



Minutes

Local Emergency Management Committee

**First Quarter
Monday 8 August 2022**

Local Emergency Management Committee – 8 August 2022

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Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Bushfire Centre of Excellence at 20 Dollyup Street, Nambeelup on Monday 8 August 2022. The Chairperson Mr. M Walmsley declared the meeting open the time being 10:02am.

1. ATTENDANCES

Members

M Walmsley	LEMC Chairperson Shire President, Shire of Waroona
R Marlborough (Proxy)	Manager Governance, Shire of Murray
B Jordan	MALC Manager, Shire of Murray
P Thurkle	CESO, Shire of Waroona
S Thomas	CBFCO, Shire of Waroona
M Howes	LEMC Deputy Chairperson OIC, WAPOL Pinjarra
J Worthington	OIC, WAPOL Dwellingup
S Butcher (Proxy)	OIC, WAPOL Waroona
W Goodhill	Emergency Response Supervisor, Alcoa
T Sillitto	Senior District Emergency Services Officer, DoC
Q La Rosa	DEMA, DFES
K Jones	Brigade Captain, Pinjarra VFES
C Hunter	Station Manager, St John Ambulance Pinjarra
C Louis	Principal, Pinjarra Primary School

Ex-Officio

C Goff	RESSO, Shire of Murray
B Finlay	District Officer Wellington – Fire Services, DFES
I Howell (Proxy)	Acting Senior Ranger Lane Poole Reserve, DBCA
C Norris (Proxy)	Representative, Harvey Water
S Collins	Operations Manager, Water Corporation

Guest

M Goodlet	CEO, Shire of Waroona
R Bloxsidge	Senior Infrastructure & Development Officer, Shire of Waroona
N Minnock	Inspector, WAPOL Mandurah
B Slater	Program Leader – Capability and Resilience, DFES
N Ellis	Risk and Resilience Researcher, DFES
R Sheil	Data Officer, DFES

2. ABSENT

Members

S Kirkham (Apology)	LEMC Chairperson Councillor, Shire of Murray
R Wilson (Apology)	CBFCO, Shire of Murray
C Thompson (Apology)	Community Representative, Shire of Murray
S Macdonald (Apology)	WCRC Manager, Shire of Waroona
B Worthington (Apology)	Community Representative, Shire of Waroona
K Tarver (Apology)	OIC, WAPOL Waroona
L Hay (Apology)	CEO, Bedingfeld Park Inc Aged Care Facility
L McGuirk	Local Recovery Coordinator, Shire of Murray
A Nuttall	Local Recovery Coordinator, Shire of Waroona
K Oborn	Deputy Local Recovery Coordinator, Shire of Waroona
N Dew	Community Representative, Shire of Waroona
G Cresswell	Emergency Services Superintendent, Alcoa
J Humphreys	Health and Safety Manager, Alcoa
P Dwyer	Unit Manager, Murray SES
D Wilson	Representative, St John Ambulance Waroona
S James	Representative, Quambie Park

Ex-Officio

C Shenton (Apology)	AWARE Project Officer, Shire of Murray
J Carter (Apology)	District Officer – Emergency Management, DFES
N Elrick (Apology)	District Officer – Natural Hazards, DFES
J Gilliland (Apology)	Manager Emergency Preparedness Agriculture and Food, DPIRD
A Lewis (Apology)	Project Engineer, Harvey Water
T Simpson	Local Welfare Coordinator, DoC
K Gill	Manager Emergency Preparedness Disaster Response, Department of Health
K Laurendi	Senior Ranger Lane Poole Reserve, DBCA
D Cormack	Maintenance Supervisor, Fulton Hogan
J Rawlins	Field Operations Team Leader, Western Power

Guest

D Unsworth	CEO, Shire of Murray
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3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting - **Appendix 1 – 11 May 2022**

Committee Recommendation**LEMC22/003****Moved: M Howes**

That the minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 11 May 2022 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 14:0

- 3.2 Review of Meeting Action Register - **Appendix 2**

The Shire of Murray & Waroona LEMC meeting action register was reviewed. Refer to **Appendix 2**.

