

**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, 6 November 2019, commencing at 3.30pm.

Ms Peta Mabbs  
**CHIEF EXECUTIVE OFFICER**

1 November 2019

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

Mr Kallan Short, Principal Building Surveyor, will open the meeting.

**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**                    **ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

**Apologies**

Cr McLennan – Leave of Absence

**3.0**                    **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.

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

The Principal Building Surveyor will conduct the election of the Presiding Member under delegated authority of the Chief Executive Officer.

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

Nominations for both of the aforementioned positions are to be made in writing on the provided nomination form attached. If there is more than one nomination for each position a secret ballot will be conducted to decide the positions.

**4.0**                    **DEPUTATIONS**

**5.0 CONFIRMATION OF MINUTES**

**5.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 5 June 2018**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

That the minutes of the BLEMC meeting held on 5 June 2019, be confirmed as a true record. (Attachment 1)

(The September meeting was cancelled due to the lack of quorum).

**6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**7.0 DECLARATIONS OF INTEREST**

**8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

**9.0 OFFICER REPORTS**

**9.1 Flood Mitigation Project - Update**

The Town of Bassendean has completed the project and installed the flood markers. The final report has been submitted to DFES and an invoice was raised and sent to DFES for the final \$6,000. The funds have not been received yet, however, they have already been spent by Infrastructure, on staff installing the markers.

**OFFICER RECOMMENDATION – ITEM 9.1**

That the information on the Flood Mitigation Project be received.

**9.2 Local Government Emergency Risk Management Project Report**

The Town of Bassendean is currently a participant in the State Risk Assessment Project Local. The Town of Bassendean has completed assessment of five hazards those being:

- Heatwave;
- Air Crash;
- HAZMAT (Chemical substance); and
- Storm, and flood.

The Town of Bassendean will participate in a workshop to be hosted by the City of South Perth on Friday, 8 November 2019, where an earthquake hazard will be assessed. The risk report has been amended to reflect the assessment of the storm and flood. (Attachment 2)

#### OFFICER RECOMMENDATION – ITEM 9.2

That the Risk Management Project Report be received and that the current version of the Town of Bassendean Risk Report be noted.

### **9.3 Town of Bassendean LEMC Business Plan**

The Town of Bassendean LEMC Business Plan was adopted at the June 2019 meeting of the LEMC. The LEMC should discuss a tabletop exercise and relevant detail in line with SEMC Policy 4.8.

#### OFFICER RECOMMENDATION – ITEM 9.3

That the Town of Bassendean LEMC adopt the outcome of the annual exercise discussion.

### **9.4 Emergency Management Agency Reports**

#### SEMC Business Unit

See attached the SEMC Business Unit Report provided by Merveen Cross – (Attachment 3).

#### District Emergency Management Committee (DEMC)

The Central DEMC Minutes will be circulated when received.

#### WALGA EMAG

The WALGA EMAG minutes will be distributed when received.

Local Welfare Committee

No meeting has been conducted in the past quarter.

OFFICER RECOMMENDATION – ITEM 9.4

That the Emergency Management Agency Reports be received.

**9.5 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 9.5

That post incident and post exercise reports be received.

**9.6 Contact Details and Key Holders**

The current Contact Details and Key Holders' details will be circulated at the meeting for any update requirements.

The LEMC Executive Officer is in the process of updating the ToB Contacts and Resources Register. Following confirmation of several administrative positions and responsibilities, the document will be amended and presented to the December meeting of the LEMC.

OFFICER RECOMMENDATION – ITEM 9.6

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

**9.7 Preparedness, Prevention, Response and Recovery Issues**

Members are invited to discuss:

- preparedness issues;
- prevention issues;
- response issues; and
- recovery issues. (Inward correspondence received from DFES regarding the appointment of a State Recovery Coordinator. Refer Attachment 4).

OFFICER RECOMMENDATION – ITEM 9.7

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

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN  
GIVEN

11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR  
THE NEXT MEETING

12.0 CONFIDENTIAL BUSINESS

13.0 CLOSURE

The next meeting date is yet to be confirmed.