

**Bassendean Local Emergency Management Committee
Wednesday, 12 June 2024 Attachments**

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TOWN OF

Bassendean

MINUTES

Bassendean Local Emergency Management Committee

Wednesday 27 February 2024

in the Council Chamber
Administration Building
48 Old Perth Road, Bassendean WA 6054,

1 Declaration of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer

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 Announcements by the Presiding Member without Discussion

3 Attendances, Apologies and Leave of Absence

Present

Members

Cr Paul Poliwka, Presiding Member, Town of Bassendean
Cr Jennie Carter, Town of Bassendean
Senior Sergeant Mollie Stevenson, Kiara Police Station
Luke Gibson, Town of Bassendean
Chris Kin-Maung, DFES, Metropolitan North-East Metropolitan Operations
John Coniglio, St John Ambulance

Officers

John Lane, Emergency Management Officer
Jeff Somes, A / Senior Environmental Health Officer
Cate Willey, District Emergency Management Advisor
Jo Burges, Manager Governance and Strategy

Apologies

Jo-Anne Bennett, Department of Communities
Stephen Blackford, Bassendean State Emergency Services
Sharna Merritt, Senior Ranger
Ryan Hamblion, Department of Communities
Mark Melvin, Bassendean State Emergency Services

4 Declarations of Interest

Nil.

5 Presentations or Deputations

Nil.

6 Confirmation of Minutes

6.1 Confirmation of Minutes	
Attachments	1. Minutes – 14 November 2023 BLEMC meeting

Officer Recommendation / Committee Resolution – Item 6.1

That the minutes of the Bassendean Local Emergency Management Committee meeting held on 14 November 2023, be received and confirmed as a true and correct record.

7 Business Deferred from Previous Meeting

8 Reports

8.1 Post Incident Reports and Post Exercise Reports	
Attachments	Nil

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.

It was noted that no formal post incident and post exercise reports were presented to be received.

8.2 Updates to Local Emergency Management Arrangements	
Attachments	Nil

Purpose

The purpose of this report is for the Committee to consider an update to the Town's Local Emergency Management Arrangements.

Background

The Town's Local Emergency Management Arrangements (LEMA) were last reviewed in October 2023, when the Executive Officer of the State Emergency Management Committee confirmed that the Town's LEMA meets the requirements of the *Emergency Management Act 2005*.

The Town is now required to undertake a minor review of the LEMA to reflect the impending departure of the Town's current Local Recovery Coordinator (Director Community Planning). It is proposed that the Local Recovery Coordinator role will be performed by the Town's Manager Governance and Strategy.

Officer Recommendation / Committee Resolution – Item 8.2

That the Committee authorises the update to the Town's LEMA to reflect that the Local Recovery Coordinator role will be performed by the Town's Manager Governance and Strategy.

8.3 Agency Members Reports (Round Table)	
Attachments	Nil

Agency members present a report on significant incidents, developments and emergency arrangements etc that may impact Town of Bassendean Local Emergency Management Arrangements (LEMA), or be of interest to the LEMC.

- WAPOL gave an update on a various search and rescue activities and discussed the “Safe and Found” initiative. The Town undertook to promote the initiative.
- ToB provided an update on the Metropolitan North East Recovery Group partnership.
- St John provided the following updates:
 - The WAVED (WA Virtual Emergency Department) program a partnership between the Department of Health and St John Ambulance where emergency clinicians, paramedics, nurses, and support staff will provide virtual consultations and treatment, with referral to supporting services as required.
 - The current focus on addressing violence and aggression from the public.
- DFES (operations) gave an update on fire management activities; particularly in relation to the Level 2 fires in Kalgoorlie and Mundaring. Suggested that there are various relevant learnings from those experiences (including in relation to the importance of generators, satellite communications and general preparation) that can be presented to a subsequent BLEMC meeting.
- DFES (DEMA) provided an update, as attached.

Officer Recommendation / Committee Resolution – Item 8.3

That the updates be received.

9 Motions of Which Previous Notice Has Been Given

Nil.

10 Announcements of Notices of Motion for the Next Meeting

Nil.

11 Closure

The next Bassendean Local Emergency Management Committee will be held at midday, Wednesday 12 June 2024.

There being no further business, the Presiding Member declared the meeting closed, the time being 1.10pm.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
May to July 2024**

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held 8 May 2024 with the next meeting scheduled for 7 August 2024.

