



AGENDA

FOR THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

ADJOURNMENT

*YALGOO RAILWAY SPORTING COMPLEX, GERALDTON-MT MAGNET ROAD
MONDAY 21 MAY 2012 Commencing 11.00 am*

In the absence of a quorum, and in the absence of any members, the CEO or FESA personnel, Chairperson Terry Iturbide declared the meeting adjourned at 11:45am.

NOTICE OF RESUMPTION

*YALGOO RAILWAY SPORTING COMPLEX, GERALDTON-MT MAGNET ROAD
MONDAY 13 AUGUST 2012 Commencing 11.00 am*

FOLLOWED BY:

12:00 noon Lunch - all

1:00pm Workshop - ERM working group



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**Agenda of the Yalgoo Local Emergency Management Committee,
held at the Shire of Yalgoo Railway Sporting Complex
on Monday 21 May 2012, commencing at 11.00am (adjourned)
as resumed 11.00am Monday 13 August 2012**

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Chairman Mrs Terry Iturbide declared the meeting open at 11:20am.

However, with very few members present and in the absence of FESA personnel Tex McPherson and Rae Edwards, the President declared that all agenda items would be deferred and the meeting would be adjourned.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS	Cr Terry Iturbide	Chairperson (President, Shire of Yalgoo)
	Mr David Cameron	Mining Manager, Mt Gibson Iron
	Mr Matthew Paxman	Emergency Response Team Mt Gibson Iron
	Mr Jason Merritt	FESA
	Mr David Evans	Gullewa Project, Mutiny Gold
STAFF	Ms Karen Malloch	Executive Assistant Shire of Yalgoo
GUESTS		
OBSERVERS		
APOLOGIES	Mr Tex McPherson	Community Emergency Management Officer, Midwest-Gascoyne Region, (CEMO)
	Mr Tom Hall	Principal Yalgoo Primary School
	Ms Sharon Daishe	CEO, Shire of Yalgoo
	Mr Ron Adams	Project Executive Shire of Yalgoo
	Sgt Gordon Hughes	Yalgoo Police
	Mr Craig Turley	Community Relations Advisor MMG Golden Grove
	Mr Graham Bailey	Emergency Services Coordinator MMG Golden Grove

2.1. Discussion before adjournment

2.1.a) Mount Gibson Iron – “Jaws of Life”

Mt Gibson Iron representatives advised that they have certain equipment available on their mine site including the Jaws of Life.

The MGM LEMC representative will liaise with MGM management to establish whether this equipment could be made available for use during emergencies. The Jaws of Life may be of benefit for the area between Wubin and Paynes Find.



It may be possible to have Yalgoo bush fire representative (suggested Ron Adams, TK Hodder and one other) attend training as observers to understand the usage of the equipment (they are unable to qualify to use the equipment but would gain some understanding).

MGM representatives reported that FESA is doing an onsite visit regarding the mine's application for from exemption from total fire ban. All attending members wished to confirm their commitment to the LEMC.

Action:	Determine whether Mt Gibson Iron is able to make Jaws of Life equipment available for use during emergencies, and whether bushfire brigade members would be allowed to observe during training.	Who: MGM LEMC representative David Cameron to advise at next meeting.
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2.1.b) Gullewa Project, Mutiny Gold

The Gullewa mine, which is currently in caretaker mode, is planned to be operational by September. Information and details of equipment will be available when this occurs and the new manager is appointed.

Adjournment

The President adjourned the meeting at 11:45am to a more suitable date – to be fixed.

Resumption

The President declared the Local Emergency Management Committee Meeting, which was adjourned at 11:45am on 22 May 2012, resumed at 11.00am on Monday 13 August 2012.

Present at the Resumption

MEMBERS

STAFF

GUESTS

OBSERVERS

LEAVE OF
ABSENCE

APOLOGIES

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting.

4. CONFIRMATION OF MINUTES

4.1. Local Emergency Management Committee Meeting

Minutes of the meeting of the Local Emergency Management Committee held Wednesday 12 October 2011 were circulated previously to members of the Committee



OFFICER RECOMMENDATION

Confirmation of Minutes

That the minutes of the Local Emergency Management Committee held Wednesday 12 October 2011 be confirmed.



