologies**
4. **Declarations of Interest**

Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible raised with the chairperson prior to the meeting to determine the appropriate way to manage the conflict.

5. **Confirmation of Previous Minutes**

Moved:

Seconded:

Adopted as a true and correct record of proceedings.

6. **Presentations**

Keith Shaw, District Emergency Services Officer, Murchison, will provide a presentation on the role of the Child Protection and Family Services (CPFS)..

7. Matters For Consideration

Action items from previous meetings:

7.1 Minutes: Wednesday 10th September, 2014

The Shire of Yalgoo Local Emergency Arrangements is to be posted on to the Council website:

- Post the 2016 Local Emergency Arrangements after endorsement by Council.

7.2 Minutes: Wednesday 10th September, 2014

AWARE Funding Application:

- Application to AWARE for funding.

7.3 Minutes: Wednesday 10th September, 2014

Availability of Golden Grove Mine Resources:

- Golden Grove mine to provide a list of resources available to assist during an emergency, and to be included in Local Emergency Management Arrangements.

7.4 Minutes: Wednesday 10th September, 2014

Natural Disaster Resilience Program:

- Shire to submit an NDRP application for consideration and advice on outcome at the next LEMC.

7.5 Minutes: Wednesday 10th September, 2014

LEMC Amalgamation:

- Shire of Yalgoo to advise the Shire of Murchison the Shire of Yalgoo LEMC has endorsed the proposal to amalgamate the LEMC with the Shire of Murchison.

7.6 Minutes: Wednesday 10th September, 2014

Improve Flood Preparations:

- Compile an emergency kit template and full pack . 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

7.7 Minutes: Wednesday 10th September, 2014

Department Child Protection and Family Services:

- The Department of Child Protection and Family Services to provide Evacuation Procedures Training.
- 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.
- DESO to finalise the Welfare Plan for endorsement at the next LEMC.

7.8 Minutes: Wednesday 10th September, 2014

Public Communication:

- Create a Public Communication Strategy outlining the objectives that need to be undertaken, the type of messaging and relevant target audiences.
- Establish a sub-committee to determine the foundation of the public communications approach and strategy.

7.9 Minutes: Wednesday 10th September, 2014

Alarm /Warning System:

- 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.

7.10 Minutes: Wednesday 10th September, 2014

Promotional Items:

- The Committee to look at existing promotional items used in other locations on how to survive for 3 day during an event.
- The Committee to create a local brochure and disseminate to the community

7.11 Minutes: Wednesday 10th September, 2014

Identification and Understanding of Businesses Risks:

- The businesses within Yalgoo and Payne Find are to meet and work on the identification and understanding of their own risks.
- Businesses to Implement relevant strategies towards preparation.
- Organise community meeting. – This will be part of the Public Communications Strategy.
- To develop a "Public Communications Strategy" encompassing the three types of audience – Community, Business and Welfare.

7.12 Minutes: Wednesday 10th September, 2014

Stations:

- Provide instructions sheets – “Standard Operating Procedures” to stations.
- OIC, WAPOL in Yalgoo to present SOP template for consideration to Council.
- Provide supply and delivery forms.

7.13 Minutes: Wednesday 10th September, 2014

AIIMS 4 One Day Course:

- LEMC to request the LEC – OIC WAPOL to provide a full AIIMS 4 two day course be held in the Yalgoo area and be open to all LEMC members and emergency management volunteers.

7.14 Minutes: Wednesday 10th September, 2014

Proposed MOU:

- Council to liaise with DPAW on a MOU based on discussions with Nigel from DPAW.

7.15 Minutes: Wednesday 10th September, 2014

Business Plan:

- LEMC Secretariat has sent the draft LEMC Business Plan around to the LEMC Committee and members for consultation.

7.16 Minutes: Friday 13th November, 2015

Fire Training:

- To develop and conduct an exercise to help build collaborative emergency management awareness at the local level.
- To source a “Training Plan” from Mr Lewis Winter of Winteractive.
- Members to receive the Chief Bush Fire training.
- The two Deputy Bush Fire Control Officers, Robert Grinham and Douglas Taylor to receive training for their role.

Courses required to attend are:

Intro to Bush Fire Fighting,
Aaims Awareness,
Fire Control Officer.

Agenda – Yalgoo Local Emergency Management Committee

7.17 Minutes: Friday 13th November, 2015

Recovery Coordinators:

- Appoint two “Recovery Coordinators” – one based in Yalgoo, one in Paynes Find.
- Appoint two “Deputy Recovery Coordinators” – one based in Yalgoo, one in Paynes Find.

7.18 Minutes: Friday 17th March, 2016

Recovery Plan:

- Appoint Mr Lewis Winter of Winteractive to provide a draft Local Emergency Management Plan to comply with the SEMC Policy 2.5.

7.19 Minutes: Friday 17th March, 2016

Yalgoo LEMC Exercise:

- To organise the first training exercise for the Yalgoo LEMC for 2016.

7.20 Minutes: Thursday 17th March 2016

Acting Captain of the Yalgoo Bush Fire Brigade (YBFB):

- To appoint an Acting/Relieving Yalgoo Bush Fire Brigade Captain for the interim period while the elected Captain of the Yalgoo Bush Fire Brigade, Craig Hodder is on sick leave.

7.21 Minutes: Thursday 17th March 2016

LEMC Meeting Schedule 2016

- Provide CEMO with the documentation for the exemption. (The Shire of Yalgoo LEMC may have an existing exemption, approved by SEMC, to conduct only two LEMC meetings per year).
- To nominate four meeting dates for the Shire of Yalgoo LEMC and submit them to the DEMC.

7.22 Minutes: Thursday 17th March 2016

Magnetic Numbers:

- To organize a quote to obtain magnetic numbers for fire vehicles’ roofs in order to identify the vehicles from the air and be able to communicate directly with them.

7.23 Minutes: Thursday 17th March 2016

Add UHF Channels to the LEMC Contacts List:

- To add UHF channels that are readily available to the LEMC contacts list.

Agenda – Yalgoo Local Emergency Management Committee

7.24 Additional Item:

Council to endorse the Local Welfare Plan, presented by Keith Shaw, the District Emergency Services Officer, Murchison.

8. Information Sharing

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|------------|---|
| 8.1 | SEMC Local Recovery Guidelines |
| 8.2 | Bush Fire Service Equipment Lists Discussion Paper |
| 8.3 | |

9. Training

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| 9.1 | |
| 9.2 | |
| 9.3 | |

10. General Business

11. Close of Meeting - Time

12. Next Meeting

The Next Meeting of the Shire of Yalgoo Local Emergency Management Committee (LEMC) will be held on<Day> <Date> <Time>