



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Local Emergency Management Committee

20 July 2023



NOTICE PAPER

Local Emergency Management Committee

20 July 2023

Committee Members

I inform you that a Local Emergency Management Committee will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 20 July 2023 at 3:00 pm.

Yours faithfully



**Jason Whiteaker
Chief Executive Officer**

DISCLAIMER

This agenda has yet to be dealt with by the committee. The Recommendations shown at the foot of each item have yet to be considered by the committee and are not to be interpreted as being the position of the committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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Contents

1	DECLARATION OF OPENING.....	5
2	ACKNOWLEDGEMENT OF COUNTRY	5
3	ATTENDANCE.....	5
	3.1 ATTENDEES	5
	3.2 APOLOGIES	6
	3.3 APPROVED LEAVE OF ABSENCE.....	6
	3.4 ABSENT	6
4	DISCLOSURE OF INTERESTS.....	6
5	CONFIRMATION OF MINUTES	7
	5.1 CONFIRMATION OF MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 01 DECEMBER 2022	7
	5.2 CONFIRMATION OF MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 02 MARCH 2023.....	7
6	COMMITTEE REPORTS.....	8
	6.1 AGENCY REPORTS AND ISG ACTIVATIONS	8
	6.2 COMMUNITY EMERGENCY SERVICES MANAGER REPORT.....	15
8	URGENT BUSINESS APPROVED BY DECISION	26
9	DATE OF NEXT MEETING.....	26
10	DECLARATION OF CLOSURE	26

1 DECLARATION OF OPENING

2 ACKNOWLEDGEMENT OF COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3 ATTENDANCE

3.1 ATTENDEES

Voting Committee Members:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator / Executive Manager Development Services Community Emergency Services Manager (Executive Officer)	Chadd Hunt
Dept. of Fire and Emergency Services	Alex Espey
Dept. of Communities – Emergency Services Unit	Drew Graham
Northam Regional Hospital	Jo Spadaccini
WA Police, Northam (Local Emergency Coordinator)	Jennifer Lee
WA Police, Wundowie (Local Emergency Coordinator)	Ross Eastman
	Aaron Honey

Non-Voting Committee Members:

Arc Infrastructure	Clinton Lobb
Australian Defense Force	David Wilson
Australian Border Force	Sharon Brown
Dept. of Communities - Housing	Damian Cunnane
Dept. of Education	Shane Wynne
Dept. Parks and Wildlife – Perth Hills	Sonya Vlaar
Dept. Parks and Wildlife - Wheatbelt	Graeme Keals
Dept. of Primary Industries & Regional Development	Jeff Russell
Fire & Rescue – Northam	TBC
Fire & Rescue - Wundowie	Jeffery Roberts
Juniper (Aged Care)	Tony Carter
Main Roads WA - Wheatbelt	Gren Putland
Northam Airport	Errol Croft
Northam Bushfire Brigades (CBFCO)	Chris Marris
Northam State Emergency Services	TBC
Public Health Nurse	Anne Foyer
Red Cross	Erin Fuery
Salvation Army	Andrew Lee

SEMC Secretariat
SERCO (Yongah Hill)
Silver Chain
St John Ambulance
Water Corporation
Western Power

Yvette Grigg
Geoffrey Pitout
Dara Sagar
Matthew Guile
Stuart Burnett
Brian Smith

Staff:

Chief Executive Officer
Governance Coordinator
Governance Officer

Jason Whiteaker
Alysha McCall
Tamika Van Beek

Guest:

Community Emergency Services Manager
– Shire of Victoria Plains

Nic Parry

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

4 DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest

5 CONFIRMATION OF MINUTES

5.1 CONFIRMATION OF MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 01 DECEMBER 2022

REASON:

Due to non-voting committee member seconding the motion in the Local Emergency Management Committee meeting held on 02 March 2023 the below recommendation has been resubmitted to the committee.

RECOMMENDATION

That the minutes of the Local Emergency Management Committee Meeting held on 01 December 2022 be confirmed as a true and correct record of that meeting.

