

**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, 20 May 2015, commencing at 3.30pm.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

15 May 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 18 February 2015**

##### **OFFICER RECOMMENDATION – ITEM 5.1**

That the minutes of the additional BLEMC meeting held on 18 February 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 Ashfield Flats Reserve - Bushfire Risk Management (Ref: GOVR/STLIAS/3 & PARE/MAINT/68 – Simon Stewert-Dawkins, Director Operational Services)**

##### **APPLICATION**

The purpose of this report is to consider the effective fire safety strategy for Ashfield Flats along Hardy Road, Ashfield.

The report is included as an attachment to the agenda for the Committee's consideration.

##### **OFFICER RECOMMENDATION — ITEM 9.1**

That the Bassendean Local Emergency Management Committee recommends to Council that it:

1. Notes that in June 2005, Council (OCM - 29/06/05) adopted the attached Bushfire Management Strategy for five key reserves including Jubilee Reserve, Bindaring/ Pickering Park, Bennett Brook, Success Hill Reserve and Ashfield Flats Reserve;
2. Notes that in May 2010, Council (OCM2-9/5/10) endorsed the Bushland Weed Management Plan and the ongoing weed management and bush rehabilitation work that is being undertaken to reduce the fire risk to Council managed natural areas.
3. Notes the status of the Planning and Development (Bushfire Risk Management Regulations).
4. Writes to the Department of Planning and the Department of Water and requests that:
  - a) a Bushfire Management Strategy similar to the document endorsed (OCM2-9/5/10) by Council, be developed for the land owned by the respective agencies; and
  - b) the April 2015 Ashfield Flats Reserve preliminary Weed Management Plan continues to be implemented in order to reduce the fire risk and to rehabilitate this important wetland and Bush Forever site.

## **9.2 Review of the Local Emergency Management Arrangements / Recovery Plan**

At the last meeting, it was resolved to proceed with the LEMA/Recovery Plan review process be continued.

The Working Party met as scheduled on Thursday 4 March with Gordon Munday, Snr Sgt Ian North, Tex McPherson, Sharna Murton and Graeme Haggart in attendance.

Following general discussion, Tex McPherson offered to assist with the writing of the new Arrangements and Recovery Plan. The Working Party supported the offer.

Tex has subsequently sent an early draft, being an over-write of Arrangements he wrote for Carnarvon whilst SEMO in the Gascoyne.

The Director Community Development has met with Tex again on Friday 16 April to progress the drafting.

Tex has been seconded to the Carnarvon as Recovery Coordinator following the April floods, but is continuing to liaise on the drafting process.

A second draft has been received with accompanying commentary that the Working Party should now be engaged to populate local content and context.

It is requested that the next Working Party meeting be determined.

#### OFFICER RECOMMENDATION – ITEM 9.2

That the Local Emergency Management Arrangements and Local Recovery Plan Working Party meet on \_\_\_\_\_ at \_\_\_\_\_ and that the progress report be received.

### **9.3 Annual Exercise**

The City of Bayswater/Town of Bassendean LEMC's Working Party to plan a joint exercise has met on 14 April.

The principle decisions were:

- Exercise to be based upon a severe thunderstorm significantly impacting both LG's.
- Exercise to be combination of training presentation and desktop scenario.
- Exercise to primarily test response and Incident Support Group (ISG) activation.
- Exercise to include key LG management personnel (ISG support roles).
- Exercise to facilitate individual LG ISG's based on localised impacts.
- Exercise to be conducted at City of Bayswater (Embleton Room booked).
- Exercise to be conducted Wednesday 24 June 2015.
- Exercise duration 4 hours (1000 - 1400hrs) Working lunch provided by COB.
- Exercise writing team - Eric Graham (COB) and Graeme Haggart (TOB).

A second Working Party meeting was conducted at the Town on Tuesday 12 May.

LEMC members are invited as observers, with the participants being Officers of the Town. The simulated ISG Meetings will be facilitated by the HMA (DFES SES) and the LEC (OIC's WAPOL).

#### OFFICER RECOMMENDATION – ITEM 9.3

That the report on the joint Bassendean/Bayswater LEMC exercise Working Party meetings be received.

#### **9.4 Flood Mitigation**

The Town was successful with the NDRP grant application for Flood Mitigation Stage 2 Project.

The Director Community Development met with Officers of the SEMC Secretariat to redefine the project scope, as the submitted application did not align with the Committee resolution.

SEMC Secretariat has consented to the project scope variation, given the approved project plan will be achieved and then enhanced.

The Town is required to amend the milestones and achievement dates.

#### OFFICER RECOMMENDATION – ITEM 9.4

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

#### **9.5 Annual Report 2014/2015 & Preparedness Capability Survey**

Attached with the Agenda please find correspondence from Mal Cronstedt, Executive Director, State Emergency Management Committee Secretariat and the Report Form.

