



**SHIRE OF YALGOO**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**(LEMC)**  
**MINUTES**

**Thursday 17 March 2016**

**Railway Complex, Yalgoo**

**Commencing at 11:25 am**

**Chair** Shire President Neil Grinham  
Shire of Yalgoo LEMC

**Co-Chair** Cr Raul Valenzuela  
Shire of Yalgoo Deputy President  
Shire of Yalgoo LEMC

**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];

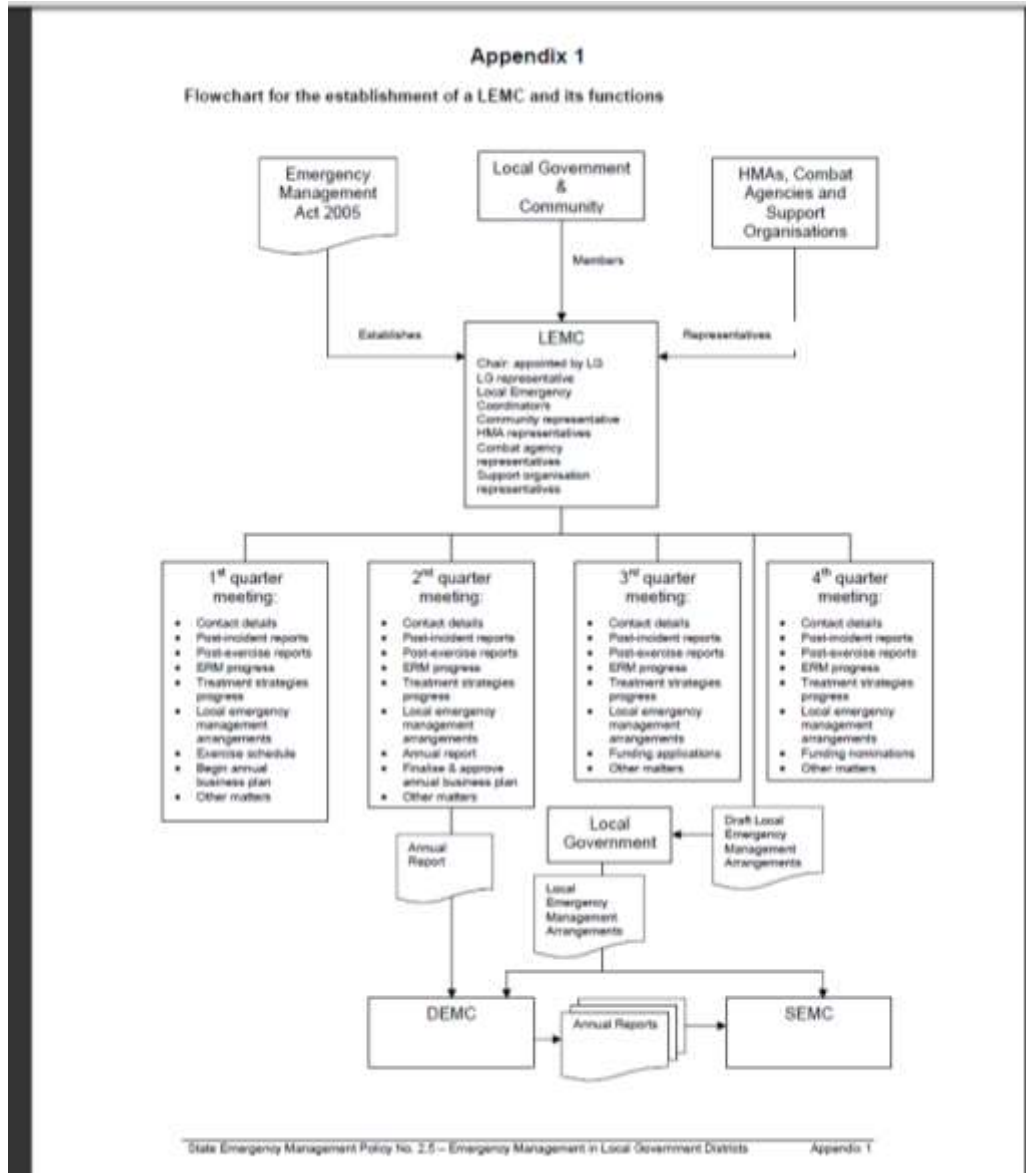
- Local Emergency Coordinator(s): appointed by the State Emergency Coordinator for the local government district [s.37 (1) of the Act], when not appointed as the Chairman;
- In order for emergency management to be effective at the local level, the SEMC recommends that, in addition to those members specified 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.

