



INSTRUMENT OF APPOINTMENT

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

1. Name

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

2. 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. 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. Membership

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 Fire and Emergency Services – District Officer/Advisor North East Metro
- 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

Representatives from other agencies and associations will be invited to attend from time to time and provide reports on their respective agencies and associations. Town staff, including the Manager Development and Place, Senior Ranger, Environmental Health Officer and minute taker will provide advice and administrative support to the BLEMC. 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. These representatives do not have voting rights.

Tenure

In accordance with section 5.11 of the Act, membership of the BLEMC is for two years, with the committee to be disbanded at the next Local Government ordinary election.

Presiding Member

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. Meetings

Notice of Meetings

The BLEMC will meet quarterly. Notice of meetings will be given at least three (3) days prior to each meeting.

Quorum

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 Item 4).

Voting and Decisions

Each member has one vote. The Executive Officer and minute taker have no voting rights. Decisions of the BLEMC are made by simple majority and where votes are equally divided, the presiding member casts the deciding vote.

Minutes

The minute taker is responsible for taking minutes and preparing them for publication. Minutes of the meeting are to be submitted to Council at the next scheduled Ordinary Council Meeting.

6. Delegations

Powers

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 does not bind the Council.

Media and 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 social media posts on behalf of the BLEMC or Council, without the approval of the Mayor.

7. Document Control

This Instrument can only be amended by a resolution of Council. The BLEMC may make recommendation to Council, from time to time, to amend the Instrument.

Directorate	Office of the Chief Executive Officer
Business Unit	Governance and Strategy
This Version	[insert date of OCM resolution]
Previous Versions	25 September 2017. OCM 12/9/17
Full Review	Falls due following the date of the next Local Government ordinary election.