

# TOWN OF BASSENDEAN

## MINUTES

### BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 3 AUGUST 2016, AT 3.35PM

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#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

##### Acknowledgement of Country

The Deputy 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

##### Present

Snr Sgt Mark Stoneman, OIC Kiara Police Station/Deputy Presiding Member  
Peter Jones, DO Darling Range, DFES  
Daniel Forsdyke, St John of God Midland Hospitals  
Ryan Hamblion, SEMO, CPFS  
Sharna Merritt, Senior Ranger  
Ken Cardy, Acting Director Operational Services

##### Officers

Graeme Haggart, Director Community Development  
Amy Holmes, Minute Secretary

##### Apologies

Cr Gerry Pule, Presiding Member  
Simon Stewert-Dawkins, Director Operational Services  
Maria Fatouros, Senior Environmental Health Officer  
Merveen Cross, SEMC Secretariat

#### 3.0 DEPUTATIONS

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 1 June 2016**

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 6.1**

MOVED Ken Cardy, Seconded Daniel Forsdyke, that the minutes of the BLEMC meeting held on 1 June 2016 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 Annual Capability Survey**

The annual capability assessment survey for 2016 was completed on line by the due date of 1 July. A copy of the completed survey was included with the Agenda.

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1**

**BLEMC – 1/08/16** MOVED Sharna Merritt, Seconded Mark Stoneman, that the information on the Annual Report and Capability Questions be received.

CARRIED UNANIMOUSLY 6/0

##### **8.2 Flood Mitigation Project**

SES has now received and officers are being trained in the use of their new mobile scaffold unit. Staff of the Town has been tasked with installing bands on all Western Power

poles where the flood height is 2m or lower at that point. SES will then complete the job for above 2m. A further quarterly report has been prepared and submitted to SEMC.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**BLEMC – 2/08/16** MOVED Ken Cardy, Seconded Peter Jones, that the information on the Flood Mitigation Project be received.  
CARRIED UNANIMOUSLY 6/0

**8.3** **LEMA Review**

The LEMA review process continues. With the release of the new SEMC guidelines for preparing LEMAs, the draft LEMA in its current form is required to be assessed for alignment against the new guidelines.

This work is to be achieved with the participation of the SEMC Secretariat.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

**BLEMC – 3/08/16** MOVED Ryan Hamblion, Seconded Daniel Forsdyke, that the information on the LEMA review be received.  
CARRIED UNANIMOUSLY 6/0

**8.4** **Budget Outcomes**

Items referred for consideration in the draft 2016/17 budget were:

1. \$10,000 toward the EMRC “updated floodplain mapping”; and “flood risk and vulnerability assessment”; and
2. \$30,000 to purchase a trailer mounted Variable Message Board (VMB).

The EMRC has advised they were successful with its application for funding to NDRP for the next stages in its flood mapping project. The \$10,000 was approved and the Town can contribute to that project.

The VMB was not funded as a capital item. Officers are seeking leasing options as an alternative strategy.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

- BLEMC – 4/08/16** MOVED Mark Stoneman, Seconded Daniel Forsdyke, that the information on the budget outcome be received.  
CARRIED UNANIMOUSLY 6/0

**8.5** Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

Report will be included with the Minutes.

District Emergency Management Committee (DEMC)

The Central DEMC last met on 23 June and is scheduled to meet next on 22 September. Minutes of the 23 June Meeting will be circulated once received.

North & East Metropolitan Recovery Group

The N&EMRG is scheduled to meet on Monday 22 August to allow the transition of the Secretariat function from Mundaring to Swan.

WALGA EMAG

The EMAG met on 14 June 2016. Minutes of the meeting were attached with the agenda.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

- BLEMC – 5/08/16** MOVED Daniel Forsdyke, Seconded Ken Cardy, that the Emergency Management Agency Reports be received.  
CARRIED UNANIMOUSLY 6/0

**8.6** Post-Incident Reports and Post Exercise Reports

Nil

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.6

- BLEMC – 6/08/16** MOVED Sharna Merritt, Seconded Peter Jones, that post incident and post exercise reports be received.  
CARRIED UNANIMOUSLY 6/0

## **8.7 Contact Details and Key holders**

The current Contact Details and Key Holder's details were circulated at the meeting for any updates.

### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7**

**BLEMC – 7/08/16** MOVED Ryan Hamblion, Seconded Mark Stoneman, that the Committee members' contact details be confirmed as amended.

**CARRIED UNANIMOUSLY 6/0**

## **8.8 Preparedness, Prevention, Response and Recovery Issues**

Peter Jones

Now equipped and trained to deal with heavy response issues such as trucks, trains etc.

Ryan Hamblion

Only six people have attended welfare training from the Town of Bassendean - 12, 37, 44 for other local governments. Next training session will be held on 31 August, at Leisure Life, Victoria Park.

### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8**

**BLEMC – 8/08/16** MOVED Peter Jones, Seconded Ken Cardy, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

**CARRIED UNANIMOUSLY 6/0**

## **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 will be held on Wednesday 2 November 2016 commencing at 3.30pm.

There being no further business, the Deputy Presiding Member declared the meeting closed, the time being 4.00pm.