

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN

ON WEDNESDAY 7 MARCH 2017, AT 3.30PM

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

The Director Community Development declared the meeting open, welcomed all those in attendance and conducted an Acknowledgement of Country.

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

Election of Presiding Member

Under delegated authority of the Chief Executive Officer, the Director Community Development conducted the election of the Presiding Member. One nomination was received for Cr Bob Brown. The Director Community Development declared Cr Bob Brown elected as Presiding Member.

Election of Deputy Presiding Member

In accordance with ADP 5 Regulations, the LEMC Local Emergency Coordinator (Mark Stoneman, OIC of Kiara Police Station) was appointed as Deputy Presiding Member.

3.0 **ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Present

Cr Bob Brown, Presiding Member
Mark Stoneman, IOC Kiara Police, Deputy Presiding Member
Cr Melissa Mykytiuk
Nigel Elliott, DO Swan, DFES
Gordon Munday, Bassendean Unit Manager, SES
Merveen Cross, Office of Emergency Management

Officers

Graeme Haggart, Director Community Development
Ken Cardy, Manager Asset Services
Sharna Merritt, Senior Ranger
Amy Holmes, Minute Secretary

Apologies

Ryan Hamlin, Child Protection Family Support
St John of God Midland Hospitals
Simon Stewert-Dawkins, Director Operational Services

Visitors

Sharna Sumpton, WA Police

4.0 DEPUTATIONS

Communication in Recovery

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

5.0 CONFIRMATION OF MINUTES

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

COMMITTEE/OFFICER RECOMMENDATION – ITEM 5.1

MOVED Nigel Elliott, Seconded Ken Cardy, that the minutes of the BLEMC meeting held on 6 September 2017, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

7.0 DECLARATIONS OF INTEREST

Nil

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

9.0 OFFICER REPORTS

9.1 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).

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.1

BLEMC – 1/03/18 MOVED Gordon Munday, Seconded Mark Stoneman, that Council:

1. Notes that a review conducted by the Office of Emergency Management (OEM) of the 2017 Local Emergency Management Arrangements (LEMA) and 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 LEMA and 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 LEMA and Recovery Plan for use by the Town and that notes that the contacts will be updated periodically as required.

CARRIED UNANIMOUSLY 7/0

9.2 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.

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.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

BLEMC – 2/03/18 MOVED Cr Mykytiuk, Seconded Mark Stoneman, 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.

CARRIED UNANIMOUSLY 7/0

9.3 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.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

BLEMC – 3/03/18 MOVED Cr Mykytiuk, Seconded Ken Cardy, that the information on the Flood Mitigation Project be received.

CARRIED UNANIMOUSLY 7/0

9.4 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.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4

BLEMC – 4/03/18 MOVED Sharna Merritt, Seconded Mark Stoneman, that the information on the Flood Height Marker Project be received.

CARRIED UNANIMOUSLY 7/0

9.5 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 was included with the agenda.

District Emergency Management Committee (DEMC)

The DEMC met on 23 November 2017. Minutes of the meeting were included with the agenda.

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” were included with the agenda.

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 were included with the agenda.

Local Welfare Committee

Local Emergency Management Plan for the Provision of Welfare Support Midland Region - updated November 2017, were included with the agenda.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.5

BLEMC – 5/03/18 MOVED Ken Cardy, Seconded Cr Mykytiuk, 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.

CARRIED UNANIMOUSLY 7/0

9.6 Post-Incident Reports and Post Exercise Reports

HAZMAT incident at Bunnings, Inglewood

- Very difficult and challenging for firefighters.
- Need for immediate evacuation. Warning areas incorporated two local government areas.
- Difficulty with incorrect contact details. Demonstrated the need for up-to-date contact details.
- Recovery commenced very early on.
- A lot of media interest. Important to make sure that all agencies are on top of things.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 9.6

BLEMC – 6/03/18 MOVED Cr Mykytiuk, Seconded Gordon Munday, that the post incident and post exercise report be received.

CARRIED UNANIMOUSLY 7/0

9.7 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 9.7

BLEMC – 7/03/18 MOVED Cr Mykytiuk, Seconded Mark Stoneman, that the Committee members' contact details be confirmed, as amended.

CARRIED UNANIMOUSLY 7/0

9.8 Preparedness, Prevention, Response and Recovery Issues

Concern was raised regarding response and recovery should there be a boating incident on the River – who is the responsible agency – Transport Marine section, Swan River Trust, Maylands Water Police, Manpower and support from SES. It was suggested that Town staff make contact with the Department of Transport about roles and responsibilities.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.8

BLEMC – 8/03/18 MOVED Mark Stoneman, Seconded Nigel Elliott, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 7/0

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

12.0 CONFIDENTIAL BUSINESS

Nil

13.0 CLOSURE

The next meeting will be held on Wednesday 6 June 2018, commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.50pm.