

**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, 18 February 2015, commencing at 3.30pm.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

13 February 2015

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**A G E N D A**

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

**Acknowledgement of Country**

The Town of Bassendean acknowledges the Wadjuk People of the Nyoongar Nation as the 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**                    **PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC**

*Members of the public who wish to do so may ask questions or address the Committee at this point in the agenda.*

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

**4.0 DEPUTATIONS**

**5.0 CONFIRMATION OF MINUTES**

**5.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 10 December 2014**

**OFFICER RECOMMENDATION – ITEM 5.1**

That the minutes of the additional BLEMC meeting held on 10 December 2014, be confirmed as a true record.

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

**7.0 DECLARATIONS OF INTEREST**

**8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

**9.0 OFFICER REPORTS**

**9.1 Local Government Reform**

In recent days, the position of the Town in relation to the Local Government Reform has been clarified with Council resolving at a Special Council Meeting held on Tuesday 10 February 2015 to withdraw from the process.

The outcome of the Local Government Reform process remains fluid and undetermined at the time of preparing this agenda.

It is never-the-less a dramatically different position to that detailed in the December meeting agenda. This agenda is premised on the Town retaining independence.

## **Local Emergency Management Arrangements/Recovery Plan**

In May 2013, the Committee appointed a Working Party to finalise the endorsed LEMA/Recovery Plan. Members of that Working Party are Cr Pule, Graeme Haggart, Gordon Munday, Tex McPherson, Merveen Cross, Snr Sgt Ian North and Sharna Murton.

The Committee would recall the Working Party met and recommended no action be taken pending the outcome of the review of SEMC Policy 2.5. More recently, the Committee proposed not to finalise the documents given the Local Government Reform process.

Completing the draft endorsed Arrangements is now to be considered. However, there has been a period of time since the document was drafted. New template documents have now been prepared by SEMC and contemporary best practice LEMA's that utilised the template, are available to assist in the preparation of compliant arrangements for the Town.

The Committee is asked to review the Working Party membership and set a date for the Working Party to meet.

### **OFFICER RECOMMENDATION – ITEM 9.1(a)**

That the Local Emergency Management Arrangements and Local Recovery Plan Working Party:

1. Include the following members \_\_\_\_\_; and
2. Meet to progress the draft Arrangements on \_\_\_\_\_ 2015.

### **LEMC Meetings**

Council will in due course be required to consider meeting dates for the LEMC for the period from 1 July to the date of the Council elections in October.

Council has resolved for the next meeting to be 20 May.

At the last meeting, the Committee resolved to recommend a joint meeting between the Bassendean LEMC and Bayswater LEMC be conducted in early 2015. The request was supported by the Bayswater LEMC and an informal meeting was proposed for 15 March. It is noted that this meeting may not proceed given the “hold” on deliberations imposed by Bayswater.

### **Annual Exercise**

The City of Bayswater LEMC has agreed to participate in a joint LEMC exercise with Town of Bassendean as previously invited: Date 24 June 2015.

Bayswater LEMC next meets on 3 March and will consider nominating 1 or 2 members to form a joint working/planning group to work up the exercise. The City of Bayswater EMO and DCD agree to liaise and facilitate exercise planning and joint working group function.

A storm or flood scenario has been proposed being as they are common hazards to both municipalities.

The Committee is requested to consider appointing members to the exercise planning working group.

### **OFFICER RECOMMENDATION – ITEM 9.1(b)**

That the joint Bassendean/Bayswater LEMC exercise Working Party Members include: \_\_\_\_\_ & \_\_\_\_\_ .

## **9.2 Flood Mitigation**

In relation to the NDRP grant application submitted in September 2014, the December 2014 SEMC Communique included the following:

*“The Natural Disaster Resilience Program (NDRP) assessment of the 2014-15 applications is underway. Of 51 applications, 30 have been deemed eligible for assessment. The panel is likely to complete deliberations by early December and will make recommendations out of session.*”

*Following endorsement of the SEMC, the Minister for Emergency Services will approve all projects, as per Commonwealth requirements. Successful applicants will be advised following Ministerial approval being granted."*

An email was received on 3 February 2015 from the newly appointed Grants Administrator at SEMC Secretariat advising:

*"The applications were assessed last year, and the WA Minister has approved the successful projects. I am now waiting for approval from the Federal Minister, after which I will contact you to advise of the outcome.*

*I am aware this process has taken longer than originally intended, so I hope to be able to advise of the outcome in the very near future."*

At this time, the DCD is not aware if our application is one of the 30 eligible applications, but this is likely to be known in the near future.

