

# Local Emergency Management Committee

## Terms of Reference



Adopted	December 2023
Last Reviewed	December 2023
Review Date	December 2026
Legal Authority	Emergency Management Act 2005 (S39)
Department	Essential Services (Emergency Services)

**1. Title**

City of Kwinana Local Emergency Management Committee Terms of Reference

**2. Purpose**

The aim of the Local Emergency Management Committee is to collaborate with local support organisations, hazard management agencies and industry representatives to collectively build a resilient community that is prepared to respond and recover from an emergency.

**3. Objectives**

- Oversee and provide input to the preparation of local emergency management arrangements that are practical to all stakeholders and service agencies.
- Ensure that arrangements are contemporary and relevant to the community and address all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the Emergency Management District.
- Provide advice and input into community safety and awareness campaigns.
- Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders, and hazard management agencies.
- Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Strategize ways to mitigate potential emergencies and to improve recovery arrangements.

**4. Duties**

- Advise and assist the City of Kwinana 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 State Emergency Management Committee or prescribed by the regulations.
- Perform at least one emergency training exercise a year to assist in improving the capabilities of their community to prepare for, respond to and recover from emergencies.
- 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.

**5. Membership**

- Special 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 non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate on the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

## 6. Membership

<b>City of Kwinana LEMC Members (Core)</b>	
City of Kwinana Elected Member	LEMC Chairperson
Director City Development and Sustainability	Local Recovery Coordinator
Manager Environment and Health Services	Deputy Local Recovery Coordinator
Manager Community Services	Local Welfare Liaison Officer
Emergency Services Coordinator/CBFCO	Executive Officer
Manager Essential Services	Deputy Local Recovery Coordinator
Coordinator City Assist	Animal Welfare Liaison
Bushfire Mitigation Officer	Emergency Services Team
Coordinator Environmental Health	Environmental Health Services
Coordinator Environment and Waste	Environmental Health Services
Manager Customer Communications	City of Kwinana
<b>Hazard Management and Support Agency LEMC Members (Core)</b>	
WA Police Local Emergency Coordinator	Kwinana Police Station OIC
Department of Fire and Emergency Services	DO South Coastal BFS
Department of Justice	Casuarina Prison Representative
Department of Communities	Local Welfare Coordinator
Department of Health	Local Representative
Kwinana Industries Council	Industry Representative
<b>Community LEMC Members (Core)</b>	
Community Representative	
Community Representative	
Community Representative	
<b>Hazard Management and Support Agency LEMC Members</b>	
Department of Fire and Emergency Services	District Emergency Management Advisor
Department of Biodiversity, Conservation and Attractions	Local Representative
St John WA	Local Representative
State Emergency Service	Local Manager
Department of Agriculture and Food WA	Training Coordinator
Western Power	Field Operations Representative
Rockingham Volunteer Marine Rescue	VMRS Commander

Water Corporation	Local Representative
Public Transport Authority	Local Representative
Red Cross	Local Representative
Salvation Army	Local Representative
Department of Education	Local Representative
<b>Guests and Proxies</b>	
Banksia Park Aged Care	
Essential Services Administration Officer	City of Kwinana Minute Taker

## 7.0 Meeting Management

### 7.1 Chairperson

- The Chairperson should be an Elected Member of Council. Council is to appoint the Chairperson and an Elected Member as the Chairpersons proxy if the designated elected member is unable to attend a meeting.

### 7.2 Deputy Chair

- The Local Emergency Coordinator should be appointed as Deputy Chair.

### 7.3 Executive Officer

- The LEMC Executive Officer is the City of Kwinana Emergency Services Coordinator/Chief Bush Fire Control Officer.

### 7.4 Quorum

- A quorum for the committee will be at least 50% of its core membership.

### 7.5 Minutes/Agendas

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting. An Administration Officer may be appointed to assist as required to prepare all meeting documentation.
- A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

### 7.6 Schedule

- Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer and is normally held quarterly on the second Tuesday of the month.
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

### 7.7 Authority

- The LEMC should not have the authority or power to commit the City of Kwinana or any association, organisation, group or individual to expenditure without the City's endorsement.
- The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

<b>Agency Reporting Requirements</b>	
<b>March</b>	<b>Bushfire Season Review/Preparation for Winter</b>
<b>June</b>	<b>Comprehensive Agency Reports/Bushfire Mitigation Plans</b>

<b>September</b>	<b>Exercise</b>
<b>December</b>	<b>LEMA Familiarization/High Threat Period Preparation/Rosters</b>