



MINUTES

**OF THE LOCAL EMERGENCY
MANAGEMENT COMMITTEE MEETING**

**HELD ON
WEDNESDAY 13 NOVEMBER 2013
Commencing 11.00 am**

Yalgoo Railway Sporting Complex, Geraldton-Mt Magnet Road



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Minutes of the Yalgoo Local Emergency Management Committee,
held at the Shire of Yalgoo Railway Sporting Complex
on Wednesday 13 November 2013, commencing at 11.00am.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Yalgoo LEMC President, Terry Iturbide declared the meeting open at 11: 15am.

1.1. Election of LEMC Deputy President

The first item of business was election of the Deputy President.

The President called for nominations. One nomination was received for Raul Valenzuela for the office of LEMC Deputy President.

There being no further nominations, the President declared Raul Valenzuela elected to the office of LEMC Deputy President.

Raul Valenzuela accepted the position of LEMC Deputy President.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

| | | |
|---------|--|--|
| MEMBERS | Terry Iturbide, Raul Valenzuela, Sharon Daishe, Jason Hodder, Tom Hall, Karen Malloch, Adam Fawkes, Carol Hall, Keith Shaw, Rod Gillis, | LEMC Chairperson, President Shire of Yalgoo LEMC Deputy Chair, Yalgoo Deputy Shire President, Yalgoo Rep St John Ambulance CEO, Shire of Yalgoo, Chief Bush Fire Brigade Officer Construction Supervisor Shire of Yalgoo, Captain Yalgoo Bush Fire Brigade Principal, Yalgoo Primary School EA, LEMC Exec Officer, Secretary Yalgoo Bush Fire Brigade Shire Councillor, Teacher - Yalgoo Primary School, Yalgoo Nursing Post, WACHS District Emergency Services Officer, Murchison District Department for Child Protection and Family Support (CPFS) Asset Mgmt Officer, Main Roads Mid-West |
| GUESTS | Jim McNamara, Helen Kent, Jeremy Ashworth-Preece, Arch Fraser, Ann Fraser, Nic Chadbourne, Chris Phoebe, Norm Lyon, | District Officer North, DFES Midwest Gascoyne A/ Community Emergency Management Officer, Midwest-Gascoyne SEMC Acting Sergeant Yalgoo Police Geraldton Red Cross Emergency Services Team Leader, Geraldton Red Cross Emergency Services Community Paramedic - Midwest , St John Ambulance Aus (WA) Geraldton District Fire Operations Officer, Dept of Parks & Wildlife Operations Manager, WA Country Health |



| | | |
|-----------|---|---|
| APOLOGIES | Pip Parsonson, Graham Bailey Trevor Douglas, Peter Gerada, Doug Taylor, Gail Pilmoor, Dave Roche, | Yalgoo Community & Youth Development Coordinator Emergencies Services Coordinator, MMG Golden Grove Sergeant, Mt Magnet Police Sergeant, Mullewa Police Paynes Find Coordinator, PF Bush Fire Brigade St John Ambulance Rep Paynes Find Captain Paynes Find Bush Fire Brigade |
|-----------|---|---|

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting.

Nil

4. CONFIRMATION OF MINUTES

4.1. Local Emergency Management Committee Meeting

Minutes of the meeting of the Local Emergency Management Committee held **Monday 13 August 2012** were circulated previously to members of the Committee.

OFFICER RECOMMENDATION/MEETING DECISION

L2013-1101 Confirmation of Minutes

That the minutes of the Local Emergency Management Committee to be held on Monday 21 May 2012, as resumed Monday 13 August 2012 be confirmed.

Agreed by the Committee



5. REVIEW OF ACTIONS

Status Report – LEMC Committee Actions

| Action | Who | Status |
|---|-----------------|---|
| Post LEMA to Shire of Yalgoo website after adoption by Council. | Shire of Yalgoo | To be posted on web site when redevelopment of site occurs Jan/Feb 2014 |

| Action | Who | Status |
|---|-----------------|---|
| Source funding and implement a recovery plan after the ERM process is complete. | Shire of Yalgoo | AWARE to be looked at for funding |
| Improve flood preparations: <ul style="list-style-type: none"> ▪ Compile an emergency kit for pastoral stations. ▪ List of commodities (re supply) to be considered In the event of an emergency–which results In the isolation of the community including pastorals stations ▪ Prepare Flood Plans (refer Adrian DeKleer from SES) to be activated in an emergency. | DFES/ Shire | Ongoing Graham Bailey (MMG) offered to liaise with the LEMC and other mines to establish a list of essential commodities for supply/ grab kits. Contact: Adrian DeKleer |

| Action | Who | Status |
|--|---------------------------------|---------------------------------------|
| Arrange training in Evacuation procedures with Keith Shaw, District Emergency Services Officer | Chief Bush Fire Control Officer | Discussed at meeting 13 November 2013 |
| Update local welfare plans with Keith Shaw, District Emergency Services Officer | Shire | Discussed at meeting 13 November 2013 |



6. BUSINESS AS NOTIFIED

6.1. LEMC Contact List 2013

The current member contact list has been updated and will be distributed to all LEMC members.

