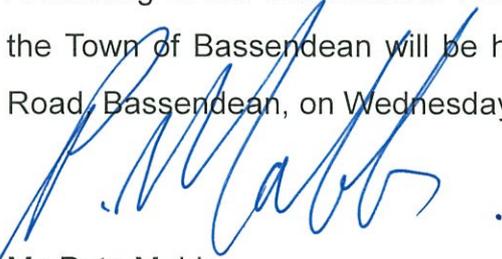


TOWN OF BASSENDEAN
NOTICE OF A MEETING OF THE
BASSENDEAN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

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, 5 June 2019, commencing at 3.30pm.



Ms Peta Mabbs
CHIEF EXECUTIVE OFFICER

31 May 2019

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

Acknowledgement of Traditional Owners

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

Apologies

Cr Brown – Leave of Absence

3.0 **DEPUTATIONS**

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 6 March 2019

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

That the minutes of the BLEMC meeting held on 6 March 2019, 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 Flood Mitigation Project - Update

The Town of Bassendean has completed the mapping and is in possession of flood markers for installation. A decision will need to be made by the Town of Bassendean as to the engagement of suitable contractors for the completion of the installation of flood markers.

OFFICER RECOMMENDATION – ITEM 8.1

That the information on the Flood Mitigation Project be received

8.2 Local Government Emergency Risk Management Project Report (Attachment 1)

The Town of Bassendean is currently a participant in the State Risk Assessment Project Local. The first hazard workshop dealing with Heatwave took place on 7 November 2018 at the City of Bayswater hosted by officers from DFES Special Risks Section.

The Town of Bassendean is awaiting confirmation of the location and timing of the next workshop in the series.

In the interim, the LEMC should discuss the Heat Wave Risk Register to determine whether risk statements with a treatment priority of 1 or 2 meet the requirements for treatment at the local level.

OFFICER RECOMMENDATION – ITEM 8.2

That the LEMC discuss treatment options relative to the Heat Wave hazard and that details of any discussion be added to the risk register for future reference during the treatment phase.

8.3 Town of Bassendean LEMC Business Plan

In line with State Emergency Preparedness Procedure 7, the Executive Officer should:

- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of LEMAs.

The Executive Officer has prepared the Town of Bassendean's LEMC Business Plan for discussion and adoption ([Attachment 2](#)).

OFFICER RECOMMENDATION – ITEM 8.3

That the Town of Bassendean LEMC adopt the Business Plan 2019 subject to future amendment as required.

8.4 Emergency Management Agency Reports

SEMC Business Unit

The SEMC Business Unit Report will be provided by Merveen Cross, at the meeting.

District Emergency Management Committee (DEMC)

The Central DEMC Minutes will be circulated when received.

WALGA EMAG

The WALGA EMAG minutes will be distributed when received.

Local Welfare Committee

No meeting has been conducted in the past quarter.

OFFICER RECOMMENDATION – ITEM 8.4

That the Emergency Management Agency Reports be received.

8.5 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 8.5

That post incident and post exercise reports be received.

8.6 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 8.6

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

8.7 Preparedness, Prevention, Response and Recovery Issues

Members are invited to discuss:

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

OFFICER RECOMMENDATION – ITEM 8.7

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

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

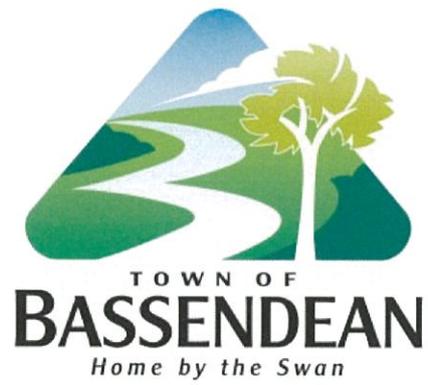
10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

11.0 CONFIDENTIAL BUSINESS

12.0 CLOSURE

The next meeting of the BLEMC is to be held on Wednesday, 4 September 2019, commencing at 3.30pm.

ATTACHMENT NO. 1



RISK MANAGEMENT REPORT

DECEMBER 2018

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Introduction

In 2013, the State Emergency Management Committee (SEMC) initiated the State Risk Project, which was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels. Consequently, a series of state-level risk assessment workshops were held to assess the risks posed by seven sudden-onset natural hazards. The results were reported to the Commonwealth in 2013 and an update of the state's risk profile was delivered in 2017.

