



ATTACHMENTS MINUTES

**Local Emergency Management
Committee Meeting**

Wednesday, 8 March 2023

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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
08/03/2023	LEMC Agenda	<p>Email sent to DEMA after the meeting with a sample agenda and response was that it was much more streamlined and clearer. There is no need to change the "look" of the documents for me (or the SEMC), every local government has their own branding and style. The simplicity and practicality of the content, so that the meeting flows well was my only concern, and I think you achieved that.</p> <p>I agree that the main issue is removing the lengthy content i.e. reports etc, from the body of the document and sending them as attachments instead. This will make the agenda a great deal easier to read.</p>	08/03/2023	Executive Services Assistant	08/03/2023	Noted in the minutes of meeting.
08/03/2023	Local Emergency Welfare Plan Sept 2022 – from the DESO	<p>All Committee Members need to read the plan and provide any commentary to the Emergency Management Officer via email to : e.francis@toodyay.wa.gov.au</p>	Deadline by 6 April 2023	All Members	t.b.a.	Everyone needs to read the LEWP and if they wish to be part of the consultation process they need to take action..
08/03/2023	Tabled Attachment - LEMC Handbook – Correspondence from DEMA	<p>Tabled Attachment - LEMC Handbook – Action will be: EMO and CESM do an informative report for the next LEMC Meeting.</p>	Deadline by 6 April 2023	CESM/ EMO	t.b.a.	Everyone will be sent the information as part of the minutes and will be required to read and make follow up if they wish to be part of the consultation process.

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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	Completed	Something was put into the newspaper and Facebook Posts were made in this regard. This can now be removed as it is completed.
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	Completed	CESM: part of updating contact details for residents. An approach has not been made in terms of resourcing. Still in progress.



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*



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Further information

Lengthier recommendation wording space

OFFICE USE ONLY

Officer Received Date: _____ Resolution Number: _____

Council approved Report minuted