5. REVIEW OF ACTIONS

Please see Attachment

6. BUSINESS AS NOTIFIED

6.1. Local Emergency Management Arrangements (LEMA)

6.1.a) Update of contact details and key stakeholders

Members to provide updated contact details.

6.2. Incidents

6.2.a) Fire incident 11 December 2011 –Meka/Gabyon Stations

6.2.b) Fire incident 11 December 2011 –12 January 2012 Wagga/Edah Stations

6.3. Exercises

Review of any exercises conducted since the last meeting.

6.3.a) Operation Longbeach 8 November 2011

Please see Attachment

6.4. Emergency Risk Management

6.4.a) Project Update from Rae Edwards and Tex McPherson

(An attachment will be available at the meeting)

6.5. Recovery

To be carried out.

A workshop will be held (at a date to be confirmed at the next LEMC meeting)

in the second half of the year.

6.6. Annual Business Plan

6.6.a) Review annually at April meeting.

Please see attachment.

6.7. Annual Report

The Annual Report will be prepared for period 1 July to 30 June



6.8. Funding

Identify emergency management projects for possible grant funding.

6.9. Other Business

7. INFORMATION BULLETIN

The following items are attached for information:

- LEMC Status Report
- Exercise LONGBEACH Report
- LEMC Annual Report 2011-2012

8. NEXT MEETING

The next meeting of the Local Emergency Management Committee will be held on Tuesday 25 September 2012 commencing at 11am at the Yalgoo railway station sporting complex.

9. MEETING CLOSURE

The next meeting of the Local Emergency Management Committee will be held on Tuesday 25 September 2012 commencing at 11am at the Yalgoo railway station sporting complex.

MEETING CLOSURE

There being no further business the meeting closed at am.

Following the closure, Tex McPherson briefed members on the Emergency Risk Management process and advised that the working group would convene after lunch for the first ERM workshop.



Attachments

**FOR THE LOCAL EMERGENCY
MANAGEMENT COMMITTEE MEETING**

Status Report – LEMC Committee Actions

Prepared by: CEO Sharon Daishe
 Date: 27 April 2012

Contents:

Meeting held 28 September 2010 1
 Meeting held 27 April 2011 1
 Meeting held 12 October 2011 1

Meeting held 28 September 2010

Action	Who	Status
Post LEMA to Shire of Yalgoo website after adoption by Council.	Shire of Yalgoo	Not actioned

Meeting held 27 April 2011

Action	Who	Status
To investigate access to hydraulic spreader / cutting equipment for accessing persons trapped in vehicles etc.	FESA	
L2011-0401: That a letter be sent to the District Emergency Management Coordinator again highlighting the difficulties in an emergency due to the lack of communications.	Shire	To be done
Source funding and implement a recovery plan after the ERM process is complete.	FESA/ Shire of Yalgoo	
Improve flood preparations: <ul style="list-style-type: none"> ▪ Compile an emergency kit for Stations. ▪ List of commodities considered to be emergency supplies – send to stations ▪ Prepare Flood Plans (refer Adrian DeKleer from SES) to be activated in an emergency. ▪ Updated contact list for all stations including absent owners 	FESA/ Shire	Ongoing

Meeting held 12 October 2011

Action	Who	Status
The Shire has constructed a new firebreak, funded by FESA, around the perimeter of Yalgoo to in readiness for the bushfire season and in response to the risk posed by heavy fuel load of drying vegetation.	Chief Bush Fire Control Officer Ron Adams	Completed
The Shire has appealed FESA’s decision to decline the application for a shed at Paynes Find to house the new fire tender that was supplied in 2010.	Shire	Completed – appeal approved and shed constructed

SHIRE OF YALGOO



POST EXERCISE REPORT

EXERCISE LONGBEACH 2011

BACKGROUND

Fire and Emergency Services Authority (FESA) at State level, programmed to exercise their agency readiness, using wildfire as the scenario, for the 2011 exercise to be conducted in November.

