

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 6 SEPTEMBER 2017, AT 3.30PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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
Daniel Forsdyke, St John of God Midland Hospitals
Ryan Hamlin, Child Protection Family Support
Merveen Cross, Office of Emergency Management
Nigel Elliott, District Officer, DFES
David Snowball, A/Snr Sergeant, Kiara Police Station

Officers

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

Apologies

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 7 June 2017

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Mark Bettridge, Seconded Daniel Forsdyke, that the minutes of the BLEMC meeting held on 7 June 2017, be confirmed as a true record.

CARRIED UNANIMOUSLY 8/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Pule acknowledged the Committee members as unsung heroes of our community and thanked them for their service. He also announced that he would not be standing for Council in the upcoming Council elections.

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 OFFICER REPORTS

8.1 Annual Capability Survey

At the last meeting, it was agreed that the Director Community Development would complete the Annual Capability Assessment Survey for 2017 and present a copy to this meeting. For information, a copy was included with the agenda.

Completion of this survey has identified the need to have a dedicated officer to oversee emergency management in the Town. The Town is vulnerable without this resource. A preparedness report should be developed to guide a way forward in improving emergency management of the Town.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

BLEMC – 1/09/17 MOVED Ken Cardy, Seconded Mark Bettridge, that the information on the Annual Capability Assessment Survey for 2017 be received.

CARRIED UNANIMOUSLY 8/0

8.2 Flood Mitigation Project

EMRC Swan River flood mapping project remains in progress. The consultants (BMT WBM Pty Ltd) have advised the Town the test runs for the flood inundation mapping exercise will be completed in late August/early September.

Variation from the existing 1% ARI flood levels with this study will be taken into account prior to the new flood discs being installed on Western Power poles in the Town.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

BLEMC – 2/09/17 MOVED David Snowball, Seconded Daniel Forsdyke, that the information on the Flood Mitigation Project be received.

CARRIED UNANIMOUSLY 8/0

8.3 Flood Height Markers

Council has resolved that flood markers be installed on jetties as a navigation tool to the infrastructure below, and to provide understanding of the flood height at that point.

While no budget allocation was specifically made for this action, it is expected that funding can be secured for the purpose from within existing budgets.

A long-time resident pointed out a flood marker sign in AHD alongside the southern jetty in Point Reserve. The routed timber sign is in need of painting. Restoration action will be taken in the summer months when the sign is accessible with lower water levels.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

BLEMC – 3/09/17 MOVED Mark Bettridge, Seconded David Snowball, that the information on the Flood Height Marker Project be received.

CARRIED UNANIMOUSLY 8/0

8.4 LEMA Review

The new draft LEMA and Recovery Plan have been forwarded to OEM to be referred for DEMC endorsement. There has not been a DEMC meeting since the last meeting of Committee.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

BLEMC – 4/09/17 MOVED Ken Cardy, Seconded Daniel Forsdyke, that the information on the new draft LEMA and Recovery Plan be received.

CARRIED UNANIMOUSLY 8/0

8.5 Generators for Continuity of Service in an Emergency

Council has resolved that the Town of Bassendean assess and report on the provision of suitable stand-alone generators for the Ashfield Disability Centre and the Town Depot.

The Notice of Motion referred to power outages that had resulted in discontinued services by the Town. Two specific sites identified in the Notice of Motion as benefiting from the provision of temporary power capacity, are the Ashfield Community Centre and the Town's Depot.

In response, the generators were put for consideration to the draft budget, but were not funded in the adopted budget.

While a meritorious notion, logistically there remains a significant retrofit cost to both facilities to make plug in power functional. New discrete circuits require installing, as was the case in the Library Meeting Room that is wired for temporary power. Installation at construction is less complex and switches can be installed to transfer from reticulated to temporary power if built-in at that time. It is not possible to install a switch mechanism as a retrofit.

Temporary power is prone to output fluctuation with load and such fluctuations can be detrimental to delicate equipment like computers. The solution to fluctuations is to provide a large generator that is not going to labour with an increase in power draw down.

