

# TOWN OF BASSENDEAN

## MINUTES

### BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 7 JUNE 2017, AT 3.30PM

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#### 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  
Cr Bob Brown  
Daniel Forsdyke, St John of God Midland Hospitals  
Mark Bettridge, Acting Senior Ranger  
Ken Cardy, Manager Asset Services  
Craig Garrett, District Officer DFES  
Snr Sgt Mark Stoneman, OIC Kiara Police Station

##### Officers

Graeme Haggart, Director Community Development  
Amy Holmes, Minute Secretary

##### Visitors

John Lane, EM Coordinator for WALGA

##### Apologies

Merveen Cross, Office of Emergency Management  
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 1 February 2017**

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

MOVED Cr Brown, Seconded Mark Bettridge, that the minutes of the BLEMC meeting held on 1 February 2017, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

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

The Presiding Member welcomed and thanked those in attendance for making the time to come.

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

Nil

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

Nil

#### **8.0 OFFICER REPORTS**

##### **8.1 Revised Local Emergency Management Arrangement and Revised Local Recovery Plan**

The Town is required by legislation to renew its Local Emergency Management Arrangements (LEMA) and Local Recovery Plan (LRP) every five years. The Town's LEMA and LRP are now overdue for renewal.

Acknowledging the documents were coming due for renewal, Committee established a Working Group to undertake the task of producing compliant documents. While the Working Group was progressing to establish the new documents, the State Emergency Management Committee (now Office Emergency Management (OEM)) released new template documents to assist Local Governments to prepare compliant Arrangements.

In February 2017, the Town contracted Mr John Lane, EM Coordinator for WALGA to complete the LEMA and LRP.

Mr Lane attended the meeting and briefed the Committee on the documents:-

- Local Emergency Management Arrangements 2017
- Local Recovery Plan 2017
- Contacts and Resources Register

Once approved by the Committee the documents will be forward to the District Emergency Management Committee for endorsement. Once endorsed, the documents can then be presented to Council for adoption and forwarded to OEM for registering.

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

**BLEMC – 1/06/17** MOVED Mark Stoneman, Seconded Mark Bettridge, that the draft Local Emergency Management Arrangements and draft Local Recovery Plan that were attached to the Bassendean Local Emergency Management Agenda of 7 June 2017, be endorsed and referred to District Emergency Management Committee for endorsement.

CARRIED UNANIMOUSLY 7/0

#### **8.2 Flood Marker Discs**

At the February 2107 meeting, the Bassendean Local Emergency Management Committee resolved to support the replacement of the Flood Marker Bands on Western Power poles with Flood Marker Discs.

The discs have now been manufactured and delivered to the Town. A sample will be made available at the meeting.

All previous iterations of the mitigation exercise will be removed and the discs attached at the height of water in a 1% flood event. The flood signs (mostly located where a 4% flood event inundates roads) will be updated to reflect the change.

Installing flood markers at the end of jetties to denote the depth of the flood water at that point, will be listed for Council consideration in the draft 2017/18 Budget.

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**BLEMC – 2/06/17** MOVED Ken Cardy, Seconded Daniel Forsdyke, that the information on the flood marker discs be received.

CARRIED UNANIMOUSLY 7/0

### **8.3 2017 Annual and Preparedness Report Capability Survey**

Each year the Town, along with a further 169 Agencies that make up the Emergency Management (EM) sector, complete an Annual Report on actions with respect EM functions in the preceding 12-month period and a Preparedness Capability Survey. Both reports are provided to Office of Emergency Management (OEM) who compile a report to the Minister for Emergency Services that provides a state-wide view of capability, readiness and preparedness.

This year, OEM have combined the two reports as an online survey.

The Director Community Development will complete the survey and provide a copy at the next meeting.

#### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3**

**BLEMC – 3/06/17** MOVED Mark Bettridge, Seconded Mark Stoneman, that the information on the 2017 Annual and Preparedness Report Capability Survey be received.

**CARRIED UNANIMOUSLY 7/0**

### **8.4 Emergency Management Agency Reports**

#### **Office of Emergency Management (OEM)**

The Office of Emergency Management report was tabled at the meeting.

#### **District Emergency Management Committee (DEMC)**

The Central District Management Committee met on 24 May 2017. Minutes of the prior meeting were included with the agenda.

#### **North & East Metropolitan Recovery Group**

No meeting has been conducted in the past quarter.

#### **WALGA EMAG**

The EMAG met on 4 April 2017. The minutes of the meeting were included with the agenda.

