

# TOWN OF BASSENDEAN

## MINUTES

### BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN ON WEDNESDAY 6 JUNE 2018, AT 3.30PM

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

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 Bob Brown, Presiding Member  
Cr Melissa Mykytiuk  
Eddie Tighe, Kiara Police  
Ryan Hamlin, CPFS  
Nigel Elliott, DFES  
Simon Stewert-Dawkins, Director Operational Services  
Greg Neri, A/Director Community Development  
Ken Cardy, Manager Asset Services  
Sharna Merritt, Senior Ranger  
Amy Holmes, Minute Secretary

##### Apologies

Mark Stoneman, Kiara Police  
Graeme Haggart, Director Community Development  
Maria Fatouros, Senior Environmental Health Officer

#### 3.0 DEPUTATIONS

Nil

**4.0 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 7 March 2018**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Sharna Merritt, Seconded Cr Mykytiuk, that the minutes of the BLEMC meeting held on 7 March 2018, be confirmed as a true record.

**CARRIED UNANIMOUSLY 7/0**

**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**

**8.1 Emergency Management Agency Reports**

At the time of compiling the agenda, no Emergency Management Agency Reports had been received.

**8.2 Post-Incident Reports and Post Exercise Reports**

Nil reported.

**8.3 Contact Details and Key Holders**

Nigel Elliott advised the Committee that he will be on leave for the next three months. Wayne Lowe will be acting in the position of District Officer Swan. Contact details will remain the same:

Department of Fire & Emergency Services  
Operations  
District Officer Swan  
91 Leake Street, Belmont WA 6104  
GPO Box P1174, Perth WA 6844  
Tel (08) 9478 8305 Fax (08) 9479 9379  
Mobile 0409 379 584  
[www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

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

- Correspondence received from the State Emergency Management Committee regarding the 2018 Emergency Preparedness Report and annual capability survey. The capability questions are to be completed and submitted no later than **13 June 2018**. A copy of the letter will be distributed with the minutes.
- Correspondence received from the State Emergency Management Committee regarding the Revocation of Westplan Dambreak. Any reference to Westplan Dambreak needs to be removed from agency plans and policies as they are reviewed. A copy of the letter will be distributed with the minutes.
- Correspondence received from the State Emergency Management Committee Public Information Reference Group regarding the Recovery Communications Project. 'Communicating in Recovery Guidelines' have been developed to provide LGA's with advice on how to best prepare for and manage the recovery communications function and provides a variety of templates to assist with that work. A copy of the letter will be distributed with the minutes.
- Cr Mykytiuk referred to the WAPC Bushfire Management Plan for Ashfield Flats and asked if DFES has had any further input. Nigel Elliott will email an update to the Director Operational Services to be included with the minutes.

It should be noted that DFES - North East Bushfire Risk Management Branch has confirmed that DFES would not have provided further comment on the original Department of Planning Lands & Heritage draft Fire Management Plan presented to this BLEMC meeting.

At this stage the Department of Planning Lands & Heritage have not re-presented the draft Fire Management Plan

- Ryan Hamlin advised of a recent training session on opening and running of evacuation centres. Next session will be July/August.
- Nigel Elliott advised of some structural changes in DFES with the creation of a rural fire division.
- Simon Stewert-Dawkins advised that as a result of a preparedness exercise undertaken two years ago involving a truck running into and destroying the Ashfield pedestrian bridge, Main Roads have come up with a solution to protect the bridge from any potential accidents whilst also maintaining the ficus trees.

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

**BLEMC – 1/06/18** MOVED Cr Mykytiuk, Seconded Nigel Elliott, that the Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 7/0

### **8.5 Natural Disaster Relief and Recovery Arrangements**

Under the joint Australian Government-State *Natural Disaster Relief and Recovery Arrangements (NDRRA)*, assistance is provided to alleviate the financial burden on States and Territories. It also supports the provision of urgent financial assistance to disaster affected communities. Arrangements commence 1 July 2018.

On Monday 7 May 2018, the Office of Emergency Management provided a 20 minute NDRRA powerpoint presentation to a cross section of Main Roads Western Australia (MRWA) and Local Government Authority officers.

*An update will be provided at the next meeting.*

### **9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Cr Bob Brown advised that he will be submitting a notice of motion, that Town officers report back on the accuracy of flood levels of the 1830 Swan River Colony flood event.

**11.0**                    **CONFIDENTIAL BUSINESS**

Nil

**12.0**                    **CLOSURE**

The next meeting will be held on Wednesday 5 September 2018 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.05pm.



Government of **Western Australia**  
State Emergency Management Committee

Our Ref: 3058/388  
Enquiries: [capability@oem.wa.gov.au](mailto:capability@oem.wa.gov.au)  
Telephone: (08) 65514011

Dear Sir/Madam

## **2018 EMERGENCY PREPAREDNESS REPORT**

As you are aware, the State Emergency Management Committee (SEMC) reports annually to the Minister for Emergency Services on the preparedness of the State to combat emergencies (Section 14a *Emergency Management Act 2005*) and provides direction, advice and support in order to plan and prepare for an efficient EM capability for the State (Section 14b *Emergency Management Act 2005*).

In order to do this the Office of Emergency Management (OEM) has prepared its annual capability survey for the 170 agencies that make up the Emergency Management (EM) sector. These individual organisation responses are combined to provide a state-wide view of capability, readiness and preparedness.

Every year we strive to make both the quality of the data and the ease of collection better. The information sought may be held by a number of individuals within your local government so we recommend that the relevant staff meet to answer collectively to simplify the process and save time.

