

# **TOWN OF BASSENDEAN**

## **MINUTES**

### **BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN**  
**ON WEDNESDAY 1 FEBRUARY 2017, AT 3.30PM**

---

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

##### **Acknowledgement of Country**

The 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**

Cr Gerry Pule, Presiding Member, Town of Bassendean  
Cr Bob Brown, Town of Bassendean  
Snr Sgt Mark Stoneman, Kiara Police Station  
Peter Jones, DFES

##### **Officers**

Graeme Haggart, Director Community Development  
Mark Bettridge, Acting Senior Ranger  
Ken Cardy, Manager Asset Services  
Amy Holmes, Minute Secretary

##### **Apologies**

Merveen Cross, Office of Emergency Management  
Ryan Hamlin, Child Protection Family Support  
Gordon Munday, Bassendean SES  
Simon Stewert-Dawkins, Director Operational Services

#### **3.0** **DEPUTATIONS**

Nil

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

##### **4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 3 August 2016**

Confirmation of the minutes of 3 August 2016, is deferred to this meeting as only one person who was in attendance at the 3 August 2016 meeting, attended the last meeting.

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

**BLEMC – 1/02/17** MOVED Mark Stoneman, Seconded Ken Cardy, that the minutes of the BLEMC meeting held on 3 August 2016, be confirmed as a true record.

**CARRIED UNANIMOUSLY** 6/0

##### **4.2 Bassendean Local Emergency Management Committee meeting held on 2 November 2016**

##### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.2**

**BLEMC – 2/02/17** MOVED Mark Stoneman, Seconded Cr Pule, that the Committee notes that the 2 November 2016 meeting had been cancelled due a number of apologies from members resulting in the meeting being cancelled, as a quorum would not have been achieved.

**CARRIED UNANIMOUSLY** 6/0

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

The Presiding Member welcomed everyone and thanked them for their work last year.

#### **6.0 DECLARATIONS OF INTEREST**

Nil

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

Nil

## **8.0 OFFICER REPORTS**

### **8.1 Flood Mitigation Project**

As reported to the November meeting, banding Western Power poles with vinyl bands has been completed (other than approximately 12 poles near Bindaring Park where the band is high up the pole and out of reach when standing on the tray back of the Council vehicle).

Formal acquittal for the grant is being processed.

Also reported at the last meeting, a Notice of Motion (NoM) was passed by Council to replace the vinyl bands with non-corroding metal bands.

All existing flood markings installed with the previous two projects would be removed and replaced.

The Director Community Development (DCD) has received a sample that will be made available for inspection at the meeting. The NoM calls for bands to be painted on poles where they will come in to conflict with existing attachments on the poles.

The DCD is of the view the sample will be more cumbersome and that with painting the poles will not provide the text "1:100 year flood height". Further the painted band is not likely to achieve the same level of fluorescence, community awareness being the principle purpose of the exercise.

A resident living in the flood zone suggested a florescent disc as an alternate solution. The DCD has prepared a mock-up of an oval shaped disc that could be fixed to the poles with tech screws, one on either side.

Additionally, amendments to the interpretive signs will be required to reflect the new pole markings.

If supported by LEMC, it is proposed to seek funding for this third flood marking project from Council within the February budget review.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

**BLEMC – 3/02/17** MOVED Ken Cardy, Seconded Peter Jones, that the Committee:

1. Supports the alternative “disc” marker to the band and seeks Council resolve to amend the Notice of Motion to reflect this; and
2. Notes the Natural Disaster Resilience Program Flood Mitigation Project has been completed and acquitted.

CARRIED UNANIMOUSLY 6/0

**8.2 Independent Enquiry into Emergency Services Levy (ESL) Announced**

The Economic Regulation Authority (ERA) has announced the terms of reference for an independent review of the Emergency Services Levy (ESL). This is in response to recommendation 17 from the Special Inquiry into the Waroona Fire conducted by Euan Ferguson.

WALGA has been advocating for a full independent review of the ESL since 2006 and most recently in its submission to the Special Inquiry.

The Treasurer has asked the ERA to review the current arrangement for the management and distribution of the ESL. The review will aim to ensure that the arrangement has the flexibility to deal with emerging bushfire risk priorities, and will consider the budget process used to allocate funds raised by the ESL.

The terms of reference have been included as an attachment to this agenda.

The ERA is planning to publish an issues paper to help interested parties understand the issues and to provide guidance on how to make a submission.

WALGA is preparing a submission on behalf of the sector. To assist with the submission, WALGA has resolved to commission a report by the AEC Group on the cost of Local Governments undertaking the current and proposed emergency management responsibilities including the collection, allocation and distribution of ESL funds.

