

**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, 9 September 2015, commencing at 3.30pm.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

4 September 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 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 20 May 2015**

**OFFICER RECOMMENDATION – ITEM 5.1**

That the minutes of the additional BLEMC meeting held on 20 May 2015, 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 Review of the Local Emergency Management Arrangements / Recovery Plan**

At the last meeting, it was resolved to proceed with the.

The LEMA/Recovery Plan Review Working Party met as scheduled on Thursday 9 June with Gordon Munday, Snr Sgt Ian North, Tex McPherson, Sharna Merritt and Graeme Haggart in attendance.

The Working Party received the draft revised LEMA prepared by Tex and commenced a review of information required to populate the appendices.

No further action has taken place since.

Sharna Sumpton from WALGA EM Services has reviewed the Town's EM documents as a component of a Master's Degree and advises they are in need of updating.

The DCD has subsequently met with John Lane WALGA EM Services Coordinator with respect support services available from WALGA.

WALGA are now offering a subscription service in support of LG's to be, and to remain, compliant with EM legislative and regulatory responsibilities.

Attached find correspondence that in part states: "This new service will offer a low cost solution for our members ensuring their local emergency management plans are compiled using the agreed SEMC format, reviews are conducted annually and that risk registers are properly maintained using the newly developed Emergency Risk Assessment Database. The cost of subscription for 2015/16 is \$3,500.

Services included in the subscription are:

- Initial full review of Emergency Management Plans
- Annual review and update study
- Installation of the Emergency Risk Assessment Database (ERAD)
- Helpdesk support for ERAD
- Transfer of risk information to ERAD
- Collation and submission of the Annual LEMC Report
- Assistance in the compilation of the SEMC Annual Preparedness Report

Additional fee for service services include:

- Conduct a comprehensive emergency management risk
- Write and deliver emergency management desktop exercise

This information is put for discussion.

#### OFFICER RECOMMENDATION – ITEM 9.1

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

1. Next meet on \_\_\_\_ at \_\_\_\_; and
2. Progress Report be received

## 9.2 NDRP Funded Flood Mitigation Project

The project plan as approved by SEMC is presented in table form below.

Milestone	Original Target Date	Current Target Date	Status
Quarterly report 1	July 2015	July 2015	Completed
Gain approval from Western Power for pole banding	1 July 2015	1 July 2015	Yet to be finalized
Contact awarded for affix bands to poles where banding is > 2 metres off the ground	31 August 2015	31 August 2015	Yet to commence
Source and manufacture flood height marking bands	31 August 2015	31 August 2015	Design process commenced
Survey flood heights at each Western Power pole	October 2015	October 2015	Yet to commence
Quarterly report 2	31 October 2105	31 October 2105	Yet to commence
Banding of poles	31 October 2015	31 October 2015	Yet to commence
Media for promotion of program	30 December 2015	30 December 2015	Yet to commence
Final report	30 December 2015	30 December 2015	Yet to commence

The Town has again experienced difficulty in gaining approval from Wester Power to affix the flood height bands. The latest communication with the responsible officer at Western Power was last week in which the DCD advised of a requirement for feedback to facilitate preparation of this agenda. No feedback had been received at this time.

As a consequence Western Powers requirements of the Town for the use of preferred contractors to fix bands to poles where a free standing “sherry picker” is needed is not defined and so this project milestone has not commenced.

It is intended the flood marker band be black text on white and read: “1:100 year flood height”.

OFFICER RECOMMENDATION – ITEM 9.2

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

**9.3 Annual Report 2014/2015 & Preparedness Capability Survey**

At the last meeting (BLEMC - 5/5/15) the DCD was approved to develop the Local Government Preparedness Capability Report and Annual Report 2014/2015 in consultation with Committee members prior to submission by the due date.

Attached, please find the resulting documents that were submitted by the due date and are presented for ratification.

OFFICER RECOMMENDATION – ITEM 9.3

That the Local Government Preparedness Capability Report and Annual Report 2014/2015 as submitted by the DCD be ratified.

