

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 9 DECEMBER 2015, AT 3.30PM

1.0 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

Election of Presiding Member

Under delegated authority of the Chief Executive Officer, the Director Community Services conducted the election of the Presiding Member.

One nomination was received for Cr Gerry Pule. There being only one nomination, the Director Community Services declared Cr Gerry Pule the Presiding Member.

Election of Deputy Presiding Member

The Presiding Member conducted the election of the Deputy Presiding Member.

One nomination was received for Ian North, OIC Kiara Police Station. There being only one nomination, the Presiding Member declared Ian North as Deputy Presiding Member.

2.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open, welcomed all those in attendance and conducted an Acknowledgement of Country.

3.0 PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC

Nil

4.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Cr Gerry Pule, Presiding Member
Ian North, Deputy Presiding Member, Kiara Police Station
Rachael Collins, Department Child Protection & Family Support
Simon Stewert-Dawkins, Director Operational Services
Sharna Merritt, Senior Ranger
Ken Cardy Manager Asset Services
Daniel Forsdyke, St John of God Hospital - Midland
Gordon Munday, Bassendean SES
Steve Blackford, Bassendean SES

Officers

Graeme Haggart, Director Community Development
Amy Holmes, Minute Secretary

Apologies

Cr Bob Brown
Terry Sillitto, Department Child Protection & Family Support
Rick De Castro, DFES
Merveen Cross, SEMC Secretariat

5.0 DEPUTATIONS

Nil

6.0 CONFIRMATION OF MINUTES

6.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 9 September 2015

COMMITTEE/OFFICER RECOMMENDATION – ITEM 6.1

MOVED Sharna Merritt, Seconded Gordon Munday, that the minutes of the BLEMC meeting held on 9 September 2015, be confirmed as a true record.

CARRIED UNANIMOUSLY 9/0

7.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

8.0 DECLARATIONS OF INTEREST

Nil

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

10.0 OFFICER REPORTS

10.1 Review of Instrument of Appointment and Delegation

At the first meeting of each new Committee tenure period, a review of the Instrument of Appointment and Delegation of Committee as resolved by Council is undertaken.

It was noted that the Metropolitan Emergency Management Advisory Committee is no longer in existence and so does not apply to this document.

Advice will be taken from the SEMC Secretary on any necessary updates and a revised document will be prepared for the next meeting.

SEMC Policy 2.5 and ADP-05

The recently revised SEMC Policy 2.5 into Emergency Management for Local Government and accompanying Procedures (ADP- 05) was distributed to members for their information.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 10.1

BLEMC – 1/12/15 MOVED Gordon Munday, Seconded Ken Cardy, that the Committee receives a further report on the revised Instrument of Appointment and Delegation at the next meeting.

CARRIED UNANIMOUSLY 9/0

10.2 Review of the Local Emergency Management Arrangements / Recovery Plan

The LEMA/Recovery Plan Review Working Party met as scheduled on Wednesday 30 September with Gordon Munday, Tex McPherson, Sharna Merritt and Graeme Haggart in attendance.

The Working Party continued working through the draft revised LEMA (see attached) prepared by Tex and commenced a review of information required to populate the appendices.

No further action has taken place since. Updates are ongoing.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 10.2

BLEMC – 2/12/15 MOVED Ian North, Seconded Simon Stewert-Dawkins, that the Local Emergency Management Arrangements and Local Recovery Plan Working Party Progress Report be received.
CARRIED UNANIMOUSLY 9/0

10.3 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	Completed
Contact awarded for affix bands to poles where banding is > 2 metres off the ground	31 August 2015	31 August 2015	Contingent on capacity of SES to undertake the work
Source and manufacture flood height marking bands	31 August 2015	31 August 2015	Completed
Survey flood heights at each Western Power pole	October 2015	October 2015	Completed
Quarterly report 2	31 October 2105	31 October 2105	Completed
Banding of poles	31 October 2015	31 October 2015	Ready 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

Since the last meeting, the Town has gained approval to fix the bands to the Western Power poles, designed and had manufactured the bands, sought quotes and contracted surveying of flood heights to all poles in the 1:100year flood zone; survey has been completed; and requested Bassendean SES Unit consider the standard operating guidelines to assess whether they have the capacity to fix the bands where the fixing point is above two metres off the ground.

