# Appendix B: Sample LEMC Meeting Agenda Template 2

**[INSERT NAME] Local Emergency Management Committee Meeting Date: [INSERT DATE]**

## Administration

1.1 Open Meeting

1.2 Acknowledgement of Country

1.3 Attendance and apologies

1.4 Confirmation of previous minutes

1.5 Correspondence in and out

1.6 Action items from previous meeting

1.7 Emergency contacts update

1.8 Guest presentation/s

## Standard Reporting

2.1 Post incident reports

2.2 Post exercise reports

2.3 Exercise schedule

2.4 Local Emergency Management Arrangements update

2.5 Emergency Risk Management update

2.6 Agency/member reports

2.7 Agenda items

2.8 General business

## Quarterly Reporting

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| --- | --- |
| **Quarter** | **Reporting activities** |
| **1st quarter** (July-Aug-Sept) | LEMC Business Plan tabled  Annual Meeting Schedule  Exercise Date for financial year |
| **2nd quarter** (Oct-Nov-Dec) | Seasonal Review  State Preparedness Report Review |
| **3rd quarter** (Jan-Feb-Mar) | LEMC Business Plan developed |
| **4th quarter** (April-May-June) | Complete Annual Preparedness Survey and Annual Report  Exercise Schedule developed |

## Next Meeting and Close