

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN ON WEDNESDAY 5 FEBRUARY 2020, AT 2.30PM

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 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Members

Cr Hilary MacWilliam, Presiding Member
Cr Kathryn Hamilton
Matt McCaughey, Kiara Police, Deputy Presiding Member
Steve Blackford, Bassendean SES
Leigh Bishop, DFES, District Officer Swan (until 3.20pm)
Ryan Hamblion, Department of Communities
Jeff Somes, Environmental Health Officer
Sharna Merritt, Senior Ranger
John Lane, Executive Officer
Luke Gibson, Director Community Planning

Officers

Merveen Cross, District Advisor, DFES
Amy Holmes, Minute Secretary

Visitors

Carl Nicoletto, SES
Donna Shaw, Manager Development Place
Sharon Ellis, Department of Communities

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 6 November 2019

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Luke Gibson, Seconded Jeff Some, that the minutes of the BLEMC meeting held on 6 November 2019, be confirmed as a true record.

CARRIED UNANIMOUSLY 10/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Presiding Member commented on the passing of Gordon Munday on 23 December 2019. Steve Blackford acknowledged his years of service and dedication to the community.

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 OFFICER REPORTS

8.1 Tabletop Exercise – Success Hill

As a result of discussion at the November 2019 meeting of the LEMC, a tabletop discussion exercise will commence following closure of this meeting. The exercise is based on a Level 2 bushfire emergency, impacting directly on the community adjacent to the Success Hill Reserve. The exercise will also involve discussion and further development of the Success Hill Reserve Pre-Evacuation Plan Draft.

8.2 Flood Mitigation Project – Update

The Town has received the remaining \$6,000 in funding for the Flood Mitigation Project, from DFES. This funding was obtained as part of the Natural Disaster Resilience Program grant – NDRP1415-42.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.2

BLEMC – 1/02/20 MOVED John Lane, Seconded Sharna Merritt, that the Town of Bassendean Flood Mitigation Project update be received, and that the Committee recommends the finalisation and closure of the project.

CARRIED UNANIMOUSLY 10/0

8.3 Local Government Emergency Risk Management Project Report

The Town of Bassendean has now completed the analysis and assessment of five natural and man-made hazards (People, Economy, Public Administration, Social Setting, Environment) as part of the State Risk Project – Local. The project has resulted in the development of risk registers for all five hazards and these have been forwarded to DFES as required, along with the risk report.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

BLEMC – 2/02/20 MOVED John Lane, Seconded Luke Gibson, that the LEMC adopts the Town of Bassendean Risk Management Report 2019 as a basis for further investigation of treatment options.

CARRIED UNANIMOUSLY 10/0

8.4 Local Emergency Management Arrangements update

In 2017, the Town of Bassendean LEMC conducted a full review of its Local Emergency Management Arrangements including the LEMA and Recovery Plan. Both plans were duly endorsed by this committee and Council. Since that time, there have been two updates to both documents following SEMC amendments to Policy, Procedure and Planning along with significant management changes within the Town of Bassendean. It would appear that the Certificate of Authorisation has never been signed in accordance with requirements.

OFFICER RECOMMENDATION – ITEM 8.4

That the current versions of both the LEMA and Recovery Plan current versions be approved by this committee and be presented to Council for noting in accordance with requirements and, that following this process, the Certificate of Authorisation be signed by the Chair of the LEMC and the Mayor of the Town of Bassendean.

It was proposed the Local Emergency Management Arrangements – LEMA and Recovery Plan - be updated for 2020 to be endorsed by this committee on 1 April 2020, subsequently adopted by Council and submitted to DEMC and SEMC.

Members in attendance were asked to review the documents and submit any changes to John Lane by 6 March 2020.

COMMITTEE RECOMMENDATION – ITEM 8.4

BLEMC – 3/02/20 MOVED Luke Gibson, Seconded John Lane, that Local Emergency Management Committee members review the draft LEMA and Recovery Plan, and provide comments back to the Executive Officer by 6 March 2020, and that the draft amended LEMA and Recovery Plan documents be presented for adoptions by the LEMC on 1 April 2020 and Council on 28 April 2020.

CARRIED UNANIMOUSLY 10/0

8.5 Emergency Management Agency Reports

DFES, District Emergency Management Advisor

Merveen Cross reported on:

- NSW and QLD Fires
- WA Landgate Data – Assisting Bushfire Response
- Department of Health activates State Hazard Plan – Heatwave
- Outcomes of SEMC Meeting – 6 December 2019
- Amendments to the State Emergency Management documents
- Recovery Amendments
- Exercise Fervidus
- Considering animal welfare as part of emergency risk planning
- Strategy for Community Disaster Resilience

Full report is included with these Minutes.

District Emergency Management Committee (DEMC)

This committee has not met since the November 2019 meeting of the Town of Bassendean LEMC.

WALGA LGEMAG

The Executive Officer attended the December 2019 meeting as the Town of Bassendean representative. Related documents will be distributed at the meeting. (Attachment 7).

LEMA review process underway – about the content of the LEMA and what the LG's actually want in there.

Local Welfare Committee

This committee is now a Local Welfare Coordination Group and will be reported on by Ryan Hamblion.

The Department for Communities will be providing support and assistance to people should the coronavirus become an issue here.

The Department will be conducting Welfare Training on 11 February for local governments.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

BLEMC – 4/02/20 MOVED John Lane, Seconded Ryan Hamblion, that the Emergency Management Agency Reports be received.

CARRIED UNANIMOUSLY 10/0

Leigh Bishop left the meeting at 3.20pm and did not return.

8.6 Post-Incident Reports and Post Exercise Reports

- Fire in Success Hill / Pyrton area was dealt with promptly.
- Incident report from Cleanaway regarding their fire, may be provided in due course.
- Report on the table top exercise will be provided.

8.7 Contact Details and Key Holders

The current Contact Details and Key Holders' details was circulated at the meeting for any update requirements.

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

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7.

BLEMC – 5/02/20 MOVED John Lane, Seconded Sharna Merritt, that the Committee members' contact details be confirmed, as amended.

CARRIED UNANIMOUSLY 10/0

8.8 Preparedness, Prevention, Response and Recovery Issues

Senior Ranger – Following on from notices and infringements issued for the fire season, the Town has had a successful prosecution.

Environmental Health Officer – The World Health Organisation has not yet declared the Coronavirus a global pandemic. Should that happen, local governments may be required to provide resources.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

BLEMC – 6/02/20 MOVED John Lane, Seconded Sharna Merritt, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 10/0

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**

There being no further business, the Presiding Member declared the meeting closed, the time being 3.30pm.

The next meeting will be held on Wednesday 1 April at 2:30pm.