

# TOWN OF BASSENDEAN

## MINUTES

### BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD BY ELECTRONIC MEANS IN ACCORDANCE WITH REGULATION 12(2) AND 14(D)  
OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996

ON WEDNESDAY 8 JUNE 2022, AT 3.30PM

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#### **1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer**

The Presiding Member declared the meeting open, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

#### **2 Announcements by the Presiding Member without Discussion**

Nil

#### **3 Attendances, Apologies and Leave of Absence**

##### Members

Cr Paul Poliwka, Presiding Member  
Cr Tallan Ames  
Luke Collins, OIC, Kiara Police  
Chris Kin-Maung, DFES, Metropolitan North East Operations  
Quinta La Rosa, District Emergency Management Advisor  
Mark Melvin, Bassendean SES  
Sharon Ellis, Department of Communities  
Donna Shaw, A/Director Community Planning, ToB

##### Officers

John Lane, Emergency Management Officer  
Sharna Merritt, Senior Ranger  
Jeff Somes, Environmental Health Officer  
Amy Holmes - Minute Secretary

##### Apologies

Luke Gibson, Director Community Planning  
Steve Blackford, SES

#### 4 Declarations of Interest

Nil

#### 5 Presentations or Deputations

Nil

#### 6 Confirmation of Minutes

<b>6.1 Confirmation of Minutes</b>	
<b>Attachments</b>	Nil

**Minutes of the Bassendean Local Emergency Management Committee meeting held on 2 March 2022**

##### **Committee/Officer Recommendation – Item 6.1**

MOVED Cr Ames, Seconded Chris Kin-Maung, that the minutes of the BLEMC meeting held on 2 March 2022, be confirmed as a true record.

CARRIED UNANIMOUSLY 8/0

#### 7 Business Deferred from Previous Meeting

Nil

#### 8 Reports

<b>8.1 Exercise Program 2022</b>	
<b>Attachments</b>	Nil

Local Government are required to conduct emergency management exercises aimed at exercising elements of their LEMA. In-line with this requirement the Town of Bassendean in partnership with the City of Bayswater conducted a joint recovery exercise in December 2021.

It is proposed that the BLEMC conduct a series of short duration discussion exercises as part of each LEMC meeting.

*John Lane advised that the Committee would conduct a short exercise (30 mins) following each meeting, commencing Wednesday 14 September. It is important to ensure that all committee members are aware and attend the meetings, to make it worthwhile.*

### **Committee/Officer Recommendation – Item 8.1**

MOVED Cr Ames, Seconded Donna Shaw, that the wishes expressed by the BLEMC in relation to future exercises, be adopted.

CARRIED UNANIMOUSLY 8/0

<b>8.2 Metropolitan North and East Recovery Group</b>	
<b>Attachments</b>	1. DRAFT Partnering Agreement North East Recovery Group 17 May 2022 [8.2.1 - 4 pages] 2. Partnering Agreement North East Recovery Group [8.2.2 - 8 pages]

The Metropolitan North & East Recovery Group met on 11 May to discuss the current agreement. The agreement is currently under review by all signatory local governments.

### **Committee/Officer Recommendation – 8.2**

MOVED Donna Shaw, Seconded Cr Ames, that the report of the Metropolitan North & East Recovery Group be received.

CARRIED UNANIMOUSLY 8/0

<b>8.3 Emergency Management Agenda Reports</b>	
<b>Attachments</b>	Nil

#### SEMC and District Emergency Management Committee

*See attached District Emergency Management Advisor Report.*

#### WALGA LGEMAG

*Nothing to report.*

#### Local Welfare Committee

*Nothing to report.*

### **Committee/Officer Recommendation – Item 8.3**

MOVED Donna Shaw, Seconded Sharon Ellis, that the Emergency Management Agency Reports be received.

CARRIED UNANIMOUSLY 8/0

<b>8.4 Post Incident Reports and Post Exercise Reports</b>	
<b>Attachments</b>	Nil

*Nothing to report.*

### **Committee/Officer Recommendation – Item 8.4**

MOVED Donna Shaw, Seconded Cr Ames, that post incident and post exercise reports be received.

CARRIED UNANIMOUSLY 8/0

<b>8.5 Contact Details and Key Holders</b>	
<b>Attachments</b>	Nil

*Contacts and key holder details have been updated.*

### **Committee/Officer Recommendation – Item 8.5**

MOVED Cr Poliwka, Seconded Chris Kin-Maung, that the Committee members' contact details be confirmed, as amended.

CARRIED UNANIMOUSLY 8/0

<b>8.6 Preparedness, Prevention, Response and Recovery Issues</b>	
<b>Attachments</b>	Nil

*John Lane advised that the Town has received a letter of compliance from the State Emergency Management Committee (SEMC) for receipt of the Town of Bassendean's State Risk Project as part of its emergency risk management requirements. This document was reviewed by the Department of Fire and Emergency Services (DFES) State Risk Project Team. It meets the requirements and is compliant.*

*Quinta La Rosa advised that the 2022/23 AWARE (All West Australians Reducing Emergencies) grant program round is now open and closes 10 June 2022. The AWARE program aims to enhance WA's Emergency Management arrangements by investing in capacity building and preparedness activities at a local level. The current round of AWARE funding will distribute \$200,000 to WA local governments.*

*Chris Kin-Maung reported a shed fire. It was not major and did not require any recovery action. DFES and SES now gearing up for winter season emergency response and recovery.*

**Committee/Officer Recommendation – Item 8.6**

MOVED Donna Shaw, Seconded Cr Ames, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 8/0

**9 Motions of Which Previous Notice Has Been Given**

Nil

**10 Closure**

There being no further business, the Presiding Member declared the meeting closed, the time being 4.20pm.

The next meeting will be held on Wednesday 14 September 2022 at 3.30pm.