



# Local Emergency Management Committee Meeting

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Held on

**Tuesday 14 May 2024**

Commenced at 9:00am

Donnybrook SES  
80 Bentley St  
Donnybrook WA

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**Dr Garry Hunt PSM**  
Chief Executive Officer (Temporary)

**17 May 2024**

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## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

### Chairperson – Acknowledgment of Country

The Chairperson acknowledged the continuing connection of Aboriginal people to country, culture, and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders past and present.

The Chairperson declared the meeting open at 9:03am.

## 2 ATTENDANCE

### 2.1 COMMITTEE MEMBERS

<b>Organisation</b>	<b>Committee Member</b>
Shire of Donnybrook Balingup	Cr Vivienne MacCarthy (Chairperson)
Shire of Donnybrook Balingup	Jess Cooper (CESM)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO)
Shire of Donnybrook Balingup	Conor McGregor (Senior Ranger)
Fire and Rescue Service	Ben Anderson
State Emergency Service	Julie Carrick
St John Ambulance	Garry Davis (Proxy)
St John Ambulance	Gary Halliday
Bushfire Service	Mick Zwart
Dept Fire and Emergency Services	Patrick Dowling
Balingup Progress Association	Wendy Trow
Department of Biodiversity, Conservation and Attractions (Wellington)	Darren Harvey

## 2.2 APOLOGIES

<b>Organisation</b>	<b>Committee Member</b>
WA Police	Phil Nation (Deputy Chairperson)
Shire of Donnybrook Balingup	Garry Hunt (T/CEO)
Shire of Donnybrook Balingup	Tim Clynch (A/DFC)
Shire of Donnybrook Balingup	Damien Morgan (A/DO)
Shire of Donnybrook Balingup	Claire Palmer (EO)
Shire of Donnybrook Balingup	Jarrad Ramsden (PEHO)
Bushfire Service	Max Walker (CBFCO)
Department of Biodiversity, Conservation and Attractions (Blackwood)	Ed Hatherley Steve Ward
WA Country Health Service	Barry Moroney
Donnybrook Hospital	Sally Shaw
Red Cross	Karen Edmeades
Western Power	Gary Smith
Water Corporation	Mel Robertson
Water Corporation	Steve Collins
DEMC	Erin Hutchins
Department of Communities	Renee Flaxman
Donnybrook SES	Sue Tooke
Dept Fire and Emergency Services	Phil Bresser
Tuia Lodge	Jane Goff
Main Roads WA	Bruce Hancock
Dept Primary Industries & Regional Development	Tim Stevens
Community Home Care	Jess Rudolf
Community Home Care	Susy Glenister

## 3 DECLARATIONS FROM THE PRESIDING MEMBER

The Chairperson delivered the Committee's functions as per S.39 of the EM Act:

- 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 SEMC or prescribed by the regulations.*

## 4 DECLARATIONS OF INTEREST

Nil.

## 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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Minutes from the previous meeting of the Local Emergency Management Committee held on 21 November 2023 are attached at *Attachment 5.1*.

**That the Minutes of the Local Emergency Management Committee Meeting held on 21 November 2023 be confirmed as a true and accurate record.**

**MOVED:** Patrick Dowling

**SECONDED:** Garry Davis

## 6 CONTACT LIST REVIEW

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The current Shire of Donnybrook Balingup Local Emergency Management Committee Contact list is attached (***Attachment 6.1***). Committee members are to review the Attachment to ensure contact details are current.

The contact list was circulated to Committee members for updating as required. Absent Committee members to be contacted to ensure details are current.