4. BUSINESS ARISING

4.1 Endorsement of the Shire of Murray and Shire of Waroona Local Emergency Management Arrangements - R Marlborough

File Ref: 7206-05 and 8/9341-02
Previous Items: Nil
Applicant: Nil
Author and Title: Robert Marlborough, Manager Governance
Declaration of Interests: Nil
Voting Requirements: Simple Majority

Committee Recommendation

LEMC22/004

Moved: T Sillitto

That Council

1. **adopts the Local Emergency Management Arrangements inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan and the Animal Welfare Plan, as tabled at the meeting;**
2. **submits copies of the endorsed Local Emergency Management Arrangements to the State Emergency Management Committee (SEMC) and District Emergency Management Committee – South Metropolitan; and,**
3. **notes that the Local Emergency Management Arrangements inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan, Animal Welfare Plan are live documents that are subject to regular review and amendment in accordance with the requirements of State Emergency Management Policy to ensure effectiveness and currency.**

CARRIED UNANIMOUSLY 14:0

Please Note: Committee Recommendation LEMC22/004 is only a recommendation to, and not a decision of Council. The Shire of Murray Council will consider this recommendation at the 25 August 2022 Ordinary Council Meeting and the Shire of Waroona Council will consider this recommendation at the 23 August 2022 Ordinary Council Meeting.

In Brief

To endorse the Shire of Murray and Shire of Waroona Local Emergency Management Arrangements ('LEMA'), inclusive of the Local Recovery Plan ('LRP'), Local Recovery Resource Manual ('LRRM'), Emergency Evacuation Plan ('EEP') and Animal Welfare Plan ('AWP') as part of the 'All West Australian's Reducing Emergencies' ('AWARE') Project.

Background

The State Emergency Management Committee ('SEMC') provides the AWARE grant funding program, to enhance the capability and knowledge of emergency management agencies across Western Australia.

In December 2020 the Shire of Murray applied for AWARE grant funding following the amalgamation of the Shire of Murray and Waroona Local Emergency Management Committee's ('LEMC'). The proposal was to develop a single comprehensive LEMA, LRP and LRRM utilising the Shire of Murray's existing documents as a base template. It would also include the creation of an EEP, AWP and a Communications Plan ('CP').

The comprehensive arrangements once developed would provide all stakeholders with clear guidance when responding to, and recovering from emergencies. It will also assist both Shires' to better manage and coordinate local emergency and recovery activities, independently and collectively.

On the 8 March 2021 the SoM was informed by the SEMC Secretariat that it had been successful in obtaining \$30,000 to complete the project. The project commenced on 12 April 2021. An application was submitted in June 2022 to extend the grant funded project until 30 August 2022. This application was supported.

The draft LEMA documents prepared were sent to the District Emergency Management Advisor ('DEMA') on 25 March 2022. Following DEMA feedback, requested changes were made and then the amended documents were sent to Shire of Waroona in April 2022 to review and provide feedback.

Changes identified by Shire of Waroona were included in the draft documents and then another copy was sent to the DEMA and the Shire of Waroona in May 2022 for a subsequent review.

In May 2022 the LEMA documents prepared were distributed to the LEMC membership requesting feedback. In early July 2022 the Department of Primary Industries and Regional Development representative provided feedback and minor changes were requested to the LEMA and the AWP. C Shenton the AWARE Project Officer updated the draft documents to reflect the changes sought, and amended them to include the latest Australian Bureau of Statistics census data.

Following this consultation, the new LEMA suite of documents was sent to SEMC for noting and distribution to the District Emergency Management Committee - South Metro for consideration and final review.

The Communications Plan is currently in draft. This plan has been provided to DEMC for initial review. Once feedback is received the final draft will be presented at the next LEMC meeting to progress the review process, prior to formal adoption.

Report Detail

It is proposed to seek LEMC's recommendation for the Councils of the Shire of Murray and the Shire of Waroona, to respectively adopt the joint Local Emergency Management Arrangements, inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan and the Animal Welfare Plan as provided, pursuant to Section 41(1) of the *Emergency Management Act 2005*.

If the documents are endorsed copies will be submitted to the State Emergency Management Committee (SEMC) pursuant to section 41(5) of the *Emergency Management Act 2005* and to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro).

Murray 2031 Strategic Community Plan

Focus Area	Capable and Accountable
Aspiration	Respond efficiently and effectively to the evolving needs of the community.
Strategy	Deliver efficient and effective Council services to the community.

Waroona - Strategic Community Plan

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy	Ensure the safety of our community.

