



BUNBURY EMERGENCY MANAGEMENT ARRANGEMENTS

ANNEX 1

Terms of Reference

**Bunbury Local Emergency Management
Committee**

August 2019

SEMC ENDORSED MARCH 2020



Bunbury Local Emergency Management Arrangements

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.
20 May, 2019	Revision	WIDMER C.
09 August 2019	Revision	Hayes P
19 November 2019	Incorporate SEMC DA Advice	WIDMER C.

BUNBURY LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

TERMS OF REFERENCE

1. NAME OF COMMITTEE

The name of the committee shall be the ‘**Bunbury Local Emergency Management Committee**’. This committee is raised in response to the requirement, under *Section 36a* of the *Emergency Management Act (2015)*.

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 all relevant stakeholder groups.

3. OBJECTIVES

- 3.1 To represent the Bunbury community in all emergency related response activities, ensuring that the interests of the community are considered. In addition, the LEMC is to strive to ensure that the appropriate communications to and from impacted elements of community exist with the emergency management agencies. This is to include advising the Controlling Agency, where events may exceed the acceptable tolerances within the Risk Evaluation criteria for the event.
- 3.2 To develop, maintain and test contemporary emergency management arrangements, that have practical application to all stakeholders within the community. These arrangements will be posted to the City’s Website, as they are updated and adopted. They will be made available to the Public and member agencies as required by *Section 43* of the *Emergency Management Act (2005)*.
- 3.3 To ensure that LEMC membership is representative of community and the identified risks that are presented to community. The committee membership should represent the five domains of the community being: People, Social Setting, Economy, Environment and Public Administration (*Western Australian Emergency Risk Management Guide (2005)*).
- 3.4 To actively participate in formal inter-local government relations (South West Emergency Management Alliance - SWEMA), better enable further emergency management objectives and cooperation, with other South West District LEMC’s.
- 3.5 To take an active role in the continuous improvement of local community resilience, through community safety and awareness campaigns and activities, recognising local community communication networks and media.
- 3.6 Take an active role in disaster recovery planning, through the promotion of an informed and engaged committee.
- 3.7 To exercise the Bunbury Local Emergency Management Arrangements, to test their continued effectiveness, seek continuous improvement opportunities and also to provide collaborative and cooperative relationship development, amongst LEMC member agencies. This is to managed annually, consistent with the obligations under the *State Emergency Management Policy – Section 4.8.1*.
- 3.8 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 (Section 39(c))*.
- 3.9 Prepare and submit to the DEMC on an annual basis, the LEMC Business Plan (*Emergency Management Act (2005) – Section 40*).

4. MEMBERSHIP

Representatives are drawn from relevant Hazard Management Agencies, Controlling Agencies, support agencies and community members, being:

LEMC Delegates with Voting Rights	
Community/Agency LEMC members	
WA Police (LEC) – (Deputy Chair)	DFES Manager/s (EM, Urban, Rural, SES)
Alinta Gas	Main Roads WA
AqWest	nbnCo
ATCo Gas	Salvation Army
Australian Red Cross	Southern Ports Authority – Bunbury Port
Bunbury Surf Life Saving Club	St John Ambulance
Bunbury Surf Life Saving Club	SW Health Campus – WACHS
Dept. Biodiversity, Conservation & Attractions	Telstra
Dept of Communities	Volunteer Sea Rescue (VMRS)
Dept Primary Ind & Regional Development	Water Corporation
Dept of Transport	Western Power
City of Bunbury LEMC members	
Mayor/Councillor delegate	Manager - Engineering and Civil
Community Development Officer	Team Leader – CLSEM (Executive Officer)
EM Administration Officer (Secretariat)	Team Leader - Environmental Planning
Manager – EH-CLSEM (Chair)	
Invited Guests (Non-Voting)	
Australian Border Force	ECU Bunbury
Australian Rail Group	SEMC – Business Unit – District Advisor
Baptistcare	SSWDA - Desalination Plant – WaterCorp
Bunbury Chamber of Commerce	Wesfarmers Emergency Response (Sea/Surf)
DFES – Community Preparedness Advisor	

5. COMMITTEE ROLES AND RESPONSIBILITIES

Position	
Chair	CoB Manager – Environmental Health, Community Law, Safety and EM
Deputy Chair	WAPol Senior Senior Sergeant – OIC Bunbury Police Station
Executive Officer	CoB Team Leader – Community Law, Safety and Emergency Management (refer to Annex 8 - Business Continuity Plan)
Local Recovery Coordinator	
Welfare Liaison Officer	
LG Liaison to IMT/ISG	
LG roles during an incident	

Additional members may be invited from time to time, as required or requested by a LEMC delegate/s. these may be invited to offer specialist advice on a range of matters, relevant to the City's emergency management requirements.

Each voting member is encouraged to have a proxy attend, where they themselves may become unavailable.

6. MANAGEMENT

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

The LEMC **Chairperson** shall direct and coordinate all meetings.

The City of Bunbury **Executive Officer** (XO) shall be responsible for researching any information requirements, facilitate, program and support the committee meetings and report on meeting outcomes.

The Administrative Officer shall produce meeting agenda, record and minute all meetings, and facilitate communications between LEMC members and their agencies.

7. 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. Currently, these meetings occur on the final Thursday of each meeting month, at 9:30 AM.

8. MINUTES

In consultation with the LEMC Chairperson and Police OIC (Deputy), 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, including any sub-committee raised at any time. 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 City Council records management system.

9. Governance Arrangements – Previously Mandated in the Rescinded SEMP 2.5

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

- a) **Every meeting:**
- i. Confirmation of LEMC contact list for currency,
 - ii. Review of any incidents and incident analysis, since last meeting,
 - iii. Progress on any risk management processes, (City ERM, or 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 as relevant by local government, or the LEMC.

In addition, each quarterly meeting will *add the following items* to the agenda:

- b) **First Quarter August:**
- i. Development and approval of next financial years 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 annually, (*Emergency Management Act – Section 40(1)*),
 - ii. Finalisation and LEMC 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.