5.2 CONFIRMATION OF MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 02 MARCH 2023

RECOMMENDATION

That the minutes of the Local Emergency Management Committee Meeting held on 02 March 2023 be confirmed as a true and correct record of that meeting.

6 COMMITTEE REPORTS

6.1 Agency Reports and ISG Activations

File Reference:	5.1.2.1
Reporting Officer:	Alex Espey (Community Emergency Services Manager)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 02 March 2023. Agencies listed may include – Shire of Northam Bush Fire Brigades, Northam State Emergency Services, Northam Police, Wundowie Police, Department of Fire and Emergency Services, Department of Communities and Northam Regional Hospital.

ATTACHMENTS

1. Wheatbelt District Advisor Report April to June 2023 [**6.1.1** - 3 pages]
2. DC Wheatbelt DESO May 2023 [**6.1.2** - 2 pages]

A. BACKGROUND / DETAILS

Monthly reports provided, both in writing and verbally, by various agencies for discussion by the Committee.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Nil.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Committee provides and identifies stakeholder engagement and consultation requirements.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

Committee to discuss any outcomes / recommendations from reports for inclusion in local emergency management arrangements

RECOMMENDATION

That the Committee note the contents of the agency reports and update contacts list as identified.



Wheatbelt District Advisor Report May June 2023

ANNUAL LEMC REPORT

In accordance with Sections 33 and 40 of the Emergency Management Act 2005, Local Emergency Management Committees (LEMC) are required to submit an annual report on activities undertaken by it during the financial year. In previous years, this reporting requirement was fulfilled by Local Government's participation in the Annual and Preparedness Report Capability survey.

This year with the finalisation of the State Risk Project and Capability Framework review, LEMC reporting requirements can be fulfilled by completing the LEMC Annual Report Survey.

Information gathered in this survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.

The survey was forwarded to your Local Government this week. Please ensure it is returned to your District EM Advisor by no later than COB 30 June 2023.

REVIEWS

There are currently a number of major reviews occurring across the WA Emergency Management Sector.

- State Risk Project
- LEMC and DEMC review
- Review of "Guidelines for Preparing a Bushfire Risk Management Plan
- State Capability Framework Review
- SEMC Subcommittee Review and outcomes
- Emergency Services Bill 2022

Two reviews that will impact the LEMC are outlined below;

The Local Emergency Management Arrangements Review.

The consultation period has finished, and a draft Implementation plan has been finalized outlining 3 main objectives in phase 1.

- Objective 1: Reduce LG administrative burden and build LG knowledge and capability through the development of a suite of supporting resources made available through an appropriate digital platform.
- Objective 2. Identify and implement appropriate strategies to support integration, collaboration and resource sharing between LG and key stakeholders.



- Objective 3. Support continuous improvement and ongoing reform, through a review of Phase 1 outcomes to identify and progress further opportunities.

Timeframes: The draft Implementation plan is going to SEMC in August for approval. It is expected to take until June 2025 (at least) until the new LG EM Policy is written and the Pilot LEMA process has been tested.

Constraints: Lack of funding and the large number of other projects occurring simultaneously.

Key Message: If your LEMA is becoming due for review, continue the review as normal as it may be a few years before the current LEMA review process is finalised.

LEMC and DEMC Review

As a continuation of the SEMC Subcommittee review, the SEMC is undertaking a LEMC and DEMC review project. The project aims to;

- Establish clear roles and responsibilities, functions and governance for DEMCs and LEMCs in achieving the strategic objectives of the SEMC.
- Identify improvement opportunities to governance arrangements and capabilities to increase effective and efficient emergency management outcomes.
- Create a shared understanding of SEMC expectations of DEMC s and LEMCs within the emergency management sector.

The Consulting firm “Nexus Consulting” are current undertaking a series of focus group discussions. Further workshops will be held in the coming months and a report will be finalized by September 2023.