## 7 BUSINESS ARISING FROM PREVIOUS MEETINGS

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ITEM	RESPONSIBLE OFFICER	STATUS
Facilitate Council adoption of the 2023 LEMA	CESM	Complete
Facilitate completion of signing the endorsed Local Recovery Plan 2021	CESM/Recovery Coordinator	Complete
Provide copy of endorsed LEMA to DEMC for noting	CESM	Complete
Review Shire of Donnybrook Balingup biannual LEMC meeting basis	CESM	Ongoing, refer item 9

## **8 COMMITTEE MEMBER REPORTS**

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Committee members are invited to provide an update on their organisation, regarding issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the Committee in relation to Local Emergency Management Arrangements.

- 1. Donnybrook Volunteer Fire & Rescue Service** (Attachment 8.1)
- 2. Donnybrook St John Ambulance** (Verbal)
- 3. Donnybrook State Emergency Service** (Verbal)
- 4. Department of Biodiversity, Conservation & Attractions** (Verbal)
- 5. Shire of Donnybrook Balingup**
  - a. Senior Ranger** (Attachment 8.5.a)
  - b. Community Emergency Services Manager** (Attachment 8.5.b)
- 6. Department of Fire and Emergency Services** (Attachment 8.6)
- 7. Balingup Progress Association** (Verbal)

## 9 REVISION OF LEMC MEETING SCHEDULE

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	CSV 23
<b>Author</b>	Jess Cooper, Community Emergency Services Manager
<b>Responsible Manager</b>	Ross Marshall, Director Operations
<b>Attachments</b>	9.1 – LEMC item 8 dated 16 August 2022
<b>Voting Requirements</b>	Simple Majority

### RECOMMENDED COMMITTEE RESOLUTION

**That Council:**

- 1. Amends the frequency of Local Emergency Management Committee meetings from biannually to quarterly.**
  
- 2. Updates the Shire of Donnybrook Balingup Local Emergency Management Arrangements to reflect the amended meeting frequency.**

### STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Objective	3.2	Develop community readiness to cope with natural disasters.
Priority Project	3.2.4	Provide support for emergency services volunteers.

### EXECUTIVE SUMMARY

It has been requested by the Local Emergency Management Committee (LEMC) that the Shire of Donnybrook Balingup review the frequency of its LEMC meetings.

### BACKGROUND

At the November 2023 Local Emergency Management Committee (LEMC) meeting, concerns were raised that the current biannual LEMC meeting schedule is too infrequent to maintain continuity and also falls outside of State Emergency Management Committee (SEMC) recommendations. It was requested that the Shire of Donnybrook Balingup review this position.

At the August 2022 LEMC meeting, the Shire of Donnybrook Balingup recommended to the LEMC that their meeting frequency be reduced from quarterly to biannually primarily due to

administrative resourcing constraints. This was accepted, and the following committee resolution was accepted by council:

*That the Local Emergency Management Committee recommends Council:*

1. *Amends the frequency of the current quarterly LEMC meetings to a bi-annual schedule with meetings to be held in May and November of each year;*
2. *Modifies the LEMC Terms of Reference to reflect the amended meeting frequency;*
3. *Authorises the Chief Executive Officer to call a LEMC meeting at any other time, if it is determined an additional meeting outside of the schedule outlined in Point 1 is warranted;*
4. *Supports the coordination of annual emergency response exercises to align with LEMC meeting dates, whenever possible;*

Since this resolution was adopted, a biannual meeting basis has been trialed, however it has been suggested by several LEMC members that this is not as beneficial as suggested in the officer's recommendations presented to the committee in August 2022.

## **FINANCIAL IMPLICATIONS**

Nil.

## **POLICY COMPLIANCE**

Nil.

## **STATUTORY COMPLIANCE**

Pursuant to Sections 38 – 40 of the *Emergency Management Act 2005*, (EM Act) Local Governments are required to establish and perform the functions of a LEMC. The EM Act does not specify the number of meetings required per annum, providing that certain requirements are fulfilled.

