

TERMS OF REFERENCE



DISTRICT COUNCIL OF LOWER EYRE PENINSULA

EMERGENCY PLANNING COMMITTEE

(Sub Committee of
Work Health & Safety, Risk & Consultative Committee)

	TERMS OF REFERENCE: EMERGENCY PLANNING COMMITTEE		Version No:	1.1
			Issued:	September 2018
			Next Review:	September 2021

1. ESTABLISHMENT

The Work Health & Safety, Risk & Consultative Committee establishes a Sub Committee to be known as the **EMERGENCY PLANNING COMMITTEE** ("the Committee") to assist the Work Health & Safety, Risk & Consultative Committee in the performance of its functions.

2. OBJECTIVE

The Sub Committee is established for the purpose of implementing a Work Health and Safety Emergency Management system to ensure effective management of any foreseeable emergencies in accordance with legislative requirements and the Performance Standards for Self Insurers (PSSI).

3. MEMBERSHIP

- 3.1 The WHS, Risk & Consultative Committee shall appoint no less than four (4) selected Members to form the Committee
- 3.2 The Committee to comprise of the Chief Executive Officer, Manager Development & Environmental Services, Director of Works & Infrastructure, General Inspector, Corporate Services Assistant and WHS, Risk & Consultative Committee Members.
- 3.3 A Chairperson will be elected from the committee members.
- 3.4 Members of the Committee may resign their position at any time by giving notice of their intention in writing to the WHS, Risk & Consultative Committee.

4. REPORTING

The Committee is to report to the Work Health & Safety, Risk & Consultative Committee by presenting its minutes to the next WHS, Risk & CC meeting after the Committee meeting.

5. MEMBERS ROLE

The role of a committee member is to:

To implement the requirements as outlined in Council's Emergency Management Policy and Emergency Management Procedure

6. MEETING TIMES

The Committee shall meet at least annually to complete its objective.



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7. DECISIONS

All decisions of the Committee will be made on the basis of a majority of members present.

8. VOTING

- 8.1 All members of the Committee must vote on any matter arising for decision at a meeting of the Committee.
- 8.2 For the avoidance of doubt, every member of the Committee has a deliberative vote only and in the event of a tied vote, the Chairperson does not have a second or casting vote.
- 8.3 The Chairperson will ask for members to vote and will then declare whether a motion is carried or lost.
- 8.4 The Chairperson is deemed to vote in the affirmative unless he/she clearly declares otherwise.

9. QUORUM

A Quorum is three (3) members.

10. EXTENT OF AUTHORITY OF COMMITTEE MEMBER

Committee Members do not have any authority to make any financial commitment on behalf of the Committee or Council

11. CIVIL LIABILITY

No civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members or Committee's powers, functions or duties.

SIGNED:

CEO

Date: 28 / 11 / 2018

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Chairperson, Work Health and
Safety Committee

Date: 28 / 11 / 18