

# Augusta Margaret River Local Emergency Management Committee

## Agenda

For the meeting to be held  
Tuesday, 9 February 2021  
Margaret River Council Chambers  
41 Wallcliffe Road, Margaret River  
Commencing at 4.30pm

# Notice of Meeting

Please be advised that a meeting of the Augusta Margaret River Local Emergency Management Committee will be held on Tuesday, 9 February 2021, commencing at 4.30pm

Margaret River Council Chambers  
41 Wallcliffe Road  
Margaret River WA 6285

If you are a member of the public who would like to attend the meeting, or if you are a committee member who is unable to attend, please contact Lisa Garstone, Emergency Services Administration Officer.

P: 9780 5639

E: [lgarstone@amrshire.wa.gov.au](mailto:lgarstone@amrshire.wa.gov.au)

# Order of Business

<b>Agenda Listing</b>	<b>Subject</b>
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**Notice of meeting**

**Order of business**

- 1.0 Declaration of opening**
- 2.0 Attendance / Apologies / Non-attendance**
  - 2.1 Attendance**
  - 2.2 Apologies**
- 3.0 Question time for the public**
- 4.0 Disclosure of members' interests**
- 5.0 Confirmation of minutes of previous meeting**
  - 5.1 Local Emergency Management Committee Minutes: 11 August 2020**
- 6.0 Business arising from previous minutes**
  - 6.1 Action List**
- 7.0 Reports from Shire Officers and Delegates**
  - 7.1 Australian Red Cross**
  - 7.2 Department of Biodiversity Conservation and Attractions**
  - 7.3 Department of Communities**
  - 7.4 Department of Fire and Emergency Services**
  - 7.5 Department of Health**
  - 7.6 Department of Primary Industries and Regional Development**
  - 7.7 Shire Bush Fire Brigades**
  - 7.8 Shire Human and Community Services**
  - 7.9 State Emergency Services**
  - 7.10 St John Ambulance**
  - 7.11 Surf Life Saving WA**
  - 7.12 Volunteer Fire and Rescue Service**
  - 7.13 Volunteer Marine Rescue**
  - 7.14 WA Police**
  - 7.15 Water Corporation**
- 8.0 General business**
  - 8.1 MRDH No-Notice Bushfire Event – Representative, WACHS**
  - 8.2 Public Emergency Contact Directory – Adam Jasper, CESM**
  - 8.3 Emergency Contacts and Resource Directory (Confidential) – Adam Jasper, CESM**
- 9.0 Matters for which the meeting may be closed (Confidential Items)**
- 10.0 Closure of meeting**

**5.0 Confirmation of minutes of previous meeting**

**5.1 Local Emergency Management Committee Meeting Minutes: 11 August 2020**

**RECOMMENDATION/LEMC DECISION LEMC2021/XX**

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That the unconfirmed minutes of the Local Emergency Management Committee Meeting held 11 August 2020 be confirmed as a true and correct record of the meeting.

**Moved: TBA**

**Seconded: TBA**

**Carried: TBA**

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## 6.0 Business arising from previous minutes

### 6.1 Action List

Date	Action Item	Action Update	Status	Actioning Officer
15/05/19	Will need to look at better ways of managing aircraft refuelling at Augusta.	<p><b>13/08/19:</b> Info passed through from Aero Club, Augusta. Dave passed to Shire. Looking into what they can do. Currently under review.</p> <p><b>12/11/19:</b> Adam to follow up with Greg West.</p> <p><b>11/2/20:</b> Still in progress.</p> <p><b>20/5/20:</b> New Director Sustainable Development and Infrastructure Services, Nick Logan, will be brought up to speed on this action item and address at the August meeting.</p> <p><b>11/08/20:</b> Adam still to discuss with Nick Logan. Rollover to November meeting.</p>	In progress	David Holland, Nick Logan, Adam Jasper, Leisa Prangnell and RFDS
20/05/20	LEMC Exercises/Meeting Locations.	<p><b>20/5/20:</b> Adam Jasper to liaise with Nathan Hall and also get in touch with Josh Jackson from the Water Corporation regarding his offer to host a meeting/exercise.</p> <p><b>11/08/20:</b> Hypothetical Water Corporation Exercise discussion held. Members to forward their responses to the Emergency Services Admin Officer. Outcomes to be discussed at the November LEMC which is proposed to be hosted by the Water Corporation in Margaret River (TBC).</p>	In progress	Adam Jasper, Nathan Hall and Josh Jackson

## 7.0 Reports from Shire Officers and Delegates

### 7.1 Australian Red Cross

#### COVID Response

The ongoing focus of Australian Red Cross during the COVID-19 response has been on helping people to maintain vital social connections through periods of self-isolation.

