

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, 3 August 2016, commencing at 3.30pm.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

29 July 2016

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**

3.0 **DEPUTATIONS**

4.0 CONFIRMATION OF MINUTES

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

OFFICER RECOMMENDATION – ITEM 6.1

That the minutes of the additional BLEMC meeting held on 1 June 2016, 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

The annual capability assessment survey for 2016 was completed on line by the due date of 1 July. Attached with the agenda please find a copy of the completed survey.

OFFICER RECOMMENDATION – ITEM 8.1

That the information on the Annual Report and Capability Questions be received

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.

OFFICER RECOMMENDATION – ITEM 8.2

That the information on the Flood Mitigation Project be received

8.3 LEMA Review

As discussed last time, the LEMA review process continues. With the release of the new SEMC guidelines for preparing LEMAs, the draft LEMA in its current form requires to be assessed for alignment against the new guidelines.

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

OFFICER RECOMMENDATION – ITEM 8.3

That the information on the LEMA review be received

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.

OFFICER RECOMMENDATION – ITEM 8.4

That the information on the budget outcome be received

8.5 Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

Report to be tabled at the meeting.

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 due to meet 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 are attached with the agenda.

OFFICER RECOMMENDATION – ITEM 8.5

That the Emergency Management Agency Reports be received

8.6 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 8.6

That post incident and post exercise reports be received.

8.7 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 8.7

That the Committee members' contact details be confirmed as amended

8.8 Preparedness, Prevention, Response and Recovery Issues

Members are invited to discuss:

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

OFFICER RECOMMENDATION – ITEM 8.8

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, 2 November 2016 commencing at 3.30pm.