



**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)

Was held on the  
Friday 13<sup>th</sup> November 2015

At the

Railway Complex

Commencing at 11:00am

**Lewis Winter  
Emergency Management Consultant  
Chair  
Shire of Yalgoo LEMC**

**Neil Grinham  
Shire of Yalgoo President  
Co-Chair  
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.

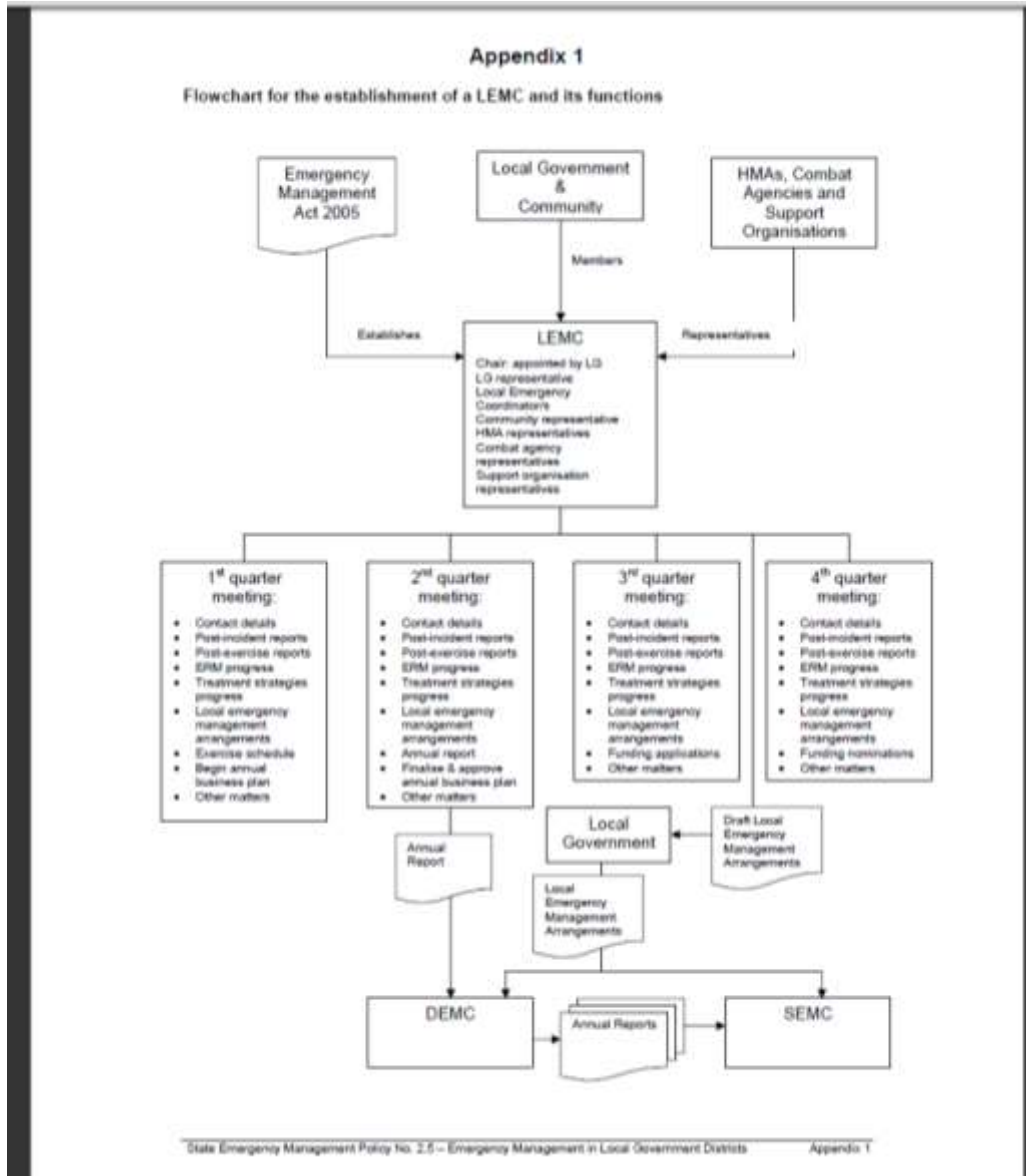
Other members may be included as determined by the local government, such as community groups (e.g., CWA, local church groups), industries (e.g., major hazardous facilities), welfare groups (e.g., Red Cross, Salvation Army), cultural groups, community representatives and the Local Recovery Coordinator. 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 maybe 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.....	6
5. Business arising from previous minutes.....	6
6. Correspondence In .....	6
7. Correspondence Out .....	6
8. Presentations .....	6
9. Standing Items.....	6
10. General Business .....	7
12. Next Meeting.....	7
13. Closure of Meeting .....	8

