



UNCONFIRMED MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

14 JUNE 2024

I certify that the minutes of the meeting of the Local Emergency Management Committee held on Friday, 14 June 2024 were confirmed on Friday, 13 September 2024.

Presiding Person



**UNCONFIRMED MINUTES
LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
14 JUNE 2024**

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

CONTENTS

1.0	OPENING PROCEDURES	4
1.1	ANNOUNCEMENT OF VISITORS.....	4
1.2	ATTENDANCE/APOLOGIES	4
2.0	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	5
3.0	DECLARATION OF INTEREST	5
3.1	DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS	5
3.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY.....	5
4.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
	LEMC1.06.24	5
5.0	PRESENTATIONS	5
6.0	REPORTS OF EMPLOYEES	6
6.1	SHIRE OF MUNDARING LEMC EXERCISE PROGRAM UPDATE	6
	LEMC2.06.24	6
6.2	COMMUNITY EMERGENCY SERVICES MANAGER REPORT.....	7
	LEMC3.06.24	7
6.3	BUSHFIRE RISK MANAGEMENT REPORT	9
	LEMC4.06.24	9
6.4	GRANT FUNDING OPPORTUNITIES.....	13
	LEMC5.06.24	14
7.0	URGENT BUSINESS (LATE REPORTS)	23
7.1	GENERAL DISCUSSION.....	23
7.2	DEPARTMENT OF COMMUNITIES REPORT – UPDATE	24
7.3	DEPARTMENT OF FIRE & EMERGENCY SERVICES DA REPORT	27
8.0	CLOSING PROCEDURES	31
8.1	DATE, TIME AND PLACE OF THE NEXT MEETING	31
8.2	CLOSURE OF THE MEETING	31

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
COMMITTEE ROOM, 7000 GREAT EASTERN HIGHWAY, MUNDARING – 10.00AM**

1.0 OPENING PROCEDURES

The Presiding Member declared the meeting open at 10:00am.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.1 Announcement of Visitors

Nil

1.2 Attendance/Apologies

Members	Cr Neridah Zlatnik Cr Trish Cook Tania MacKenzie Adrian Dyson Jamie O'Neill Ryan Hamblion Naomi Jori Callum Macneill Rod Potter	Chairperson / East Ward South Ward Mundaring OIC WA Police Force Manager Community Safety & Emergency Management Department of Fire and Emergency Services Department of Communities Department of Communities Wooroloo Prison SES Mundaring
Staff	Craig Cuthbert Shekofeh Elhani Ms Karen Dore Charlotte Jones	Coordinator Community Safety & Emergency Management Coordinator of Health Shire of Mundaring Emergency Management Secretary
Apologies	Simon Robbins Jordan Cantelo Josh Mulcahy	Rise Network Department of Biodiversity Conservation and Diversity Serco – Acacia Prison
Absent	Murray McBride Cate Willey Mark Marriott Leanne Aldermann	Department of Fire and Emergency Services Department of Fire and Emergency Services Midland OIC WA Police Force Principals Network
Guests	Mike Stewart Sam Roberts	Department of Fire and Emergency Services Wooroloo Prison

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

3.2 Declaration of Interest Affecting Impartiality

A Council Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

Nil

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION RECOMMENDATION	LEMC1.06.24
Moved by Tania MacKenzie	Seconded by Jamie O'Neill
That the Minutes of the Local Emergency Management Committee Meeting held 15 March 2024 be confirmed.	
CARRIED UNANIMOUSLY	

5.0 PRESENTATIONS

Nil

6.0 REPORTS OF EMPLOYEES

6.1 Shire of Mundaring LEMC Exercise Program Update

File Code	EM.PLN 3
Attachments	Nil

PURPOSE

To update the Committee on the forming of an Exercise Planning Team in accordance with discussion of this matter during the LEMC meeting held 10 March 2024. The Exercise Planning Team is scheduled to meet on Friday 14 June 2024, immediately prior to the LEMC meeting to commence planning of the 2024/25 LEMC Exercise.

