

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN ON WEDNESDAY 5 JUNE 2019, AT 3.30PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Acting 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

Snr Sgt Matt McCaughey, Kiara Police, Acting Presiding Member
Cr Melissa Mykytiuk
Cr Kathryn Hamilton
Sharna Merritt, Senior Ranger
Ryan Hamblion, Department for Communities
Graeme Haggart, Director Community Development
Ken Cardy, Manager Parks & Environment (from 3.50pm)

Staff

John Lane, Emergency Management Officer/XO
Amy Holmes, Minute Secretary

Apologies

Cr Bob Brown, Presiding Member
Jeff Somes, Environmental Health Officer
Gordon Munday, Manager Bassendean SES Unit

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

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

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Sharna Merritt, Seconded Cr Mykytiuk, that the minutes of the BLEMC meeting held on 6 March 2019, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 OFFICER REPORTS

8.1 Flood Mitigation Project - Update

The Town of Bassendean has completed the mapping and is in possession of flood markers for installation. A decision will need to be made by the Town of Bassendean as to the engagement of suitable contractors for the completion of the installation of flood markers.

The Bassendean SES have advised that they are unable to complete this project and therefore an additional point was added to the recommendation.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

BLEMC – 1/06/19 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that:

1. The information on the Flood Mitigation Project be received; and

2. **The Committee notes the recommendation that the markers will now be installed by contractors, yet to be appointed, rather than the SES, to be completed by 30 June 2019.**

CARRIED UNANIMOUSLY 6/0

Item 8.2 was deferred for discussion later in the meeting.

8.3 Town of Bassendean LEMC Business Plan

Ken Cardy, Manager Parks & Environment, joined the meeting at 3.50pm.

In line with State Emergency Preparedness Procedure 7, the Executive Officer should:

- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of LEMAs.

The Executive Officer has prepared the Town of Bassendean's LEMC Business Plan for discussion and adoption.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

BLEMC – 2/06/19 MOVED Ken Cardy, Seconded Cr Mykytiuk, that the Town of Bassendean LEMC adopt the Business Plan 2019/20 subject to future amendments as required.

CARRIED UNANIMOUSLY 7/0

8.4 Emergency Management Agency Reports

SEMC Business Unit

The SEMC Business Unit Report will be circulated when received.

District Emergency Management Committee (DEMC)

The Central DEMC Minutes will be circulated when received.

WALGA EMAG

The WALGA EMAG minutes will be distributed when received.

Local Welfare Committee

No meeting has been conducted in the past quarter.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

- BLEMC – 3/06/19** MOVED Matt McCaughey, Seconded Sharna Merritt, that the Emergency Management Agency Reports be received.
CARRIED UNANIMOUSLY 7/0

8.5 Post-Incident Reports and Post Exercise Reports

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.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.5

- BLEMC – 4/06/19** MOVED Cr Mykytiuk, Seconded Graeme Haggart, that **the Committee notes that no** post incident or post exercise reports **have been** received at this time.
CARRIED UNANIMOUSLY 7/0

8.6 Contact Details and Key Holders

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

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

- BLEMC – 5/06/19** MOVED Sharna Merritt, Seconded Ken Cardy, that the Committee members' contact details be confirmed, as amended.
CARRIED UNANIMOUSLY 7/0

8.7 Preparedness, Prevention, Response and Recovery Issues

Ryan Hamblion

Emergency Welfare Training will be held on 25 June. The aim is to inform and prepare Departmental staff and key stakeholders from our partnering agencies on the operation of providing welfare services to the community during and after an emergency.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7

BLEMC – 6/06/19 MOVED Cr Mykytiuk, Seconded Ryan Hamblion, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 7/0

8.2 Local Government Emergency Risk Management Project Report

The Town of Bassendean is currently a participant in the State Risk Assessment Project Local. The first hazard workshop dealing with Heatwave took place on 7 November 2018 at the City of Bayswater, hosted by officers from DFES Special Risks Section.

The Town of Bassendean is awaiting confirmation of the location and timing of the next workshop in the series.

In the interim, the LEMC should discuss the Heat Wave Risk Register to determine whether risk statements with a treatment priority of 1 or 2 meet the requirements for treatment at the local level.

The Committee discussed the heatwave treatment options. John Lane, Emergency Management Officer, recorded comments in the risk register, for future reference.

- *The Town can be more proactive in advertising facilities with air conditioning that people can go to, such as the library.*
- *Adopt a programme for the dissemination of information to the community.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

BLEMC – 7/06/19 MOVED Sharna Merritt, Seconded Cr Mykytiuk, that the **Committee notes** the treatment options **discussed** relative to the Heat Wave hazard and that details of **the** discussion **will** be added to the risk register for future reference during the treatment phase.

CARRIED UNANIMOUSLY 7/0

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**

The next meeting of the BLEMC is to be held on Wednesday 4 September 2019, commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.30pm.