## 2. ANNOUNCEMENT BY THE PERSON PRESIDING

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

## 3. RECORD OF ATTENDANCE / APOLOGIES

### Attendance:

Name	Title	Agency	Primary or Secondary
Nigel Sercombe	Regional Manager	DPAW Midwest Region	
Keith Shaw	District Emergency Services Officer, Murchison	DCPFS	
Paul Badham	HSEC Safety & Training Advisor	Mt Gibson Iron	
Mary-Kate Walsh	Community Health Clinical Nurse – Yalgoo Health Centre	WA Country Health Service – Midwest Murchison	
Brendan Willard	OH & S Superintendent	Deflector Mine - Doray Minerals Ltd	
Freda Ogilvie		Yalgoo Primary School	
Gail Pilmoor		Paynes Find	
Peter Herbert	Network Operations Manager	Main Roads	
Angus Nichols		Edah Station	
Amanda Rowland		Edah Station	
Geoff Sherlock		Edah Station	
Linaire Hodge	CYDC	Shire of Yalgoo	
Tamihana Cummings	Parent Coordinator	Centacare	
Lewis Winter	Consultant	Winteractive	
Chris Lee		MMG Golden Grove	
Cameron Hancock	Mines Rescue	MMG Golden Grove	
Neil Grinham	Shire President	Shire of Yalgoo	
Silvio Brenzi	Shire CEO	Shire of Yalgoo	
Elisha Hodder	Technical Services Coord	Shire of Yalgoo	
Raul Valenzuela	Shire Deputy President	Shire of Yalgoo	
Samantha Adams	Regional Road Safety Advisor	WALGA Roadwise	
Gary Douglas		Duende Engineering	
Justin Rowe		W & E Rowe Contractors	
Ian Thompson	Midwest District Officer	DFES	
Lord Robert Cooney	OHS/ERC Coordinator	Doray Minerals	
Brigham Dennison	Snr Constable	WA Police Yalgoo	

### Apologies:

Name	Title	Agency	Primary or Secondary
Ivan Davies	Sergeant-Officer in Charge	Yalgoo Police	
Brigham Dennison	Senior Constable	Yalgoo Police	
Ben Ryan	SHEC Superintendent	MMG Golden Grove	
Robert Grinham	Councillor & Pastoralist	Shire of Yalgoo	
Bernie Miller		Mainroads	
Lee Clark	Emergency Response Officer	MMG Golden Grove	
Steven Churchill		Mt Gibson Iron	
Graham Bailey	Specialist Emergency Response Site Support	MMG Golden Grove	
Jonelle Tyson	Community Emergency Management Officer	SEMC	
Peter Gerada	District Traffic Coordinator	Mid West – Gascoyne District Police Geraldton	

#### 4. DECLARATIONS OF INTEREST

No Disclosure of Interests declared.

#### 5. BUSINESS ARISING FROM PREVIOUS MINUTES

##### 5.1 Confirmation of previous meeting minutes

There were no previous Minutes presented at the meeting.

The Minutes from the LEMC meeting held on Wednesday 10 September 2014 will be presented at the LEMC meeting on Thursday 17 March 2016.

##### 5.2 Action Items List

Action items from previous meetings:

There were no actions listed. Any outstanding actions will be listed in the Minutes for 17 March 2016.

#### 6. CORRESPONDENCE IN

Nil

#### 7. CORRESPONDENCE OUT

Nil

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

Lewis Winter, Winteractive, presented a video re: emergencies and their after-mass i.e. Flooding/Cyclones and Fires. Lewis Winter explained the importance of good Recovery Plans in the case of natural disasters.

#### 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 – (please ensure the DEMC is invited to all Exercises and that all documentation on completion are provided to DEMC.)**
- 9.8 **Training**  
Nil
- 9.9 **Grants / Funding – AWARE /NDRP - (please ensure the DEMC approves all applications prior to submission)**  
Nil
- 10 **LEMC Business Improvement**  
Nil

## 10. GENERAL BUSINESS

### Other Items for Discussion at Future Meetings:

- Need to update the LEMC Recovery Plan.
  - Mr Lewis Winter of Winteractive has been appointed by the Shire of Yalgoo to provide a draft Local Emergency Management Plan to comply with the SEMC Policy 2.5.  
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”. *SEMC Policy 2.5 # 22.*
  - The draft plan will be presented for discussion and review at the meeting on 17 March 2016.
  - The Shire of Yalgoo is responsible for the establishment of a Recovery Fund.  
The fund is the Shire of Yalgoo account # E051111.
  - Need to nominate “a Local Recovery Coordinator as prescribed in section 41 (4) of the EM Act. Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in SEMP 4.4 – Recovery Coordination.”
- Possibility of two Recovery Coordinators – one based in Yalgoo, one in Paynes Find.
- AWARE grant funding. An application to be discussed.
  - 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.

### 10.1 LEMC Meeting Schedule 2015/16:

1 <sup>st</sup> Quarter	17 March 2016	Yalgoo Railway Station Complex
2 <sup>nd</sup> Quarter		
3 <sup>rd</sup> Quarter		
4 <sup>th</sup> Quarter		
Extraordinary Meeting		
Exercise		

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

## 12. NEXT MEETING

Next meeting of the Shire of Yalgoo LEMC will be held on Thursday at 1100 hrs 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.)*

**13. CLOSURE OF MEETING**

Close 1:43 pm

\_\_\_\_\_

Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Co - Chair

\_\_\_\_\_

Date

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