The Exercise Planning Team will brief the committee proper as to progress on the Exercise Plan.

OUTCOME SOUGHT

That the Committee discuss and provides feedback on planning for the proposed Shire of Mundaring 2024 – 2025 Local Emergency Management Committee Exercise.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That the Committee provides feedback on planning to date for the proposed Shire of Mundaring 2024 – 2025 Local Emergency Management Committee Exercise to be based on a bushfire affecting Lake Leschenaultia Park.

COMMITTEE DECISION MOTION

LEMC2.06.24

Moved by Tania MacKenzie

Seconded by Cr Trish Cook

That the Committee notes the update on the proposed Shire of Mundaring 2024 – 2025 Local Emergency Management Committee Exercise to be based on a bushfire affecting Lake Leschenaultia Park planned for mid September.

CARRIED UNANIMOUSLY

6.2 Community Emergency Services Manager Report

File Code EM.PLN 3

Attachments 1. CESH Report LEMC 14.06.2024 [↓](#)

PURPOSE

To consider a report and information provided by the Community Emergency Services Manager (CESM)

OUTCOMES SOUGHT

The Committee notes the CESM report updates.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION	LEMC3.06.24
OFFICER RECOMMENDATION	
Moved by Jamie O'Neill	Seconded by Craig Cuthbert
That the Committee notes the Community Emergency Services Manager report update.	
CARRIED UNANIMOUSLY	

Shire of Mundaring LEMC June 14, 2024

Prevention;

- Currently in the open burning period, DFES Commissioner extended the PBT to May 5, DFES has declared 2 TFB's since last LEMC, Shire has declared 0 HVMB since last LEMC.

Shire officers are currently **inspecting** properties throughout the Shire for compliance to the fire break and fuel load notice.

Preparedness;

- The Seasonal Bushfire Outlook for Winter 2024 shows no increased risk of fire for any location in Australia for the outlook period.
- There is an increased likelihood of unusually high maximum temperatures for this time of year, with both maximum and minimum temperatures during June to August very likely to be above median across all states and territories.
- There is no strong signal towards wetter or drier than average rainfall for the more populated southern regions of the country, including southwest WA.
- Brigades have conducted 14 community engagement events since last LEMC.

Response;

All Incidents within the Shire of Mundaring since last LEMC

Incident Type	2023/2024
Called Off - No Attendance	0
False Alarm - System Initiated	2
False Call - Good Intent	61
False Call - Malicious	1
Fire - Bushfire (lge)	1
Fire - Bushfire (sml)	18
Fire - Other/Rubbish/Vehicle	9
Fire - Structure	4
Hazardous Situation	2
Natural Hazard	3
Not Reported	1
Rescue & Medical	2
Road Crash & Rescue	7
Total	112

2023/2024	
Total Number of Bushfires:	88
Suspicious/Deliberate	22
Unreported	17
Power lines	9
Reignition of previous fire	8
Burn off fires	7
Weather Conditions - Lightning	7
Undetermined	3
Cigarette	3
Campfires/bonfires/outdoor cooking	2
Electrical distribution (excl. power lines)	2
Equipment - Mechanical or electrical fault	2
Weather Conditions (High winds, natural combustion etc. Excludes Lightning)	1
Vehicles (incl. Farming Equipment/Activities)	1
Sleeping/Alcohol/Drugs/Physical-Mental impairment	1
Other open flames or fire	1
Yard maintenance, hand held equipment	1
Animal	1

6.3 Bushfire Risk Management Report

File Code GV.MTG 6.5

Attachments 1. BRMO Report Updated 7 May [↓](#)

PURPOSE

To brief the Committee on Shire of Mundaring progress against its Bushfire Risk Management Plan as per the Bushfire Risk Management Officer (BRMO) Quarterly Update 28 March 2024 (with amendments as at 7 May 2024).

COMMENT

The Committee is briefed on the BRMO Quarterly Update 28 March 2024 (with amendments as at 7 May 2024).

