

LOCAL EMERGENCY MANAGEMENT COMMITTEE

1. Name

The name of the committee is Shire of Mundaring Local Emergency Management Committee (LEMC).

2. Head of Power

The LEMC is established under the provisions of section 38 of the *Emergency Management Act 2005*.

3. Definitions

Act the Local Government Act 1995.

Chief Executive Officer the Chief Executive Officer (CEO) of Shire of

Mundaring.

committee the Shire of Mundaring Local Emergency

Management Committee.

Council the body consisting of all council members sitting

formally as the Council of the Shire of Mundaring.

council member a person elected under the Act as a member of

Council. The Shire's council members includes the

Shire President, Deputy Shire President and

Councillors (as defined by the Act).

EM Act the *Emergency Management Act 2005.*

member a person appointed to this committee.

4. Aim

The aim of the 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.

5. Objectives

The primary objective is to provide a leadership forum for strategic and operational emergency management discussions, offering informed advice to Council on matters relating to preparedness, response and recovery. In addition, the forum will pursue the following objectives:

- a. Facilitate the development of Local Emergency Management Arrangements (LEMA) ensuring they remain effective and accessible to all stakeholders and service agencies.
- b. Ensure the LEMA is contemporary and relevant to the community and addresses identified risks and scenarios.

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- c. Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- d. Build resilience and engagement with the community through safety and awareness campaigns, and the dissemination of information through social media, media outlets, and public events.
- e. Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders, and hazard management agencies.
- f. Plan and conduct exercises to test the effectiveness in practical applications, and continuous improvement of the LEMA.

6. Duties and Responsibilities

- 1. Advise and assist Shire of Mundaring in ensuring that LEMA are established and reviewed, for its district.
- 2. Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- 3. Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by regulations
- 4. Perform at least one emergency training exercise a year to assist improve the capabilities of relevant agencies and community to prepare for, respond to and recover from emergencies.
- 5. Assist Shire of Mundaring in the preparation of an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

7. Membership

Council members are appointed to the committee by Council for a term to expire on the date of the subsequent ordinary local government. New non-council members may join the LEMC via resolution of the committee.

If, for any reason, a council member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The council member appointed shall hold office for the balance of the term of the member originally elected.

The committee shall consist of the following members:

- a. At least one council member
- b. the Chief Executive Officer or their delegate
- Manager Community Safety and Emergency Management Shire of Mundaring
- d. Coordinator Community Safety and Emergency Management Shire of Mundaring
- e. Bush Fire Risk Management Officer Shire of Mundaring
- f. Coordinator Environmental Health Services Shire of Mundaring
- g. Chief Bush Fire Control Officer/Community Emergency Services Manager
- h. Officer in Charge Mundaring Police Station
- i. Officer in Charge Midland Police Station

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One representative from:

- a. Department of Communities
- b. Department of Biodiversity Conservation and Attractions
- c. Department of Fire and Emergency Services
- d. Water Corporation
- e. St John Ambulance
- f. Department of Justice Wooroloo Prison Farm
- g. State Emergency Service Mundaring
- h. SERCO Acacia Prison
- i. Mundaring School Principals Networking Forum
- i. Australian Red Cross

Membership notes:

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair. Guests are non voting attendees.
- 2. Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- 3. 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.
- 4. 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.
- 5. Meetings are to be generally open to the public.

8. Meeting Management

8.1. Chairperson and Deputy

Council shall appoint a Chairperson and endorse the appointment of the Local Emergency Coordinator (OIC Mundaring Police Station) as the Deputy Chair person. In the absence of the Chairperson, the Deputy Chairperson will assume the role and responsibilities of the Chairperson.

8.2. Executive Officer

The LEMC Executive Officer is the Manager Community Safety and Emergency Management.

8.3. Quorum

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

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 three 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.

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Copies of the meeting minutes will be made available to Council by way of information no more than one month after the committee meeting. Meeting minutes will be forwarded to Committee members two weeks post the meeting.

9. Schedule

Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson during the months of March, June, September and December. The schedule will be advised by the Executive Officer. The details of the specific dates, times and venue of meetings for the following calendar year will be advised to members as part of business in the December meeting of any calendar year.

Additional meetings will be convened if and as required at the discretion of the Chairperson.

10. Authority

The LEMC does not have the authority or power to commit the Shire of Mundaring or any association, organisation, group or individual to expenditure without the Shire's endorsement.

11. Recording and Reporting

Recommendations of the committee to be included in an Ordinary Council meeting agenda to obtain a formal Council decision, where applicable. Committee recommendations are advisory only and shall not be binding on Council.

12. Changes to Terms of Reference

The Terms of Reference are to be reviewed prior to each ordinary local government election and may be amended on other occasions as determined by the committee.

The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

Document Control

Item	Date	Resolution #
Committee established	January 2024	C7.01.24
(in current format)		
Reviewed	September 2025	C-5-9-2025

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