The State Risk Project uses both the methodology and criteria outlined in the National Emergency Risk Assessment Guidelines (NERAG) and internationally recognized standards for the risk assessment process (AS/NZS ISO 31000:2009). Assessments, based on a worst-case scenario event (and a near worst-case scenario event for State-level), are conducted in workshop settings. The scenarios are scalable for state, district and local levels and are tailored accordingly. This methodology ensures all data is consistent and can be compared.

The local level phase of the project commenced in 2017, with local government take-up, participation and support of the project being very strong. The aim of the local level component is to provide training, support and tools to local governments to assist them in undertaking the emergency risk management process (as required by existing policy).

The Town of Bassendean was invited to participate in the State Risk Project - Local program being conducted by the Office of Emergency Management a sub-department of the Department of Fire and Emergency Services (DFES). The TOB joined with the City of Swan, The City of Bayswater, City of Belmont and the Town of Victoria Park in risk workshops.

The TOB has identified the following hazards that are likely to impact to TOB should a worst-case scenario event occur in the future:

- Heatwave
- Storm
- Flood
- Earthquake
- HAZMAT
- Air Crash

Workshop 1

The first workshop to examine a heatwave event as a source of risk was conducted on 7 November 2018 hosted by the City of Bayswater.

Near Worst Case Scenario

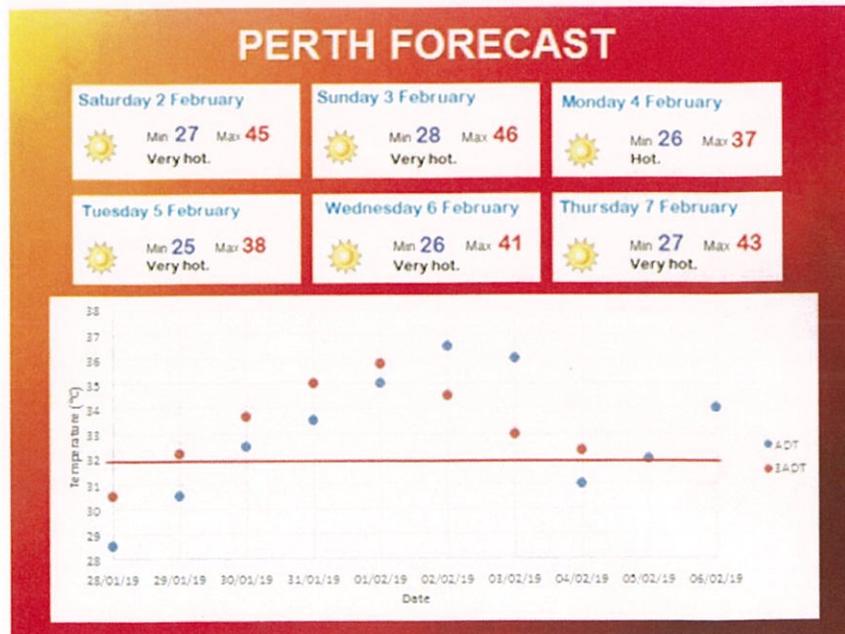
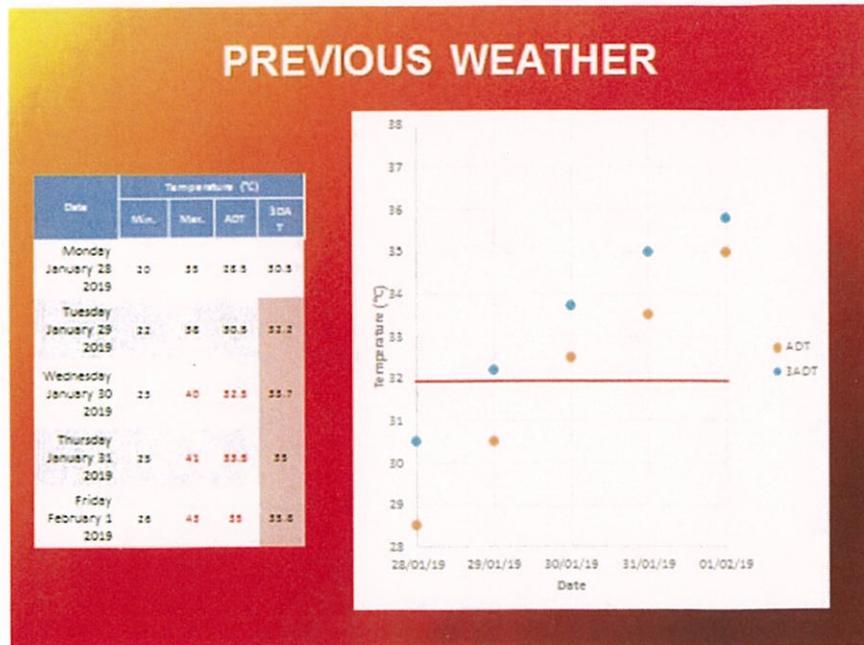
Assisted by State agencies, the following near worst case scenario for the hazard of heatwave was presented.