While cabling remains a logistical dilemma, a lesser cost option is for the Town to establish an agreement with a hire company to provide large temporary power units for the

Town's purposes in the event of power outages that are likely to be for a prolonged period.

The Committee discussed the need to consider other energy options, such as solar power and battery back-up.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

BLEMC – 5/09/17 MOVED Cr Pule, Seconded David Snowball, that the Town:

1. Investigates establishing an agreement with hire companies for the supply of temporary power plants to meet the Town's needs during periods of extended power outages; and
2. Explore alternative options of providing energy/power such as solar and battery.

CARRIED UNANIMOUSLY 8/0

8.6 ESL Review

The comment period on the Economic Regulation Authority draft report into the collection, management and distribution of the ESL funds closed on 11 August. The final report will go to the Minister on 29 September.

While many LG's submitted individual submissions, WALGA compiled an industry-wide submission.

The main outcomes the Town was hoping to see was that funding would be available to local government through ESL to fund EM operatives and recovery purposes.

In the draft report, staffing is deemed a core function of local government and as such, the report did not support the broadening of the use of ESL funds for recurrent activities, such as an Emergency Management Officer.

The draft Report did not support the broadening of the use of ESL funds for Recovery function as it notes Federal and State funding sources for the purpose already exist.

We will wait and see if these argued positions become overturned in the final Report.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

BLEMC – 6/09/17 MOVED Daniel Forsdyke, Seconded Nigel Elliott, that the information on the Economic Regulation Authority review of the ESL be received.

CARRIED UNANIMOUSLY 8/0

8.7 Emergency Management Agency Reports

Office of Emergency Management (OEM)

The report was tabled at the meeting. A copy will be included with the Minutes.

District Emergency Management Committee (DEMC)

The Central DEMC meeting scheduled for 3 August 2017 was cancelled and is to be rescheduled for late September.

North & East Metropolitan Recovery Group

Ordinarily, this group meets annually in April to revise the Agreement and rotate secretariat function. No meeting has been conducted in the past quarter.

WALGA EMAG

The WALGA EMAG last met on 13 June 2107. Minutes of the meeting were included with the Agenda.

Local Welfare Committee

No meeting has been conducted in the past quarter.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7

BLEMC – 7/09/17 MOVED Nigel Elliott, Seconded Mark Bettridge, that the Emergency Management Agency Reports be received.

CARRIED UNANIMOUSLY 8/0

8.8 Post-Incident Reports and Post Exercise Reports

- The Department of Communities conducted Emergency Welfare Centre Management training on 14 June and 19 July. Town staff attended. Another session will be held next month in Armadale. There is an opportunity for Town staff to attend.

- An emergency event occurred in the Town's industrial area on Wednesday 30 August when a gas leak was detected in a factory in Wood Street. The Town was requested to attend the ICC by the IC who had declared a 200m exclusion zone and ordered the evacuation from within the zone. Power was isolated to the site. Two ISG meetings were convened. It was unknown if the gas was natural gas or acetone, as both were on site. A disused gas bullet cylinder was found to have a faulty valve. Once isolated and allowed time to vent naturally, negative readings were recorded. At stand down, the IC summarised the event as being a routine response to a Hazmat incident and systematically worked through without incident. The Town, while on hand, was not required to provide assistance. It should be noted there was productivity lost time for two major heavy industrial factories in the Town as a result.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.8

BLEMC – 8/09/17 MOVED Nigel Elliott, Seconded Mark Bettridge, that post incident and post exercise reports be received.

CARRIED UNANIMOUSLY 8/0

8.9 Contact Details and Key holders

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

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.9

BLEMC – 9/09/17 MOVED Nigel Elliott, Seconded Ken Cardy, that the Committee members' contact details be confirmed as amended.

CARRIED UNANIMOUSLY 8/0

8.10 Preparedness, Prevention, Response and Recovery Issues

- Fire and flood risk in the Town.
- Earthquakes are now considered a risk to the Perth Metropolitan area.
- Town's fire notices are being written in line with DFES requirements, ready for the fire season beginning 31 October 2017.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.10

BLEMC – 10/09/17 MOVED Ryan Hamlin, Seconded Daniel Forsdyke, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 8/0

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 1 November 2017 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.45pm.

