

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, 2 November 2016, commencing at 3.30pm.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

28 October 2016

A G E N D A

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**

Apology

Ken Cardy

3.0 **DEPUTATIONS**

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 3 August 2016

OFFICER RECOMMENDATION – ITEM 6.1

That the minutes of the additional BLEMC meeting held on 3 August 2016, be confirmed as a true record.

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 LEMC Dates for 2017

It is proposed that the Committee continues to meet at 3.30pm in 2017 and on the first Wednesday on the following dates, including an annual exercise:

1 February – first Quarter Meeting
5 April – Annual Exercise
7 June – Second Quarter Meeting
6 September – Third Quarter Meeting
1 November – Fourth Quarter Meeting

Dates and times listed for discussion.

OFFICER RECOMMENDATION – ITEM 8.1

That the 2017 meeting dates for the Committee be confirmed as:

1 February – First Quarter Meeting
5 April – Annual Exercise
7 June – Second Quarter Meeting
6 September – Third Quarter Meeting
1 November – Fourth Quarter Meeting

8.2 Flood Mitigation Project

Town staff have completed the vinyl band placements around Western Power powerpoles – other than approximately 12 poles near Bindaring Park where the band is high up the pole (out of reach when standing on the tray back of the Council vehicle).

The DCD met with members of the Foreshore Environmental Action Group (FEAG) who had written to the Town objecting to the “misleading” flood height information. While the members comprehended that “Flood Zone” does not equate to flood height, they commented that it had dissuaded property buyers who had been confused by the information. The DCD agreed the first mitigation strategy bands (1:25yr ARI Flood Zone bands and 1:100yr ARI Flood Zone) are to a large degree redundant given the second mitigation strategy bands are marked at the 1:100yr ARI Flood Height. The DCD agreed to remove the flood zone bands and amend the flood marker street side signs.

At the 2016 October Ordinary Council meeting, it was resolved:

“That the temporary 100 year flood height vinyl stickers recently attached to power poles be replaced with non-corroding metal bands with the same message and where this is impractical due to the presence of reinforced supports a white band be painted around the pole and supports and the 25 and 100 year flood zone bands be removed to avoid confusion where not adjacent to the flood information signs. Should this require a further financial contribution then this be addressed in the forthcoming budget review.”

Enquiries have been made into the production of compliant bands to the above and a verbal report update may be available at the meeting.

Another quarterly report has been submitted to SEMC who have responded with a request for a new project completion date.

OFFICER RECOMMENDATION – ITEM 8.2

That the information on the Flood Mitigation Project be received

8.3 LEMA Review

Friday 11 November has been set for the District Emergency Management Advisor (DEMA) from SEMC to meet with the DCD to work through the draft revised Local Emergency Management Arrangements (LEMA) to ensure they are compliant with the recently released requirements.

OFFICER RECOMMENDATION – ITEM 8.3

That the information on the LEMA review be received

8.4 Annual Exercise

It has previously been agreed that the 2017 exercise is to be a joint exercise with the City of Bayswater on community recovery utilising the 2015 Dual Storm scenario.

The DCD and City of Bayswater Emergency Management Officer have held preliminary discussions. It has been agreed the exercise will be hosted by the Town and be conducted in April 2017.

OFFICER RECOMMENDATION – ITEM 8.4

That the information on the budget outcome be received

8.5 Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

SEMC report attached to the Agenda.

District Emergency Management Committee (DEMC)

The Central DEMC last met on 6 October. Minutes of the Meeting will be circulated once received.

North & East Metropolitan Recovery Group

The N&EMRG met on 22 August to allow the transition of the Secretariat function from Mundaring to Swan.

WALGA EMAG

The EMAG met on 13 September 2016. Minutes of the meeting are attached with the agenda.

OFFICER RECOMMENDATION – ITEM 8.5

That the Emergency Management Agency Reports be received

8.6 Fire Season Preparedness

The Town has a Bushfire Hazard Management Plan in the LEMA as bushfire is acknowledged as being a defined risk in the Town's Community Emergency Risk Matrix.

Actions by the Town and Agencies in preparation for fire season are discussed below:

Annual Review of Fire Prone Region

The annual review of the Office of Bushfire Management Bush Fire Prone Mapping for the Town has been completed.