- Nationally Red Cross is continuing to make daily check-in calls to people who are in mandatory self-isolation and others who may be vulnerable in our communities. As at 1 November, more than 199,100 calls have been made supporting people around Australia.
- In WA, Australian Red Cross has provided (and continues to provide) a similar phone service to a small vulnerable cohort of community members in quarantine here in WA since 7 May 2020 on behalf of Department of Communities.
- Red Cross has developed an in-depth document on '**Evacuation Centre Planning and Operational Considerations COVID-19**'. These guidelines draw on International and domestic best practice, process and research, and may be used to supplement existing evacuation / relief centre guides and handbooks. The purpose of this document is to adequately allow for the application of COVID-19 safe practice in an evacuation centre / emergency sheltering environment. This document:
  - provides safe and supportive solutions for evacuated communities and associated responding agencies
  - centralises recommendations that can assist multiple agencies and entities to identify COVID-19 safe guidelines for disaster response
  - includes adjustments to current emergency sheltering practice to assist in preventing the spread of COVID-19
  - is centred on evidence-based research to date, for mitigation of COVID-19 transmission risk in congregate areas
  - incorporates recommendations from, but not limited to, the Australian Government Department of Health, Queensland Health and Safe Work Australia

Please contact [waeoc@redcross.org.au](mailto:waeoc@redcross.org.au) if you would like to be sent a copy of these guidelines.

- Red Cross has representation on the COVID State Welfare Emergency Committee and is attending discussion exercises run by the State Welfare Incident Co-ordination Centre.
- Red Cross continues to share information to support community preparation, response and recovery related to COVID 19 and adding more content all the time <https://www.redcross.org.au/stories/covid-19>

#### Recovery

Red Cross has screened free recovery webinars covering a great array of topics. Although most of these have been prepared to support the 'Black Summer' recovery work, many of the learnings can be applied to COVID and the recovery from other events. Recent additions include an 'Anniversaries and Memorials' session and Rob Gordon presenting on 'Tackling uncertainty and anxiety ahead of the next disaster season'.

#### National Bushfire Recovery

- Nationally Red Cross is working to support bushfire affected across the country. A team of 26 recovery workers will provide long term recovery programs over the next three years. The compounding impacts of COVID have meant these workers have been focused on innovative ways of providing psychosocial support during the last few months.
- The Bushfire Grants program continues to be expanded and thus far has distributed more the \$239 million. For more information on how these funds are being spent visit here <https://www.redcross.org.au/news-and-media/news/australian-bushfires-how-we-are-using-funds>

### **Preparedness**

- Red Cross worked together with the ABC on the three part TV series, 'Big Weather and How to Survive It' which aired in October and can now be watched on iview <https://iview.abc.net.au/show/big-weather-and-how-to-survive-it>
- The program promoted the Red Cross' Preparedness App <https://www.redcross.org.au/get-help/emergencies/preparing-for-emergencies/get-prepared-app> as well as the 'Big Weather Ready Together Toolkit' which has been designed specifically to support people to organise a virtual or in person #ReadyTogether event in support of the Big Weather and How to Survive it series. Please feel free to use and promote the digital version of the toolkit to support community led preparedness activities in your community. Please note that the series does contain some very strong imagery and I'd suggest you mention this when you send this toolkit on. There is a warning about this on the back page of this toolkit.
- The Perth Hills Preparedness project working in partnership with the City of Swan, Shire of Mundaring and City of Kalamunda was publicly launched. The project has been funded by the State Emergency Management Committee through the National Disaster Resilience Program (NDRP). For more information please email [wapreparedness@redcross.org.au](mailto:wapreparedness@redcross.org.au)

### **Key Messages**

- Follow our Emergency Services (WA) Facebook Page for updated posts: <https://www.facebook.com/RedCrossEmergencyServicesWA/>
- Key messages and support tips are continually updated on the Australian Red Cross website: <https://www.redcross.org.au/>