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION	LEMC4.06.24
OFFICER RECOMMENDATION	
Moved by Adrian Dyson	Seconded by Jamie O'Neill
That the Committee notes and provides feedback on the BRMO Quarterly Update 28 March 2024 (with amendments as at 7 May 2024).	
CARRIED UNANIMOUSLY	

6.4 Grant Funding Opportunities

File Code	GS.STA 5
Attachments	1. NDRR media release ↓ 2. Aware grant 2024 media release ↓

PURPOSE

To brief, and receive feedback from the Committee on proposed grant applications under the following grant programs

1. AWARE – All West Australians Reducing Emergency, administered by Department of Fire and Emergency Services (DFES)
2. NDRR – Natural Disaster Risk Reduction, administered by DFES on behalf of the Australian Government
3. DRF – Disaster Ready Fund, administered by DFES on behalf of the Australian Government

The following table details progress as to grant applications under the above programs

Program	Proposal	Status
AWARE 2023/24	Bushfire Attack Level (BAL) training - 6 Shire staff, \$21600	Granted/Approved, 3 x staff have received the training, 3 to receive training July 2024
NDRR 2023/24	Preparedness video production, \$10,000	Granted/Approved, video production underway
NDRR 2024/25	Static firefighting water supply tanks x3, \$80,000	Granted/Approved See attached media release
DRF 2023/24 round 2	Backup power supply generator – Mundaring Arena, \$100,000	Application process commenced
DRF 2023/24 round 2	Static firefighting water supply tanks x3, \$80,000	As the above NDRR 2024/25 grant has been approved this application is withdrawn
AWARE 204/25	Potential projects to be assessed	Grant round recently announced, see Attached media release

OUTCOMES SOUGHT

The Committee is briefed on the progress of grant applications, and provides feedback on items to be considered for future grant applications.

VOTING REQUIREMENT

Simple Majority

**COMMITTEE DECISION
OFFICER RECOMMENDATION**

LEMC5.06.24

Moved by Adrian Dyson

Seconded by Ryan Hamblion

That the Committee:

1. Notes the AWARE, NDRR and DRF grant application progress, and
2. Provides suggestions as to items to be considered for future Shire of Mundaring emergency management related grant applications
3. Notes the update provided DRFWA grant application which is ongoing.

CARRIED UNANIMOUSLY

7.0 URGENT BUSINESS (LATE REPORTS)

7.1 General Discussion

- Callum informed the committee that the State Hazard Plan for Hostile Acts Emergencies has been recently updated covering Prison based incidents.
- Craig advised due to burning restrictions the Shire Fire Protection Officers will be burning when possible but covering woody weed removal and mitigation works when unable to burn.
- Adrian
 - o Will be attending State lead forum regarding recovery with Cr Neridah
 - o DFES firewise gardening guide has been released



Department of Communities

Emergency Relief and Support

LEMC background information – 4th quarter 2023-2024

State-wide audit evacuation centres

- Department of Communities (Communities) is conducting audits of the State's nominated evacuation centres.
- The audits are to identify hazard-specific risks relevant to the region and to identify opportunities for local governments to upgrade facilities to mitigate these risks.
- Communities would like to engage with local governments (LGs) and WALGA to discuss opportunities through the Disaster Ready Fund grants for 2025 to improve these facilities and mitigate risks in emergency events.
- Reach out to your Emergency Relief and Support Regional Coordinator or email erspartners@communities.wa.gov.au for more information.

Disaster Ready Fund

Several LGs in Western Australia (WA) submitted applications for the Disaster Ready Fund (DRF) in 2024 to support the improvement of their facilities used as evacuation centres.

Communities had the opportunity to review LGs applications for the Disaster Ready Fund (DRF) provided to the Department of Fire and Emergency Services (DFES) for 2024 and assessed that the projects would contribute to the State's ability to provide emergency accommodation for evacuating communities. All applications were considered suitable to progress for further consideration in the DRF process.