Community Education Program

The annual community education program has been implemented and includes:

1. Articles in the Town's "Bassendean Briefings" delivered to all household letterboxes;
2. Article on the Town's website;
3. Gazettal of requirements in Government Gazette;
4. Article placed in the Eastern Suburbs Reporter regarding requirements;
5. Advice sent in annual Rates Notice to all property owners;
6. Street side signs;
7. Letters to residents living in the fire prone region - 461 properties have been delivered the attached correspondence.

Fire Breaks/Fuel Load Management

Prior to 31 October each year, properties of all sizes within the Town of Bassendean are required to be cleared of combustible material from the whole of the land and that ratepayers are required to slash or mow the combustible material.

Rangers have been monitoring compliance with this requirement and warning notices for action are being issued where necessary. On rare occasions where the notices are not acted on the Rangers issue infringement notices and the Town makes arrangements for the clearing and on-charges residents.

Ashfield Flats

The Ashfield Flats Post Incident Analysis report listed the following recommendations out of the February 2015 fire.

- Construct a mineral earth firebreak/access track along the entire length of the western edge of the reserve. Dimensions should be a minimum width of 3 metres and minimum height of 4 metres. This firebreak/access track needs to link-up to the walk trail along the southern boundary (river side); providing a good Asset Protection Zone (APZ) and separation.
- Any areas where access tracks are affected by waterlogged soil need to be constructed of hard stand (deep compacted road base).
- Remove all branches that overhang property on the western and northern boundaries.
- The drain in the NW corner needs to have fuel load removed completely.
- An all-weather access track to be constructed running W to E across the reserve to give better access for responding crews.
- Fire breaks be established adjacent to dwellings on the eastern and northern edge of the reserve.
- Extensive fire preparation/prevention campaign undertaken by the Town of Bassendean prior to the 2015-16 fire season (including property inspections). This would be for properties that border the reserve.
- Community meeting to discuss the risk and preparation of bushfire - 'Street Meet'.
- Education of residents in the reserve area on property access during fire operations.
- A specific Community Fire Plan is established for this reserve.
- Career Fire & Rescue crews visit the reserve prior to fire season (looking for areas of concerns)
- Property owners and Town of Bassendean be consulted on hydrants being located at the back of high density living and private roads off Hardy Rd.

Comment has been sought from DFES and WAPC on recommendations relevant to them and will be presented at the meeting, if available.

Other than a "street meet", the recommendations relevant to the Town have been completed or are being actioned.

Success Hill/Pyrton

Rangers have been in touch with Officers of the relevant agency reminding them to hurry up, given the fire season is upon us.

OFFICER RECOMMENDATION– ITEM 8.6

That the fire season preparedness actions be noted.

8.7 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 8.7

That post incident and post exercise reports be received.

8.8 Contact Details and Key holders

The current Contact Details and Key holders details will be circulated at the meeting for any update requirements.

OFFICER RECOMMENDATION – ITEM 8.8

That the Committee members' contact details be confirmed as amended

8.9 Preparedness, Prevention, Response and Recovery Issues

Members are invited to discuss:

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

OFFICER RECOMMENDATION – ITEM 8.9

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 is to be held on Wednesday, 1 February 2017, commencing at 3.30pm – to be confirmed.



**BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
2 NOVEMBER 2016**

STATE NEWS

NEW OFFICE OF EMERGENCY MANAGEMENT

The SEMC Secretariat and Officer of Bushfire Risk management to co-locate

The Premier Colin Barnett and the Minister for Emergency Services Joe Francis released the Government's position on the Ferguson Report recommendations.

The report proposes 17 'Recommendations for Strategic Change' and 23 'Agency Opportunities for Improvement' to enhance Western Australia's response to bushfire.

The SEMC Secretariat will be the establishment of a new Office of Emergency Management (OEM) which will comprise the co-located SEMC Secretariat and the Office of Bushfire Risk Management (OBRM). The new OEM will have an added quality assurance role and report directly to the Minister for Emergency Services.

The documents are an amalgamation of the former State Emergency Policies (SEMP policies), Administration Procedures (ADPs), Operational Procedures (OPs) and Training Procedures (TPs).

To facilitate the transition, a 'State EM Policy Documents Mapping Sheet' is available on the SEMC website detailing the location of key policy statements and procedures in the new documents. It is recommended local governments, agencies and organisations use this 'mapping sheet' to amend emergency management references within their agency plans and operating procedures to match the new suite of documents.

The SEMC looks forward to working with agencies and local governments in the next phase of the Policy and Governance Review Project, which will include review and consultation on the State EM arrangements. For any queries, email policy@semc.wa.gov.au.

