



CHARTER – LOCAL EMERGENCY MANAGEMENT COMMITTEE

CHARTER OF THE NARROMINE SHIRE COUNCIL LOCAL EMERGENCY MANAGEMENT COMMITTEE

1. NAME

The committee, as appointed under the provision of Section 355(b) of the Local Government Act 1993 and Section 28 of the State Emergency and Rescue Management Act 1989, shall be known as the **Narromine Shire Council Local Emergency Management Committee**.

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council Local Emergency Management Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

"Local Emergency Operations Controller" (LEOCON) means a Police Officer appointed by the Regional Emergency Operations Controller as the Local Emergency Operations Controller for the Local Government Area.

"Local emergency management officer" (LEMO) – Council appointed officer who is the key liaison contact with emergency groups both during ordinary periods and in the event of an emergency.

"regional emergency management officer" (REMO) – Police appointed officer who is the key liaison contact with emergency groups both during ordinary periods and in the event of an emergency.

3. STATUS OF COMMITTEE

Statutory Committee

4. PURPOSE

The Narromine Local Emergency Management Committee (LEMC) operates under the provisions of the State Emergency and Rescue Management Act 1989 (SERM Act) and carries out its legislative functions accordingly.

The Committee has been established to prepare and review plans related to the prevention of, preparation for, response to, and recovery from emergencies in the local government area.

5. FUNCTIONS

- 5.1 The 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.
- 5.2 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.

- 5.3 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.
- 5.4 Make recommendations about and assist in the co-ordination of training in relation to emergency management in the relevant local government area.
- 5.5 Develop, conduct and evaluate local emergency management training exercises.
- 5.6 Facilitate local level emergency management capability through inter-agency co-ordination, co-operation and information sharing arrangements.
- 5.7 Assist the Local Emergency Operations Controller for the relevant local government area in the Controller's role.
 - Such other functions as are related to the State Emergency and Rescue Management Act 1989
 - 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.

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to incur expenditure.
- 6.2 The Committee does not have the power to bind Council.
- 6.3 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council.
- 6.4 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

The Committee does not have the authority to co-opt anyone to its membership.

FORMAL COMMITTEE MEMBERS – With Voting Rights

The following groups are to be represented on the committee, additional groups may be added by Council Resolution.

Council Representation

General Manager or nominee

Emergency Services Organisation Representation

- NSW Fire and Rescue Representative, NSW Rural Fire Service Representative, NSW Police Representative
- Regional Emergency Management Officer Representative, NSW Ambulance Representative, VRA Representative and SES Representative
- Local Emergency Operations Controller (LEOCON)
- Regional Emergency Management Officer (REMO)

Functional Area Representatives - No Voting Rights

- ARTC Representative
- Family and Community Services (FACS) Representative
- Industry and Investment Representative
- Country Energy / Essential Energy Representative
- Western NSW Local Health Network Representative
- Local Land Services Representative (DCCCEW)
- Alkane Gold Representative
- Tomingley Timbregongie House Ltd Representative
- Resilience NSW Representative

Support Staff

Staff from Council will attend meetings to provide administrative support to the Committee. Administrative support is provided for the preparation of the agenda, business papers and recording of the minutes.

Chairperson

The Chairperson of this Committee shall be the General Manager or a Council Officer appointed by the General Manager.

The role of the Chairperson is to preside at a meeting of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee.

If the Chairperson of the Committee is unable to preside at a meeting of the Committee, the Director of Engineering Services will preside at the meeting as an Acting Chairperson.

Other Office Bearers

There are no office bearers on the Committee.

9. TERM OF OFFICE

Emergency Services Organisation representatives continue on the Committee on an ongoing basis.

10. QUORUM & RECOMMENDATION MAKING

The quorum required to enable business to be transacted at meetings is a minimum of six and must include a delegated Council representative.

In the absence of a quorum, 15 minutes after the advertised start of the meeting the meeting is to be adjourned and reconvened for another date.

