

	POLICY NUMBER:	P25
	<b>EMERGENCY MANAGEMENT COMMITTEE ToR</b>	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2020 REF:	
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

## 1. ESTABLISHMENT

This Policy sets out the Terms of Reference for the Emergency Management Committee (the Committee). The Committee is established as an advisory committee to the Council pursuant to Part 5.2 of the *Local Government Act 2008*.

Wagait Shire Council has a role under the Local Government Act 2018, the NT Emergency Management Act 2013, and the NT Emergency Management Plan 2019, to ensure the well-being of the community during an emergency.

The Wagait Shire Council must also ensure the safety and well-being of its own staff to be able to conduct normal business as required. Wagait Shire Council and staff understand that during an emergency, other priorities may overtake normal activities.

## 2. SCOPE

The Aim of the Committee is to ensure the Wagait Shire, its population, environs, and facilities are prepared, can respond, and recover from an emergency.

The Committee is to provide independent advice and assistance to the Wagait Shire Council (the Council) and the Chief Executive Officer on:

### 2.1. All aspects of Emergency Management including:

- 2.1.1. **Prevention/Mitigation** - Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Prevention or mitigation includes the identification of hazards, the assessments of threats to life and property and the taking of measures to reduce potential loss of life and property damage.
- 2.1.2. **Preparedness** - Arrangements to ensure that, should an emergency occur, all those resources and services that are needed to cope with the effects can be efficiently mobilised and deployed.
- 2.1.3. **Response** - Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support
- 2.1.4. **Recovery** - The coordinated process of supporting emergency-affected

communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing

2.2. Compliance with relevant legislative and regulatory requirements.

### **3. AUTHORITY**

With consideration of legal and confidentiality implications the Committee is authorised, within the capacity of its role and responsibilities, to:

- obtain any relevant information it requires from any employee and/or external party.
- discuss any relevant matters with other external parties.
- request, via the Chief Executive Officer, the attendance of any employee at Committee meetings; and
- obtain external legal or other professional advice, as considered necessary to meet its responsibilities.

### **4. MEMBERS AND TENURE**

The Committee will comprise:

- A minimum of five (5) Members.
- The Chair of the Committee will be an independent member;
- Two (2) Shire Councillors;
- Two (2) Community Members with emergency services experience, or significant business experience in the field of risk management; and
- A representative from the NTPFES

The CEO will attend meetings but will not be a member of the Committee.

Members of the Committee are appointed by the Council. Appointment to the Committee from among the Council shall be for a period of two years. Committee members cease being a member of the Committee if they are no longer an elected member of the Council.

The selection process for the independent member(s) should consider the following factors when assessing the applicants:

- level of understanding of local government and the environment in which they operate.
- level of knowledge and practical exposure on emergency management practices.
- capacity to dedicate adequate time on the Committee.
- depth of knowledge of regulatory and legislative requirements; and
- ability to maintain professional relationships with staff, council members and other stakeholders.

### **5. VOTING RIGHTS**

Each Committee member will have an equal voting right. In the event of a tied vote, the Chairperson is entitled to a deciding vote.

The Chief Executive Officer will not be entitled to a vote.

## **6. KEY RESPONSIBILITIES**

The Committee is an Advisory Committee only. It has no power or authority to override, amend or contradict Council decisions and policies.

The Committee will undertake the following functions:

- To exchange experience and information relevant to the effective coordination an emergency in the Wagait Shire.
- To develop collaborative partnerships within the Shire community, the locality, and NT government agencies to ensure resources are made available in a timely manner.
- To assess requirements to mitigate, respond and recover from an emergency including physical, psychological, economic and environmental activity in association with responsible agencies.
- To coordinate the development and implementation of an emergency management plan in the Wagait Shire including a facilities and community resource directory.
- To collaborate and coordinate with the local volunteer and commercial agencies.
- To make recommendations and assist in the preparation of Grant applications.
- To make recommendations on key and emerging issues relevant to emergency management in the Wagait Shire to the Wagait Shire Council.
- To make recommendations on key areas of expenditure that may be available for emergency preparedness, mitigation, response and recovery.
- Ensure adequate information is provided to the community in a timely and well-informed manner.

## **7. REPORTING**

The Committee will regularly report on its operation and activities, including:

- a summary of the key issues arising from each meeting of the Committee.
- an overall annual assessment of the Council's control and compliance framework, together with a summary of the work the Committee performed in conducting its responsibilities during the preceding year; and
- information in the annual report regarding the activities of the Committee. The information will include, number of meetings, Committee Membership, principal activities including reviews and audits.