Local EM Information

- Evacuation Centre Training will be a priority for all the regions over the next 6 months. Can all LEMC members please identify staff that require training. Ideally it would be best suited to conduct this training in a gazetted evacuation centre.
- Exercising - please ensure that any exercises that occur that the department of Communities are invited. We would be happy to consider an inject to this exercise if it is appropriate.

Communities 2023/24 High Threat Season Activations

The Communities Emergency Relief and Support (ERS) Directorate would like to acknowledge and thank all of our local and state partners for the assistance and support provided over the 2023-24 season.

Since October 2023, there has been a total of 40 events supported by Communities including:

- Activation under the AUSRECEPLAN– Israel and Gaza repatriation
- Pre-planning undertaken for 3 high threat weather events, that didn't result in activation.
- 457 people were supported during events through our client management system
- 1 active and declared recovery event (under Disaster Recovery Funding Arrangements) - Mariginiup Fire.
- just prior to Christmas 2023, there were 6 activations supported by Communities over just 2 days (20-22 December).

Our team looks forward to working with you all over the coming months as we prepare for the 2024-25 season.

Communities Recovery Activities

1. Kimberley Floods Recovery Program

- The Kimberley Floods Recovery program has moved into its second year, with a revised focus on community resilience and wellbeing with an aim of creating a way forward for the community post the floods.
- Communities maintains community recovery officers at the Fitzroy Crossing Flood Hub operated by the Shire of Derby West Kimberley, working in partnership with the Shire, DFES, DPIRD and other partner agencies to deliver the outcomes of the State Recovery and Resilience Plan.
- [Kimberley-Floods-State-Recovery-and-Resilience-plan-2023-2024.pdf \(website-files.com\)](#)
- Communities is managing the recovery needs of individuals, families and communities impacted by the flood. This is called the Social domain and is focused on safety, security, shelter, health, the psychosocial wellbeing of displaced individuals and community resilience.
- Communities also manages a component of the infrastructure and built environment Domain, with recovery activities focussed on clean-up, repair and reconstruction of buildings homes and roads.

2. Mariginiup Fires Recovery Program

- Communities is supporting the City of Wanneroo to deliver the psychosocial wellbeing and financial support elements of the recovery program.

Communities Recovery Activities

- Communities has engaged several psychologists to support impacted resident referrals and has delivered a financial assistance package aimed at supporting the replacement of essential household items damaged in the fires.
- Communities is currently supporting the City with site visits to damaged properties to commence the clean-up program to ensure residents have access to support services if required.
- [Maringiniup Bushfire Recovery Information.pdf](#)

3. Great Southern News

- Sharon Austin is no longer in the acting position of ERS Regional Officer a Regional Coordinator for the Great Southern will be announced shortly. The Great Southern emergency phone number is still 0403 906 639.
- **If there is an emergency, please phone the All Hazards on Call phone
0418 943 835**
- Friday 26/4/2024 activation and set up of an evacuation centre in Walpole.

7.3 Department of Fire & Emergency Services DA Report

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.

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 closed on **Friday 31 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.

Review - State Recovery Arrangements in the EM Framework – DFES

As a part of the State Recovery Framework Review, DFES is conducting two focus group sessions with local government representatives to test policy options and obtain preliminary feedback.

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.

Local Government Focus Group Sessions

For your information, the following LGs have registered an interest to take part:

- City of Albany
- City of Wanneroo
- City of Greater Geraldton
- Shire of Mundaring
- Shire of Ashburton
- Shire of Kwinana
- City of Swan
- Shire of Derby / West Kimberley

For further information, please contact Simone Clarke, DFES State Recovery, at simone.clarke@dfes.wa.gov.au



State Support Plan – Animal Welfare in Emergencies

The Department of Primary Industries and Regional Development has recently undertaken a comprehensive review of State Support Plan – Animal Welfare in Emergencies.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions or comments you have in relation to this Plan.

The DFES State EM Policy Branch is conducting consultation via [Engage WA Emergency Management](#).

