



**LOCAL EMERGENCY MANAGEMENT
COMMITTEE**

Terms of Reference

ADOPTED AT SMC 14 NOVEMBER 2019

Local Emergency Management Committee

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| Chairperson | Shire Councillor, Local Emergency Coordinator |
| Deputy Chairperson | |
| Agency and Organisation Representatives | <ul style="list-style-type: none">1 x Department of Fire and Emergency Services (DFES) -1 x State Emergency Services (SES) - 1 x Department of Fire and Emergency Services – Broome Volunteer Fire and Rescue Services (BVFRS) –Broome Regional Bush Fire Brigade (BRVBFB)1 x Department of Aboriginal Affairs1 x Air Services Australia –(ASA)2 x Department of Child Protection and Family Services (DCPFS) -1 x Department of Defence – Norforce -1 x Department of Communities Housing –1 x Department of Biodiversity, Conservation and Attractions1 x Department of Transport –1 x Broome Police –1 x Bidyadanga Police -1 x Dampier Peninsula Police -1 x Broome Volunteer Sea Rescue Group (BVSRG) –1 x Bureau of Meteorology -1 x WA Country Health Service (WACHS) – Broome Hospital -1 x WACHS - Kimberley Population Health Unit1 x Horizon Power -1 x Department of Prime Minister & Cabinet -1 x Kimberley Land Council (KLC) –1 x Nyamba Buru Yawuru Ltd –1 x Main Roads WA -1 x Water Corporation1 x Australian Red Cross –1 x Broome Regional Prison1 x Kimberley Ports Authority1 x Broome International Airport1 x St John Ambulance1 x Royal Flying Doctor Services1 x Telstra1 x Kimberley Aboriginal Medical Services Ltd1 x Department of Human Services1 x Broome Surf Life Saving Club1 x Department of Immigration and Border Protection1 x Community Representative – Town of Broome1 x Community Representative – Coconut Well1 x Community Representative - Twelve Mile1 x Community Representative - Ardyaloon Community1 x Community Representative - Beagle Bay Community1 x Community Representative - Bidyadanga Community1 x Community Representative - Djarindjin Community1 x Community Representative - Lombadina Community |

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| Community Representatives | 1 x Town of Broome 1 x Coconut Well 1 x Twelve Mile 1 x Ardyaloon Community 1 x Beagle Bay Community 1 x Bidyadanga Community 1 x Djarindjin Community 1 x Lombadina Community |
| Secretariat | Director Development and Community |
| Meeting Schedule | Quarterly or as required. |
| Meeting Location | Function or Committee Room, Shire of Broome or as scheduled from Committee membership. |
| Quorum | Five (5) |
| Delegated Authority | Nil |

FUNCTIONS:

1.0 NAME

The name of the Committee is the Shire of Broome Local Emergency Management Committee.

2.0 DISTRICT/AREA OF CONTROL

The Shire of Broome Local Emergency Management Committee operates within the boundaries of the local government of the Shire of Broome. Shire districts are determined under Division 4 — Emergency management districts, of the ***Emergency Management Act 2005***.

3.0 VISION / PURPOSE

To assist the Shire of Broome and the Local Emergency Coordinator (Officer in Charge of Police sub-district) to develop and maintain effective emergency management arrangements for the local area.

4.0 STATUTE

Emergency Management Act 2005

The Emergency Management Procedures Manual published by the Department Fire and Emergency Services contains the following guidance:

LEMC Membership

7. Noting the requirements of the EM Act, the following provides guidance on the composition of LEMCs:

- a) the Chair should be an elected member of Council;*
- b) the Local Emergency Coordinator should be appointed as Deputy Chair;*

