

Annexure 1 – Terms of Reference

Shire of Donnybrook Balingup / Local Emergency Management Committee (LEMC) LEMAA1.V.23.1



TERMS OF REFERENCE

1. ESTABLISHMENT

The Shire of Donnybrook Balingup Local Emergency Management Committee (LEMC), is established in accordance with the *Emergency Management Act 2005* (the Act) (s.38) which states that “local government is to establish one or more local emergency management committees for the local government’s district.”

2. OBJECTIVES OF THE LEMC

The objectives of the LEMC are in accordance with the *Emergency Management Act’s* identified functions of LEMCs (s. 39) that are:

- To advise and assist the local government 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.

3. DUTIES AND RESPONSIBILITIES

The LEMC’s role is:

- To assist in the preparation and endorsement of the Shire’s Local Emergency Management Arrangements (LEMA),
- To review the LEMA, in accordance with *State Emergency Management Procedure 3.8*
- To ensure appropriate exercising of the LEMA, including the local recovery plan, consistent with the requirements within *State Emergency Management Policy 4.8.8*,
- To prepare an annual business plan of proposed committee emergency management strategies, activities and priorities, per requirement within *State Emergency Management Procedure 3.7*.
- To prepare an annual report of the Committee’s activities in accordance with the *Emergency Management Act (2005) - s33.1* and the *State Emergency Management Policy 7.1 - Annual Reporting*.

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4. MEMBERSHIP

Members of this committee are appointed in accordance with the *Emergency Management Act (2005) - s38* and as articulated within the *State Emergency Management Procedure 3.7*.

The Chairperson is appointed by the relevant local government s.38(3) (a) of the Act.

The Local Emergency Coordinator is appointed by the State Emergency Coordinator for the local government district s.37(1) of the Act.

Representatives from local emergency management agencies in the local government district are invited to be LEMC members, along with any other representatives determined by the local government.

Members, or designated proxy:

ORGANISATION	OFFICER / LEMC MEMBER
Elected Council Member	Chairperson
Local Emergency Coordinator	Deputy Chairperson
Shire of Donnybrook Balingup	<ul style="list-style-type: none"> • Chief Executive Officer • Director Operations • Community Emergency Services Manager • Senior Ranger • 2 Recovery Coordinator
WA Police (WAPOL)	Officer-in-Charge Donnybrook Police Station
Department of Communities	<ul style="list-style-type: none"> • District Emergency Services Officer • Emergency Centre Coordinator
Department of Education	Donnybrook Senior High School – Principal
Department of Primary Industry and Regional Development (DPIRD)	Regional Biosecurity Coordinator – Southwest/Metro
Water Corporation	Operations Manager
Western Power	Area Manager – South West
Telstra	
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> • District Officer – Lower SW Region • Community Preparedness Advisor • SES Local Manager • Captain VFRS
Department of Health	Nurse Unit Manager
Department of Biodiversity, Conservation & Attractions (DBCA)	Fire Operations Officer – Blackwood District
St John Ambulance	Chairperson
Australian Red Cross	Recovery Advisor
Community Members	<ul style="list-style-type: none"> • Kirup Progress Association (KPA) • Balingup Progress Association (BPA) • Others

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The Executive Officer is responsible for the functional activities of the LEMC and as such, will attend these meetings in an advisory capacity and provide all necessary guidance and support to the committee.

The Executive Officer is ex officio, not a member of this committee and does not have voting rights. The Executive Officer is the Shire of Donnybrook Balingup Community Emergency Services Manager (CESM).

Membership Term:

The LEMC Chair will preside for a period of two (2) years, in line with the local government elections cycle.

The LEMC composition will be reviewed in accordance with *State Emergency Management Procedure 3.7*.

5. QUORUM AND VOTING

The quorum for a meeting is conditional on a representative or proxy from a minimum of five (5) member organisations, participating in any voting.

A decision of the LEMC does not have effect unless quorum has been met.

If any formal voting of members present at a meeting are equally divided, the Chair has the casting vote.

6. POWERS OF THE LEMC

The LEMC has no delegated powers under the *Local Government Act (1995)* and is to advise and make recommendations to Council only.

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7. MEETING FREQUENCY AND BUSINESS CYCLE FUNCTIONS

The LEMC will meet every six (6) months, as part of the financial year cycle and as required by the *State Emergency Management Procedure 3.7*.

Agenda items to be considered, in line with the annual reporting requirements, should include:

- confirmation of LEMA contact details and key stakeholders,
- committee membership and resources,
- status of LEMA including local recovery plans,
- exercises that include the local government(s) and/or test the LEMA,
- subcommittees or working groups,
- projects undertaken,
- key achievements.

Additional considerations should include:

- local training needs or opportunities,
- funding opportunities, (for example, the Natural Disaster Resilience Program and All West Australian Reducing Emergencies),
- Incident Support Group (ISG) activations/or incidents,
- emergency risk management processes – including any treatment strategies,
- post-incident reports and post-exercise reports,
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

In addition to the standard LEMC meeting business items (above), the additional and special functions of LEMC business cycle of each meeting, is to be in accordance with State Emergency Management Procedure 3.7, which recommends the following:

- **1st Meeting:**
 - Workshop and finalise the LEMC Business Plan, for next reporting period.
 - Seasonal review - e.g. fire, or cyclone season preparedness,
- **2nd Meeting:**
 - Review the current 'State Preparedness Report',
 - Review the Local Recovery Arrangements.
 - Finalise & approve the LEMC Annual Report & Business Plan,
 - Finalise Local Government Exercise Schedule,
 - Seasonal review e.g. Storm season preparedness.

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8. AGENDA AND MINUTES

The agenda for the committee meetings shall be distributed to all members, with a minimum of 3 working days, prior to the meeting. The agenda will also include the minutes of the previous LEMC meeting for confirmation.

9. REPORTING

The LEMC will report to the South-West District Emergency Management Committee (DEMC), in accordance with *State Emergency Management Policy 7.1 - Annual Reporting*.

Reporting

The reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Shire Council.

10. DOCUMENT CONTROL

AMENDMENT		DETAILS OF AMENDMENT		AMENDED BY
#	SCOPE	LEMC	Council	
1	Document prepared	Endorsed 28/06/16	Adopted 27/07/16	MDES
2	Revision			CW
3				
4				