#### OFFICER RECOMMENDATION – ITEM 9.2

That the information on the Natural Disaster Resilience Project be received.

### **9.3 Emergency Management Agency Reports**

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

Attached with the Agenda please find the December SEMC Communique.

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

Determination of the revised DEMC structure is still required. On 11 February, the District Officer SES North Metro, Stephen Summerton, wrote: *"Please note I am waiting on advice re the way forward i.e. one DEMC for the new region or continue with two - the East and Central DEMC."*

See also the comment on the DEMC structure in the WALGA EM update attached.

The next meeting of the East Metro DEMC is scheduled for March 13 – to be held at Mundaring. The meeting minutes will be circulated once received.

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

The Shire of Kalamunda will host a Partners meeting to be arranged for April and will pass Secretariat function to the Shire of Mundaring for the following 12 months.

### **WALGA EMAG**

Attached to the Agenda are the minutes of the 11 December 2014 meeting. Of particular note, the Group is reviewing the 9 LG Emergency Management priority issues that include consideration to an industry wide disaster recovery fund scheme to be developed and promoted by LGIS. The DCD has discussed progressing the development of the scheme with LGIS Senior Risk Consultants and has been advised the project remains live and being actively pursued.

The group next meets on Wednesday 11 March.

Please find attached WALGA EM Update Edition 1.

### **Midland Region Welfare Group**

On 16 January 2015, Terry Sillitto emailed the attached and stated the following:

*“Please find attached a recently developed 'Offers of Assistance' form that CPFS has prepared in conjunction with Volunteering WA and ADRA.*

*It is not uncommon when operating a Welfare Evacuation Centre for unaffected members of the community to arrive, wishing to make various offers of support in the form of goods, services, accommodation and other.*

*Finding the time to discuss these offers with the members of the public can be very difficult when trying to set up the centre and provide support to evacuees.*

*The attached form can be provided to people making offers, which has the advantage of:*

- *Freeing-up Evacuation Centre staff and volunteers to carry on with other essential duties,*

- *Provides an accurate record of exactly what is being offered,*
- *Provides a written record for handover to Volunteering WA or ADRA should they be activated*
- *Provides easy to access information for evacuees seeking donations of goods, services, accommodation or other.*

*The 'Offers of Assistance' form should be printed on a light blue paper and I would suggest LGA's keep approximately 50 copies in your kit.*

*When the LGA is first to arrive at the Welfare Evacuation Centre, and members of the public start to arrive with offers of support, it is recommended that you utilise these forms.*

*It is important to note the disclaimer at the top of this form. Once the forms have been completed by those making offers, the forms should be placed on a pin up board or on a table where evacuees can access the forms themselves, and decide which offers they would like to follow up on. Staff from CPFS or LGAs should not be recommending particular offers of assistance to evacuees, but simply making them aware that various offers of assistance exist.”*

The Town has recently improved Hot Kit capability and has added the form to the kits.

### OFFICER RECOMMENDATION – ITEM 9.3

That the Emergency Management Agency Reports be received

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## **9.4 Contact Details and Key holders**

The current Contact Details and Key holders are included as Part 4 of the Town's LEMA. It was agreed at an earlier meeting that each member would inform the DCD of any changes required.

All notified required changes have been actioned.

### OFFICER RECOMMENDATION – ITEM 9.4

That the Committee members' contact details be confirmed as amended.

**9.5 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 9.5**

That post incident and post exercise reports be received.

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

Members are invited to discuss:

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

**OFFICER RECOMMENDATION – ITEM 9.6**

That Preparedness, Prevention, Response and Recovery Issues raised, be received.

**10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

**12.0 CONFIDENTIAL BUSINESS**

**13.0 CLOSURE**

The next meeting date to be held on Wednesday, 20 May 2015 commencing at 3.30pm.