## **7.2 Department of Biodiversity Conservation and Attractions**

- TBA

## **7.3 Department of Communities – Roma Boucher**

- I have recently attended our Emergency Services Unit conference in Northam with presentations and topics of interest being:
  - Emergency Management in the Wheatbelt
  - DC/Community Services restructure and strategic direction; meeting Geraldine Carlton, recently appointed DC Executive Director EM - Welfare Emergency Controller
  - Workshop – Contemporary Emergency Welfare Preparedness
  - BOM presentation by Bradley Santos and Rob Lawry – Severe Weather/Floods
  - Workshop - Management of Welfare Centres (CoVid-19 lens)
  - Planning and tasking for the coming season
  - Exercise – Burning Ring of Fires
- Recently there have been two items released by the SW OASG –
  - CoVid-19 Welfare Centre Guidelines (*please refer to Attachment 7.3.1*) – an interim document to provide guidance to our staff and other key agencies in managing welfare centres, whilst mitigating CoVid-19 risks to the community and in preparation for this summer season.
  - South West Local CoVid-19 Annexure (*please refer to Attachment 7.3.2*) – to be read in conjunction with the guidelines referred above and relative to each Local Government (LG). Each LG is asked to provide individual information to the annexure and seeking key information in the areas of population, vulnerable groups, health services, critical supplies, emergency accommodation, access, communications arrangements, cultural considerations and risk analysis that may impede welfare provision for this area.

- I wrote to the 12 SW LG's on 13 August and 14 October requesting a review of the pre-determined welfare centres in relation to CoVid-19 physical distancing requirements, i.e. capacity figures for both 2sqm (short term) and 4sqm (overnight or longer). When the information is available and in preparation for the summer season, I am required to update the local welfare plans and the State Welfare Centre database. **Note: the latter database is available to WA Police and Hazard Management Agencies. This item has now been completed.** It would also be helpful to have a copy of any COVID Safety Plan Certificates issued for your facilities; together with any advice as to whether you have partitioning/barriers that could be utilised to section areas, separate entry/exit points etc.

#### **7.4 Department of Fire and Emergency Services**

##### **District Officer Capes LSW – Peter Thomas**

##### **Aerial Firefighting Fleet**

###### **Bunbury Airport:**

- Available daily 0600-1800hrs
  - 2 x Air Tractor 802 fixed wing (SEATs/BOMBERS)
  - 1 x AS350 Squirrel Type 3 FIREBIRD helicopter (AAS, utility)
  - 1 x GA8 Airvan BIRDDOG fixed wing (AAS, utility)

###### **Busselton Airport:**

- Online from 15 December 2020, available daily 0900-1800hrs
  - 2 x Bell 214B Type 2 HELITAKS

###### **Manjimup Airfield:**

- Available daily 0600-1800hrs
  - 2 x Air Tractor 802 fixed wing (SEATs/BOMBERS)
  - 1 x Champion Scout BIRDDOG light fixed wing (AAS)

##### **New Prescribed Burn Plan Templates**

- All DFES staff and volunteers are now required to complete documentation for any burns they are undertaking.
- The current basic prescription template along with supporting documentation has recently been reviewed. Several improvements were identified and have been incorporated into this new Burn Plan document package.
- Where a full prescription is not required, the templates have been designed as a tool for all DFES staff engaged in prescribed burning activities to use. These templates ensure a range of considerations are addressed during the planning phase, enabling informed decision making. All volunteers engaged in prescribed burning activities are also encouraged to adopt these templates.

##### **Capes and Blackwood Valley Zone Response**

- Both the Capes and Blackwood Valley Zone responses are active from 1 December, this is the second year the Blackwood is running with great success last year. The response zones enable a multi-agency response to fires which has proved beneficial in combatting fires and protecting properties.

##### **Combined Pre-Season Forum**

- DFES, DBCA and WAPOL held a combined bushfire Pre-Season Forum in December, which involved members from both the SW and LSW region participating in a day event to build capacity and networks in the lead up to the fire season.

##### **Enhanced Rescue Capability for Schoolies**

- Last year we positioned a specialised rescue vehicle at Dunsborough Fire and Rescue station. This vehicle was crewed by two Career firefighters from Sunday 22 to Friday 27 November between the hours of 1200 to 2200. The idea was to support the local volunteers in response to Road Crash. Luckily the crews weren't required however the process worked well with great support from the local volunteers.



