**(Insert name of Local Area) Local Emergency Management Committee**

Local Emergency Management Committee Charter

March 2025

**[Insert] Local Emergency Management Committee Charter**

Published by [Insert]

First published: March 2025

Template Guidance [Please delete this section]

The intent of the template is to promote consistency across Local Emergency Management Committees (LEMCs), while allowing Local Emergency Management Committees (LEMCs) to tailor the content to suit their needs.

* Standard text is in black and should be included in the Charter.
* Guidance text in red provides instructions and should be removed.
* Examples are provided in purple.

Contents

[1 Purpose 3](#_Toc193701493)

[2 Function of the Committee 3](#_Toc193701494)

[3 The Committee Membership 3](#_Toc193701495)

[3.1 Terms of Office 4](#_Toc193701496)

[3.2 Deputy Members 4](#_Toc193701497)

[3.3 Observers 5](#_Toc193701498)

[3.4 Local Emergency Management Officer 5](#_Toc193701499)

[4 The Conduct of Business 5](#_Toc193701500)

[4.1 Meetings 5](#_Toc193701501)

[4.2 Accountability 6](#_Toc193701502)

[4.3 Absence of the Chairperson 6](#_Toc193701503)

[4.4 Quorum 6](#_Toc193701504)

[4.5 Voting 6](#_Toc193701505)

[4.6 Sub-Committees 6](#_Toc193701506)

[4.7 Regional Emergency Management Officer 7](#_Toc193701507)

[5 Administration 7](#_Toc193701508)

[5.1 Committee Documentation 7](#_Toc193701509)

[5.2 Government Information (Public Access) Act 2009 7](#_Toc193701510)

[5.3 Contact Information 8](#_Toc193701511)

[5.4 Review 8](#_Toc193701512)

# Purpose

The purpose of this Charter is to reflect the arrangements outlined in the State Emergency and Rescue Management Act, 1989 (as amended) [the Act] and outline the manner by which the Local Emergency Management Committee has determined that it will conduct its business.

# Function of the Committee

A Local Emergency Management Committee is responsible for the preparation and review of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the local government area for which it is constituted under section 29 of the SERM Act.

Without limiting the above, the Committee may:

* give effect to and carry out emergency management policy and practice, consistent with information on that policy and practice disseminated by the State Emergency Management Committee, and
* review and prepare plans in respect of the relevant local government area that are, or are proposed to be, subplans or supporting plans established under the State Emergency Management Plan, and
* make recommendations about and assist in the coordination of training in relation to emergency management,
* develop, conduct and evaluate local emergency management exercises,
* facilitate local level emergency management capability through inter-agency co-ordination, co-operation and information sharing arrangements, and
* assist the Local Emergency Operations Controller for the relevant local government area in the Controller’s role under section 31, and
* such other functions as are:
* related to this Act, and
* assigned to the Committee (or to Local Emergency Management Committees generally) from time to time by the relevant Regional Emergency Management Committee or by the State Emergency Management Committee.

In the exercise of its functions, any such Committee is responsible to the relevant Regional Emergency Management Committee.

# The Committee Membership

Section 28 of the SERM Act states that Committee membership consists of:

* The General Manager of the nominated principal council, who is to be the LEMC Chairperson
* The Local Emergency Operations Controller for the local government area
* A senior representative of each emergency services organisation operating in the area, being: (delete any which do not apply)
* NSW Ambulance, [specify position]
* Fire and Rescue NSW, [specify position]
* Marine Rescue NSW, [specify position]
* NSW Police Force, [specify position]
* NSW Rural Fire Service, [specify position]
* NSW State Emergency Service, [specify position]
* NSW Volunteer Rescue Association, [specify position]
* Surf Lifesaving NSW, [specify position]
* A fire brigade within the meaning of the *Fire and Rescue Act 1989*
* [specify any other agency which manages or controls an accredited rescue unit]
* A non-government agency that is prescribed by the regulations for the purposes of this definition
* a representative of any organisation that provides services in a functional area (or areas) and that council determines is to be represented, being:
* Local Land Services (Agriculture and Animal Services Functional Area)
* Public Works (Engineering Services Functional Area)
* Essential Energy (Energy and Utility Services Functional Area)
* a representative of the organisations that the Minister has determined are to be represented (refer to section 4.8 of the LEMC Handbook):
  + [Insert] Local Aboriginal Land Council
  + NSW Reconstruction Authority

The SERM Act states that a representative of an organisation is to be nominated by the organisation

A record should be maintained identifying what position within the member organisation is the representative on the Committee. Membership must be based on position and NOT an individual. Membership records should be formally reviewed at least annually and changes in LEMC membership are to be documented in the Local EM Plan and any Charter or ToR.

## Terms of Office

A member (other than an ex-officio member) holds office until a successor is appointed.

## Deputy Members

Each member should nominate a deputy to act in their absence. Such positions should be identified and recorded in advance. When neither the member nor deputy can be present, they may be represented by a nominated person. Such representation must be advised to the Chair or LEMO prior to the meeting taking place. This can be done either in writing or face to face. The role of principal and deputy membership representatives should be based on a position within the respective agency, rather than an individual.In the absence of a member, the member’s deputy may, if available, act in the place of the member, and while so acting, has all the functions of the member and is to be taken to be a member.

Persons not nominated by the member as the member’s deputy, to the Chairperson or the Executive Officer (LEMO), prior to the commencement of a meeting, will not be recognised as a member’s deputy at that meeting.

Member’s deputies may attend meetings at which the member is present, but on such occasions will only have Observer status and will not be entitled to vote.