Waroona - Corporate Business Plan 2021- 2025

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective 1.1	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy 1.6	Ensure the safety of our community
Project and Actions 1.1.6.3	Review Local Emergency Management Arrangements

Murray 2021 - 2025 Corporate Business Plan

Nil

Other Strategic Links

Nil

Statutory Environment

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

41. Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (***local emergency management arrangements***) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
 - (a) the local government's policies for emergency management; and
 - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and
 - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and
 - (d) a description of emergencies that are likely to occur in the local government district; and
 - (e) strategies and priorities for emergency management in the local government district; and
 - (f) other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

42. Reviewing and renewing local emergency management arrangements

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

Sustainability & Risk Considerations

Economic - (Financial impact to the community)

There are no economic impacts on the community.

Social - (Quality of life to community and/or affected landowners)

The review of the LEMA inclusive of sub-plans and the subsequent improvement in emergency management planning will have a positive impact on the community.

Environment – (Impact on environment's sustainability)

There is no negative impact on the natural or built environment.

Governance – (Policy implications)

SEMC has a number of arrangements in place including the 'State Emergency Management Policy 2.5 and 6.3', 'State Emergency Management Plan 2.1.3, 5.3.2, 6.3 and 6.5', 'Local Emergency Management Arrangements Guideline and Model', 'Local Recovery Guideline' and 'WA Community Evacuation in Emergencies Guideline' that sets out local government responsibilities for emergency management.

Overall Risk Management Consideration

Risk Level	Comment
Low	The comprehensive review of the Local Emergency Management Arrangements and sub-plans will reduce the Shire's risk exposure through the development of associated plans, structures and training to effectively coordinate local emergency management activities.

Consultation

Emergency Management Act 2005,
Local Government Act 1995,
 State Emergency Management Committee,
 Local Emergency Management Committee; and,
 Relevant internal staff.

Resource Implications**Financial**

The costs associated with the AWARE Project was funded from the AWARE grant funding.

Workforce

Involvement on the AWARE Project was incorporated into the scope of the relevant AWARE Officer's role.

Options

Council has the option of:

1. supporting the recommendation, as provided,
2. supporting the recommendation, with amendments; or,
3. rejecting the proposal.

Conclusion

The Local Emergency Management Committee is urged to support the recommendation presented to ensure that adequate Emergency Management plans and structures are in place in the districts, to support emergency management functions and responsibilities.

4.2 Terms of Reference - Shire of Murray & Waroona Local Emergency Management Committee - **Appendix 3** - R Marlborough

File Ref: 7206-05
Previous Items: Nil
Applicant: Nil
Author and Title: Robert Marlborough, Manager Governance
Declaration of Interests: Nil
Voting Requirements: Simple Majority

Appendix 3

Committee Recommendation

LEMC22/005

Moved: C Hunter

That Council adopts the Shire of Murray & Waroona Local Emergency Committee (LEMC) Terms of Reference as detailed in Appendix 3.

CARRIED UNANIMOUSLY 14:0

Please Note: Committee Recommendation LEMC22/004 is only a recommendation to, and not a decision of Council. The Shire of Murray Council will consider this recommendation at the 25 August 2022 Ordinary Council Meeting and the Shire of Waroona Council will consider this recommendation at the 23 August 2022 Ordinary Council Meeting.

In Brief

To endorse the amended Shire of Murray & Waroona Local Emergency Management Committee ('**LEMC**') Terms of Reference ('**ToR**') that details the purpose, scope, functions, authority, roles and responsibilities of the Committee.

Background

The Shire of Murray & Waroona LEMC brings together key stakeholders in emergency management within its boundaries to plan and prepare for emergency management incidents and to meet the requirements of relevant legislation, policy statements and other emergency management related standards.

On 17 February 2021 the Shire of Murray & Waroona LEMC recommended that the original Terms of Reference be adopted. LEMC recommendation LEMC21/003 was carried by the Shire of Murray Council at the 22 April 2021 Ordinary Council Meeting as per resolution OCM21/058 and the Shire of Waroona Council at the 27 April 2021 Ordinary Council Meeting as per resolution OCM21/04/038.

Since then there has been a number of new stakeholders that have been invited to attend the LEMC meetings. However, the new stakeholders aren't included in the original ToR and therefore aren't listed as voting members or as ex-officio members.

Subsequently, Department of Fire and Emergency Services ('**DFES**') have also requested the voting arrangements be modified for DFES representation. Currently the three DFES District Officers (one representative per meeting) are listed as Ex-Officio and the District Emergency Management Advisor ('**DEMA**') is listed as a Voting Member. The request was to reverse this arrangement as the DEMA role should be impartial providing advice and support.

