



18 September 2017

NOTICE OF MEETING

Dear Committee Member

The next Local Emergency Management Committee meeting will be held on **Friday 29 September 2017** at 10.00am in the Civic Area, Shire of Mundaring, 7000 Great Eastern Hwy, Mundaring

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 any member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior officer (noted in the report) prior to the meeting.



AGENDA

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

18 SEPTEMBER 2017

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.

LEGEND

To assist the reader, the following explains the method of referencing used in this document:

Item	Example	Description
Page Numbers	LEMC1 NOVEMBER 15 (LEMC2, LEMC 3 etc)	Sequential page numbering of LEMC Agenda or Minutes for November 2015.
Item Numbers	8.1 (8.2, 8.3 etc)	Sequential numbering of reports under the heading "8.0 Reports of Officers"
Committee Recommendation Reference	LEMC 11.11.15	Committee Recommendation number 11 from LEMC meeting November 2015.
Committee Decision Reference	DLEMC 7.11.15	Committee Decision number 7 from LEMC meeting November 2015.

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**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
COMMITTEE ROOM – 10.00AM**

1.0 OPENING PROCEDURES

1.1 Announcement of Visitors

1.2 Record of Attendance and Apologies

Members

Staff

Jenine Banks

Minute Secretary

Apologies

Guests

**Members of
the Public**

**Members of
the Press**

**2.0 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT
DISCUSSION**

3.0 DECLARATION OF INTEREST

3.1 Disclosure of Financial Interest and Proximity Interests

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 Disclosure of Interest Affecting Impartiality

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice. (Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C).

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.0 PRESENTATIONS

6.0 REPORTS OF MEMBERS

6.1 CESM Report

The CESM will provide the meeting with a report and upcoming seasonal forecast.

6.2 Acting Executive Officer Report

The Acting Executive Officer will provide the meeting with a report.

7.0 STANDARD MEETING ITEMS

7.1 Contact Details

The Acting Executive Officer will provide any updates as to any new/amended contact details.

7.2 Post Incident Reports

Nil

7.3 Post Exercise Reports

The Acting Executive Officer will provide a report on the following Exercise:

14.09.17 Exercise Neerabup – DFES, Belmont

7.4 Funding Nominations and Applications Progress

Nil.

7.5 Emergency Risk Management/Treatment Strategies Progress

Nil.

7.6 Review Local Emergency Management Arrangements (LEMA)

Nil.

7.7 Review LEMC Business Plan Strategies & Record Key Achievements

8.0 PENDING ITEMS

8.1 Animal Welfare Sub Plan

8.2 Childcare Sector Engagement

9.0 URGENT BUSINESS (LATE REPORTS)

10.0 CORRESPONDENCE

IN

10.08.17 Bureau of Meteorology - Weather Briefing

05.09.17 Bushfire & Natural Hazards – note 38, Southern Australia Seasonal
Bushfire Outlook

OUT

08.09.17 OEM, Revocation of Westplan Dambreak

12.09.17 OEM, LEMC Exercise, Imperfect Storm Report

11.0 CLOSING PROCEDURES

11.1 Date, Time and Place of the Next Meeting

The next Local Emergency Management Committee meeting will be held on Friday 1 December 2017 at 10.00am in the Committee Room.

11.2 Closure of the Meeting