



Local Emergency Management Committee Meeting

8 March 2023

Commencing at 10.30am

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 at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

on behalf of

Suzie Haslehurst

CHIEF EXECUTIVE OFFICER



CONTENTS

1	DECLARATION OF OPENING	1
1.1	ANNOUNCEMENT OF VISITORS	1
1.2	RECORD OF ATTENDANCE AND APOLOGIES.....	1
1.3	DISCLOSURE OF INTEREST.....	1
2	MINUTES AND ADDITIONAL INFORMATION	1
2.1	CONFIRMATION OF MINUTES.....	1
	Minutes of Meeting held on 9 November 2022	1
2.2	REVIEW OF STATUS REPORT	1
2.2.1	Status Report and Minutes of previous meeting	1
2.3	INWARD/OUTWARD CORRESPONDENCE.....	11
2.3.1	Correspondence from the DEMA Northam DFES	11
3	BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)	19
4	OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE	19
4.1	CONTACT LIST	19
4.2	RISK MANAGEMENT	19
4.3	PRESENTATIONS OR EVENTS.....	19
4.4	INCIDENT/EXERCISE REPORTS	19
4.5	PROJECTS AND GRANT FUNDING.....	19
4.6	STRATEGIC REVIEW / PLANNING	19
4.7	ROUNDTABLE DISCUSSION AND AGENCY UPDATES	19
5	CONFIRMATION OF NEXT MEETING	19
6	CLOSURE OF MEETING	19

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

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 9 November 2022

OFFICER'S RECOMMENDATION

That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 9 November 2022 be confirmed.

2.2 REVIEW OF STATUS REPORT

2.2.1 Status Report and Minutes of previous meeting

Attachments:	1. LEMC Unconfirmed Minutes - 9 Nov 2022; ↓
	2. LEMC Status Report; and ↓
	3. Committee Member Reporting Form. ↓

The extract of the LEMC Minutes from 7 Dec 2022 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 committee meeting, and email completed forms to 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.

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES

9 NOVEMBER 2022

1 DECLARATION OF OPENING

Cr S Pearce, Chairperson, declared the meeting open at 10.42am.

1.1 ANNOUNCEMENT OF VISITORS

Cr C Duri Councillor/ Deputy Council Member

1.2 RECORD OF ATTENDANCE AND APOLOGIES

Members – Voting Attendees

Cr S Pearce	Councillor (Chair)
Cr M McKeown	Councillor
Mr J Augustin	Manager Infrastructure and Assets /Local Recovery Coordinator (<i>via zoom</i>)
Mr R Koch	Deputy 2 CBFCO / CESM
Ms Y Grigg	District Emergency Management Advisor (DEMA)
Mr W Sutton	Deputy Welfare Liaison Officer
Mrs E Francis	Emergency Management Officer
Mr A Smith	District Officer Natural Hazards (<i>via zoom</i>)

Members - Non-Voting Attendees

Mr K Maddrell Morangup St John Ambulance

Staff

Mrs T Bateman	Deputy Local Recovery Coordinator
Mrs N Rodger	Deputy Welfare Liaison Officer (<i>via zoom</i>)
Mrs M Rebane	Executive Assistant

Visitors

Cr C Duri Councillor/ Deputy Council Member

Apologies

Ms S Haslehurst	Chief Executive Officer
Ms J Spadaccini	Department of Communities
Mr C Stewart	Chief Bush Fire Control Officer
Mr N Griggs	Deputy 1 CBFCO
Mr I MacGregor	Toodyay Volunteer Fire & Rescue
Mr P Harrington	Toodyay St John Ambulance Representative
Mr J Venn	Toodyay SES
Ms M Bernasconi	Silver Chain Service Representative
Sgt. K French	Police Officer in Charge - Toodyay
Mrs Kimberley Hardie	Welfare Liaison Officer
Mr W MacMillan	Ranger
Mr L Couper	Ranger
Mrs E Davies	Main Roads Representative
Mr D Ball	Toodyay District High School Principal
Mr P Hay	DFES District Officer