- c) *an Executive Officer, who should be an officer of the relevant local government, should be appointed to coordinate the business of the committee and/or provide administrative support;*
- d) *the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan, where a Local Recovery Plan has been completed as part of local emergency management arrangements (section 41(4) of the EM Act), should be appointed a member of the committee;*
- e) *consideration should be given to appointing local government officers engaged in key roles and functions affecting emergency management (for example, community services, engineering services, corporate services or planning);*
- f) *membership should include representatives from Emergency Management Agencies (EMAs) in the local government district (for example, the Department of Fire and Emergency Services); welfare support agencies or non-government organisations (for example, the Department for Child Protection and Family Support, Red Cross or Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district);*
- g) *consideration should be given to appointment of persons able to represent or advise on the interests of Culturally and Linguistically Diverse (CaLD) community members or community members with special needs; and*
- h) *LEMCs should where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.*

Shire of Broome Standing Orders Local Law 2003

In accordance with Council’s Standing Orders Local Law 2003, formal Committees of Council are to be compliant with the provisions of the Standing Orders Local Law as far as this does not conflict with any other written Law.

While recognising that the Local Emergency Management Committee is a Committee formed pursuant to section 38 of the **Emergency Management Act 2005**, the Chairman is to follow the Standing Orders as far as is practicable to ensure proper meeting procedures are followed.

The Committee is proposed to be administered by utilising the **Local Government Act 1995** as a guiding reference.

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| 5.0 ESTABLISHMENT |
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Last reviewed 14 November 2019.

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| 6.0 OBJECTIVES |
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- Liaise with participating agencies in the development, review and testing of emergency management arrangements.
- Assist with the preparation of emergency management operating procedures for application in the local area.
- Prepare an annual report on Committee activities for submission to the District Emergency Management Committee.
- Participate in the emergency risk management process.

- Carry out other emergency management functions as directed by the District Emergency Management Committee.

7.0 MEMBERSHIP

7.1 General

Members of the Committee are nominated by Council.

Council will appoint one elected member and one deputy elected member to the Committee.

Ex officio Ex officio cannot vote and are only permitted to speak on a matter when invited to do so by the Chair.

Membership to include agencies with specific emergency management responsibilities or expertise essential to the development of emergency management arrangements.

7.2 Tenure of Membership

As per section 5.11 *Tenure of committee membership*, of the **Local Government Act 1995**.

8.0 DELEGATED AUTHORITY

This Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms 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 is a formally appointed committee of Council and is responsible to that body. 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 management functions and cannot involve itself in management processes or procedures.

9.0 COMMITTEE

9.1 Chairperson & Deputy Chairperson

The Chairperson is the Shire councillor representative and Deputy Chairperson is the Local Emergency Management Coordinator.

9.2 Secretariat

The Shire's Director of Development and Community is the responsible Secretariat.

9.1 Standing Ex-Officio Members

The Committee may invite ex-officio members as necessary. Ex officio members cannot vote and are only permitted to speak on a matter when invited to do so by the Chair. Shire staff may be appointed as ex officio officers by the Secretariat.

10.0 MEETINGS

10.1 Annual General Meeting

N/A

10.2 Committee Meetings

Held quarterly or as required. The Chairperson may at any time convene a special meeting of the Committee.

10.3 Quorum

Quorum is five (5) Committee members.

10.4 Voting

As per *section 5.21 – Voting*, of the **Local Government Act 1995**.

10.5 Minutes

The person presiding at a meeting is to ensure that the minutes are kept of the meeting proceedings, in accordance with section 5.22 and 5.25 of the **Local Government Act 1995** and **Local Government (Administration) Regulations 1996**.

Once minutes have been confirmed by Committee Members they will be presented to Council. Recommendations arising from minutes, that require a Council decision shall be presented to Council at the next Ordinary Council Meeting, or the earliest available Council meeting if it is not possible to present the minutes to the next Ordinary Council Meeting.

10.6 Who Acts if No Presiding Member

In accordance with *section 5.14 – Who acts if no presiding member*, of the **Local Government Act 1995**.

10.7 Members Interests to be Disclosed

Members of the Committee are required to declare interests following the principles detailed in section 5.65 - Members' interest in matters to be discussed at meetings to be disclosed and section 5.70 – Employees to disclose interests relating to advice or reports - of the **Local Government Act 1995**.