It is approaching the end of the holiday season. We have just had a mild December through the south. For the month of January, Perth has experienced an average max of 31°C which included three separate occasions of 40°C, but all were followed by a significant temperature decrease the following day.

- It is Friday 1 February 2019, the last Friday of the school holiday with public schools returning on Monday 4 February.
- The preceding days have seen maxima of 40, 41 with today likely to reach 43°C.
- There is no real relief in sight with the forecast 45°C for Saturday and 46°C for Sunday.
- The last time the temperature was above 43°C was 5 January 2015 (44.4°C). DFES are dealing with two level 2 bush fires in the metropolitan area.
- The Bureau of Meteorology had a high level of confidence with the forecasting leading into this period of extreme weather.
- The WA Health Department as Hazard Management Agency for Heatwave commenced the Alert Phase on 25 January 2019 when maxima forecast of 40°C+ on three or more consecutive days.
- Standby Phase commenced on 29 January 2019, the first day of the forecast heatwave.
- Response Phase commenced on 29 January 2019, the first day of the forecast heatwave.

During the weather situation such as this the main utility providers, Western Power and the Water Corporation are likely to experience significant impacts to their services.

As provided by State Emergency Management Policy the Hazard Management Agency Department of Health instigated an Operations Area Support Group (OASG) meeting.



Agency Situation Reports

Department of Health WA

- State Health Incident Control Centre activated.
- Heatwave State Hazard Plan activated.
- Incident declared Level 3.
- Emergency Declaration under consideration.
- OASG established.
- Public Messaging Plan activated.
- Public infrastructure affected.
- Essential services disrupted.
- Multiple heatwave related fatalities expected.
- Increased hospital presentations.

Bureau of Meteorology

- Issuing emergency services briefings.
- Participating in OASG meetings.
- BOM Liaison Officer embedded in the State Health Incident Control Centre (SHICC).
- Media releases with DOH.
- Enhanced social media including, videos outlining observed and forecast conditions.
- Fire Danger Rating for the Metropolitan Area - severe to extreme across the period.

Western Power

- Participating in OASG meetings
- 6 power sub-stations non-operational.
- 25-30,000 customers without power.
- Power restoration estimated 3-5 days.
- 103 electrical hazards reported.
- 18 emergency repair teams activated.
- Emergency response generators deployed and available when needed.
- Rolling Load Schedule implemented.
- 5 X Local Government Areas seriously impacted.

Water Corporation

- Participating in OASG and SHICC meetings.
- Critical pump stations have had emergency generators installed where possible.

- No reported overflows to date but as fatigue issues increase the risk of overflows increases.
- Small waste water overflows of possible but limited risk of large volumes of waste water being dispersed into the environment.
- Potable water supplies unaffected at this time and not expected to be an issue on any large scale.

St John Ambulance WA

- Participating in OASG meetings.
- Ambulance Coordination Group activated.
 - Fatigue management
 - Rostering to call back crews
 - Higher than normal sick leave
 - Clinical and training personnel tasked on road
- Spike in 000 calls - Staff numbers increased.
- Emergency theme/trend in 000 calls.
 - Respiratory / altered consciousness, heat exposure.
 - Higher incidents in inner eastern suburbs
- Crew availability/ distribution increased.