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 9 NOVEMBER 2022
MINUTES**

Mr H de Vos Deputy Local Recovery Coordinator
Mrs T Prater Deputy Welfare Liaison Officer
Mr S Greenan St John Ambulance Community Paramedic

1.3 DISCLOSURE OF INTEREST

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

2.1.1 Minutes of Meeting held on 10 August 2022

E Francis moved the Officer's Recommendation.
Clarification was sought regarding non-voting rights for quorum invitees.
Y Grigg proposed that the rights be further addressed clearly in the terms of reference to include parameters around non-voting members being able to propose motions that may be moved by voting members.
Cr McKeown voted against the motion.
R Koch seconded the motion.
Debate commenced.
The motion was put.

OFFICER'S NO.LEMC013/11/22	RECOMMENDATION/LEMC	RESOLUTION
MOVED	Mrs E Francis	
SECONDED	Mr R Koch	
That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 10 August 2022 be confirmed.		
<u>Voted For:</u>	Cr S Pearce, Mr W Sutton, Mr R Koch, Mrs E Francis, Ms Y Grigg and Mr A Smith	
<u>Voted Against:</u>	Cr M McKeown	
MOTION CARRIED 7/1		

2.2 REVIEW OF STATUS REPORT

2.2.1 Review of Status Report

Attachments:	1. Updated Status Report
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The status report was reviewed and updated.

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES

9 NOVEMBER 2022

2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1 CORRESPONDENCE FROM Y GRIGG

Y Grigg advised that she had sent in correspondence such as a SEMC Communique with funding in it.

E Francis to take note and liaise with Y Grigg in regard to including SEMC correspondence as a report to the LEMC when meetings are being held.

Attachments

- 1 Wheatbelt District Advisor Report (Nov/Dec);
- 2 Funding Application - Notification; and
- 3 SEMC Communique.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OFFICER REPORTS

4.1 Sep 1st - Avon Exercise Continuation

Date of Report:	2 November 2022
File Reference:	FIR1
Author:	E Francis – Emergency Management Officer
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Attachments:	Nil
	Attachments 1 Tabled attachment 10.55am by Emergency Management Officer

PURPOSE

To complete the remaining portion of the regional exercise that was not able to be undertaken due to time restraints, and also introduce the concept of mini exercises at LEMC for continual testing and familiarisation with Recovery concepts.

BACKGROUND

On 1 September 2022, the Shire of Toodyay participated in a regional Exercise as part of an annual legislative requirement of the *Emergency Management Act 2004*.

Shire of Toodyay attendance included newly appointed the Local Recovery Coordinator and Deputies, Welfare Liaison Officers and Deputies, the CEO, three Councillors and the Emergency Management Officer. Completion of this exercise at the local level will aid the Shire in meeting the requirements of the EM Act.

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES

9 NOVEMBER 2022

Discussion at meeting – Y Grigg points raised:

- *Members evaluations are key.*
- *DFES Office and Communications office notifications before an event the weather warnings not working very well. Toodyay proposed a communication email be sent out.*
- *Contact lists examined further – 2 sets of numbers.*
- *Examination of LEMC membership not just response focused, including social service organisations that can provide assistance, particularly in recovery.*
- *Exercises to be run more often. Research funding opportunity for district perspective rather than local government finding resources for their own projects.*
- *Local government continues to explore avenues other than MOU to provide extra resources.*
- *Case study and power outage and communication enormous issue. Development of a communications plan to address the issue.*

The tabled document was read out by the EMO. Discussion commenced at 11.01am in relation to the exercise yet to be completed.