The State Emergency Management Committee recommends that *“LEMCs should meet quarterly or more frequently if required.”*

## **CONSULTATION**

Shire of Donnybrook Balingup Local Emergency Management Committee  
DFES District Emergency Management Advisor – South West

## OFFICER COMMENT

It is recommended that the Shire of Donnybrook Balingup LEMC endorse the Recommended Committee Resolution and return to a quarterly meeting schedule.

## LEMC RESOLUTION

That Council:

1. Requests that the CEO facilitate the amendment of the frequency of Local Emergency Management Committee meetings from biannually to quarterly.
2. Requests that the CEO facilitate the update of the Shire of Donnybrook Balingup Local Emergency Management Arrangements to reflect the amended quarterly meeting frequency.

**MOVED:** Mick Zwart

**SECONDED:** Garry Davis

## 10 GUEST PRESENTATIONS

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Nil.

## 11 CORRESPONDENCE

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### 11.1 CORRESPONDENCE IN

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From	To	Topic	Date
E Hutchins	CESM	2023 Emergency Preparedness Report	13/3/24
WALGA EM Team	CESM	Emergency Management Newsletter - February	29/2/24
E Hutchins	CESM	Local Government Update – Road Work Regulatory Changes	12/2/24
E Hutchins	CESM	Statement of Fact Amendment to Traffic Management During Emergencies Guideline	12/2/24
R Armstrong (WALGA)	CESM	Review of the management of the Wooroloo Fire	9/2/24
E Hutchins	CESM	EM – Sector Adaptation Plan Consultation	8/2/24
E Hutchins	CESM	Strengthening Rural Communities – Prepare & Recovery Grants Open	5/2/24
E Hutchins	CESM	Round 2 of Disaster Ready Fund Open	22/1/24
E Hutchins	CESM	National Disaster Risk Reduction Grant	15/1/24

## 11.2 CORRESPONDENCE OUT

From	To	Topic	Date
CESM	SoDB LEMC	Notification of LEMC Meeting	5/3/24

## 11.3 INFORMATION TABLED

- 2023 Emergency Preparedness Report
- 2022/23 LEMC Annual Report Survey Responses

## 12 REVIEW OF ACTION LIST and BUSINESS ARISING

In accordance with Appendix 5 of the Shire of Donnybrook Balingup Local Emergency Management Arrangements, the following are required meeting items:

### Standard Meeting Items:

#### Post Incident Reports

Nil to report.

#### Post Exercise Reports

Nil to report.

#### Funding Nominations and Applications Progress

In May 2023, The Shire of Donnybrook Balingup submitted a grant funding application for a contribution of \$31, 500 to the State Emergency Management Committee (SEMC) for x3 electronic fire danger rating signs to be placed at prominent locations throughout the Shire.

In February 2024, it was announced the Shire was successful in this application. It is anticipated that works will commence in May 2024.



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

Nil to report.

## **LEMA updates/review**

Nil updates received.

## **Key Achievements**

Nil to report.

## **Review Local Recovery Arrangements**

Review to commence prior to next LEMC meeting.

## **LEMC Annual report**

It is anticipated that the report will be due by 30 June 2024 and is typically completed by means of a survey. This survey has historically been completed by the LEMC Executive Officer as an administrative task. Last Year's survey responses are tabled for informative purposes. LEMC Members are invited to contribute to this report.

## **LEMC Exercise Schedule**

Committee to discuss/identify areas requiring exercising.

## **13 CLOSURE**

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The Chairperson advised that the date of the next Local Emergency Management Committee meeting will be held on Tuesday 20 August 2024, commencing at 9:00am at the Donnybrook SES.

The Chairperson declared the meeting closed at 10:34am.



