

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

ON WEDNESDAY 1 JULY 2020, AT 3.37PM

In accordance with regulation 12(2) and 14D of the Local Government (Administration) Regulation 1996, due to the public health emergency arising from the COVID-19 pandemic, the Mayor has considered it appropriate for this meeting to be held by electronic means

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr MacWilliam updated the Committee on the amended Instrument of Appointment and Delegation that was adopted by Council on 23 June 2020.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Members

Cr Hilary MacWilliam, Presiding Member
Cr Kathryn Hamilton
Matt McCaughey, WA Police
Matt Folini, DFES
Sharon Ellis, Child Protection (DoC)
Luke Gibson, Director Community Planning (ToB)
Murray Allum, St John Ambulance
Steve Blackford, SES

Officers

John Lane, Emergency Management Officer
Merveen Cross, District Advisor
Donna Shaw, Manager Development & Place
Maria Fatouros, Senior Health Officer
Sharna Merritt, Senior Ranger
Amy Holmes, Minute Secretary

4.0 DECLARATIONS OF INTEREST

Nil

5.0 PRESENTATIONS OR DEPUTATIONS

Nil

6.0 CONFIRMATION OF MINUTES

6.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 1 April 2020

COMMITTEE/OFFICER RECOMMENDATION – ITEM 6.1

BLEMC – 1/07/20 MOVED Cr MacWilliam, Seconded Luke Gibson, that the minutes of the BLEMC meeting held on 1 April 2020, be confirmed as a true record.

CARRIED UNANIMOUSLY

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 REPORTS

8.1 COVID-19 – Town of Bassendean Response

The Town's Recovery Coordinator, the Director Community Planning, provided an update on the Town's response to COVID-19.

During the Covid-19 restrictions, Town staff adapted quickly to repurposing events and programmes to online services where possible such as ANZAC Day, National Sorry Day and the Relax Programme, which continued to receive high patronage in online programmes. During the COVID-19 lock down period, redeployed staff from Youth Services and Recreation and Culture continued to deliver where possible community facing projects and the community support line through “Neighbour Assist” by assisting vulnerable community residents and people in need through the community support line and practical services support.

5000Meals project – food was donated by ‘Second Bite’, chefs who were unemployed due to COVID-19 volunteered to mentor students and work with volunteers from our community to prepare meals. Those meals were then delivered to seniors in and around the district by community transport drivers as well as some meals being provided to domestic violence and emergency food relief organisations around Perth.

Upskilling current volunteers to work safely and take precautions during the Covid-19 pandemic.

Throughout the roadmap for Covid-19 recovery, community facilities, ovals, reserves have been reopened, safety plans implemented and online training completed by volunteers and user groups.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.1

BLEMC – 2/07/20 MOVED Cr MacWilliam, Seconded Luke Gibson, that the update provided by the Director Community Planning be noted.
CARRIED UNANIMOUSLY

8.2 Bushfire Framework Review – April 2020 update **Revised Mapping Methodology**

The Commonwealth Scientific and Industrial Research Organisation (CSIRO) has been engaged to develop a map of Bush Fire Prone Areas for Western Australia. The map will be released for public comment during spring 2020 in conjunction with draft *State Planning Policy 3.7 - Planning in Bushfire Prone Areas* (SPP 3.7) and associated guidelines; both being developed by the Western Australian Planning Commission. The release has been delayed to allow for input from reviews of the fires that occurred in the eastern states last summer.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.2

BLEMC – 3/07/20 MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Bushfire Framework Review be noted.

CARRIED UNANIMOUSLY

8.3 Cleanaway Recycling Facility, South Guildford

In response to the fire at Cleanaway's Guildford site in November 2019, the Town of Bassendean received a complaint from a nearby resident, in relation to the public health and safety impacts. The complaint went on to seek that the Bassendean community is provided with various information. On 1 April 2020, the Committee recommended that the Town approach the Department of Water and Environmental Regulation with the concerns and asks it for a response. That information was requested and a response was provided, as contained as an attachment to the agenda.

