



Local Emergency Management Committee  
Terms of Reference

<b>Chairperson</b>	Shire Councillor
<b>Deputy Chairperson</b>	Local Emergency Coordinator
<b>Agency and Organisation Representatives</b>	1 x Department of Fire and Emergency Services (DFES)
	1 x State Emergency Services (SES)
	1 x Broome Volunteer Fire and Rescue Services (BVFRS)
	1 x Broome Regional Bush Fire Brigade (BRVBFB)
	1 x Department of Aboriginal Affairs
	1 x Air Services Australia (ASA)
	1 x Department of Child Protection Services (DCPS)
	1 x Department of Primary Industry and Regional Development (DPIRD) -
	1 x North Regional TAFE
	1 x Department of Defence – Norforce
	1 x Department of Communities Housing
	1 x Department of Biodiversity, Conservation and Attractions
	1 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 Unit
	1 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 Corporation
	1 x Australian Red Cross
	1 x Broome Regional Prison
	1 x Kimberley Ports Authority
	1 x Broome International Airport
	1 x St John Ambulance
	1 x Royal Flying Doctor Services
	1 x Telstra
	1 x Kimberley Aboriginal Medical Services Ltd
	1 x Department of Human Services
	1 x Broome Surf Life Saving Club
	1 x Department of Immigration and Border Protection
	1 x Southern Cross Care WA
	1 x Kimberley Mineral Sands
<b>Community Representatives</b>	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
<b>Secretariat</b>	Manager Environmental Health, Emergency and Rangers

<b>Meeting Schedule</b>	Quarterly or as required.
<b>Meeting Location</b>	Shire of Broome, Administration Building or as convened.
<b>Quorum</b>	Five (5)
<b>Delegated Authority</b>	Nil

**FUNCTIONS:**

**1.0 NAME**

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

**2.0 DISTRICT/AREA OF CONTROL**

The Shire of Broome Local Emergency Management Committee (LEMC) 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 (DFES) contains the following guidance:

*LEMC Membership*

*3.7 Noting the requirements of the Emergency Management 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 Emergency Management 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 government and non-government organisations (for example, the Department for Child Protection and Family Support, Red Cross and 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 Meetings Procedure Local Law 2020**

In accordance with Council's *Meetings Procedures Local Law 2020*, formal Committees of Council are to be compliant with the provisions of the Meetings Procedures 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 Chairperson is to follow the Meetings Procedures 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.

## **5.0 ESTABLISHMENT**

Last reviewed April 2026

## **6.0 OBJECTIVES**

- 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.

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 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 and Deputy Chairperson**

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

### **9.2 Secretariat**

The Shire's Manager of Environmental Health, Emergency and Rangers 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

In accordance with the *Local Government Act 1995* section 5.22 and 5.25, and *Local Government (Administration) Regulations 1996*.

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire’s InfoCouncil system.

### Agenda

The Secretariat will issue the Agenda by email and via the Outlook calendar meeting invitation at least five (5) working days prior to the meeting.

### Minutes

The Secretariat is responsible for ensuring the minutes are a true and accurate record of the meeting. This relates to meeting commencement and closure times, attendance and any decisions made; noting that general discussion and presentations are not recorded or summarised.

The Secretariat will distribute the Draft Minutes as follows:

1. Email the working group distribution list within two (2) working days of the meeting;
2. Table in the following monthly Councillor Information Bulletin (CIB); and
3. Attach them to the next meeting Outlook calendar invitation.

Where draft minutes contain amendments beyond minor administrative corrections, these changes will be reflected in the next monthly CIB.

Any recommendations arising from the Minutes that require Council action will be presented to the next Ordinary Meeting of Council (OMC).

## 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*.

Document Control Box							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Manager Health, Emergency and Rangers			<b>Owner Business Unit:</b>	Development Services		
<b>Reviewer:</b>	Director, Development Services			<b>Decision Maker:</b>	Council		
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	<a href="#">Emergency Management Act 2005 Section 38 - Local emergency management committees</a>						
<b>Industry:</b>	<a href="#">State Emergency Management Procedures</a>						
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1.	24 August 2023			Updated to reflect new Meeting Procedures Local Law and Org Structure Changes. Minor administrative changes			

2.	20 November 2025	Council Policy Review Minor Administration Changes made to Agendas and Minutes.
3	30 April 2026	Inclusion of new members.