*It is hoped that this ESL review may lead to the provision of state funding to assist with the provision of dedicated emergency services staff within local government.*

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**BLEMC – 4/02/17** MOVED Mark Stoneman, Seconded Mark Bettridge, that the information on the review into the Emergency Services Levy be received.

CARRIED UNANIMOUSLY 6/0

### **8.3 Annual Exercise**

The annual exercise to be conducted as a joint exercise with the City of Bayswater has been progressed by an exercise planning group that includes Snr Sgt Mark Stoneman and the Director Community Development from the Bassendean LEMC. Others in the planning group include Eric Graham (Emergency Services Officer City of Bayswater), Snr Sgt John Waghorn (OIC Morley Police), Steve Summerton (DFES), Merveen Cross (Office of Emergency Management) and Mike Worthington (Bayswater Local Recovery Coordinator). The group has met twice and has plans to meet again next Wednesday 8 February.

The exercise, known as “Exercise BASSWATER”, will be the establishment of a joint Recovery Committee for the two LGA’s. To the best of knowledge, achieving a joint Recovery Committee has not previously been considered. Even in the one Waroona Fire event 12 months ago, the Shires of Harvey and Waroona established their own and totally separate Recovery Committees each operating independently of the other and in some instances creating a competing environment for resources at a time when priority should be to need not geographic location.

A deal of interest has been expressed in observing how the two Local Governments overcome the complexities of establishing and operating a single Recovery Committee.

The exercise will be hosted by the Town and be conducted on 5 April 2017, being the date of the next meeting for this Committee. Members will be invited to participate in the exercise or otherwise to attend as observers.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

- BLEMC – 5/02/17** MOVED Mark Bettridge, Seconded Ken Cardy, that the information on the annual exercise be received.  
CARRIED UNANIMOUSLY 6/0

**8.4** Emergency Management Agency Reports

Office of Emergency Management (OEM)

SEMC is now known as Office of Emergency Management.

The OEM report will be included with the minutes.

District Emergency Management Committee (DEMC)

The Central DEMC last met on 14 December 2016. The Town was not represented at that meeting as the DCD was Acting CEO and was unable to attend. Minutes of the Meeting will be circulated once received.

North & East Metropolitan Recovery Group

No meeting has been conducted in the past quarter.

WALGA EMAG

The EMAG met on 13 December 2016. The Town was not represented at that meeting as the DCD was Acting CEO and was unable to attend. Minutes of the meeting will be included with the minutes.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

- BLEMC – 6/02/17** MOVED Mark Stoneman, Seconded Cr Brown, that the Emergency Management Agency Reports be received.  
CARRIED UNANIMOUSLY 6/0

**8.5** Post-Incident Reports and Post Exercise Reports

Fires on the Poles in Bassendean

- Businesses still disrupted the next day.
- Undergrounding of power would prevent this from happening.

- The Director Community Development contemplated initiating Emergency Management Arrangements due to the level of widespread disruption.
- Need to consider a dedicated generator for Ashfield site and Town Depot for business continuity.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.5

**BLEMC – 7/02/17** MOVED Cr Brown, Seconded Mark Bettridge, that post incident and post exercise reports be received.  
CARRIED UNANIMOUSLY 6/0

**8.6 Contact Details and Key holders**

The Contact Details and Key Holders Details were circulated at the meeting for any update requirements.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

**BLEMC – 8/02/17** MOVED Mark Stoneman, Seconded Peter Jones, that the Committee members' contact details be confirmed as amended.  
CARRIED UNANIMOUSLY 6/0

**8.7 Preparedness, Prevention, Response and Recovery Issues**

Peter Jones

Fire at a house due to rubbish/hoarding.

Ken Cardy

Current weed spraying situation, plus recent rains may cause an increase in weed growth and potential fire risk.

Cr Brown

Asked for confirmation on who is the HMA for the Bassendean side of the Swan River.

*Director Community Development to investigate and report back.*

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7**

**BLEMC – 9/02/17** MOVED Ken Cardy, Seconded Cr Brown, 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 7 June 2017 commencing at 3.30pm.

The annual exercise will be held on 5 April 2017.

There being no further business, the Presiding Member declared the meeting closed, the time being 5.00pm.





Government of **Western Australia**  
Office of **Emergency Management**

**BASSEDEAN  
LOCAL EMERGENCY MANAGEMENT COMMITTEE  
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT  
1 FEBRUARY 2017**

**STATE NEWS**

**New Office of Emergency Management**

**The SEMC Secretariat and Office of Bushfire Risk Management to co-locate**

The Premier Colin Barnett and the Minister for Emergency Services Joe Francis released the Government's position on the Ferguson Report recommendations.

The report proposes 17 'Recommendations for Strategic Change' and 23 'Agency Opportunities for Improvement' to enhance Western Australia's response to bushfire.