REMINDERS

SEMC Website

A reminder that the SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website at this link:
<https://www.wa.gov.au/organisation/state-emergency-management-committee>

New LEMC Handbook and useful tools

The DEMAs across the state have just finished developing a contemporary LEMC handbook to assist local governments in the management of their LEMCs and to assist them as they work to meet their legislative requirements. The guide has a few templates at the back which may also be useful, agenda templates and a Terms of Reference template.

The Handbook is currently out for consultation, you can download the draft document and submit your feedback here;
<https://dfes.mysocialpinpoint.com.au/localemergencymanagementcommitteehandbook>



Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
Program	NDRR	AWARE	NDRR	AWARE
Round Open	24 April 2023	16 August 2023	25 April 2024	16 August 2024
Round Close	29 May 2023	20 September 2023	29 May 2024	20 September 2024
Assessment	3 July 2023	24 October 2023	3 July 2024	25 October 2024
Anticipated announcement	September 2023	January 2024	September 2024	January 2025

Yvette Grigg
District Emergency Management Advisor
Wheatbelt/Goldfields Esperance

15 May 2023.



Government of Western Australia
Department of Communities



District Emergency Services Officer – Wheatbelt Update: May 2023

In the event of an emergency please call the All Hazards - State On-Call Coordinator on **0418 943 853**, this number is manned 24/7. emergencyservices@communities.wa.gov.au. (Not for public distribution)

Meetings, exercise details or information request can be emailed to joanne.spadaccini@communities.wa.gov.au

Name Change

Our Directorate has been changed from the Emergency Services Unit to Emergency Relief and Support. Our responsibilities and contact details remain the same.

Ongoing updates of LG and community contacts in the Local Emergency Welfare Plan

Any changes to the contact numbers or details from those listed in the LEWP, can be advised to joanne.spadaccini@communities.wa.gov.au.

LG Activation Tubs

Communities will be following up with each LG, to ensure everyone has their activation/good to go tubs ready in the event of an activation. If you need further information Please let me know.

Training

Please advise if you would like training conducted for your local government staff, this will be an introduction to opening an evacuation centre, to cover the first couple of hours as Communities staff are on route. Happy to work with Shires to ensure little impacts to normal operations. Please e-mail joanne.spadaccini@communities.wa.gov.au to request training. Happy to discuss at any time.

Emergency Relief and Support – Operations Update – April 2023

• TC Ilsa

On 12 April 2023, Communities was activated as the support organisation providing emergency relief and support for Severe Tropical Cyclone Ilsa.

- Severe Tropical Cyclone Ilsa crossed the coast as a Category 5 system, around midnight on Thursday 13 April 2023, with an estimated intensity of 213 kmph.
- On Thursday 13 April, Communities opened four evacuation centres, which were closed on the 14 April 2023.
- In total, Communities accommodated 68 people in evacuation centres, and
- Supported 10 people to return to country.
- Communities will continue to respond to requests for assistance as required. This will be managed through Communities staff on the ground and the Disaster Response Hotline.

• Kimberley Floods

The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley Floods from January 2023.

As of 26 April 2023:

- 17 people are in Communities' supported commercial accommodation in Broome and Derby.
- 88 people are in Phase 1 Temporary Accommodation utilising Humanihuts in Fitzroy Crossing and Bungardi community, and in the Derby Hostel.
- Since the Disaster Response Hotline (DRH) opened on the 11 January 2023 until COB 24 April 2023, Communities has responded to a total of 1,792 calls.
- Communities has assisted 171 residents to apply for the Premier's Grant via the DRH and hubs in Broome, Derby and Fitzroy Crossing.

- **Strategic Opportunities**

- Review of the State Support Plan – Consultation feedback for the State Support Plan – Emergency Welfare has closed. Communities is currently reviewing feedback.
- Capability Audit – Communities has procured Nous Group to conduct an audit of Western Australia's emergency relief and support capability.
- Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services
- Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
- People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
- Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.

If you would like any further information, please call my mobile 0429 102 614 or email joanne.spadaccini@communities.wa.gov.au.

Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit

6.2 Community Emergency Services Manager Report

File Reference:	5.1.2.1
Reporting Officer:	Alex Espey (Community Emergency Services Manager)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to receive the report from the Community Emergency Services Manager. In addition to the report a presentation is being made by the Shire of Victoria Plains regarding a real-life incident that occurred within their local government area which could also occur within the Shire of Northam. The intent of the presentation is to provide the Local Emergency Management Committee members with the opportunity to consider their ability to respond if similar incident(s) were to occur within the Shire of Northam with an intent to run a desk top exercise at the next Local Emergency Management Committee meeting.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - LEMC POWERPOINT v 2 [6.2.1 - 28 pages]
2. LEMC Annual Reporting 2023 Survey [6.2.2 - 7 pages]

A. BACKGROUND / DETAILS

The CESM report includes a reminder regarding the need for confidentiality in dealing with certain matters being considered by the Local Emergency Management Committee.

In addition, the functioning of the current Local Emergency Management Committee, including membership, is suggested to be reviewed to ensure that the Committee is both functional and relevant to those attending.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.
 Priority Action 5.1.2: Provide an annual emergency exercise for the Local Emergency Management Committee.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

The committee provides and identifies stakeholder engagement and consultation requirements.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

Committee to discuss any outcomes / recommendations from reports for inclusion in local emergency management arrangements.

Shire of Northam – CESM Report

Code of Conduct for Councillors, Committee Members and Candidates.

At times the Local Emergency Management Committee (LEMC) will be involved in or have exposure to matters of a sensitive nature.



Committee members are reminded of their obligations in relation to the Code of Conduct that applies to committee members.

Specifically

21. Disclosure of information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

Guest Speaker – Nic Parry

The Shire of Northam welcomes the Community Emergency Services Manager from the Shire of Victoria Plains, Nic Parry, as a guest presenter in relation to a recent incident within his Local Government area.

Refer to the confidential attachment.

Meeting Attendances

The Shire of Northam is committed to the ongoing development of the Local Emergency Management Committee. This commitment is predicated on high levels of engagement from both voting and non-voting members of the committee.

Consideration is being given to tracking attendance at future LEMC meetings to aide in the identification of compliance issues and implementation of practical but viable recommendations to council in relation to committee composition and engagement.

LEMC Annual Report 2023

The Shire of Northam have submitted their annual Local Emergency Management Committee report as attached.

National Ballooning Championship Emergency Response Briefing

A briefing session was held on the 12th of April 2023. Appreciation to the many members of the LEMC who attended this informative briefing.

This proved to be a well-managed and prepared event that took place in early May 2023 and concluded without incident.

Upcoming Events of Significance

There are two events of significance scheduled in the short term. It is anticipated that similar briefing sessions will again be undertaken prior to the events taking place.

The events include

- Women's World Hot Air Ballooning Championship – 2nd September to 9th of September 2023.
- Avon Descent – 11th of August 2023.

Functioning and Purpose of LEMC

An update on the intent, purpose and functioning of the LEMC and the relationship to the Local Emergency Management Arrangements (LEMA) will be provided at this meeting.

In addition, further information will be provided with respect to potential changes to the structure and membership of the LEMC including reviewing the membership and governance model. Currently the LEMC is established as a formal committee of Council and hence is required to comply with the legislative requirements of Council. An option may be to make this an advisory committee/group to lessen the governance requirements and make the meetings more flexible.

RECOMMENDATION

That Council note the contents of the Community Emergency Services Manager report including the presentation from the Shire of Victoria Plains regarding a recent incident within their local government area.

Local Emergency Management Committee Annual Reporting

2022-23 Annual LEMC Report Survey

In accordance with Sections 33 and 40 of the *Emergency Management Act 2005* (EM Act), Local Emergency Management Committees (LEMCs) are required to submit an annual report on activities undertaken by it during the financial year. In previous years, this reporting requirement was fulfilled by Local Governments' participation in the Annual and Preparedness Report Capability Survey.

