

**Bassendean Local Emergency Management Committee 27
February 2024 Attachments**

6.1 Confirmation of Minutes- 14 November 2023.....2

6.1.1 BLEMC 14 Nov 2023 minutes.....2



TOWN OF
Bassendean

MINUTES

Bassendean Local Emergency Management Committee

Wednesday 14 November 2023

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

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 Election of Presiding Member

As this was the first Committee meeting since the Local Government Elections, the position for Presiding Member was to be decided. Clause 3.5 of the Bassendean Local Emergency Management Committee's Terms of Reference document states:

“At the first meeting following the local government elections, the BLEMC will appoint a Town councillor 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.”

If there is more than one nomination for the position, the Director Community Planning, Mr Luke Gibson, would conduct the election of the Presiding Member by way of a secret ballot. Cr Poliwka and Cr Carter agreed that Cr Poliwka would be Presiding Member and a ballot was not required.

3 Announcements by the Presiding Member without Discussion

4 Attendances, Apologies and Leave of Absence

Present

Members

Cr Paul Poliwka, Presiding Member, Town of Bassendean
Cr Jennie Carter, Town of Bassendean
Peter Sloan, Kiara Police Station (in lieu of Senior Sergeant Mollie Stevenson)
Luke Gibson, Town of Bassendean
Mark Melvin, Bassendean State Emergency Services
Ryan Hamblion, Department of Communities
David Radford, DFES

Officers

John Lane, Emergency Management Officer
Jeff Somes, A / Senior Environmental Health Officer
Sharna Merritt, Senior Ranger

Apologies

Quinta La Rosa, District Emergency Management Advisor
 Senior Sergeant Mollie Stevenson, Kiara Police Station
 Jo-Anne Bennett, Department of Communities
 Stephen Blackford, Bassendean State Emergency Services
 Chris Kin-Maung, DFES, Metropolitan North East Metropolitan Operations
 Kieran Hutchinson, St John Ambulance

5 Declarations of Interest

Nil.

6 Presentations or Deputations

Nil.

7 Confirmation of Minutes

7.1 Confirmation of Minutes	
Attachments	1. BLEMC Minutes 30 August 2023

On 26 September 2023, Council resolved to receive the minutes of the Bassendean Local Emergency Management Committee meeting of 30 August 2023.

Officer Recommendation / Committee Resolution – Item 7.1

That the minutes of the Bassendean Local Emergency Management Committee meeting held on 30 August 2023, be received.

8 Reports

8.1 Local Emergency Management Arrangements	
Attachments	1. ToB LEMA (July 2023) 2. SEMC correspondence

In October 2023, the Executive Officer of the State Emergency Management Committee confirmed that the Town's LEMA meets the requirements of the Emergency Management Act 2005. The officer further remarked that *"It is commendable that you have worked with a broad range of stakeholders to achieve this milestone. Congratulations. Please pass on my thanks to your Local Emergency Management Committee for their contribution to the arrangements."*

Officer Recommendation / Committee Resolution – Item 8.1

That the Committee notes that the State Emergency Management Committee has confirmed that the Town's LEMA meets the requirements of the *Emergency Management Act 2005*.

8.2	DFES Update
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Attachments	District Emergency Management Advisor Report
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John Lane provided a DFES update to the Committee, on behalf of Ms Quinta La Rosa who was an apology.

Officer Recommendation / Committee Resolution – Item 8.2

That the District Emergency Management Advisor Report be noted.

8.3	2023/24 Fire Season Preparedness
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Attachments	Nil
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Senior Ranger Sharna Merritt provided on update of the Town's preparation for the upcoming fire season, including the following:

- Provision of Fuel Load Notice to all ratepayers with the 2023/24 Rates Notice
- Gazettal and newspaper advertisement of Fuel Load Notice
- Town website updated with current Fuel Load Notice and relevant Gazettal references
- Corflute signs placed in strategic locations throughout the district advising of Fire Season deadline (31 October 2023)
- As of 7 November 2023, an additional 269 notices issued direct to landowners to comply with requirements.
- Final inspections of properties being undertaken 7 November 2023 to identify non-compliant properties for infringement and potential Town rectification.

Officer Recommendation / Committee Resolution – Item 8.3

That the information be noted.

8.4	Post Incident Reports and Post Exercise Reports
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Attachments	Nil
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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.

It was noted that there were no post incident and post exercise reports to be received.

8.5 Agency Members Reports (Round Table)

Attachments

Nil

Agency members present a report 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 various search and rescue activities and discussed the “Safe and Found” initiative.
- Department of Communities provided the following updates:
 - The Department is undertaking an audit of all evacuation centres and will organise with the LRC to inspect the Town’s premises.
 - The “State Support Plan” has been approved.
- DFES gave an update on fire management activities; with NSW fire fighters being deployed to the Pilbara so as to allow WA fire fighters to return to the south of the state in preparation for the summer bushfire season which is expected to commence earlier than normal.
- SES advised of its recent activities, including dealing with wind damage from the storm last month, fires in the south-west and three missing persons searches.

Officer Recommendation / Committee Resolution – Item 8.5

That the updates be received.

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 in February 2024, with the exact date and time to be confirmed.

There being no further business, the Presiding Member declared the meeting closed, the time being 12.42pm.