

Augusta Margaret River Local Emergency Management Committee



Instrument of Appointment and Delegation

23 March 2022

NAME

The Committee shall be known as the Augusta Margaret River Local Emergency Management Committee (LEMC).

ROLE OF THE COMMITTEE

To ensure that effective Local Emergency Management Arrangements are prepared and maintained for the Shire of Augusta Margaret River, and perform any other emergency requirements as specified under the *Emergency Management Act 2005*.

OBJECTIVES OF THE COMMITTEE

Objectives of the Committee are:

- a) To advise and assist the Shire of Augusta Margaret River in ensuring that Local Emergency Management Arrangements are established and maintained for its district.
- b) To liaise with public authorities and other persons in the development, review and testing of the Local Emergency Management Arrangements.
- c) To revise, at least annually, the Augusta Margaret River Local Emergency Management Arrangements, with a complete review of the Arrangements every five years.
- d) To assist in the preparation of emergency management operating procedures for application in the Shire of Augusta Margaret River.
- e) To ensure appropriate testing and exercising of the Local Emergency Management Arrangements.
- f) To prepare an annual report of the activities of the Committee for submission to the State Emergency Management Committee (SEMC).
- g) To assist in the preparation and review of the Augusta Margaret River Local Emergency Risk Register and provide guidance in the treatment strategies to reduce the risk to the community.
- h) To carry out such other emergency management functions as directed by the SEMC, or as prescribed by the *Emergency Management Regulations 2006*.

AUGUSTA MARGARET RIVER LOCAL EMERGENCY MANAGEMENT COMMITTEE

MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's Local Government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- a) The President of the Shire of Augusta Margaret River, or Deputy Shire President if the Shire President decides not to take up the position.
- b) One Councillor nominated by the Council.
- c) The Officer in Charge (OIC) of the WA Police (Margaret River subdistrict), and in their role as the Local Emergency Coordinator (LEC) of that subdistrict.
- d) The Officer in Charge (OIC) of the WA Police (Augusta subdistrict), and in their role as the Local Emergency Coordinator (LEC) of that subdistrict.
- e) The Shire's Chief Bush Fire Control Officer (CBFCO), or Deputy Chief Bush Fire Control Officer (DCBFCO) if the Chief is unavailable.
- f) The Unit Manager of the State Emergency Service (SES).
- g) A representative of St John Ambulance WA.
- h) A representative from the WA Country Health Service (WACHS).
- i) A representative from the Department of Communities.
- j) A representative from the Department of Biodiversity, Conservation and Attractions.
- k) A representative from the Department of Fire and Emergency Services.
- l) A representative from Water Corporation WA.
- m) A representative from the Department of Primary Industries and Regional Development.
- n) A representative from Western Power.
- o) A representative from Main Roads WA.

Representatives from other agencies may be invited to attend and provide reports if requested by the LEMC.

Council staff members including the CEO, Community Emergency Services Manager and the Manager Human and Community Services will provide advice and administrative support to the LEMC.

PRESIDING MEMBER

The Council shall appoint the Shire President (or Deputy Shire President) as Presiding Member and the OIC of the Margaret River Police subdistrict as Deputy Presiding Member to chair Committee meetings. The Presiding Member shall ensure that minutes of the proceedings are kept, and that business is conducted in accordance with the Shire of Augusta Margaret River Standing Orders.

The minutes of the Committee are to be submitted to the next ordinary meeting of the Committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees.

Individual members of the LEMC are to refrain from speaking publicly on behalf of the Committee or Council, or to issue any form of written material purporting to speak on behalf of the Committee or Council without the prior approval of the President.

CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on the second Tuesday in February, May, August and November each year.

Written notice shall be given to all Committee members, at least 14 days prior to the meeting.

Special meetings of the Committee may be convened:

- a) By the Presiding Member.
- b) By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days' notice, and stating the purpose of the meeting.
- c) By the Council.

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

The Local Emergency Management Committee is established by the Council of the Shire of Augusta Margaret River under the authority provided by the *Emergency Management Act 2005* [s38(1)], and guidance of the State Emergency Management Policy.

Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the *Local Government Act 1995*.

In the instance that there is more than one representative per membership (agency) attending the meeting, only one vote will be accepted. In the absence of the substantive delegate, a proxy can be appointed to represent each member. All voting rights will be maintained. Only one vote per membership will be accepted.

DELEGATED POWERS

The Committee is authorised to carry out various management functions under the *Emergency Management Act 2005*. The Committee has no delegated authority under the *Local Government Act 1995*. Recommendations of Committee meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

The Committee shall not have the power to expend Council funds.

Document and version control table

Strategic outcome	Key Result Area 5: Effective governance and corporate leadership.	
Responsible Directorate	Governance	
Authority of original issue	Council	
Date of original issue	13 September 2017	
Contact officer	Governance / Council Support Officer	
Date of next review	September 2023	
Document No. / File No.	N139481 / EMS/3	
Version	Date issued	Brief description
1.0	13/09/2017	Initial issue
1.1	13/12/2017	Change of meeting days
1.2	11/09/2019	Additional objective Update of agency names within membership
1.3	08/09/2021	Full review
1.4	23/03/2022	Update to membership to include OIC Augusta Addition of Deputy Shire President as Presiding Member