



Shire of Dardanup

A P P E N D I C E S

LOCAL EMERGENCY

MANAGEMENT COMMITTEE

MEETING

Held on

Wednesday, 12 November 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.



Achieved/In-place



Working towards achievement



Not commenced



Not achieved

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)		- 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		- 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.		- 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		- 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.		- Review due Aug '26 - Update with a focus in actionable check-lists.
Ensure the Local Recovery Support Plan is up-to-date and actionable.		- 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.		- Review due Aug '26 (assumed based on Local Recovery Support Plan) - Update with a focus in actionable check-lists.

Last update 9 Jul 25

DRAFT

LEMC Business Plan 2026-2027

LEMC Action	Status	Notes
Ensure Local Bushfire Response Support Plan is up-to-date and actionable.		- Review due Dec '27 - Update with a focus in actionable check-lists.
Ensure the Bushfire Risk Management Plan is up-to-date and actionable		- 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.		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.		- 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.		- 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		- To be tabled for consideration Aug '25 meeting - To be endorsed Nov '25 meeting.
Suitable quorum is set and achieved.		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.		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.		
Local risk treatments are identified and reported to the DEMC.		Mitigation Activity Fund Grant Scheme treatments
New and emerging risks are identified and evaluated at LEMC meetings and incorporated in LEMA where possible.		

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> .		
Continuous improvement through effective lessons management, exercising and the consideration of review recommendations		

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.		• 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> .		• 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> .		• No schedule submitted ahead of 2025/26 (not for previous several years)

LEMC Action	Status	Notes
Members produce report for each meeting that focuses on emergency management issues impacting the Shire of Dardanup's.		• 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.		• 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.		• Contact list fully reviewed in Feb 2025. • Validated at Feb and May meetings 2025.

LOCAL EMERGENCY MANAGEMENT COMMITTEE

INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE

2025

Endorsed at OCM 29th October 2025
Resolution XXX-25

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1. INTRODUCTION

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 38 of the *Emergency Management Act 2005*, the committee to be known as the **Local Emergency Management Committee**, (the "Committee").

The Council appoints to the Committee those persons to be members of the Committee by resolution of Council. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections being held. Council may appoint members for a further term at the next available meeting following the elections.

The Committee shall act for and on behalf of Council in accordance with provisions of the *Emergency Management Act 2005*, *Emergency Management Regulations 2006*, local laws and the policies of the Shire of Dardanup and this instrument.

2. NAME

The name of the Committee is the "Local Emergency Management Committee".

3. OBJECTIVES – GENERIC

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Functions of the Committee and Section 5 Committee Objectives - Specific.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates.

(Details of tasks to be endorsed by Council by resolution when the committee is established or as amended from time to time).

4. FUNCTIONS OF THE LOCAL AREA MANAGEMENT COMMITTEE

The functions of the Local Emergency Management Committee are set out in accordance with the *Emergency Management Act 2005*

38. Local emergency management committees

- (1) *A local government is to establish one or more local emergency management committees for the local government's district.*
- (2) *If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.*

- (3) *A local emergency management committee consists of—*
- (a) *a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
 - (b) *if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*
- (4) *Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.*

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established—

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and*
- (b) *to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

40. Annual report of local emergency management committee

- (1) *After 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.*
- (2) *The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.*

5. COMMITTEE OBJECTIVES - SPECIFIC

The Local Emergency Management Committee shall have the following objectives:

- 5.1 To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- 5.2 To liaise with emergency management agencies and other persons in the development, review and testing of local emergency management arrangements;
- 5.3 To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the *Emergency Management Regulations 2006*.
- 5.4 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.
- 5.5 The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.
- 5.6 To exercise the Local Emergency Management Arrangements on an annual basis, and to test their effectiveness in practical applications.
- 5.7 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.

Any variation to these objectives is not to be considered by the Committee unless approved by Council.

