

Local Emergency Management Committee Terms of Reference

Name

The Committee will be known as the “Local Emergency Management Committee” (‘Committee’).

2. Purpose

The purpose of the Committee is to identify and mitigate emergency risks or hazards within the City of Stirling.

3. Aims and Objectives

The Committee, where practicable, will work collaboratively with relevant stakeholders including carrying out joint exercises.

The Committee aims to achieve the following:-

- Identify emergency risks or hazards within the City of Stirling community and arrange to establish, maintain and test procedures set out in the Local Emergency Management Arrangements to mitigate these risks or hazards.
- Prepare and instil prevention, preparedness, response and recovery plans for a variety of identified risks or hazards within the City of Stirling, thereby preventing or minimising the effects of emergency events within the City of Stirling.
- Undertake the City of Stirling Community Emergency Risk Management process.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed in the Emergency Management Regulations 2006.
- Increase the number and relative awareness of programmes through community awareness campaigns designed to make the community more resilient.
- Prepare, continuously monitor and review the Local Emergency Management Arrangements for the City of Stirling;
- Prepare and submit an annual report of its activities each financial year in accordance with the requirements of the State Emergency Management Committee.
- Prepare an ‘annual business plan’ in accordance with the requirements of the State Emergency Management Committee.

4. Membership

The group shall consist of two community members residing within the City of Stirling and members will be sought on the basis of experience, interest and qualifications in matters relating to local emergency management.

City of Stirling members (or their nominated representative) will consist of the below:-

- An elected member of Council (Chairperson)
- Coordinator Emergency Management (Executive Officer)
- Local Recovery Coordinator
- Manager Community Services
- Service Lead – Engineering Services

Elected members of the Committee are to be appointed in line with the local government elections.

Representatives of emergency management agencies, welfare support agencies and other industry representative including:-

- Western Australian Police Force
 - OIC Scarborough Police Station
 - OIC Mirrabooka Police Station
 - OIC Bayswater Police Station
- Department of Fire and Emergency Services
 - District Officer
 - Fire and Rescue
 - State Emergency Services
 - Emergency Management Advisor
- Department of Communities
- Australian Red Cross
- Western Australian Department of Health
- Stirling Business Association
- Representatives from any other agency or organisation or sector relevant to the purpose of the Committee.

5. Meetings

Meetings will be held at the City of Stirling Administration Centre and will be convened four times throughout the financial year (on the third Friday of each third month). The Chairperson, to be appointed by the City, shall manage the affairs of the Committee and may at any time convene a special meeting of the Committee.

6. Minutes

Notification of the meeting and an agenda shall be provided to all Committee members, relevant Councillors and City officers. Minutes, recorded by the Coordinator Emergency Management, shall be circulated following the meeting to all Committee members, relevant Councillors and City officers.

7. Delegation

The Committee does not have any delegated authority and shall not have the authority or power to commit the City of Stirling (or Council) or any association, organisation, group or individual to expenditure without the City's endorsement.