

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE **HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN** **ON WEDNESDAY 7 NOVEMBER 2018, AT 3.30PM**

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

Members

Cr Bob Brown, Presiding Member
Cr Kathryn Hamilton
Gordon Munday, SES
Sharna Merritt, Senior Ranger
Merveen Cross, DEMA, DFES
Simon Stewert-Dawkins, Director Operational Services
Jeremy Walker, A/Manager Asset Services
Jeff Somes, Environmental Health Officer

Staff

Graeme Haggart, Director Community Development
John Lane, Emergency Management Officer
Amy Holmes, Minute Secretary

Apologies

Cr Mykytiuk
Nigel Elliott, DO, DFES
Sharon Ellis, Department of Communities
Ken Cardy Manager Asset Services

3.0 **DEPUTATIONS**

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 5 September 2018

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Sharna Merritt, Seconded Cr Brown, that the minutes of the BLEMC meeting, held on 5 September 2018 be confirmed as a true record.

CARRIED UNANIMOUSLY 8/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 OFFICER REPORTS

8.1 Swan and Helena River Flood Study: Hydrology Final Report

The report summarises the analysis, modelling and results of Swan and Helena Rivers Flood Study, commissioned by the East Metropolitan Regional Council (EMRC). The document can be found on the Town's website:

<https://www.bassendean.wa.gov.au/council-meetings/bassendean-local-emergency-management-committee/304>

The Town can now complete the flood markers and relocation of signage.

Cr Brown asked that the validity of a flood the year after colonisation that recorded a flood level of 6.5 metres, be verified. Town staff will follow this up.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.1

BLEMC – 1/11/18 MOVED Gordon Munday, Seconded Cr Brown, that the Swan and Helena Rivers Flood Study: Hydrology Final Report, be received.

CARRIED UNANIMOUSLY 8/0

8.2 State Emergency Management Committee Draft Local Recovery Guidelines

The Policy and Legislation Division of the Department of Fire and Emergency Services (DFES) is seeking Local Government feedback on the latest draft of the Local Recovery Guidelines.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

BLEMC – 2/11/18 MOVED Simon Stewert-Dawkins, Seconded Sharna Merritt, that the Draft Guidelines be received for review by this Committee.

CARRIED UNANIMOUSLY 8/0

8.3 Flood Mitigation Project

The new Swan River flood maps were adopted as from 1 September 2018. It should be noted that the 1% AEP flood height is approximately 1m lower than the previous predicted flood height.

The Town has negotiated with SES to affix the new fluoro flood discs to Western Power poles at the new flood height and is preparing new road side signs.

DFES is seeking the project be wrapped up without further delay. The Town is seeking to comply.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

BLEMC – 3/11/18 MOVED Cr Hamilton, Seconded Jeremy Walker, that:

1. The information on the Flood Mitigation Project be received; and
2. **The installation of new flood markers be prioritised to comply with DFES requirements, as soon as practicable.**

CARRIED UNANIMOUSLY 8/0

8.4 Local Government Emergency Risk Management Project

The Town of Bassendean was invited to participate in the State Risk Assessment Project Local. The project will assist Local Governments including the Town of Bassendean, Town of Victoria Park, City of Belmont, City of Swan and the City of Bayswater to examine and assess their exposure to several hazards. The first hazard workshop dealing with Heatwave took place on 7 November at the City of Bayswater hosted by officers from DFES Special Risks Section. The Town of Bassendean provided a team of personnel to assess this hazard on behalf of the ToB.

John Lane gave a verbal report. The written report will be included with the minutes.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

BLEMC – 4/11/18 MOVED Jeff Somes, Seconded Gordon Munday, that the report on the Emergency Management Risk Project be received.

CARRIED UNANIMOUSLY 8/0

8.5 Midland Local Welfare Plan

The Department of Communities - Emergency Services has updated The Local Emergency Welfare Plan for the Midland Region. The plan was updated in September 2018.

Contact details for Town of Bassendean personnel are incorrect and need to be updated.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

BLEMC – 5/11/18 MOVED Jeremy Walker, Seconded Jeff Somes, that the Local Emergency Welfare Plan for the Midland Region be received.

CARRIED UNANIMOUSLY 8/0

8.6 Emergency Management Agency Reports

Office of Emergency Management (OEM)

Report provided by Merveen Cross was included with the agenda.

District Emergency Management Committee (DEMC)

The Central DEMC last met on 13 September 2018. Minutes will be circulated when received.

North & East Metropolitan Recovery Group

Exercise Report will be circulated when received.

WALGA EMAG

The WALGA EMAG last met on 11 September 2018. The minutes will be circulated when received.

Local Welfare Committee

No meeting has been conducted in the past quarter.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

- BLEMC – 6/11/18** MOVED Gordon Munday, Seconded Jeremy Walker, that the Emergency Management Agency Reports be received.
CARRIED UNANIMOUSLY 8/0

8.7 Post-Incident Reports and Post Exercise Reports

SES

Exercise recently with North East and South East Metro. Outcomes and report will be forwarded once received.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.7

- BLEMC – 7/11/18** MOVED Sharna Merritt, Seconded Cr Brown, that post incident and post exercise reports be received.
CARRIED UNANIMOUSLY 8/0

8.8 Contact Details and Key Holders

The current Contact Details and Key Holders' details were circulated at the meeting and updated accordingly. It is vital that this document is kept up to date.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8

- BLEMC – 8/11/18** MOVED Simon Stewert-Dawkins, Seconded Gordon Munday, that the Committee members' contact details be confirmed, as amended.
CARRIED UNANIMOUSLY 8/0

8.9 Preparedness, Prevention, Response and Recovery Issues

Rangers

The Senior Ranger attended an Emergency Services pre-season forum addressing seasonal weather outlook, capacity building approach to disaster preparedness, role of local government in incident support, response to recovery, Shire of Harvey emergency recovery and state recovery. Presentations are available and can be distributed upon request.

Late rains in winter and higher than average temperatures forecast for summer indicates a bad season for cyclones and fires.

Fire season warning letters were sent out - 25 infringements for those properties who have not complied.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.9

BLEMC – 9/11/18 MOVED Simon Stewert-Dawkins, Seconded Jeremy Walker, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 8/0

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

11.0 CONFIDENTIAL BUSINESS

Nil

12.0 CLOSURE

The meeting schedule for next year is yet to be considered by Council. It is proposed to hold the next meeting on Wednesday 6 March 2019 commencing at 3.30pm – to be confirmed.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.23pm.

Ref: <https://www.bassendean.wa.gov.au/council-meetings/bassendean-local-emergency-management-committee/304>