Clarification was sought / points raised in regard to:

- *the Local Recovery Committee in the Shire's LEMA.*
- *Training in recovery management.*
- *Practical exercises to improve response to incidents.*
- *Updates to the LEMA being forwarded to the EMO.*
- *Definition of roles.*
- *Coordination groups getting feedback as to what the issues are.*
- *Communication with the community and those who wish to return to properties.*
- *Animal welfare.*
- *Photographing assets that are destroyed by incidents.*
- *Finance and structure of financial reporting.*
- *Balancing the invitees who attend recovery meetings to prevent burnout.*
- *2009 Fire debrief – researching information.*
- *Initial strategies around incidents, particularly around donations and media.*
- *Twin tower disaster – what I know, what I don't know, what we are doing for you and what you could do for us.*

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

5.1 CONTACT LIST

Quite a few changes have been made, but it will be recirculated. The list will be sent as an attachment to the agenda of the next meeting.

5.2 RISK MANAGEMENT

Update on fire-danger warning signs.

As part of the AFDRS funding released to update signage. DFES responsible for procurement process and taking longer than expected. Communications from DFES advise that the Shire will be getting their signs updated in due course.

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES

9 NOVEMBER 2022

Action: CESM/EMO to keep messaging the public through social media and put something into the Shire of Toodyay Herald; in larger print to grab the attention of readers of the herald.

Bush fire mitigation

- Mitigation fund for Shire still progressing to mid next month.
- DFES contracted works for UCL land around river occurring soon.
- Rail corridor mitigation works started.

5.3 PRESENTATIONS OR EVENTS

Welfare Liaison Officers and Emergency Management Officer (EMO) attending the Memorial Hall with the Dept of Communities on 10 Nov 2022 (9am to 12noon) who will take them through the process of running an evacuation centre.

CESM advised that any LEMC member who wished to be present at the training may do so.

5.4 INCIDENT/EXERCISE REPORTS

EMO reported that the September workshop and exercise. Toodyay had a good turnout. Productivity and inclusion that everyone offered was fantastic.

5.5 PROJECTS AND GRANT FUNDING

EMO reported that improvement and updating of the Animal Welfare section in the LEMA will lead into the next financial year.

Yvette Grigg advised that a new round of Emergency Management Grants had just opened.

5.6 STRATEGIC REVIEW / PLANNING

Nil.

5.7 ROUNDTABLE DISCUSSION AND AGENCY UPDATES

5.7.1 INCIDENT / BUSH FIRE RESPONSE

CESM tabled document at 11.52am.

Chief Bush Fire Control Officer wished the contact details of landowners be improved. Mobile phone contacts required. Compel landholders to refresh their data annually so good contact information for any emergency on anyone's land.

OFFICER'S RECOMMENDATION/LEMC RESOLUTION NO. LEMC014/11/22

MOVED Mr R Koch

The Local Emergency Management Committee Meeting recommend to Council the following:

That Council requests the Chief Executive Officer to introduce a procedure whereby all landholders without a mobile number on their rates contacts are contacted by the Shire, to request an update of their details that will benefit emergency response in emergency situations.

MOTION CARRIED 8/0

**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
MINUTES**

9 NOVEMBER 2022

Attachments

- 1 Tabled email 11.52am - to the CEO.

Emergency Management Officer

- Local Recovery Coordinator, Deputy Recovery Coordinators and Emergency Management Officer attended a two day WALGA Recovery Training Course in October
- 2 Welfare Liaisons Officer have previously attended training, 1 recently attended a WALGA course, with the remaining WLO booked in for the WALGA training next year.
- Nov 10th Department of Communities are booked in to delivery Evacuation Centre training with the 4 Welfare Liaison Officers and the Emergency Management Officer
- Shire has received grant funding \$4156 to support the upgrade of the Animal Welfare portion of the Shire of Toodyay's LEMA.

District Officer – Natural Hazards

The new District Officer introduced himself and reported that he was looking forward to working with LEMC and Toodyay SES in the future; particularly around flood mitigation and flood response.

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on 8 March 2023 commencing at 10.30am.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 12.01pm.

