

Minutes

SHIRE OF CUBALLING AND SHIRE OF WICKEPIN LEMC MEETING

Monday 13th May 2024

3.00pm

Shire of Cuballing

CWA Building, Campbell Street



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**Minutes of the Shire of Cuballing and Shire of Wickepin LEMC Meeting
held in Shire of Cuballing CWA Hall, Monday 13th May 2024**

Meeting opened at 3.05pm.

1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Attendance

S Scott – CEO Cuballing
Cr E Dowling – Shire of Cuballing
K Bartley – CEO Wickepin
Cr J Russell – Shire of Wickepin
Cr Lindsay Corke – Shire of Wickepin
J Menasse – WACHS
J Carrall – A/ Area Officer DFES
A Keeling – Consultant
G Stevens – District Officer Narrogin DFES
J Christensen – Shire of Cuballing
Charlotte Powes – DEMA DFES
Mark Langford – WA Police (Wickepin)
Ryan Hamblen – Dept of Communities

Apologies

Craig Spencer - St John
Darryl Gaul – WA Police
Anthony Mort – Cuballing CBFCO

2. CONFIRMATION OF MINUTES – LEMC meeting held on Monday 30 October 2023.

Moved J Russell, seconded S Scott

That the minutes of the Shire of Cuballing and Shire of Wickepin LEMC Meeting held on the 30 October 2023 be confirmed as a true and correct record.

3. STATUS REPORT (Business Arising)

Nil

4. LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

4.1 Cuballing CEO Report

Submission To:	LEMC Committee
Location/Address:	Both Shires
Name of Applicant:	Stan Scott, Chief Executive Officer
File Reference:	ADM 233
Author:	Stan Scott, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 May 2024
Attachment	Extract from SEMC Procedure Version 3.05 of Dec 23

Summary:

The Shire of Cuballing obtained a Grant through the Aware Program to facilitate the formation of a joint LEMC incorporating the Shires of Cuballing, Wickepin and Narrogin.

Background:

Anika Keeling of Narrogin Consulting was appointed to manage the AWARE project on behalf of the 3 Shires. She has arranged the presentation of information to the Narrogin LEMC and the Shire of Wickepin. The Shire of Wickepin hosted a meeting involving Anika, the Wickepin, Cuballing and Narrogin CEOs and Shire Presidents on 27 March 2024. Unfortunately, Cr Ballard was an apology, but there was an in-depth discussion of the pros and cons of joint arrangements.

Subsequently the Shire of Wickepin resolved as follows:

That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only.

That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.

In discussions with the Shire of Narrogin, including at the Wickepin meeting, Narrogin indicated support for joint LEMC arrangements and separate Local Emergency Management Plans.

Comments:

In light of the above we must now follow the procedure set out in the State Emergency Management Procedure Version 3.5.

1. Gazettal

The changes will require gazettal, both the dissolution of the Cuballing Wickepin LEMC, and the formation of the Cuballing Narrogin LEMC.

2 Consideration by LEMC

Consideration of potential implications for:

- *emergency risk management*
Each Local Government will continue to maintain individual Local Emergency Management Plans
- *LEMAs (including local hazard plans)*
As above
- *LEMC members*
Cuballing Members will attend two additional meetings per year. No Change for Wickepin or Narrogin. No significant change for agencies.
- *DEMC members.*
No significant Impact.

When changes are proposed to emergency management district boundaries, the following matters are to be documented by the agency/department/local government proposing the change:

- *details of the proposed changes to the emergency management districts to which individual Local Governments are allocated.*
The Wickepin Cuballing joint LEMC to be disbanded;
New Wickepin LEMC to be formed
New Narrogin Cuballing LEMC to be formed

- *the practical implications of such a proposal – from the perspective of the agency/ department/ local government proposing the change, and from the local government perspective if an agency or department is the proposer, e.g. the representative of the LEMC will be required to attend DEMC meetings at location X instead of at location Y*
There is no significant impact on LEMC members. Most are based in Narrogin and will still be invited to 6 LEMC meetings per year. All Local Governments will remain members of the same DEMC. The biggest impact will be on Cuballing Delegates who will now attend 4 rather than 2 meetings per year.
- *the benefits to emergency management arrangements that the proposed changes will bring*
There will be benefits for Cuballing by being able to participate in more meetings involving agency delegates and in physical and desktop exercises. The Cuballing CBFCCO chairs the ROAC and will have more opportunity to influence State agencies.
- *the implications for community safety*
There are no detriments to community safety. Each Local Government will continue to maintain individual Local Emergency Management Plans.
- *any contentious issues in respect of the proposed change(s)*
The only really contentious issue is differing views between Cuballing and Wickepin on the benefits or decrements of joint Emergency Management Arrangements with the Shire of Narrogin.
- *the implications for the proposing agency/department/local government if the proposed changes to emergency management district boundaries are not made*
Cuballing is already committed to the change and not moving ahead would undo the work done to date. The change is supported by an AWARE Grant. The proposal has been presented to the Narrogin LEMC and was supported.
- *any other information that the proposer believes would assist in the SEMC consideration of this matter.*
Cuballing is less than 15 Km from Narrogin, and Police, Health and Ambulance services are all provided from Narrogin. Similarly, there are no schools in Cuballing and Shire children mostly bus to Narrogin for education. Cuballing operates the Dryandra Regional Equestrian Centre which provides a large animal evacuation centre for the region. The largest BDCA asset in the region is the Dryandra Woodland National Park, the majority of which is located in the Shire of Cuballing. In the event of a major emergency our responses and consequences are very closely linked, and it makes sense for the emergency planning to be closely aligned.

There is less of an imperative for Wickepin. It has a Health Centre that is staffed 3 days per week with weekly visits by a GP. It has its own St Johns Ambulance sub-Centre and a Police Station. Wickepin also has two primary schools, one each at Wickepin and Yealering. There is less imperative for Wickepin to have a shared LEMC and there are concerns that local issues and representation would be diluted. In light of these issues Wickepin's decision to remain separate makes sense for them.

3. Consideration by the State Emergency Management Committee

If the LEMC is satisfied that there has been sufficient consultation the proposer is required to prepare a submission for consideration first by the SEMC Response Policy Subcommittee, which will make a recommendation to the SEMC. If approved by the SEMC, the changes will be gazetted and affected Local Governments will be informed accordingly.

Officer Recommendation

- 1. That the Local Emergency Management Committee determines that sufficient consultation has taken place in relation to changes to Local Emergency Management Arrangements.**

2. **Request that Anika Keeling prepare a proposal to the State Emergency Management Committee seeking approval for the formation of two new Local Emergency Management Districts / Committees:**
 - **One joint committee between Cuballing and Narrogin; and**
 - **A second LEMC for Wickepin alone.**
3. **That a copy of this resolution be provided to each of the three affected Local Governments for endorsement.**

Committee Decision

1. **That the Local Emergency Management Committee determines that sufficient consultation has taken place in relation to changes to Local Emergency Management Arrangements.**
2. **Request that Anika Keeling prepare a proposal to the State Emergency Management Committee seeking approval for the formation of two new Local Emergency Management Districts / Committees:**
 - **One joint committee between Cuballing and Narrogin; and**
 - **A second LEMC for Wickepin alone.**
3. **That a copy of this resolution be provided to each of the three affected Local Governments for endorsement.**

Moved S Scott

Seconded J Russell

Carried 13/0

3.9 Prescription of Emergency Management Boundaries

Background

So far as is practicable, emergency management districts are to be established by reference to the boundaries of local government districts.

If an emergency management district is proposed to be established other than by reference to the boundaries of a local government district, the Minister responsible for the EM Act is to notify each local government in whose district any part of the area proposed to be established is situated and allow a reasonable time for submissions on the proposal.

In making an order under section 28(1) EM Act, the Minister is to have regard to any submissions of the local governments.

Requests to change emergency management district boundaries could be initiated by any stakeholder. For historical and legislative reasons, such changes are most likely to be requested by a local government or by WA Police Force.

Requests for changes initiated by local governments could potentially fall into three categories:

- changes that do not require gazettal under the EM Act. For example, if a local government elected to change its district boundary under section 2.1 of the *Local Government Act 1995*. This would generally also require a change to the boundary of an adjoining local government district changes that might not technically require gazettal under the EM Act, but which should be gazetted. For example, if two or more local governments were consolidated, or if a local government district was divided amongst other local government districts. Typically, the transitional local government arrangements would cover such matters, but to ensure clarity of intent it would be prudent to gazette an updated list of the local governments which fall within the affected emergency management districts and
- changes that would clearly require gazettal, e.g. where a local government requests to be grouped in another emergency management district, for practical/DEMC reasons.
- Requests from the WA Police Force for changes to emergency management district boundaries might result from changes to Police districts, regions, divisions, sub- divisions, sections, branches or sub-branches (under sections 39(1) and (2) of the *Police Act 1892*, or from personnel changes.
- Pursuant to section 39(1) of the *Police Act 1892*, details of Police districts and their boundaries are to be published in the Government Gazette and
- Section 39(2) of the *Police Act 1892* provides that the Commissioner of Police 'may for the purposes of the administration of the Police Force by order in writing divide the State, or any part of the State, into regions, divisions, sub-divisions, sections, branches, or sub-branches wherein portions of the Police Force may be stationed or carry out duties.'