## Local Emergency Management Committee (LEMC)

### Donnybrook Fire & Rescue Report

Meeting Date: 14<sup>th</sup> May 2024    Meeting Location: Donnybrook SES

Jobs since last meeting: (November 2023) - **43 Jobs**

Tree - Grass - Scrub Fire	10	23%
Mobile Property Crash – Vehicle Accident	6	14%
Road Crash Rescue – With Extrication (2 x Fatalities)	5	12%
Called off En-Route	4	9%
Structure Fire - Outside Equipment Fire	4	9%
Passenger Vehicle Fire	3	7%
Mulch - Green Waste Fire	2	5%
DBA	2	5%
Assit SJA - Patient Lift	2	5%
Oil - Fuel Spill	1	2%
Machinery Fire	1	2%
Smoke Scare - Good Intent	1	2%
Power Line Down	1	2%
Unauthorised Burning	1	2%

#### Activities:

- Received 2 x high fire season appliances from DFES in November. They have been used to back fill break downs around the shire, plus have been used for deployment in Bunbury, Waroona & Nannup.
- Test drive of the new road crash rescue tender chassis in Manjimup.
- Crew numbers are steady.
- Apple Festival – Road Crash Rescue Demonstration
- Training for 6 new VHF/UHF hand held radios

#### On the Horizon:

- Basic Life Support units (Oxy sock) Training 2<sup>nd</sup> June 2024. Replacing the oxy viva units.



Shire of  
Donnybrook Balingup

14 May 2024

## RANGER REPORT LOCAL EMERGENCY MANAGEMENT COMMITTEE

- MAY 2024

<p><b>Firebreak Compliance</b></p>	<ul style="list-style-type: none"> <li>• Less issues with contractor availability as COVID restrictions were not a factor as experienced during 2022/2023 period.             <ul style="list-style-type: none"> <li>- The Shire sought expressions of interest from the public regarding contractor availability and developed a list of current contractors.</li> <li>- Note: This list is internal only and not for publication, landowners enquiring of contractor's details are reminded to ensure works carried out complies with the Fire Break Order.</li> </ul> </li> <li>• Advertising was carried out as per previous years in the Preston Press, on social media, Rates notices and on the Shires website.             <ul style="list-style-type: none"> <li>- Additionally, signage has been erected at Lowden, Balingup and Donnybrook townsites. The signs came at a cost of \$2,748.90 excluding installation.</li> <li>- The signs are more visual than the banner style and they have a changeable display to indicate what period we are in "Restricted Period" or "Prohibited Period" the signs can also be folded so they have no display during the open season.</li> </ul> </li> <li>• Rangers inspected 2,108 properties during the compliance period of that.             <ul style="list-style-type: none"> <li>- 1,973 were compliant</li> <li>- 130 - Work orders Issued</li> <li>- 5 - Infringements Issued</li> </ul> </li> </ul>
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	<p>The Shire again engaged a contractor for Victoria Parade blocks as was done for the 2022/2023 period.</p> <p>The Shire also engaged a contractor for lot 176 South Western Highway which is noted to have been non-compliant with the Fire Break Order for a number of years.</p>
<b>Moving Forward – Fire Compliance</b>	<p>During inspections Rangers have noted inconsistencies with the standards of a fire break.</p> <p>The following recommendations have been provided to Council for consideration in the 2024/2025 Notice.</p> <ul style="list-style-type: none"> <li>• <u>Changing the title from “Fire Break Order” to “Fire Prevention Order”</u></li> <li>• <u>Include wording “First and Final Notice”.</u></li> <li>• <u>Include a definition of a fire break.</u></li> <li>• <u>Amendment of Section 1. Rural Land part (c) wording to be made clearer.</u></li> <li>• <u>Include a height limit of 100mm to grasses as identified in Section 3. Townsite Land</u></li> <li>• <u>Include reminder for variation requests.</u></li> </ul>
<b>Animal Welfare</b>	<p>Ranger McGregor attended Animal Welfare in Emergency Training provided by DPIRD during 2023 it is anticipated this training will assist in developing an Animal Welfare Plan for emergencies for the Shire of Donnybrook Balingup.</p>