## Observers

The following attend meetings as ‘Regular Observers’ to the Committee: (add if necessary)

* [specify]
* [specify]

From time to time, the Chairperson or the Committee may request the attendance of a person or persons who are deemed necessary to assist with or contribute to an issue before the Committee. This requested attendance will be as a ‘Temporary Observer’ for a period of time, determined by the Chairperson or Committee, relative to the appropriate issue. Observers may be heard at a meeting but do not have voting rights.

## Local Emergency Management Officer

The Local Emergency Management Officer (LEMO) or principal executive support officer is appointed by council to provide executive support to the LEMC and the LEOCON. The LEMO, a non-voting member of the LEMC, answers to the Chair of the LEMC and to the LEOCON during emergency operations and events controlled by the LEOCON. The role and responsibilities of the LEMO will vary across LGAs.

# The Conduct of Business

## Meetings

The procedure for the calling of meetings of a Committee and for the conduct of business at those meetings is, subject to the SERM Act and the regulations, to be as determined by that Committee.

The Committee shall normally meet on a regular basis as many times in a year as the Committee deems necessary. Normally this will be (insert the number of normally planned meetings) times per year, in accordance with a schedule of dates agreed by the Committee. It is recommended that meetings occur at least every 4 months.

The dates of the meetings will be informed to LEMC members and the REMO 12 months in advance. Scheduled dates will normally be confirmed at the prior meeting. Where unforeseen circumstances require the cancellation or change of the date of a meeting, as much notice as possible is to be given to the members.

Where there is a pressing need, and the majority of members agree, any member may call an extraordinary meeting. Notwithstanding, the Chairperson may call an extraordinary meeting at any time. When an extraordinary meeting is called as much information and time as practicably possible is to be afforded to members. Extraordinary meetings may be conducted face-to-face or by telecommunication or electronic means.

## Accountability

In the exercise of its functions, the Committee is responsible to the relevant Regional Emergency Management Committee.

## Absence of the Chairperson

The Chairperson, as a member, may from time to time, appoint a person to act as a deputy member for that meeting and therefore the person so appointed will have all of the functions of the member and Chairperson.

If the Chairperson is absent from a meeting and has NOT appointed a deputy member, the Committee shall nominate another Committee member, from those members present, to act as the Chairperson and preside at that meeting. This nomination must have the agreement of the majority of the members present.

In the event that a majority of those members present cannot agree on a replacement Chairperson, the meeting will not proceed.

## Quorum

The quorum for a meeting is a majority of the members (half of the membership plus 1) of the Committee for the time being.

A quorum shall be considered to exist when a majority of members, having a deliberative vote, have cast their vote at a meeting or, for an out-of-session ballot, have cast their vote by the end of the nominated period for such a ballot.

## Voting

Voting may be conducted in-session or, where it is necessary to conduct urgent business, out-of-session and:

* Each member or, in their absence, their deputy shall have one (1) equal deliberative vote;
* the person presiding (Chair) at a meeting shall also have one equal deliberative vote and, in the event of an equality of votes, a second or casting vote is provided to the person presiding (Chair) at the meeting.

Observer/s and the Executive Officer may be engaged for comment but are **NOT** entitled to vote.

A decision supported by a majority of the votes cast at a meeting of the Committee, at which a quorum is present, is the decision of the Committee.

In the case of an out-of-session ballot, a decision supported by a majority of votes received by the end of the period nominated for that ballot, and where the number of votes received is at least equal to a quorum, becomes the decision of the Committee.

## Sub-Committees

The Committee may establish sub-committees to assist it in connection with the exercise of any of its functions.

It does not matter that any or all of the members of a sub-committee are not members of the Committee.

The procedure for the calling of meetings of a sub-committee and for the conduct of business at those meetings is to be as determined by the Committee or in the absence of any determination, by the sub-committee. Unless determined otherwise by the Committee or the sub-committee the manner in which sub-committees conduct their business, will be consistent with the general arrangements herein.

## Regional Emergency Management Officer

The Regional Emergency Management Officer (REMO) attends the LEMC as an observer to provide guidance and consultation. The role of the REMO is to act as the Executive Officer to the REOCON and REMC. The REMO ensures, on behalf of the REOCON and REMC, that compliance and effective emergency management is occurring within the region.

# Administration

## Committee Documentation

Notices of meetings, agendas, minutes of meetings and other necessary correspondence will be circulated, generally by email, to all Committee members, member’s deputies, and regular observers as are listed in the Committee’s Contact Directory at the time of dispatch.

Copies of the Minutes of Meetings will be forwarded to the Regional Emergency Management Committee for noting.

Distribution of Minutes of meetings is restricted to the membership of the Committee and to other Emergency Management Committees. Distribution to others is a matter for either the Chairperson or the Executive Officer. Such additional distribution may be in the form of the full version of the Minutes or in the form of a Communiqué.

## Government Information (Public Access) Act 2009

The LEMC is formed under NSW legislation and is therefore subject to the regulatory requirements of the GIPA Act.

The council may be approached to provide information and records produced by the LEMC and retained by council. Information and records produced by the LEMC are the property of the LEMC and may contain information or intellectual property owned by LEMC member agencies.

The LEMC Chair may authorise the release of this information on behalf of the LEMC, but only after consulting with members.

If a GIPA request is received, further advice can be sought from the Emergency Management Branch, Premier’s Department.

## Contact Information

The Committee will maintain details of Members, Deputy Members and Observers to an extent that will allow the business of the Committee to be conducted in an efficient and expeditious manner. This includes details sufficient to allow 24hr contact to members.

The Executive Officer of the Committee is authorised to make this information available to other members of the Committee or others stakeholders for the purpose of conducting the business of the Committee.

## Review

This Charter will be reviewed annually.