**9.4 Budget Process**

At the last meeting, Committee recommended Council allocate funding to enhance emergency management preparedness capability by purchasing a Variable Message Board (VMB).

Council supported the request in adopting the budget and included \$15,000 toward the cost of purchasing a VMB. This sum represents 50% to purchase price. External funding sources remain to be defined, although internal marketing and promotion budgets for events may well prove a useful source if the VMB can be made available for that purpose.

It is also worth noting the Town's Workforce Plan was adopted with provision for a part time EM Officer to be employed, contingent on the position being funded externally. The Town will continue to lobby for local government to be provided a share of the collected ESL funds in acknowledgement that recently legislated LG EM obligations represent cost shifting, being as they are non-traditional LG roles.

LEMC may consider the merits of subscribing to WALGA's EM Services as an interim measure, ensuring compliance requirements are being met.

**OFFICER RECOMMENDATION – ITEM 9.4**

That the information on the adopted budget be received.

**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.

**Annual Exercise: Duel Storm**

The City of Bayswater/Town of Bassendean LEMC Annual Exercise was conducted as planned on Wednesday 24 June 2015 at the City of Bayswater Administration Offices.

The Exercise Evaluation Report is attached.

**OFFICER RECOMMENDATION– ITEM 9.5**

That post incident and post exercise reports be received.

**9.6 Emergency Management Agency Reports**

**State Emergency Management Committee (SEMC)**

The latest SEMC Communique (August edition) was circulated to LEMC members on 11 August.

The latest SEMC Newsletter (July edition) was circulated to LEMC members on 1 July.

**District Emergency Management Committee (DEMC)**

The DEMC met on 12 June in Bassendean. The minutes of the meeting have yet to be received and will be circulated once received.

The next meeting of the DEMC is scheduled for 11 September in Swan, unless the restructure is implemented.

It should be noted that following the last meeting at which the draft DEMC restructure plan was considered, Council received and endorsed the LEMC feedback to the WALGA who was at the time preparing an industry wide submission on the draft DEMC structure.

The Town's feedback was:

- The role of DEMC needs to be determined ahead of a restructure;
- That a DEMC involving 14 Local Governments and other government agencies is unworkable;
- That Government Agencies' boundaries and jurisdictions be aligned.

#### North & East Metropolitan Recovery Group

As reported to the last meeting, the North & East Metro Recovery Group met in Kalamunda on 21 April. Minutes of that meeting were received in August and are attached. As previously advised, on rotation the Shire of Mundaring has assumed the Group Secretariat function.

#### WALGA EMAG

The WALGA EM Advisory Group met on Monday 15 June. Minutes will be circulated once received.

The next meeting date for the Group will be on 21 September. This meeting is to be a functional review meeting and review the Terms of Reference document and consider the purpose and role of the Group.

#### OFFICER RECOMMENDATION – ITEM 9.6

That the Emergency Management Agency Reports be received

### **9.7 Contact Details and Key holders**

The current Contact Details and Key holders are included as Part 4 of the Town's LEMA.

All notified required changes have been actioned and updated contact details will be circulated with the minutes.

#### OFFICER RECOMMENDATION – ITEM 9.7

That the Committee members' contact details be confirmed as amended

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

Members are invited to discuss:

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

**OFFICER RECOMMENDATION – ITEM 9.8**

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**

This is the last meeting of this Committee prior to the Ordinary Council Elections to be conducted Saturday 17 October 2015. In accordance with the Local Government Act 1995, terms of all Committees of Council lapse with the date of the Ordinary Elections and new Committees are subsequently appointed by the incoming Council.

Given the LEMC is a defined responsibility of LG under the Emergency Management Act 2005, and that composition of membership on the LEMC is referenced in that Act, there is no question as to the ongoing function of the LEMC and members are therefore invited to confirm their nomination to continue as a member of the Committee.

The next meeting date to be held on Wednesday, 9  
December 2015 commencing at 3.30pm.