



AGENDA

**Local Emergency Management
Committee Meeting**

**11 September 2024
at 9:00 am**



Notice of Meeting

Notice is hereby given that the Local Emergency Management Committee Meeting will be held at the Murray Shire Council, 1915 Pinjarra Road, Pinjarra on Wednesday, 11 September 2024 commencing at 09.00am.

A handwritten signature in black ink, appearing to read "D. Unsworth", is positioned above the name of the Chief Executive Officer.

Dean Unsworth
Chief Executive Officer

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- 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2 ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**
- 3 CONFIRMATION OF MINUTES OF MEETING**
- 3.1 Local Emergency Management Committee Meeting – 1 May 2024**

Recommendation

That the Minutes of the Local Emergency Management Committee Meeting held on Wednesday 1 May 2024 be confirmed as a true and correct record.

- 4 BUSINESS ARISING FROM THE PREVIOUS MEETING**

Nil.

5 BUSINESS ARISING

5.1 Review of Action list and Business arising

File Ref: D24/30509

Author and Title: Bella Harrison, Ranger Administration

Appendices: Item 5.1 Appendix 1 - LEMC Meeting Action Register - 11 September 2024

In Brief

Please find attached Action List at **Appendix 1**.

5.2 Correspondence

File Ref: D24/30512
Author and Title: Bella Harrison, Ranger Administration
Appendices: Nil.

In Brief

- 5.2.1 Correspondence In
- 5.2.2 Correspondence Out
- 5.2.3 Information tabled

5.3 Review of LEMC Membership Contact List Updates

File Ref: D24/30516

Author and Title: Bella Harrison, Ranger Administration

Appendices: Item 5.2 Appendix 1 - LEMC Membership Contact List

In Brief

Please find attached for information the LEMC Membership Contact List at **Appendix 1**

5.4 Local Emergency Management (Standing Items)

File Ref: D24/30519
Author and Title: Bella Harrison, Ranger Administration
Appendices: Nil.

In Brief

- 5.4.1 Post Incident Reports – discussion and note any outcomes to be actioned.
- 5.4.2 Post Exercise Reports – discussion and note any outcomes to be actioned.
- 5.4.3 Exercise - discuss objectives, scenario, and dates.
- 5.4.4 Review Local Emergency Management Arrangements – updates as required.
- 5.4.5 Risk management update – monitor and review, emerging risks, mitigation.
- 5.4.6 Review LEMC business plan – monitor progress.
- 5.4.7 Review funding opportunities.

5.5 Terms of Reference

File Ref:	D24/30521
Previous Items:	Nil.
Applicant:	Nil.
Author and Title:	John Kowal, Manager Ranger and Community Safety
Declaration of Interest:	Nil.
Voting Requirements:	Simple Majority
Appendices:	Item 5.5 Appendix 1 - Shire of Murray LEMC Terms of Reference (ToR) August 2024

Recommendation

That the Local Emergency Management Committee:

Recommends the adoption of the Shire of Murray LEMC Terms of Reference as circulated at Appendix 1.

In Brief

New Terms of Reference (ToR) are required to be established for the new Shire of Murray LEMC.

Background

In 2020, the Shire's of Murray and Waroona established the joint LEMC. The Shire of Murray under contract to the Shire of Waroona provided administration and management services for Emergency Management, which also included the joint LEMC.

In September 2023, it was determined by the Shire of Murray and the Shire of Waroona that the contract would cease as of the 30 June 2024 for the provision of the administration and management for Emergency Management that also included the LEMC and therefore due to this, the joint LEMC would also cease as of the 30 June 2024.

Report Detail

Due to the separation of the Shire of Murray and the Shire of Waroona joint LEMC there is a requirement for new ToR to be established for the new Shire of Murray LEMC.

The draft Terms of Reference are based on the "Sample" ToR as provided in the Local Emergency Management Handbook as provided by the State Emergency Management Committee (SEMC).

Consultation

The draft Shire of Murray LEMC ToR have been provided to SEMC and the DEMC – South Metro and a copy circulated to LEMC members for their consideration.

6 REPORTS – EXTERNAL AGENCIES

6.1 Agency/ Member Reports

File Ref: D24/30524

Author and Title: Bella Harrison, Ranger Administration

Appendices: Item 6.1 Appendix 1 - Department of Communities LEMC Update Report
Item 6.1 Appendix 2 - Department Fire and Emergency Services LEMC Update Report

In Brief

Report from Department of Communities is available for information at **Appendix 1**.

Report from Department of Fire and Emergency Services is available for information at **Appendix 2**.

- 7 MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING**
- 8 NEXT MEETING**
- 9 CLOSURE OF MEETING**