

LOCAL EMERGENCY MANAGEMENT COMMITTEE

These Terms of Reference are to be read in conjunction with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

1. Name

The name of the committee is Shire of Mundaring Local Emergency Management Committee (LEMC).

2. Head of Power

The LEMC is established by Council under the provisions of section 38 of the *Emergency Management Act 2005*.

3. Definitions

Act	the <i>Local Government Act 1995</i> .
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Mundaring.
committee	the Shire of Mundaring Local Emergency Management Committee.
Council	the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.
council member	a person elected under the Act as a member of Council. The Shire’s council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
EM Act	the <i>Emergency Management Act 2005</i> .
member	a person appointed to this committee.

4. Aim

The aim of the committee is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

5. Objectives

The primary objective is as a forum for discussion on, and to advise Council on, matters relating to:

- Development of local emergency management arrangements (LEMA) covering emergency planning prevention, preparedness, response and recovery that are practical to all stakeholders and service agencies.

- Ensuring that that LEMA are contemporary and relevant to the community and addresses all known risks and scenarios.
- Participation in inter-local government relations to further emergency management cooperation within the emergency management district.
- Building resilience and engagement with the community through safety and awareness campaigns, and the dissemination of information through social media, media outlets, and public events.
- Participation in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders, and hazard management agencies.
- The planning and running of exercises to test the effectiveness in practical applications, and continuous improvement of the LEMA.

6. Duties and Responsibilities

- Advise and assist Shire of Mundaring in ensuring that LEMA are established and reviewed, for its district.
- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the Act or subsidiary legislation.
- Perform at least one emergency training exercise a year to assist improve the capabilities of relevant agencies and community to prepare for, respond to and recover from emergencies.
- Assist Shire of Mundaring in the preparation of an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

7. Powers

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee has no delegated authority.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Committee recommendations must be adopted by Council during a formal Council meeting before they can be implemented.

Members of the committee are not permitted to speak to the media as representatives of the committee unless approved by Council.

7.1. Subcommittees

The committee may establish and appoint members from within its number to subcommittees to consider any specified matter or matters within the general remit of the committee objectives.

The committee shall determine the terms of reference for any subcommittee it so establishes.

A subcommittee so appointed shall report to the committee in a frequency and manner determined by the committee.

8. Membership

The committee shall consist of the following members:

- a. two council members
- b. the Chief Executive Officer or their delegate
- c. Manager Community Safety and Emergency Management – Shire of Mundaring
- d. Coordinator Community Safety and Emergency Management – Shire of Mundaring
- e. Bush Fire Risk Management Officer – Shire of Mundaring
- f. Coordinator Health Services – Shire of Mundaring
- g. Chief Bush Fire Control Officer/Community Emergency Services Manager
- h. Officer in Charge – Mundaring Police Station
- i. Officer in Charge – Midland Police Station

One representative from:

- a. Department of Communities
- b. Department of Biodiversity Conservation and Attractions
- c. Department of Fire and Emergency Services
- d. Water Corporation
- e. St John Ambulance
- f. Department of Justice – Wooroloo Prison Farm
- g. State Emergency Service – Mundaring
- h. SERCO – Acacia Prison
- i. Mundaring School Principals Networking Forum
- j. Australian Red Cross

8.1. Council Members

Council members are appointed to the committee by Council for a term to expire on the date of the subsequent ordinary local government elections in accordance with section 5.10 of the Act.

If for any reason, a council member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The council member appointed shall hold office for the balance of the term of the member originally elected.

9. Meeting Management

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures*

Local Law 2015. Due consideration is to be given to the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

Ordinary meetings will be held at least four times per year during the months of March, June, September and December. The details of the specific dates, times and venue of meetings for the following calendar year will be advised to members as part of business in the December meeting of any calendar year.

Special meetings may be held:

- a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- b. if so decided by the Committee; or
- c. if called for by Council.

Meetings are to be generally open to the public with public participation in accordance with the *Meeting Procedures Local Law 2015*.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

9.1. Presiding Member (Chairperson)

The Chairperson shall be a council member.

9.2. Deputy Chairperson

The Local Emergency Coordinator (OIC Mundaring Police Station) shall be appointed as Deputy Chairperson.

9.3. Executive Officer

The LEMC Executive Officer is the Manager Community Safety and Emergency Management.

9.4. Quorum

A quorum for the committee will be at least 50% of its voting membership.

9.5. Minutes/Agendas

The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.

A draft agenda will be emailed to members three weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.

Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two weeks post the meeting.

10. Roles and Responsibilities

Each member is expected behave in keeping with the principles of the Shire’s “Code of Conduct for Council Members, Committee Members and Candidates”

(Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the committee adheres to the direction set by Council, contributing from a Shire-wide perspective, and ensures the delivery of the committees objective.
- The Presiding Member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting. Deputy committee members are to act in the capacity of a committee member unable to attend a meeting and shall exercise all rights of the absent committee member.
- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

11. Recording and Reporting

The contents of the minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

Where a committee does not have a delegation/ authorisation, if a decision is the duty or function of the Council, it must be referred to Council.

Recommendations of the committee to be included in a Council meeting agenda to obtain a formal Council decision, where applicable. Committee recommendations are advisory only and shall not be binding on Council.

12. Changes to Terms of Reference

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

Document Control

Item	Date	Resolution #
Committee established (in current format)	January 2024	C7.01.24