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## 5.2 Action Items List

### Action items from previous meetings:

<b>Action Item 1:</b>	<b>Recovery Plan:</b> – Waiting on Recovery Aware Project The Shire of Yalgoo “LEMA are to include a recovery plan (section 41(4) of the EM Act), and should be consistent with the Nation Principles for Disaster Recovery in accordance with SEMP 4.4 – Recovery Coordination”. <i>SEMC Policy 2.5 # 22.</i>
<b>Action 1 Taken: Date:</b>	<ul style="list-style-type: none"> <li>Mr Lewis Winter of Winteractive was appointed by the Shire of Yalgoo to provide a draft Local Emergency Management Plan to comply with the SEMC Policy 2.5.</li> </ul>
<b>Action 2 Taken: Date:</b>	<ul style="list-style-type: none"> <li>Mr Lewis Winter of Winteractive provided a draft “Local Emergency Recovery Plan” to the Shire 2nd January 2016.</li> <li>Discussion took place and amendments were made.</li> <li>The Plan was also circulated to all LEMC members for comment. To date none have been received.</li> <li>A draft was forwarded to Jonelle Tyson SEMC, on 21 April 2016 for comment.</li> </ul>
<b>Action Pending:</b>	A local Business Directory is to be completed. Endorsements and adoptions to be discussed and finalised. Once completed the Local Emergency Management Plan is to be presented to Council for adoption. <b>CBFCO and Committee to facilitate.</b> <b>Ongoing</b>

<b>Action Item 2:</b>	<b>Yalgoo LEMC Exercise:</b> Mrs Karen Cosgrove, Consultant (Ensure the DEMC is invited to all Exercises and that all documentation on completion is provided to DEMC).
<b>Action 1 Taken: Date:</b>	Mrs Karen Cosgrove has organised the first training exercise for the Yalgoo LEMC on 24 June 2016.
<b>Action 2 Taken: Date:</b>	
<b>Action Pending:</b>	<b>CBFCO and Committee to facilitate.</b> <b>Ongoing</b>

<b>Action Item 3:</b>	<b>Fire Training:</b> Training: Organisation of a training event to be discussed. The Shire is required to develop and conduct exercises to help build collaborative emergency management awareness at the local level. An exercise should be undertaken each financial year and a post exercise report is to be submitted to the DEMC Executive Officer, in accordance with ADP – 5 Emergency Management for Local Government.  The CBFCO recommended sourcing a Training Plan from Mr Lewis Winter of Winteractive. The committee recommended that the two Deputy Bush Fire Control Officers, Robert Grinham and Douglas Taylor receive training for their role.
<b>Action 1 Taken: Date:</b>	
<b>Action 2 Taken: Date:</b>	
<b>Action Pending:</b>	<b>CBFCO and DFES Officer to undertake.</b> <b>Ongoing</b>

<b>Action Item 4:</b>	<b>Acting Captain of the Yalgoo Bush Fire Brigade (YBFB):</b> The elected Captain of the Yalgoo Bush Fire Brigade, Craig Hodder is presently on "light duties" due to a recent accident. It was suggested that an "Acting/Relieving" Captain be appointed for the interim. To be put forward at the next LEMC meeting on 24 June 2016.
<b>Action 1 Taken: Date:</b>	
<b>Action 2 Taken: Date:</b>	
<b>Action Pending:</b>	<b>CBFCO and Committee to facilitate. Ongoing</b>

