

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, 7 June 2017, commencing at 3.30pm.

Mr Simon Stewert-Dawkins
ACTING CHIEF EXECUTIVE OFFICER

2 June 2017

A G E N D A

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

Acknowledgement of Country

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**

3.0 **DEPUTATIONS**

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 1 February 2017

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

That the minutes of the BLEMC meeting held on 1 February 2017, 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 Revised Local Emergency Management Arrangement and Revised Local Recovery Plan

The Town is required by legislation to renew its Local Emergency Management Arrangements (LEMA) and Local Recovery Plan (LRP) every five years. The Town's LEMA and LRP are now overdue for renewal.

Acknowledging the documents were coming due for renewal, Committee established a Working Group to undertake the task of producing compliant documents. While the Working Group was progressing to establish the new documents, the State Emergency Management Committee (now Office Emergency Management (OEM)) released new template documents to assist Local Governments to prepare compliant Arrangements.

In February 2017, the Town contracted Mr John Lane, EM Coordinator for WALGA to complete the LEMA and LRP.

Attached (**Attachment 1**) find the final draft documents.

Once approved by the Committee and adopted by Council, the Arrangements will be forwarded to the District Emergency Management Committee for endorsing and for referring to OEM for registration.

Mr Lane will be in attendance and workshop the draft documents with the Committee to ensure there are no identified inconsistencies.

OFFICER RECOMMENDATION – ITEM 8.1

That the draft Local Emergency Management Arrangements and draft Local Recovery Plan that are attached to the Bassendean Local Emergency Management Agenda of 7 June 2017, be endorsed and referred to Council for adoption.

8.2 Flood Marker Discs

At the February 2107 meeting, the Bassendean Local Emergency Management Committee resolved to support the replacement of the Flood Marker Bands on Western Power poles with Flood Marker Discs.

The discs have now been manufactured and delivered to the Town. A sample will be made available at the meeting.

All previous iterations of the mitigation exercise will be removed and the discs attached at the height of water in a 1% flood event. The flood signs (mostly located where a 4% flood event inundates roads) will be updated to reflect the change.

Installing flood markers at the end of jetties to denote the depth of the flood water at that point, will be listed for Council consideration in the draft 2017/18 Budget.

OFFICER RECOMMENDATION – ITEM 8.2

That the information on the flood marker discs be received.

8.3 2017 Annual and Preparedness Report Capability Survey

Each year the Town, along with a further 169 Agencies that make up the Emergency Management (EM) sector complete an Annual Report on actions with respect EM functions in the preceding 12-month period and a Preparedness Capability Survey. Both reports are provided to Office of Emergency Management (OEM) who compile a report to the Minister for Emergency Services that provides a state-wide view of capability, readiness and preparedness.

This year OEM have combined the two reports as an online survey.

The Director Community Development will complete the survey and provide a copy to the next meeting.

OFFICER RECOMMENDATION – ITEM 8.3

That the information on the 2017 Annual and Preparedness Report Capability Survey be received

8.4 Emergency Management Agency Reports

Office of Emergency Management (OEM)

The Office of Emergency Management report will be circulated under separate cover.

District Emergency Management Committee (DEMC)

The Central District Management Committee met on 24 May 2017. Minutes of the prior meeting are included as **Attachment 2** to this agenda.

North & East Metropolitan Recovery Group

No meeting has been conducted in the past quarter.

WALGA EMAG

The EMAG met on 4 April 2017. The minutes of the meeting are included as **Attachment 3** to this agenda.

Local Welfare Committee

No meeting has been conducted in the past quarter. Child Protection Family Support has indicated preparedness to convene a Local Welfare Committee meeting for the Midland District in the near term.

OFFICER RECOMMENDATION – ITEM 8.4

That the Emergency Management Agency Reports be received.

8.5 River Event Hazard Management Authority

At the last meeting the Director Corporate Services was asked to investigate who would be the Hazard Management Authority (HMA) for an emergency event on the River in the Town and of the Town's role and responsibility.

OEM advise that the HMA is dependent on the nature of the emergency. In most cases, the HMA will be WAPOL, but the Australian Maritime Safety Authority will assume the role where a vessel becomes a hazard or releases diesel/oils.

Regardless, it is unlikely the Town will be required to play a role.

OFFICER RECOMMENDATION – ITEM 8.5

That the information on River emergency event Hazard Management Authority be received.

8.6 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.

Exercise BASSWATER

The Town, in partnership with the City of Bayswater conducted Exercise BASSWATER on Wednesday 5 April 2017.

The exercise scenario was based on the 2015 “Duel Storm” exercise. Duel Storm was a widespread storm event that resulted in significant damage to both the City of Bayswater and Town of Bassendean.

The exercise consisted of establishing a combined Local Recovery Coordinating Group (LRCG) meeting for the two Local Government Authorities; the establishment and a meeting of the four Sub-Committees; and then a follow up combined LRCG meeting with reports from the Sub-Committees.

Approximately 50 people attended the exercise including 30 officers from the two Local Government Authorities. Several Agencies were represented on the LRCG and four independent assessors assessed the exercise.

The State Recovery Coordinator attended the exercise and followed up with a congratulatory email.

The Exercise Objectives were to:

- Practice **recovery management** planning via **combined** local government Local Recovery Coordinating Group (LRCG) meeting(s);
- Set up all four **Recovery Sub-Committees** and practise operational **recovery planning**.
- Build an awareness and understanding of the Local Recovery Coordination Group roles and responsibilities.

Attached is the Exercise Evaluation Report.

Considerable learning was taken from the exercise.

Recommendations include:

Both Local Governments Local Recovery Plans to be updated and amended to reflect the principles and intent of the "Local Recovery Guidelines" document produced by the Office of Emergency Management (OEM).

Comment: The revised Local Recovery Plan attached to this agenda achieves this recommendation

The respective LEMC's to consider including the establishment of a Communications Sub-Committee in their Local Recovery Plans

Comment: To be considered at the next review

Where possible, each Local Recovery Coordinator to identify key personnel to act as Chairs for each of the respective Sub-Committees and provide the necessary training to ensure their competency and capability to undertake the role.

Comment: To be presented for consideration at a subsequent meeting.

Where possible, provide "Introduction to Recovery Management" training to ALL local government personnel and additional recovery management training to personnel who have or are likely to be given a role in recovery management in an emergency.

Comment: To be considered in the corporate training budget.

City of Bayswater and Town of Bassendean to liaise and seek opportunities to jointly offer and deliver "Recovery Management" training to its employees.

Comment: Officers to liaise on delivering cost saving measures.

OFFICER RECOMMENDATION– ITEM 8.6

That post incident and post exercise reports be received.

8.7 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 8.7

That the Committee members' contact details be confirmed as amended

8.8 Preparedness, Prevention, Response and Recovery Issues

Members are invited to discuss:

- preparedness issues;
- prevention issues;

- response issues; and
- recovery issues.

OFFICER RECOMMENDATION – ITEM 8.8

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 date to be held on Wednesday, 6 September 2017 commencing at 3.30pm.