Procedure

When changes are proposed to local governments' district boundaries under 'paragraph 1 above, the proposal is to be referred to the relevant LEMC, for consideration of potential implications for:

- emergency risk management
- LEMAs (including local hazard plans)
- LEMC members
- DEMC members.

The LEMC are to document matters accordingly, and to initiate the necessary action(s) to ensure that community safety is not adversely affected.

When changes are proposed to emergency management district boundaries, the following matters are to be documented by the agency/department/local government proposing the change:

- details of the proposed changes to the emergency management districts to which individual Local Governments are allocated
- the practical implications of such a proposal – from the perspective of the agency/department/local government proposing the change, and from the local government perspective if an agency or department is the proposer, e.g. the representative of the LEMC will be required to attend DEMC meetings at location X instead of at location Y
- the benefits to emergency management arrangements that the proposed changes will bring
- the implications for community safety
- any contentious issues in respect of the proposed change(s)
- the implications for the proposing agency/department/local government if the proposed changes to emergency management district boundaries are not made and
- any other information that the proposer believes would assist in the SEMC consideration of this matter.

The following are to be consulted by the proposer:

- local government(s)
- LEMC(s), and DEMC(s) affected by the proposed change(s).

When consulting local government, consideration needs to be given to the provisions of the [Western Australian State Local Government Agreement](#), which outlines the principles and code of practice for consulting with local government.

Following the completion of the required consultation, the proposer is to prepare a formal submission for consideration by the SEMC Response Policy Subcommittee.

If the proposed changes to the boundaries of emergency management districts are endorsed by the Response Policy Subcommittee, the proposal is then to be referred to the SEMC Executive Officer for progression to the SEMC – either for inclusion in the Agenda for the next SEMC meeting, or for consideration by SEMC members 'out of session'.

If changes to emergency management district boundaries are approved by the SEMC, the SEMC Executive Officer is to arrange for:

- the revised emergency management district boundaries to be published in the Government Gazette
- each local government, LEMC and DEMC affected by the changes to be provided with a copy of the relevant page(s) of the Gazette, or advice that the changes have been made, together with details or how to access those pages on the State Law Publisher's website
- the SEC to be provided with a copy, for dissemination to the relevant Local Emergency Coordinator(s) and District Emergency Coordinator(s)
- the revised EM districts to be published on the SEMC website
- a copy of the Gazette page(s) to be included with the Agenda of the next SEMC meeting.

4.2 Wickepin CEO Report

The Shire of Wickepin at its last Ordinary Council Meeting held 17 April 2024, tabled the following late item to Council. The decision was made to cease the combined LEMC with the Shire of Cuballing and Wickepin, seeking to remain as an independent LEMC and LEMA.

The CEO met with Gavin Stevens (DFES AO) & Charlotte Powis (DEMC) to discuss the process that the Shire would require to undertake to finalise the process. This was supported based on the outcomes and discussions that the Shire of Wickepin Elected Members, Local Police, St Johns and Chief Bush Fire Control Officer's held on the 17 April 2024.

A late item was presented to Council for consideration with the Council Resolution stating:

Council Decision

Resolution ***OCM-170424-10***
Moved ***Cr W Astbury***
Second ***Cr J Mearns***

Recommendation 1

That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only.

Recommendation 2

That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.

Carried ***5/1***
For ***Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan***
Against ***Cr P Thompson***

LEMC

The Shire of Wickepin will be seeking the separation of Combined Local Government for the purpose of Emergency Management under 3.15 of the State Emergency Management Procedure, which provides the following information.

3.15 Separation of Combined Local Governments for the Purpose of Emergency Management

Background

Where one or more local governments who have combined under section 34 of the EM Act for the purposes of emergency management wish to separate from the arrangement and undertake their responsibilities under section 38 of the EM Act as a single local government the following procedure will be adopted.

Procedure

Each local government which is part of the 'combined local government' must conduct an analysis of its ability to comply with the provisions of the EM Act in respect to emergency management. This analysis should examine the local government's ability to provide both effective and efficient emergency management and identify any associated risks.

Where a local government establishes that it will be able to more effectively comply with the provisions of the EM Act by undertaking its responsibilities as a single local government, a report advising of its intention to separate must be tabled to the relevant LEMC. This report must detail the rationale for the decision.

Following the decision to separate from a combined arrangement, the local government concerned should establish a working group to establish administration arrangements including:

- membership of the LEMC
- appointment of a committee Chair
- provision of secretariat support
- emergency management arrangements
- recovery arrangements
- a community communication and marketing strategy.

The local government wishing to manage its emergency management responsibilities as a single local government must forward written advice of its intention to establish a LEMC for its local government district to the Executive Officer - SEMC. A copy must also be forwarded to the Chair of the relevant DEMC.

This advice should include the following details:

- the name of the combined LEMC
- the name of the local government withdrawing from the arrangement
- the outcome of risk assessments and the rationale for separation,
- administrative arrangements.
- The letter to the Executive Officer - SEMC must be endorsed by the relevant local government Chief Executive Officer.

Following receipt of the advice by the SEMC, the SEMC Business Unit will:

- acknowledge receipt of the advice in writing

- list the correspondence for noting on the agenda of the next meeting of the SEMC.
- The SEMC Business Unit will arrange for the revised arrangements to be included in all relevant policies and procedures.

LEMA

The Shire will also be required to follow the following process to finalise the LEMA and associated documents as part of the process.

1. Document written by LG with advice from LEMC
2. Send LEMA to DEMA for desktop review and check against the LEMA [Guideline](#), [Recovery Guideline](#) and [Evacuation Guidelines](#).
3. LG consider and incorporate DEMA proposed changes as required/agreed.
4. LG then return the revised document to DEMA for distribution to DEMC allowing members an "out of session" review for a period of 2 weeks.
5. LG consider DEMC Comments and incorporate changes as required/agreed.
6. Draft then presented to LEMC for endorsement (some LGs test the LEMA with the LEMC as an exercise prior to endorsement if any further changes required).
7. Then goes to Council for endorsement.
8. Then to DEMC & SEMC for noting.

Officers Recommendation

The Shire of Wickepin is seeking the support from the Combined Shire of Cuballing and Shire of Wickepin Local Emergency Management Committee and Combined Local Emergency Management Arrangements to seek separation under 3.15 of the State Emergency Management Procedures.

Committee Decision

That the Combined Shire of Cuballing and Shire of Wickepin Local Emergency Management Committee and Combined Local Emergency Management Arrangements seek separation under 3.15 of the State Emergency Management Procedures.

Moved K Bartley

Seconded M Langford

Carried 13/0

16.1 Local Emergency Management Committee Review – Combined Shires Wickepin, Cuballing and Narrogin

Submission to	Ordinary Council Meeting
Location / Address	District – Shire of Wickepin
Name of Applicant	-
File Reference	ES.MEE.905
Author	Kellie Bartley, Chief Executive Officer
Interest Disclosures	-
Report Written Date	16 April 2024
Attachments	-

Summary

This report is for the Council to consider the current and possible future arrangements of the Local Emergency Management Committee (LEMC) with the Shire's of Cuballing and Narrogin.

Further consideration should also reflect the opportunities for a Community Emergency Services Manager (CESM) that may enhance the improvements to the Shire of Wickepin for emergency and bushfire management.

Background

Local Governments are required to establish one or more Local Emergency Management Committees (LEMCs) to ensure the Local Emergency Management Arrangements (LEMA) are developed and maintained.

LEMA refers to the suite of emergency management documentation, systems, processes, agreements, and memorandum of understanding/s (MOU/s) that support a coordinated approach to emergency management at the local level. The LEMA is currently outlined in an overarching document that is developed in consultation with key stakeholders, endorsed by the respective Local Government and noted by the affiliated District Emergency Management (DEMC) Committee and State Emergency Management Committee (SEMC).

The Shire's of Wickepin and Cuballing historically have a joint LEMC which involves meeting twice per year and has provided the minimum standards for both local governments. Meetings are held in April and October of each year.

