



Local Emergency Management Committee Meeting

12 March 2026

Commencing at 10:30 AM

AGENDA

The next Local Emergency Management Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to email questions via email at records@toodyay.wa.gov.au at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

A handwritten signature in black ink, appearing to be "A. Bowman".

Aaron Bowman JP

CHIEF EXECUTIVE OFFICER



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ATTACHMENTS can be found in the Attachments Paper.

1 DECLARATION OF OPENING

1.1 ANNOUNCEMENT OF VISITORS

1.2 RECORD OF ATTENDANCE AND APOLOGIES

1.3 DISCLOSURE OF INTEREST

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

Minutes of Meeting held on 6 November 2025

OFFICER'S RECOMMENDATION

That the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 6 November 2025 be confirmed.

2.2 INWARD/OUTWARD CORRESPONDENCE

Nil.

2.3 REVIEW OF STATUS REPORT

2.3.1 Minutes of previous meeting for confirmation

Attachments:	1. Minutes from previous meeting.
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3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

4 OFFICER REPORTS

4.1 Department of Communities - Local Emergency Relief and Support Plan

Date of Report:	19 February 2026
File Reference:	FIR27
Author:	E Francis – Emergency Management Officer
Responsible Officer:	V Crispe – Executive Manager Infrastructure, Assets and Services
Attachments:	1. Department of Communities Local Emergency Relief and Support Plan

PURPOSE

The purpose of this brief is to present the Department of Communities Local Emergency Relief and Support Plan to the Local Emergency Management Committee for consideration and acceptance.

BACKGROUND

The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards, as specified in the emergency management legislation.

The Local Emergency Relief and Support Plan (LERSP) details the operational activities for the management and coordination of emergency relief and support services under the Local Emergency Management Arrangements (LEMA).

The purpose of this LERSP is to detail the activities for the activation and coordination of emergency relief and support services before, during and after emergencies within the Local Emergency Management Committee or Local Government boundary.

COMMENTS AND DETAILS

Supporting documentation is strategically important as it underpins coordinated planning and informed decision-making, while clear and current documentation strengthens preparedness and enables an organised and effective response during emergencies and disasters.

OFFICER'S RECOMMENDATION

That the Local Emergency Management Committee accepts the Department of Communities Local Emergency Relief and Support Plan as presented.

4.2 LEMC Endorsement of Toodyay Recreation Centre as Primary Evacuation Centre

Date of Report:	24 February 2026
File Reference:	FIR27
Author:	E Francis – Emergency Management Officer
Responsible Officer:	V Crispe – Executive Manager Infrastructure, Assets and Services
Attachments:	Nil

PURPOSE

To seek the endorsement of the Local Emergency Management Committee (LEMC) for the designation of the Toodyay Recreation Centre as the Shire of Toodyay’s Primary Evacuation Centre, and its inclusion in the Shire’s Local Emergency Management Arrangements (LEMA).

BACKGROUND

Under the *State Emergency Management Policy*, local governments, Hazard Management Agencies, relevant emergency management agencies and Controlling Agencies, in consultation with their Local Emergency Management Committee (LEMC), are required to identify and document in the Local Emergency Management Arrangements (LEMA) appropriate evacuation centres and refuge sites for the hazards identified as having a high risk to their area (Policy Section 5.7.4).

The Shire of Toodyay previously received a grant via DRF (Disaster Ready Funding) for the installation of a generator. The addition of a generator supports this modern facility as an evacuation centre by maintaining critical services during an emergency activation if power disruptions occur.

COMMENTS AND DETAILS

As previously reported to LEMC the Toodyay Recreation Centre’s generator has been installed, and the facility has been provisioned with the appropriate Emergency Activation Kit contents. Appropriate staff have been given access to the facility for Evacuation Centre Activation purposes. The Department of Communities has reviewed the facility, with their corresponding documentation amended accordingly and the Local Emergency Management Arrangements (LEMA) have been updated to reflect its status.

OFFICER’S RECOMMENDATION

That the Local Emergency Management Committee endorses the Toodyay Recreation Centre as the Primary Evacuation Centre and its inclusion in the Shire’s Local Emergency Management Arrangements (LEMA).

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

5.1 CONTACT LIST

5.2 RISK MANAGEMENT

5.3 PRESENTATIONS OR EVENTS

5.4 INCIDENT/EXERCISE REPORTS

5.5 PROJECTS AND GRANT FUNDING

5.6 STRATEGIC REVIEW / PLANNING

5.7 ROUNDTABLE DISCUSSION AND AGENCY UPDATES

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Local Emergency Management Committee Meeting is scheduled to be held on 11 June 2026 commencing at 10:30 AM.

7 CLOSURE OF MEETING

The Chairperson will close the meeting.