Department of Fire and Emergency Services

- Participating in OASG meetings.
- Fire Danger Rating set at extreme.
- Total Fire Ban in place.
- 2 X Level 2 bush fires in the metro area.
- Providing water transport service.
- Fire emergency services on stand-by.

Department of Communities

Role- Coordinate and manage services under the State Welfare Plans including the activation of air-conditioned only evacuations centres in consultation with the Department of Health in accordance with local government arrangements.

- DC Emergency Services alerted - Unit, S/DESO's and early response teams (ERT).
- OASG participation and providing advice on;
 - Key strategic locations for welfare centres.
 - Identification of existing vulnerable population client bases.
 - Support and advice being given re welfare issues including vulnerable groups.
- Liaison Officer provided to SHICC.
- On call ERT placed on stand-by plus additional teams on alert.
- 2 X Welfare/ Respite Centres established - one either side of the Swan River.

One City of Bayswater (The Rise) managed by DC with support from COB and one at City of Belmont (Recreation Centre) Managed by City of Belmont.

- Local governments notified that if they choose to open a welfare centre to provide relief and support to their community, they need to check they have air conditioning - DC may not necessarily be available to assist.

WA Police

- Participating in OASG.
- Supporting DFES at bush fires (traffic management and planning).
- Traffic management duties at major intersections due to power disruptions.
- Increased police presence at transportation hubs, shopping centres and public areas.
- Assisting with evacuation of residence from aged care facilities and/or hospitals.
- Assisting in the identification of at risk, aged and vulnerable persons in affected areas.
- Responding to an increase in reported offenses.
- Responding to increase in reported sudden deaths.

Public Transport Authority

- Participating in OASG meetings.
- PTA Emergency Response Team activated.
- Perth to Midland rail line shut down.
- Perth to Armadale rail line shut down.
- Bus services disrupted.
- Power outages equals no trains.
- Rail lines buckled in some areas of the network.
- Restoration and repairs est. 24-48 hours.

Local Government

- Participating in OASG meetings.
- LG Recovery Groups activated.
- Welfare/Respite Centres established where required.
- Aged Care facilities impacted through loss of power - residents being relocated.
- Transportation Support Plan activated.
- Assisting with public information messaging.
- Water use reduction plan implemented.
- Animal Welfare Plan activated.
- Outdoor music event cancelled.

Risk Analysis

The TOB prepared 29 risk statements under the 5 impact categories as follows;

- People
- Economy
- Public Administration
- Social Setting and
- Environment

The National Emergency Risk Assessment Guide provides the parameters of each of the impact categories.

People - people consequences describe deaths and injuries as a direct result of the emergency event, relevant to the population being considered under the established context.

Economy - economic consequences include economic and financial losses resulting directly from damage due to the emergency event. This criterion related to reduced economic activity and losses as a result of the emergency event as part of the established context of the risk assessment. In this context it is measured against the GDP of the Town of Bassendean Local Government District.

Public Administration - public administration consequences are concerned with the impact of the emergency event on the delivery of the core functions of governing bodies including State and local government.

Social Setting - social setting consequences are concerned with the effects on communities as a result of the emergency event, as distinct from the personal effects as described in the people category.

Environment - environmental consequences include loss of species and landscapes, and loss of environmental value as a result of the emergency event ranging from minor damage to permanent loss of a species/s of irreparable damage to an ecosystem.

Assessment Results

This assessment looked at the hazard of heatwave as the source of the risk across all 5 impact categories mentioned above. A total of 29 risk statements were assessed.