## **District Emergency Management Advisor SW – Vik Cheema**

### **STATE**

#### **Funding**

- The AWARE grant round for 2020-21 opened at 12pm (midday) Monday 2 November 2020 and closed at 12pm (midday) Friday 11 December 2020.
- The *All West Australians Reducing Emergencies* (AWARE) program aims to enhance WA's Emergency Management arrangements by investing in capacity building and preparedness activities at a local level. Each round of AWARE sets priority categories to be addressed via a competitive grant round.
- The current agreement sets out to distribute \$230,000 to WA local governments via a competitive grant round to projects that fall into one or more of the following categories:
  - Furthering the emergency risk management process
  - Facilitating capability-based exercises
  - Assisting in reviewing Local Emergency Management Arrangements (LEMA)
  - Delivering emergency management training
  - Hosting or facilitating emergency management events or forums
- Local governments are encouraged to submit individual or joint applications.
- For further information please see the link <https://semc.wa.gov.au/funding/aware>

#### **District – South West**

- South West District Emergency Management Committee (DEMC) met on 13 October 2020. Highlights of the meeting were:
  - COVID-19 current status and preparedness update from the WACHS
  - Bushfire Season Preparedness briefings
  - Increased tourism and travellers to the SW region
  - Agency briefs/updates
  - Bushfire CRC Seasonal Outlook

#### **Local**

- A series of LEMC exercises to test the Incident Support Group (ISG) meeting arrangements were facilitated across the SW region. The exercise schedule was:

<b>LEMC</b>	<b>Exercise Date</b>
<b>Nannup</b>	Wednesday, 4 Nov
<b>Dardanup</b>	Wednesday, 11 Nov
<b>Bridgetown-Greenbushes</b>	Tuesday, 17 Nov
<b>Collie</b>	Wednesday, 18 Nov
<b>Donnybrook Balingup</b>	Tuesday, 24 Nov
<b>Boyup Brook</b>	Wednesday, 25 Nov
<b>Bunbury</b>	Thursday, 26 Nov
<b>Augusta Margaret River</b>	Thursday, 17 Dec
<b>Busselton</b>	Tuesday, 1 Dec
<b>Capel</b>	Wednesday, 2 Dec
<b>Harvey</b>	N/A
<b>Manjimup</b>	Tuesday, 15 Dec

#### **LEMC ISG Exercise Post-Exercise Report – Augusta Margaret River**

- The LEMC ISG Exercise for the Shire of Augusta Margaret River was held on Thursday, 17 December 2020 via the Microsoft Teams App, and was facilitated by Vik Cheema, DFES District Emergency Management Advisor South West.
- A Post-Exercise Report has been compiled for your information (*please refer to Attachment 7.4.1*).

**7.5 Department of Health  
Margaret River and Augusta Hospital (WACHS-SW)**

- TBA

**7.6 Department of Primary Industries and Regional Development  
DPIRD COVID19 Update**

- DPIRD continues to support wider State Emergency Management Arrangements across the State.

**Biosecurity Incidents and Responses – Update**

- Queensland Fruit Fly (Qfly) - DPIRD continues to respond to Qfly operations within Coolbellup since Dec 2020. Eradication and surveillance activities will be managed in accordance with the National Fruit Fly Management Protocol.
- Browsing Ant response has transition to a National program, DPIRD activities are focussed on surveillance to verify eradication across the State.
- Red Imported Fire Ant (RIFA) response has transition to a National program, surveillance activities are focused on establishing 'Proof of Freedom' to prove the pest has been eradicated.
- Ehrlichia canis (Ehrlichiosis) DPIRD is conducting surveillance for the disease and has conditions on dogs moving out of northern WA to reduce the risk of the disease spreading to southern WA.
- Additional information on these pests are available at [www.agric.wa.gov.au](http://www.agric.wa.gov.au).

**Woorloo Bushfire Incident Response – Animal Welfare**

- Below is a link to a presentation from our Director General today on the current status of DPIRD's role in the current bushfire emergency as Animal Welfare lead agency. <https://www.youtube.com/watch?v=oUD10HQy1nc>

**7.7 Shire Bush Fire Brigades – David Holland  
Operational Incidents/issues**

- We have assisted DBCA at the Nannup/Darradup fire with an evening shift.
- We had a task force ready to assist at Gingin but were stood down prior to departure.
- Assisting with resourcing requirements for the Level 3 Woorloo incident.

**Training Courses conducted**

- Planning is underway for the local training program for 2021, with calendar to be finalised shortly.

**Procedures**

- Nil

**Appliances/Facilities**

- Appliance replacement program for this year to include, Light Tankers for Witchcliffe, Wallcliffe and Rosa Brook. The Karridale 3.4 has been delivered.

