

TOWN OF BASSENDEAN
NOTICE OF THE 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, 3 November 2021, commencing at 3.30pm.



Ms Peta Mabbs
CHIEF EXECUTIVE OFFICER

29 October 2021

A G E N D A

1.0 **DECLARATION OF OPENING; ANNOUNCEMENT OF VISITORS; ACKNOWLEDGEMENT OF COUNTRY**

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.

2.0 **ELECTION OF PRESIDING MEMBER**

As this is the first Committee meeting since the Local Government Elections, the position for Presiding Member is to be decided.

The Bassendean Local Emergency Management Committee's Instrument of Appointment and Delegation states:

“4.6 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 Director Community Planning, Mr Luke Gibson, will conduct the election of the Presiding Member under delegated authority of the Chief Executive Officer.

Nominations for the position 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 position.

3.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

4.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

5.0 DECLARATIONS OF INTEREST

6.0 PRESENTATIONS OR DEPUTATIONS

7.0 CONFIRMATION OF MINUTES

7.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 11 August 2021

COMMITTEE/OFFICER RECOMMENDATION – ITEM 6.1

That the minutes of the BLEMC meeting held on 11 August 2021, be confirmed as a true record.

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

9.0 **REPORTS****9.1** **Local Planning Policy No. 4 – Floodplain Management and Development**

The Director Community Planning, Mr Luke Gibson, will provide an update on the policy.

9.2 **Flood Aware Be Prepared Campaign**

The Director Community Planning, Mr Luke Gibson, will provide an update on the campaign.

9.3 **Emergency Exercise – Update**

Mr John Lane will present the latest emergency exercise proposed.

9.4 **Emergency Management Agency Reports**

To be provided at the meeting from

- SEMC Business Unit
- District Emergency Management Committee (DEMC)
- WALGA LGEMAG
- Local Welfare Committee

OFFICER RECOMMENDATION – ITEM 9.4

That the Emergency Management Agency Reports be received.

9.5 **Post Incident Report 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.

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

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 Committee meeting is to be held on Wednesday 2 March 2022 (tbc), commencing at 3.30pm.



TOWN *of* BASSENDEAN

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE.

NOMINATION FOR PRESIDING MEMBER

I would like to nominate _____ (insert name) for the position of Presiding Member of the Bassendean Local Emergency Management Committee.

Name: _____

Signed: _____

Dated: _____