Regards,

Conor McGregor  
Senior Ranger





## Community Emergency Services Manager LEMC Report – 14 May 2024

### Prevention

Updating FB Order – consulted BFAC, minor changes, to go to council at next meeting  
 Community education strategy being developed by shire following BFAC feedback  
 Shire mitigation works commenced Yesterday, x5 burns planned, x2 potential may go ahead in Autumn  
 Consultation commenced, door knocking, letter drops etc , Brooklands community, BFOF,  
 NDRR grant – fire awareness signs, to commence following adoption of Shire budget

### Preparedness

Commenced winter vehicle maintenance  
 Facility repairs – T.Brook & Kirup (flood damage)  
 Application for AIBFB Station submitted, result to be announced August 2024  
 Winter volunteer training commenced last week/ local training calendar released to coincide with regional training calendar  
 VR training – coordinated x2 sessions, well attended by community members  
 Privately owned bridges – need to be looked at in the future – weight loading issues identified at Rosedene Lane incident

### Response

Most significant Bushfire job – valentine Rd, cause accidental, potential for escalation due to terrain, otherwise steady/uneventful (relatively) bushfire season  
 Nil significant incidents, Local brigades supporting many neighbouring shires through the use of high season (loaner) appliances, Jalbarragup, Nanga Brook, Goldfields,  
 SODB Generator – deployment procedure in final draft form

### Recovery

SoDB Recovery Plan periodic review to commence over winter months

### Other

All 13 brigades have held AGMS, minimal changes in leadership overall (working through those changes)  
 BFAC – x1 minor change 2<sup>nd</sup> deputy chief elect (Bevan Dix) – Thank David Tooke as outgoing deputy chief  
 Prototype 1.4 on trial until 10 June – coordinating trails amongst brigades  
 Open Fire Season has commenced – additional calls expected in the following weeks

Next 6 weeks - on secondment to DFES SW – Andrew Rohrbach A/CESM – currently employed as Casual Mitigation Officer



## Shire of Donnybrook Balingup LEMC DFES Report – 14 May 2024

### Emergency Management

The DFES High Threat Period was extended to late April 2024 due to the extremely dry conditions in the southwest of the state, cyclone potential in the northwest and recent flooding events in the east. The extension of the High Threat Period allowed for the continued availability of the State Pre-formed Level 3 Incident Management Teams and the extension of aerial support assets.

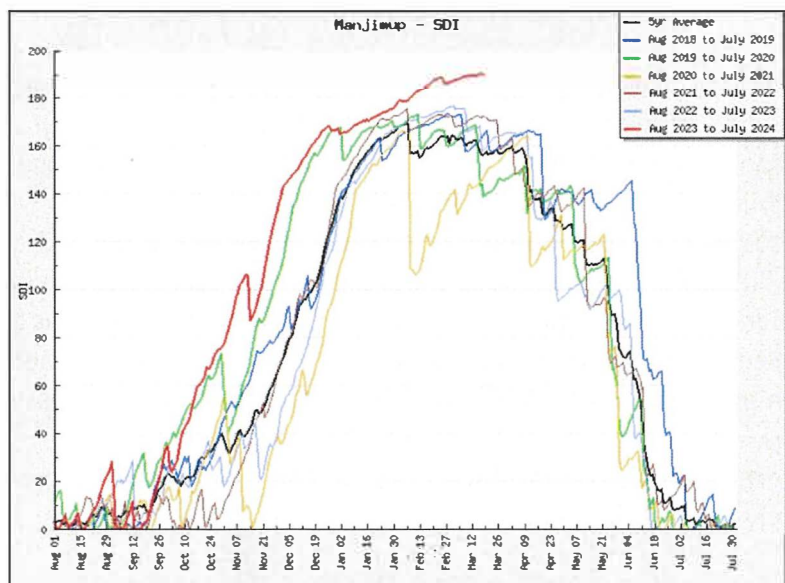
The BOM autumn climate outlook has been released with the following key information –