Information will be provided on Council's website which includes the Committee Members, Terms of Reference, and Draft Minutes of meetings in accordance with Section 67(4) of the Local Government Act.

## **8. WORK PLAN & ARRANGEMENTS**

A Work Plan for the Committee will be prepared which sets out work to be carried out by the Committee in the short, medium and long term. The Work Plan will be reviewed annually by the Committee as part of the review of the Terms of Reference.

Arrangements for each emergency type will be prepared, which sets out the prevention/mitigation, preparedness, response and recovery actions for different emergency situations including (but not limited to) cyclone, fire, flood, pandemic and other emergency situations as deemed necessary.

## **9. MEETINGS**

The Committee will meet up to 4 times per year and more frequently as required during emergency situations.

A forward meeting plan, including meeting dates and agenda items, will be agreed to by the Committee each year and will address items listed in the Work Plan.

A quorum will consist of three voting Committee Members and must include at least one Council representative and one Community representative.

## **10. SECRETARIAT**

The Chief Executive Officer will ensure that adequate secretarial support is provided to the Committee. The Secretariat will prepare and distribute an Agenda and supporting documentation for each meeting. These should be provided at least 3 working days prior to the meeting.

Minutes of the meetings will be taken and provided to the Committee members within 3 working days of the meeting.

## **11. CONFLICT OF INTEREST**

Pursuant to Section 74(1) of the *Local Government Act 2008*, Committee members must declare any conflict of interest at the start of each meeting or before discussion of the relevant agenda item or topic. All details of any conflict of interest are to be minuted.

If members or observers at a Committee meeting are deemed to have a real or perceived conflict of interest, they are to be excused from Committee discussions on the issue where the conflict of interest exists.

## **12. CONFIDENTIAL AND IMPROPER USE OF INFORMATION**

Committee members will from time to time deal with confidential reports. Section 75 of the *Local Government Act 2008* outlines the penalties applicable to individuals who disclose confidential information acquired as a member of a Council committee. Section 76 of the *Local*

*Government Act 2008* states that a person who makes improper use of information acquired as a member of a Council committee is guilty of an offence.

### **13. DUE DILIGENCE AND INDUCTION**

All proposed and new members of the Committee will be entitled to receive relevant information and briefings prior to their appointment.

### **14. ASSESSMENT OF COMMITTEE**

The Chair of the Committee and the Chief Executive Officer will initiate a review of the performance of the Committee annually. The review will be on an internal assessment basis with appropriate input from the Council, Chief Executive Officer, appropriate internal and external auditors, and any other relevant stakeholders.

### **15. REVIEW**

These Terms of Reference and Work Plan will be reviewed every two years by the Committee. The Committee will recommend any substantive changes to the Council for consideration.

<b>Date Approved:</b> 21.04.2020	<b>Approved By Council</b> Moved: Vice-President Tom Dyer Seconded: Cr Michael Vaughan Vote:	<b>Resolution No:</b> 2020/063	<b>Date for review:</b> Next Council Election
<b>Date Approved:</b> 19.05.2020	<b>Approved By Council</b> Moved: Vice-President Tom Dyer Seconded: Cr Michael Vaughan Vote: AIF	<b>Resolution No:</b> 2020/081	<b>Date for review:</b> Next Council Election

# **WORK PLAN**

## **WAGAIT SHIRE COUNCIL**

### **EMERGENCY MANAGEMENT COMMITTEE**

Wagait Shire Council has a role under the Local Government Act , the NT Emergency Management Act 2013, and the NT Emergency Management Plan of February 2016, to ensure the well-being of the community during an emergency.

The Wagait Shire Council must also ensure the safety and well-being of its own staff to be able to conduct normal business as required. Wagait Shire Council and staff understand that during an emergency, other priorities may overtake normal activities.

#### **Timing of Meetings**

The Committee Members have agreed meetings will be held quarterly  
The date and timing of each meeting will be determined to suit the majority of the members.

#### **Program of Work**

**Short term** (to be carried out annually):

- Respond to any emergency that puts at risk the Wagait Beach community or its residents.
- Review and update Emergency Management Arrangements for events including (but not limited to) cyclone, fire, flood, pandemic, and other emergency situations as deemed necessary.
- Review and update list of vulnerable persons in the community and a street map identifying where the most at risk residents are located.

**Medium Term** (to be carried out during the term of the Council):

- Review Emergency Management Committee Terms of Reference, Work Plan and Arrangements.

**Long Term** (to be raised and considered as required and taking into consideration Legislative requirements, critical incidents and unacceptable risk as identified by the Chief Executive Officer).

- Asset Plans
- Critical Risk Analysis