Shire of Nannup
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# TERMS OF REFERENCE

| Title: | Local Emergency Management Committee (LEMC) |
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## Purpose and Role

~~The purpose of the Local Emergency Management Committee (LEMC) is to assist the local government in ensuring effective local emergency management arrangements are in place for the district, in accordance with the *Emergency Management Act 2005*, and includes but is not limited to –~~

- ~~setting out the emergency management roles and responsibilities of the LEMC, the Shire and other agencies;~~
- ~~providing an up to date description of the systems of emergency management in the Nannup district, and~~
- ~~recording all emergency management plans and procedures in the district of the Shire of Nannup.~~

The purpose of the Local Emergency Management Committee (LEMC) is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build resilient community that is prepared to respond and recover from an emergency.

The LEMCs role is to help communities to be more resilient through comprehensive emergency management planning and practices, in accordance with the *Emergency Management Act 2005*, and includes but is not limited to –

- improving levels of awareness in the Nannup community of the emergency risks and possible impacts that may be faced
- working with the Shire of Nannup to ensure the Local Emergency Management Arrangements (LEMA) are prepared to a high standard. This includes ensuring strategies and plans encompass all stages to emergency management, before, during and after an emergency event

working together during preparedness to provide a coordinated, interagency approach that enables understanding of organisation's capabilities, limitations, and processes

## ~~Aims & Functions~~ Objectives

~~The objectives of the LEMC include:~~

~~a) Develop, maintain, and test local emergency management arrangements.~~

~~b) Provide advice and support to the local government on emergency management.~~

~~c) Facilitate collaboration between emergency services, government agencies, and community stakeholders.~~

~~d) Review post-incident reports and recommend improvements.~~

~~e) Ensure that the Local Emergency Management Arrangements and Community Recovery~~

~~Plan are completed and reviewed as required under the Emergency Management Act 1995.~~

~~f) The LEMC shall report annually to the State Emergency Management Committee (SEMC) via the District Emergency Management Advisor.~~

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements

**Duties and Responsibilities**

- Advise and assist the Shire of Nannup 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.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- Perform at least one emergency training exercise a year to build the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

**Membership**

Membership shall include:

- Three Elected Members, of which one is to be Chair as appointed by Council.
- Council appointed community/organisational representatives comprising of -
  - WA Police – 1 representative.
  - Department of Fire and Emergency (DFES) – 1 representative.
  - State Emergency Services (SES) – 1 representative.
  - Nannup Hospital – 1 representative.
  - Department of Communities – 1 representative
  - Nannup Country Women's Association (CWA) – 1 Representative.
  - Department of Biodiversity and Conversation (DBCA) – 1 representative.
  - Chief and/or Deputy Bushfire Control Officers.
  - Water Corporation – 1 representative.
  - Main Roads – 1 representative.
  - Australian Red Cross - 1 representative.
  - St John WA - ~~1 representative.~~ 2 representatives, 1 local and 1 LSW region
  - Local Recovery Coordinator
  - Nannup District High School – 1 representative
  - Volunteer emergency services
  - Shire of Nannup employees.

All members, other than Shire of Nannup employees, unless present on the committee representing an emergency management organisation, have full voting rights.

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

In making a selection for any co-opted members, the Committee shall consider the following:

- Relevant past or present experience in the emergency management field;
- Role of the organisation being represented;
- Evidence of a positive commitment or involvement with the relevant emergency management organisation; and
- Quality of networks within the Nannup community

**Presiding and Deputy Presiding Members**

a) Council by absolute majority and in accordance with section 5.12 of the *Local Government Act 1995* is to select a Presiding and Deputy Presiding Member at an Ordinary Council Meeting.

b) The Presiding Member will facilitate all meetings.

c) In the absence of the Presiding Member, the Deputy Presiding Member will perform the functions of the Presiding Member.

d) In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to preside at the meeting.

**Meeting Procedures**

***Meetings***:

a) The Committee shall meet ~~at least once per year with additional meetings scheduled as required.~~ quarterly as per State EM Procedure 3.7, with additional meetings as required.

b) All meeting dates are to be provided on the Elected Member's Portal and in the Shire's meeting calendar.

