



23 May 2018

## NOTICE OF MEETING

Dear Committee Member,

The next Local Emergency Management Committee meeting will be held at 10.00am on Friday, 1 June 2018 in the Function Room, Mundaring Arena, Mundaring Weir Rd, Mundaring.

The attached agenda is presented for your consideration.

Yours sincerely

A handwritten signature in blue ink, appearing to read "J. Throssell", is written over a light blue horizontal line.

**Jonathan Throssell**  
**CHIEF EXECUTIVE OFFICER**

### **Please Note**

If an Elected Member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior employee (noted in the report) prior to the meeting.



**AGENDA**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**  
**1 JUNE 2018**

**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.

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**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
FUNCTION ROOM, MUNDARING ARENA, MUNDARING – 10.00AM**

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**1.0 OPENING PROCEDURES**

**1.1 Announcement of Visitors**

**1.2 Attendance/Apologies**

**Staff**                      Jenine Banks    Minute Secretary

**Apologies**

**Guests**

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**3.0 DECLARATION OF INTEREST**

**3.1 Declaration of Financial Interest and Proximity Interests**

Elected 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*).

**3.2 Declaration of Interest Affecting Impartiality**

An Elected 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*).

**4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

That the minutes of the meeting of the Local Emergency Management Committee held Friday 9 March 2108 be confirmed.

**5.0 PRESENTATIONS**

**5.2 Seasonal Review**

Jamie O'Neill, Chief Bush Fire Control Officer will provide the meeting with a seasonal review.

## 6.0 REPORTS OF EMPLOYEES

### 6.1 2017/2018 Exercise

The Executive Officer will outline details in relation to the planning for the 2017/2018 Exercise.

### 6.2 Correspondence In/Out

#### In

- 23.02.18 Dept Mines, Industry Regulation & Safety - Consumer Info for Disaster Affected Areas
- 01.03.18 M Cross, OEM - Appointment of State Emergency Animal Welfare Coordinator
- 27.03.18 Hon F Logan MLA & Hon D Templeman MLA - LEMA Obligations
- 05.04.18 M Cross, OEM – April 5 2018 DEMC Meeting papers
- 07.05.18 M Cross, OEM – 2018 Emergency Prep Report & Capability Survey Collection Tool
- 08.05.18 M Cross, OEM – Thank a Volunteer Grants Program
- 14.05.18 J Lane, WALGA – Police Metro District Changes
- 15.05.18 S Dinnison, WAPF – Recovery Comms Project Update
- 17.05.18 M Cross, OEM – New District Advisor Office Location & DFES At Risk Communities Program

#### Out

- 12.04.18 AWARE/OEM Grant Application – RM Project
- 11.05.18 Amanda Nardi-Wallace  
DPIRD Comments Re: SEWAP

## **7.0 STANDARD MEETING ITEMS**

### **7.1 Contact Details**

### **7.2 Post Incident Reports**

### **7.3 Post Exercise Reports**

### **7.4 Funding Nominations and Applications Progress**

### **7.5 Emergency Risk Management/Treatment Strategies Progress**

### **7.6 Review Local Emergency Management Arrangements (LEMA)**

### **7.7 Review LEMC Business Plan Strategies & Record Key Achievements**

## **8.0 URGENT BUSINESS (LATE REPORTS)**

## **9.0 CLOSING PROCEDURES**

### **9.1 Date, Time and Place of the Next Meeting**

The next meeting will be held at 10am on 21 September 2018, in the Committee Room.

### **9.2 Closure of the Meeting**