The reporting process has been simplified and the Town is no longer required to submit a Business Plan of planned activity for the coming year.

The Preparedness Capability Survey though has become a mandatory requirement and is comprehensive. The Director Community Development queries the articulated comment that it is likely to take 90 minutes to complete.

As is customary the next meeting of Committee is not scheduled until beyond the required reporting date (1 July), and so the Director Community Development again seeks authority of the LEMC to produce the Annual Report in consultation with Committee members and present it for ratification at the September meeting..

#### OFFICER RECOMMENDATION – ITEM 9.5

That the LEMC authorises the Director Community Development 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.

### **9.6 Budget Process**

The Town is currently developing the 2015/16 draft Budget.

Consideration to items relevant to the Committee is sought.

The Town's Workforce Plan includes provision for an EM Officer to ensure the Town's ever growing EM obligations are effectively met. The position is approved contingent on external funding being acquired. The Town will continue to lobby for sources of funding for the purpose given that much of the obligations are acknowledged as non-traditional roles.

Attached to the agenda is a proposal from Deering Autronics, State distributors of Bartco Variable Message Boards (VMB). Bartco appears to have a stranglehold on the VMB industry and supply widely to LG's and other Agencies (like WAPOL). The Director Community Development seeks feedback on the benefits of the Town acquiring a VMB for EM purposes.

Discussion is sought on what items would enhance the Town's EM capabilities and should be considered in the budget process.

#### OFFICER RECOMMENDATION – ITEM 9.6

That the LEMC recommends Council allocates funding for Emergency Management preparedness capability enhancements and include allocations in the draft 2015/16 Budget for \_\_\_\_\_.

## **9.7 Emergency Management Agency Reports**

### **State Emergency Management Committee (SEMC)**

Find attached the latest SEMC Communique and Consultation Paper into a review of the Metro District Emergency Management Committee's structures. The SEMC are seeking feedback on the proposed structure plan by 5 June.

As you would recall, for some years now, the DEMC structure in the metro area has been considered by some to be bureaucratic, inefficient and ineffective.

Attempts have been made to improve the form and function of the "middle tier" structure without success. In recent years, and following the Keelty Reports among others, discussion has been based on administrative reform improvements with an objective of lessening the burden on WAPOL and DFES/SEMC Secretariat.

The current proposal is for the 6-DEMC model to be replaced by a 4-DEMC model with the Town joining with 13 other LGA's to form the West-Central DEMC. With this proposal, representation on the DEMC will include western suburbs LGA's, City of Perth and other inner-metro LGA's and the current East Metro DEMC LGA's. The proposed DEMC therefore stretches from the Indian Ocean to the borders with the Shires of York, Northam and Gingin.

It is stated that this can be functional in that 8-Western Suburb LGA's have a single LEMC. There is disquiet amongst those LGA's that their voice is not going to be heard at the meetings that will be dominated by bushfire management issues and so will request to be represented.

In arriving at the preferred 4-DEMC model, SEMC first considered a discussion paper with a range of structure options that included a submission prepared by WALGA in consort with LG representatives for a 3-DEMC structure: North, South and East.

The Director Community Development has long articulated there is a need to define the role of the DEMC within the contemporary EM environment ahead of defining the structure. This appears to align with the view of the western suburb LGA's.

The proposed DEMC will include not only the LEMC reps, HMA reps, Lifeline and other Support Agency reps, but also reps from significant organisations within the region. Given the nature of the area, this could include a considerable number: Army (Karrakatta & Swanbourne) and Royal Agricultural Society (Claremont Showgrounds) included for example.

Merveen Cross (SEMO, SEMC Secretariat) will provide a presentation on the draft structure plan.

### **District Emergency Management Committee (DEMC)**

The DEMC met on 13 March in Mundaring. The minutes of the meeting have yet to be received and will be circulated once received.

### **North & East Metropolitan Recovery Group**

The North & East Metro Recovery Group met in Kalamunda on 21 April. Minutes will be circulated once received. On rotation the Shire of Mundaring assumed Secretariat function.

### **WALGA EMAG**

The WALGA EM Advisory Group met on Monday 16 March. Minutes will be circulated once received.

### **OFFICER RECOMMENDATION – ITEM 9.7**

That the Emergency Management Agency Reports be received

## **9.8 Contact Details and Key holders**

The current Contact Details and Key holders are included as Part 4 of the Town's LEMA. It was agreed at an earlier meeting that each member would inform the Director Community Development of any changes required.

All notified required changes have been actioned.

### **OFFICER RECOMMENDATION – ITEM 9.8**

That the Committee members' contact details be confirmed as amended.

**9.9 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 9.9**

That post incident and post exercise reports be received.

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

Members are invited to discuss:

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

**OFFICER RECOMMENDATION – ITEM 9.10**

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**

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