

INSTRUMENT OF APPOINTMENT

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

1.0 Name

The Committee is the Bassendean Local Emergency Management Committee (BLEMC).

2.0 Role of the Committee

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 *Emergency Management Act 2005* (EM Act). The constitution and procedures of the BLEMC are determined by the State Emergency Management Committee, pursuant to section 39(4) EM Act, and set out in the State Emergency Management Procedures.

3.0 Functions

In accordance with sections 38 and 39 of the EM Act, the functions of the BLEMC are to:

- (a) advise and assist the local government 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 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 Plan (Plan); and to submit the Plan to the Metropolitan Emergency Management Advisory Committee (MEMAC) for approval.
- (g) review the Plan at least annually.
- (h) ensure appropriate testing and exercising of the Plan.
- (i) report annually on the activities of the BLEMC to the MEMAC.
- (j) carry out emergency management functions as directed by MEMAC.

4.0 Membership

4.1 Membership of the Committee shall be as follows:

- Two (2) Town of Bassendean Councillors (one of which is to be appointed as Presiding Member / Chair)
- 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 Swan
- Department of Communities – Team Leader
- Department of Communities (Child Protection and Family Support) - Senior District Emergency Services Officer
- Bassendean State Emergency Service - Unit Manager
- St John Ambulance – Manager Emergency Management Unit

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

4.3 Town staff, including the Manager Development and Place, Senior Ranger, Senior Environmental Health Officer and minute taker will provide advice and administrative support to the BLEMC. These representatives do not have voting rights.

4.4 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.

4.5 In accordance with section 5.11 of the Act, membership of the BLEMC is for two years, with Committee membership ceasing at the next Local Government ordinary election, after which time the Council may appoint members for a further term or appoint new members.

4.6 The BLEMC will appoint an elected member 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.

The Presiding Member will ensure that the business of the BLEMC is conducted in accordance with the *Town of Bassendean Meeting Procedures Local Law 2020*.

5.0 Meetings

- 5.1 The BLEMC will meet quarterly. Notice of meetings will be given at least three (3) days prior to each meeting.
- 5.2 A Quorum for a meeting of the BLEMC is at least five members (being 50% of the total number of members of the BLEMC as listed in clause 4).
- 5.3 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.
- 5.4 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.

6.0 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.

7.0 Communication

Pursuant to section 2.8(d) of the *Local Government Act 1995*, the Mayor is authorised to speak on behalf of the Local Government. The Chief Executive Officer may speak on behalf of the Local Government by approval of the Mayor. 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 Mayor.

8.0 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.

9.0 Document Control

Directorate	Community Planning
Business Unit	N/A
This Version	Adopted OCM 23 June 2020 (OCM _/6/20
Previous Versions	OCM 25 September 2017 (Res. 12)
Full Review	Due following the date of the next Local Government ordinary election.