The Committee thanked Cr Gerry Pule for his diligent work and commitment to this Committee.



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

**BASSENDEAN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
6 SEPTEMBER 2017**

2017 Preparedness and Capability Survey

The survey closed on 14 June 2017. Office of Emergency Management is currently collating all information provided by local governments and hazard Management agencies. It is anticipated the 2017 Preparedness Report will be published the last quarter of the year.

OEM New Platform – EMERGE

The Office of Emergency Management (OEM) has commenced delivering EM news and information in a new format and platform called **emerge**.

emerge is delivered as a quarterly html email to OEM's stakeholders. Each email contains images and headlines which are hyperlinked to the full news stories on the OEM website.

emerge also lives independently on the OEM website under a year and quarter structure. The sub-site also contains links to our *newsletter archive*, as well as *news feed* and *publications*.

OEM encourages you to visit www.oem.wa.gov.au/emerge and begin exploring.

Westplans

Rationalisation of the Westplans

Work on Phase 7

Westplan Rationalisation is underway. This phase involves transforming all Westplans into State Hazard Plans and making them annexes to the overarching State EM Plan. The new State Hazard Plan template is near completion and will be circulated to stakeholders soon.

Westplans for similar hazards will be combined into a single State Hazard Plan during this phase. A workshop has been held to progress amalgamation of the four 'crash' related Westplans (air crash, road crash, PTA rail crash and Brookfield rail crash).

The Department of Fire and Emergency Services (DFES) has also been progressing the amalgamation of Westplans for the hazards of flood, cyclone and storm, as well as earthquake and collapse. Phase 7 is expected to be completed by December 2017.

Risk Assessment Reports

A risk assessment report has been produced for each of the Emergency Management districts in the state. These reports detail the results of the district risk assessments that were conducted as part of the State Risk Project.

Each report explains the risks posed to the district from a range of priority hazards. A credible worst-case scenario for each hazard was assessed in a workshop setting to determine the risks. Participants assessed how the hazards may impact upon the district's economy, its people, public administration, the environment and the social setting. These five key areas are part of the State Core Objectives.

The collective district data represents the culmination of three years of extensive collaboration that has included input from 406 individuals from 119 separate agencies. The State Risk Project has identified the district level as the best avenue for practically assessing risk, developing treatments and measuring capability. These reports provide a body of evidence that shows how emergencies will likely affect us. This will then inform mitigation options and expenditure priorities to build a more resilient state.

To access the risk assessment reports for each of Western Australia's emergency management districts go to www.oem.wa.gov.au.

10th Australasian Natural Hazards Management Conference (ANHMC)

The conference will be hosted by the Office of Emergency Management and will take place from 30 October to 3 November 2017. This year's conference will provide a forum for discussion of the integration of hazard information into effective emergency risk management. Applying science and research information to best practice planning, warning, response and recovery capabilities will lower the impact of events on communities. The conference will bring together expertise from Australia, New Zealand and abroad to enable the sharing of knowledge and strengthen collaboration. The target audience of the conference is: emergency managers, planners, risk assessors, asset and utility managers, natural hazard researchers and scientists.

WA Police – Recovery Communications Project

The SEMC Public Information Reference Group (PIRG) wrote to local governments requesting feedback in relation to how local governments would benefit from having access at a state level in relation to the planning and delivery of recovery related public information activities during the recovery phase of an emergency.

WA Police were successful in receiving funding through the National Disaster Resilience Program (NDRP) administered by the Federal Attorney-General's Department and the WA Office of Emergency Management. A highly experienced EM professional, Sharna Sumpton, has been engaged to work on this initiative with WA Police. The agency is excited about the potential benefits this initiative will have for Local Governments in the future.

Sharna Sumpton will be liaising with local governments and relevant key stakeholders over the coming months to develop strategies and recommendations for PIRG to implement. Should you have any queries regarding this project please contact WA Police on 9222 1538.

