



Local Emergency Management Committee Meeting

7 August 2025

Minutes

To: Local Emergency Management Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Local Emergency Management Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

A handwritten signature in black ink, appearing to be 'Aaron Bowman JP', is positioned above the name and title.

Aaron Bowman JP

CHIEF EXECUTIVE OFFICER



Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into separate attachments to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 31 October 2025.



Aaron Bowman JP

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 6 November 2025.

Signed:

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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1 DECLARATION OF OPENING

The CESM declared the meeting open at 10.00am for the purpose of conducted its legislatively required Annual Exercise. The exercised was based around 'Storm and Telecommunications'.

1.1 ANNOUNCEMENT OF VISITORS

Nil.

1.2 RECORD OF ATTENDANCE AND APOLOGIES

Members

Mr A Bowman JP	Chief Executive Officer
Mr R Koch	Community Emergency Services Manager
Mr H Ibbs	Proxy for Executive Manager Infrastructure, Assets and Services/Local Recovery Coordinator
Mr J Tenardi	Ranger
Sgt J Boryczewski	Police Officer in Charge - Toodyay
Mr M Phillips	Department of Communities (online)
P Nuttall	Deputy Local Recovery Coordinator /Executive Manager Planning and Regulatory Services
Ms. K Browne	Deputy Welfare Liaison Officer
Mr P Hay	DFES District Officer
Mr K Maddrell	Morangup St John Ambulance

Staff

Mrs E Francis	Emergency Management Officer
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Visitors

Nil

Apologies

Mrs V Crispe	Executive Manager Infrastructure, Assets and Services
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2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

2.1.1 Minutes of Meeting held on 1 May 2025

OFFICER'S NO.LEMC004/08/25	RECOMMENDATION/LEMC	RESOLUTION
MOVED	Sgt J Boryczewski	
SECONDED	Ms. K Browne	
That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 1 May 2025 be confirmed.		
<u>Voted For:</u>	Mr A Bowman JP, Mr R Koch, Mr H Ibbs, Mr J Tenardi, Sgt J Boryczewski, Mr M Phillips, P Nuttall, Ms. K Browne, Mr P Hay, and Mr K Maddrell	
<u>Voted Against:</u>	Nil	
MOTION CARRIED 10/0		

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

4.1 CONTACT LIST

Provided to members pre-meeting.

4.4 EXERCISE

The District Emergency Management Advisor led the exercise, the purpose of which is to assess and consider improvement in the Shire's Emergency Management capabilities, particularly those related to identified gaps and core capabilities. The exercise explored considerations such as:

- Improved telecommunications infrastructure on a wider scale
- Business Continuity
- Ways in which the Shire can support the community
- Community Education
- Community Vulnerabilities
- Shire's Strengths

5 CONFIRMATION OF NEXT MEETING

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on 6 November 2025 commencing at 10:30 AM.

6 CLOSURE OF MEETING

The Chairperson closed the meeting at 10.43am.