



# Local Emergency Management Committee

## Meeting Minutes | 19<sup>th</sup> July 2023

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# SHIRE OF CUNDERDIN

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 10:05am.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### 2.1 Members

Mr D Graham	Department of Fire and Emergency Services
Mr E Fawkes	Rapid Relief Team
Mr S Hobley	Shire of Cunderdin CEO
Mr B Davies	Community Emergency Services Manager / Executive Officer
Mrs B Herne	St John Ambulance Community Paramedic
Cr A Harris	Shire President/Chairperson
Cr A Smith	Shire Deputy President
Ms A Bell	Shire Youth Development Trainee
Mr D Byrne	WA Police

### 2.2 Invited Guests / Observers

Kadri Siro	Exercise Admin Water Corporation
Kate McGrath	Exercise Support Water Corporation
Breanna Mitchell	Exercise Report
Andrew Henderson	Exercise Report
Duncan Astley	Exercise Coordinator Water Corporation
Dimi	IXOM ERS
Nathan McClauskey	IXOM chemical assistance manager
Paul Du Boulay	Workshops Manager Water Corporation
Louise Taylor	Coordinator- OSH MWR
Brett Adams	Teams Leader of Trades
Mark Comber	Senior Advisor HSE Systems
Lance Christopherson	Teams Leader of Workshops

### 2.3 Apologies

Mr M Dowell	Cunderdin Agricultural College Principal
Mr J Arnott	Cunderdin District High School Principal
Mrs C Whitelock	Meckering Primary School Principal
Mr A Burges	Chief Bush Fire Control Officer
Ms J Herbert	WACHS Cunderdin – HSM
Mrs H Byrnes	Shire of Cunderdin DCEO
Mr B Skinner	Volunteer Fire and Rescue Captain

## ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil.

## ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 4.1 Confirmation of Minutes – 6<sup>th</sup> December 2022

Minutes of meeting held 6<sup>th</sup> December were not confirmed due to this LEMC meeting being a desktop exercise.

### 4.2 Business Arising

Nil.

## ITEM 5 CORRESPONDENCE

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### 5.1 Inward

Nil.

### 5.2 Outward

Nil.

## ITEM 6 STANDING ITEMS

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### 6.1 Update of Contacts

Attached.

### 6.2 Training Dates

No training dates or exercises currently scheduled.

## ITEM 7 LEMC EXERCISES

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Exercise completed. Please find attached facilitators guide of exercise

## ITEM 8 AGENCY UPDATES

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### 8.1 WA Police

Nil Reports

### 8.2 St John Ambulance

Nil reports

### 8.3 Fire and Emergency Services

Nil reports

### 8.6 Department of Communities

Nil Reports.

### 8.7 Department of Education

Nil reports

### 8.8 Department of Health

Nil reports

### 8.9 Local Government (inc. Bush Fire Brigades)

#### Cr A Harris - Shire President

Nil reports

#### Mr S Hobley – CEO

Nil reports

#### Mr B Davies – CESM

Nil reports

### 8.10 Rapid Relief Team

#### Mr E Fawkes

Nil reports

### 8.11 Exercise

As attached Facilitators Guide of Desktop Exercise- “Spotted Nightjar”

Exercise Overview- The purpose of the exercise is to allow both internal Water Corporation employees and external emergency service agencies the opportunity to exercise response arrangements to a chlorine leak.

## ITEM 9 URGENT BUSINESS

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Nil.

**ITEM 10 NEXT MEETING DATES**

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TBC

**ITEM 11 CLOSURE**

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There being no further business, the Chairperson closed the Meeting at 1:03pm.