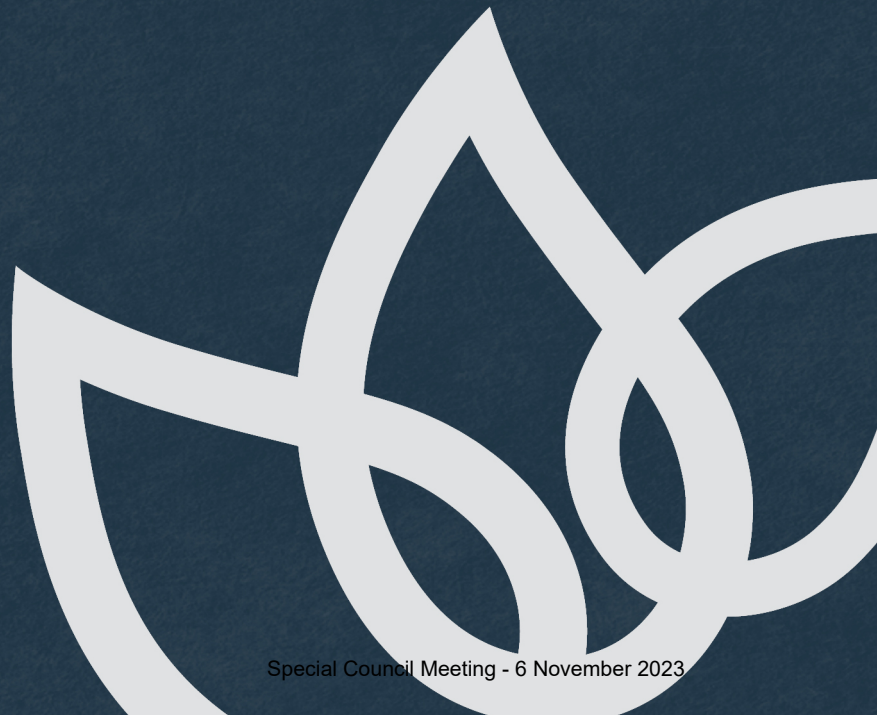




Terms of Reference

Local Emergency Management Committee





Local Emergency Management Committee (LEMC)

Established under s38 of the Emergency Management Act 2005

Membership

Shire President
Councillor x 1
Deputy member (Councillor x 1)

External members

Representatives from:

Mundijong Police
St Johns Ambulance
Department Biodiversity, Conservation and Attractions
District Officer South East Department Fire and Emergency Services
District Officer South East State Emergency Services
Karnet Prison Farm
Emergency Management Coordinator – East Metropolitan Health Services
Department of Communities
District Emergency Management Advisor (DFES)
Chief Bush Fire Control Officer
Serpentine Jarrahdale State Emergency Services Manager
Arc Infrastructure
Sport Aircraft Builders Club of WA Inc.

Staff members (x 7)

Chief Executive Officer / Representative
Deputy CEO/Director Community and Organisational Development – Local Recovery Coordinator
Director Development Services
Community Emergency Services Manager (CESM)
Coordinator Community Safety
Coordinator Emergency Services
Manager Community Activation
Manager Communications and Customer Engagement



Continued

Terms of Reference

Local Emergency Management Committee

Officer Responsible	Deputy CEO/Director Community and Organisational Development
Meeting Schedule	Second Tuesday of every third month (Quarterly)
Meeting Location	Civic Centre Meeting Room
Quorum	50% plus one of voting members.
Delegated Authority	As per the <i>Emergency Management Act 2005</i> . All recommendations for the Shire beyond the remit of the <i>Emergency Management Act 2005</i> must be adopted by Council before implementation.
Term of Office	Per section 5.11 of the <i>Local Government Act 1995</i> as if the Committee was formed under section 5.8 of that Act.
References / Notes	



Introduction

The Local Emergency Management Committee is established under s38 of the *Emergency Management Act 2005* to develop and maintain effective emergency management arrangements for the local area. The *Emergency Management Act 2005* specifies that the role of the Committee is to:

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

The Committee is not a Committee of Council.

Under section 38(4) of the *Emergency Management Act 2005* the constitution and procedures of Local Emergency Management Committees are set by State Emergency Management Committee (SEMC).