Comments

WALGA issued the LEMA Review Paper providing information to local governments the opportunity to review the emergency management roles and responsibilities for local governments. The purpose of the review states below:

In 2019, the SEMC identified a trend of local governments with LEMA overdue for review. WALGA responded to this by informing SEMC of the key challenges Local Governments face in fulfilling their EM obligations including:

- *A lack of clarity around their EM roles and responsibilities,*
- *A lack of financial and human resources, and*
- *A misalignment between EM and the day-to-day business of Local Government.*

Whilst this was an opportunity, the Shire of Wickepin's current plan is not due for review until 2026. The Acting CEO received an email from the Shire of Cuballing requesting we consider the opportunity to review and was also requested to make contact with the Shire's of Wickepin and Narrogin to see if there was interest in a possible joint LEMC with all three shires.

The Shire of Cuballing requested the Shire consider:

Emergencies and natural disasters do not respect shire boundaries and as was demonstrated with the East Narrogin and Shackleton fires, any large incident is likely to involve more than one local government. Each LEMCs seek to have engagement from the various state agencies and reducing the number of separate committees in which they are expected to participate should the increase the likelihood of attendance.

Please let me know your Council's view on whether there is interested in proposed arrangement.

The Shire of Narrogin held their LEMC on 19 March 2024 and requested that the LEMC recommend that the Shire of Narrogin partake in discussions with the Shire's of Wickepin and Cuballing to enter a joint LEMC and LEMA and authorise the CEO to enter into discussions.

Council requested further information to be able to make a decision on this matter at the time. Since then, the Shire of Cuballing has proceeded with an AWARE Grant to assist them combine the LEMC. The Shire of Wickepin is yet to decide on this matter and would be required to contribute to this process. This amount is \$2,500.

A meeting was held on 27 March 2024 with the 3 Chief Executive Officers of the local governments of Narrogin, Cuballing and Wickepin along with the Shire Presidents in attendance from Wickepin and Cuballing. The consultant who is undertaking the grant process for the Shire of Cuballing was also in attendance.

Discussions were held to ascertain if the Shire of Wickepin was interested in the AWARE Grant and the process to amalgamate the 3 shires into one LEMC. The Shire of Wickepin requested further discussions with a presentation to be held on 17 April 2024 outlining the benefits to the Shire. The Chief Bush Fire Control Officer, local Police and St John will also be present for their input into this request. Council will also be further informed on the LEMC and what will be the benefits for the Shire of Wickepin.

On review of the current Central Zone, the only combined LEMA is with the Shire's of Wickepin and Cuballing. All other Shire's have their own individual LEMAs and do conduct their meetings on their own. The Shire is also involved with a Central Zone MOU for services support between all the local governments in the Central Zone should any local government require assistance in the nature of an emergency.

Furthermore, through this process and discussions held with the Bush Fire Control Officers meeting, for Council to consider the opportunity to seek funding to support a CESM for the Shire of Wickepin in the future to assist in the Emergency Management for the Shire. Engaging with other local government/s for the support to apply for a CESM.

The CESM Business Plan can provide a Council with the most up to date prevention, preparedness, response and recovery strategic directions for a local government. Whilst engaging and collaborating with State Agencies, local authorities and volunteers. The benefits outweigh the costs that local governments need support financially.

Depending on the briefing provided to Council to consider the options that Council may consider are:

Recommendation 1**Option 1**

That Council may resolve to remain as it is and do not proceed with the AWARE Grant process and remain with the Shire of Cuballing for the LEMC arrangements **OR**

Option 2

That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only **OR**

Option 3

That Council may resolve to seek to partake in the AWARE Grant and proceed to have a joint LEMC with the Shire's of Narrogin and Cuballing, attending the 4 meetings to be scheduled throughout a calendar year.

Recommendation 2

That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.

Statutory Environment

Local Government has legislated responsibilities under the *Emergency Management Act 2005* and the *Bush Fires Act 1954*.

Policy Implications

There is no policy related to this item.

Financial Implications

Should the Council consider to proceed with this item, the cost associated with the AWARE Grant will be up to \$2,500.

Consideration of a CESM will involve a local government/s to provide the 40% of the CESM program along with housing and vehicle. Council may consider this through the 2024/2025 budget considerations should they see it as a benefit to the shire and also to seek another local government to share these associated costs.

Strategic Implications**Community**

9. Our communities are engaged, have a healthy lifestyle and are safe.
- 9.8 Emergency service planning is coordinated and articulated.
- 9.9 Recruiting volunteers is a partnership approach between the Shire and emergency services.

Voting Requirement

Simple Majority

Officer Recommendation**Recommendation 1****Option 1**

*That Council may resolve to remain as it is and do not proceed with the AWARE Grant process and remain with the Shire of Cuballing for the LEMC arrangements **OR***

Option 2

*That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only **OR***

Option 3

That Council may resolve to seek to partake in the AWARE Grant and proceed to have a joint LEMC with the Shire's of Narrogin and Cuballing, attending the 4 meetings to be scheduled throughout a calendar year.

Recommendation 2

That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.

Council Decision

Resolution OCM-170424-10

Moved Cr W Astbury

Second Cr J Mearns

Recommendation 1

That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only.

Recommendation 2

That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.

Carried 5/1

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan

Against Cr P Thompson

5. REPORTS & INFORMATION

5.1 Other matters raised by members.

A variation to the existing AWARE grant agreement will be required as an action item following the Committee Decision on 4.1 & 4.2.

5.2 Reports from Members

DFES

Storm Preparation Campaign underway (see attachment 1)

Recent Incidents

- Extension to dry weather period
- Structure fires
 - Responsibility for structure fires remain the responsibility of the LGA / local BFB
 - Training or access to trained personal is required
- Road crashes and lithium battery fires
 - Special training is required
 - This is a very dangerous situation as fumes are toxic – may see more of these in the future
 - RCR courses available
 - Distance to travel to 'event' can take a while
 - Police are in control of road crash sites
- Budget
 - No new money for local brigades
 - Focus on career firefighters
 - No new money for increased numbers of CESMS in the regions.

LOCAL EMERGENCY MANAGEMENT COMMITTEE DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT May to July 2024

- Report (attachment 2)
 - LEMC handbook for useful tools
 - Current LEMA reviews underway
 - National Disaster Risk reduction and AWARE grants open

WA COUNTRY HEALTH SERVICE

- Health Service Managers are undergoing disaster preparedness training. Includes how do hospitals communicate and partner with other agencies in/ during and after an event.
- Starlink has become a standard backup at all hospital sites for emergency communication.

SHIRE OF WICKEPIN

Cr J Russell, expressed her thanks for the years of cooperation between Cuballing and Wickepin during the term of the joint LEMC committee. Cuballing and Wickepin will continue to partner and support each other during periods of active emergency management as good neighbours and community partners.

6. CLOSURE AND NEXT MEETING

There being no further business the Chairperson declared the meeting closed at 3.40 pm.

The next Shire of Cuballing and Wickepin LEMC Meeting will be held 4 November 2024 at the Shire of Wickepin unless the new LEMC arrangements are in place sooner.

7. ACTIONS REQUESTED FROM THE MEETING

Subject - Action	Officer
AWARE Grant Variation	Consultant/ Shire of Cuballing



Cuballing/Wickepin LEMC Report

13 May 2024

STORM PREPAREDNESS CAMPAIGN LAUNCHING

Individuals who proactively prepare for severe storms are more likely to protect themselves, their families, their pets, and their homes from harm. During a storm, your property may be compromised and become unsafe. If emergency repairs are necessary to secure your home—like addressing significant roof damage or flooding—contact the State Emergency Service at 132 500 for assistance.

Storms are the most prevalent natural hazard in Australia and can strike at any time throughout the year. They vary in intensity, sometimes causing minimal effects and at other times posing serious threats to communities. It's crucial for Western Australians to heed severe weather warnings and take appropriate measures to ensure their safety and that of their families.

Severe storms pose serious risks, potentially leading to environmental damage, infrastructure destruction, and even personal injuries or fatalities. Common storm-related hazards include damaging winds, flash flooding, lightning, and hail, which can harm homes, vehicles, roads, and vegetation, and disrupt critical services such as electricity, water, and gas. Storm warnings and alerts, which help keep the community safe from these dangers, are available on <https://www.emergency.wa.gov.au/>

Property Preparation Tips:

- Trim branches and trees near structures and power lines to prevent damage.
- Consider hiring a professional to clear trees from power lines if necessary.
- Ensure gutters are clean to allow free drainage.
- Inspect roof tiles and cladding for looseness to prevent leaks and reduce the risk of debris during storms.
- Regularly check the fastenings, joints, and bolts on structures like carports and patios to ensure they are secure and rust-free.
- Verify that your home, contents, and vehicle insurance policies are up to date.
- If flash flooding is a concern in your area, follow the advised flood preparation steps.
- The responsibility of preparing your home and family for storms lies with you. For additional safety tips, watch this helpful video: Keeping Safe in a Storm.