- April to June rainfall is likely to be below median for most of the north and west, and parts of the south and east of Australia.
- April to June maximum and minimum temperatures are likely to very likely to be above median for almost all of Australia.
- April to June maximum temperatures are at least 3 times more likely than normal to be unusually high for most of the west and far north of Australia, Tasmania, south-eastern and central areas of Queensland, and the north-east half of New South Wales.
- April to June minimum temperatures are at least 3 times more likely than normal to be unusually high for much of the east coast, and northern and far south-eastern Australia.
- The long-range forecast is influenced by several factors, including record-warm oceans globally and a weakening El Niño.

This has been one of the driest summer seasons on record for the last 10 years, with Soil Dryness Indices painting a challenging situation with the above autumn climate outlook. Most local governments have taken a proactive approach to the dry conditions by extending their Prohibited Burning Periods.

### SDI Graph for Manjimup

Manjimup SDI





## **Operations**

The DFES LSW Region has been kept busy with various responses to bushfires, structure fires and vehicle accidents and provided support to Kimberley, Southwest and Goldfield-Midlands regions with incidents including flood, cyclone and power outage.

DFES acknowledges the work done by local governments and their dedicated volunteers in the quick responses to local bushfire incidents in these difficult conditions and containing the fires before being able to significantly increase in size or impact on community assets.

On Friday 9<sup>th</sup> February, large areas of the Shire of Nannup lost Telecommunications following damage to critical optic fibre infrastructure. For a period exceeding 24 hours, there was a significant impact on the community's ability to communicate on what was also a day of Severe Fire Danger. This prevented the community from calling 000 services and access critical support such as telehealth appointments. It also prevented emergency services from mobilising its volunteers and hindering situational awareness.

DFES was able to work with key stakeholders and deploy mobile Star Link kits to strategic locations to allow communications to be re-established to critical services such as the Shire office, hospital, fire station etc. Fortunately, no known serious incident occurred during the outage given the high potential for bushfires or medical assistance being required.

This situation provides a timely reminder for all agencies to consider their business continuity plans and how they would maintain operational effectiveness during an extended period of communication outages.

## **Training and Exercises**

The 2024 DFES regional training calendar has been released and is available for volunteers on EAcademy to review and register for courses on their appropriate pathways.

On the 22<sup>nd</sup> May DFES LSW and SW regions will be conducting a Severe Storm exercise based in Busselton and a HAZMAT exercise involving a large vehicle incident on the Southwest Hwy near Greenbushes. The exercises aim to provide participating agencies with the ability to test existing operating procedures and the relevant State Hazard Plans.

To help support Local Governments in the recovery space, DFES are proposing to deliver a recovery workshop to provide local governments within the South West and Lower South West Regions an opportunity to explore and develop their understanding and capabilities of recovery actions following an emergency incident.

The workshop provides an opportunity to strengthen collaboration and coordination at a local, regional and state level throughout recovery. More details of the workshop will cover the Emergency Management Framework, inclusive communities, as well as State support and funding. This event also provides an opportunity to learn from, network and build relationships with the South West EM District cohort through group discussions and recovery planning activities.

Details on the workshop will be available in the coming months with the workshop likely to be held around July/August this year.



## **Community Engagement**

As part of the Disaster Ready Fund DFES LSW region has been successful in obtaining grant funding to secure virtual reality (VR) sets to assist with the delivery of bushfire safety and home preparedness simulations. The LSW regions currently has 12 VR sets on loan from Perth and are trialling an existing program from the University of South Australia and the Country Fire Authority so that a tailored program can be created for WA. Any agencies that wish to participate in the trial are welcome to contact the region's Community Preparedness Advisor Linda Ashton.