The establishment of a new Office of Emergency Management (OEM) which will comprise the co-located SEMC Secretariat and the Office of Bushfire Risk Management (OBRM). The new OEM will have an added quality assurance role and report directly to the Minister for Emergency Services. The main purpose will be to provide assurance and report on EM standards, preparedness, capability, service delivery and investment performance outcomes.

**2016 Emergency Preparedness Report**

Since 2012 the State Emergency Management Committee (SEMC) has produced an annual Emergency Preparedness Report.

The Minister for Emergency Services, the Hon. Joe Francis MLA said the 2016 report, is the most incisive and complete preparedness report to date. "The report provides a snapshot in time of how prepared we are, as a state, to face the major emergencies that we will inevitably face" said the Minister.

SEMC Chair, Mr Frank Edwards, CSC stated that this is becoming particularly important as all of the known indicators are getting worse. In the South East of the state we are getting hotter and drier, exacerbating fire risks while in the north things are getting cooler and wetter likely to affect flooding. These coupled with predictions of an above average cyclone season mean that being prepared is becoming more critical.

Mr Edwards thanked the 164 individual agencies that contributed to the report's compilation. "The emergency management environment is diverse and involves the collective effort of many including State and local government agencies, non-government organisations, public utilities, the private sector, volunteers and other dedicated community members. In extreme cases support can also be provided by other states and the Federal government depending on the scale of the emergency"

"We urge you all to read beyond the executive summary and recommendations. The risk and capability sections of this report contain a great number of meaningful and tangible projects occurring throughout the EM sector. They detail excellent examples of the actions and initiatives that are better equipping the state of Western Australia to face our future challenges" Minister Francis and Mr Edwards concluded.

Please use this link to access the report:

<http://www.semc.wa.gov.au/publications/emergency-preparedness-reports>).

### **Policy Review**

The State Emergency Management Committee Secretariat is currently undertaking the Policy and Governance Review Project (review project), which is looking at enhancements to the emergency management (EM) framework in Western Australia.

The current phase of the review project involves issues identification and stakeholder consultation, before policy content review activities are undertaken in the New Year in consultation with our stakeholders.

A number of stakeholder consultation activities have been undertaken to gain input from key stakeholders. The SEMC approved the *Policy and Governance Review Project Phase 4(A), Key Finding Report November 2016* and its release to EM agencies and committees.

### **2017 Australasian Natural Hazards Management Conference (ANHMC)**

The 2017 Australasian Natural Hazards Management Conference will be hosted by the Office of Emergency Management and will take place from 30 October to 3 November 2017. The main venue will be The University Club of Western Australia

The theme of the conference is "Translating Research into Practice"

### **Comprehensive Impact Assessment (CIA) Tool**

Several reviews of recent emergency events in Western Australia have identified the need for a comprehensive impact assessment to be undertaken for Level 2 and 3 emergencies.

The purpose of the CIA to facilitate the transfer of responsibility for management of an emergency from the Controlling Agency/HMA to the impacted local government.

The State Emergency Management (EM) Plan assigns the Controlling Agency with responsibility for coordinating the CIA, in line with State EM Recovery Procedure 4.

The State Recovery Coordinator, in conjunction with DFES, worked to develop a DFES version of this assessment. Over the last few months the DFES tool has been undergoing further development to make it applicable to all hazards and ensure it meets the consultation and governance requirements for incorporation into State Emergency Management (EM) Recovery Procedure 4 within the State EM document suite.

After extensive stakeholder consultation and development lead by the SEMC Recovery Subcommittee, the Office of EM has now completed work to develop an all-hazards CIA template.

The CIA template completes State EM Recovery Procedure 4.

The OEM Executive Director has written to all local governments advising them of this resource and included the frequently asked questions (FAQ).

Both the FAQ and CIA template are available on the OEM website.

1. Completing a CIA for Level 2 incidents - a CIA does not need to be undertaken for incidents where there are no community recovery issues. If the Controlling Agency feels the incident is low level and there are no recovery issues, they just need to agree with the State Recovery Coordinator that a CIA is not needed (which can be done as simply as phoning Andrew and logging the decision). This is mentioned on the front page of the CIA template and in the FAQ document on the website (located with the CIA template).
2. Initial assessment – the initial assessment is something agencies undertake themselves using their own expertise and procedures, and as such there is no OEM template. I suggested DP&W might like to speak with DFES about how DFES conduct their initial assessments.

### **Recovery Aide Memoire**

The *Report of the Special Inquiry into the January 2016 Waroona Fire* included a number of recommendations and opportunities to reframe rural fire management in Western Australia. Opportunity 13 recommended the development of a recovery aide memoir for Incident Controllers.

A working group of subject matter experts was convened to inform development of the aide memoire, including representatives from the key Hazard Management Agencies s/Controlling Agencies, local government and others who are involved in recovery.