LEMC STATUS REPORT
Local Emergency Management Committee

Supporting Officers
CESM / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
09/11/22	Update on fire-danger warning signs.	CESM/EMO to keep messaging the public through social media and put something into the Shire of Toodyay Herald; in larger print to grab the attention of readers of the herald.	ASAP	EMO / CESM	T.B.A.	
09/11/22	Incident/Bush Fire Response	Proposed that CESM or EMO ask the Manager Corporate and Community Services, whether the words "contact details are needed in emergencies" be added to the back of the rates notice.	ASAP	EMO / CESM	T.B.A.	



Committee Member Reporting form

Committee Member Details

Name(s): _____

Organisation representing
(if applicable): _____

Contact Details: Phone: _____ Email: _____

Request Details

I request for the item noted below to be discussed at the next:

- | | | |
|---------------|---|--|
| Committee | <input type="checkbox"/> Audit & Risk Committee | <input type="checkbox"/> Bushfire Advisory Committee |
| Meeting: | <input type="checkbox"/> Environmental Advisory Committee | <input type="checkbox"/> Museum Advisory Committee |
| (please tick) | <input type="checkbox"/> Local Emergency Management Committee | |

Date of Committee Meeting: _____

Item Name: _____
(e.g. Subject, title or purpose).

Are you tabling attachments at the meeting? Yes No Copy attached

Background Information *(if not enough room please use reverse side of this page)*

Proposed recommendation required? Yes No *write some wording below*



Administration Centre
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

T (08) 9574 9300
F (08) 9574 2158
E records@toodyay.wa.gov.au
W www.toodyay.wa.gov.au

2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1 Correspondence from the DEMA Northam DFES

Attachments:	<ol style="list-style-type: none"><li data-bbox="386 347 1228 414">1. LEMC - Emergency Management Health Check; and ↓<li data-bbox="386 414 1228 512">2. Wheatbelt District Advisor Report. ↓
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Correspondence from the DEMA Northam DFES is provided for review.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – HEALTH CHECK

	Key achievements	2022-2023	2023-2024	2024-2025
<p><i>Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.</i></p> <p>Planning to ensure preparedness</p>				
1.	Does your Local Government (LEMC) have a current set of SEMC endorsed Local Emergency Management Arrangements (LEMA)?	Complete		
2.	Are contact list and resource details kept current? (Contact details to be updated quarterly, resources at least annually)	In progress		
3.	Does the LEMA contain a local recovery plan?	Not started		
4.	Are the LEMC and the local government (LG) staff aware of who the local recovery coordinator is?			
5.	Has a group of internal LG staff been identified to assist the local recovery coordinator?			
6.	Has the local recovery coordinator and/or support staff as identified received recovery training?			
7.	Have any specific pre-event evacuation plans been considered for any communities at risk, i.e., those with limited access/egress or in high-risk areas?	Not applicable		

LOCAL EMERGENCY MANAGEMENT COMMITTEE HEALTH CHECK

8.	Are efforts made to inform LEMC members and the community of where the possible evacuation centres and/or muster points are?			
9.	Have vulnerable groups within the community been identified in case they require extra care or specific messaging etc. before during and after an emergency?			
10.	Has animal welfare been considered during welfare planning? Has consideration been given to a specific animal welfare plan?			
11.	Do MOUs or agreements for mutual aid exist across LG boundaries and/or with different agencies, community organisations or business partners for resource sharing?			
12.	Has any communication planning been carried out? (With special consideration for power outages and any identified contingencies).			