Comprehensive Impact Assessment Tool

Several reviews of recent emergency events in Western Australia have identified the need for a comprehensive impact assessment to be undertaken to facilitate the transfer from response to recovery during an emergency situation. The assessments are to be undertaken and provided to the local government(s) impacted by the emergency before withdrawal of the responding agencies.

The State Emergency Management (EM) Plan assigns the Controlling Agency with responsibility for undertaking the comprehensive impact assessment, in line with State EM Recovery Procedure 4.

The State Recovery Coordinator, in conjunction with DFES, worked to develop a DFES version of this assessment. Over the last few months the DFES tool has been undergoing further development to make it applicable to all hazards and ensure it meets the consultation and governance requirements for incorporation into the State EM document suite. The SEMC Secretariat is leading this work.

The all-hazards comprehensive impact assessment template is expected to be finalised and made available in October 2016, in readiness for the next bushfire season.

A variety of DFES personnel have been involved in the development of the template, primarily through the SEMC Recovery Subcommittee.

Recovery Aide Memoir

The *Report of the Special Inquiry into the January 2016 Waroona Fire* included a number of recommendations and opportunities to reframe rural fire management in Western Australia. Opportunity 13 recommended the development of a recovery aide memoir for Incident Controllers.

The SEMC Secretariat has been requested to develop the aide memoir by mid November 2016 in readiness for the next bushfire season. A working group of subject matter experts has been convened to inform development of the aide memoir, including representatives from the key Hazard Management Agencies s/Controlling Agencies, local government and others who are involved in recovery.

While the need for the aide memoir has arisen from a bushfire inquiry, it is to be all-hazards and will be incorporated as a tool within the State Emergency Management document suite.

Traffic Management Aide Memoir

Recommendation 14 of the *Report of the Special Inquiry into the January 2016 Waroona Fire* recommended that the SEMC review the policy for traffic management during emergencies so it reflects national 'best practice'.

This review is to include the development and issuing of an aide memoire to guide traffic management, emergency and incident management personnel.

The SEMC Secretariat has re-established the Traffic Management working group to examine the feasibility of this recommendation. Members of the group include DFES, P&W, WA Police, MRWA, WALGA, CPFS and the SEMC Secretariat.

The group are developing an aide-memoire for use at the Vehicle Control Points, which explains the Restricted Access Permit System (RAPS). Once developed, to support the implementation and education of personnel, the SEMC will facilitate the development of a short 5 – 10 min video, presented by DFES personnel, explaining this RAPS process.

Primacy of Life / Strategic Control Priorities

Recommendation 6 of the Ferguson report recommends that the State Emergency Management Committee to adopt, across all hazards, the doctrine of:

- the primacy of life;
- the 'Strategic Control Priorities' (as documented by the Department of Fire and Emergency Services); and
- community warnings that are timely, tailored and relevant.

The SEMC Secretariat has worked with DFES in the development of a bulletin on the strategic control priorities for the emergency management response to fire, reinforcing the already established DFES doctrine on the primacy of life along with other strategic control priorities.

FUNDING

WANDRRA - Extension

The Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) has been made available to assist in meeting the needs of primary producers affected by the bushfires in the Peel and South West regions of WA on 6 January 2016.

The Department of Premier and Cabinet has **extended** the application period for primary producers by a further 6 months to now close on the **6 January 2017**.

The support measures are designed to assist in meeting the needs of primary producers whose assets or primary production business has/have been affected by a disaster for which the WANDRRA have been invoked.

Assistance is not provided as compensation for damage/losses sustained, or as a disincentive to self-help by way of commercial insurance and/or other appropriate strategies of disaster mitigation. Support is offered on a needs basis.

The WANDRRA is administered by the Department of the Premier and Cabinet. The primary producer assistance measures are administered by the Department of Agriculture and Food, Western Australia in conjunction with Department of the Premier and Cabinet.

LAUCH OF SEMC VIDEO SITE

The first two videos to launch the page are two of the presentations coming out of the response and capability subcommittee:

- Evolution of the WA Electricity Market
- Joint Intelligence Capability Project

The videos page lives under Resources (just click on the Videos icon on the Resources landing page):

<http://semc.wa.gov.au/resources>

SEMC MEETING SCHEDULE

2016 SEMC Meetings

The SEMC meetings scheduled for 2016 are:

- 6 December

**District Emergency Management Advisor
State Emergency Management Secretariat**