The aide memoire has been tailored towards the hazards of bushfire and/or cyclone in the first instance and will be reviewed at the conclusion of the 2016/17 southern bushfire and cyclone season for all-hazards applicability. The RAM has incorporated as a tool within the State Emergency Management document suite.

### **Traffic Management Aide Memoir**

Recommendation 14 of the *Report of the Special Inquiry into the January 2016 Waroona Fire* recommended that the OEM review the policy for traffic management during emergencies so it reflects national 'best practice'.

This includes the production and issuing of an aide-memoire to guide traffic management, emergency and incident management personnel.

- a **Traffic Management Working Group** has been established and has met on 4 occasions.
- the working group has ascertained that the current OEM policy, plans and guidelines do not require amendment; however work needed to be done to improve understanding and use of the guidelines by key stakeholders
- an **aide-memoire** to help Vehicle Control Point staff differentiate between full and partial road closures and what that means (that is, who is allowed through, and who is not).
- **DFES Restricted Access Permit System** (that determines who gets a permit and the process to issue permits), a brochure and 10 minute video has been produced to educate the community and first responders (including WA Police) about the Restricted Access Permit System, that is, what it is and how it works. Office of EM produced the video.
- the development of a **Traffic Management Planning Cell checklist** to guide and aid the Incident Management Teams on the establishment and operations of a traffic management cell within the planning function of the IMT.
- all of the above resources are available through DFES website, Emergency WA website and Office of Emergency Management website.
- there will be a more comprehensive review of traffic management policy in 2017

### **Primacy of Life / Strategic Control Priorities**

Recommendation 6 of the Ferguson report recommends that the State Emergency Management Committee to adopt, across all hazards, the doctrine of:

- the primacy of life;
- the 'Strategic Control Priorities' (as documented by the Department of Fire and Emergency Services); and
- community warnings that are timely, tailored and relevant.

The OEM Secretariat has worked with DFES in the development of a bulletin on the strategic control priorities for the emergency management response to fire, reinforcing the already established DFES doctrine on the primacy of life along with other strategic control priorities.

### **Animals in Emergencies**

DAFWA has taken formal responsibility for animal welfare in emergencies. Consequently, Erica Honey has been engaged by DAFWA as a project officer to carry out an animal welfare role and to develop the Animal Welfare in Emergencies Plan, with the assistance of OEM. Erica is also the interim State Animal Welfare Emergency Coordinator.

Erica is currently liaising with stakeholders to determine roles and responsibilities in order to determine interim operational capability and to draft the Animal Welfare in Emergencies Plan.

### **METROPOLITAN NEWS**

The metropolitan emergency management Executive Officers of the DEMC's are hosting a one day forum on Tuesday 28 March 2017 at Technology Park Bentley. The target audience are the Executive Officers of the Local Emergency Management Committees. The theme of the day is Collaborative Emergency Management – Bringing Together Local Champions. An information flyer and invite for the forum will be sent out shortly.

## **FUNDING**

### **2016-17 NDRP Grants Round Now Open**

The 2016-17 NDRP grants round is now open, and applications are being called for funding between \$10,000 and \$250,000 to support projects that address the priorities of both the State and Commonwealth governments.

Over \$2.2 million will be distributed in WA via a competitive grants round to support projects that will help develop safer, sustainable and more resilient communities, better able to withstand the effects of natural disasters.

Local and State government agencies can apply, as well as incorporated organisation involved in emergency management. Projects must address at least one Commonwealth priority as outlined in the National Strategy for Disaster Resilience and align with one State Priority and project category.

All conditions of funding are outlined within the [Guidelines for Applicants](#) and [Sample Funding Agreement](#). The [Frequently Asked Questions](#) section on the website may also be useful, and will be updated throughout the grants process.

For further information please refer to the Office of Emergency Management [website](#), email the [OEM Grants Manager](#) or call 9482 1706.

**Applications must be received by 4:00pm, 22 February 2017.**

### **AWARE Funding**

The next round of AWARE funding is expected to be released in early March 2017. An email will be sent to local governments with relevant information.

### **LAUCH OF OEM VIDEO SITE**

The first two videos to launch the page are two of the presentations coming out of the response and capability subcommittee:

- Evolution of the WA Electricity Market
- Joint Intelligence Capability Project

The videos page lives under Resources (just click on the Videos icon on the Resources landing page):

<http://oem.wa.gov.au/resources>

### **SEMC MEETING SCHEDULE**

#### **2016/17 SEMC Meetings**

The SEMC meetings scheduled are:

- 28 March 2017
- 2 May 2017 (Season Review)
- 1 August 2017 (Annual Report)
- 3 October 2017 (Preparedness Report)
- 5 December 2017

**District Emergency Management Advisor  
Office of Emergency Management**