LOCAL EMERGENCY MANAGEMENT COMMITTEE HEALTH CHECK

	Key achievements	2021-2022	2022-2023	2023-2024
The LEMC is focussed on building resilience				
1.	Do your LEMC members fully understand their role? <ul style="list-style-type: none"> Do you have a “Terms of Reference” and/or an induction package to assist with understanding? 			
2.	Does your LEMC have appropriate membership? <ul style="list-style-type: none"> It should be representative of the local community, the risk profile and demographics Consider the following inclusions; emergency services, state agencies, community leaders, representatives of vulnerable groups, mental as well as physical health services, youth representatives and industry/business groups. 			
3.	Does your LEMC exercise annually? <ul style="list-style-type: none"> Outcomes of these exercises should be reported back to the LEMC for review and actioning 			
4.	Does your LEMC meet regularly? <ul style="list-style-type: none"> Schedules set in place early Times and venues suitable for members. 			
5.	Is it administered professionally with a full agenda? <ul style="list-style-type: none"> Reflective of current issues, outcomes form seasonal or incident reviews and exercises. Inclusive of issues pertaining to resilience building, ie ensuring the community is prepared for and can recovery from an emergency, not just respond to one. 			
6.	Is your LEMC aware of current funding opportunities? <ul style="list-style-type: none"> Consider working with neighbours or other partners to develop joint funding applications that may benefit your region. 			

LOCAL EMERGENCY MANAGEMENT COMMITTEE HEALTH CHECK

7.	Has your LEMC undertaken or begun the risk management process? <ul style="list-style-type: none"> Consider raising community awareness of these risks. The LEMC could discuss and document their current capabilities against these risks. 			
8.	Does your LEMC engage with neighbours to share knowledge and resources?			
	Key achievements	2021-2022	2022-2023	2023-2024
Operational awareness and coordination				
1.	Do your LEMC members understand the roles and responsibilities of a Local Emergency Coordinator (LEC) during a major event?			
2.	Do both the LG and LEMC understand their roles and responsibilities in an Incident Support Group (ISG)?			
3.	Is the LG aware of the importance of maintaining situational awareness from the beginning of the event by attending the IMT as an observer and/or the ISG? <ul style="list-style-type: none"> Consider nomination of a LG/agency liaison officer 			
4.	Are the LG and LEMC aware of the contents of the Local Welfare Plan and understand any roles and responsibilities they may have? <ul style="list-style-type: none"> Local Welfare Liaison officer 			
Recovery – Impact Statement, Transition, and preparedness.				
1.	Are the LG and LEMC members aware of the requirements of the Impact Statement and how the transition from response to recovery occurs?			
2.	Are the LG and LEMC members familiar with the recovery plan and aware of their roles in the Local Recovery Coordination Group (LRCG)?			
3.	Are the above requirements in Planning, Operations and Recovery exercised?			



Wheatbelt District Advisor Report February March 2023

LEMA Review

The work on compiling your feedback and developing the new LEMA improvement plan is continuing. The LEMA improvement plan is expected to be finalised by June 2023.

Just a reminder, this in no way affects the legislated requirement for you to review your plan every 5 years, so meanwhile, please ensure your plan is current. If you have any questions please don't hesitate to give me a call.

SEMC Website

A reminder that the SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website at this link:

<https://www.wa.gov.au/organisation/state-emergency-management-committee>

Western Australian EM Capability Framework (revised) and Local Government EM Capability summary reports.

DFES State Capability Team has undertaken a comprehensive review of the SEMC's Emergency Management Capability Framework. The purpose of the review is to ensure that the framework is consistent with evolving EM best practice and stakeholder needs.

The revised framework is currently out for consultation, closing on Friday 3 March 2023.

You can download the draft framework and submit any feedback at this link;

<https://dfes.mysocialpinpoint.com.au/capabilityframework>

LG Capability Summary reports

The summary report of your EM capabilities as reported last year in the Capability Survey was recently sent to all Local Governments. It may be useful to the LEMC in the following ways;

- Informing EM exercising (choosing a capability to exercise)
- Informing LEMA
- Informing LEMC business plans or agendas.
- Informing potential risk treatment options
- Supporting business cases and/or funding applications
- Highlighting areas of success.

New LEMC Handbook and useful tools

The DEMAs across the state have just finished developing a contemporary LEMC handbook to assist local governments in the management of their LEMCs and to assist them as they work to meet their legislative requirements. The guide has a few templates at the back which may also be useful, agenda templates and a Terms of Reference template.