To minimise multiple reporting requirements, we have combined the preparedness and annual reporting questions into one survey. This will fulfil the legislative requirements of the Local Emergency Management Committees (LEMCs), and Hazard Management Agencies (HMAs) as detailed in s.33 and s.40(1) of the *Emergency Management Act 2005*.

A link has been included to a short instructional video both within the survey and this e-mail. The e-mail also provides an individual link to the survey.

We would greatly appreciate the capability questions to be completed and submitted by **no later than 13th June 2018**, so we may compile the results for the annual and preparedness reports in a timely fashion.

**NOTE:** Completion and submission of this survey will be established as an eligibility criterion for mitigation funding applications such as AWARE and NDRP.

We look forward to your local government's valuable contribution. If you have any questions or require further information, please do not hesitate to contact your District Advisor or the Capability Team - [capability@oem.wa.gov.au](mailto:capability@oem.wa.gov.au) or 08-6551 4011

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ron F Edwards', written in a cursive style.

Dr Ron F Edwards  
**CHAIRPERSON**  
**STATE EMERGENCY MANAGEMENT COMMITTEE**

1 May 2018



Our Ref: 3058/393  
Enquiries: Muriel Leclercq  
Telephone: (08) 6551 4018

**FOR THE ATTENTION OF THE CHIEF EXECUTIVE OFFICER**

**REVOCATION OF WESTPLAN DAMBREAK**

Further to my correspondence to you in July 2017, I write to advise you that the State Emergency Management Committee (SEMC) approved the revocation of Westplan Dambreak on 9 March 2018.

Prior to the approval, the SEMC considered a revocation report, prepared by the Office of Emergency Management in accordance with *State EM Policy Statement 1.5.7* and *State EM Preparedness Procedure 3 – Revocation of a EM Plan, including Hazard Specific Plans (Westplans)*.

I thank you for your input into the revocation process and request that your organisation remove references to Westplan Dambreak from agency plans and policies as they are reviewed.

Should you have any questions, please contact Ms Muriel Leclercq, Director Assurance by email on [Muriel.Leclercq@oem.wa.gov.au](mailto:Muriel.Leclercq@oem.wa.gov.au) or by phone on (08) 6551 4018.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ron Edwards'.

Dr Ron Edwards  
**CHAIR**  
**STATE EMERGENCY MANAGEMENT COMMITTEE**

22 / 05 / 2018



SEMC  
Public  
Information  
Reference Group

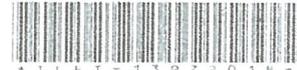
C/O WESTERN AUSTRALIA POLICE FORCE  
MEDIA AND CORPORATE COMMUNICATIONS

POLICE HEADQUARTERS  
2 ADELAIDE TERRACE, EAST PERTH  
WESTERN AUSTRALIA 6004  
TELEPHONE : (08) 9222 1011

Your Ref:  
Our Ref: SEMC PIRG Recovery Communications Project  
Inquiries: (08) 9222 1011

Mr Bob Jarvis  
Chief Executive Officer  
Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6934

Document # ILET-13972018  
Date 15 05 2018  
Officer BOB JARVIS  
File GOVR/LREGLIA/19



Dear Mr Jarvis,

#### RECOVERY COMMUNICATIONS UPDATE

I am writing to provide an update to the correspondence you were sent from Mr Neil Stanbury, the then Chair of the State Emergency Management Committee's (SEMC) Public Information Reference Group (PIRG), dated 15 May 2017. This correspondence referred to the 'Recovery Communications Project' being progressed to identify new ways to support Local Government Authorities (LGAs) with the recovery communications function.

I am pleased to be able to advise you that a significant amount of work has taken place since that initial contact with your LGA, which has resulted in the development of the SEMC PIRG 'Communicating in Recovery Guidelines'. The guidelines provide LGAs with advice on how best to prepare for and manage the recovery communications function and provides a variety of templates to assist with that important work. In addition, further work has been undertaken to ensure LGAs can access state level communications advice during the recovery phase of an emergency.

I would like to take this opportunity to thank all LGAs who provided input into this project, either directly in response to the initial correspondence, via their Local Emergency Management Committee or via other local emergency management groups – the information gathered during that consultation process has directly shaped the final product being provided to you now.

It is also important that I note this project would not have been possible without the funding we received under the National Disaster Resilience Program (NDRP) and the in-kind support provided by Western Australia Police Force and Australian Red Cross. The NDRP funds enabled us to engage the services of Ms Sharna Sumpton, who has been the primary point of contact with LGAs throughout this project, and I thank all LGA staff who shared their time, knowledge and experience with Sharna on this project.

Lastly, I also acknowledge the commitment and expertise of the Project Advisory Group that oversaw this project, which was made up of SEMC PIRG Members, Australian Red Cross, WA Local Government Association and the former Chair of SEMC PIRG, Mr Neil Stanbury.

I have enclosed with this letter two printed copies of the SEMC PIRG 'Communicating in Recovery Guidelines' – one copy for whoever is best placed to manage your recovery communications needs and another for whoever is best placed to manage your broader emergency management needs. With those copies is one USB thumb drive containing the templates referred to in the guidelines and a pdf copy of the guidelines booklet.

Should your LGA require any further information regarding the guidelines, please contact me directly via email at [samuel.dinnison@police.wa.gov.au](mailto:samuel.dinnison@police.wa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Dinnison', written in a cursive style.

Samuel Dinnison  
A/Chair, SEMC Public Information Reference Group

15 May 2018

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