



## **MINUTES**

# **Bassendean Local Emergency Management Committee**

**Wednesday 28 August 2024, 12:00 pm**

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

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

The Presiding Member declared the meeting open at 12:05pm and welcomed all those in attendance.

### **Acknowledgement of Country**

The Town of Bassendean acknowledges the Whadjuk people of the Noongar Nation as the Traditional Custodians of this land. We pay our respects to Elders past and present, and acknowledge their continuing culture and the contribution they make to the region.

## **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 Planning  
Mr Shane Asmus, Director Infrastructure and Sustainability  
Mr Alex Snadden, Manager Planning and Regulation  
Ms Joanne Burges, Manager Governance & Strategy  
Mr Jeff Somes, Environmental Health Officer  
Ms Jennifer Henderson, Administration Officer - Community and Place  
Mr John Lane, Bassendean Emergency Management Executive Officer

## Agency Officers

Mollie Stevenson, Officer in Charge, Kiara Police Station  
Chris Kin-Maung, DFES, North-East Metropolitan Operations  
John Coniglio, St John WA  
Cate Willey, District Emergency Management Advisor, DFES  
Donna Morgan, District Emergency Management Advisor, DFES

## Apologies

Richard Woods, Senior Ranger  
Thomas Robinson, Water Corporation  
Stephen Blackford, Bassendean SES  
Naomi Jory, Department of Communities  
Ryan Hamblion, Department of Communities

## **4 Declarations of Interest**

Nil.

## **5 Presentations or Deputations**

Nil.

## 6 Confirmation of Minutes

6.1 Confirmation of Minutes - 12 June 2024	
<b>Attachments</b>	1. Bassendean Local Emergency Management Committee Minutes 12 June 2024 [6.1.1 - 6 pages]

### Committee Resolution

MOVED Cr Paul Poliwka, Seconded Mollie Stevenson

That the minutes of the Bassendean Local Emergency Management Committee meeting held on 12 June 2024 be received and confirmed as a true and correct record.

CARRIED

## 7 Business Deferred from Previous Meeting

Nil.

## 8 Reports

### 8.1 Preparedness, Prevention, Response and Recovery Issues

Nil.

### 8.2 Updates to Local Emergency Management Arrangements

Nil.

### 8.3 Post Incident Reports and Post Exercise Reports

Nil.

### 8.4 Key Contact Details

### Committee Resolution

The key contacts for the Bassendean Local Emergency Management Committee (BLEMC) as outlined in the attachment were noted.

## 8.5 Agency Members Reports (Round Table)

### **DFES - Cate Willey**

- Introduced new District Emergency Management Advisor, Donna Morgan. Donna provided the group with a background on her experience.
- Cate advised that they were working in the DEMC space and seeking to schedule a full day event later in the year, likely 7 November 2024.

### **DFES - Chris Kin-Maung**

- BAU, including fire season preparedness

### **WA Police - Senior Sergeant Mollie Stevenson**

- No Emergency Management incidents
- Outlined a City of Swan desk top mapping exercise that was occurring in the near future

### **St John WA - John Coniglio**

- Informed the group of an upcoming Airport Exercise that both he and Carmen Mutton will be participating in
- Queried how members of the group handled the Crowd Strike incident
  - DFES are undertaking a review
  - Keen to discuss lessons learned
  - The group discussed it would be valuable to have a presentation on lessons learned to assist in planning e.g. Business Continuity Plans

### **Department of Communities**

- A Report was provided as an attachment to the Agenda.

### **BLEMC Executive Officer - John Lane**

- Spoke to the LEMC Business Plan 2024-2025, previously 1 page now 5 pages
  - assigns responsibilities
  - need to sit down and refine
  - Cate informed the group that a sweep was undertaken by SEMC on Annual Reports and it was noted that not many LEMC's do Business Plans
  - John will have a go at a first draft and run it past Cate and Donna - it will be aligned to the SEMC Strategic Plan
  - Cate advised to hold off until the SEMC Strategic Plan is adopted (likely December 2024 SEMC meeting)
- Joint Exercise - scheduled for 3 December 2024 at City of Bayswater
  - Based on last year, acknowledging most of the group are new to Local Government - this year will be Exercise Storm ADO
  - Will include a 'live' ISG meeting
  - LEMC's will be held on the same day
  - 'May' push out to 10 December - group will be advised

## 8.6 Annual Report 2023 - 2024

### Attachments

Nil

### Committee Resolution

The Bassendean Local Emergency Management Committee (BLEMC) noted the Annual Report 2023 – 2024, as outlined by the BLEMC Executive Officer has been provided to DFES as per requirements.

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

Nil.

### 11 Closure

There being no further business, the Presiding Member declared the meeting closed, the time being 12:40pm.

DRAFT