👉 More information: <https://www.dfes.wa.gov.au/hazard-information/storm/prepare>

Recent incidents within the Region

There have been a number of recent incidents within the region for note of the LEMC and consideration to agency response and preparedness.

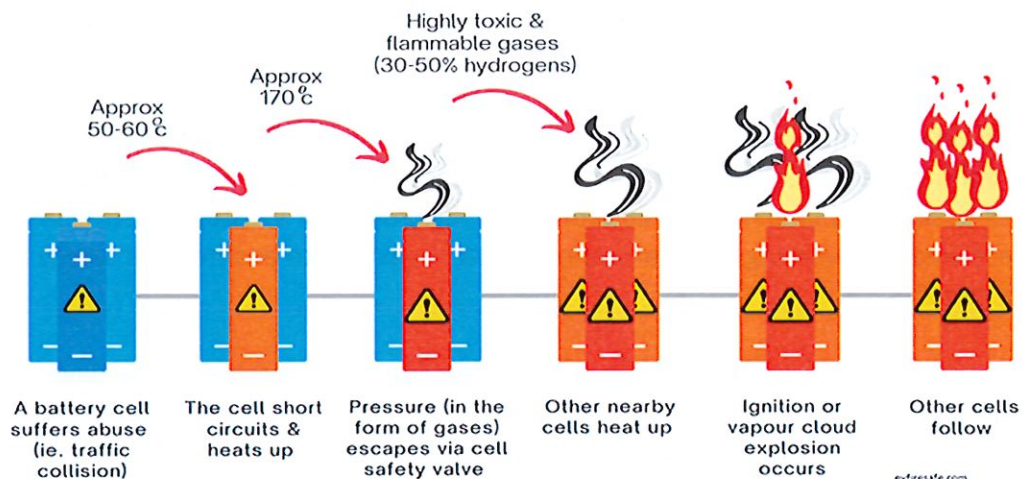
- **Severe Weather Event** – as discussed previously the need for alternate communications and power options is essential.
- **Structure fires** of which we have had two concerns;
 - Fires lit for the first time of the year (working smoke alarms are essential)



Cuballing/Wickepin LEMC Report

13 May 2024

- Li-ion batteries both involved in fires and as a source of due to Thermal runaway. Thermal runaway is when the Li-ion cell enters an uncontrollable, self-heating state and is one of the primary risks related to Li-ion batteries. See diagram below for example:



Another great source of information for agencies to this hazard is: <https://www.evfiresafe.com/>

- **Road Crash** – with changing weather and conditions. We support WAPOL in this Hazard but it is significant on our training calendar with RCR courses. Being conscious though like all volunteer groups daytime availability and the distance for back up units to arrive present challenges.

I am currently covering A/AO West Narrogin until Friday 17th May.

Many thanks,

Jason Carrall
Acting Area Officer Narrogin West

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
May to July 2024**

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held 8 May 2024 with the next meeting scheduled for 7 August 2024. SEMC Communiques can be found [here](#).

STATE CONSULTATION REQUESTS

Review - State Hazard Plan Fire – DFES

The Department of Fire and Emergency (DFES) is progressing a comprehensive review of the State Hazard Plan - Fire. This strategic level plan provides an overview of arrangements for the management of fire emergencies in Western Australia.

For the initial phase of the review, DFES is seeking feedback on the existing [State Hazard Plan - Fire](#) from agencies with responsibilities within the Plan, including Local Government.

For further information and to provide feedback go to the [State Hazard Plan - Fire consultation webpage](#).

This initial phase of consultation closes on **Friday 31 May 2024**.

WALGA is asking Local Governments to provide us with a copy their feedback to inform our comments on the Plan via [email](#) by **27 May 2024**.

Feedback received will inform DFES' development of a draft State Hazard Plan - Fire and proposed amendments which will be provided for broad consultation with emergency management stakeholders during June and July 2024. WALGA will prepare a submission on the Plan on behalf of the sector.

Review - State Recovery Arrangements in the EM Framework – DFES

The Department of Fire and Emergency Services (DFES) is undertaking a review of state level recovery coordination and governance arrangements provided in the State Emergency Management Framework.

The purpose of the review is to better define when and how the state government will provide recovery coordination support to local governments and communities following emergencies. This will include clarifying the role, membership, responsibilities and accountability of key state level recovery coordination positions and groups and the DFES Resilience and Recovery Portfolio.

The review will not change the role and responsibilities currently held by local government under the Emergency Management Act 2005 and State Emergency Management Framework, however it will clarify the circumstances and arrangements for state support to local governments and/or involvement of a state appointed recovery coordinator.

Disaster Recovery Funding Arrangements are not a focus of this review.

Local Government Focus Group Sessions

As part of the review, DFES will conduct 2-3 focus group sessions with local government representatives that have recent disaster recovery experience. The purpose of the focus group sessions is to test the policy options and obtain preliminary feedback to inform the review. Each session will be interactive, so participant numbers are limited to a maximum of eight attendees.



All local governments and the emergency management sector will have the opportunity to review the proposed changes and provide feedback via a formal three-month consultation period later this year. The consultation period will include a program of webinars and engagement sessions for local government.

Following the consultation period, proposed amendments will be provided to the Community Resilience and Recovery Subcommittee for endorsement and to SEMC for approval.

Register your interest by 17 May 2024

Focus group sessions will be up to 2 hours in duration, to be held online or in person depending on number and location of participants. Session dates will be in late May / early June, with dates to be confirmed with participants.

Register your interest to attend one of the focus group sessions by 5pm on 17 May 2024. To register, and/or for further information, please contact Simone Clarke, DFES State Recovery, at simone.clarke@dfes.wa.gov.au

WA Emergency Management Sector Adaptation Plan Discussion Paper

The State Emergency Management Committee (SEMC) is developing the Emergency Management Sector Adaptation Plan (EM-SAP) to support Local Governments advance climate change adaptation and emergency management goals together.

The EM-SAP will be one of seven sector-based plans delivered to help implement the [Western Australian Climate Adaptation Strategy](#). An [EM-SAP Discussion Paper](#) has been released to gather input from EM stakeholders about sector-specific adaptation actions.

WALGA coordinated a targeted consultation with Local Governments to inform this pivotal SEMC initiative. WALGA held an **EM-SAP Information Webinar on 14 February** and **Interactive Workshops for Local Governments on 20, 21 and 26 February** to collaboratively explore the questions posed in the [EM-SAP Discussion Paper](#).

Broader community consultation on the discussion paper has now closed with the delivery of the final EM SAP expected in mid-2024

STATE ADVICE

Amendments to State Emergency Management documents

On 6 March 2024, the SEMC approved the comprehensive review of the State Hazard Plan – Crash Emergency which provides an overview of arrangements for the management of crash emergencies in Western Australia. The Plan can be viewed via the [SEMC website](#).

At the March meeting, the SEMC also approved an extension for the comprehensive review of:

- State Hazard Plan – Energy Supply Disruption (to August 2024)
- State Hazard Plan – Human Biosecurity (to December 2024).

Amendment to Traffic Management during Emergencies Guideline

The SEMC Executive Officer has approved a statement of fact change to the Traffic Management During Emergencies Guideline in support of the Wooroloo Bushfire Review Recommendation 8: *DFES should consider establishment of road clearing capability to complement bushfire response, with the sole purpose of clearing roads to provide safe return of residents as soon as possible after fire.*

The latest version of the [Traffic Management During Emergencies Guideline](#) and [details of the amendment](#) are available on the SEMC website.



For any queries, please email semc.policylegislation@dfes.wa.gov.au

The 2023 Emergency Preparedness Report

The 2023 Emergency Preparedness Report has now been released. This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses and areas for improvement statewide, and combines the input from about 170 agencies.

[2023 Emergency Preparedness Report](#)

Local Emergency Management Committee Handbook and useful tools

The [LEMC handbook](#) provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the Emergency Management Act 2005, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.

The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

DISTRICT NEWS

The next Great Southern District Emergency Management Committee meeting is scheduled for 26th June 2024.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

The Local Emergency Management Arrangements Review

The Improvement Program and implementation approach has now been finalised and endorsed by the SEMC at their December 2023 meeting. More information can be found at: <https://www.wa.gov.au/organisation/state-emergency-management-committee/lema-improvement-program>

Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.

In March 2024, Simone Ruane (who coordinated WALGA's LEMA Review Project), was appointed the role of Project Lead for the LEMA Improvement Program and commenced project planning.

District Emergency and Local Emergency Management Committees Review

In May 2022 SEMC meeting, members approved a review of the roles of District Emergency Management Committee (DEMC) and Local Emergency Management Committees (LEMC).



