

LOCAL EMERGENCY MANAGEMENT COMMITTEE - TERMS OF REFERENCE

1.0 Name

The Committee is the Bassendean Local Emergency Management Committee (BLEMC) and is established pursuant to Section 38 of the *Emergency Management Act 2005*.

2.0 Role and functions of the Committee

The constitution and procedures of the BLEMC are determined by the State Emergency Management Committee and set out in the State Emergency Management Procedures.

In accordance with section 39 of the Act, the functions of the BLEMC are to:

- (a) advise and assist the Town in ensuring that local emergency management arrangements are established for its district.
- (b) liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- (c) carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC), or prescribed by the *Emergency Management Regulations 2006*.
- (d) assist in the planning and development of emergency management operating procedures for the Town.
- (e) provide assistance to the Local Emergency Coordinator and lead authorities during emergency management operations.
- (f) assist with the preparation and approval of the Bassendean Local Emergency Management Arrangements for submission to the SEMC for approval.
- (g) review the Arrangements at least annually.
- (h) ensure appropriate testing and exercising of the Arrangements.
- (i) report annually on the activities of the BLEMC to the SEMC.
- (j) carry out emergency management functions as directed by SEMC.

The function of the BLEMC is to ensure that local emergency management arrangements are prepared and maintained for the Town of Bassendean and to perform any other emergency management requirements as specified under the Act.

3.0 Membership

3.1 Membership of the Committee shall be as follows:

- Two (2) Town of Bassendean Councillors
- Town of Bassendean - Director Community Planning (Local Recovery Coordinator)
- Officer in Charge - Kiara Police Station (Local Emergency Coordinator)
- Department of Fire and Emergency Services - District Officer
- Two (2) Department of Communities representatives
- Bassendean State Emergency Service - Unit Manager
- St John Ambulance - Manager Emergency Management Unit

3.2 Representatives from other agencies and associations (including a representative of the District Emergency Management Committee) may be invited to attend and provide reports on their respective agencies and associations. These representatives attend in an advisory capacity only and do not have voting rights.

3.3 Town staff, as nominated by the Chief Executive Officer, will provide advice and administrative support to the BLEMC. These representatives do not have voting rights.

3.4 The Town is to appoint an Executive Officer to coordinate the business of the BLEMC, provide administrative support and coordinate the development and submission of BLEMC documents, such as annual reports. This position does not have voting rights.

3.5 At the first meeting following the local government elections, the BLEMC will appoint a Town councillor as the Presiding Member or Chair. The Local Emergency Coordinator (Officer in Charge - Kiara Police Station) will be appointed as the Deputy Presiding Member or Deputy Chair.

3.6 The Presiding Member will ensure that the business of the BLEMC is conducted in an appropriate manner, having regard for the Department of Fire and Emergency Management's draft Local Emergency Management Committee Handbook.

4.0 Meetings

4.1 The BLEMC will meet four times per year. Where possible, notice of meetings will be given at least seven (7) days prior to each meeting.

4.2 A Quorum for a meeting of the BLEMC is at least five members.

4.3 Each member has one vote. Decisions of the BLEMC are made by simple majority and where votes are equally divided, the presiding member casts the deciding vote.

4.4 The minute taker is responsible for taking minutes and preparing them for publication. The unconfirmed minutes of the meeting are submitted to Council at the next scheduled Ordinary Council Meeting.

5.0 Delegations

The BLEMC is authorised to carry out various functions under the EM Act, however, the BLEMC has no delegated authority under the *Local Government Act 1995*, no authority to expend funds and decisions of the Committee do not bind the Council and the Town of Bassendean.

6.0 Communication

Members of the BLEMC may not speak, issue public statements or publish on social media on behalf of the BLEMC or Council, without the approval of the Town's Mayor.

7.0 Amendment

A resolution of Council is required to amend the Instrument. The BLEMC may make recommendations to Council, from time to time, to amend the Instrument.

8.0 Document Control

Directorate	Community Planning
Business Unit	N/A
This Version	Adopted OCM 26 September 2023
Previous Versions	OCM 23 June 2020 OCM 25 September 2017
Full Review	September 2025