# Sample LEMC Terms of Reference Template

Adopted: Insert Date

Last Reviewed: Insert Date

Review Date: Every 5 years or as required

Associated Legislation: *Emergency Management Act 2005*

Associated Documents: State Emergency Management Policy and Procedure

## Name

[INSERT NAME] Local Emergency Management Committee (LEMC)

## Aim

The aim of the LEMC is 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

* Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
* Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
* Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
* Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
* Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
* Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
* Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
* Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

## Duties and Responsibilities

Advise and assist the << name of LG/s>> in ensuring that local emergency management arrangements are established for its district.

* Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
* Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
* Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
* Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

## Membership

Membership notes:

* Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
* Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
* Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
* Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
* Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
* New members may join the LEMC via resolution of the committee.

## Meeting Management

### Chairperson

* The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

### Deputy Chair

* The Local Emergency Coordinator should be appointed as Deputy Chair.

### Executive Officer

* The LEMC Executive Officer is the << position within the local government>>

### Quorum

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

### Minutes/Agendas

* The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.
* A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
* Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

### Schedule

* Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer. (List of dates, for example, 3rd Thursday of each quarter March, June, September, December).
* Additional meetings will be convened if and as required at the discretion of the Chairperson.

### Authority

* The LEMC does not have the authority or power to commit the Council or <<Local Government>> or any association, organisation, group or individual to expenditure without the City’s/Shires endorsement.
* The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

## Schedule 01 – Membership

### Community/Agency LEMC Members (Voting):

Member 1

Member 2

Member 3

### Local Government LEMC Member (Voting):

Member 1

Member 2

Member 3

### Invited Guests (Non-voting):

Guest 1

Guest 2

Guest 3