**Administration**

- A Total Fire Ban was implemented for 9 January by DFES for our Shire, along with most of the South West. As we were expecting strong dry winds with low humidity and elevated temperatures, we also declared a Vehicle Movement and Harvest Ban.

**7.8 Shire Human and Community Services – Jason Cleary**

- COVID-19 funding program underway in this period.
- COVID Recovery Impact Survey completed.
- Emergency Recovery pre-season review and update underway.
- COVID Review of Emergency Recovery Procedures completed.

## 7.9 State Emergency Services – Adrian Yates Incidents & Events

- **Missing person:** Three searches during the two quarters: Margaret River, Yallingup, and Warner Glen.
- **Ambulance assist:** Six callouts for injured persons at Kilcarnup (x2), the Wadandi track, the River Mouth, Carter's Rd mountain bike and Lefthanders at Gracetown. Three were stood down en-route.
- **Storm damage:** One minor incident each in September and October.
- **Water bomber:** One day of reloading for Yallingup fires in December.

### Training

- Members attended on-road driving, radio, mental health, vertical rescue, team leader and first aid training courses.
- Vertical Rescue team training in collaboration with caving groups to support cave response capability.
- Three SES volunteers across the region completed SES Search Commander training, enhancing local capability to support land searches.
- Weekly Monday-night training proceeding well with 15-20 members. Training recommenced 25 Jan, cancelled 1 Feb, plan to start 2021 training calendar on 8 Feb.
- Annual Water bomber reload, turnover, and fire safety training all completed in November/December.
- Interagency Land/Marine Search exercise with WAPOL/Marine Rescue/SES completed November 15.
- Regional flood boat training day conducted at Alexandra Bridge in December.

### Administration and Other

- AGM held on 31 August. Welcome to incoming Training Manager, Carrie-Ann Phillips; Deputy Local Managers, David Glasson and Petrina Yates.
- Membership steady at 33 members. Recruitment ad published with good response; information night postponed until 15 February due to COVID lockdown.
- GRU (General Rescue Utility) Isuzu D-Max trialled by the unit during September. Some concerns over off-road capability and ability to transport more than 4 members, but storage pod is well-designed for storm damage incidents. Concerns are shared by SES units across the state with SESVA and DFES holding meetings to discuss issues.
- Vertical Rescue training tower enhancements approved by DFES and project manager appointed. These include safety upgrades, lighting, an enclosed space for cave rescue training and a staircase for general rescue training. Lighting installed. Designs work with Margaret River engineering.
- Collaborating with VFRS and DFES on site plans for the adjacent fire station, ensuring suitable access to SES facilities in case of major incidents.
- Replacement telephone system was installed in June, transfer of services completed in December. Thanks to AMR Shire and CESM for working with Telstra to resolve.
- Concept approval form submitted for ablutions in the shed to supplement the two toilets at the SES facility.
- Compiling unit history – please get in touch if you have documents or were involved in the AMR SES during the 1970s – 2000s.
- DFES has approved the use of handheld VHF radios with repeaters. SES duty officer will carry a VHF radio to maintain contact with members during incidents.
- Flood boat confirmed by DFES for replacement later in 2021. We have some concerns over the intended vessel due to height, draft and size which will limit capability in the Blackwood and Margaret Rivers. Ongoing discussions with DFES.
- Met with Augusta Marine Rescue for familiarisation and our unit is available to support waterbomber refill at Augusta.

**7.10 St John Ambulance**

**Augusta**

- TBA

**Margaret River**

- Nil

**7.11 Surf Life Saving WA – Mike Matraszek**

**Operations**

**Lifeguard**

- Services at Margaret Rivermouth Beach expected to start in line with start of school holidays.
- Services started at Meelup and Bunker Bay. Services expected to start at Yallingup and Smiths Beach in line with start of school holidays.

**Wesfarmers Emergency Response Team**

- Mobilisation of team, including resources from Margaret River SLSC, to support search for missing person at Injidup Spa in late October.

**Aerial Surveillance**

**Westpac Life Saver Rescue Helicopter**

- Lifesaver 69 began daily operations on 21 November 2020 which will continue through to end of school holidays when the service will return to weekends only. Service is available between 0700HRS and 1700HRS with patrols conducted between Bunbury and Hamelin Bay.