STATE CONSULTATION REQUESTS

Review - State Hazard Plan Fire – DFES

The Department of Fire and Emergency (DFES) is progressing a comprehensive review of the State Hazard Plan - Fire. This strategic level plan provides an overview of arrangements for the management of fire emergencies in Western Australia.

For the initial phase of the review, DFES is seeking feedback on the existing [State Hazard Plan - Fire](#) from agencies with responsibilities within the Plan, including Local Government.

For further information and to provide feedback go to the [State Hazard Plan - Fire consultation webpage](#).

This initial phase of consultation closed on **Friday 31 May 2024**.

Feedback received will inform DFES' development of a draft State Hazard Plan - Fire and proposed amendments which will be provided for broad consultation with emergency management stakeholders during June and July 2024.

Review - State Recovery Arrangements in the EM Framework – DFES

As a part of the State Recovery Framework Review, DFES is conducting two focus group sessions with local government representatives to test policy options and obtain preliminary feedback.

The purpose of the review is to better define when and how the state government will provide recovery coordination support to local governments and communities following emergencies. This will include clarifying the role, membership, responsibilities and accountability of key state level recovery coordination positions and groups and the DFES Resilience and Recovery Portfolio.

Local Government Focus Group Sessions

For your information, the following LGs have registered an interest to take part:

- City of Albany
- City of Wanneroo
- City of Greater Geraldton
- Shire of Mundaring
- Shire of Ashburton
- Shire of Kwinana
- City of Swan
- Shire of Derby / West Kimberley

For further information, please contact Simone Clarke, DFES State Recovery, at simone.clarke@dfes.wa.gov.au



State Support Plan – Animal Welfare in Emergencies

The Department of Primary Industries and Regional Development has recently undertaken a comprehensive review of State Support Plan – Animal Welfare in Emergencies.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions or comments you have in relation to this Plan.

The DFES State EM Policy Branch is conducting consultation via [Engage WA Emergency Management](#).

Please submit your feedback by COB 12 August 2024.

WA Emergency Management Sector Adaptation Plan Discussion Paper

The State Emergency Management Committee (SEMC) is developing the Emergency Management Sector Adaptation Plan (EM-SAP) to support Local Governments advance climate change adaptation and emergency management goals together.

WALGA coordinated a targeted consultation with Local Governments to inform this pivotal SEMC initiative. WALGA held an **EM-SAP Information Webinar on 14**

February and **Interactive Workshops for Local Governments on 20, 21 and 26 February** to collaboratively explore the questions posed in the [EM-SAP Discussion Paper](#).

Broader community consultation on the discussion paper has now closed with the delivery of the final EM SAP expected in mid-2024

STATE ADVICE

Amendments to State Emergency Management documents

On 8 May 2024, the SEMC approved the comprehensive review of the State Hazard Plan - HAZMAT which provides an overview of arrangements for HAZMAT emergencies in Western Australia.

The comprehensive review was completed by the Department of Fire and Emergency Services, distributed for broad consultation between 17 November 2023 and 12 January 2024 and endorsed by the Response Policy Subcommittee prior to submission to SEMC for approval.

The comprehensive review process identified support for:

- Removal of the term 'hazardous materials' from the title of the State Hazard Plan to reduce the confusion between the definition of a 'hazardous substance' within the *Emergency Management Act 2005* and the definition of 'hazardous materials' in the *Fire Brigades Act 1942*, and the *Fire and Emergency Services Act 1988*.
- Removal of a chemical, biological and radiation (CBR) emergency arrangements. The former plan described a CBR emergency as a 'hostile act or event, the intention of which is to kill, maim, sicken or prevent society from continuing with normal daily business'. Consequentially, CBR emergency arrangements were incorporated into State Hazard Plan – Hostile Act and State Hazard Plan – Terrorist Act (Sensitive).
- Inclusion of roles and responsibilities across prevention, preparedness, response and recovery included into Appendix C.
- Accessible redesign and statement of fact updates.

The new State Hazard Plan- HAZMAT and State Hazard Plan - Hostile Act can be viewed via the [SEMC website](#) as well as a [detailed summary of amendments](#).



Local Emergency Management Committee Handbook and useful tools

The LEMC handbook provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.

The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

Disaster Recovery Funding Arrangements Western Australia (DRFAWA)

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government.