6.2. Exercises & Training

- 1/. Helen Kent gave an overview of the training available through the SEMC
- 2/. Graham Bailey (MMG) offered to consult with Jim McNamarra (DFES) to organise further training and conduct an exercise in 2014.

The exercise suggested would be a combination of a truck rollover/explosion on the MMG Golden Grove lease and would include MMG employees, Yalgoo and Paynes Find Bush Fire Brigades and LEMC members.

- 3/. Graham Bailey (MMG) suggested the Shire may also be interested in running a “Land Search” course in 2014 in conjunction with DFES, MMG, Yalgoo and Paynes Find Bush Fire Brigades.

Details and dates are to be arranged and members will be notified accordingly.

6.3. Emergency Risk Management

The Shire of Yalgoo Emergency Risk Management project for the AWARE grant 2011-12, prepared by Consultant Rae Edwards (EM Planning Solutions) - *The Yalgoo Emergency Risk Management Plan* - analysed and evaluated risks to the Shire.

Levels of risk and priorities for treatment were determined and the risk treatment options identified.

The meeting agreed to adopt the Risk Assessment Report by Shire Consultant Rae Edwards and a draft Recovery Plan will be developed in consultation with Helen Kent (SEMC) and Keith Shaw (CPFS).

Local recovery plan tool kits and checklists will be included in the plan.

6.4. Shire of Yalgoo LEMC Meeting Dates

The meeting agreed to set dates of LEMC meetings for 2014 as follows:

Tuesday 24 March 2014 11:00am

Tuesday 23 September 2014 11:00am

The Shire of Yalgoo LEMC meeting dates for 2014 have been updated in the “Local Emergency Management Arrangements 2010” and in the “LEMC 5 Year Business Plan”.

6.5. Annual Report

Shire of Yalgoo Annual LEMC Report 2012-2013

The Annual LEMC Business Report was submitted to SEMC on 30 July 2013.



The report was signed by agreed authority with the President Terry Iturbide by LEMC Executive Assistant, Karen Malloch.

As per legislation the Annual Report is required to be signed by the president at the next Ordinary LEMC meeting which will be held on Wednesday 13 November 2013.

The Annual Report was signed by the president at the Ordinary LEMC meeting held on Wednesday 13 November 2013 and was forwarded to the SEMC ON 16 December 2013.

6.6. Funding

Helen Kent (SEMC) explained the various sources of funding available to access by the LEMC for training/ conducting exercises in the Shire and to establish a "Recovery Plan".

Dependent on funding, a draft Recovery Plan will be developed in consultation with Helen Kent (SEMC) and Keith Shaw (CPFS).

6.7. Roads & Traffic

Various measures were discussed by the meeting in order to reduce traffic speed, record traffic volume and increase traffic safety awareness on the main Yalgoo/Mullewa/Mt Magnet entrance road.

The meeting suggested that the CEO Sharon Daishe contact Main Roads to replace the rumble strips at the town entrance to alert traffic to reduce vehicle speed.

This measure was carried out and Main Roads replaced the rumble strips at the end of November 2013.

Other suggestions from the floor to control traffic flow on the main road were:

- 1/. Increase police infringement notices
- 2/. Build median strips as a calming device to reduce traffic speed
- 3/. Lease/set up flashing lights/speed display signs (the same as the Shire of Morawa have done and which have proven to be very successful.)

6.8. General Business

The meeting agreed to set up a Sub Committee of representatives from the Police, Community & Youth Coordinator, Centacare, Meedac, Yalgoo Primary School, St John Ambulance, Nursing Post and the Shire.

Items to be discussed and reported on are:

- 1/. Organise community meetings
- 2/. Disability services available for evacuees
- 3/. 3 day survival plan for residents (minus water, power)
- 4/. Instruction sheets & plans for Yalgoo residents in case of an emergency
- 5/. Local businesses to identify and assess their own risks
- 6/. Organise Bushfire Awareness & preparedness with DFES for protection of property & outlying assets for town residents.
- 7/. Provide supply and delivery forms (re supply)
- 8/. Compile/provide survival kits



7. NEXT MEETING

The next meeting of the Local Emergency Management Committee will be held on Tuesday 24 March 2014 commencing at 11am at the Yalgoo Railway Station.

8. MEETING CLOSURE

There being no further business, President Terry Iturbide declared the meeting closed at 12:24pm.

DECLARATION

These minutes were confirmed by Committee at the LEMC Meeting held on _____.

Signed: _____

Person presiding at the meeting at which these minutes were confirmed