

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN ON WEDNESDAY 6 NOVEMBER 2019, AT 3.30PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Mr Kallan Short, Principal Building Surveyor, 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
Leigh Bishop, DFES, District Officer Swan
Stephen Blackford, SES
John Lane, Emergency Management Officer
Merveen Cross, District Advisor

Officers

Luke Gibson, Director Community Planning
Kallan Short, Principal Building Surveyor
Sharna Merritt, Senior Ranger
Jeff Somes, Environmental Health Officer
Amy Holmes, Minute Secretary

Visitors

Mark Melvin, SES

Apologies

Cr Renee McLennan
Ryan Hamblin, Department for Communities

3.0 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

As this is the first Committee meeting since the Local Government Elections, the position of Presiding Member is to be decided.

The Principal Building Surveyor conducted the election of the Presiding Member under delegated authority of the Chief Executive Officer.

One nomination was received for Cr Hilary McWilliam. The Principal Building Surveyor declared Cr Hilary McWilliam elected as Presiding Member.

The representative from Kiara Police will take on the role of Deputy Presiding Member.

4.0 DEPUTATIONS

Nil

5.0 CONFIRMATION OF MINUTES

5.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 5 June 2018

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Cr Hamilton, Seconded Sharna Merritt, that the minutes of the BLEMC meeting held on 5 June 2019, be confirmed as a true record.

CARRIED UNANIMOUSLY 10/0

(The September meeting was cancelled due to the lack of quorum).

6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

7.0 DECLARATIONS OF INTEREST

Nil

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

9.0 OFFICER REPORTS

9.1 Flood Mitigation Project - Update

The Town of Bassendean has completed the project and installed the flood markers. The final report has been submitted to DFES and an invoice was raised and sent to DFES for the final \$6,000. The funds have not been received yet, however, they have already been spent by Infrastructure, on staff installing the markers.

John Lane is to follow up acquittal and report back to the Committee at its next meeting.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.1

BLEMC – 1/11/19 MOVED Sharna Merritt, Seconded Leigh Bishop, that the information on the Flood Mitigation Project be received.
CARRIED UNANIMOUSLY 10/0

9.2 Local Government Emergency Risk Management Project Report

The Town of Bassendean is currently a participant in the State Risk Assessment Project Local. The Town of Bassendean has completed assessment of five hazards those being:

- Heatwave
- Air Crash
- HAZMAT (Chemical substance)
- Storm and Flood

The Town of Bassendean will participate in a workshop to be hosted by the City of South Perth on Friday 8 November 2019, where an earthquake hazard will be assessed. The risk report has been amended to reflect the assessment of the storm and flood.

Priority 1 & 2 risks will be identified and the Town will facilitate how to address them through treatment options and risk mitigation.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

BLEMC – 2/11/19 MOVED John Lane, Seconded Kallan Short, that the Risk Management Project Report be received and that the current version of the Town of Bassendean Risk Report be noted.

CARRIED UNANIMOUSLY 10/0

9.3 Town of Bassendean LEMC Business Plan

The Town of Bassendean LEMC Business Plan was adopted at the June 2019 meeting of the LEMC. The LEMC should discuss a tabletop exercise and relevant detail in line with SEMC Policy 4.8.

John Lane will work up a tabletop exercise on 'Fire Risk at Success Hill'. 30 mins to one hour will be set aside at the end of the February meeting to complete the tabletop exercise. The Committee will endeavour to complete a tabletop exercise at every second meeting.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

BLEMC – 3/11/19 MOVED John Lane, Seconded Jeff Somes, that the Town of Bassendean LEMC adopt the outcome of the annual exercise discussion.

CARRIED UNANIMOUSLY 10/0

9.4 Emergency Management Agency Reports

SEMC Business Unit

SEMC Business Unit Report distributed by Merveen Cross.

John Lane to send out link to Impact Statement document.

Heatwave exercise being run on 28 November. Chair of the LEMC (Cr Hilary McWilliam) and the Executive Officer (Luke Gibson) to attend.

District Emergency Management Committee (DEMC)

The Central DEMC Minutes will be circulated when received.

WALGA EMAG

WALGA EMAG minutes to be distributed by John Lane.

Local Welfare Committee

No meeting has been conducted in the past quarter.

John Lane is to follow up with Ryan Hamblion regarding the status of this committee.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4

BLEMC – 4/11/19 MOVED John Lane, Seconded Kallan Short, that the Emergency Management Agency Reports be received.
CARRIED UNANIMOUSLY 10/0

9.5 Post-Incident Reports and Post Exercise Reports

Nil items to report.

9.6 Contact Details and Key Holders

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

The LEMC Executive Officer is in the process of updating the ToB Contacts and Resources Register. Following confirmation of several administrative positions and responsibilities, the document will be amended and presented to the next meeting of the LEMC.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.6

BLEMC – 5/11/19 MOVED Sharna Merritt, Seconded Jeff Somes, that the Committee members' contact details be confirmed as amended.
CARRIED UNANIMOUSLY 10/0

9.7 Preparedness, Prevention, Response and Recovery Issues

Ranger Services

346 notices issued to properties for works on fire breaks and fuel loads. 24 infringements issued. Two under consideration for prosecution.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.7

BLEMC – 6/11/19 MOVED Sharna Merritt, Seconded Kallan Short, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 10/0

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

Nil

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

Nil

12.0 **OTHER BUSINESS**

Environmental Health Services

Public events coming up next year - Australia Day at Ashfield and Wonder Realm weekends in February.

Leigh Bishop, DFES

DFES are now notifying local governments by email about buildings affected by fire in their Town. There may be follow-up required by the relevant local government officer.

13.0 **CLOSURE**

The next meeting date is to be confirmed.

It is requested the next meeting start an hour earlier, at 2.30pm, to allow time for the tabletop exercise to be conducted at the end of the meeting.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.50pm.