The review has concluded and was tabled at the December SEMC meeting. For more information go to:

<https://www.wa.gov.au/organisation/state-emergency-management-committee/review-district-and-local-emergency-management-committees>

GRANT PROGRAM UPDATES

The National Disaster Risk Reduction (NDRR) grant program

The National Disaster Risk Reduction (NDRR) grant program is established under a National Partnership Agreement (NPA) on Disaster Risk Reduction (2019-2024). It seeks to proactively reduce the risk and limit the impact of disasters associated with natural hazards on Western Australian communities and economies.

[Apply for a National Disaster Risk Reduction grant \(www.wa.gov.au\)](http://www.wa.gov.au)

All-West Australians Reducing Emergencies (AWARE) grant program.

The All-West Australians Reducing Emergencies (AWARE) grant program for 2022-23 has been finalised and recipients can be found at:

<https://www.wa.gov.au/system/files/2022-11/AWARE-recipients-2022-23.pdf>

The SEMC endorsed a two-year schedule for both grant programs below are the relevant dates for 2024/25:

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

Further information on the NDRR and AWARE grant programs is available at <https://www.wa.gov.au/organisation/state-emergency-management-committee/apply-grant-the-all-west-australians-reducing-emergencies-aware-program>

The Disaster Ready Fund (DRF)

The Disaster Ready Fund (DRF) is an Australian Government initiative that will deliver up to \$200 million in funding over five years from 1 July 2023 to 30 June 2028, to fund projects that support natural disaster resilience and risk reduction.

The Disaster Ready Fund (DRF) – Round Two applications closed on Wednesday 20 March 2024.

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

NATIONAL NEWS

2024 DISASTER RESILIENCE AWARDS

Call for nominations.

The Resilient Australia Awards are an excellent opportunity to spark local and national conversations around risk, preparedness, resilience, and community recovery.

If you have a program or initiative that should be nationally recognised and promoted, consider nominating – winners from each state and territory will also be in the running for two National Awards.



Nominations can be made in written or video format until 11.59pm AEST on **Friday 31 May 2024**.

For more information and to nominate, visit the [Resilient Australia Awards website](#).

2024 SEMC MEETING SCHEDULE

- 7 August 2024
- 4 December 2024
- 2 October 2024

Complied by: Charlotte Powis
District Emergency Management Advisor
Great Southern
Department of Fire and Emergency Services.





Local Emergency Management Committee Handbook

RESPONSIBLE AGENCY
State Emergency Management
Committee Business Unit

APPROVED BY
State Emergency
Management Committee

RESOLUTION NUMBER 76/2023
VERSION NUMBER 1.00

DATE OF APPROVAL 04 OCTOBER 2023
DATE OF EFFECT 11 OCTOBER 2023
REVIEW DATE OCTOBER 2028

Contact Details

To provide comment on this Handbook, contact:
semc.policylegislation@dfes.wa.gov.au

Amendments Table

Date	Details	Amended by
October 2023	Version 1.00 - Initial issue	State Emergency Management Committee Business Unit

The SEMC acknowledges the Aboriginal peoples throughout the state of Western Australia as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and present.

This document was designed to be viewed electronically and aims to meet the West Australian Government's accessibility and inclusivity standard, including meeting the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.1 (WCAG 2.1) at level AA. If anything in this document is inaccessible to you, or you are experiencing problems accessing content for any reason, please contact the State Emergency Management Committee Business Unit at semc.policylegislation@dfes.wa.gov.au.

All of the State emergency management legislation and documents can be accessed via the State Emergency Management Framework page of the [State Emergency Management Committee website](#).

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Part One:

Introduction

Our Aim - A prepared and resilient community

1.1 Introduction

The Local Emergency Management Committee (LEMC) plays a vital role making our communities more disaster resilient through comprehensive emergency management planning and practices. The role of Executive Officer, with support from the Chair, is pivotal in ensuring the LEMC's effectiveness and provides a key link between the local community, Council, State Government, and the WA emergency management arrangements.

This document provides local governments with a summary of the actions and best practice principles required under section 38 of the *Emergency Management Act 2005* (EM Act), the State Emergency Management Policy, procedures and guidelines.

1.2 Scope and purpose of the handbook

The purpose of this handbook is to provide a resource to assist local government and LEMCs to meet their legislative requirements and to assist emergency management stakeholders at the local level. The handbook may be used to induct members to LEMC and to review LEMC functioning.

This handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities, and best practice advice for the administration of LEMC. It has principally been developed for the LEMC Executive Officer with a standardised approach to the administration of LEMCs across WA. This handbook recognises that:

- local governments have legislated and non-legislated roles and functions within their community, both related and unrelated to emergency management (EM)
- a range of agencies and organisations are members of the LEMCs, and it is the partnership arrangements that support and develop community resilience
- the activities of the LEMC are important to develop community resilience.

1.3 Interpretation of statements in this document

The interpretation of role and responsibility statements in this document are in line with State EM Policy section 1.1.1 and have the following meanings:

- Statements containing the words or terms, "must", "directs", "is directed to" and "are/is responsible for" are directions by the State Emergency Management Committee (SEMC) to be undertaken by the nominated public authority/authorities. Any directional statement used within this document is previously assigned within the EM Act, *Emergency Management Regulations 2006* (EM Regulations), State EM Policy, State EM Plans and State EM Procedures.
- When in relation to SEMC directions, statements containing the word "may" are directions by the SEMC to be undertaken by the nominated public authority/authorities after taking into account the circumstances.
- Statements containing the word "should" are recommendations by the SEMC to be undertaken by the public authority as best practice.



Part Two:

Local Emergency Management Committee

A functional and proactive LEMC provides a community focussed coordinated approach that builds capabilities to enable communities to prepare, respond and recover from emergencies more effectively.

2.1 Authority

In accordance with the EM Act (section 38 (1)) local governments are required to establish a LEMC for their district.

Under the State Emergency Management (EM) Preparedness Procedure 3.7, each local government is required to establish, administer, and maintain a LEMC. To meet this requirement, a local government may:

- have a single committee (covers that entire Local Government's district)
- have more than one committee (cover different areas within the local government district with different EM needs)¹
- combine with other local governments and establish a LEMC for their district (may cover two or more local government districts with similar EM needs).

2.2 Purpose of the LEMC

The LEMC plays a vital role in helping communities to be more resilient through comprehensive emergency management planning and practices. This can be achieved by:

- improving levels of awareness in the community of the emergency risks and possible impacts that might be faced
- working with the local government to ensure the Local Emergency Management Arrangements (LEMA) are prepared to a high standard. This includes ensuring strategies and plans encompass all stages of emergency management, before, during and after an emergency event
- working together during preparedness to provide a coordinated, interagency approach that enables understanding of organisation's capabilities, limitations, and processes.

2.3 Function of the LEMC

The LEMCs core function, managed by local government, is the development, review and testing of the Local Emergency Management Arrangements (LEMA). LEMA set out the local government's policies, strategies, and priorities for emergency management.

Section 39 of the EM Act outlines the functions of a LEMC in relation to the district or area for which it is established to:

- advise and assist local government in ensuring LEMA are established for its district
- liaise with public authorities and others in the development, review, and testing (through exercise or activation) of LEMA
- carry out other emergency management activities as directed by SEMC or prescribed by the regulations.

In accordance with State EM Policy, LEMCs must also:

- prepare and submit an annual report on its activities undertaken during the financial year to the District Emergency Management Committee (DEMC) for the district
- liaise with local government(s) within the LEMC in relation to exercising

Notes

¹ If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions (section 38(2)) EM Act.

In accordance with State EM Procedure, LEMCs are also responsible for:

- meeting regularly (should be quarterly or more frequently if required)
- updating contacts (at least quarterly)
- updating resources
- reviewing membership, subcommittees and working groups
- advising of activations or incidents
- reviewing post-incident or post-exercise reports.
- considering funding opportunities to enhance EM in the district
- considering training opportunities to enhance EM in the district
- undertaking emergency risk management processes
- providing all LEMC documents (including minutes and exercise reports) to the DEMC Executive Officer.

2.4 LEMC Membership

LEMC membership is intended to reflect the local government district/s it represents, considering:

- identified risks and emergencies likely to occur within the district and
- the likely impact to community across the built and natural environment, demographics, economics, and key social considerations.

LEMC membership may vary from one district to another. Table 1, along with State EM Preparedness Procedure 3.7, provides guidance on the most appropriate LEMC composition.

