

Shire of Denmark

Charter



LOCAL EMERGENCY MANAGEMENT COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Local Emergency Management Committee, established by Council pursuant to Section 38 (1) of the Emergency Management Act 2005.

1.0 NAME

The name of the Committee shall be the Shire of Denmark Local Emergency Management Committee (LEMC) hereinafter referred to in its abbreviated form as the Committee.

2.0 ESTABLISHMENT

The Committee is established pursuant to Section 38(1) of the Emergency Management Act 2005.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Denmark.

4.0 GUIDING PRINCIPLES

This committee is established with the guiding principles in accordance with the Local Government Act 1995, the Emergency Management Act 2005 and the State Emergency Management Policy No. 2.5.

5.0 VISION

For the Shire of Denmark's residents, ratepayers and businesses to be adequately protected, risks are minimised and recovery operations coordinated swiftly and efficiently.

6.0 TERMS OF REFERENCE

To implement the objectives of the Western Australian Emergency Management Arrangements Public Statement number 7, that is;

- 6.1 To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- 6.2 To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- 6.3 To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the Emergency Management Act or Regulations.
- 6.4 Prepare an annual report on Committee activities for submission to the District Emergency Management Committee.

- 6.5 The local emergency management arrangements are to set out —
- a. the local government’s policies for emergency management;
 - b. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
 - c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
 - d. a description of emergencies that are likely to occur in the local government district;
 - e. strategies and priorities for emergency management in the local government district;
 - f. other matters about emergency management in the local government district prescribed by the regulations; and
 - g. other matters about emergency management in the local government district the local government considers appropriate.
 - h. Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
 - i. Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.

7.0 MEMBERSHIP

That in accord with section 38 (3) (a) of the Emergency Management Act 2005, Council appoint the following members:

POSITION	ORGANISATION
<i>Voting Members</i>	
Shire President / Chairperson.....	Shire of Denmark
Councillor	Shire of Denmark
Officer in Charge	Denmark Police Service
Officer in Charge	Walpole Police Service
Chief Bush Fire Control Officer	Bushfire Advisory Committee
Director of Nursing	Denmark District Hospital
Centre Manager.....	Walpole Silver Chain
Unit Manager	Denmark State Emergency Service
Unit Manager	Walpole State Emergency Service
Officer in Charge	Denmark St John Ambulance
Officer in Charge	Walpole St John Ambulance
Commander.....	Denmark Volunteer Marine Sea Rescue
Commander.....	Peaceful Bay Vol. Marine Sea Rescue
Commander.....	Walpole Volunteer Marine Sea Rescue
Captain	Denmark Fire & Rescue Service
District Operations Officer	Dept. of Biodiversity, Conservation & Attractions
.....	<i>(Parks and Wildlife Service)</i>
District Officer	Dept. of Communities
.....	<i>(Child Protection and Family Support)</i>
President.....	Denmark Surf Life Saving Club
 <i>Non Voting Members</i>	
Community Emergency Services Manager	Shire of Denmark / DFES

With the exception of the Shire President (as this is covered by the Local Government Act 1995), each position holder is entitled to nominate a Deputy Delegate from their organisation for any individual meeting.

Representation is valid for two years until the next Ordinary Local Government Election Day or until the person resigns or the Committee is disbanded, whichever happens first. Nothing prevents a previous member re-nominating.

8.0 MEETINGS

8.1 Annual General Meeting:

Nil.

8.2 Committee Meetings:

Meetings shall be held at least four times per year or more often as determined by the Committee and shall follow the minimum procedures as set out in State Emergency Management Policy 2.5 (Flowcharts Appendix 1 and 2 attached).

8.3 Quorum:

The quorum for any meeting of the Local Emergency Management Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA).

8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

8.6 Chairperson

The Chairperson of the Committee is appointed by the Local Government pursuant to Section 38(3) (a) of the Emergency Management Act 2005. Where Council has failed to nominate a Chairperson, the default Chair will be the current serving Shire President of the Council.

8.7 Who acts if no Chairperson?

Shall be in accordance with the Local Government Act, Section 5.14.

8.8 Meetings

Meetings are not open to the public pursuant to Section 5.23 of the Act as the Committee has no delegated power or duty.

8.9 Public Question Time

Nil.

8.10 Members Conduct

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- Local Government (Rules of Conduct) Regulations 2007 (Elected Members only); and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

8.11 Secretary

The Community Emergency Services Manager will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

8.12 Standing Ex-Officio Members

The Committee is authorised to co-opt standing ex-officio members not listed under the general membership as nonvoting members.

8.13 Meeting Attendance Fees

Nil.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil.

10.0 STRATEGIC ALIGNMENT

The specific tasks and actions undertaken by this committee will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan;

C4.0 Our Community

ASPIRATION: We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.

C4.1 To have services that foster a happy, healthy, vibrant and safe community.