

# LOCAL EMERGENCY MANAGEMENT COMMITTEE AGENDA

MONDAY 20 OCTOBER 2025



## Local Emergency Management Committee Dowerin Agenda

2:00pm Monday 20 October 2025

Council Chambers, 13 Cottrell Street Dowerin

### 1. WELCOME, ATTENDANCE AND APOLOGIES

The Chair, Cr Robert Trepp, welcomes those in attendance and declares the meeting open at 2:00pm.

#### Apologies:

Danielle Green  
Rob Boase

DEM – General Manager  
CC – Welfare Coordinator

### 2. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

#### *Recommendation/Resolution - 2*

That the minutes of the Local Emergency Management Committee meeting held on 21 July 2025, as presented in [Attachment 2.1A](#) be confirmed as a true and correct record of proceeding

### 3. BUSINESS ARISING FROM PREVIOUS MINUTES

### 4. STANDING ITEMS

#### 4.1. Agency Updates

##### 4.1.1 - Shire of Dowerin

- Department of Communities audit completed on the Dowerin Recreation Centre and Dowerin Community Club on 4 September 2025 as part of the process for them to be listed as official evacuation centres.
- Manager of Governance and Community Services and Compliance Officer attended the DEMC Forum in Bruce Rock on 1-2 September 2025, gaining valuable insights from guest speakers and strengthening regional emergency management connections.

##### 4.1.2 - Department of Communities - Emergency and Relief Support

- Written report provided – [Attachment 4.1.2A](#)

##### 4.1.3 - DEPARTMENT UPDATES

#### 4.2 Contacts And Resources Register Update

Contacts & Resources List – [Attachment 4.2A](#)

Current LEMA – [Attachment 4.2B](#)

*Committee Members are requested to advise of the necessary updates to this List*

### 5. GENERAL BUSINESS

#### 5.1 Local Emergency Management Committee – Annual Plan 2026

Following the DEMC Forum in September, the Shire's Compliance Officer has developed an annual plan for the LEMC, highlighting important training, workshops and exercises for the 2026 calendar year. This plan will ensure the LEMC is achieving its statutory requirements and reasonably prepared to handle emergency situations as they arise.

This item brings the LEMC Annual Plan 2026 before the committee for its formal endorsement and implementation from February 2026 to November 2026.

##### ***Recommendation/Resolution – 5.1***

**That the Local Emergency Management Committee endorse the LEMC Annual Plan 2026, as presented in [Attachment 5.1A](#)**

#### 5.2 Development of Vulnerable Persons Policy and Register

The committee has discussed the development of a vulnerable persons register several times, particularly following the 2024 Wongan Hills bush fires and the extended power outages that followed. This event highlighted the number of vulnerable residents within the shire and the importance of understanding their needs and requirements during an emergency situation.

The Shire's Community Development Coordinator and Home Care Coordinator, in conjunction with the Manager of Governance and Community Services have developed a suite of documents enabling the Shire to collect, maintain and store personal information of these people for use in emergency situations only. This information may be shared with emergency service when considered critical.

Opting-into this program is voluntary and may be rescinded at any time. Persons interested in being involved will be required to complete a form allowing the Shire to store their information and provide this in exceptional circumstances to relevant bodies as outlined within the Policy.

Policy 2.8 – Vulnerable Persons Register will be presented at the Ordinary Meeting of Council on 28 October 2025 and subsequently implemented prior to the 2025/2026 high risk weather period.

[Attachment 5.2A – DRAFT - Policy 2.8 Vulnerable Persons Register](#)

[Attachment 5.2B – Procedure 2.8 – Vulnerable Persons Register](#)

[Attachment 5.2C – Vulnerable Persons Information Sheet](#)

[Attachment 5.2D – DRAFT – Vulnerable Persons Application Form](#)

##### **Recommendation/Resolution – 5.2**

**That the Local Emergency Management Committee support the Shire's Vulnerable Person's policy, procedure and framework.**

### 5.3 Local Emergency Relief and Support Plan (LERSP) Endorsement

The Department of Communities has developed a Local Emergency Relief and Support Plan (LERSP) for each local government area to support existing Local Emergency Management Arrangements (LEMA). The plan outlines how the Department of Communities, the Hazard Management Agency (HMA), and the Shire will work together during an emergency that requires the activation of an evacuation centre or the provision of community welfare support.

The LERSP is structured around three stages – Alert, Activation, and Stand Down – and outlines the communication process between agencies during each phase of response. It also identifies six key functional areas of responsibility under the State Support Plan – Emergency Relief and Support (SSP):

- Emergency accommodation
- Emergency food
- Emergency clothing and personal requisites
- Emergency personal support services
- Registration and reunification
- Financial assistance

The LERSP also includes information on local evacuation centres and those within neighbouring Shires to support coordination and cross-boundary response if required.

The Department of Communities has requested that the Committee review and endorse the LERSP as an addendum to the Shire of Dowerin's Local Emergency Management Arrangements.

#### Attachment 5.3A – Local Emergency Relief and Support Plan

#### Recommendation/Resolution – 5.3

That the Local Emergency Management Committee:

1. Notes the information provided on the Local Emergency Relief and Support Plan (LERSP); and
2. Endorses the LERSP as an addendum to the Shire of Dowerin's Local Emergency Management Arrangements (LEMA).

### 5.4 Update to Local Emergency Management Arrangements

The Department of Communities has advised that all references to '*Welfare Centre*' within Local Emergency Management Arrangements are to be replaced with '*Evacuation Centre*'.

Where the term relates to support functions (such as food, clothing, or financial assistance), it should be updated to '*Emergency Relief and Support*'.

These updates ensure consistency with current State terminology and will be reflected in the next LEMA review.

#### Recommendation / Resolution – 5.4

That the Committee supports the terminology updates within the Shire of Dowerin's Local Emergency Management Arrangements to replace '*Welfare Centre*' with '*Evacuation Centre*' and '*Welfare Support*' with '*Emergency Relief and Support*'.

## 6. FUTURE MEETING DATES

To be confirmed

*Committee members are welcome to attend the meeting via Teams but must contact the organisers prior.*

## 7. MEETING CLOSED