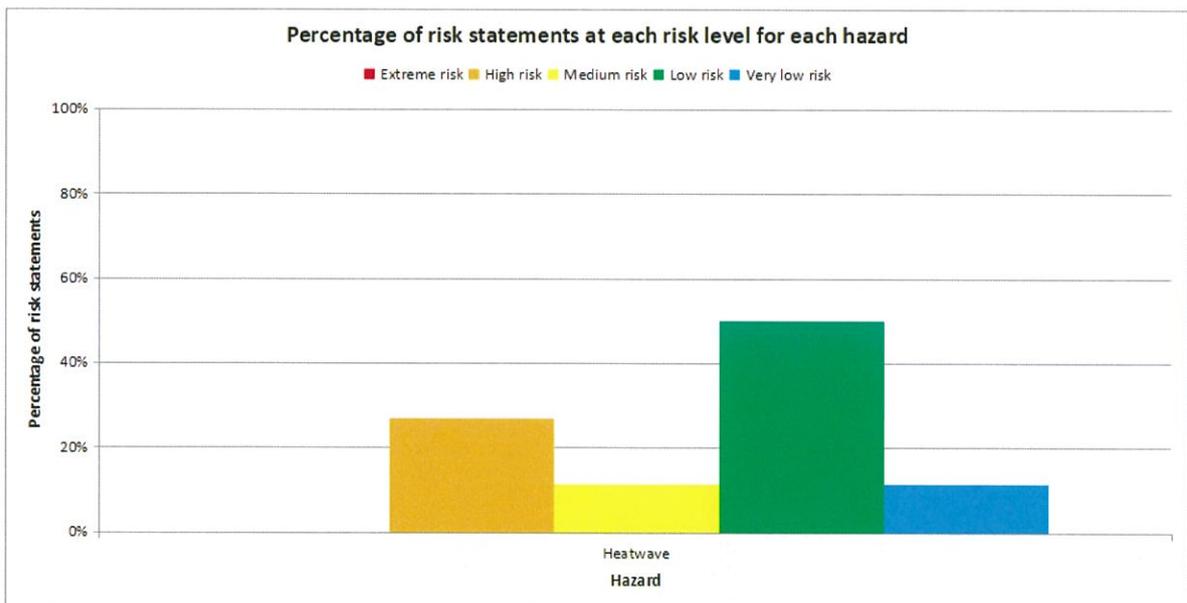
People - 4 risk statement relating to people were assessed with all 4 being assessed as "High" risk. (Refer risk Register)

Economy - 5 risk statements relating to the impacts on the economy were assessed with 3 being assessed as posing a “Medium” level of risk and the remaining 2 assessed as posing “Low” risk.

Public Administration - 7 risk statements relating to the impacts on the public administration were assessed with 4 being assessed as posing a “High” risk, 1 posing a “medium” risk while the remaining 2 assessed as posing a “Low” risk.

Social Setting - 8 risk statements relating to the social setting of the community were assessed with 6 being assessed as posing “Low” risk and the remaining 2 assessed as posing “Very Low” risk.

Environment - 4 risk statements relating to environmental impacts were assessed with 3 assessed as being of “low” risk and 1 “Very Low”.



Summary of risk assessment

Following the assessment of the impacts of a worst-case scenario heatwave for the Town of Bassendean, there are only 7 risk statements falling into the category as “High” risk. The likelihood of such an event as described in the scenario have been assessed by the Hazard Management Agency as having an Annual Exceedance Probability (AEP) of 0.5% in any year.

There are only three (3) risk statements that have been assessed as requiring treatment HW10, HW13 and HW14. These risk statement refer to the Public Administration category.

HW10: *There is the potential that a prolonged heatwave event will result in the suspension of outdoor work activities such as maintenance and road projects across the Town of Bassendean impacting on their ability to maintain core services.*

The assessment team assessed this risk as having a catastrophic consequence for the TOB with an 80% chance that the risk statement will occur.

HW10 is within the control of the Town of Bassendean to identify measures to mitigate or lessen the risk to its business. Under the NERAG process, this risk has been allocated a priority 2 level for treatment meaning it should be considered for further investigation or treatment by the LEMC and Council. It may be the case that after having considered the current prevention, preparedness, response and recovery measures already in place and the cost benefit of any mitigating measure, the risk may be accepted as being as low as reasonably practicable.

HW13: *There is the potential that a prolonged heatwave event will cause an increased demand (surge) on Department of Communities at the local level, impacting their ability to maintain core services.*

The assessment team assessed this risk statement as having a major impact for the Department of Communities with a 100% chance that the risk statement will occur.

HW14: *There is the potential that a prolonged heatwave event will cause blackouts across the electricity supply network, impacting the power company's ability to maintain core services.*

The assessment team assessed the risk statement as having a major consequence for Western Power with an 80% chance that the risk statement will occur.

HW13 and HW14 are outside of the control of the Town of Bassendean as far as mitigating the negative effects of the risk.

