

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 February 2020, commencing at 2.30pm.



Mr Paul White
A/CHIEF EXECUTIVE OFFICER

30 January 2020

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 6 November 2019

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

That the minutes of the BLEMC meeting held on 6 November 2019, be confirmed as a true record (Attachment 1).

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 Tabletop Exercise – Success Hill

As a result of discussion at the November 2019 meeting of the LEMC, a tabletop discussion exercise will commence following closure of this meeting. The exercise is based on a Level 2 bushfire emergency, impacting directly on the community adjacent to the Success Hill Reserve (see Discussion Exercise Scenario - Attachment 2). The exercise will also involve discussion and further development of the Success Hill Reserve Pre-Evacuation Plan Draft (Attachment 3).

8.2 Flood Mitigation Project – Update

The Town has received the remaining \$6000 in funding for the Flood Mitigation Project, from DFES. This funding was obtained as part of the Natural Disaster Resilience Program grant – NDRP1415-42.

OFFICER RECOMMENDATION -ITEM 8.2

That the Town of Bassendean Flood Mitigation Project update be received, and that the Committee recommends the finalisation and closure of the project.

8.3 Local Government Emergency Risk Management Project Report

The Town of Bassendean has now completed the analysis and assessment of five (5) natural and man-made hazards as part of the State Risk Project-Local. The project has resulted in the development of risk registers for all five hazards and these have been forwarded to DFES as required, along with the risk report (Attachment 4).

OFFICER RECOMMENDATION – ITEM 8.3

That the LEMC adopts the Town of Bassendean Risk Management Report 2019 as a basis for further investigation of treatment options.

8.4 Local Emergency Management Arrangements update

In 2017, the Town of Bassendean LEMC conducted a full review of its Local Emergency Management Arrangements including the LEMA and Recovery Plan. Both plans were duly endorsed by this committee and Council. Since that time, there have been two updates to both documents following SEMC amendments to Policy, Procedure and Planning along with significant management changes within the Town of Bassendean. It would appear that the Certificate of Authorization has never been signed in accordance with requirements.

OFFICER RECOMMENDATION 8.4

That the current versions of both the LEMA and Recovery Plan current versions be approved by this committee and be presented to Council for noting in accordance with requirements and, that following this process, the Certificate of Authorization be signed by the Chair of the LEMC and the Mayor of the Town of Bassendean. (LEMA - Attachment 5, Recovery Plan - Attachment 6).

8.5 Emergency Management Agency Reports

SEMC Business Unit

District Emergency Management Committee (DEMC)

This committee has not met since the November 2019 meeting of the Town of Bassendean LEMC.

WALGA LGEMAG

The Executive Officer attended the December 2019 meeting as the Town of Bassendean representative. Related documents will be distributed at the meeting. (LGEMAG Minutes - Attachment 7).

Local Welfare Committee

(East Metro-Midland Local Welfare Plan – Attachment 7)

OFFICER RECOMMENDATION – ITEM 9.

That the Emergency Management Agency Reports 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.

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.

The LEMC Executive Officer has updated the Town of Bassendean Contacts and Resources Register, to reflect recent changes in positions (Attachment 8).

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 8.6

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 is to be held on Wednesday 1 April 2:30pm.