<b>Action Item 5:</b>	<b>LEMC Meeting Schedule 2016::</b> <i>Item 10.6, 10<sup>th</sup> September 2014 stated, "Exemption put in place so the meetings are two times a year only. May and September of each year".</i> <i>Following investigation by Jonelle Tyson, District Emergency Management Advisor, SEMC Secretariat, it was concluded that this information was incorrect. However, due to remoteness, it may be possible to hold two of the meetings per year by teleconference.</i> <b>(The LEMC Annual Report submitted to SEMC for the Cabinet Preparedness Report requests notification of all four dates for the upcoming year).</b> <a href="#">Administrative Procedures – ADP 5 – Emergency Management for Local Government - Item 38 states : "LEMCs should meet quarterly, or more frequently if required."</a> <a href="http://www.semc.wa.gov.au">www.semc.wa.gov.au</a>																		
<b>Action 1 Taken: Date:</b>	<b>LEMC Meeting Schedule 2016: Dates of two further meetings to be set at the next meeting 24 June 2016.</b> <table border="1" data-bbox="480 1099 1402 1366"> <tr> <td>1<sup>st</sup> Quarter Meeting</td> <td>17 March 2016</td> <td>Yalgoo Railway Station Complex</td> </tr> <tr> <td>2<sup>nd</sup> Quarter Meeting &amp; exercise 24 June 2016</td> <td>24 June 2016</td> <td>Yalgoo Railway Station Complex</td> </tr> <tr> <td>3<sup>rd</sup> Quarter</td> <td></td> <td></td> </tr> <tr> <td>4<sup>th</sup> Quarter</td> <td></td> <td></td> </tr> <tr> <td>Extraordinary Meeting</td> <td></td> <td></td> </tr> <tr> <td>Exercise</td> <td>7 October 2016</td> <td></td> </tr> </table> <i>(Please ensure DEMC members are invited to LEMC's through the CEMO role.)</i>	1 <sup>st</sup> Quarter Meeting	17 March 2016	Yalgoo Railway Station Complex	2 <sup>nd</sup> Quarter Meeting & exercise 24 June 2016	24 June 2016	Yalgoo Railway Station Complex	3 <sup>rd</sup> Quarter			4 <sup>th</sup> Quarter			Extraordinary Meeting			Exercise	7 October 2016	
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<b>Action Pending:</b>	<b>CBFCO and Committee to facilitate. Ongoing</b>																		

<b>Action Item 6:</b>	<b>Magnetic Numbers:</b> CBFCO to investigate possibility of obtaining magnetic numbers for fire vehicles' roofs in order to identify the vehicles from the air in order to communicate directly.
<b>Action 1 Taken: Date:</b>	
<b>Action 2 Taken: Date:</b>	
<b>Action Pending:</b>	<b>CBFCO to facilitate. Ongoing</b>

<b>Action Item 7:</b>	<b>Add UHF Channels to the LEMC Contact s List:</b>
<b>Action 1 Taken:</b> <b>Date:</b>	UHF channels that are readily available have been added to the contacts list. Further investigation is required.
<b>Action 2 Taken:</b> <b>Date:</b>	
<b>Action Pending:</b>	<i>Council Officer delegated by CEO.</i> <b>Ongoing</b>

## 6. INFORMATION SHARING

## 7. CORRESPONDENCE IN / OUT

If members wish to obtain copies of previous tabled correspondence, please contact the Chief Executive Officer,  
Silvio Brenzi, [ceo@yalgoo.wa.gov.au](mailto:ceo@yalgoo.wa.gov.au) 08/9962 8042 mob: 0417 484 840

## 8. PRESENTATIONS

### 8.1 Inter- Agency Presentations

Nil

### 8.2 Other Presentations

Nil

## 9. STANDING ITEMS

### 9.1 OASG Activations

Nil

### 9.2 ISG Activations

Nil

### 9.3 SEMC Update

Nil

### 9.4 DEMC Update

Nil

### 9.5 Issues to be passed up to DEMC / SEMC via CEMO

Nil

### 9.6 Agency Updates

Nil

### 9.7 Exercise Updates –Training –

*(please ensure the DEMC is invited to all Exercises and that all documentation on completion is provided to DEMC.)*

### 9.8 Grants / Funding – AWARE / NDRP –

*(please ensure the DEMC approves all applications prior to submission)*

### 9.9 LEMC Business Improvement

Nil



## 10. GENERAL BUSINESS

### 10.1 Other Items for Discussion:

- 
- 

*(Please ensure DEMC members are invited to LEMC's through the CEMO role.)*

## 11. NEXT MEETING

Next meeting of the Yalgoo LEMC will be held on Friday 24<sup>th</sup> June 2016 at 9:30 am at the Yalgoo Railway Station Complex.

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

*(Please ensure all agenda and minutes are sent to the CEMO.)*

## 12. CLOSURE OF MEETING

Close 10:24am

\_\_\_\_\_

Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Co - Chair

\_\_\_\_\_

Date

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