The State Emergency Management Procedures produced by SEMC provides guidance in this regard. This terms of reference is consistent with section 38(4) of the *Emergency Management Act 2005*.

Functions

The Committee performs its functions by:

- liaising with participating agencies in the development, review and testing of emergency management arrangements;
- assisting with the preparation of emergency management operating procedures for application in the local area;
- preparing an annual report on committee activities for submission to the District Emergency Management Committee;
- participating in the emergency risk management process;
- carrying out other emergency management functions as directed by the District Emergency Management Committee.

Membership

The membership of the Committee comprises

Voting Members

Chairperson

- Shire President

Deputy Chairperson

- Officer in Charge – Mundijong Police, Local Emergency Coordinator



Representatives from the following agencies and organisations:

- Department of Fire and Emergency Services (DFES) – District Officer South East Region Fire
- Department of Communities (DC) – Senior District Emergency Services Officer
- St Johns Ambulance
- Department of Biodiversity, Conservation and Attractions
- Karnet Prison Farm – Assistant Superintendent Security
- Health Service – Emergency Management Coordinator – East Metropolitan Health Service – Armadale Kalamunda Group
- A Councillor and Councillor as Deputy
- Serpentine Jarrahdale State Emergency Services Manager
- Local Recovery Coordinator / Deputy Chief Executive Officer / Director Community and Organisational Development
- Chief Bush Fire Control Officer
- Arc Infrastructure
- Sport Aircraft Builders Club of WA Inc.

Non-Voting Members

- Chief Executive Officer / Representative
- District Emergency Management Advisor (DFES)
- Director Development Services
- Manager Community Activation - Local Welfare Liaison Officer
- Coordinator Community Safety
- Coordinator Emergency Services
- Manager Communications and Customer Engagement

When required, Shire Officers and representatives from external agencies and organisations may be invited to provide support, input and advice.

Chairperson

The Shire President is the Chairperson of the Committee. The Deputy Chairperson is the Officer in Charge – Mundijong Police Station.

Executive Officer

This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include: (As per LEMA Guidelines)

Provide executive support to the LEMC by:



- Provide secretariat support including:
 - Meeting agenda;
 - Minutes and action lists;
 - Correspondence;
 - Committee membership contact register;
- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;
 - Annual Report;
 - Annual Business Plan;
 - Local Emergency Management Arrangements;
- Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- Participate as a member of sub-committees and working groups as required;

The Executive Officer of the Local Emergency Management Committee is the Coordinator Emergency Services with Agenda and Minutes support from the PA to Deputy CEO/Director Community and Organisational Development.

Other attendees

Meeting attendance is by invitation only unless deemed otherwise by the CEO or Director and/or Chair.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Committee.

Councillors, who are not part of the Committee are invited to observe meetings, however they are not entitled to participate in the meeting and in the event of a vote, do not have a vote.

Resignations and Termination

Council may by simple majority resolution remove a member of the Committee if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Conduct

Committee members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible.
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented.
- Disseminate authorised information with the community in an unbiased manner.
- At all times act in good faith, with honesty, integrity and fairness.



- Respect the ideas and beliefs of all members and endeavour to create a positive working environment.
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group.
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair.
- Agree not to make any media comment on behalf of the Local Emergency Management Committee in relation to the work of the Committee unless approved by Council.

All Committee members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Committee was a Committee of Council.

External members of the Committee must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Committee.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Meetings

Meeting Schedule

Meetings will be held quarterly and as required. Urgent meetings may be called by the Presiding Member or Committee by request to the CEO.

Minutes of Meetings

The Executive Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.

All LEMC Minutes and recommendations shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

A quorum constitutes 50% plus one of voting members.



Order of Meetings

Discussions at the Committee meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

Decision Making

The Committee will endeavour to reach any decision by consensus. The Committee will provide advice as a and where possible by consensus group. There may be occasions where decisions are to be decided by a vote. The Chairperson may exercise a casting vote should this be necessary. All members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

A Committee recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Committee. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO is determine the appropriate action to enable to the Committee to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Council.

Reference Documents

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Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Reviewed	LEMC	26/08/2020		
Adopted	OCM156/11/17	27/11/2017	Adopted	
Reviewed	OCM311/09/20	21/09/2020	Approved changes to membership	



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