

TOWN OF BASSENDEAN
NOTICE OF A MEETING OF THE
BASSENDEAN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

Dear Committee Member

A meeting of the Bassendean Local Emergency Management Committee of the Town of Bassendean will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Wednesday, 9 December 2015, commencing at 3.30pm.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

4 December 2015

A G E N D A

1.0 **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Acknowledgement of Country

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.

2.0 **ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER**

The Committee's Instrument of Appointment & Delegation states that the Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders 2011.

As this is the first Committee meeting since the Local Government Elections, the positions for Presiding Member and Deputy Presiding Member must be decided.

The Director Community Development will conduct the election of the Presiding Member under delegated authority of the CEO.

The Presiding Member will then call for nominations for Deputy Presiding Member.

Nominations must be made in writing (nomination form attached) and a secret ballot will be conducted to decide the positions.

Please note that ADP – 05 states:

- The Presiding Member should be an elected member; and
- The Deputy Presiding Member should be the Local Emergency Coordinator (OIC Kiara Police Station).

3.0 PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC

Members of the public who wish to do so may ask questions or address the Committee at this point in the agenda.

4.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

5.0 DEPUTATIONS

6.0 CONFIRMATION OF MINUTES

6.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 9 September 2015

OFFICER RECOMMENDATION – ITEM 6.1

That the minutes of the additional BLEMC meeting held on 9 September 2015, be confirmed as a true record.

7.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

8.0 DECLARATIONS OF INTEREST

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

10.0 OFFICER REPORTS

10.1 Orientation

Instrument of Appointment and Delegation

At the first meeting of each new Committee tenure period, a review of the Instrument of Appointment and Delegation of Committee, as resolved by Council is considered both good review for contemporaneousness and orientation for members.

Attached is the adopted Instrument for review.

SEMC Policy 2.5 and ADP-05

For reinforcement of purpose and function of the LEMC, attached find the recently revised SEMC Policy 2.5 into Emergency Management for Local Government and accompanying Procedures (ADP- 05).

OFFICER RECOMMENDATION – ITEM 10.1

That Council be requested to adopt amendments to the Local Emergency Management Committee's Instrument of Appointment and Delegation as follows:

10.2 Review of the Local Emergency Management Arrangements / Recovery Plan

The LEMA/Recovery Plan Review Working Party met as scheduled on Wednesday 30 September with Gordon Munday, Tex McPherson, Sharna Merritt and Graeme Haggart in attendance.

The Working Party continued working through the draft revised LEMA (see attached) prepared by Tex and commenced a review of information required to populate the appendices.

No further action has taken place since. This information is put for discussion.

OFFICER RECOMMENDATION – ITEM 10.2

That the Local Emergency Management Arrangements and Local Recovery Plan Working Party Progress Report be received.

10.3 NDRP Funded Flood Mitigation Project

The project plan, as approved by SEMC, is presented in table form below.

Milestone	Original Target Date	Current Target Date	Status
Quarterly report 1	July 2015	July 2015	Completed
Gain approval from Western Power for pole banding	1 July 2015	1 July 2015	Completed
Contact awarded for affix bands to poles where banding is > 2 metres off the ground	31 August 2015	31 August 2015	Contingent on capacity of SES to undertake the work
Source and manufacture flood height marking bands	31 August 2015	31 August 2015	Completed

Survey flood heights at each Western Power pole	October 2015	October 2015	Completed
Quarterly report 2	31 October 2105	31 October 2105	Completed
Banding of poles	31 October 2015	31 October 2015	Ready to commence
Media for promotion of program	30 December 2015	30 December 2015	Yet to commence
Final report	30 December 2015	30 December 2015	Yet to commence

Since the last meeting, the Town has gained approval to fix the bands to the Western Power poles, designed and had manufactured the bands, sought quotes and contracted surveying of flood heights to all poles in the 1:100year flood zone; survey has been completed; and requested Bassendean SES Unit consider the standard operating guidelines to assess whether they have the capacity to fix the bands where the fixing point is above 2metres off the ground.

The DCD remains optimistic that the project can be completed in an acceptable timeframe.

OFFICER RECOMMENDATION – ITEM 10.3

That the information on the Natural Disaster Resilience Project be received.

10.4 Vulnerable Groups Capacity Building

The DCD has been contacted by the Manager Corporate Services at Rise Network Inc, a not for profit provider of community living residential accommodation for people with disability, on their business continuity planning processes for hazards requiring evacuation. The DCD is liaising with the group.

OFFICER RECOMMENDATION– ITEM 10.4

That the information on vulnerable groups planning processes be received.