Table 1: Suggested LEMC Membership

LEMC membership position	Recommended appointments
Chair	Should be an elected member of Local Government Council. While this is recommended, the Chair could also be another local government member such as Chief Executive Officer or a senior staff member.
Deputy Chair	Should be the Local Emergency Coordinator.
Executive Officer	Should be an officer of the relevant local government or another person identified by the Chair.
Local Recovery Coordinator	Person nominated as the Local Recovery Coordinator in the Local Recovery Plan.
Local Emergency Coordinator	If not the Deputy Chair.
Administration Support Officer	May be appointed to support the Executive Officer.
Local Government Officers	Consideration should be given to appointing local government officers engaged in key roles and functions affecting EM (e.g., community services, engineering)

LEMC membership position	Recommended appointments
Representatives from emergency management agencies.	<p>Membership should be reflective of the community it represents and should include representatives from EM Agencies in the local government district, essential service providers, industry, and business representatives as well as community representation.</p> <p>Suggested examples of external members such as those from Hazard Management Agencies, combat agencies, support organisations and emergency support services which may include:</p> <ul style="list-style-type: none"> • WA Police Force • Department of Fire and Emergency Services • St John Ambulance • Department of Health and/or local hospitals • Department of Education and/or local schools • Department of Communities • Department of Biodiversity, Conservation and Attractions • Department of Primary Industries and Regional Development • Department of Transport • Arc Infrastructure Pty Ltd • Energy Policy WA • Australian Defence Force • Community support/social service groups/non-government organisations • Industry and business representation • Community groups and/or community champions. • Telecommunications, water, power, gas, transport providers. <p>Note: some of these agencies may be represented on the LEMC and/or the relevant District Emergency Management Committee (DEMC).</p>
Community members	Where possible, a LEMC should invite community members who represent the needs of the local community such as Aboriginal groups or organisations, culturally and linguistically diverse (CaLD), aged care, mental health, homelessness and youth.
District Emergency Management Advisors	Provide support to the LEMC. Recommended to be a non-voting member.

It is recommended that all members nominate a proxy to assist with meeting the minimum numbers required for a quorum. Having a nominated proxy also assists by distributing EM awareness to a wider

audience within the respective organisation. Proxy members represent their organisation in the same way as the member and have full voting rights.

2.5 Roles and Responsibilities

LEMC members may be required to undertake key LEMC positions. The following sections (2.5.1 to 2.5.8) outline the EM roles and responsibilities.

2.5.1 LEMC Chair

The LEMC Chair provides leadership and support to the LEMC by:

- ensuring the appointment of an Executive Officer
- chairing the LEMC meetings and ensuring that the Terms of Reference and meeting procedures of the LEMC are adhered to
- ensuring that the local councils are kept fully informed of EM within the local government district and significant outcomes from LEMC meetings
- ensuring the LEMA is prepared and up to date
- providing leadership in emergency management within the local government district.

2.5.2 LEMC Deputy Chair

The Local Emergency Coordinator (LEC) should be appointed as the Deputy Chair. Where there is more than one LEC, the role may be shared after discussion with the Chair. The Deputy Chair provides advice and support to the LEMC by:

- acting as a Chair in the absence of the LEMC Chair
- providing assistance, and advice as requested by the LEMC Chair
- chairing any subcommittees or working groups
- providing support and direction to the Executive Officer as required.

2.5.3 LEMC Executive Officer

The LEMC Executive Officer provides support to the LEMC by:

- coordinating the development and submissions of LEMC documents in accordance with legislative and policy requirements including the:
 - Annual report
 - Annual business Plan
 - LEMA, including maintaining the EM contacts register.
- ensuring the provision of professional and timely secretariat support including:
 - development and distribution of the meeting agenda, minutes, and action lists
 - maintaining a register of correspondence
 - maintenance of the LEMC membership contact list

- facilitating the provision of relevant EM advice to the Chair and LEMC as required
- participating as a member of LEMC sub committees and working groups as required
- facilitating two-way communication between the LEMC and Executive Officer of the relevant DEMC to undertake day-to-day EM business as required from both a local and district level.

2.5.4 Local Emergency Coordinator

In addition to the role as a Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) of the EM Act):

- to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements
- to assist hazard management agencies in the provision of a coordinated response during an emergency
- to carry out other EM activities in accordance with the directions of the State Emergency Coordinator.

2.5.5 Local Recovery Coordinator

The Local Recovery Coordinator provides support to the LEMC by:

- ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA
- providing advice and generating awareness of recovery
- advising the LEMC of Local Recovery Coordination Group (LRCG) local recovery activities, and evaluation findings.

2.5.6 LEMC Admin Support Officer

A LEMC Administration Support Officer, may be appointed to provide administrative support to the Chair, Deputy Chair and Executive Officer as required, to ensure the timely preparation of all documentation.

2.5.7 LEMC Members

LEMC committee members can provide support to the LEMC by:

- attending and actively participating in meetings
- advising the Executive Officer of non-attendance and arranging for a proxy
- contributing to the agenda and reviewing all meeting papers prior to the meeting.
- completing meeting actions as required
- bringing copies of relevant documents
- reading and being familiar with the Terms of Reference
- representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation
- participating in EM activities.

2.5.8 District Emergency Management Advisors

District Emergency Management Advisors (DEMAs) support the work of the SEMC by providing services to

the EM sector throughout WA and are based in metropolitan and regional locations.

The DEMA can provide support to the LEMC by:

- providing advice and interpretation of legislation, policy, plans, procedures, and guidelines
- providing support and advice on exercise management
- providing support and advice on risk management
- working with local government EM personnel to assist with the following:
 - development and maintenance of an effective LEMC
 - development and review of LEMA that is contemporary, and useful for the local district
 - development of Local Recovery Plans that nominate the local recovery coordinator/s
 - encourage local recovery coordinators and other staff likely to work in recovery to undertake recovery training
 - provision of presentations and informal EM training as required to local governments and LEMCs
 - using their multi agency networks to act as a conduit between organisations, and between local, district and state levels to encourage collaboration, before during and after emergency events.

In addition to the LEMC support above, during the response phase of an emergency, the DEMA can ensure that local government is represented at the Incident Support Group (ISG), and sometimes the Incident Management Team and Operations Area Support Group (OASG) as appropriate.

During the recovery phase of an emergency, the DEMA can provide mentoring and advice to local government personnel, including local recovery coordinators and membership of the LRCG and any additional recovery committees, and sub committees.

2.6 LEMC Meetings

2.6.1 Frequency of Meetings

LEMCs should meet quarterly or more frequently as required. In WA, local governments vary widely, and the frequency of meetings should be reflective of their risk environment, demographics, resilience, and vulnerabilities. The suitability of the LEMC schedule, can be discussed with the DEMA.

With such a diverse group of organisations making up the LEMC membership it can be an advantage to set the meeting dates 12 months in advance to ensure members can schedule accordingly.

Give careful consideration to the time of your meetings. Contemporary EM is now considered part of core business, and members may find it easier to attend if meetings are convened during normal work hours.

2.6.2 LEMC Terms of Reference

It is recommended that a Terms of Reference is established for each LEMC to provide members with a common understanding of how the meetings will be administered under the EM Act. The LEMC is not administered under the Local Government Act.

A sample LEMC Terms of Reference template is attached at **Appendix A**. This template is also available to download on the [SEMC website](#). The LEMC may wish to refine the Terms of Reference to suit their own needs.

2.6.3 Meeting types

The following meeting types may be held:

- **Ordinary meeting** – as scheduled and outlined in 2.6.1.
- **Extraordinary Meeting** – to deal with a specific or urgent issue.
- **Out of session** – unscheduled meetings that are held without a requirement for a physical presence. Out of session meetings are typically held for urgent items at the discretion of the LEMC Chair and Executive Officer (i.e., an endorsement by members of a proposal via email)
- **Working Groups or sub committees** – can be created to work on a specific task or project.

Meetings can include other more interactive EM activities such as workshops, exercises, or presentations. Consideration may be given to invite neighbouring LEMCs or a wider audience to these activities to raise awareness of EM considerations and build cross border relationships.

Meetings can be held:

- face to face
- by electronic means (videoconferencing, teleconferencing i.e., Microsoft Teams, Zoom or similar)
- a mix of face to face and tele/videoconferencing for those unable to attend in person.

2.6.4 Quorums

A quorum for the committee is recommended to be at least 50% of its voting membership.

If a quorum is not met the Chair can:

- proceed with the meeting, however no resolutions can be endorsed. (These could however be endorsed later out of session via email or similar)
- progress all the agenda items out of session
- reschedule the meeting
- cancel the meeting if no urgent agenda items exist.

2.6.5 Meeting documents

To ensure the efficient administration of the LEMC, the Executive Officer is responsible for the timely distribution of meeting documents.

Meeting Agenda and Minutes

Every LEMC meeting should include standing agenda items as described in State EM Preparedness Procedure 3.7. The quarterly meeting agenda may vary relative to the season, risk profile and any topical EM themes within the district. These are outlined in the table below.

Examples of LEMC meeting agenda are provided at **Appendix B** and these may be tailored to suit the needs of each LEMC. These templates are also available to download on the [SEMC website](#).

Standing agenda items, as well as those that may be considered based on a seasonal basis are outlined in the Table 2 .

