

# Local Emergency Management Committee Terms of Reference

## 1. Name

The Committee will be known as the “Local Emergency Management Committee” (LEMC).

## 2. Purpose

The purpose of the LEMC is to work collaboratively with relevant stakeholders to identify and mitigate emergency risks and hazards within the City of Stirling (City).

## 3. Aims and objectives

The aim of the LEMC is to collaborate with local support organisations, hazard management agencies and industry representatives to advise and assist the City to meet its obligations under the *Emergency Management Act 2005*.

Objectives:

- Develop, review and test local emergency management arrangements (LEMA) for the City.
- Ensure the 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.
- 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 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.
- Carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed in the *Emergency Management Regulations 2006*.

#### 4. Duties and responsibilities

- Advise and assist the City to ensure that the LEMA are established for its district.
- Liaise with public authorities and other persons in the development, review, and testing of the LEMA.
- Carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.
- Perform at least one emergency training exercise a year to assist improve the capabilities of the community to plan and prepare for, respond to, and recover from emergencies.
- After the end of each financial year each LEMC is to prepare and submit to the District Emergency Management Committee for the district, an annual report on activities undertaken by it during the financial year.

#### 5. Membership

- The membership of the LEMC includes the Mayor (as the local government representative), the Local Emergency Coordinator and representatives, as nominated, from relevant government agencies and other statutory authorities.
- Guests may be invited to attend committee meetings as determined by the LEMC Executive Officer.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance 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 Chairperson. Repeated nonattendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- LEMC membership will be reviewed at each meeting by the LEMC Executive Officer (refer to Schedule A).

## 6. Meeting management

Chairperson	<p>The LEMC Chairperson is to be appointed by the CEO.</p> <p>The position of Chairperson should serve a term no longer than 24 consecutive months without re-appointment by the CEO.</p>
Deputy Chair	<p>The Deputy Chairperson may be one of:</p> <ul style="list-style-type: none"> <li>• the Mayor</li> <li>• a senior City staff member</li> <li>• the Local Emergency Coordinator</li> </ul> <p>The Deputy Chairperson is appointed by nomination at the first LEMC meeting following the local government elections.</p>
Executive Officer	<p>The Executive Officer is the City of Stirling Emergency Management Coordinator.</p>
Quorum	<p>A quorum for the committee will be at least 50% of its voting membership.</p>
Minutes/Agendas	<p>The Executive Officer is responsible for preparing the agenda and minutes of all business transacted at each meeting.</p> <p>A meeting reminder will be emailed to members four weeks prior to the meeting. Members have two weeks to include any agenda items, comments and/or reports. The final agenda will be issued to members two weeks prior to the scheduled meeting.</p> <p>Meeting minutes will be forwarded to Committee members within two weeks post the meeting.</p>
Schedule	<p>Meetings will be held quarterly throughout the financial year, on the third Friday of each third month.</p> <p>The schedule will be advised by the Executive Officer and any additional meetings will be convened if and as required at the discretion of the Chairperson.</p>

## 7. Authority

The LEMC does not have any delegated authority and does not have the authority or power to commit the City of Stirling (or Council) or any association, organisation, group or individual to expenditure without the City's endorsement.

## 8. Appointing legislation

In accordance with the *Emergency Management Act 2005* (section 38(1)), the City of Stirling is required to establish a LEMC for their district.

Under State Emergency Management (EM) Preparedness Procedure 3.7, the City of Stirling is required to establish, administer, and maintain a LEMC.

Adopted	18 August 2023
Last reviewed	17 July 2023
Review date	Every 24 months (in line with Local Government Ordinary Elections)
Associated legislation	<i>Emergency Management Act 2005, Local Government Act 1995</i>
Associated documents	State Emergency Management Policy and Procedure, City of Stirling Local Emergency Management Arrangements 2022
Review responsibility	City of Stirling Local Emergency Management Committee

## Schedule A

Hazard Management / Controlling Agency LEMC Members		Voting
DFES District Emergency Management Advisor		NO
DFES North Coastal (Stirling)	District Officer	YES
DFES North Coastal (Natural Hazards)	District Officer	YES
DFES State Emergency Services	Local Manager	YES
WAPOL Bayswater Police Station	Officer in Charge	YES
WAPOL Mirrabooka Police Station	Officer in Charge	YES
WAPOL Morley Police Station	Officer in Charge	YES
WAPOL Scarborough Police Station	Officer in Charge	YES
Local Government LEMC Members		
As appointed	Chairperson	YES
As appointed	Deputy Chairperson	YES
Local Recovery Coordinator	Director Infrastructure	YES
Local Welfare Coordinator	Manager Community Services	YES
Engineering Services	Manager Engineering Services	YES
Executive Officer	Emergency Management Coordinator	NO
Bushfire Control Officer	Bushfire Management Officer	YES
Administration Support Officer	As required	NO
Welfare / Support Agencies		
Department of Communities	Senior District Emergency Services Officer	YES
Department of Education		NO
Department of Health	Emergency Management Coordinator	YES
Main Roads WA		NO
St John Ambulance	Emergency Management Unit Representative	NO
Silver Chain	Director State Operations Support	NO
Australian Red Cross	Area Team Leader	NO
Water Corporation	Bushfire Mitigation Representative	NO
Western Power		NO
Guests		
Community Representative	Community Member	YES
Karrinyup Shopping Centre	Security Manager	NO
Stirling Business Association	Chief Executive Officer	NO
Aged Care Representatives		NO
Additional as required		NO