Wherever possible, decisions of the Committee will be made on the basis of consensus. Where consensus cannot be reached, the matter will be decided by a simple majority of those members present at the meeting, provided a quorum is present. In the event of a tied vote, the Chairperson or person acting in the position of Chairperson shall in addition to their ordinary vote, have the casting vote.

11. GENERAL PUBLIC

The Committee will not usually be open to members of the general public. However, the Committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the General Manager. Voting does not extend to members of the general public and is restricted to only elected committee members.

Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

12. TIMETABLE FOR MEETINGS

The meeting will occur every three months or more often as determined by the Committee.

The meeting will be limited to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

Extraordinary meetings may be called by the Chairperson of the Committee.

The location, date and starting time for meetings will be advised on the agenda.

Committee meetings can only be held if three (3) working days notice has been given to all members.

13. MEETING PRACTICES & PROCEDURES

The administrative provisions of Council's adopted Code of Meeting Practice shall apply.

The Committee will observe any other relevant Council protocols.

14. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee.

15. CODE OF CONDUCT

All members of Council committees are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Committee. All new members will be provided with a copy of Council's Code of Conduct they are required to sign to indicate that they have read and understood their obligations. A breach of the Code of Conduct may lead to the member being excluded from the Committee and may result in disciplinary action.

If a committee member has a pecuniary interest in any matter being discussed by the Committee and is present at the meeting, they must disclose their interest. They must then leave the room during any discussion or decision-making related to that matter. Staying in the room while abstaining from voting will be considered a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

A person does not breach the above clause if he or she did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

A committee member who has a non-pecuniary conflict of interest in a matter being considered at a meeting must disclose this interest to the meeting as soon as possible. Once a non-pecuniary conflict of interest is declared, there are various options for managing the conflict. The chosen option will depend on an evaluation of the specific circumstances, the nature of the interest, and the significance of the issue being addressed.

Committee members must handle any information obtained in their role with professionalism and care. Openness and honesty are essential for the efficient operation of committees. Members should feel free to share their opinions and views without fear of retribution. Therefore, it is important for committee members to respect one another, even when there are differences, and to work together to foster an open and trusting environment.

16. CONFIDENTIALITY & PRIVACY

Through their involvement on the Committee, members may encounter confidential or personal information held by the Council. Committee members are required to keep this information secure and confidential. They must not access, use, or remove any such information unless they have been authorized to do so.

Privacy legislation governs the collection, storage, use, correction, disclosure, and transfer of personal information. For more details about the legislation, committee members can contact the Council's Information Officer.

If a committee member becomes aware of any breach of security or misuse of the Council's confidential or personal information, they are required report it to the Information Officer.

17. MEDIA PROTOCOL

Council's Media Policy states that the Mayor is the principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for operational and administrative matters.

No other member of the committee is permitted to speak to the media in his or her capacity as a committee member, unless nominated by the Mayor or General Manager .

18. REVIEW

Amendments to this charter may be proposed to Council by the Committee at any time, and change will not take effect until such time as Council has resolved to make any required amendments.

*Adopted By Council 18 September 2012 Resolution No 2012/311
Amended By Council 20 November 2012 Resolution No 2012/428
Amended By Council 9 October 2013 Resolution No 2013/383
Amended By Council 13 November 2013 Resolution No 2013/426
Amended By Council 13 September 2017, Resolution No 2017/253
Amended By Council 12 September 2018, Resolution No 2018/216
Amended By Council 11 September 2019, Resolution No 2019/222
Amended By Council 8 December 2021, Resolution No 2021/245
Amended By Council 14 September 2022, Resolution No 2022/181
Reviewed By Council 13 September 2023, Resolution No 2023/159
Reviewed by Council 23 October 2024, Resolution No 2024/187
Reviewed by Council 10 September 2025, Resolution No 2025/478*