Table 2. Standing agenda items

Item	Items that should be provided in accordance with State EM Procedure 3.7	Additional items to assist with maintaining effective LEMA.
Standing Agenda Items	<ul style="list-style-type: none"> • Update contact details and maintain contact list. (LEMC members and emergency and other relevant services contacts) • Update committee membership and resources • Table Post Incident reports, season reviews - discuss/action outcomes • Table Post exercise reports, discuss/action outcomes • Emergency risk management/treatment strategies progress 	<ul style="list-style-type: none"> • Table correspondence. • Review action list. • Review business plan strategies and record progress. • Plan and schedule exercises.
Items for consideration relative to the risk profile of the local government area/s.	<ul style="list-style-type: none"> • Discuss funding opportunities and if these can be used to treat limitations or gaps identified • Request member input to consider any emerging risks or issues to be shared with the committee • Examine sections in the LEMA and update accordingly 	<ul style="list-style-type: none"> • Any topical EM relevant information/ presentations • Review of capability areas that need improvement for discussion and/or workshopping. • Discuss/action preparedness ideas for the upcoming season.

Minutes

Meeting minutes should be taken for each meeting, distributed to members, and be made publicly available.

2.6.6 Confidentiality

Sensitive subjects will often be discussed at LEMC meetings. Attendees at LEMC meetings should keep these conversations confidential.

2.7 Reporting

2.7.1 Annual Reporting

At the end of the financial year, the LEMC is required to prepare and submit an annual report on activities undertaken to the DEMC. The local government/s is responsible for completing the annual report requirements. The annual report should be prepared within such reasonable time, and in the manner, as directed in writing by the SEMC. Further details for the content of the Annual Report are detailed in State EM Preparedness Procedure 3.17.

Information from LEMC Annual Reports is used in the SEMC Annual Report which is presented to the Minister for Emergency Services.

2.7.2 Reporting to DEMC

To ensure good communication between the LEMC, DEMC and SEMC, it is good practice to send a copy of all LEMC minutes and any other key documents to the DEMC Executive Officer for noting. This enables the DEMC Executive Officer to analyse district wide information/issues for any commonalities and themes which may be occurring across multiple yet separate areas. These can then be raised and addressed at the DEMC or forwarded to the SEMC for further action if required.

Issues beyond a LEMCs capacity or of significance can be raised to the DEMC. There are three ways this can happen:

- a LEMC member representing their individual LEMC that sits on a DEMC can table the issue directly
- the LEMC member representing several local governments can raise the issue
- the LEMC Executive Officer can liaise directly with the DEMC Executive Officer to have issues tabled.

2.7.3 LEMC Business Plan

Planning is a key component to the success of LEMCs, and a LEMC Business Plan can greatly assist by providing a clear practical direction for the LEMC.

The LEMC Business Plan can:

- ensure local objectives are aligned to the DEMC and SEMC strategic plan, capturing key district priorities
- clearly outline the LEMCs priorities for the nominated time period
- assist to monitor progress and document achievements.

The relevant DEMA can provide guidance about developing a LEMC business plan.



Part Three:

**Local Emergency
Management
Arrangements**

The term LEMA refers to the collection of all emergency management documentation, plans, systems, processes, agreements, and memorandums of understanding which affect the local government district. The LEMA are the overarching document and associated sub-plans which the local government is responsible for developing, maintaining, and testing.

3.1 Legislative Requirement

Under section 36 of the EM Act, it is a function of a local government to ensure that effective LEMA are prepared and maintained for its district. The LEMA must be consistent with the State EM Policy, State EM Plan, State Hazard Plans, State Support Plans (s. 41(3) EM Act) and set out specific matters identified in section 41(2) of the EM Act.

Development, distribution or communication, review and testing of LEMA should be in accordance with State EM Preparedness Procedure 3.8.

Local governments are to ensure that LEMAs are reviewed as below:

- after an event or incident requiring the activation of an Incident Support Group (where appropriate), or after an incident requiring significant recovery coordination
- every five years
- whenever the local government considers it appropriate.

The contacts and resources list should be reviewed and updated as needed but at a minimum quarterly.

Please note, the local government can undertake a small review, or statement of fact changes with only minor amendments at any time without going through the consultation and approval process. This should be noted at the relevant LEMC meeting.

3.2 LEMA Guideline

The LEMA Guideline and model has been developed to assist with the development of LEMA.

The DEMA responsible for the district will also be able to provide advice and assist throughout the LEMA development process and will ensure that the core topics have been covered to ensure compliance with the EM Act, and to keep your LEMA useful in all applications.

While models and examples vary between local governments, they all cover the required basic EM topics that should be considered. These are contained within the LEMA guideline, to ensure effective planning for emergency events. A list of these EM requirements and examples of additional content are outlined in Table 3.

Table 3. LEMA Content Examples

Section	Basic EM requirement	Examples of content
1.	Introduction	<ul style="list-style-type: none"> · Aim, Purpose, Scope · Roles and Responsibilities · LEMC Membership · Agreements and Understandings. · Exercising, reviewing and annual reporting · Emergency management policies · Existing local plans and arrangements · Community consultation
2.	Coordination of Emergencies	<ul style="list-style-type: none"> · AllIMs overview, IMT, ISG considerations · Financial arrangements
3.	Risk	<ul style="list-style-type: none"> · Risk management · Special considerations · Critical infrastructure · Emergencies likely to occur · Risk Register – (treatment strategies if developed)
4.	Evacuation	<ul style="list-style-type: none"> · Identification of evacuation centres · Key roads/maps, specific evacuation plans for key areas. · Evacuation to other Local Government areas · Special Needs or Vulnerable Groups
5.	Emergency relief and support	<ul style="list-style-type: none"> · Refer to the Department of Communities Local EM Plan for the provision of Emergency Relief and Support Services · Local Emergency Relief and Support Coordinator and liaison officer roles · Opening and coordination of evacuation centres · Refer to the Department of Primary Industries and Regional Development resources for Animal Welfare Plan.

Section	Basic EM requirement	Examples of content
6.	Recovery plan	<ul style="list-style-type: none"> • Roles and Responsibilities of the: • Local Recovery Coordinator • Local Recovery Coordination Group • Controlling Agency/Hazard Management Agency • State Recovery Coordinator • Commencement of recovery • Resources • National Principles of Recovery • Example actions and strategies • Example Local Recovery Coordination Group and subcommittee structure and terms of reference • Local Recovery Coordination Group meeting agenda template • Financial strategies • Identification of recovery resources, MOUs, or agreements for mutual aid. • Identification of Recovery Centres • Operational Recovery Plan – template
7.	Communications Plan	<ul style="list-style-type: none"> • Local public warning systems • Communication Principles (inclusive communications such as vulnerable groups) • Communications in the preparedness, response, and recovery stages. • Referral to a communications plans or provision of a communication plan template.
8.	Contacts and Resources Register	<ul style="list-style-type: none"> • LEMC members contacts • Emergency Services and Support Organisations • Utilities and services • Special Arrangements/ MOUs • At-risk groups

3.3 Consultation process for LEMA

LEMC members play an important role within the development or review process. Ensuring LEMC members and other identified key stakeholders have input into the process greatly enhances the quality and usefulness of the LEMA.

Local governments and LEMCs preparing LEMAs may be expected to convene forums or provide papers, displays or other materials to ensure effective consultation. Consultation should commence early, allowing sufficient time and flexibility for the emergence of new ideas and proposals.

During the process, it is recommended the DEMA responsible for the district is consulted to provide advice. DEMAs can provide examples of contemporary best practice LEMAs and assist through each stage of the development or review.

Upon completion of the draft LEMA, the document should be distributed for comment to:

- The DEMA responsible for the district (who will validate the document for compliance against the legislative requirements)
- The LEMC members
- The local government's DEMC who may make recommendations to the LEMC if it identifies matters that would enhance the operational effectiveness of the LEMA.

Where appropriate, the LEMA may be provided to members of the public for comments. All confidential and contact details should be removed before doing so.

3.4 Approval and noting process

Prior to approval by council, local government should:

- review the plan to ensure that relevant parties have been consulted in the development of the LEMA
- ensure that endorsement has been gained from their LEMC, with the date of endorsement reflected in the minutes and the arrangements

On completion of the consultation process the local government should table the LEMA at a local government council meeting for approval, as soon as reasonably practicable.

Once approved by Council the LEMA are to be distributed

- to the DEMC for noting
- from the DEMC to the SEMC for noting and inclusion at the next SEMC meeting
- to other agencies, industries and persons as considered appropriate by the local government including neighbouring local governments, local libraries, and related committees.

3.5 Review

LEMA must be reviewed at least every five years or following an exercise or incident review as per section 1.5.10 of the State EM Policy. This will ensure contents remain up to date and accurate.