10.5 Post-Incident Reports and Post Exercise Reports

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 10.5

That post incident and post exercise reports be received.

10.6 Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

The October edition of the SEMC newsletter was not circulated as would ordinarily be the case given the Committee membership was only confirmed in late November. To view a copy, please click here: <http://www.semc.wa.gov.au/Publications%20and%20Resources/SEMC%20News%20volume%202%20issue%20October%20final.pdf>

District Emergency Management Committee (DEMC)

The first meeting of the Central DEMC met on 28 October in the City of Swan. The minutes of the meeting have yet to be received and will be circulated once received.

The next meetings of the DEMC are scheduled for February and May.

North & East Metropolitan Recovery Group

As reported to the last meeting, the Shire of Mundaring has assumed the Group Secretariat function of the North & East Metro Recovery Group that ordinarily meets in April.

WALGA EMAG

The WALGA EM Advisory Group met on Tuesday 8 December. Minutes will be circulated once received.

OFFICER RECOMMENDATION – ITEM 10.6

That the Emergency Management Agency Reports be received

10.7 Contact Details and Key holders

The current Contact Details and Key holders are included as Part 4 of the Town's LEMA.

All notified required changes have been actioned and updated contact details will be circulated with the minutes.

OFFICER RECOMMENDATION – ITEM 10.7

That the Committee members' contact details be confirmed as amended

10.8 Preparedness, Prevention, Response and Recovery Issues

Members are invited to discuss:

- preparedness issues;
- prevention issues;
- response issues; and
- recovery issues.

OFFICER RECOMMENDATION – ITEM 10.8

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

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

13.0 CONFIDENTIAL BUSINESS

14.0 CLOSURE

The next meeting date to be held on Wednesday, 3 February 2016 commencing at 3.30pm,

Further meetings of the Committee in 2016 are scheduled as follows: 6 April, 1 June, 3 August and 2 November.



TOWN *of* BASSENDEAN

LOCAL EMERGENCY MANAGEMENT COMMITTEE

INSTRUMENT OF APPOINTMENT & DELEGATION

NAME

The Committee shall be known as the Bassendean Local Emergency Management Committee (BLEMC).

ROLE

The role of the BLEMC is:

1. To advise and assist the Town of Bassendean in ensuring that local emergency management arrangements are established for the Town;
2. To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
3. To carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations.

FUNCTIONS

1. To assist with the preparation and approval of the Bassendean Local Emergency Management Plan and submit such plans to the Metropolitan Emergency Management Advisory Committee (MEMAC) for approval.
2. To review at least annually the Bassendean Local Emergency Management Plan.
3. To assist in the preparation of emergency management operating procedures for application in the Town of Bassendean.
4. To ensure appropriate testing and exercising of the local emergency management plan.

5. To prepare an annual report of the activities of the Committee for submission to MEMAC.

6. To provide assistance to the Local Emergency Coordinator and Lead Combat Authorities during emergency management operations.
7. To carry out such other emergency management functions as directed by MEMAC.

MEMBERSHIP

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- * Two Councillors of the Town of Bassendean.
- * The Officer in Charge of the Kiara Police or delegate(s).
- * The Officer in Charge of the Fire and Rescue Service or delegate.
- * The Officer in Charge of the local WA SES unit.
- * The Officer in Charge of the St John Ambulance District or delegate.
- * An officer from the Department of Family and Children's Services
- * Relevant Council staff members as determined by the CEO.

PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders Local Law 2006.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the CEO if the Mayor agrees.

The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the Committee or Council, or to issue any form of written material purporting to speak on behalf of the Committee or Council without the prior approval of the Mayor.

MEETINGS

6.0 MEETINGS

The Committee shall meet quarterly.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Town of Bassendean will provide technical advice and secretarial and administrative support through the Director Community Development.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding must cast a second vote.
- 6.6 The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the CEO if the Mayor agrees.

EXPENDITURE

The Committee shall not have the power to expend Council funds.

QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

TERMINATION OF COMMITTEE

Termination of the Committee shall be:

1. In accordance with the Local Government Act 1995; and
2. At the direction of Council.

AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council who will consider any recommendations for change by the Committee. Council shall give 14 days notice to the Committee of any adopted changes.

COMMITTEE DECISIONS

Committee decisions shall not be binding on Council.



TOWN *of* BASSENDEAN

2015/17 TERM

I would like to nominate _____ (insert name)

for the position of Presiding Member/Deputy Presiding Member (circle position applicable) of the Local Emergency Management Committee.

Name: _____

Signed: _____

Dated: _____