The Handbook is currently out for consultation, you can download the draft document and submit your feedback here;

<https://dfes.mysocialpinpoint.com.au/localemergencymanagementcommitteehandbook>

Keeping LEMC agendas fresh and effective with a focus on resilience, capability, and risk reduction.

A LEMC Health checklist has been developed to assist LGs and LEMC members assess how their LEMC is progressing. *(Please refer to the LEMC Health check list as attached).* The intention is to work on this over a number of years, using a traffic light system to track your progress. Any of the gaps identified would make great discussion or action items for your LEMCs and will assist to build meaningful LEMC agendas.

Some key things you could consider immediately, discuss or even workshop at your LEMC are listed below;

- Have you taken the time to seriously consider your membership? Is it reflective of your community? (Suggestions include emergency services, state agencies, community groups/leaders, representatives of vulnerable groups, welfare/social service groups/non-government organisations, industry and business, essential service providers.)
- To build further resilience to prepare, respond and recovery from emergency events, have you considered developing partnerships for mutual aid or assistance with stakeholders in your area? Examples include neighbouring LGs, agencies, community organisations or industry and business.
- Consider assessing your capability summary report and identifying capability gaps. Discuss with your LEMC and encourage their input to determine if there are any areas of critical vulnerabilities. Encourage their input to advise of any emerging risks that they may know of.
- Do your LEMC members understand your risk profile? Besides bushfires what other hazards and possible impacts should LEMC members be aware of? Review your risk register or list of emergencies likely to occur.

Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
	NDRR	AWARE	NDRR	AWARE
Round Open	24 April 2023	16 August 2023	25 April 2024	16 August 2024
Round Close	29 May 2023	20 September 2023	29 May 2024	20 September 2024
Assessment	3 July 2023	24 October 2023	3 July 2024	25 October 2024
Anticipated announcement	September 2023	January 2024	September 2024	January 2025



National Disaster Risk Reduction Package.

This is a Commonwealth funding package that has been made available through the National Emergency Management Agency (NEMA). The funding is for nationally significant initiatives that reduce systemic disaster risk at the national level. To be eligible it must have significant national and cross jurisdictional effect, impact and influence. So it is unlikely to suit your needs, but just to keep you informed in case you come across it.

If you have any queries in regard to any of our grant programmes please send through an email to our grants team on semc.grants@dfes.wa.gov.au or call Glen Daniel on 0477 344 822

Calendar of Events – next 6 months

Date	Event	Location	Comment
15 March 2023	NEWROC EM day & Exercise “Our capability and resilience in a Changing climate.”	Venue tbc.	Not confirmed
28 March 2023	WEROC EM day & Exercise “Our capability and resilience in a changing climate”	Kellerberrin Recreation Centre	Confirmed #Note includes Narembeen.
29 March 2023	Wheatbelt DEMC	DFES office Northam	
May/June	North-western Wheatbelt LGs EM day & exercise “Our capability and resilience in a changing climate”	Tba	Proposed , not yet organised. #Note: Incudes the Shires of Dandaragan, Moora, Dalwallinu, Wongan/Ballidu, Victoria Plains, Gingin and Chittering
21 June 2023	Wheatbelt DEMC	DFES office Northam	

Note: It is intended that the EM days be flexible enough to allow for other LGs outside that area to join if that date/location suits them better.

Yvette Grigg
District Emergency Management Advisor
Wheatbelt/Goldfields Esperance

30th January 2023

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

4.1 CONTACT LIST

4.2 RISK MANAGEMENT

4.3 PRESENTATIONS OR EVENTS

4.4 INCIDENT/EXERCISE REPORTS

4.5 PROJECTS AND GRANT FUNDING

4.6 STRATEGIC REVIEW / PLANNING

4.7 ROUNDTABLE DISCUSSION AND AGENCY UPDATES

5 CONFIRMATION OF NEXT MEETING

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on 14 June 2023 commencing at 10.30am.

6 CLOSURE OF MEETING

The Chairperson will close the meeting.