



Shire of Merredin Local Emergency Management Committee

Terms of Reference

1. Title

The name of the Committee shall be the Shire of Merredin Local Emergency Management Committee and hereafter referred to as ("**LEMC**").

2. Mission Statement

The aim of the LEMC 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 recovery from an emergency or disaster.

3. Authority

The LEMC is established under the authority of s.38(1) of the *Emergency Management Act 2005*. Section 39 of 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.

Under s.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). These terms of reference are consistent with the State Emergency Management Procedures in this regard.

4. LEMC functions, roles and responsibilities

- Advise and assist the Local Government in ensuring that Local Emergency Management Arrangements (LEMA) are established for its district, including:
 - develop local emergency management arrangements that are practical to all stakeholders and service agencies;
 - ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios;
 - liaise with public authorities and other persons in the development, review and testing of LEMA;
- participate in inter-local government relations to further emergency management cooperation within the Merredin emergency management district;

- engage 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 committee, local stakeholders and hazard management agencies;
- exercise the emergency management arrangements annually 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 on ways to mitigate potential emergencies and to improve recovery arrangements; and
- at the end of each financial year prepare an annual report and submit to the district emergency management committee.

5. Membership, Roles and Responsibilities

Membership of the Shire of Merredin LEMC is established under the State Emergency Management Procedure 3.7.

5.1 Chair (Elected member or nominated local government officer)

The LEMC Chair is responsible for leadership and support to the LEMC by:

- ensuring the appointment of an executive officer;
- chairing the LEMC meetings and ensuring that the terms of reference and procedures of the LEMC are adhered to;
- ensuring that Council is kept fully informed of emergency management within the local government district;
- providing leadership in emergency management within the local government district.

5.2 Deputy Chair (Local Emergency Coordinator)

The Deputy Chair is responsible for advice and support to the LEMC by:

- acting as Chair to the committee in the absence of the LEMC Chair;
- providing such assistance and advice as requested by the Chair;
- chairing any subcommittees or working groups; and
- providing support and direction to the Executive Officer as required.

5.3 Executive Officer (Relevant local government officer)

The LEMC Executive Officer is responsible for:

- ensuring the provision of professional and timely secretarial support, including:
 - meeting agenda;
 - minutes and action lists;
 - correspondence;

- maintenance of the committee membership contact list;
- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including, annual report and annual Business Plan;
- maintenance of Local Emergency Management Arrangements, including the maintenance of emergency management contacts register;
- facilitate the provision of relevant emergency management advice to the Chair and committee as required;
- participate as a member of sub committees and working groups as required;
- facilitate two-way communication between the LEMC and Executive Officer of the DEMC to undertake day-to-day EM business as required from both a local and district level.

5.4 Committee Members

Members of the LEMC are expected to actively participate in scheduled meetings and provide any technical advice as relevant to their role and/or representation of their agency. Committee members shall:

- attend all scheduled meetings and if necessary, nominate a proxy;
- assist with the development of the Annual Business Plan;
- provide support to and participate in LEMC exercises;
- ensure tasks and actions assigned to members are progressing toward completion; and
- be genuinely interested in the initiative and the outcomes being pursued.

5.5 Membership

LEMC membership should reflect the local government district it represents, considering the risk profile, the built and natural environment, demographics, economics and key social considerations.

The membership of the LEMC will be reviewed regularly. LEMC membership agencies must nominate their voting representative (LEMC members). Voting membership shall include representatives from the following agencies:

External Representatives

- WA Police
- Department of Fire & Emergency Services
- Department of Communities
- Department of Primary Industries & Regional Development
- Department of Biodiversity, Conservation & Attractions
- St John Ambulance
- WA Country Health Service
- Merredin Volunteer Fire & Rescue
- Merredin Bushfire Brigades

- Merredin SES
- Main Roads WA
- Water Corporation
- Western Power
- Primary Health, Eastern Wheatbelt
- Merredin College
- St Mary's School, Merredin
- Merredin Residential College

Local Government Representatives

- Shire of Merredin elected member or delegate – Chair (voting)
- Shire of Merredin Officer – Executive Officer (non-voting)
- Shire of Merredin Executive/Senior Management Staff (non-voting)
- Shire of Merredin nominee – Local Recovery Coordinator (non-voting)

Membership notes:

- Each voting member must nominate a proxy within their agency or organisation to attend if the appointed member is absent;
- quorum for a meeting is conditional on a representative or proxy from a minimum number of committee members as an authorised meeting for the recommendations or resolutions to be valid. The quorum for the committee shall be at least 50% of its voting membership;
- committee membership will be reviewed quarterly to ensure that it is representative of the community and the risk profile;
- new members may join the LEMC via a resolution of the committee;
- nonattendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chair;
- meeting attendance is by invitation only, however, non-voting members and community representatives may be invited to observe or to provide guidance and advice on specific topics as identified and agreed to by the Committee.

6. General

6.1 Agenda Items

All agenda items must be forwarded to the Executive Officer prior to the next meeting.

In consultation with the Chairperson, the Executive Officer shall be responsible for preparing the agenda for all meetings.

The agenda, with attached meeting papers will be distributed prior to the next scheduled meeting.

6.2 Minutes & Meeting Papers

The Executive Officer shall be responsible for keeping detailed minutes of all business tabled at meetings. Full copies of the minutes, including attachments, shall be provided to all LEMC members soon after the last meeting.

6.3 Meeting Schedule

The Shire of Merredin LEMC will meet quarterly throughout the financial year.