On a related matter, the City of Swan is currently considering an application for the site and Town of Bassendean resident, Ms Jane Bremmer has lodged an objection with the City, as contained as an attachment to the Agenda. The Committee will be updated on the outcome of this.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.3

BLEMC – 4/07/20 MOVED Cr MacWilliam, Seconded Luke Gibson, that both (i) the information provided by DWER and (ii) Ms Jane Bremmer's submission to the City of Swan, be noted.

CARRIED UNANIMOUSLY

8.4 Automated External Defibrillators (AEDs)

DFES has advised that it will supply the Bassendean SES Unit with two (2) AEDs plus a training AED through the Local Government Grant Scheme. Delivery is expected to occur in July, although there is a delay with the supply of the battery component due to COVID-19. Training in the use of AEDs is covered as part of Senior First Aid Courses.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

BLEMC – 5/07/20 MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Committee notes the supply of AEDs to the Town of Bassendean SES Unit.

CARRIED UNANIMOUSLY

8.5 Local Emergency Management Arrangements update

In April 2020, Council resolved to approve the LEMA and Local Recovery Plan. A minor amendment has since been made to both plans to ensure that they align with the amended Instrument of Appointment and Delegation.

Both plans will now be submitted to the DEMC for approval and forwarding to the SEMC for noting.

John Lane advised the certificates have been attached to both plans and have sent to Merveen Cross for review, before being submitted to the DEMC.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

BLEMC – 6/07/20 MOVED Cr MacWilliam, Seconded Matt Folini, that the Committee notes the progress of the approval process.
CARRIED UNANIMOUSLY

8.6 Emergency Management Agency Reports

SEMC Business Unit

Due to Covid-19 the next Emergency management capability survey won't be sent out until April 2021.

Change of positions in Risk Capability area.

WALGA

Meetings will be picked up again in August, date to be advised.

Local Welfare Committee

No update to provide.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

BLEMC – 7/07/20 MOVED Cr MacWilliam, Seconded Matt McCaughey, that the Emergency Management Agency Reports be received.
CARRIED UNANIMOUSLY

8.7 Post Incident Report and Post Exercise Reports

Steve Blackford - SES

- Storm jobs.
- Assisted in search in Mundaring.
- Water ingress at some properties.

Matt Folini – DFES

Business as usual. Will be reporting to John Lane and Luke Gibson as events arise.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.7

BLEMC – 8/07/20 MOVED Cr MacWilliam, Seconded Matt McCaughey, that post incident and post exercise reports be received.

CARRIED UNANIMOUSLY

8.8 Contact Details and Key Holders

The Executive Officer has updated the Town of Bassendean Contacts and Resources Register, to reflect recent changes in positions.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8

BLEMC – 9/07/20 MOVED Cr MacWilliam, Seconded Matt McCaughey, that the Committee members' contact details be confirmed, as amended.

CARRIED UNANIMOUSLY

8.9 Preparedness, Prevention, Response and Recovery Issues

Luke Gibson, Director Community Planning

The Eastern Metropolitan Regional Council (EMRC) engaged BMT to prepare a gap analysis and summary report for the Town of Bassendean as part of the Swan and Helena Flood Risk Flood Adaptation Planning project. This study is a critical component of a broader framework of studies undertaken by the EMRC, supported by the Department of Water and Environmental Regulation, the Department of Fire and Emergency Services, the Town of Bassendean, City of Bayswater, City of Belmont, City of Swan, City of South Perth and Town of Victoria Park.

Based on the gap analysis, BMT will now develop a flood adaptation plan for each Council, including the development of specific actions.

Donna Shaw, Manager Development & Place

The Flood Plain Management Policy is in the process of being reviewed and will be presented to Council in September, anticipating it will be finalised by October. The draft will be forwarded to the committee for review.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.9

BLEMC – 10/07/20 MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY

9.0 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

10.0 **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

11.0 **CONFIDENTIAL BUSINESS**

Nil

12.0 **CLOSURE**

The next meeting is to be held on Wednesday 7 October 2020, commencing at 3.30pm

There being no further business, the Presiding Member declared the meeting closed, the time being 4.16pm.