

## **TERMS OF REFERENCE**

### **SHIRE OF NORTHAM LOCAL EMERGENCY MANAGEMENT COMMITTEE**

#### **1. Establishment**

The Shire of Northam has established the Shire of Northam Local Emergency Management Committee (LEMC) under section 38 of the Emergency Management Act.

#### **2. Objectives of LEMC**

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

The Committee is made up of Hazard Management Agencies (HMA's) operational and combat agencies. While the LEMC is a non-operational committee if requested by the HMA members may become an Incident Support Group (ISG) to assist in an incident.

Assist in the development of the local government's emergency plans and procedures.

#### **3. Powers of the LEMC**

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 any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference 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.

## **4. Membership**

The committee shall consist of the LEMC in accordance with State Emergency Management Procedures shall comprise of the following:

### **4.1 Full voting members**

- One (1) Elected Member;
  - Cr Chris Antonio;
  - Cr Steven Pollard (Proxy Delegate)
- Shire of Northam Local Recovery Coordinator;
- Shire of Northam Executive Manager of Development Services;
- Community Emergency Services Manager (Executive Officer);
- One (1) delegate or proxy Department of Fire and Emergency Service;
- One (1) delegate or proxy (Local Emergency Coordinator) Western Australian Police Service;
- One (1) delegate or proxy Department of Communities; and
- One (1) delegate or proxy Northam Regional Hospital.

### **4.2 Non-voting**

Non-voting membership of the LEMC may include One (1) delegate or proxy, but not to be limited to:

- SEMC Secretariat;
- Northam Airport;
- Australian Defence Force;
- Brookfield Rail;
- Northam Bushfire Brigades;
- Department of Agriculture & Food WA;
- Department of Education;
- Dept. Parks and Wildlife;
- Disability Services Commission;
- Housing Authority;
- Aged Care (Juniper);
- Public Health Nurse;
- Main Roads WA Wheatbelt;
- Fire & Rescue Northam;
- Fire & Rescue Wundowie;
- Police Northam;
- Police Wundowie;
- Australian Border Force;
- Red Cross;
- Salvation Army;
- Immigration Detention Centre;
- Silver Chain;
- St John Ambulance;
- Water Corporation;
- Western Power; and
- Northam State Emergency Service.

## **5. Meetings**

The committee shall meet at least quarterly as per State Emergency Management Procedures.

Additional meetings shall be convened at the discretion of the presiding person.

## **6. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

## **7. Duties and Responsibilities**

The functions of a local emergency management committee as per State Emergency Management Procedures:

- 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.
- Carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.
- After the end of each financial year each local emergency management committee 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.
- The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

## **8. Tenure of Membership**

Shall be in accordance with the Local Government Act, section 5.11 and the Emergency Management Act, section 38.

## **9. Committee**

### **10.1 Chairperson**

The members shall appoint the Chairperson.

### **10.2 Secretary**

A Shire employee will fulfil the role of non-voting Secretary.

### **10.3 Quorum**

The quorum at any meeting shall be half plus one of the number of offices.

### **10.4 Voting**

Shall be in accordance with the Local Government Act, Section 5.21.

### **10.5 Minutes**

Shall be in accordance with the Local Government Act, Section 5.22.

### **10.6 Who Acts If No Presiding Member**

Shall be in accordance with the Local Government Act, Section 5.14.

### **10.7 Meetings**

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the pursuant to Section 5.24 of the Local Government Act.

### **10.8 Members Interests to be Disclosed**

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

### **10.9 Working Groups**

A working group can be established to carry out specific tasks. A working group will undertake only those duties specified by the committee.

### **Reference**

[State Emergency Management Procedures](#)