



# Local Emergency Management Committee Meeting

13 March 2024

Commencing at 10:30 AM

## AGENDA

The next Local Emergency Management Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to familiarise themselves with the Agenda and prepare notes to help address key issues for the debate during the Meeting.

Members are requested to email questions via email at [ceo@toodyay.wa.gov.au](mailto:ceo@toodyay.wa.gov.au) at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

Charles Sullivan  
**Executive Manager Infrastructure, Assets and Services**

*on behalf of*

*Tabitha Bateman*  
**ACTING CHIEF EXECUTIVE OFFICER**



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**ATTACHMENTS** can be found in the Attachments Paper on the Council website alongside this agenda.

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**1 DECLARATION OF OPENING**

**1.1 ANNOUNCEMENT OF VISITORS**

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**

**1.3 DISCLOSURE OF INTEREST**

**2 MINUTES AND ADDITIONAL INFORMATION**

**2.1 CONFIRMATION OF MINUTES**

**Minutes of Meeting held on 8 November 2023**

**OFFICER'S RECOMMENDATION**

That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 8 November 2023 be confirmed.

**2.2 REVIEW OF STATUS REPORT**

**2.2.1 Confirmation of Minutes and Status Report**

Attachments:	<ol style="list-style-type: none"><li>1. November 2023 LEMC Minutes;</li><li>2. Status Report; and</li><li>3. Committee Member Reporting Form.</li></ol>
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The extract of the LEMC Minutes from November 2023 are provided for confirmation purposes.

The LEMC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the LEMC Meeting and email completed forms to [execsec@toodyay.wa.gov.au](mailto:execsec@toodyay.wa.gov.au)

*Please note that once the meeting is held, the title of this report will change to say update of the Status Report, in the minutes of the meeting.*

**2.3 INWARD/OUTWARD CORRESPONDENCE**

**2.3.1 Contacts Register, Incoming and Outgoing Correspondence**

Attachments:	<ol style="list-style-type: none"><li>1. DESO Report (DC Wheatbelt LEMC);</li><li>2. SEMC / DEMA Acknowledgement of Amended LEMA;</li><li>3. ICR94095 Solid Wood Fires (Mr and Mrs MacKenzie)</li><li>4. DEMA - Emergency Management Sector Adaptation Plan;</li><li>5. Outgoing Correspondence - Solid Wood Fires.</li><li>6. Contacts and Resources Register. (confidential) <i>Section 5.23(2)</i> <i>(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i></li></ol>
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**CORRESPONDENCE INWARDS**

- DESO Report (Attachment – DC Wheatbelt LEMC Report - November 2023)
- SEMC/DEMA (ICR93699) – Acknowledgement of the Shire of Toodyay’s amended LEMA – December 2023)
- ICR94095 – Mr David and Gail Mackenzie – Solid Wood Fires
- DEMA - Emergency Management Sector Adaptation Plan – Out for consultation

**CORRESPONDENCE OUTWARDS**

- OCR65902 – Mr David and Gail Mackenzie – Solid Wood Fires (attached)

**CONTACTS AND RESOURCES REGISTER**

Please email EBONY any updates via [emo@toodyay.wa.gov.au](mailto:emo@toodyay.wa.gov.au)

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.

**4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

**4.1 CONTACT LIST AND REVIEW OF LEMC MEMBERSHIP**

**4.2 RISK MANAGEMENT**

4.2.1 Monitor and review emerging Risks and mitigation

**4.3 PRESENTATIONS OR EVENTS**

**4.4 INCIDENT/EXERCISE REPORTS**

4.4.1 Post Incident Reports discussion and note any outcomes to be actioned

4.4.2 Post exercise reports – discussion and note any outcomes to be actioned

4.4.3 Exercise – discuss objectives, scenario and dates

**4.5 PROJECTS AND GRANT FUNDING**

4.5.1 Review Funding Opportunities

**4.6 STRATEGIC REVIEW / PLANNING**

4.6.1 Review Local Emergency Management Arrangements – updates as required.

4.6.2. Review LEMC business plan – monitor progress

**4.7 ROUNDTABLE DISCUSSION AND AGENCY UPDATES**

Members to consider:

- Capability and Limitations for the coming season (resources / staffing)
- Any known emerging risks;
- Any scheduled exercises;
- Outcomes or lessons learnt from any incidents or exercises
- Any other general business.

**5 CONFIRMATION OF NEXT MEETING**

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on 12 June 2024 commencing at 10:30 AM.

**6 CLOSURE OF MEETING**

The Chairperson will close the meeting.