The State exercise planning team discussed the outcomes that they would like to achieve through the exercise. The exercise had some state outcomes but the main aim was to exercise the agency at a Regional level, with the following outcomes:

FESA's Exercise Objectives

1. The ability of Geraldton Regional Office staff and external agencies to perform the functions as per Midwest Gascoyne Region Duty Coordinators Handbook within the ROC located at 1 Vulcan Way Webberton.
2. The suitability of the Geraldton ROC to perform as a ROC located at 1 Vulcan Way Geraldton Webberton.
3. To evaluate the structure/operation of the IMT to the incident scenario.
4. To evaluate the ability of the IMT to develop and implement realistic objectives and strategies that are commiserate to the size and complexity of the incident scenario.
5. The development and implementation of communication plans for use both internally and externally.
6. To evaluate the IMT and ROC personnel's ability to identify risks, communicate risk and implement mitigation strategies.
7. To develop and communicate in a timely manner Incident Action Plan's (IAP's) and associated incident documentation up the command line.
8. The ability to provide/identify appropriate information for public viewing in timely manner.
9. To provide a record of incident events that could be used by investigating internal/external agencies.
10. To identify Critical Infrastructure at a local/state level and develop, implement and communication plans for the protection of Critical Infrastructure.
11. To evaluate the use of multi-agency pre-formed teams.
12. To evaluate the use and activation of various SOP's, SAP's including but not limited to the Emergency Management Act 2005, WEST-PLAN BUSHFIRE, SEMP 4.1 – Operational Management, SEMO – 4.6 Emergency Public Information, SEMP – 4.7 Community Evacuation, SEMP 4.8 – Traffic Management During Emergencies, Midwest Gascoyne Regional Duty Coordinators Manual.
13. To ability to identify the triggers for forming an Incident Support Group (ISG) commiserate to the size and complexity of the incident.

To assist with these outcomes, it was decided to involve a local government that has been involved with emergency management and in the Midwest-Gascoyne the Shire of Yalgoo was approached and agreed to be participant in the exercise.

Although this was a State/Regional exercise, the Shire of Yalgoo's Local Emergency Management Committee (LEMC) would use it as a part of their exercise program for the 2011/12 year and become a part of the regional planning group for the exercise.

GENERAL EXERCISE CONCEPTS

It is early November and the season has been the best it has been in many years with farm yields being exceptional. The area is experiencing a normal summer pattern, generally dry and hot days in the mid to high 30's with strong easterly breezes during the night and morning followed by south westerly sea breezes in the afternoon.

The winter has produced above average rainfall that has resulted in well above average grass and crop growth. For the past few days a deep trough lies off the coast forcing strong hot dry easterly winds across the coastal area and well inland. Due to these current conditions the daytime temperature has increased with the last few days being in excess of 40 degrees, humidity has been very low and predictions from the Bureau of Metrology expect the fire danger ratings across the area to be from extreme to catastrophic.

As a result of above average rain fall agricultural crops have yielded well above average between five to six tons per hectare resulting in around two to four tons per hectare in stubble and fuel load outside of the agricultural areas are experiencing between ten to fifteen tons per hectare with fuels being one hundred percent cured.

A fire started on November 6 approximately 35 kilometers west north of Yalgoo and is being fanned by strong north westerly and westerly winds. The fire has been running for two days and is being managed by local government, at this stage the bushfire is burning in a rural area. It has been burning through Unallocated Crown Land (UCL), DEC land, pastoral and farming land. It is nearly under control.

Yalgoo is located 497 km north of Perth and is a settlement on the road from Geraldton to Mount Magnet on the Geraldton Mount Magnet road with a population of approximately 600 people, Yalgoo shire administers nearly 3.5 million hectares of country, is a small township which now survives on a combination of gold mining, farming land, DEC land and services for the surrounding pastoral area which boasts some of the largest sheep stations in Western Australia.

An Incident Management Team will be established at Geraldton Police Station with possible evacuations from Yalgoo, road closures and the establishment of an evacuation/recovery center at Mullewa.

EXERCISE SCENARIO

The Shire of Yalgoo has requested assistance from the FESA Geraldton Regional Office and has also requested FESA take over the fire and manage the incident.

The fire started 35 Kilometers west North West of Yalgoo on private land which adjoins DEC/UCL land near Marlandy Hill and DEC Management is present.

The fire front is approximately 12 kilometers in a north east – south west line and is situated approximately 12 kilometers from the town site of Yalgoo and is uncontrolled.

Normal traffic flow is being experienced in the town of Yalgoo and given the rainfall has been above average the wild flower season is exceptional bringing with it an increase of tourist to the town and surrounding area.