Therefore, the LEMC ToR has been amended to reflect these changes and is identified in **Appendix 3**.

Report Detail

This proposal seeks for the LEMC to adopt the amended ToR to ensure the LEMC has adequate plans and structures established to effectively coordinate emergency management planning.

Murray 2031 Strategic Community Plan

Focus Area	Capable and Accountable
Aspiration	Respond efficiently and effectively to the evolving needs of the community.
Strategy	Deliver efficient and effective Council services to the community.

Waroona - Strategic Community Plan

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy	Ensure the safety of our community.

Waroona - Corporate Business Plan 2021- 2025

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective 1.1	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy 1.6	Ensure the safety of our community
Project and Actions 1.1.6.3	Review Local Emergency Management Arrangements

Murray 2021 - 2025 Corporate Business Plan

Nil

Other Strategic Links

Nil

Statutory Environment

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and

- (c) to perform other functions given to the local government under this Act.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Sustainability & Risk Considerations

Economic - (Financial impact to the community)

There are no economic impacts on the community.

Social - (Quality of life to community and/or affected landowners)

The LEMC ToR and the subsequent improvement in emergency management planning will have a positive impact on the community.

Environment – (Impact on environment’s sustainability)

There is no negative impact on the natural or built environment.

Governance – (Policy implications)

Council Policies are not impacted by this proposal.

Overall Risk Management Consideration

Risk Level	Comment
Low	<p>The amended LEMC ToR details the purpose, scope, functions, authority, roles and responsibilities of the committee.</p> <p>This ensures that the LEMC has adequate plans and structures established to effectively coordinate emergency management planning.</p>

Consultation

*Emergency Management Act 2005,
Local Government Act 1995,
State Emergency Management Committee,
Local Emergency Management Committee; and,
Relevant internal staff.*

Resource Implications

Financial

Nil

Workforce

Nil

Options

Council has the option of:

1. supporting the recommendation, as provided,
2. supporting the recommendation, with amendments; or,
3. rejecting the proposal.

Conclusion/Justification of Officer Recommendation

The Local Emergency Management Committee is urged to recommend to Council for the amended Terms of Reference to be adopted to ensure the Local Emergency Management Committee have adequate plans and structures established to effectively coordinate emergency management planning.

Unconfirmed

5. State EM Preparedness Procedure 7 – LEMC Requirements

5.1 Every Meeting

5.1.1 Confirmation of LEMC Contact Details - refer to Appendix 4

The updated LEMC Contact Register is attached in **Appendix 4**. A meeting attendance sheet was circulated at the meeting.

R Marlborough advised that the SoM Coordinator Ranger and Emergency Management and Community Emergency Services Coordinator roles are still vacant at the moment however, the interview process has commenced.

5.1.2 Review any Post-Incident Reports and/or Post-Exercise Reports

Nil.

5.1.3 Funding Nominations and Applications Progress

Discussed below in item 5.1.4.

5.1.4 Bush Fire Risk Management Planning / Treatment Strategies Progress

The Shire of Murray was successful in receiving \$118,178.00 and the Shire of Waroona was successful in receiving \$25,097.50, from Round 1 of the 2022/23 Mitigation Activity Fund Grants Program (MAFGP).

Funding for Shire of Murray has been provided to undertake 10 bush fire treatments in Dwellingup, Nambeelup and Coolup. Mitigation activities will include installing fire breaks/fire access tracks, reducing fuel loads and carrying out hazard reduction burns.

Funding for Shire of Waroona has been provided to undertake 3 bush fire treatments in Waroona. Mitigation activities will include installing fire breaks, chemical spraying to reduce fuel loads and carrying out a hazard reduction burn.

5.1.5 Review and Development of Local Emergency Management Arrangements

Discussed in Item 4.1.

5.1.6 Review Business Plan Strategies and Record Key Achievements

Discussed below in Item 5.2.1.

5.2 First Calendar Quarter

5.2.1 LEMC Business Plan 2022/2024 – Appendix 5 – R Marlborough

It is good business practice for LEMC to maintain a Business Plan. Attached for review and consideration at **Appendix 5** is a plan that has been prepared.

6. GENERAL BUSINESS

6.1 Waroona Dam and Surrounding Private Properties – Emergency Evacuation Desktop Exercise - **Appendix 6 and Appendix 7** - M Goodlet

M Goodlet advised that he would like an emergency evacuation desktop exercise held for the Waroona Dam and surrounding properties within the next 12 months. It was previously raised that two exercises should be held simultaneously with one at the Waroona Dam and the other at Lane Poole Reserve. However, a decision was made to hold them separately.

