



TOWN OF

Bassendean

MINUTES

Bassendean Local Emergency Management Committee

Wednesday 14 June 2023, 3.30pm

in the Council Chamber,
Administration Building
48 Old Perth Road, Bassendean WA 6054

Table of Contents

1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer	3
2 Announcements by the Presiding Member without Discussion	3
3 Attendances, Apologies and Leave of Absence	3
4 Declarations of Interest	3
5 Presentations or Deputations	3
6 Confirmation of Minutes	4
7 Business Deferred from Previous Meeting	4
8 Reports	4
8.1 Preparedness, Prevention, Response and Recovery Issues	4
8.2 Post Incident Reports and Post Exercise Reports	4
8.3 Contact Details and Key Holders	Error! Bookmark not defined.
8.4 Agency Members Reports (Round Table).....	Error! Bookmark not defined.
8.5 BLEMC Management Review	6
9 Motions of Which Previous Notice Has Been Given	7
10 Announcements of Notices of Motion for the Next Meeting	7
11 Closure	7

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

Nil.

3 Attendances, Apologies and Leave of Absence

Present

Members

Cr Paul Poliwka, Presiding Member
Cr Jennie Carter, Town of Bassendean
Luke Gibson, Town of Bassendean
Jo-Anne Bennett, Department of Communities
Ryan Hamblion, Department of Communities
Chris Kin-Maung, DFES, Metropolitan North East Metropolitan Operations
Carmen Mutton, St John Ambulance
Stephen Blackford, Bassendean State Emergency Services

Officers

Quinta La Rosa, District Emergency Management Advisor
John Lane, Emergency Management Officer
Sharna Merritt, Senior Ranger (via MS Teams)
Jeff Somes, Environmental Health Officer

Apologies

Cr Tallan Ames, Town of Bassendean
Senior Sergeant Luke Collins, Kiara Police Station
Phil Adams, Executive Manager Infrastructure

4 Declarations of Interest

Nil.

5 Presentations or Deputations

Nil.

6 Confirmation of Minutes

6.1 Confirmation of Minutes	
Attachments	1. BLEMC Minutes 1 March 2023

The Committee was advised that the minutes were formally received by Council at the March 2023 OCM.

7 Business Deferred from Previous Meeting

Nil.

8 Reports

8.1 Draft amended Local Emergency Management Arrangements and Local Recovery Plan	
Attachments	Draft amended Local Emergency Management Arrangements Draft amended Local Recovery Plan

The Town's [Local Emergency Management Arrangements](#) and [Local Recovery Plan](#) were last updated in 2020.

The documents have been reviewed and updated, as attached, and are put forward for adoption.

Officer Recommendation / Committee Resolution – Item 8.1

MOVED Jo-Anne Bennett, Seconded Luke Gibson That the Committee endorses and recommends that Council endorses the draft amended Local Emergency Management Arrangements and draft amended Local Recovery Plan.

CARRIED UNANIMOUSLY 8/0

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.

No post incident and post exercise reports were tabled at the meeting.

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

MOVED Luke Gibson, Seconded Cr Poliwka That the Committee members' contact details be confirmed.

CARRIED UNANIMOUSLY 8/0

8.4 Agency Members Reports (Round Table)

Attachments

Nil

Agency members conveyed information 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.

- Department of Communities advised of upcoming evacuation centre training. Further advised that the Department would be seeking information from local governments regarding their evacuation centres.
- Department of Communities (Senior District Emergency Services Officer) provided the following updates:
 - As part of the department's One Communities – One Team objectives - all DC JDF's have now had "Participates in emergency or critical event response management duties as required" added (along with WHS) and it's not just the CPFS legacy agency remit.
 - The Department's Emergency Services Unit has a new identity and we are known as the Emergency Relief and Support Directorate (ERS) – funding has been approved for an increase in FTE from 14 to 36. The structure is currently being developed and change process will then be undertaken with the structure hopefully finalised by late September.
 - With the term welfare being removed (due to it not being culturally appropriate, not empowering and having negative connotations and history with some of our vulnerable groups) both the State Support Plan – Welfare and the Local Emergency Welfare Plans will be retitled to State Support Plan – Emergency Relief and Support and Local Emergency Relief and Support Plans.
 - Recovery efforts are being wound down for Wooroloo Bushfire and Cyclone Seroja (been two years) as the Kimberley Flooding recovery efforts are being increased and are now in full swing.

- Further Evac Centre Training opportunities will be offered July – October (prefer to conduct the training in nominated Evacuation Centres).
- HMA’s have asked our Department to provide a larger data set for the state register of evacuation centres within Western Australia to identify what hazards the current evacuation centres are capable of proving safe refuge from; i.e. cyclone, flood, fire, etc.
- St John Ambulance advised of recruitment efforts and challenges.
- DFES and Bassendean SES gave an update on the action required in response to the recent storm event.
- DFES (District Emergency Management Advisor) gave an update as attached.

8.5 BLEMC Management Review

Attachments	Nil
--------------------	-----

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.

These documents will be presented to the 30 August 2023 BLEMCM meeting. To assist with planning of subsequent meetings, members are requested to provide feedback on preferred days, times and formats.

District Emergency Management Advisor supported the proposed changes and advised that it aligns with other LEMCs. It was also suggested that meetings would be better scheduled in the morning rather than afternoon.

Officer Recommendation / Committee Resolution – Item 8.5

MOVED Cr Poliwka, Seconded Ryan Hamblion That the Committee notes 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.

CARRIED UNANIMOUSLY 8/0

9 Motions of Which Previous Notice Has Been Given

Nil.

10 Announcements of Notices of Motion for the Next Meeting

Nil.

11 Closure

The next Bassendean Local Emergency Management Committee will be held on Wednesday, 30 August 2023, commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.11pm.