

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, 7 March, 2018, commencing at 3.30pm.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

28 February 2018

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 **ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER**

The Committee's Instrument of Appointment & Delegation states that the Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders 2011.

As this is the first Committee meeting, the positions for Presiding Member and Deputy Presiding Member must be decided.

The Director Community Development will conduct the election of the Presiding Member under delegated authority of the CEO.

ADP5 procedures attached to SEMC 2.5 Policy – Emergency Management for Local Government, prescribes the following:

- a) the LEMC Chair should be an elected member of Council;
- b) the LEMC Local Emergency Coordinator should be appointed as Deputy Chair (OIC of Kiara Police Station).

Presentation – Communication in Recovery

Sharna Sumpton, Strategic Project Officer, Media and Corporate Communications, WA Police, will be present the new guidelines to support local government in communicating in recovery.

3.0 DEPUTATIONS

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 6 September 2017

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

That the minutes of the BLEMC meeting held on 6 September 2017, 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 **Revised Local Emergency Management Arrangements and Revised Local Recovery Plan**

Following the June 2017 BLEMC meeting, the 2017 draft Town of Bassendean Local Emergency Management Arrangements (LEMA) and the 2017 draft Town of Bassendean Recovery Plan, were forwarded to Office of Emergency Management to be referred for State Emergency Management Committee (SEMC) for endorsement.

The Town received correspondence from the SEMC Executive Officer dated 11 December 2017, advising that the LEMA had been reviewed by the Office of Emergency Management for compliance with the requirements of the Emergency Management Act 2005, and that it meets the requirements under the Act.

SEMC's Executive Officer also advised that the Town of Bassendean's LEMA was tabled for noting at the last meeting of the SEMC held on 8 December 2017 (Resolution No.63/2017).

Copy of the above correspondence from SEMC is included with this agenda as **Attachment 1**.

OFFICER RECOMMENDATION – ITEM 8.1

That Council:

1. Notes that a review conducted by the Office of Emergency Management (OEM) of the 2017 draft Local Emergency Management Arrangements (LEMA) and draft Recovery Plan for compliance with the requirements of the Emergency Management Act (2005), and meet the requirements under the Act;

2. Notes that Town of Bassendean 2017 draft LEMA and draft Recovery Plan were tabled at the State Emergency Management Committee (SEMC) meeting held 8 December 2017, for noting (Resolution No 63/2017); and
3. Adopts the 2017 draft LEMA and Recovery Plan for use by the Town and that notes that the contacts will be updated periodically as required.

8.2 Emergency Risk Management

Having completed the State and District Level Risk Management Planning processes, the State Risk Project now focuses on Risks at a local level. Completion of Local Emergency Risk Management plans will complete the project and result in good understanding of Emergency Risks throughout the State and of treatment plans for those risks.

All Local Governments are required to undertake the Emergency Risk Management planning. The Town will be required to address four or five hazards and produce risk statements and treatment plans for each.

The City of Bayswater hosted an Office of Emergency Management (OEM) Workshop on 19 February 2018, explaining the required new Emergency Risk Management (ERM) process.

Attending local government representatives agreed that there were considerable benefits to be gained from utilising the results of the Metropolitan Emergency Management "**Risk Assessment Report**" and associated risk statements as the starting point for the project and basis for determining their key priority hazards.

The City of Bayswater is proposing that several Metropolitan LGAs with like risk profiles to undertake the ERM process together. In so doing, the process will be completed in a shorter period and each LGA would be responsible for arranging a single workshop.

The Town has received correspondence from John Lane, Coordinator Emergency Management Services, WALGA, regarding Risk Management Proposal, a copy of which is included with this agenda as **Attachment 2**.

The Town is a subscriber to WALGA Emergency Services. It is proposed that John Lane will facilitate the ERM process for the Town, commencing at the June meeting, when an hour will be set aside to consider the first hazard. WALGA will provide the risk report and mitigation/event risk plans as part of the Town's subscription.

OFFICER RECOMMENDATION – ITEM 8.2

That the Town of Bassendean's Emergency Risk Management Plan be prepared by WALGA Emergency Management Services and a series of workshops be held at consecutive LEMC meetings commencing in June 2018.

8.3 Flood Mitigation Project

The EMRC has advised the Town that its contractors have had difficulty with their flood modelling. It is hoped the final phases of the project will be progressed in the near future and once the flood inundation date is finalised.

OFFICER RECOMMENDATION – ITEM 8.3

That the information on the Flood Mitigation Project be received.

8.4 Flood Height Markers

Flood height markers are to be installed on jetties to denote the location of the jetty and the height of water over the jetty, when inundated by flood water. This will be done to coincide with the installation of the 1% ARI flood discs on existing power poles and occur when the weather breaks.

OFFICER RECOMMENDATION – ITEM 8.4

That the information on the Flood Height Marker Project be received.

8.5 Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

The Town of Bassendean has received correspondence from the Office of Emergency Management, Executive Director and State Recovery Coordinator, dated 25 October 2017, regarding Pre-Season Preparedness – Recovery, including Recovery Arrangements in Western Australia: Summary for Local Governments, October 2017, a copy of which is included with this agenda as **Attachment 3.**

District Emergency Management Committee (DEMC)

The DEMC has met on 23 November 2017. Minutes of the meeting are included with this agenda as **Attachment 4.**

Metropolitan North & East Recovery Group

The Metropolitan North & East Recovery Group met at the City of Stirling on 14 February 2018. Draft minutes of the meeting, and draft “Partnering Agreement, Metropolitan North & East Recovery Group for the Provision of Mutual Aid For Recovery During Emergencies” are included as **Attachment 5.**

The adopted Agreement was made effective for a 4-year period and has now lapsed. At the meeting, it was agreed to enter into a new 4-year Agreement. A signing ceremony will be arranged once all 8 parties have recommitted to remaining a partner.

LEMC is requested to endorse the Town’s ongoing participation in the Metropolitan North & East Recovery Group.

WALGA Local Government Emergency Management Advisory Group

Since the last meeting of the BLEMC, the Local Government Emergency Management Advisory Group met on 12 September and 12 December 2017. Minutes for the meetings are included with this agenda as **Attachments 6 & 7.**

Local Welfare Committee

Local Emergency Management Plan for the Provision of Welfare Support Midland Region - updated November 2017, is included as **Attachment 8.**

No meeting has been conducted in the past quarter.

OFFICER RECOMMENDATION – ITEM 8.5

That:

1. The Emergency Management Agency Reports be received;
2. The draft Partnering Agreement, Metropolitan North & East Recovery Group for the Provision of Mutual Aid for Recovery during Emergencies, be endorsed; and
3. The Town's ongoing participation in the Metropolitan North & East Recovery Group, be confirmed.

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, 6 June 2018 commencing at 3.30pm.