Some pastoral/agricultural areas are self-evacuating however the Shire of Yalgoo cannot confirm who or the numbers and where they are evacuating to.

Smoke from the fire is starting to drift across the town bringing with it embers and unburnt particles.

No IMT structure or planning has been implemented/conducted by the Shire of Yalgoo

POST EXERCISE REPORT

1. Local Government:

Shire of Yalgoo

2. Date of the Exercise:

8 November 2011

3. Participating Agencies:

Shire of Yalgoo
Yalgoo Primary School
Golden Grove Mine
Yalgoo Bush Fire Brigade
WA Police
DCP

4. Type of Exercise (please tick):

- a. Discussion (Seminars, Workshops, Desktop)
- b. Functional (Drill or Games Style)
- c. Field Exercise (Field Exercise or Full Deployment)

√

5. Aim of the Exercise:

a. FESA’s Exercise Aim: To test FESA’s management and coordination of response to multiple major bushfire events in line with Legislation, State Emergency Management Policy and agency specific operating procedures.

b. Shire of Yalgoo’s Exercise Aim: To practice and test the effectiveness of the Shire of Yalgoo’s Local Emergency Management Arrangements.

6. Objectives of the Exercise:

- 1. To test that triggers exist within the Cue’s Local Emergency Management Arrangements (LEMA), which will lead to the development of an Incident Support Group (ISG).
- 2. To observe the process that leads to the LEMA for a community evacuation, being implemented.
- 3. To measure the effectiveness of the LEMA, for the safe evacuation of various elements of the effected communities.

7. Key Lessons Learnt:

- 1. Pre-packed “evacuation box” required
- 2. Location of essential Shire personnel
- 3. Readiness of vehicles, plant and equipment
- 4. Shire – list of critical items that need to be taken
- 5. Essential personnel will want to go home
- 6. Orderly evacuation of town – internal roadblocks to prevent wrong exits

7. Obtain FESA contacts early in the event
8. DCP registration training needs revisiting

8. Recommendations for Future Actions:

Serial	Recommendation	Action By
7.1	Assemble "evacuation box"	Exec Assist
7.2	Location of essential Shire personnel	Works Manager
7.3	Readiness of vehicles, plant and equipment	Works Manager
7.4	List of critical items	Exec Assist / CEO
7.5	Essential personnel will want to go home	CEO
7.6	Orderly evacuation of town	LEMC
7.7	FESA contacts	Exec Assist
7.8	DCP registration training	Exec Assist / CEMO

9. Further Comments:

- The Shire was very happy to be part of the exercise
- The Shire was starting to thinking "outside of the square"
- Exercises/training highlights deficiencies in plans and arrangements



SHIRE OF YALGOO LEMC ANNUAL REPORT 2011-2012

Chairman/Organisation: Mrs Terry Iturbide, President, Shire of Yalgoo.

Description of local government, or part of local government, areas covered by the LEMC:

The Shire of Yalgoo Local Emergency Management Committee encapsulates the area within the gazetted local government boundaries.

Directions by local government:

Maintain a well attended Local Emergency Management Committee that practices arrangements with good communication across the community and agencies.

Activities: The Shire of Yalgoo took part in the state Wildfire Exercise conducted by FESA on the 8 November 2011.

During December and January the Shire formed an Incident Support Group to support the major fires which occurred in the Shire.

Meetings: Two (2) – 27 Apr 11 and 12 Oct 11

Member/Organisation	Meetings Attended	Total attendance
Chairperson Terry Iturbide Shire President Shire of Yalgoo	Wednesday 27 April 2011 Wednesday 12 October 2011	2
Deputy Chairperson Sgt Gordon Hughes WA Police OIC Yalgoo	Wednesday 27 April 2011 Wednesday 12 October 2011	2
Executive Officer Sharon Daishe Shire of Yalgoo	Wednesday 27 April 2011 Wednesday 12 October 2011	2
Tex McPherson Community Emergency Management Officer, Midwest-Gascoyne Region (CMEO), FESA	Wednesday 27 April 2011 Wednesday 12 October 2011	2
Rae Edwards Consultant ERM Project Officer Shire of Yalgoo	Wednesday 12 October 2011	1
Shane Heriot (for Greg Kitson) Dept of Environment & Conservation	Wednesday 12 October 2011	1
Norm Lyon (for Andrew Klein) WA Country Health Service Mid West	Wednesday 27 April 2011 Wednesday 12 October 2011	2
Ron Adams Project Executive Shire of Yalgoo	Wednesday 12 October 2011	1
Snr Constable Robert Duffey Yalgoo Police	Wednesday 27 April 2011	1

