

**TOWN OF BASSENDEAN**  
**NOTICE OF A MEETING OF THE**  
**BASSENDEAN LOCAL EMERGENCY MANAGEMENT**  
**COMMITTEE**

Dear Committee Member

A meeting of the Bassendean Local Emergency Management Committee of the Town of Bassendean will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Wednesday, 5 September 2018, commencing at 3.30pm.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

31 August 2018

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**A G E N D A**

**1.0**                    **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

**Acknowledgement of Country**

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

**2.0**                    **ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Apology

|                |            |
|----------------|------------|
| Merveen Cross  | DEMA, DFES |
| Maria Fatouros | SEHO, ToB  |

### **3.0 DEPUTATIONS**

### **4.0 CONFIRMATION OF MINUTES**

#### **4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 6 June 2018**

##### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

That the minutes of the BLEMC meeting held on 6 June 2018, be confirmed as a true record.

### **5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

### **6.0 DECLARATIONS OF INTEREST**

### **7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

### **8.0 OFFICER REPORTS**

#### **8.1 Annual Capability Survey**

At the last meeting, it was noted the Town is to complete the annual capability assessment survey for 2018 by the 13 June.

For information, attached with the agenda (Attachment 1) please find a copy of the completed survey.

##### **OFFICER RECOMMENDATION – ITEM 8.1**

That the information on the 2018 Annual Capability Survey be received

## **8.2 Natural Disaster Relief and Recovery Arrangements**

At the last meeting of the Committee, the joint Australian Government-State Natural Disaster Relief and Recovery Arrangements (NDRRA) was discussed. The Committee was advised that new financial assistance arrangements to disaster affected communities commenced on 1 July 2018.

An update has been sought from DFES and will be circulated on receipt and ahead of the meeting.

### **OFFICER RECOMMENDATION – ITEM 8.2**

That the information on the Natural Disaster Relief and Recovery Arrangements be received

## **8.3 Flood Mitigation Project**

The new Swan River flood maps will be adopted as from 1 September 2018. It should be noted that the 1% AEP flood height is approximately 1m lower than the previous predicted flood height.

The Town has negotiated with SES to affix the new fluoro flood discs to Western Power poles at the new flood height and is preparing new road side signs.

DFES is seeking the project be wrapped up without further delay. The Town is seeking to comply.

### **OFFICER RECOMMENDATION – ITEM 8.3**

That the information on the Flood Mitigation Project be received

## **8.4 Flood Height Markers**

Flood height markers have been installed on jetties as a navigation tool, identifying there being infrastructure below, and to provide understanding of the flood height at that point.

### **OFFICER RECOMMENDATION – ITEM 8.4**

That the information on the Flood Height Markers on Town jetties be received

### **8.5 Emergency Management Officer**

Funding has been approved in the 2018/19 Budget for a part-time EM Officer as a contract position. The Town is currently negotiating a contractual arrangement and an update may be available at the meeting.

#### **OFFICER RECOMMENDATION – ITEM 8.5**

That the information on the Emergency Management Officer contract position be received

### **8.6 Local Government Emergency Risk Management Project**

As reported in March 2018, to comply with the State Risk Project requirements for Local Government, the Town is required to assess the inherent risk existent in the Town.

At that time, the Committee resolved to pursue the project via the WALGA on line portal tool: LG Risk Vision and to commence the project with a workshop at the June meeting.

The Executive Officer of the Committee was on leave for the June meeting and no action has taken place on this matter as a result.

It is proposed the project be commenced to coincide with the next meeting of the Committee, being 7 November.

#### **OFFICER RECOMMENDATION – ITEM 8.6**

That the Emergency Risk Management Project be rescheduled to commence in conjunction with the 7 November meeting of Committee.

### **8.7 Spontaneous Volunteers Clinic**

The Town's A/Snr Community Development Officer (Volunteers) is attending the Planning for Spontaneous Volunteers Clinic on dealing with spontaneous volunteers during an emergency. The forum is being conducted today (Wednesday 5 Sept).

#### **OFFICER RECOMMENDATION – ITEM 8.7**

That the information on the Planning for Spontaneous Volunteers Forum be received.

## **8.8 Emergency Management Agency Reports**

### Office of Emergency Management (OEM)

See attached the OEM Report provided by Merveen Cross (**Attachment 2**).

### District Emergency Management Committee (DEMC)

The Central DEMC last met on 5 April 2018. The next meeting is scheduled for 13 September 2018. Minutes will be circulated when received.

### North & East Metropolitan Recovery Group

The Agreement was revised by Officers in 2017. The executable document is circulating for signing with each member Council.

The group is arranging it's inaugural exercise to be held on 2 October 2018 to test the Agreement.

### WALGA EMAG

The WALGA EMAG last met on 11 September 2107. Minutes will be circulated when received.

### Local Welfare Committee

No meeting has been conducted in the past quarter.

### OFFICER RECOMMENDATION – ITEM 8.8

That the Emergency Management Agency Reports be received.

## **8.9 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.

### OFFICER RECOMMENDATION– ITEM 8.9

That post incident and post exercise reports be received.

### **8.10 Contact Details and Key Holders**

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

#### **OFFICER RECOMMENDATION – ITEM 8.10**

That the Committee members' contact details be confirmed, as amended.

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

Members are invited to discuss:

- preparedness issues;
- prevention issues;
- response issues; and
- recovery issues.

#### **OFFICER RECOMMENDATION – ITEM 8.11**

That Preparedness, Prevention, Response and Recovery Issues raised, be received.

### **9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

### **10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

### **11.0 CONFIDENTIAL BUSINESS**

### **12.0 CLOSURE**

The next meeting date to be held on Wednesday, 7 November 2018 commencing at 3.30pm.