The Nanga Road bridge closure is an issue which may limit emergency access. Access in and around Waroona Dam is also a problem. DBCA, Peel Development Commission and Shire of Waroona are currently developing a Masterplan for DBCA to manage the Waroona Dam area.

Concerns have been raised by the surrounding community regarding access and the closure of Scarp Road. The initial commitment from Water Corporation was that they wouldn't close the road.

The main issues will be access routes and communications including lack of mobile reception. B Finlay will liaise with J Carter and Waroona Police to organise and provide a list of potential dates. It was agreed by the committee that a desktop emergency evacuation exercise for the Waroona Dam and surrounding private properties will be held prior to the November 2022 LEMC meeting.

Waroona Police will need to be involved if it is an evacuation exercise. S Butcher advised that he is happy to be included.

6.2 Review of SEMC Capability Framework - B Slater, N Ellis and R Sheil

B Slater, N Ellis and R Sheil from Capability and Resilience team at DFES, were invited to the LEMC meeting and the Lane Poole Reserve Bushfire Desktop as observers. They are currently undertaking a review of the SEMC Capability Framework.

6.3 St John Ambulance Station Manager - C Hunter

C Hunter advised that St Johns are trialing a new radio system for improved communications which will automatically transfer from radio, to cell and then to satellite as required. This new system is aimed at improving emergency response communications for ambulance activities.

Investigations are occurring to transfer responsibility for the St John Ambulance sub-center in Pinjarra to a Metro controlled centre. At this point of time nothing has been finalised.

6.4 DFES District Officer Wellington - Fire Services - **Appendix 8** - B Finlay

A full report has been submitted and is included in **Appendix 8**.

6.5 DC Senior District Emergency Services Officer - **Appendix 9** - T Sillitto

T Sillitto advised that he has just returned from 8 months leave. A full review of the DC Local Emergency Welfare Plan for the Peel Region is currently underway.

Evacuation Centre Training will be held in Kwinana on 17 August 2022 with approximately 8 or 9 representatives from SoM and SoW attending. A full report has been submitted and is included in **Appendix 9**.

6.6 DFES DEMA - **Appendix 10** - Q La Rosa

Q La Rosa advised that a joint South Metro and East DEMC meeting/exercise is currently being organised for Tuesday 18 October 2022.

The LEMA suite of documents was noted at DEMC on 4 August 2022. SEMC are currently undertaking a review of the LEMA framework. The Act came into effect in 2005 and the framework has never been reviewed. The project will take approx. 1 year. A LEMC handbook is currently in development for a guide for LEMC Executive Officers. A full report has been submitted and is included in **Appendix 10**.

6.7 Shire of Waroona CESO - P Thurkle

P Thurkle advised that he is slowly progressing from Brigade point of view at Shire of Waroona. Credit was given to the Emergency Services team.

6.8 Shire of Waroona CBFCO - S Thomas

SoW Brigades have been included in the turnout list for Shire of Murray due to the Nanga Road Bridge closure.

6.9 Pinjarra VFRS Brigade Captain - K Jones

The Nanga Road Bridge closure is an issue for both Shires as it impacts on emergency response times given the travel distance increase.

Plans have been put in place with Shire of Waroona Brigades assisting with turnouts due the closure. K Jones is hoping the weight limit will be raised so turn out procedures can be adjusted accordingly.

R Marlborough advised that Main Roads WA engineers are currently looking at the load limit on the bridge which is currently limited to 4 tonnes. R Marlborough will keep the LEMC membership updated as to any changes to the load limit capacity of the bridge. Bobs Crossing is currently an alternative crossing however this also has a load limit which is unknown. Periodic flooding has also impacted using this as an alternate access route.

7. **NEXT MEETING**

The next Local Emergency Management Committee meeting will be held on Wednesday 2 November 2022 commencing at 10:00am. The meeting will be held at the Shire of Waroona Council Chambers at 52 Hesse Street, Waroona.

8. **CLOSE**

There being no further business the Chairperson declared the meeting closed the time being 10:40am.

I confirm that these minutes were confirmed at the Local Emergency Management Committee (LEMC) meeting held on Wednesday 2 November 2022 as being a true and correct record of proceedings.

LEMC Chairperson

Date