



TOWN OF

**Bassendean**

## **MINUTES**

# **Bassendean Local Emergency Management Committee**

**Wednesday 30 August 2023, 3.30pm**

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

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## **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 Tallan Ames, Town of Bassendean (Chair, in the absence of Cr Poliwka)  
Senior Sergeant Mollie Stevenson, Kiara Police Station  
Luke Gibson, Town of Bassendean  
Chris Kin-Maung, DFES, Metropolitan North East Metropolitan Operations  
John Coniglio, St John Ambulance  
Naomi Jory, Department of Communities (as a proxy for Ryan Hamblion)

#### Officers

Quinta La Rosa, District Emergency Management Advisor  
John Lane, Emergency Management Officer  
Jeff Somes, Environmental Health Officer

### **Apologies**

Cr Paul Poliwka, Presiding Member, Town of Bassendean  
Cr Jennie Carter, Town of Bassendean  
Jo-Anne Bennett, Department of Communities  
Stephen Blackford, Bassendean State Emergency Services

## **4 Declarations of Interest**

Nil.

## **5 Presentations or Deputations**

Nil.

## 6 Confirmation of Minutes

<b>6.1 Confirmation of Minutes</b>	
<b>Attachments</b>	1. BLEMC Minutes 14 June 2023

MOVED Luke Gibson, Seconded Chris Kin-Maung That the minutes of the Bassendean Local Emergency Management Committee meeting held on 14 June 2023, be received.

## 7 Business Deferred from Previous Meeting

Nil.

## 8 Reports

<b>8.1 BLEMC Management Review</b>	
<b>Attachments</b>	1. Existing Instrument of Appointment for the Bassendean Local Emergency Management Committee 2. Draft Terms of Reference

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.

The draft Terms of Reference are attached.

### **Officer Recommendation / Committee Resolution – Item 8.1**

MOVED Chris Kin-Maung, Seconded Cr Ames That the Committee endorses and recommends that Council:

1. revokes the existing Instrument of Appointment for the Bassendean Local Emergency Management Committee; and
2. endorses the draft Terms of Reference for the Bassendean Local Emergency Management Committee, to be operational as of 24 October 2023.

## 8.2 Post Incident Reports and Post Exercise Reports

<b>Attachments</b>	Nil
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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

<b>Attachments</b>	Nil
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The Committee noted that all details will be updated following the local government elections.

## 8.4 Agency Members Reports (Round Table)

<b>Attachments</b>	Nil
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Agency members conveyed information on significant incidents, developments and emergency arrangements etc that may impact Town of Bassendean Local Emergency Management Arrangements (LEMA) or be of interest to the LEMC.

- WAPOL gave an update on a recent “live shooter” training exercise in Ellenbrook.
- Department of Communities provided the following updates:
  - The Department has been undergoing internal change is currently subject to a capability audit.
  - Recovery efforts are being closed out for Wooroloo (Bushfire) and Mid-West (Cyclone Seroja)
  - Further Evac Centre Training opportunities will be offered in the coming months.
- St John Ambulance advised of recruitment efforts and challenges.
- DFES gave an update on the current preparations for fire season.
- DFES (District Emergency Management Advisor) gave an update as attached.
- Town of Bassendean gave an update on public building inspections, a Water Corporation sewerage issue, mosquito management and hoarding issues (and the associated fire risk).

## 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 following the local government elections, with specific dates and times to be confirmed.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.10pm.