Terms of Reference

Committee:	**Local Emergency Management Committee**
Responsible Directorate:	**Community Planning**
Version:	**ADOPTED**

1. INTRODUCTION

1.1. The Local Emergency Management Committee (LEMC, the Committee) is established pursuant to section 38 of the *Emergency Management Act 2005* (the Act).

2. OBJECTIVE

2.1. The objective 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.

2.2. Pursuant to section 39 of the Act, the functions of the Committee are:

a. to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMA) are established and maintained;

b. to liaise with public authorities and other persons in the development, review and testing of LEMA; and

c. to carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the Regulations.

3. MEMBERSHIP

3.1. Membership of the Committee is as per *Schedule 1 – Membership* to this Terms of Reference.

3.2. The Mayor and Deputy Mayor will be members of the Committee.

3.3. The Council will additionally appoint one elected member as deputy member of the Committee following each ordinary Local Government election.

3.4. Special guests may be invited to attend Committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chairperson.

3.5. Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.

3.6. 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.

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3.7. Committee membership will be reviewed annually meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.

3.8. New members may join the LEMC via resolution of the Committee

4. MEETING MANAGEMENT

4.1. The Chairperson will be the Mayor as recommended by the State Emergency Management Procedure.

4.2. The Deputy Chairperson will be the Local Emergency Coordinator as recommended by the State Emergency Management Procedure.

4.3. The Committee will be supported by an Executive Officer. The Executive Officer will be appointed by the Chief Executive Officer of the City.

4.4. The Chairperson will ensure that minutes of all meetings are kept.

4.5. The quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

4.6. The Committee will meet at least two times a year.

4.7. Notice of meetings will be given to members at least seven days prior to each meeting.

4.8. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Chairperson will cast a second vote.

4.9. Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

5. DELEGATED POWERS

5.1. The Committee has been established by a decision of Council but does not have any delegated powers.

5.2. The LEMC does not have the authority or power to commit the Council or any association, organisation, group or individual to expenditure without the City's endorsement.

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

6. EVALUATION OF COMMITTEE'S EFFECTIVENESS

6.1. At a meeting of the Council prior to the ordinary Local Government elections, officers will present for the Council's consideration a review of the Committee's membership and terms of reference.

7. APPROVAL

Current Adoption	**DATE**	12 November 2025	**Resolution #**	
Previous Adoption	**DATE**	18 October 2023	**Resolution #**	C2310/147

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SCHEDULE 1 – MEMBERSHIP

Local Government LEMC Members (Voting)
Mayor
Deputy Mayor
Elected Member (as Deputy Member of the Committee) as appointed by Council
The Local Emergency Coordinator as appointed pursuant to Section 37 of the Act by the State Emergency Coordinator (the Commissioner of Police – OIC Busselton Police/OIC Dunsborough Police)
The Local Recovery Coordinator as appointed by the City
Manager Community Safety
Manager Stakeholder Relations
Manager Airport
Community Emergency Services Manager
Emergency Services Administration Officer (Executive Officer)
Director Infrastructure and Environment
Community / Agency LEMC Members (Voting) A representative from the following emergency management agencies, welfare support agencies and non-government organisations:
Department of Fire and Emergency Services (DFES) – Fire and Rescue Services
DFES – State Emergency Service
DFES – Volunteer Marine Rescue Service
St John Ambulance
Department of Biodiversity, Conservation and Attractions
Department of Communities
Department of Primary Industries and Regional Development
Department of Transport
WA Country Health Services
Main roads
ATC Gas
Busselton Water
NBN Co
Telstra
Optus
Water Corporation
Western Power
Busselton Jetty Inc.
Member of City of Busselton DAIP Reference Group
Advisory Members (Non-Voting)
In addition staff from the City and from other external State Government and non-government organisations may attend meetings regularly or on an ad-hoc basis in an advisory and networking capacity

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