6. MEMBERSHIP

- 6.1 Membership of the committee is as per [Schedule 1 – Membership](#).
- 6.2 If the Council resolves to appoint no more than two elected members as members for the Committee for a period of two years or until the next Ordinary Council election, the two elected members shall be members of the committee.
- 6.3 The Council will additionally appoint one elected member as deputy member (proxy) of the Committee following each ordinary Local Government election.
- 6.4 The Council resolves to appoint the Chief Executive Officer (or their proxy) as a non-voting member of the committee.
- 6.5 If the Council requires representatives from state or federal government agencies to be on the Committee, then the organisations shall nominate their representatives, and they shall be endorsed by Council as members of the Committee.
- 6.6 A member retains membership of the Committee until; the person no longer holds office by virtue of which the person became a member, the person resigns, the Committee is disbanded, the local government removes the person from office, or the next election date.

Note: Committee membership shall be based on the [State Emergency Management Framework](#) and associated documents.

7. PRESIDING MEMBER

- 7.1 In accordance with the State EM Preparedness Procedures, the Committee shall appoint an Elected Member, that being the Shire President as Chair, and the Local Emergency Coordinator (OIC - Local Police – Australind and Capel) will be appointed as Deputy Chair.
- 7.2 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.

5.22. Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

8. MEETINGS

- 8.1 As there are no power or duty delegated to the Committee the meetings are not open to the public.

- 8.2 The Committee shall meet on a quarterly basis, with a minimum of 4 meetings per year, dates to be resolved by the Committee. This is generally the second Wednesday of February, May, August and November.
- 8.3 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.
- 8.4 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.
- 8.5 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 8.6 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.
- 8.7 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

9. QUORUM

- 9.1 Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

(Note – Council may, at the request of the Committee, agree to set the quorum at a lesser number. However, in such circumstances any recommendation on expenditure of monies or on forming policy positions that is being made to Council or the CEO, the committee must have at least 50% of the members present to make a valid recommendation/s.)

10. DELEGATED POWERS

- 10.1 The Committee has no specific powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only.
- 10.2 The Council reserves the right to delegate powers to the Committee if circumstances require delegation. The Delegation shall be recorded in the Council minutes prior to the delegation being exercised.

11. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 11.1 In accordance with the *Local Government Act 1995*; or
- 11.2 At the direction of Council; or
- 11.3 On the specified date.

12. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

- 12.1 This document may be altered at any time by the Council on the recommendation of the Committee, or by direct resolution of Council.

13. COMMITTEE DECISIONS

- 13.1 Committee decisions shall not be binding on Council in any circumstance.

14. COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

- 14.1 The Local Emergency Management Committee and terms of reference was adopted by resolution of the Shire of Dardanup Council on 29 October 2025.

15. OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE

- 15.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the Committee. In normal circumstances this is the Director of Sustainable Development.
- 15.2 The appointed officer shall provide the secretarial and administrative support through their Directorate.

(Appendix LEMC 8.1.7)

Schedule 1 Committee Membership

12 Voting members in total.

VOTE NO	ELECTED MEMBERS (VOTING)
1	Shire President [Chairperson]
2	Elected Member
-	Deputy Member (Proxy)
-	Deputy Member (Proxy)
	AGENCY MEMBERS (VOTING)
3	WA Police Officer in Charge of Australind Police – Local Emergency Coordinator [Deputy Chairperson] Officer in Charge of Capel Police
4	Department of Child Protection & Family Services
5	Department of Primary Industries and Regional Development
6	Department of Biodiversity, Conservation and Attractions
7	Department of Health
8	Main Roads WA
9	Department of Fire and Emergency Services (DFES)
10	Public Transport Authority
11	Department of Communities
12	Department of Water Environment Regulation
	<i>Note: 1 Agency = 1 vote</i>
	<i>Note: Other State Government and non-government organisations may attend meetings regularly or on an ad-hoc bases in an advisory and networking capacity role, without voting rights.</i>
	LOCAL GOVERNMENT OFFICERS (NON VOTING)
-	Chief Executive Officer
-	Director Sustainable Development
-	Community Emergency Services Manager (CESM)
-	Executive Officer
-	Local Recovery Coordinator
	OTHER AGENCIES/UTILITIES – (NON VOTING)
-	Water Corporation
-	Harvey Water
-	Western Power
-	Aqwest
-	St John Ambulance WA
-	Telstra Australia
-	Australian Railroad Group
	COMMUNITY (NON VOTING)
-	Moore Road Emergency Group
-	Bethany Fields
-	Educational Institutions within the Shire