

Local Emergency Management Committee (LEMC) Charter

Approved and adopted by Council on Thursday 30 October 2025 (CRN: t.b.a.)

1. Introduction

- 1.1 The Local Emergency Management Committee (LEMC) is established under Section 38 of the *Emergency Management Act 2005* to support the Shire in developing, maintaining, and reviewing local emergency management arrangements.
- 1.2 The LEMC provides a collaborative forum for key stakeholders to enhance community resilience and preparedness for emergencies.

2. Role

- 2.1 The role of the LEMC is to:
 - (a) Advise and assist the local government in ensuring that effective local emergency management arrangements (LEMA) are established and maintained.
 - (b) Liaise with public authorities and other relevant organisations in the development, review, and testing of LEMA.
 - (c) Undertake emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by regulation.

3. Authority

- 3.1 The LEMC operates under the authority of the *Emergency Management Act 2005*, specifically Sections 38 to 40, and in accordance with procedures and guidance issued by the SEMC.
- 3.2 The Committee is not an operational body but serves a strategic and advisory function.

4. Title of Committee

The committee shall be known as the Local Emergency Management Committee (LEMC) of the Shire of Toodyay.

5. Decisions made by the Committee

- 5.1 The LEMC may make recommendations to Council regarding emergency management planning, risk mitigation, and preparedness activities.
- 5.2 Decisions are advisory in nature and do not bind the local government unless formally adopted.
- 5.3 Decisions at meetings are made by majority vote of members present.
- 5.4 The Chairperson has a deliberative vote and, in the event of a tie, a casting vote.

5.5 The Committee does not have authority to:

- Expend Shire funds;
- Issue instructions to Shire staff;
- Correspond on behalf of the Shire; or
- Make binding decisions.

6. Membership

6.1 Membership of the LEMC is in accordance with these terms of reference shall be:

- (a) Deputy Shire President (Presiding Member);
- (b) Cr S Van der Heyden (Deputy Presiding Member);
- (c) Local Recovery Coordinator (LRC) – Executive Manager Infrastructure, Assets and Services;
- (d) Chief Executive Officer – Shire of Toodyay;
- (e) Community Emergency Services Manager (CESM);
- (f) WAPOL Representative;
- (g) Department of Fire & Emergency Services (DFES) District Officer;
- (h) St John Ambulance Community Paramedic representative;
- (i) Department of Communities representative;
- (j) District Emergency Management Advisor (DEMA) representative;
- (k) Welfare Liaison Officer (WLO) representative;
- (l) Main Roads WA representative;
- (m) Principal, Toodyay District High School;
- (n) Toodyay SES Representative;

6.2 Guidelines

- (a) Council will review the membership of the Committee as soon as practicable after every ordinary election day; and
- (b) The Committee will be administratively supported by the Community Emergency Services Manager.

7. Responsibilities

7.1 The Committee members are expected to:

- (a) Contribute constructively to discussions and decision-making;
- (b) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (c) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and

- (d) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.
- (e) Abide by the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Toodyay Code of Conduct;
- (f) Perform other activities related to the role of this Charter as requested by the Council.

7.2 The Community Emergency Services Manager is expected to:

- (a) Coordinate development and submission of committee documents as follows:

LEMC Annual Report providing a summary of the committee's activities including meeting attendance, training activities, exercises, incidents, and progress against the Local Emergency Management Arrangements (LEMA) over the previous financial year. Submission of the annual report demonstrates compliance with legislative and policy requirements and shows how the LEMC has contributed to emergency management planning and preparedness in the local area.

Business Plan setting out the LEMC's priorities and planned activities including goals, timelines, responsibilities, and links to risk treatment strategies for the coming year; aligned with the objectives of the SEMC and supporting continuous improvement in local emergency management.

LEMA Updates outlining how the Shire manages emergencies including changes in legislation, local risks, or organisational structures. These updates include risk assessments, response and recovery arrangements, and contact details for key stakeholders.

8. Meetings

- 8.1 The Committee will meet at least 4 times each calendar year on dates set by Council;
- 8.2 Meeting agendas shall include:
 - (a) Review of LEMA and contact details;
 - (b) Membership and resource updates;
 - (c) Emergency exercises and outcomes;
 - (d) Project updates; and
 - (e) Seasonal preparedness reviews.
- 8.3 A quorum of at least 50% of members is required to transact business;
- 8.4 Agendas shall be prepared by the Shire and circulated prior to meetings; and
- 8.5 Minutes shall be recorded and retained in accordance with the Shire's governance procedures.

9. Independence and conflicts of interest

- 9.1 Members must act independently and in the public interest. Any actual, potential, or perceived conflicts of interest must be declared at the commencement of each meeting and managed in accordance with the Shire's governance protocols.

10. Performance Assessment arrangements

- 10.1 The Committee's performance will be assessed through:
- (a) Review of meeting attendance and quorum achievement;
 - (b) Timeliness and quality of recommendations to Council;
 - (c) Review of meeting outcomes and stakeholder feedback; and
 - (d) Evaluation of emergency exercises and preparedness activities.
- 10.2 Performance will be considered as part of the biennial Charter review.

11. Reporting

- 11.1 Recommendations shall be presented to Council via Officer Reports;
- 11.2 Informal updates may be provided to Council via Council Workshops or Agenda Forums; and
- 11.3 The CESM shall maintain a status report tracking Committee recommendations and actions.
- 11.4 The CESM shall prepare the LEMC Annual Report detailing the LEMC activities, achievements, and recommendations. This report is submitted to the District Emergency Management Committee in accordance with SEMC directions.

12. Review of charter

- 12.1 The charter will be reviewed by the Shire as soon as practicable, following local government ordinary elections or more frequently if required, with appropriate input from relevant stakeholders;
- 12.2 The Shire will ensure that this charter complies with relevant legislative and regulatory requirements and will consider proposed amendments when necessary to ensure that it accurately reflects the committee's role and responsibilities; and
- 12.3 Council will review and formally approve this charter.

Reference Information

- [Risk Management Framework](#) endorsed by Council.
- The State Emergency Management Procedure - a strategic framework for Emergency Management in Western Australia available online at the link below:
https://www.wa.gov.au/system/files/2023-12/state_em_procedure_v3.05.pdf

Legislation

- [Emergency Management Act 2005](#)

Associated documents

- [Shire of Toodyay Standing Orders](#) (Local Law) 2008(3.4, Part 13, and 17.6);
- [Code of Conduct for Council Members, Committee Members and Candidates](#)

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