Tom Hall Principal Yalgoo Primary	Wednesday 12 October 2011	1
TK Hodder Captain Yalgoo Volunteer Fire Brigade	Wednesday 12 October 2011	1
Cliff Hodder Works Foreman Shire of Yalgoo	Wednesday 12 October 2011	1
Glen Palmer HRS Manager MMG Golden Grove	Wednesday 27 April 2011	1
Craig Turley MMG Golden Grove	Wednesday 27 April 2011	1
Heide Duffey Senior Admin officer, Shire of Yalgoo	Wednesday 27 April 2011	1
Karen Malloch Executive Assistant Shire of Yalgoo	Wednesday 12 October 2011	1

Meeting schedule for coming year

It is a requirement under State Emergency Management Policy 2.5 that LEMCs shall meet every three months.

Quarter	Meeting date
1 st Quarter	13 August 2012
2 nd Quarter	25 September 2012
3 rd Quarter	
4 th Quarter	23 April 2013 (Exercise)

Emergencies –

Number of emergencies in the local government district where an Incident Support Group (ISG) was activated:

Two (2)

Description of incident area	Dates active	Description of emergency
Meka/Gabyon Stations	11 December 2011	Wildfire incident
Wagga/Edah Stations	11 December 2011 & 12 January 2012	Wildfire incident

LEMC Exercises –

Number of exercises in the local government district where an ISG was exercised:

One (1)

Description of operations area	Dates exercised	Description of exercise
State Wildfire Exercise	8 November 2011	Desktop "Operation Longbeach"

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Local Emergency Management Arrangements

Number of local governments covered by Local Emergency Management Arrangements:

One (1)

Local Emergency Management Arrangements

Number of local governments covered by Local Emergency Management Arrangement:

One (1)

Area covered by local emergency management arrangements	Date Local Emergency Management Arrangements approved by local government	Date of latest draft of Local Emergency Management Arrangements
<i>Local government district, portion of district or town/area</i>	<i>Final arrangements approved</i>	<i>Include if previous final arrangements are being amended</i>
Shire of Yalgoo	20 October 2010 SEMC Endorsement 13 December 2010	

Local Recovery Plans

Number of local governments with a Local Recovery Committee:

One (1)

Area covered by local recovery plan	Date Local Recovery Plan approved by local government	Date of latest draft of Local Recovery Plan
<i>Local government district, portion of district or town/area</i>	<i>Final plan approved</i>	<i>Include if previous final plans are being amended</i>
Shire of Yalgoo		

Local Emergency Risk Management Process

(Note: Include additional tables if more than one ERM project being undertaken in LEMC area)

Local ERM stage	Date stage achieved
Project plan	12 October 2011
Establish the context <i>Risk evaluation criteria</i>	12 October 2011
Identify risks <i>Sources of, and elements at, risk</i>	12 October 2011
<i>Risk statements</i>	
<i>Risk register</i>	
Analyse and evaluate risk <i>Levels of risk and priorities for treatment determined</i>	29 February 2012
Treat risks <i>Risk treatment options selected</i>	
<i>Risk treatment plans prepared</i>	

LEMC ANNUAL BUSINESS PLAN ACHIEVEMENTS

The Shire of Yalgoo LEMC requested Mainroads to restore the Geraldton-Mount Magnet Road to a safe condition with a durable surface suitable to the traffic type and use.

A letter was sent on 13 October 2011 to Tim Glenister, Main Roads, supported by photographic evidence and GPS location of damage near to Yalgoo.

A reply was received from Mainroads on 29 November 2011.

Attachments:

- 1. Copy of the Annual Business Plan for the reporting period with achievements completed.
- 2. Local Emergency Management Committee Annual Business Plan (2012 - 2013)

Signature _____

Cr Terry Iturbide
(Chair LEMC)

Date _____