This year, with the finalisation of the State Risk Project and the forthcoming revised State Emergency Management Capability Framework, LEMC reporting requirements can be fulfilled by completing the LEMC Annual Report Survey.

Information gathered in this survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.

Please return this survey to your District Emergency Management Advisor by **COB 30 June**.

Q1. When was your **most recent** emergency that required a significant and coordinated response for each of these hazards:

	Month (e.g. 12)	Year (e.g. 2022)	How many months was the recovery response in operation (e.g. 9)
Air Crash	N/A within last 5 years		
Animal or plant, pests or diseases	N/A		
Biological Substance	N/A		
Chemical Substance (HAZMAT)			
Collapse (structure or landform)	N/A		
Cyclone	N/A		
Earthquake	N/A		
Electricity Supply Disruption	N/A		
Fire			
Flood	3	2021	Still ongoing (DRFAWA application pending)
Heatwave	N/A		
Hostile Act	N/A		
Human Epidemic	2	2022	3 months from an organisational perspective
Land Search	N/A		
Liquid Fuel Supply Disruption	N/A		
Marine Oil Pollution	N/A		
Marine Search	N/A		
Marine Transport Emergency	N/A		
Natural Gas Supply Disruption	N/A		
Nuclear Powered Warship	N/A		
Other Substance (HAZMAT)	N/A		
Radiological Substance (HAZMAT)	N/A		
Rail Crash	N/A		
Road Crash	N/A		
Space Re-entry Debris	N/A		
Storm	3	2021	Still ongoing (DRFAWA application pending)
Terrorist Act	N/A		
Tsunami	N/A		
Other (please describe)			

Q1a. Describe

Q2. Please list any emergencies that required the activation of an Incident Support Group during the **2022-2023 financial year**:

N/A

Q3. What is the name of your LEMC?

Shire of Northam Local Emergency Management Committee

Q4. How many meetings of the LEMC have been held, or will be held, in the 2022-2023 financial year?

01 September 2022- Exercise.
01 December 2022
02 March 2023

Q5. Please provide your LEMC schedule for the 2023-2024 financial year:

	Day (e.g. 30)	Month (e.g. 11)	Year (e.g. 2022)
Meeting 1	20	July	2023
Meeting 2	5	October	2023
Meeting 3	1	February	2024*
Meeting 4	23	May	2024*
Meeting 5			
Meeting 6			

***To be tabled for committee approval.**

Q6. Is your LEMA available on your website? (if you have multiple LEMA are all available?)

- Yes
No

**Note: As required in Section 41(4) of the Emergency Management Act 2005*

Q6a. If your LEMA is under review, please indicate due date and any comments

Q7. Has a Local Recovery Coordinator been nominated?

Yes

No

Unsure

**Note: As required in Section 41(4) of the Emergency Management Act 2005*

Q7a. Comment/Describe

Local Recovery Co-ordinator appointed – Executive Manager Development Services

Deputy Local Recovery Co-ordinator appointed – Executive Manager Corporate Services

Q8_ How many exercises does your organisation plan to hold during the 2022-2023 financial year?

1.

Q9_ Please provide details of the exercises that your organisation has held or is planning to hold during the 2022-2023 financial year:

	Day (e.g. 30)	Month (e.g. 11)	Year (e.g. 2022)	Hazard exercised	Exercise type (i.e. discussion, functional, field)	Exercise Name
Exercise 1	5	October	2023	HAZMAT	Desktop	Exercise ANFO
Exercise 2						
Exercise 3						
Exercise 4						
Exercise 5						
Exercise 6						
Exercise 7						
Exercise 8						

Q9a. If you have further comments about your organisation's planned exercises, please include here:

Presentation being held at the July LEMC.

Q10. Key achievements: list key achievements of the LEMC or Local Government with regards to emergency management prevention, preparedness, response or recovery over the last 12 months.

8 URGENT BUSINESS APPROVED BY DECISION

Nil.

9 DATE OF NEXT MEETING

Upcoming meetings:

- 05 October 2023

10 DECLARATION OF CLOSURE