

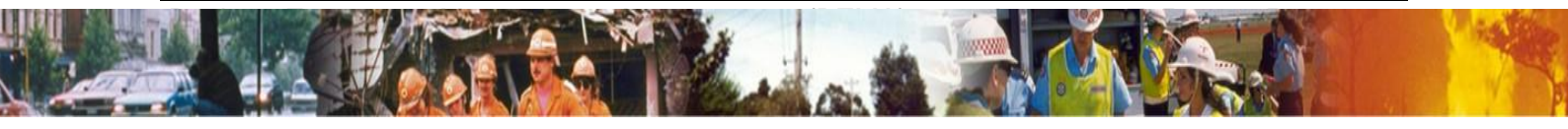


BUNBURY EMERGENCY MANAGEMENT ARRANGEMENTS

ANNEX 1

Terms of Reference

**Bunbury Local Emergency Management
Committee
2015**



Bunbury Local Emergency Management Arrangements

Annex 1

Terms of Reference – Local Emergency Management committee

Amendment Certificate

Amendment/Date	Changes	Officer
5 March, 2015	Recognise reduced governance in SEMP 2.5	WIDMER C.

BUNBURY LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)**TERMS OF REFERENCE****1. NAME**

The name of the committee shall be the '**Bunbury Local Emergency Management Committee**'.

2. AIM

To promote a safe, sustainable and a resilient community, through practical planning, hazard mitigation and partnership development, on behalf of the Bunbury community and stakeholder groups.

3. OBJECTIVES

- 3.1 To develop emergency management arrangements, that have practical application to all stakeholders, within the community. These arrangements will be posted to the City's Website, as updated. They will be made available to the Public and member agencies as indicated in ADP – 5 (*Emergency Management Procedures Manual*)
- 3.2 To ensure that the Local Emergency Management Arrangements remain contemporary and relevant to community, reflecting current community risks.
- 3.3 Monitor committee membership, to ensure that it is representative of community and the identified risks that are presented to community.
- 3.4 To comply with requirements of the Emergency Management Act (2005) (specifically *State Emergency Management Policy 2.5 – Emergency Management in Local Government Districts*) for Local Governments and Local Emergency Management Committees, as a minimum.
- 3.5 To actively participate in formal inter-local government relations (South West Local Government Emergency Management Alliance), so to further emergency management objectives and cooperation, with other South West District LEMC's.
- 3.6 To take an active role in the continuous improvement of local community resilience, through community safety and awareness campaigns and activities.
- 3.7 Take an active role in disaster recovery planning, through the promotion of an informed and engaged committee.
- 3.8 To advocate and encourage inter-agency exercises that test and improve the capabilities of responsible HMA's, including inter-operability.
- 3.9 To exercise the Bunbury Local Emergency Management Arrangements, to test their effectiveness in practical applications, actively seeking continuous improvement (in concert with *SEMP 2.5 - Emergency Management in Local Government Districts* (sections 45-47)).
- 3.10 To comply with other emergency management activities, as directed by the State and District Emergency Management Committees, as described in the *Emergency Management Act 2005 (SEMP 2.5)*.
- 3.11 Prepare and submit to the DEMC on an annual basis the LEMC Business Plan.
- 3.12 To prepare and submit to the District Emergency Management Committee, an annual report of LEMC activities each financial year (*SEMP 2.5 (section 22c i)*)
- 3.13** Provide a community emergency management interface to HMA/CA in response to an incident. This may mean ensuring that any public information processes are effective and also that the Risk Evaluation Criteria (determined in the community risk studies) is communicated to the HMA/CA for their decision making appreciations.

4. MEMBERSHIP

Representatives from Hazard Management Agencies, Controlling Agencies, support agencies and community members:

Community/Agency LEMC members	
WA Police (Local Emergency Coord.)	Dept. Parks & Wildlife
DFES Fire and Rescue Service (career)	Dept of Transport
DFES State Emergency Service (Bun Unit)	Dept Food and Agriculture
Volunteer Marine Rescue	Main Roads
Bunbury Volunteer Bush Fire Brigade	Water Corp
Bunbury Surf Life Saving Club	AqWest
St John Ambulance	Western Power
Department for Child Protection & Family Services	Southern Ports Authority
SW Health Campus - WACHS	Telstra
Salvation Army	Australian Red Cross
Alinta Gas	
City of Bunbury LEMC members	
Chief Executive Officer (or delegate)	Manager Environmental Health
Mayor/Councillor delegate	Emergency Management Administration Officer (Secretariat)
Manager Community Law, Safety and Emergency management (Chairperson)	Manager Operations
Team Leader – Community Safety and Emergency Management (Executive Officer)	Community Development Officer
Invited Guests (Non-Voting)	
SEMC Secretariat	Australian Rail Group
Bunbury Sea Rescue	Baptistcare
Wesfarmers Emergency Response (Sea/Surf)	Chamber of Commerce
ECU Bunbury	Customs and Border Protection

Additional members may be invited as determined by LEMC, to offer specialist advice on a range of matters pertaining to emergency management.

Each voting member is encouraged to have a proxy attend, where they are unavailable.

5. MANAGEMENT

The Committee shall consist of a City of Bunbury appointed Chairperson, Executive Officer and administrative support officer. The Local Emergency Coordinator (Police OIC) shall act as Deputy Chairperson.

The LEMC Chairperson shall direct and coordinate all meetings.

The Executive Officer shall research and manage information, for the committee and provide information and advice when required.

The Administrative Officer shall record minutes and all meeting proceedings including the transfer of information between members.

6. MEETINGS

Meetings will be held quarterly (February, May, August, November) on a day, at a time and at a location as determined by the LEMC from time to time.

7. MINUTES

In consultation with the LEMC Chairperson and Police OIC, the Executive Officer shall be responsible for preparing the agenda for all LEMC meetings, including the agenda for any sub-committees and working groups.

The LEMC Administrative Officer shall be responsible for keeping detailed minutes of all business tabled at any LEMC meetings. This officer shall then forward these minutes, to the LEMC Chairperson for approval, prior to distribution to LEMC members.

Minutes shall be recorded in the Council records management system.

8. Governance Arrangements – Previously Mandated in SEMP 2.5

8.1 Meeting procedures (*in lieu of SEMP 2.5 s22- superceded*) – Standard meeting agenda

- a) Every meeting:
 - i. Confirmation of LEMC contact list currency,
 - ii. Review of any incidents and analysis, since last meeting,
 - iii. Progress on any risk management processes, (City ERM plus member agency),
 - iv. Progress on any treatment strategies from the risk management process,
 - v. Progress on development or review of any LEMA,
 - vi. Other matters, as determined by local government or the LEMC.
- b) First Quarter – August:
 - i. Development and approval of next financial year LEMC exercise schedule,
 - ii. Commencement of development of LEMC Annual Business Plan
- c) Second Quarter - November:
 - i. Preparation of LEMC Annual Report (to be forwarded to DEMC),
 - ii. Finalisation and approval of Annual Business Plan.
- d) Third Quarter – February:
 - i. Identify emergency management projects for possible grant funding.
- e) Fourth Quarter – May:
 - i. National and State funding nominations.