~~c) A Notice of Meeting including an agenda will be circulated to Committee Members at least 5 days prior to each meeting where possible. Agendas and minutes are to be circulated to all Council members at the same time that copies are normally provided to appointed Council delegates. If an emergency or circumstances require, the Presiding Member may exercise a lesser notice than 5 days.~~ A draft agenda will be emailed three (3) weeks prior to the meeting. Members have two (2) weeks to include agenda items and/ or comments. The final agenda will be issued to Committee Members five (5) days prior to the scheduled meeting. If an emergency or circumstances require, the Presiding Member may exercise a lesser notice than 5 days

~~d) If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.~~

e) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 7 (seven) business days after each meeting, provide the Committee Members (including deputy delegates) with a copy of such minutes.

f) Minutes are to be published on the Shire's Elected Member's Portal and if required, on the Shire's website as soon as practicable after the meeting.

g) A Committee recommendation does not have effect unless it has been made by a simple majority. A simple majority means more than half of the members present and voting at the meeting must vote in favour of a motion. For example, if there are ten voting members present at a meeting, at least 6 must vote in favour of a motion for it to be approved, noting that the Committee has no delegated authority and consequently, any recommendation that may result in an action that commits the Shire's resources must be referred to Council through a formal report for consideration and determination.

h) All endorsed members (or the proxy attending in lieu of the Council Member) will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.

***Quorum:***

The quorum for a Committee meeting is at least 50% of the number of offices (whether vacant or not) of members of the committee.

***Administration:***

The following officers of the Shire of Nannup are responsible for the administration of this committee:

Principal Shire Officer: Community Emergency Services Manager

Deputy Shire Officer: Executive Manager Works and Services

~~Specifically, the Community Emergency Services Manager is responsible for the following matters:~~ The role and responsibility of the LEMC Executive Officer is to:

- ~~Preparation and distribution of Agendas to all members;~~
- ~~Recording and preparation of minutes of meetings;~~
- ~~Preparation (at the direction of the applicable Executive Officer), of any reports required to be forwarded to Council for a decision. Such reports shall contain the committee recommendation and any officer comment deemed necessary;~~
- Coordinating the development and submissions of LEMC documents in accordance with legislative and policy requirements including the:
  - Annual report
  - Annual business report
  - LEMA, including maintaining the EM contacts register
- ensuring the provision of professional timely secretariat support including:
  - development and distribution of the meeting agenda, minutes and action lists
  - maintaining a register of correspondence
  - maintenance of the LEMC membership contact list
- facilitating the provision of relevant EM advise to the Chair and LEMC as required
- participating as a member of the LEMC sub committees and working groups as required
- facilitating two-way communication between LEMC and Executive Officer of the DEMC to undertake day-to-day EM business as required from both a local and district level
- Preparation of any reports required to be forwarded to Council for a decision. Such reports shall contain the committee's recommendation and any officer comment deemed necessary.

- Booking of all meetings including ensuring any catering arrangements required are in place; ~~and~~
- ~~Any other administrative tasks required to ensure the proper and smooth operation of the committee.~~

**Authority of Establishment**

This committee is established under Section 38(1) of the *Emergency Management Act 2005* through Council resolution #220525.7. It is not a committee of Council under the *Local Government Act 1995*.

**Delegated Authority**

a) The Committee has no delegated power and has no authority to implement its recommendations without approval of Council.

b) The Committee does not have executive powers nor authority to implement actions in areas over which the Chief Executive officer (CEO) has legislative responsibility.

c) The Committee has no authority to commit Council to the expenditure of monies.

d) Matters requiring Council consideration will be subject to separate specific reports to Council for resolution.

**Note:**

Note that during an emergency the protocols contained within the Shire of Nannup Emergency Management Arrangements may see action implemented at an administrative level involving this committee. That action is in accordance with the roles and responsibilities authorised pursuant to the Shire of Nannup Emergency Management Arrangements.

**Code of Conduct and Disclosure of Interest**

e) Members must comply with the Shire's Council Member, Committee Member and Candidate Code of Conduct.

f) Members are required to declare their interests in accordance with the *Local Government Act* 1995, Section 5.65 – 5.70 with respect to disclosure of financial and proximity interests. Impartiality interests are to be declared in accordance with the *Local Government (Model Code of Conduct) Regulations 2021,* Regulation 22.

**Term of Membership**

The term of the membership continues until the member either resigns, the Committee is disbanded, or the next ordinary election day – whichever happens first.

Termination of the Committee shall be in accordance with the *Local Government Act 1995.*

| Review |
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| a) The Terms of Reference shall be reviewed after each ordinary election to ensure they remain relevant and effective.<br>~~b) Any amendments to the Terms of Reference must be approved by the Council.~~<br>c) The LEMC must be consulted whenever amendments to the Terms of Reference are recommended<br>~~d)~~ Following consultation with the LEMC, any proposed changes will be presented to the council for consideration and approval. |
| **Confidentiality** |
| Members of the Committee shall maintain confidentiality on any matters that are declared confidential. |

| Establishment | OCM Reference | Date ToR adopted | Reviewed on | ECM # |
| --- | --- | --- | --- | --- |
| 10 November 2008 | | | 28 November 2013 (Repealed) | |
| OCM 22 May 2025 | # 220525.7 | OCM 25 Sept. 2025 Res. No: 250925.6 | | INT25/AF750A |
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