

Minutes

SHIRE OF CUBALLING AND SHIRE OF WICKEPIN LEMC MEETING

Monday 25th October 2021

Shire of Wickepin
Council Chambers

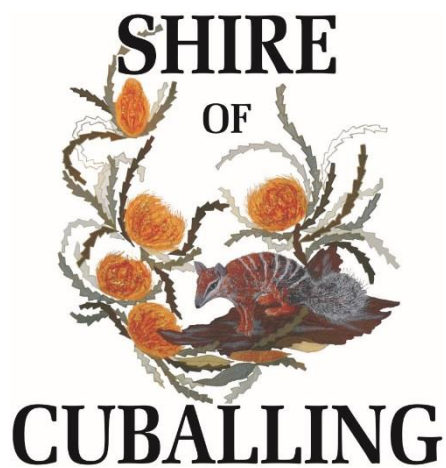


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**Minutes of the Shire of Cuballing and Shire of Wickepin LEMC Meeting
held in Shire of Wickepin Council Chambers, Monday 25 October 2021**

Meeting opened at 3:03pm.

1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Attendance

Mark Hook	CEO Shire of Wickepin
Garry Sherry	CEO Shire of Cuballing
Julie Russell	Shire President, Shire of Wickepin
Eliza Dowling	Shire President, Shire of Cuballing
Anthony Mort	CBFCO Shire of Cuballing
Paul Leiper	DFES
Mark Langford	Sergeant, Wickepin OIC
Darryl Guall	Senior Constable, Wickepin OIC

Apologies

Kerriane Mills	Wickepin Primary School Principal
Ronan Blaney	St John Ambulance
Jo Spadaccini	District Emergency Services Officer Wheatbelt
John Bouwman	OIC Narrogin

2. CONFIRMATION OF MINUTES – LEMC meeting held on Monday 19 April 2021.

Moved Mark Hook / Seconded Garry Sherry

That the minutes of the Shire of Cuballing and Shire of Wickepin LEMC Meeting held on Monday 19 April 2021 be confirmed as a true and correct record.

Carried 8/0

3. STATUS REPORT (BUSINESS ARISING FROM PREVIOUS MINUTES)

Subject/Action	Officer	Progress	Status	Comment
Prepare, organise and arrange attendance for desktop exercise in Wickepin on Monday 21st June 2021.	Mark Hook, CEO – Shire of Wickepin Gary Sherry CEO – Shire of Cuballing	No progress as this did not proceed	✓	Need to ask Adam to organise a desktop scenario. There were 2 fatalities on Wickepin roads this year, this was a practical exercise.
Investigate the approval for the LEMC to hold two meetings each year and report to the next meeting of the LEMC.	Mark Hook, CEO – Shire of Wickepin Gary Sherry CEO – Shire of Cuballing		✓	Advised from Adam Smith that meetings only need to be held twice a year

4. RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS

4.1 - CEO Report

Submission To:	LEMC Committee
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	ES.MEE.905
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 October 2021

Enclosure/Attachments:

1. LEMC Contact List 2021
2. Emergency Evacuation Plan
3. Local Contact and Resource Register
4. Local Emergency Management Arrangements 2021

Summary:

The LEMC Committee is being requested to accept the revised documents listed below:

1. LEMC Contact List 2021
2. Emergency Evacuation Plan
3. Local Contact and Resource Register
4. Local Emergency Management Arrangements 2021

Background:

The CEO has updated all documents as of the 19 October 2021.

Comments:

The CEO is satisfied with all the updated documents and contacted all members listed within the Local Contacts and Resource Register requesting any changes.

Recommendations:

That the LEMC Committee accept all revised documents and endorse the Local Emergency Management Arrangements 2021 document as of the 19 October 2021 at the Shire of Wickepin.

Voting Requirements: Simple majority.

5. REPORTS & INFORMATION

5.1 Other matters raised by members.

- Paul Leiper is new to the role at Narrogin DFES, and is replacing Paul Dennison temporarily.
- Garry Sherry - Could consider a community resilience score card. It is a review of how the community would respond in an emergency and establishes the community's strengths and weaknesses. Can contact Adam Smith to organise it.

5.2 Reports from Members

- Paul Leiper - There is new legislation regarding Occupational Health and Safety, volunteers can now be considered employees. Need to familiarise with the new legislation and make an easy transition.

St John Ambulance – Ronan Blaney

There are no major updates from the St John WA Wickepin sub centre. We currently have fantastic ambulance coverage in the area and an ample supply of PPE stores should a COVID19 incident occur.

6. CLOSURE AND NEXT MEETING

There being no further business the Chairperson declared the meeting closed at 3:55pm.

The next Shire of Cuballing and Wickepin LEMC Meeting will be held in April 2022 at the Shire of Cuballing.

7. ACTIONS REQUESTED FROM THE MEETING

Subject - Action	Officer
Organise LEMC Exercise with Adam Smith	Mark Hook CEO