### Local Welfare Committee

No meeting has been conducted in the past quarter. Child Protection Family Support has indicated preparedness to convene a Local Welfare Committee meeting for the Midland District in the near term.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

**BLEMC – 4/06/17** MOVED Ken Cardy, Seconded Daniel Forsdyke, that the Emergency Management Agency Reports be received.  
CARRIED UNANIMOUSLY 7/0

### **8.5 River Event Hazard Management Agency**

At the last meeting the Director Community Services was asked to investigate who would be the Hazard Management Agency (HMA) for an emergency event on the river in the Town and of the Town's role and responsibility.

The Office of Emergency Management advise that the HMA is dependent on the nature of the emergency. In most cases, the HMA will be WAPOL, but the Department of Water or Australian Maritime Safety Authority will assume the role where a vessel becomes a hazard or releases diesel/oils.

Regardless, it is unlikely the Town will be required to play a role.

A river emergency event would be dealt with through the State Emergency Management Plan, by the State Emergency Coordinator.

It was agreed that this type of emergency scenario should be considered as a possible future exercise.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

**BLEMC – 5/06/17** MOVED Cr Brown, Seconded Ken Cardy, that the Hazard Management Agency information on a river emergency event be received.  
CARRIED UNANIMOUSLY 7/0

## 8.6 Post-Incident Reports and Post Exercise Reports

### Exercise BASSWATER

The Town, in partnership with the City of Bayswater conducted Exercise BASSWATER on Wednesday 5 April 2017.

The exercise scenario was based on the 2015 "Duel Storm" exercise. Duel Storm was a widespread storm event that resulted in significant damage to both the City of Bayswater and Town of Bassendean.

The exercise consisted of establishing a combined Local Recovery Coordinating Group (LRCG) meeting for the two Local Government Authorities; the establishment and a meeting of the four Sub-Committees; and then a follow up combined LRCG meeting with reports from the Sub-Committees.

Approximately 50 people attended the exercise including 30 officers from the two Local Government Authorities. Several Agencies were represented on the LRCG and four independent assessors assessed the exercise.

The State Recovery Coordinator attended the exercise and followed up with a congratulatory email.

The Exercise Objectives were to:

- Practice **recovery management** planning via **combined** local government Local Recovery Coordinating Group (LRCG) meeting(s);
- Set up all four **Recovery Sub-Committees** and practise operational **recovery planning**.
- Build an awareness and understanding of the Local Recovery Coordination Group roles and responsibilities.

Considerable learning was taken from the exercise. Recommendations include:

*Both Local Governments Local Recovery Plans to be updated and amended to reflect the principles and intent of the "Local Recovery Guidelines" document produced by the Office of Emergency Management (OEM).*

Comment: The revised Local Recovery Plan attached to this agenda achieves this recommendation

*The respective LEMC's to consider including the establishment of a Communications Sub-Committee in their Local Recovery Plans.*

Comment: To be considered at the next review

*Where possible, each Local Recovery Coordinator is to identify key personnel to act as Chairs for each of the respective Sub-Committees and provide the necessary training to ensure their competency and capability to undertake the role.*

Comment: To be presented for consideration at a subsequent meeting.

*Where possible, provide "Introduction to Recovery Management" training to ALL local government personnel and additional recovery management training to personnel who have or are likely to be given a role in recovery management in an emergency.*

Comment: To be considered in the corporate training budget.

*City of Bayswater and Town of Bassendean to liaise and seek opportunities to jointly offer and deliver "Recovery Management" training to its employees.*

Comment: Officers to liaise on delivering cost saving measures.

*It was agreed that the Local Recovery Plan to be updated and amended to reflect the principles and intent of the "Local Recovery Guidelines" document produced by the Office of Emergency Management (OEM).*

#### Daniel Forsdyke – Midland Hospitals

Smoke from burn-offs is triggering smoke alarms in the hospital. The smoke has been bad – considered having to move patients out of the hospital. The fine weather is causing the smoke to hang around and accumulate.

#### COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.6

**BLEMC – 6/06/17** MOVED Cr Pule, Seconded Mark Stoneman, that post incident and post exercise reports be received.

CARRIED UNANIMOUSLY 7/0

**8.7 Contact Details and Key holders**

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

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7**

**BLEMC – 7/06/17** MOVED Daniel Forsdyke, Seconded Mark Bettridge, that the Committee members' contact details be confirmed as amended.

**CARRIED UNANIMOUSLY 7/0**

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

**Emergency Risk Assessment Tool**

John Lane briefed the committee on the Emergency Risk Assessment Tool within WALGA's LG Risk Vision system.

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8**

**BLEMC – 8/06/17** MOVED Ken Cardy, Seconded Mark Stoneman, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

**CARRIED UNANIMOUSLY 7/0**

**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 6 September 2017 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.55pm.