The Disaster Recovery Funding team, a part of State Recovery, has developed a suite of Factsheets to assist with understanding what is required to be eligible for Disaster Recovery Funding WA (DRFAWA).

For the Factsheets go to <https://www.dfes.wa.gov.au/recovery-funding>

Basic criteria are outlined below and if any LG's are interested in having the Disaster Recovery Funding team provide a presentation on how they can help with post incident recovery and the recovery funding mechanisms please let me know and I will put you in touch.

For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
2. A coordinated, multi-agency response was required.
3. Eligible expenditure relating to emergency assistance, damage to essential public assets and/or other eligible assistance provided in relation to the event exceeds \$240,000 across the affected local government areas.

For any queries, please email drfawa@dfes.wa.gov.au or call 1800 920 659.

DISTRICT NEWS

There are currently no District Emergency Management Committee meetings scheduled for 2024. Once the other DEMA Metropolitan role is filled planning and preparation for these meetings will get underway.

Recruitment for the vacant DEMA Metropolitan role is underway.

More information can be found by contacting the DEMC Executive Officer's:

Cate Willey M: 0427 162 486 E: cate.willey@dfes.wa.gov.au	Vacant M: Nil E: Nil
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LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

The Local Emergency Management Arrangements Improvement Program

The Improvement Program and implementation approach has now been finalised and endorsed by the SEMC at their December 2023 meeting. More information can be found at: <https://www.wa.gov.au/organisation/state-emergency-management-committee/lema-improvement-program>

Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.

Project Lead Simone Ruane has been appointed and has commenced project planning for the LEMA Improvement Program.

GRANT PROGRAM UPDATES

The National Disaster Risk Reduction (NDRR) grant program

The National Disaster Risk Reduction (NDRR) grant program is established under a National Partnership Agreement (NPA) on Disaster Risk Reduction (2019-2024). It seeks to proactively reduce the risk and limit the impact of disasters associated with natural hazards on Western Australian communities and economies.

[Apply for a National Disaster Risk Reduction grant \(www.wa.gov.au\)](http://www.wa.gov.au)

All-West Australians Reducing Emergencies (AWARE) grant program.

The 2024-25 round of the AWARE grants will open on Monday 20 May 2024 at 8 am and close to 12 pm noon, Monday 1 July 2024.

Funding:

- The 2024 round has a total allocation of \$200,000.
- Projects could apply for between \$2,500 – \$35,000 (no GST applied), including local level risk assessment projects.
- Applicants must contribute at least 25 percent of the total project cost in cash and/ or in-kind.

Eligible project types:

- Furthering the emergency risk management process
- Facilitating capability-based exercises
- Assistance in reviewing Local Emergency Management Arrangements (LEMA)
- Delivering emergency management training, events, or forums

How to apply:

- All applications must be submitted through the [online portal](#) available on the [SEMC Website](#). **Applications received through any other channels such as emails or post will not be accepted.**
- A sample application is attached and is also available on [SEMC Website](#) for reference only.

Further information on the NDRR and AWARE grant programs is available at <https://www.wa.gov.au/organisation/state-emergency-management-committee/apply-grant-the-all-west-australians-reducing-emergencies-aware-program>

<https://www.wa.gov.au/organisation/state-emergency-management-committee/apply-national-disaster-risk-reduction-grant>

The Disaster Ready Fund (DRF)

The Disaster Ready Fund (DRF) is an Australian Government initiative that will deliver up to \$200 million in funding over five years from 1 July 2023 to 30 June 2028, to fund projects that support natural disaster resilience and risk reduction.

No funding rounds open currently.

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

NATIONAL NEWS

2024 DISASTER RESILIENCE AWARDS

The Resilient Australia Awards are an excellent opportunity to spark local and national conversations around risk, preparedness, resilience, and community recovery.

If you have a program or initiative that should be nationally recognised and promoted, consider nominating – winners from each state and territory will also be in the running for two National Awards.

Nominations can be made in written or video format until **11.59pm AEST on Friday 7 June 2024**.

For more information and to nominate, visit the [Resilient Australia Awards website](#).

2024 SEMC MEETING SCHEDULE

- 7 August 2024
- 4 December 2024
- 2 October 2024

**Compiled by: District Emergency Management Advisor
Metropolitan Operations
Department of Fire and Emergency Services.**

