

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

August 2025



Purpose

The Shire of Dowerin Local Emergency Management Committee (LEMC) is established under section 38 of the *Emergency Management Act 2005*.

Its purpose is to advise and assist the Shire of Dowerin in ensuring that effective local emergency management arrangements are developed, implemented, tested, and reviewed, and to contribute to an efficient and coordinated emergency management capability for the district.

Objectives

The Committee will:

- Advise and assist the Shire in the development, review, and testing of local emergency management arrangements.
- Liaise with public authorities, community groups, and other stakeholders on emergency management issues.
- Contribute to the coordination of emergency risk management and preparedness activities across the district.
- Undertake other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by regulation.

Legislative Framework

- *Emergency Management Act 2005*
- *Emergency Management Regulations 2006*
- *State Emergency Management Policies (SEMP)*
- *Local Government Act 1995*
- Any relevant DFES operational guidelines

Role & Responsibilities

The Committee will:

- Ensure arrangements are in place for prevention, preparedness, response, and recovery (PPRR) activities within the district.
- Assist in the identification and prioritisation of local risks and the development of risk treatment plans.
- Facilitate information sharing between agencies and stakeholders involved in emergency management.
- Monitor and review post-incident and post-exercise reports to ensure lessons are captured and improvements implemented.
- Support public awareness and education campaigns relating to emergency preparedness.

Delegated Authority

The LEMC has no delegated authority and is advisory only. All recommendations are referred to Council for consideration or action.

Membership

Membership will include:

- Shire President.
- Chief Executive Officer.
- Chief Bush Fire Control Officer.
- St John Ambulance representative.
- Principal, Dowerin District High School.
- Crisis Care Coordinator.
- Dowerin Police representative(s).
- Home and Community Care Coordinator.
- Dowerin Community Resource Centre representative.
- Department of Communities – Child Protection & Family Support representative.
- Department of Fire & Emergency Services Area Manager.
- SEMC representative.

The Committee may co-opt additional members as required. The Presiding Member shall be the Shire President, and the Deputy Presiding Member will be the Deputy Shire President. In the event that neither are available, the Chief Executive Officer will chair the meeting.

Member Responsibilities

Members are expected to:

- Declare any conflicts of interest in accordance with legislation and Council policy.
- Attend meetings regularly and participate constructively in discussions.
- Share relevant agency or community information with the Committee to assist planning and coordination.
- Support the collective decisions and recommendations of the Committee.

Meetings

The Committee will meet at least quarterly, with additional meetings scheduled as required. A quorum will consist of at least 50% of members plus one (7 members).

Voting will be by simple majority, with the Chairperson having a casting vote if required.

Notice of Meeting and Agenda

The Executive Officer will provide notice of meetings, along with the agenda and any supporting papers, at least 7 days prior to each meeting.

The agenda will be developed in consultation with the Chairperson.

Minutes of Meetings

Minutes will be taken by the Executive Officer and distributed to members within 10 business days.

Minutes and recommendations will be presented to the next available Ordinary Council Meeting for consideration.

Review of Terms of Reference

These Terms of Reference will be reviewed every two years, or sooner if required by legislative changes or Council resolution.

Functions

In accordance with the *Emergency Management Act 2005*, the LEMC will:

- Advise and assist in the establishment, testing, and review of local emergency management arrangements.
- Contribute to the development of emergency risk management in the district.
- Liaise with public authorities and other persons in emergency management planning.
- Carry out any other functions assigned by the SEMC, regulations, or the Act.