Please submit your feedback by COB 12 August 2024.

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.

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 8 May 2024, the SEMC approved the comprehensive review of the State Hazard Plan - HAZMAT which provides an overview of arrangements for HAZMAT emergencies in Western Australia.

The comprehensive review was completed by the Department of Fire and Emergency Services, distributed for broad consultation between 17 November 2023 and 12 January 2024 and endorsed by the Response Policy Subcommittee prior to submission to SEMC for approval.

The comprehensive review process identified support for:

- Removal of the term 'hazardous materials' from the title of the State Hazard Plan to reduce the confusion between the definition of a 'hazardous substance' within the *Emergency Management Act 2005* and the definition of 'hazardous materials' in the *Fire Brigades Act 1942*, and the *Fire and Emergency Services Act 1988*.
- Removal of a chemical, biological and radiation (CBR) emergency arrangements. The former plan described a CBR emergency as a 'hostile act or event, the intention of which is to kill, maim, sicken or prevent society from continuing with normal daily business'. Consequentially, CBR emergency arrangements were incorporated into State Hazard Plan – Hostile Act and State Hazard Plan – Terrorist Act (Sensitive).
- Inclusion of roles and responsibilities across prevention, preparedness, response and recovery included into Appendix C.
- Accessible redesign and statement of fact updates.

The new State Hazard Plan- HAZMAT and State Hazard Plan - Hostile Act can be viewed via the [SEMC website](#) as well as a [detailed summary of amendments](#).

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.

Disaster Recovery Funding Arrangements Western Australia (DRFAWA)

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government.

The Disaster Recovery Funding team, a part of State Recovery, has developed a suite of Factsheets to assist with understanding what is required to be eligible for Disaster Recovery Funding WA (DRFAWA).

For the Factsheets go to <https://www.dfes.wa.gov.au/recovery-funding>

Basic criteria are outlined below and if any LG's are interested in having the Disaster Recovery Funding team provide a presentation on how they can help with post incident recovery and the recovery funding mechanisms please let me know and I will put you in touch.

For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
2. A coordinated, multi-agency response was required.
3. Eligible expenditure relating to emergency assistance, damage to essential public assets and/or other eligible assistance provided in relation to the event exceeds \$240,000 across the affected local government areas.

For any queries, please email drfawa@dfes.wa.gov.au or call 1800 920 659.

DISTRICT NEWS

There are currently no District Emergency Management Committee meetings scheduled for 2024. Once the other DEMA Metropolitan role is filled planning and preparation for these meetings will get underway.

Recruitment for the vacant DEMA Metropolitan role is underway.

More information can be found by contacting the DEMC Executive Officer's:

Cate Willey M: 0427 162 486 E: cate.willey@dfes.wa.gov.au	Vacant M: Nil E: Nil
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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 Improvement Program

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.

Project Lead Simone Ruane has been appointed and has commenced project planning for the LEMA Improvement Program.

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 2024-25 round of the AWARE grants will open on Monday 20 May 2024 at 8 am and close to 12 pm noon, Monday 1 July 2024.

Funding:

- The 2024 round has a total allocation of \$200,000.
- Projects could apply for between \$2,500 – \$35,000 (no GST applied), including local level risk assessment projects.
- Applicants must contribute at least 25 percent of the total project cost in cash and/ or in-kind.

Eligible project types:

- Furthering the emergency risk management process
- Facilitating capability-based exercises
- Assistance in reviewing Local Emergency Management Arrangements (LEMA)
- Delivering emergency management training, events, or forums

How to apply:

- All applications must be submitted through the [online portal](#) available on the [SEMC Website](#). **Applications received through any other channels such as emails or post will not be accepted.**
- A sample application is attached and is also available on [SEMC Website](#) for reference only.

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

The next Local Emergency Management Committee will be held on 13 September at 10.00am in the Committee Room, 7000 Great Eastern Highway, Mundaring.

8.2 Closure of the Meeting

10:55am