



Shire of Dardanup

A P P E N D I C E S

LOCAL EMERGENCY

MANAGEMENT COMMITTEE

MEETING

Held on

Wednesday, 13th of August 2025

Commencing at 10.00am

At

ADMINISTRATION CENTRE EATON

1 Council Drive - EATON

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Local Emergency Management Committee Business Plan 2026-2027

Function

Per s39 of the *Emergency Management Act* 2005...








- To advise and assist the Shire of Dardanup in ensuring that local emergency management arrangements are established for its district
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
- To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations

The objectives as set out in the Terms of Reference...

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- To liaise with emergency management agencies and other persons in the development, review and testing of local emergency management arrangements;
- To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the *Emergency Management Regulations* 2006.
- At the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.
- The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the State Emergency Management Committee.
- To exercise the Local Emergency Management Arrangements on an annual basis, and to test their effectiveness in practical applications.
- To assist in the preparation and review of the Local Emergency Risk Register and provide guidance in the treatment strategies to reduce the risk to the community.





Local Emergency Management Arrangements

Local Emergency Management Arrangements are established, maintained and reviewed in accordance with s3.8 of the *State Emergency Management Procedure*.

LEMC Action	Status	Notes
Modify Local Emergency Management Arrangements overview to extract actionable content (to be put into action plans)		<ul style="list-style-type: none"> Review due Dec '26 Create an overview document that sets the context/scene for the sub-plans of the Local Emergency Management Arrangements. Create a single context statement referenced by all sub-plans.
Create an Emergency Response Plan that is actionable		<ul style="list-style-type: none"> To be developed Create a sub-plan that focuses on plans for emergency responses in general (hazard specific response plans may be sub-ordinate to this plan).
Ensure Local Emergency Relief and Support Plan is up-to-date and actionable.		<ul style="list-style-type: none"> A Department of Communities plan that form a part of Shire's arrangements. Department of Communities requests endorsement at 13 Aug 25 meeting.
Ensure the Local Evacuation Support Plan is up-to-date and actionable		<ul style="list-style-type: none"> Review due Feb '27 Plan has recently been developed, and approved by Council (26 Feb 25). Review due Feb 2027
Ensure the Animal Welfare Support Plan is up-to-date and actionable.		<ul style="list-style-type: none"> Review due Aug '26 Update with a focus in actionable check-lists.
Ensure the Local Recovery Support Plan is up-to-date and actionable.		<ul style="list-style-type: none"> Review due Aug '26 Update with a focus in actionable check-lists. Required by s41(4) <i>Emergency Management Act 2005</i>
Ensure Recovery Communications Plan is up-to-date and actionable.		<ul style="list-style-type: none"> Review due Aug '26 (assumed based on Local Recovery Support Plan) Update with a focus in actionable check-lists.




Last update 9 Jul 25

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LEMC Action	Status	Notes
Ensure Local Bushfire Response Support Plan is up-to-date and actionable.		<ul style="list-style-type: none"> Review due Dec '27 Update with a focus in actionable check-lists.
Ensure the Bushfire Risk Management Plan is up-to-date and actionable		<ul style="list-style-type: none"> Review due May '27 Plan has recently been reviewed, and approved by Council (21 May 25). Not due for review until May 2027.
A Memorandum of Understanding for Emergency Management district assistance is considered.		<ul style="list-style-type: none"> The Memorandum of Understanding for Member Councils of the South West Zone Western Australian Local Government Association for the Provision of Mutual Aid during Emergencies and Post Incident Recovery is current.
Contact register is updated annually.		<ul style="list-style-type: none"> Contact register not updated in several years. Current update in progress





Governance

LEMC meetings business is administered in accordance with s3.7 of the *State Emergency Management Procedure*.



LEMC Action	Status	Notes
Ensure Chair and Executive Officer are appointed from Local Government.		<ul style="list-style-type: none"> The 2023 – <i>ToR – Local Emergency Management Committee</i> (Council resolution 253-23) appoints the Shire President as Chair
LEMC Executive Officer maintains committee Business Plan and provides a copy to the DEMC executive officer		<ul style="list-style-type: none"> To be tabled for consideration Aug '25 meeting To be endorsed Nov '25 meeting.
Suitable quorum is set and achieved.		<ul style="list-style-type: none"> Failed to achieve quorum in May 2024. Only just achieved quorum in May 2025.

Risk

LEMC meetings business is administered in accordance with s2.1 of the *State Emergency Management Procedure*.




LEMC Action	Status	Notes
A local risk assessment is completed, with a risk register incorporated in the LEMA.		<ul style="list-style-type: none"> A risk assessment for bushfire was conducted as part of review of Bushfire Risk Management Plan.
Critical infrastructure is captured in the LEMA where practical.		<ul style="list-style-type: none">
Local risk treatments are identified and reported to the DEMC.		<ul style="list-style-type: none"> Mitigation Activity Fund Grant Scheme treatments
New and emerging risks are identified and evaluated at LEMC meetings and incorporated in LEMA where possible.		<ul style="list-style-type: none">

Capability



LEMC Action	Status	Notes
The LEMC exercises annually in accordance with <i>State Emergency Management Policy 1.5.10</i> and the <i>Western Australia Managing Exercises Guideline</i> .		<ul style="list-style-type: none">
Continuous improvement through effective lessons management, exercising and the consideration of review recommendations		<ul style="list-style-type: none">

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LEMC Action	Status	Notes
LEMC members participate in district or state level multi-agency exercises where possible.		•
Investigate emergency management funding opportunities to improve resilience in communities.		•
A Local Recovery Coordinator is identified, with suitable experience or provided training. Have at least two backups.		<ul style="list-style-type: none"> • Recovery Coordinator is Coordinator Health, Emergency and Ranger Services • No suitably experienced.

Reporting



LEMC Action	Status	Notes
LEMC Executive Officer provides the Annual Report and Business Plan to the DEMC executive officer in accordance with s3.7 of the <i>State Emergency Management Procedure</i> .		<ul style="list-style-type: none"> • No business plan for 2024-25 • Request for annual report for 2024/25 received and to be actioned.
Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with s4.10 of the <i>State Emergency Management Policy</i> .		<ul style="list-style-type: none"> • No schedule submitted ahead of 2025/26 (not for previous several years)

Last update 9 Jul 25

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LEMC Action	Status	Notes
Members produce report for each meeting that focuses on emergency management issues impacting the Shire of Dardanup's.		<ul style="list-style-type: none"> • Reports sometimes not received • Many reports are state focused no Dardanup focused.

Membership

LEMC Action	Status	Notes
LEMC membership is contemporary and reflects the demographics of the community, including diversity in the social, environmental, economic and vulnerable elements in the community in accordance with s3.7 of the State Emergency Management Procedure.		<ul style="list-style-type: none"> • Have representation from: Local government State Government Significant industries/utilities • Don't have representation from: Culturally and Linguistically Diverse community Aged Indigenous Youth People living with Disability People of Faith Chamber of Commerce Environmental Community
LEMC contact details are validated at each meeting.		<ul style="list-style-type: none"> • Contact list fully reviewed in Feb 2025. • Validated at Feb and May meetings 2025.