

Council

**ADVISORY COMMITTEES – APPOINTMENT OF
MEMBERS**

2.Terms of Reference 2025 LEMC

Meeting Date: 21 October 2025

Number of Pages: 3

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Objectives of the Committee

The Local Emergency Management Committee is to develop and maintain effective emergency management arrangements for the Shire of Plantagenet.

Role of the Committee

The Committee will –

- Provide advice and assistance to the Shire to ensure that local emergency management arrangements are established for their districts.
- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Assist with the preparation and approval of the Local Emergency Management Arrangements and submit such plans to the District Emergency Management Committee (DEMC) for approval.
- Review, at least annually, the Local Emergency Management Arrangements.
- Assist in the preparation of emergency management operating procedures for application in the Shire of Plantagenet.
- Ensure appropriate testing and exercising of the local emergency management arrangements.
- Prepare an annual report of the activities of the Committee for submission to DEMC.
- Provide assistance to the Local Emergency Coordinators and Lead Combat Authorities during emergency management operations.
- Carry out such other emergency management functions as directed by DEMC.

Membership

The committee will consist of the following members:

- Chair – Elected Member appointed by the Shire of Plantagenet or their Deputy
- Executive Manager Infrastructure and Assets
- Community Emergency Services Manager
- Principal Environmental Health Officer
- Ranger
- Officer in Charge, WA Police, Mount Barker
- District Emergency Management Officer, Department for Child Protection and Family Support, Great Southern Region
- Fire Coordinator, Department of Biodiversity, Conservation and Attractions, Walpole District
- Director of Nursing/Health Services Manager, Plantagenet District Hospital

- Site Manager Albany, Department of Primary Industries and Regional Development
- Emergency Services Team Convener, Red Cross Mount Barker Branch
- Chief Bush Fire Control Officer Shire of Plantagenet
- Captain, Volunteer Fire and Rescue Service, Mount Barker
- Unit Manager, State Emergency Service, Mount Barker
- Manager, St John's Ambulance, Mount Barker
- District Emergency Management Advisor, Office of Emergency Management, Department of Fire and Emergency Services Albany

Meetings

The committee shall meet at least quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Document Control			
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Document Compliance			
Legislation	• Emergency Management Act 2005		
Other			
Document Management			
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