HW15: *There is the potential that a prolonged heatwave event will impact on home-based services and service providers impacting on their ability to maintain core services.*

As the TOB delivers in-home care to around 400 residents, there will need to be robust discussion around treatment options.

The Local Emergency Management Committee will now undertake a review of the risk register and identify risks that require treatment and those that will be monitored and reviewed on an annual basis.

Risk Register - Heatwave

The below register records only those risks assessed as High or Extreme.

People

Risk ID	Risk Statement	Maximum Consequence	AEP	Likelihood	Confidence	Risk Level	Priority
HW1	There is the potential that a prolonged heatwave event will impact the health of people and cause death(s) within the Bassendean community.	Catastrophic	0.0050%	Rare	High	High	2
HW2	There is the potential that a prolonged heatwave event will will impact the health of people and cause injury and/or serious illness within the Bassendean community.	Catastrophic	0.0050%	Rare	High	High	2
HW3	There is the potential that a prolonged heatwave will cause emergency services (including ambulance and medical transport services) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Major	0.0050%	Rare	High	High	3
HW4	There is the potential that a prolonged heatwave event will cause blackouts across the electricity supply network exposing vulnerable people in the community to the possibility of death or life threatening illness.	Catastrophic	0.0050%	Rare	High	High	2

Public Administration

Risk ID	Risk Statement	Maximum Consequence	AEP	Likelihood	Confidence	Risk Level	Priority
HW13	There is the potential that a prolonged heatwave event will cause an increased demand (surge) on Department of Communities at the local level, impacting their ability to maintain core services.	Major	0.0050%	Rare	High	High	3
HW14	There is the potential that a prolonged heatwave event will cause blackouts across the electricity supply network, impacting the power company's ability to maintain core services.	Major	0.0050%	Rare	High	High	3
HW15	There is the potential that a prolonged heatwave event will impact on home-based services and service providers impacting on their ability to maintain core services	Catastrophic	0.0050%	Rare	High	High	2

ATTACHMENT NO. 2

Town of Bassendean LEMC Business Plan 2019

1 st Quarter Requirement	Details		Due Date
Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC). Development of annual exercise	Annual Business Plan	<ul style="list-style-type: none"> • Discussion session and approval 	March 2019
	Annual Exercise	<ul style="list-style-type: none"> • Exercise type • Exercise date • Planning team • Financial 	March 2019
	Training	<ul style="list-style-type: none"> • Identify opportunities for EM training for staff of TOB. • Intro to EM • Intro to recovery 	March 2019
	Risk Management	<ul style="list-style-type: none"> • Assess one or more hazards • Report on progress delivered to LEMC. 	April 2019
2nd Quarter Requirement	Details		Due Date
Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report). Finalisation and approval of annual business plan.	Business Plan	<ul style="list-style-type: none"> • Business Plan finalised 	July 2019
	Annual reporting	<ul style="list-style-type: none"> • Annual reporting survey provided by DFES • LEMC discussion and input • Survey completed and returned to DFES 	July 2019
	Risk Management	<ul style="list-style-type: none"> • Assess one or more hazards 	July 2019

		<ul style="list-style-type: none"> Report on progress delivered to LEMC. 	
3rd Quarter Requirement	Details		Due Date
Identify emergency management projects for possible grant funding.	<ul style="list-style-type: none"> Funding opportunities 	<ul style="list-style-type: none"> Risk mitigation Special community projects Other opportunities 	October 2019
	<ul style="list-style-type: none"> Risk Management 	<ul style="list-style-type: none"> Assess one or more hazards Report on progress delivered to LEMC. Risk mitigation 	October 2019
	<ul style="list-style-type: none"> Recovery Committee 	<ul style="list-style-type: none"> Arrange a meeting of the TOB Recovery Coordination Group 	October 2019
4th Quarter Requirement	Details		Due Date
National and State funding nominations.	<ul style="list-style-type: none"> LEMC discussion 	<ul style="list-style-type: none"> Community projects of significance in EM worthy of recognition 	December 2019
	<ul style="list-style-type: none"> Risk Management 	<ul style="list-style-type: none"> Assess one or more hazards Report on progress delivered to LEMC. Risk mitigation 	December 2019