**Paddy Dowling**  
**Area Officer Warren Blackwood**  
**0400 535 182**

## 8.1 LEMC – PROPOSED AMENDMENT TO MEETING SCHEDULE

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	CSV 23
<b>Author</b>	Linden Edward, Community Emergency Services Manager
<b>Responsible Manager</b>	Steve Potter, Director Operations
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

### Officer Recommendation

That the Local Emergency Management Committee recommends Council:

1. Amends the frequency of the current quarterly LEMC meetings to a bi-annual schedule with meetings to be held in May and November of each year;
2. Modifies the LEMC Terms of Reference to reflect the amended meeting frequency;
3. Authorises the Chief Executive Officer to call a LEMC meeting at any other time, if it is determined an additional meeting outside of the schedule outlined in Point 1 is warranted;
4. Supports the coordination of annual emergency response exercises to align with LEMC meeting dates, whenever possible;

### STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

- Outcome 3: The natural environment is well managed for the benefit of current and future generations
- Objective 3.2: Develop community readiness to cope with natural disasters and emergencies.

## **EXECUTIVE SUMMARY**

It is considered the current quarterly structure for LEMC meetings conducted by the Shire of Donnybrook Balingup could feasibly be condensed into two meetings per year without loss of meeting quality or reducing the capacity of the Shire to maintain the high standard of emergency services it provides to the community.

## **BACKGROUND**

The current structure for LEMC meetings within the Shire of Donnybrook-Balingup is to conduct meetings four times a year.

It is recognised that all participating agencies (including the Shire) are resource constrained and that many participants are required to travel reasonable distances to attend LEMC meetings. Further it is acknowledged that many of the external participants on the Shire's LEMC are also required to attend numerous LEMC meetings for other local governments in the region and therefore this places a significant burden on them and their agencies.

The Shire understands that other local governments have adopted a similar LEMC meeting frequency regime to that proposed in this report including the City of Busselton.

## **FINANCIAL IMPLICATIONS**

Nil.

## **POLICY COMPLIANCE**

Nil.

## **STATUTORY COMPLIANCE**

Under sections 38 - 40 of the EM Act, local governments are required to establish and carry out the functions of a local emergency management committee. It is noted that the EM Act does not stipulate a required number of LEMC meetings be held per annum, subject to it achieving certain functions and submitting an annual report to the SEMC.

## **CONSULTATION**

The Shire of Donnybrook Balingup has held discussions with the District Emergency Manager Advisor – South West, regarding the proposal of holding two meetings per annum who has advised that whilst the SEMC procedure suggests the holding of quarterly meetings, it is ultimately up to the relevant local government to determine the number of LEMC meetings it holds.

## **OFFICER COMMENT / CONCLUSION**

It is considered that the standard of emergency services at the local level would not be unduly impacted by introducing the proposed reduced frequency of meetings. Further, it is likely to result in more 'full' agendas, thereby making efficient use of all participants' time and resources. In the event of an incident (or is otherwise required), there is always the opportunity for an additional LEMC meeting to be called by the Shire.

In light of the above and in the interests of utilising combined resources efficiently and effectively, it is recommended that the LEMC supports the Officer recommendation.

### **LEMC COMMITTEE RESOLUTION:**

**Moved:** M. Zwart

**Seconded:** T. Stevens

**That the Local Emergency Management Committee recommends Council:**

- 5. Amends the frequency of the current quarterly LEMC meetings to a bi-annual schedule with meetings to be held in May and November of each year;**
- 6. Modifies the LEMC Terms of Reference to reflect the amended meeting frequency;**
- 7. Authorises the Chief Executive Officer to call a LEMC meeting at any other time, if it is determined an additional meeting outside of the schedule outlined in Point 1 is warranted;**
- 8. Supports the coordination of annual emergency response exercises to align with LEMC meeting dates, whenever possible;**

**CARRIED 14/0**

## **9. CLOSURE OF MEETING**

The Chairperson advised that the date of the next Local Emergency Management Committee meeting will be advised. (November 2022)

The Chairperson declared the meeting closed at 10:10 am.