

# **TOWN OF BASSENDEAN**

## **MINUTES**

### **BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN**  
**ON WEDNESDAY 1 JUNE 2016 AT 3.30PM**

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

##### **Acknowledgement of Country**

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  
Mick Dilallo, DO Darling Range, DFES  
Daniel Forsdyke, St John of God Midland Hospitals  
Gordon Munday, Manager, Bassendean SES  
Snr Sgt Ian North, Central Metro Response, East  
Snr Sgt Mark Stoneman, OIC Kiara Police Station

##### **Officers**

Sharna Merritt, Senior Ranger  
Ken Cardy, Manager Asset Services  
Simon Stewert-Dawkins, Director Operational Services  
Graeme Haggart, Director Community Development  
Amy Holmes, Minute Secretary

##### **Apologies**

Maria Fatouros, Senior Environmental Health Officer  
Merveen Cross, SEMC Secretariat

**3.0 DEPUTATIONS**

Nil

**4.0 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 6 April 2016**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 6.1**

MOVED Sharna Merritt, Seconded Daniel Forsdyke, that the minutes of the BLEMC meeting held on 6 April 2016, be confirmed as a true record.

**CARRIED UNANIMOUSLY** 10/0

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

Nil

**6.0 DECLARATIONS OF INTEREST**

Nil

**7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

**8.0 OFFICER REPORTS**

**COMMITTEE RECOMMENDATION – ITEM 8.0(a)**

**BLEMC – 1/06/16** MOVED Gordon Munday, Seconded Cr Brown, that Standing Orders be suspended, the time being 3.35pm.

**CARRIED UNANIMOUSLY** 10/0

### **8.1 Annual Exercise – “T Bone”**

The Committee conducted its Annual Exercise scenario:

*At approximately 0745 hours this morning a truck carrying 8 x 1000 litre Intermediate Bulk Containers (IBC) of Hydrogen Peroxide (H2O2) collided with a west bound train whilst in the process of turning right from Railway Parade into Collier Road Bassendean.*

#### **COMMITTEE RECOMMENDATION – ITEM 8.0(b)**

**BLEMC – 2/06/16** MOVED Ken Cardy, Seconded Cr Brown, that Standing Orders be resumed, the time being 4.20pm.  
**CARRIED UNANIMOUSLY 10/0**

### **8.2 Completion Of Annual Report And Capability Questions**

The Annual Preparedness report capability assessment survey for 2016 is due 1 July 2016. This year the survey is available on line. The DCD will complete and submit the survey and as in the past, present it to the next meeting of this Committee.

#### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2**

**BLEMC – 3/06/16** MOVED Sharna Merritt, Seconded Gordon Munday, that the information on the Annual Report and Capability Questions be received  
**CARRIED UNANIMOUSLY 10/0**

### **8.3 Emergency Management Agency Reports**

#### **State Emergency Management Committee (SEMC)**

The Town has received correspondence from SEMC Executive Director, Mal Constedt as follows:

*“Firstly, we are very pleased to announce the launch our re-designed website [www.semc.wa.gov.au](http://www.semc.wa.gov.au). His new website has a stronger platform, an innovative design and a layout aimed at making the site user-friendly and easier to navigate.*

*As the peak body for emergency management in Western Australia (WA), the SEMC wanted to create a website to provide our stakeholders with useful and relevant information on emergency management in WA.*

*We also want to foster the sharing of knowledge, so I encourage you to visit the website and familiarize yourself with the wealth of emergency management information that is available.*

*Secondly, the SEMC has approved the suite of State emergency management (EM) documents for WA that will come into effect on 24 May 2016. These documents will be available on the SEMC website on the effective date and consist of:*

- the State Emergency Management Policy (State EM Policy);*
- the State Emergency Management Plan (State EM Plan);*
- Hazard Specific Plans (Westplans);*
- State Emergency Management Procedures (State EM Procedures);*
- State Emergency Management Guidelines (State EM Guidelines); and*
- State Emergency Management Glossary (State EM Glossary).*

*This achievement signifies the completion of an important phase in the State EM Policy and Governance Review Project. The suite of State EM documents are an amalgamation of current documents and replace the State Emergency Policies (SEMP policies) and Administration Procedures (ADPs), Operational Procedures (OPs) and Training Procedures (TPs).*

*It is recommended that local governments insert the attached State EM Policy Documents Mapping Sheet into the front of their Local Government Emergency Arrangements (LEMA) as an addendum. This will ensure the appropriate sections within the State EM Policy, State EM Plan and individual procedures can be located when required. Alternatively, if local governments are currently in the process of reviewing their LEMA, reference should be made to the relevant sections within the State EM Policy, Plan and individual procedures.*

*I would also like to draw your attention to some matters of note with the new documents, in particular:*

- they highlight the roles and responsibilities given by the SEMC to public authorities, including local government - refer to the State EM Policy;*
- the documents contain the same policy statements and operational arrangements within the former SEMP policies but with statement of fact (factual) amendments;*
- Westplan - Freight Subsidy (Isolated Communities) has been revoked; and*
- the current Westplans have been updated to reference appropriate sections within the State EM Policy and State EM Plan, except in relation to the following Westplans:*
  - Westplan - Recovery Coordination has been incorporated within the State EM Policy and State EM Plan;*

- *Westplans - Emergency Public Information, Health, Welfare, Reception, Registration and Reunification and Telecommunications have been included in the State EM documents and also, as applicable, in:*
  - *the new State Emergency Public Information Plan;*
  - *the Department of Health's new State Health Emergency Response Plan;*
  - *the Department of Child Protection and Family Support's new State Emergency Welfare Plan and its annexes on Reception and*
  - *Registration and Reunification; and*
  - *State Emergency Telecommunications Plan.*

*On behalf of the SEMC, I would like to express my appreciation for local governments' contribution to the State's emergency management arrangements. The SEMC looks forward to working with local governments in the next phase of the Policy and Governance Review Project, during which a review will be undertaken to enhance the State EM arrangements."*

A copy of the State Emergency Management documents Mapping Sheet was included with the agenda.

#### District Emergency Management Committee (DEMC)

The next meeting of the Central DEMC is scheduled to be held on 23 June 2016.

#### North & East Metropolitan Recovery Group

No report.

#### WALGA EMAG

The May 2016 edition of the WALGA EM news was included with the agenda.

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

**BLEMC – 4/06/16** MOVED Mark Stoneman, Seconded Mick Dilallo, that the Emergency Management Agency Reports be received  
CARRIED UNANIMOUSLY 10/0

#### **8.4 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.

#### **SES**

13 jobs attended during the last storms – trees down, localised flooding, roof and structural damage.

#### **COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.4**

**BLEMC – 5/06/16** MOVED Sharna Merritt, Seconded Mark Stoneman, that post incident and post exercise reports be received.  
**CARRIED UNANIMOUSLY 10/0**

#### **8.5 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 8.5**

**BLEMC – 6/06/16** MOVED Ken Cardy, Seconded Simon Stewert-Dawkins, that the Committee members' contact details be confirmed as amended.  
**CARRIED UNANIMOUSLY 10/0**

#### **8.6 Preparedness, Prevention, Response and Recovery Issues**

#### **Rangers**

Informing the community, through the Bassendean Briefings, to be prepared for the storm season.

#### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6**

**BLEMC – 7/06/16** MOVED Gordon Munday, Seconded Daniel Forsdyke, that Preparedness, Prevention, Response and Recovery Issues raised, be received.  
**CARRIED UNANIMOUSLY 10/0**

**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 13 August 2016 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.30pm.