



TOWN OF

**Bassendean**

## AGENDA

# **Bassendean Local Emergency Management Committee**

**Wednesday 1 March 2023**

Notice is hereby given of the meeting

to be held in the Council Chamber

Administration Building

48 Old Perth Road, Bassendean WA 6054,

commencing at 3:30 pm



Luke Gibson  
**CHIEF EXECUTIVE OFFICER (INTERIM)**

23 February 2023

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## **1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer**

### **Acknowledgement of Traditional Owners**

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

## **2 Announcements by the Presiding Member without Discussion**

## **3 Attendances, Apologies and Leave of Absence**

## **4 Declarations of Interest**

## **5 Presentations or Deputations**

## **6 Confirmation of Minutes**

<b>6.1 Confirmation of Minutes</b>	
<b>Attachments</b>	1. BLEMC Minutes 7 December 2022 [6.1.1 - 7 pages]

### **Officer Recommendation – Item 6.1**

That the minutes of the Bassendean Local Emergency Management Committee meeting held on 7 December 2023, be received.

## **7 Business Deferred from Previous Meeting**

## 8 Reports

### 8.1 Preparedness, Prevention, Response and Recovery Issues

<b>Attachments</b>	Nil
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Members are invited to discuss:

- Preparedness issues;
- Prevention issues;
- Response issues; and
- Recovery issues.

#### **Officer Recommendation – Item 8.1**

That Preparedness, Prevention, Response and Recovery Issues raised, be received.

### 8.2 Post Incident Reports and Post Exercise Reports

<b>Attachments</b>	Nil
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The Committee has requested all HMA's routinely forward post incident reports to the Town for presenting to LEMC.

Any relevant post incident and post exercise reports are to be tabled at the meeting.

#### **Officer Recommendation – Item 8.2**

That post incident and post exercise reports be received.

### 8.3 Contact Details and Key Holders

<b>Attachments</b>	Nil
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The current Contact Details and Key Holders' details will be circulated at the meeting for any update requirements.

#### **Officer Recommendation – Item 8.3**

That the Committee members' contact details be confirmed, as amended.

#### 8.4 Agency Members Reports (Round Table)

<b>Attachments</b>	Nil
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Agency members present a report on significant incidents, developments and emergency arrangements etc that may impact Town of Bayswater Local Emergency Management Arrangements (LEMA), or be of interest to the LEMC.

DFES – District Emergency Management Advisor	Ms Quinta La Rosa
WAPOL – OIC Kiara Police Station	Snr Sgt Luke Collins
DFES District Officer Swan	David Radford
DC – Snr District Emergency Services Officer	Mr Mark Schorer
SJA – Area Manager St John Ambulance	Stacey Abbott
SES – Local Manager, Bassendean SES	Mark Melvin
Department of Communities	Ryan Hamblion

#### **Officer Recommendation – Item 8.4**

That the reports be received.

#### 8.5 BLEMC Management Review

<b>Attachments</b>	Nil
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At its meeting to be held on 28 February 2023, Council will consider changing the Bassendean Local Emergency Management Committee (BLEMC) to an external Committee of Council as opposed to a formal committee of Council.

In accordance with the Instrument of Appointment and Delegation for BLEMC, a quorum for a meeting of the BLEMC has at least five members. Given competing time pressures of members and limited agenda items, there has been a decline in the number of attendees, resulting in difficulties achieving a quorum for meetings. Where a quorum is not achieved, BLEMC is required to be adjourned and rescheduled, with the meeting otherwise not contributing to the minimum four meetings per year in accordance with the adopted Instrument of Appointment and Delegation.

Should Council resolve to change the status of the BLEMC to an external committee, the Instrument of Appointment and Delegation for BLEMC would be replaced with a Terms of Reference. The Town will prepare a draft Terms of Reference, broadly in accordance with the Department of Fire and Emergency Management's draft Local Emergency Management Committee Handbook, and present them to the Committee and Council for adoption.

### **Officer Recommendation – Item 8.5**

That the report be noted.

## **9 Motions of Which Previous Notice Has Been Given**

## **10 Announcements of Notices of Motion for the Next Meeting**

## **11 Closure**

The next Bassendean Local Emergency Management Committee will be held on Wednesday, 14 June 2023, commencing at 3.30pm.