Memorandum of Understanding (MOU)

The Metropolitan South District Emergency Management Committee have been working on a draft MOU between all local governments in the south district including surrounding shires of Serpentine Jarrahdale and Boddington. The MOU will provide the opportunity to share resources through response and recovery. There is the possibility that the MOU could be progressed to the East, Central and North metropolitan DEMCs at a later date.

A Emergency Risk Management Local Government Handbook

The handbook is intended specifically for use by local governments around the State to facilitate risk management and to develop emergency management plans. Local governments are encouraged to view the handbook on OEMs website.

2016-17 NDRP Grants - announced

The Hon Michael Keenan Member of Parliament, Minister for Justice announced the successful projects for the 2016-17 grants on Thursday 15 June 2017. There were 41 applications requesting over \$2.8 million.

The successful projects are:

Applicant	Project Name	Funding \$
WA Police	Recovery Communications	56,751
Department of Fire and Emergency Services	Severe Wind Hazard Assessment Project	126,000
Department of Fire and Emergency Services	Taking Care of Country: Taking Care of People	203,000
Office of Bushfire Risk Management	Developing a Decisions Support System for Western Australia	151,000
City of Cockburn	Bushfire Risk Identification Tool (BRIT)	95,000
Eastern Metropolitan Regional Council	Understanding and Managing Flood Risk in Perth: Stage 4	70,000
The Bethanie Group	Disaster Preparedness Planning Pilot - Building Resilience among one of society's most vulnerable groups	34,370
Chamber of Commerce and Industry WA	Research report and recommendations: business community disaster recovery readiness and financial security	86,420

Australian Red Cross	Emergency Preparedness - A Whole of Community Approach	124,779
WA Council of Social Service	Building Resilient Community Organisations in WA: Bringing the ACOSS Resilient Community Organisations (RCO) Toolkit to the WA Community	124,982
WA Local Government Association	Local Waste Management arrangements for Emergency events	35,000
Shire of Harvey	Importance of Preparedness: Lessons Learnt DVD 2016 January Bushfires	21,960

The projects will be delivered by the respective agencies over the coming years, with the ultimate goal of enhancing disaster resilience in WA.

Successful AWARE applications for 2017-18 awarded

The intent of AWARE is to support emergency management by investing in planning and human capacity building at a local or district level, to create safer communities.

There was \$202,000 available in 2017-18, and the assessment process has been applied to the 36 applications received, requesting over \$487,000.

The following applicants were successful:

Applicant	Project Name	Funding \$
City of Wanneroo	New residents and emergency management	8,000
WA Police	State Public Information Line (SPIL) Exercise	7,112
Shire of Pingelly	Pingelly-Wandering LEMC Emergency Exercise	10,000
City of Bunbury	City of Bunbury Community Safety and Emergency Management	12,000
St John Ambulance	Remote Aboriginal Community First Aid Education - East Kimberley	20,000
City of Perth	City Emergencies - Are you ready?	20,000
Shire of Murray	Training for Local Recovery Management Committee Membership	10,340

City of Rockingham	Joint Local Government Recovery Exercise	3,988
Shire of Cranbrook	Spring into Preparedness Month: Family Fire Safety - Get Prepared!	15,000
Shire of Derby-West Kimberley	Kimberley Regional Group Emergency Management Training	20,000
Shire of Chittering	Raising Resilience - a community empowerment campaign	17,500
Department of Parks and Wildlife	Martu Indigenous communities bushfire training & mitigation project	10,000
Shire of Capel	Business Continuity and Recovery	4,000
Shire of Broome	Employment of Emergency Management Officer	4,000
Shire of Harvey	Harvey Emergency Risk Assessment Project	4,000
Shire of Wyalkatchem	NEWROC Risk Project 1	12,000
Shire of Wyalkatchem	NEWROC Risk Project 2	12,000
Shire of Waroona	Whole of Shire Risk Assessment	4,000
Shire of Dardanup	Shire of Dardanup Local Risk Project	4,000
Shire of Serpentine Jarrahdale	Community Emergency Risk Management	4,000

2017 SEMC MEETING SCHEDULE

- 3 October 2017 (Preparedness Report)
- 5 December 2017

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