



TOWN OF

Bassendean

AGENDA

Bassendean Local Emergency Management Committee

Wednesday 30 August 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

Cameron Woods
CHIEF EXECUTIVE OFFICER

25 August 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

6.1 Confirmation of Minutes	
Attachments	1. BLEMC Minutes 14 June 2023

On 25 July 2023, Council resolved to receive the minutes of the Bassendean Local Emergency Management Committee meeting of 14 June 2023.

Officer Recommendation – Item 6.1

That the minutes of the Bassendean Local Emergency Management Committee meeting held on 14 June 2023, be received.

7 Business Deferred from Previous Meeting

8 Reports

8.1 BLEMC Management Review	
Attachments	<ol style="list-style-type: none"> 1. Existing Instrument of Appointment for the Bassendean Local Emergency Management Committee 2. Draft Terms of Refence

On 28 February 2023, Council resolved to endorse a proposal for the Bassendean Local Emergency Management Committee to operate as an external Committee of Council, effective as of 24 October 2023. It further noted that draft Terms of Reference will be prepared generally in accordance with the Department of Fire and Emergency Management’s draft Local Emergency Management Committee Handbook and that a report will be presented to Bassendean Local Emergency Management Committee and Council prior to October 2023 to seek approval of the draft Terms of Reference and revocation of the Instrument of Appointment for the Bassendean Local Emergency Management Committee.

The draft Terms of Reference are attached.

Officer Recommendation – Item 8.1

That the Committee endorses and recommends that Council:

1. revokes the existing Instrument of Appointment for the Bassendean Local Emergency Management Committee; and
2. endorses the draft Terms of Reference for the Bassendean Local Emergency Management Committee, to be operational as of 24 October 2023.

8.2 Post Incident Reports and Post Exercise Reports	
Attachments	Nil

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	
Attachments	Nil

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)	
Attachments	Nil

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	Mollie Stevenson
DFES District Officer Swan	David Radford
DC – Senior 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.

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 following the local government elections, with specific dates and times to be confirmed.