Part Four:

**Local Level
Exercising**

The review and validation of local EM arrangements is a key function of a LEMC, as set out in section 39 of the EM Act. Exercises are a way to review the LEMA and are an essential component of preparedness.

4.1 Aim

Exercises should be used to enhance capability and contribute to continuous improvement. A well-designed exercise provides a safe environment to test capabilities, familiarise personnel with roles and responsibilities and foster meaningful interaction and communication across organisations.

4.2 Objectives

Key objectives of a LEMC exercise are to:

- test the effectiveness of local emergency management arrangements
- train personnel and clarify roles and responsibilities
- raise awareness of likely emergencies
- allow participating agencies an opportunity to test their specific processes
- build stronger interagency networks
- test understanding of the multi-agency support processes to response and recovery and encourage cross agency understanding of capabilities and limitations
- to identify any capability gaps or areas for improvement and implement solutions.

LEMC exercising concentrates on local issues that may occur, including during a significant emergency event and may include exercising capabilities around topics such as multi-agency coordination, evacuation, emergency relief and support, communications, business continuity and recovery.

LEMC exercising is not designed to test the proficiency of local emergency responders to respond to everyday incidents. Training and exercising local emergency services is the responsibility of the EM agency that those services belong to. Sometimes, however, local response scenarios can be included effectively into the overarching LEMC exercise.

4.3 Capability based exercising

The Western Australia Managing Exercises Guideline (exercise guideline) outlines the need to ensure all exercising is risk and capability based. It is recognised that capabilities that enable agencies to effectively prepare, respond and recover from emergencies are often common across all the 28 prescribed emergency hazards.

Under the exercise guideline, local governments and their LEMCs may use the SEMC EM Capability framework as a baseline to determine their exercise needs and requirements to close self-assessed capability gaps and report on their activity.

Each Local Government is asked to utilise capability analysis tools and data to identify which capabilities they need to practice, or those that pose the greatest risk to their capacity. In the first instance, it is recommended that local governments use existing sources of data to contribute to this process. These could include:

- previous Annual and Preparedness Report Capability Survey responses

- lessons identified from previous exercises
- knowledge from past incidents and after-action reports
- any issues raised at the LEMC, DEMC or subcommittee meetings, DEMA input and discussion.

4.4 Types of exercises

Exercising can take place in many forms and be either small or large, simple, or complex. The most commonly used exercise types in EM are listed below:

Discussion exercises: are designed to stimulate discussion of issues or to assess plans, arrangements, policies, and procedures. Discussion exercises include seminars, agency presentations and hypotheticals. They should explore the broader issues identified through a capability gap analysis and result in an agreement of resolution between the participants.

Functional exercises: are a repetitive, methodical activity undertaken to reinforce specific skills, procedures, or arrangements. These exercises are designed to familiarise, educate, and inform individuals and groups of their roles and responsibilities, explore capabilities, understand multiple functions and interagency relationships and interdependencies. Functional exercises take place in an operational environment and require participants to perform the functions of their roles. Functional exercises should familiarise and guide participants through their emergency management roles or functions.

Field Exercises: a generally a large scale, complex activity conducted in “real time” under simulated conditions involving the deployment of personnel and other resources. Field exercises are designed to achieve maximum realism and test organisational performance and interagency cooperation.

Local governments, in conjunction with LEMCs can choose any style of exercise that suits their aims and objectives. The discussion exercise remains the most popular choice as it suits the exploration of the broader issues of a major emergency which would be difficult to reproduce with any realism in a functional or field exercise.

4.5 Frequency

The State EM Policy section 4.8.8.3 states that local governments must exercise at least annually in consultation with their LEMC.

4.6 Post exercise reporting requirements

The State EM Policy 4.11.3 states that local governments must submit post-exercise reports to their DEMC, as soon as practicable after the exercise.

4.7 Exercise tools

Several tools exist to assist with local level emergency management exercises.

- Western Australian Managing Exercises Guideline

Please contact the DEMA responsible for the district for additional exercise planning tools and templates.



Appendices

Appendix A: Sample LEMC Terms of Reference template

Adopted:	Insert Date
Last Reviewed:	Insert Date
Review Date:	Every 5 years or as required
Associated Legislation: Emergency Management Act 2005	
Associated Documents: State Emergency Management Policy and Procedure	

1.0 Name

<< Insert Name >> Local Emergency Management Committee (LEMC)

2.0 Aim

The aim of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

3.0 Objectives

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

4.0 Duties and Responsibilities

Advise and assist the << name of LG/s>> in ensuring that local emergency management arrangements are established for its district.

- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

5.0 Membership

Membership notes:

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

6.0 Meeting Management

6.1 Chairperson

- The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

6.2 Deputy Chair

- The Local Emergency Coordinator should be appointed as Deputy Chair.

6.3 Executive Officer

- The LEMC Executive Officer is the << position within the local government>>

6.4 Quorum

- A quorum for the committee will be at least 50% of its voting membership.

6.5 Minutes/Agendas

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.
- A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- Copies of the meeting minutes will be made available to Council by way of information at least one month

after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

6.6 Schedule

- Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer. (List of dates, for example, 3rd Thursday of each quarter March, June, September, December).
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

6.7 Authority

- The LEMC does not have the authority or power to commit the Council or <<Local Government>> or any association, organisation, group or individual to expenditure without the City's/Shires endorsement.
- The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

7.0 Schedule 1 – Membership

7.1 Community/Agency LEMC Members (Voting):

Member 1

Member 2

Member 3

7.2. Local Government LEMC Member (Voting):

Member 1

Member 2

Member 3

7.3. Invited Guests (Non-voting):

Guest 1

Guest 2

Guest 3

Appendix B: Sample LEMC Meeting Agenda templates

Word document templates can be found on the on the [emergency management tools webpage](#) of the SEMC website. This appendix provides an outline of the suggested items to include within an agenda.

Sample agenda template 1

Meeting Date:

Location:

Time:

Videoconference link:

Emergency Management Act 2005 (Section 39) Functions of local emergency management committees:

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- (b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.

1.0 Opening and Welcome

Acknowledgment of Country.

2.0 Attendance and Apologies

3.0 Disclosure of Interests

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.

4.0 Guest Presentations

4.1 Presentation 1

4.2 Presentation 2

5.0 Confirmation of Meeting Minutes

Moved by XXXX; Seconded by XXXX

The committee approved the minutes of the XXXXX LEMC meeting held on XXXX.

6.0 Review of Action list and business arising

Item	Owner	Status

7.0 Correspondence

- 7.1 Correspondence In
- 7.2 Correspondence Out
- 7.3 Information tabled

8.0 Review of LEMC membership and contact list updates

9.0 Local Emergency Management (standing items)

- 9.1 Post Incident Reports – discussion and note any outcomes to be actioned.
- 9.2 Post Exercise Reports – discussion and note any outcomes to be actioned.
- 9.3 Exercise – discuss objectives, scenario, and dates.
- 9.4 Review Local Emergency Management Arrangements – updates as required.
- 9.5 Risk management update – monitor and review, emerging risks, mitigation.
- 9.6 Review LEMC business plan – monitor progress
- 9.7 Review funding opportunities

10.0 Agenda Items

Item one

Item two

11.0 Agency/Member Reports

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.*

12.0 General Business

13.0 Next Meeting

13.1 *LEMC calendar*

Date	Activity	Venue	Comment

14.0 Meeting Closure

Sample agenda template 2

[INSERT NAME] Local Emergency Management Committee Meeting Date [INSERT DATE]

1.0 Administration

- 1.1 Open Meeting
- 1.2 Acknowledgement of Country
- 1.3 Attendance and apologies
- 1.4 Confirmation of previous minutes
- 1.5 Correspondence in and out
- 1.6 Action items from previous meeting
- 1.7 Emergency contacts update
- 1.8 Guest presentation/s

2.0 Standard Reporting

- 2.1 Post incident reports
- 2.2 Post exercise reports
- 2.3 Exercise schedule
- 2.4 Local Emergency Management Arrangements update
- 2.5 Emergency Risk Management update
- 2.6 Agency/member reports
- 2.7 Agenda items
- 2.8 General business

3.0 Quarterly Reporting

Quarter	Reporting activities
1 st quarter (July-Aug-Sept)	<ul style="list-style-type: none"> · LEMC Business Plan tabled · Annual Meeting Schedule · Exercise Date for financial year
2 nd quarter (Oct-Nov-Dec)	<ul style="list-style-type: none"> · Seasonal Review · State Preparedness Report Review
3 rd quarter (Jan-Feb-Mar)	<ul style="list-style-type: none"> · LEMC Business Plan developed
4 th quarter (April-May-June)	<ul style="list-style-type: none"> · Complete Annual Preparedness Survey and Annual Report · Exercise Schedule developed

4.0 Next Meeting and Close