**Other**

**Contact Points for resourcing requests**

- Tasking / Resource Requests
  - SurfCom via 9207 6688 – available 0600HRS to 1800HRS, 7 days per week through to end of April
- All Other Requests
  - Mike Matraszek - Operations Supervisor (in region) via 0429 236 319

**SLSWA Development Centre**

- Redevelopment will commence in early 2021.
- Intended to provide a location to conduct / base centralised training programs and development camps; including interagency MSAR training or scenarios.

**7.12 Volunteer Fire and Rescue Service**

**Augusta**

- TBA

**Margaret River**

- TBA

**7.13 Volunteer Marine Rescue**

**Augusta – Herman Gerritsen**

- Group has carried out several rescues mainly consisting vessels which have broken down and requiring a tow back to safe waters.
- Taken delivery of the “Tom Reed” to replace the RV Ryall which is undergoing it’s 10-year refit.
- Group has completed its part of the “Exploring Emergency Services” programme which is run in collaboration with local primary school and looks at the benefits of volunteering with emergency services.
- We now have a complete set of working plans for the proposed new building in the Augusta Boat Harbour. An area has been allocated by D.O.T. and we are looking for funds to get the project underway. Several meetings have been held with DFES and other stakeholders.

- After doing some training on filling Water Bombers, the group was immediately put into action and spent 2 days filling planes fighting the fire at Black Point.

#### **Margaret River - Michael Beasley**

- We have had a number of call outs since the last meeting, including three in January. All were fuel and break down rescues only.
- Our group provided water safety at the Eagle Bay Epic event at Dunsborough on 7 and 8 November.
- Our training regime continues to schedule.
- We are hoping to commence a refit of our larger vessel early this year.
- A number of our members brought themselves up to par through attending a First Aid course in Margaret River provided by St John.
- Refurb to our shed put off until beginning of March 2021.
- Group engaged in usual rounds of training, asset upkeep and maintenance.

#### **7.14 WA Police**

##### **Augusta**

- TBA

##### **Margaret River**

- TBA

#### **7.15 Water Corporation**

- TBA

### **8.0 General business**

#### **8.1 MRDH No-Notice Bushfire Event – Representative, WACHS**

- The WACHS-SW held a No-Notice Bushfire Event, facilitated Brooke Neal of the WACHS-SW Disaster Planning Team, at 9am on 10 December at the Margaret River District Hospital.
- LEMC members were invited to attend the first portion of the day from 9.00am to 10.15am.
- Each stakeholder was given the opportunity to give a brief 5-10-minute discussion on their worksite plan and the role that they play in the event of a bushfire.

#### **8.2 Public Emergency Contact Directory – Adam Jasper, CESM**

- The Public Emergency Contact Directory forms part of the Appendices to the Shire of Augusta Margaret River Local Emergency Management Arrangements (LEMA).
- The Public Emergency Contact Directory is to be reviewed and updated regularly to ensure the information contained within the document remains current and correct.
- The document has been re-branded in line with the Shire's corporate style guide and was distributed to all LEMC members for review, with feedback and updates requested prior to this LEMC meeting.
- The final draft of the Public Emergency Contact Directory will be distributed to LEMC members as an Attachment to this Agenda, for final review (*please refer to Attachment 8.2.1*).
- The document is to be endorsed by the LEMC, with subsequent endorsement by Council.
- Following endorsement by Council, a final version of the document will be distributed for replacement in the LEMA Appendices.

#### **8.3 Emergency Contacts and Resource Directory (Confidential) – Adam Jasper, CESM**

- The Emergency Contacts and Resource Directory (Confidential) forms part of the Appendices to the Shire of Augusta Margaret River Local Emergency Management Arrangements (LEMA).
- The Emergency Contacts and Resource Directory (Confidential) is to be reviewed and updated regularly to ensure the information contained within the document remains current and correct.

- The document has been re-branded in line with the Shire's corporate style guide and was distributed to all LEMC members for review, with feedback and updates requested prior to this LEMC meeting.
- The final draft of the Emergency Contacts and Resource Directory (Confidential) will be distributed to LEMC members as a Confidential Attachment to this Agenda, for final review (*please refer to Confidential Attachment 8.3.1*).
- The confidential document is to be endorsed by the LEMC, with subsequent endorsement by Council.
- Following endorsement by Council, a final version of the confidential document will be distributed for replacement in the LEMA Appendices.

**9.0 Matters for which the meeting may be closed (Confidential Items)**

TBA

**10.0 Closure of meeting**