

# **TOWN OF BASSENDEAN**

## **MINUTES**

### **BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN**  
**ON WEDNESDAY 20 MAY 2015, AT 3.30PM**

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

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

#### **2.0 PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC**

Nil

#### **3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

##### Present

Cr Gerry Pule, Presiding Member  
Rick Darlow, DO Darling Range, DFES  
Gordon Munday, Manager Bassendean SES  
Terry Sillitto, S/DESO, Department for Child Protection & Family Support  
Rachael Collins, Department for Child Protection & Family Support  
Ian North, OIC Kiara Police Station

##### Officers

Graeme Haggart, Director Community Development  
Simon Stewert-Dawkins, Director Operational Services  
Sharna Merritt, Senior Ranger  
Maria Fatouros, Senior Environmental Health Officer  
Amy Holmes, Minute Secretary

Apologies

Cr Paul Bridges, Deputy Presiding Member  
Ken Cardy, Manager Asset Services  
Katherine Fendley, CPFS  
Steve Blackford, Bassendean SES  
Merveen Cross, A/Manager SEM, SEMC Secretariat

**4.0 DEPUTATIONS**

Nil

**5.0 CONFIRMATION OF MINUTES**

**5.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 18 February 2015**

COMMITTEE/OFFICER RECOMMENDATION – ITEM 5.1

MOVED Simon Stewert-Dawkins, Seconded Gordon Munday, that the minutes of the BLEMC meeting held on 18 February 2015, be confirmed as a true record.

CARRIED UNANIMOUSLY 9/0

**6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Cr Pule expressed thanks to staff for their work on preparing the Ashfield Flats report.

**7.0 DECLARATIONS OF INTEREST**

Nil

**8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

## **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 was to consider the effective fire safety strategy for Ashfield Flats along Hardy Road, Ashfield.

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

After some discussion it was agreed that signage is needed to indicate where the fire track is located. DFES will work with the Town to progress this.

*It should be noted that the Officer Recommendation – Point 2 was amended showing the correct resolution details.*

#### **COMMITTEE/OFFICER RECOMMENDATION — ITEM 9.1**

**BLEMC – 1/05/15** MOVED Ian North, Seconded Rick Darlow, 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 (**OCM-29/05/10**) 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 (OCM-29/06/05) by Council,

be developed for the land owned by the respective agencies; and

- b) the April 2005 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.

CARRIED UNANIMOUSLY 9/0

## **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.

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

Tex McPherson offered to assist with the writing of the new Arrangements and Recovery Plan and submitted a draft, being an over-write of Arrangements he wrote for Carnarvon.

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

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

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

### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2**

**BLEMC – 2/05/15** MOVED Sharna Merritt, Seconded Gordon Munday, that the Local Emergency Management Arrangements and Local Recovery Plan Working Party meet on Tuesday 9 June 2015 at 3.30pm and that the progress report be received.

CARRIED UNANIMOUSLY 9/0

## **9.3 Annual Exercise**

The City of Bayswater/Town of Bassendean LEMC's Working Party 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).

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

**BLEMC – 3/05/15** MOVED Simon Stewert-Dawkins, Seconded Sharna Merritt, that the report on the joint Bassendean/Bayswater LEMC Exercise Working Party meetings be received.

CARRIED UNANIMOUSLY 9/0

#### **9.4 Flood Mitigation**

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

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4**

**BLEMC – 4/05/15** MOVED Gordon Munday, Seconded Ian North, that the information on the Natural Disaster Resilience Project be received.

**CARRIED UNANIMOUSLY** 9/0

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

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 articulated comment is likely to take 90 minutes to complete.

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

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.5**

**BLEMC – 5/05/15** MOVED Sharna Merritt, Seconded Ian North, 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.

**CARRIED UNANIMOUSLY** 9/0

**9.6 Budget Process**

The Town is currently developing the 2015/16 draft Budget and consideration by the Committee was 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.

A proposal from Deering Autronics, State distributors of Bartco Variable Message Boards (VMB) was distributed with the Agenda. 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 sought feedback on the benefits of the Town acquiring a VMB for EM purposes.

VMB's are hired already for a number of events around the Town such as markets, youth events etc. It was felt by the committee that there would be value in purchasing one, given the long term cost of hiring versus the cost of purchasing one. It was suggested that 50% of the funds could come from an external source.

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.6

**BLEMC – 6/05/15** MOVED Terry Sillitto, Seconded Gordon Munday, that the LEMC recommends Council allocates funding for emergency management preparedness capability enhancements and includes an allocation in the draft 2015/16 Budget for a variable message board.

CARRIED UNANIMOUSLY 9/0

### **9.7 Emergency Management Agency Reports**

#### State Emergency Management Committee (SEMC)

Merveen Cross was a late apology to the meeting and circulated the attached report.

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

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.

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.

The Committee made the following comments:

- A DEMC involving 14 Local Governments plus other agencies would be unworkable. There could potentially be approximately 50 people on the committee.
- The role of DEMC needs to be determined ahead of a restructure.
- Government Agencies' boundaries and jurisdictions be aligned.

#### 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.

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.7

**BLEMC – 7/05/15** MOVED Simon Stewert-Dawkins, Seconded Rick Darlow, that:

1. The Emergency Management Agency Reports be received and;

2. The Town of Bassendean provides a submission to WALGA on the following points:

- 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.

CARRIED UNANIMOUSLY 9/0

## **9.8 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.

### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.8**

**BLEMC – 8/05/15** MOVED Ian North, Seconded Terry Sillitto, that the Committee members' contact details be confirmed as amended.

CARRIED UNANIMOUSLY 9/0

## **9.9 Post-Incident Reports and Post Exercise Reports**

### **Ashfield Flats Fire**

The Ashfield Flats fire was discussed by the committee.

Information about being storm ready will be included in the next Bassendean Briefings and fire ready information will be included in the spring/summer edition of Bassendean Briefings.

### **Child Protection & Family Support**

Terry Sillitto advised that approximately 1,046 individuals were assisted during emergency events.

### **SES**

Refer to attached report.

**COMMITTEE/OFFICER RECOMMENDATION– ITEM 9.9**

**BLEMC – 9/05/15** MOVED Simon Stewert-Dawkins, Seconded Sharna Merritt, that:

1. The post incident and post exercise reports be received;
2. Storm ready information and fire ready information be included in the Bassendean Briefings.

**CARRIED UNANIMOUSLY 9/0**

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

Terry Sillitto

- 26 May - Welfare Coordination Group meeting – getting ready for storm season;
- 16 June - Evacuation Centre training in Belmont

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.10**

**BLEMC – 10/05/15** MOVED Rick Darlow, Seconded Gordon Munday, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

**CARRIED UNANIMOUSLY 9/0**

**10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

**12.0 CONFIDENTIAL BUSINESS**

Nil

**13.0**                      **CLOSURE**

The next meeting will be held on Wednesday 9 September 2015 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.55pm.