

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
MARBLE BAR
TERMS OF REFERENCE**

Adopted:

Last reviewed: 02 November 2023

Review Date: Every 5 years or as required

Associated Legislation: Emergency Management Act 2005

Associated Documents: State Emergency Management Policy and Procedure

1.0 Name

Marble Bar Local Emergency Management Committee (LEMC).

2.0 Aim

The aim of the LEMC 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.

3.0 Objectives

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that 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.
- Build resilience and engage with 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 LEMC, 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

4.0 Duties and Responsibilities:

- Advise and assist the Shire of East Pilbara 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 or use the lessons learnt from attending incidents throughout the year to improve the capabilities of their community to prepare for, respond to and recover from emergencies.

- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

5.0 Membership

- The Committee shall consist of the following representatives:
 - a. One (1) Councillor appointed by an absolute majority of the Council [s.5.10(a)(1) of the LG Act].
 - b. The Chief Executive Officer of the Shire of East Pilbara or their nominee.
 - c. Employees of the Shire as nominated by the Chief Executive Officer from time to time [s.5.10(5)(b) of the LG Act].
 - d. The Council may appoint by an absolute majority up to one (1) Councillors to be deputy members of the Committee. A deputy member may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause. A deputy of a member, while acting as a member, has all the function of and all the protection given to a member [ss.5.11A(2)(a),(3)&(4) of the LG Act].
- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- 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.
- 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.

6.0 Meeting Management

6.1 Chairperson

- The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

6.2 Deputy Chair

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

6.3 Executive Office

- The LEMC Executive Officer is the Manager Community Safety.

6.4 Quorum

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

6.5 Minutes/Agendas

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.

- A draft agenda will be emailed to members 1 week prior to the meeting. Members have a few days to include agenda items and/or comments. The final agenda will be issued to members 3 days prior to the scheduled meeting.
- Copies of the meeting minutes will be made available to Council by way of an Ordinary Council Report at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

6.6 Schedule

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

6.7 Authority

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

7.0 Schedule 1 - Membership

7.1 Community/Agency LEMC Members (Voting):

- Marble Bar Police
- Marble Bar Volunteer Fire & Emergency Services
- Department of Fire & Emergency Services
- WA Country Health Service

7.2 Local Government LEMC Member (Voting):

- Chairperson
- The Chief Executive Officer of the Shire of East Pilbara or their nominee
- Executive Officer
- Local Recovery Coordinator

7.3 Invited Guests (Non-voting):

- Main Roads WA
- Department of Communities
- Department of Primary Industries and Regional Development
- Department of Biodiversity, Conservation & Attractions
- Marble Bar Primary School
- Marble Bar CRC
- St Johns Ambulance
- Calidus Resources
- Atlas Iron
- Roy Hill
- Telfer Newcrest Mining
- MACA/Thiess Mining Services
- Fortescue Metal Groups – Iron Bridge
- Bamboo Creek Mine
- Kanyirninpa Jukurrpa

- Warralong Community Representative
- Punmu Community Representative
- Kunawarritji Community Representative
- Kiwirrkurra Community Representative
- Ashburton Aboriginal Community
- Pardoo Station
- Corunna Downs Station
- Yarrie Station
- Limestone Station
- Bonney Downs Station
- Eginbah Station
- De Grey Station
- Meentheena Station
- Muccan Station
- Warrawagine Station
- Strelley Pastoral Co Station
- Hillside Station

References:	Nil		
Authorised by:	Council		
Date:	24 February 2023	Item No.	11.1.3
Review/Amendment Date		Item No.	
Review/Amendment Date		Item No.	
Next Review	Following each ordinary local government election		
Responsible Directorate	Office of the Chief Executive Officer		
Responsible Officer	Manager Governance, Risk and Procurement		
File No.			