The DCD remains optimistic that the project can be completed in an acceptable timeframe.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 10.3

BLEMC – 3/12/15 MOVED Daniel Forsdyke, Seconded Sharna Merritt, that the information on the Natural Disaster Resilience Project be received.

CARRIED UNANIMOUSLY 9/0

10.4 Vulnerable Groups Capacity Building

The DCD has been contacted by the Manager Corporate Services at Rise Network Inc, a not-for-profit provider of community living residential accommodation for people with disability, on their business continuity planning processes for hazards requiring evacuation. The DCD is liaising with the group.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 10.4

BLEMC – 4/12/15 MOVED Simon Stewert-Dawkins, Seconded Ian North, that the information on Vulnerable Groups planning processes be received.

CARRIED UNANIMOUSLY 9/0

10.5 Post-Incident Reports and Post Exercise Reports

DCPFS

Annual welfare exercise was held on 24 November. Information will be collated and a report presented.

DCPFS are continuing to offer evacuation training next year.

In the lead up to Christmas if any agencies have difference contact arrangements please forward to Terry so he can update the database.

SES

A report will be provided with the Minutes.

Annual Exercise

1 June 2016 is proposed for annual exercise. Further information will come to the next meeting.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 10.5

BLEMC – 5/12/15 MOVED Ken Cardy, Seconded Rachael Collins, that post incident and post exercise reports be received.

CARRIED UNANIMOUSLY 9/0

10.6 Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

The October edition of the SEMC newsletter was not circulated as would ordinarily be the case given the Committee membership was only confirmed in late November. To view a copy, please go to: <http://www.semc.wa.gov.au/Publications%20and%20Resources/SEMC%20News%20volume%202%20issue%20October%20final.pdf>

District Emergency Management Committee (DEMC)

The first meeting of the Central DEMC met on 28 October in the City of Swan. The minutes of the meeting have yet to be received and will be circulated once received.

The next meetings of the DEMC are scheduled for February and May.

North & East Metropolitan Recovery Group

As reported to the last meeting, the Shire of Mundaring has assumed the Group Secretariat function of the North & East Metro Recovery Group that ordinarily meets in April.

WALGA EMAG

The WALGA EM Advisory Group met on Tuesday 8 December. Minutes will be circulated once received.

DFES

Community Engagement section of DFES is to launch a Resilient Communities Project as an emergency self-reliance program in September 2016.

Mapping showing bush fire prone areas is now available on from the Office of Bushfire Risk Management - <http://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx>

COMMITTEE/OFFICER RECOMMENDATION – ITEM 10.6

BLEMC – 6/12/15 MOVED Simon Stewert-Dawkins, Seconded Ken Cardy, that the Emergency Management Agency Reports be received

CARRIED UNANIMOUSLY 9/0

10.7 Contact Details and Key holders

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

COMMITTEE/OFFICER RECOMMENDATION – ITEM 10.7

BLEMC – 7/12/15 MOVED Gordon Munday, Seconded Daniel Forsdyke, that the Committee members' contact details be confirmed as amended.

CARRIED UNANIMOUSLY 9/0

10.8 Preparedness, Prevention, Response and Recovery Issues

Town Rangers have issued the first round of infringements for non-compliance.

The Town has written to State Government agencies regarding the Bushfire Management Strategy for Ashfield flats that has yet to be received by the Town.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 10.8

BLEMC – 8/12/15 MOVED Ian North, Seconded Simon Stewert-Dawkins, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 9/0

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

13.0 CONFIDENTIAL BUSINESS

Nil

14.0 CLOSURE

The next meeting will be held on Wednesday 3 February 2016 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.15pm.