# Appendix B: Sample LEMC Meeting Agenda Template 1

**Meeting Date:**

**Location:**

**Time:**

**Videoconference link:**

*Emergency Management Act 2005* (Section 39) - Functions of local emergency management committees:

(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 the SEMC or prescribed by the regulations.

## Opening and Welcome

Acknowledgement of Country.

## Attendance and Apologies

## Disclosure of Interests

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.

## Guest Presentations

### Presentation 1

### Presentation 2

## Confirmation of Meeting Minutes

Moved by XXXX; Seconded by XXXX

The committee **approved** the minutes of the XXXXX LEMC meeting held on XXXX.

## Review of Action list and business arising

|  |  |  |
| --- | --- | --- |
| **Item** | **Owner** | **Status** |
|  |  |  |
|  |  |  |

## Correspondence

### Correspondence In

### Correspondence Out

### Information tabled.

## Review of LEMC membership and contact list updates

## Local Emergency Management (standing items)

### Post Incident Reports – discussion and note any outcomes to be actioned.

### Post Exercise Reports – discussion and note any outcomes to be actioned.

### Exercise – discuss objectives, scenario, and dates.

### Review Local Emergency Management Arrangements – updates as required.

### Risk management update – monitor and review, emerging risks, mitigation.

### Review LEMC business plan – monitor progress

### Review funding opportunities

## Agenda Items

### Item one

### Item two

## Agency/Member Reports

Members to consider:

* Capability and limitations for the coming season (resources/staffing)
* Any known emerging risks
* Any scheduled exercises
* Outcomes or lessons learnt from any incidents or exercises.

## General Business

## Next Meeting

### LEMC calendar

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Activity | Venue | Comment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Meeting Closure