



TOWN OF

Bassendean

MINUTES

Bassendean Local Emergency Management Committee

Wednesday 12 June 2024, 12:00 pm

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

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

The Presiding Member declared the meeting open at 12:05pm, 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

Present

Councillors

Cr Paul Poliwka, Deputy Mayor (Presiding Member)
Cr Jennie Carter

Officers

Ms Michelle Brennand, Director Community and Place
Shane Asmus, Director Infrastructure and Sustainability
Alex Snadden, Manager Planning and Regulation
Jeff Somes, Senior Environmental Health Officer
Jennifer Henderson, Administration Officer - Community and Place
Ms Joanne Burges, Manager Governance & Strategy
Ms Ana Fernandez, Governance Support Officer
John Lane, Bassendean Emergency Management Executive Officer

Agency Officers

Stephen Blackford, Bassendean SES
Ryan Hamblion, Department of Communities
Mollie Stevenson, Officer in Charge, Kiara Police Station
Chris Kin-Maung, DFES, North-East Metropolitan Operations
Marcus Fronceschini, DFES
Thomas Robinson, Water Corporation
Carmen Mutton, St John WA

Cate Willey DFES

Apologies

Cr Ken John, Deputy Member
Cate Willey, DFES, District Emergency Management Advisor
Mark Melvin, Bassendean SES

4 Declarations of Interest

Nil

5 Presentations or Deputations

Nil

6 Confirmation of Minutes

Council Resolution/Officer Recommendation – Item 6.1

MOVED Cr Paul Poliwka, Seconded Cr Jennie Carter

That the minutes of the Bassendean Local Emergency Management Committee meeting held on 27 February 2024 be received and confirmed as a true and correct record.

CARRIED UNANIMOUSLY

7 Business Deferred from Previous Meeting

Nil

8 Reports

Nil

8.2 Updates to Local Emergency Management Arrangements	
Attachments	Nil

Purpose

The purpose of this report is for the Committee to consider an update to the Town’s Local Emergency Management Arrangements.

Background

Since the last meeting of the Committee the Town has undertaken an organisational structure review, resulting in the Emergency Management portfolio being assigned to Community and Place.

Based on this it is proposed that the Local Recovery Coordinator role will be performed by the Town's Director Community and Place.

Officer Recommendation – Item 8.2

That the Committee:

1. Authorises the update to the Town's LEMA to reflect that the Local Recovery Coordinator role will be performed by the Town's Director Community and Place; and
2. All relevant contact lists be updated.

Voting requirements: Simple Majority

Council Resolution/Officer Recommendation – Item 8.2

MOVED Cr Paul Poliwka, Seconded Cr Jennie Carter

That the Committee:

1. Authorises the update to the Town's LEMA to reflect that the Local Recovery Coordinator role will be performed by the Town's Director Community and Place, and
2. All relevant contact lists be updated.

CARRIED UNANIMOUSLY

8.3 Post Incident Reports and Post Exercise Reports	
Attachments	Nil

Officer Recommendation – Item 8.3

Nil.

8.4 Contact Details and Key Holders	
Attachments	Nil

Council Resolution/Officer Recommendation – Item 8.4

MOVED Cr Paul Poliwka, Seconded Cr Jennie Carter

That the key contacts for the Bassendean Local Emergency Management Committee (BLEMC) as outlined in the attachment be confirmed.

CARRIED UNANIMOUSLY

8.5 Agency Reports (Round Table)	
Attachments	Nil

DFES - Cate Willey

- Provided a written report in her absence

DFES - Chris Kin-Maung

- Outlined the changes to the AWS for Storm, Cyclone and Flood to provide nationally consistent emergency information through the Australian Warning System (AWS)
- Acknowledged the length of the fire season stretching into May
- Provided information on storm events e.g. Clarkson

Police - Senior Sergeant Mollie Stevenson

- No emergency management matters to report

St John WA - Carmen Mutton

- No matters to report

Bassendean SES - Stephen Blackford

- Preparation for recent Storms was low - need for awareness raising
- Consideration of a Checklist on the Town's Website, particularly as seasons begin to change

Cr Carter enquired as to whether there was availability of a 'cooling space' during heatwave events.

Department of Communities advised that they would not usually set up an evacuation centre during these periods instead encouraging vulnerable people to visit Shopping Centres / Libraries

Consideration of something more formal - e.g. Public Health Plan

Department of Communities - Ryan Hamblion

- Provided a written report for distribution
- Advised of a statewide audit of evacuation centres and advised of the proposed removal of Cyril Jackson Senior Campus from the Town's Centres, given a preference for Town owned facilities
- Disaster Ready Fund - happy to assist with applications

John Lane - BLEMC Executive Officer

- Provided an overview of the proposed Annual Exercise with the City of Bayswater on 3 December 2024.
- First planning meeting towards the end of July
- Proposed to have 20-30 participants total involved in the exercise i.e. 10 + from the Town e.g. CEO, Councillors x2, LRC, EHO etc.
- Working through exercise documents with City of Bayswater to provide a joint report through to Cate Willey

Council Resolution/Officer Recommendation – Item 8.5

MOVED Cr Paul Poliwka, Seconded Cr Jennie Carter

That the Committee:

1. Note Agency Member Reports
2. Recommend that Council review its inventory of buildings available for Evacuation Centres, and
3. Cancel the meeting scheduled to be held on Wednesday 6 November 2024 in lieu of the BLEMC meeting to be held as part of the proposed joint annual exercise with the City of Bayswater on Tuesday 3 December 2024.

CARRIED UNANIMOUSLY 2/0

9 Motions of Which Previous Notice Has Been Given

11 Closure

There being no further business, the Presiding Member declared the meeting closed, the time being 12:55pm.