

Augusta Margaret River Local Emergency Management Committee



Terms of Reference

19 November 2025

NAME

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

AUTHORITY

In accordance with s38(1) of the *Local Emergency Management Act 2005*, the Shire of Augusta Margaret River (Shire) is required to establish a LEMC in its district.

Under s38(4) of the *Emergency Management Act 2005*, the constitution and procedures of LEMCs are set by the State Emergency Management Committee (SEMC). These Terms of Reference (TOR) are consistent with the State Emergency Management Procedures in this regard.

ROLE OF THE COMMITTEE

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.

OBJECTIVES OF THE COMMITTEE

Objectives of the Committee are:

- a) To advise and assist the Shire 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 carry out such other emergency management functions as directed by the SEMC, or as prescribed by the *Emergency Management Regulations 2006*.

MEMBERSHIP, ROLES AND RESPONSIBILITIES

Membership is established under the State Emergency Management Procedure 3.7.

CHAIR - Shire President

The LEMC Chair is responsible for leadership and support to the LEMC by:

- Chairing the LEMC meetings and ensuring that the TOR and procedures of the LEMC are adhered to;
- Ensuring that Council is kept fully informed of emergency management within the local government district; and
- Providing leadership in emergency management within the local government district.

AUGUSTA MARGARET RIVER LOCAL EMERGENCY MANAGEMENT COMMITTEE

DEPUTY CHAIR - Local Emergency Coordinator (Officer in Charge of the WA Police – Margaret River subdistrict)

The Deputy Chair is responsible for advice and support to the LEMC by:

- Acting as Chair to the committee in the absence of the LEMC Chair;
- Providing such assistance and advice as requested by the Chair; and
- Providing support and direction to the Executive Officer as required.

EXECUTIVE OFFICER (NON-VOTING) - Shire Community Emergency Services Manager (CESM)

The Executive Officer will:

- Coordinate the development and submission of LEMC documents in accordance with legislative and policy requirements, including an Annual Report, Annual Business Plan and maintenance of LEMAs;
- Provide advice to the Chair and LEMC as required; and
- Facilitate communication between the LEMC and Executive Officer of the relevant DEMC.

LOCAL RECOVERY COORDINATOR - Shire Manager Community Development and Resilience (being the person nominated in the Local Recovery Plan as per s41(4) *Emergency Management Act 2005*.)

COUNCILLOR REPRESENTATIVE

- One Member of Council; and
- One Proxy Member of Council in the absence of the Councillor Representative.

EXTERNAL REPRESENTATIVES

LEMC membership agencies must nominate their voting representative. Voting membership shall include representatives from the following agencies:

- a) The Officer in Charge (OIC) of the WA Police (Augusta subdistrict), and in their role as the Local Emergency Coordinator (LEC) of that subdistrict.
- b) The Shire's Chief Bush Fire Control Officer (CBFCO).
- c) The Unit Manager of the State Emergency Service (SES).
- d) St John Ambulance WA.
- e) WA Country Health Service (WACHS).
- f) Department of Communities.
- g) Department of Biodiversity, Conservation and Attractions (DBCA).
- h) Department of Fire and Emergency Services (DFES).
- i) Water Corporation WA.
- j) Department of Primary Industries and Regional Development (DPIRD).
- k) Western Power.
- l) Main Roads WA.
- m) Margaret River Busselton Tourism Association (MRBTA).

If desirous in participating, a representative from:

- n) a representative from Margaret River Wine Association (MRWA).

Each voting member should nominate a proxy to attend if the appointed delegate member is absent.

Non-attendance of voting members at meetings without a justifiable apology, or that have not been represented by their proxy, will be asked to provide an explanation to the Chair. Repeated non-attendance may result in the Chair notifying the District Emergency Management Committee (DEMC).

Members representing agencies and organisations that can no longer participate in the LEMC should advise the Community Emergency Services Manager of their resignation and nominate an alternative representative for membership.

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

LEMC membership will be reviewed and / or amended on an as needs basis by the Executive Officer.

Individual members of the LEMC are to refrain from speaking publicly on behalf of the Committee, or to issue any form of written material purporting to speak on behalf of the Committee.

CONDUCT OF MEETINGS

SCHEDULE

Meetings of the LEMC shall be held on the second Tuesday in February, May, August and November each year.

The time and venue of meetings will be determined and advised by the Executive Officer.

Any additional meetings will be convened if and as required at the discretion of the Chair.

QUORUM

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

VOTING

All members of LEMC shall have one vote. If the vote is equally divided, the Chair will use a casting vote.

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.

MINUTES / AGENDAS

All agenda items must be forwarded to the Executive Officer prior to the next meeting.

The Executive Officer shall be responsible for preparing the agenda for all meetings.

The agenda will be distributed prior to the meeting.

The Executive Officer shall be responsible for keeping minutes of all business transacted at meetings. Full copies of the minutes, including attachments, shall be provided to all LEMC members soon after the last meeting.

Minutes will be published on the Shire website and provided to Members of Council via DocsOnTap.

REPORTING

The CEO will escalate matters to Council where deemed significant.

DELEGATED POWERS

The LEMC has been established by a decision of Council, but it does not have any delegated authority under the *Local Government Act 1995*.

The LEMC is authorised to carry out various management functions under the *Emergency Management Act 2005*.

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

The CEO may update this Terms of Reference as and when required and will ensure an up-to-date version is available to Councillors.

Authorised by:



Andrea Selvey
CHIEF EXECUTIVE OFFICER
Date: 13 November 2025

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		Senior Governance and Risk Officer
Date of next review		2027
Document No. / File No.		N307581/ 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
2.0	08/09/2021	Full review
2.1	23/03/2022	Update to membership to include OIC Augusta Addition of Deputy Shire President as Presiding Member

3.0	13/09/2023	Full review
4.0	25/09/2025	Comprehensive review - amended to reflect s3.7 State Emergency Management Procedures
4.1	13/11/2025	Minor amendment - addition of MRBTA and Councillor Representative to membership
4.2	19/11/2025	Minor amendments to Minutes/Agendas and Reporting