

Terms of Reference

Committee: Local Emergency Management
Responsible Directorate: Planning and Development Services **Version:** PROPOSED

1. INTRODUCTION

- 1.1. The Local Emergency Management Committee is established pursuant to section 38 of the Emergency Management Act 2005 (the Act).
- 1.2. The Committee shall act for and on behalf of Council in accordance with the provisions of the Act, the Local Government Act 1995, local laws and policies of the City of Busselton (City) and these Terms of Reference.

2. OBJECTIVE

- 2.1. Pursuant to section 39 of the Act the functions of the Committee are:
 - a. to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMA) are established;
 - b. to liaise with public authorities and other persons in the development, review and testing of LEMA; and
 - c. to carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the Regulations.

3. MEMBERSHIP

- 3.1. Council shall appoint two elected members, being the Mayor and Deputy Mayor, to the Committee.
- 3.2. Council shall appoint one elected member as deputy members of the Committee.
- 3.3. As recommended by Section 7 of the *State Emergency Management Preparedness Procedure* (the State EMP Procedure) membership of the Committee shall comprise:
 - a. The Local Emergency Coordinator as appointed pursuant to Section 37 of the Act by the State Emergency Coordinator (the Commissioner of Police – OIC Busselton Police/OIC Dunsborough Police);
 - b. The Local Recovery Coordinator as appointed by the City; and
 - c. The following City officers:
 - Manager Regulatory Services
 - Environmental Health Coordinator
 - Airport Operations Coordinator
 - Community Emergency Services Manager
- 3.4. Representatives from the following emergency management agencies, welfare support agencies and non-government organisations:
 - Department of Fire and Emergency Services (DFES) – Fire and Rescue Services
 - DFES – State Emergency Service
 - DFES – Volunteer Marine Rescue Service
 - St John Ambulance
 - Department of Biodiversity, Conservation and Attractions
 - Department of Communities
 - Department of Primary Industries and Regional Development

- Department of Transport
 - WA Country Health Services
 - Surf Life Saving Western Australia
 - ATC Gas
 - Busselton Water
 - NBN Co
 - Telstra
 - WAPOL (OIC Busselton Police/OIC Dunsborough Police)
 - Water Corporation
 - Western Power
 - Busselton Jetty Inc.
- 3.5. In addition to the voting members above, staff from the City and from other external State Government and non-government organisations may attend meetings regularly or on an ad-hoc basis in an advisory and networking capacity. Advisory members shall not have voting rights.
- 3.6. Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.
- 3.7. Council shall appoint new members to the Committee at the next ordinary Council meeting following the Council election.
- 3.8. The membership of a member may be ceased in accordance with the Act.

4. PRESIDING MEMBER

- 4.1. The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.
- 4.2. The Presiding member shall be an elected member of Council as recommended by the State EMP Procedure. The election of the Presiding Member shall occur at the first Committee meeting immediately following the ordinary Council election.
- 4.3. The Deputy Presiding Member shall be the Local Emergency Coordinator as recommended by the State EMP Procedure.
- 4.4. The Committee shall be supported by an Executive Officer. The Executive Officer as appointed by the Chief Executive Officer of the City shall be the Ranger and Emergency Services Coordinator.

5. MEETINGS

- 5.1. The Committee shall meet at three-monthly intervals normally the first Tuesday in March, June, September and December.
- 5.2. The Committee shall report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.3. Notice of meetings shall be given to members at least three days prior to each meeting.
- 5.4. If a scheduled meeting is cancelled, the reason for cancelling the meeting shall be noted in the minutes of the next meeting.
- 5.5. The Executive Officer shall ensure that detailed minutes of all meetings are kept in accordance with the Part 14 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.6. All members of the Committee shall have one vote. If the vote of the members present is equally divided, the Presiding Member shall cast a second vote.

5.7. Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

6. QUORUM

6.1. The quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

7. DELEGATED POWERS

7.1. The Committee has been established by a decision of Council but does not have any delegated powers. Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

8.1. At the meeting of the Committee prior to the ordinary Council elections, the Committee shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:

- a. are the Committee's purpose and objectives being met?
- b. should the purpose and objectives be amended?
- c. is the Committee functioning effectively and as per the requirements of the Act?
- d. are the Committee members regularly attending meetings?
- e. review the Terms of Reference, including membership.

9. APPROVAL

Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	25 September 2019	Resolution #	C1909/191