

# TOWN OF BASSENDEAN

## MINUTES

### BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN ON WEDNESDAY 18 FEBRUARY 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  
Cr Paul Bridges, Deputy Presiding Member  
Sharna Merritt, Senior Ranger  
Jeffrey Somes, Senior Environmental Health Officer  
Simon Stewert-Dawkins, Director Operational Services  
Ken Cardy, Manager Asset Services  
Gordon Munday, Bassendean SES  
Steve Blackford, Bassendean SES  
Becky Anderson, CPFS  
Gary Butler, A/OIC Kiara Police  
Tony Nicholas, A/DO, Darling Range, DFES

##### Officers

Graeme Haggart, Director Community Development  
Amy Holmes, Minute Secretary

##### Apologies

Maureen Gaitskell, Swan-Kalamunda Health Service  
Terry Sillitto, Department for Child Protection & Family Support  
Katherine Friendly, CPFS  
Ian North, IOC Kiara Police

#### **4.0 DEPUTATIONS**

Nil

#### **5.0 CONFIRMATION OF MINUTES**

##### **5.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 10 December 2014**

##### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 5.1**

MOVED Cr Bridges, Seconded Jeffrey Some, that the minutes of the BLEMC meeting held on 10 December 2014, be confirmed as a true record.

CARRIED UNANIMOUSLY 11/0

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

Nil

#### **7.0 DECLARATIONS OF INTEREST**

Nil

#### **8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

#### **9.0 OFFICER REPORTS**

##### **9.1 Local Government Reform**

Following recent developments Council resolved at a Special Council Meeting held on Tuesday 10 February 2015 to withdraw from the reform process.

It is expected that the Governor's Orders will be revoked and reform will not take place.

## **9.2 Local Emergency Management Arrangements/Recovery Plan**

In May 2013, the Committee appointed a Working Party to finalise the endorsed LEMA/Recovery Plan. Members of that Working Party are Cr Pule, Graeme Haggart, Gordon Munday, Tex McPherson, Merveen Cross, Snr Sgt Ian North and Sharna Merritt.

The Committee would recall the Working Party met and recommended no action be taken pending the outcome of the review of SEMC Policy 2.5. More recently, the Committee proposed not to finalise the documents given the Local Government Reform process.

The review of the LEMA/Recovery Plan now needs to be progressed. As there has been a period of time since the document was drafted new template documents have been prepared by SEMC and best practice templates are available to assist in the preparation of compliant arrangements for the Town.

The Committee was asked to review the Working Party membership and set a date for the Working Party to meet.

The committee agreed that the same membership should continue, however all committee members are welcome to attend the working party. The meeting date should be set for Wednesday 4 March at 3.30pm.

Copies of all documentation will be sent out to committee members.

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

**BLEMC – 1/02/15** MOVED Simon Stewert-Dawkins, Seconded Gordon Munday, that the Local Emergency Management Arrangements and Local Recovery Plan Working Party:

1. Include the following members - Cr Pule, Graeme Haggart, Gordon Munday, Tex McPherson, Merveen Cross, Snr Sgt Ian North and Sharna Merritt; and
2. Meet to progress the draft Arrangements on Wednesday 4 March 2015 at 3.30pm.

**CARRIED UNANIMOUSLY 11/0**

### **9.3 LEMC Meetings**

Council will in due course be required to consider meeting dates for the LEMC for the period from 1 July to the date of the Council elections in October.

Council has resolved for the next meeting to be 20 May.

At the last meeting, the Committee resolved to recommend a joint meeting between the Bassendean LEMC and Bayswater LEMC be conducted in early 2015. The request was supported by the Bayswater LEMC and an informal meeting was proposed for 15 March. It is noted that this meeting may not proceed given the “hold” on deliberations imposed by Bayswater.

### **9.4 Annual Exercise**

The City of Bayswater LEMC has agreed to participate in a joint LEMC exercise with Town of Bassendean on 24 June 2015.

The Bayswater LEMC next meets on 3 March and will consider nominating one or two members to form a joint working/planning group to work up the exercise. The City of Bayswater Emergency Management Officer and Director Community Development have agreed to liaise and facilitate exercise planning and joint working group function.

A storm or flood scenario has been proposed being as they are common hazards to both municipalities.

The Committee was requested to consider appointing members to the exercise planning working group.

#### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4**

**BLEMC – 2/02/15** MOVED Cr Bridges, Seconded Ken Cardy, that the joint Bassendean/Bayswater LEMC exercise Working Party Members include Snr Sgt Ian North – Kiara Police, Gordon Munday – Bassendean SES, Terry Sillitto - CPFS, Stephen Summerton - SES North Metro, and Cr Gerry Pule.

**CARRIED UNANIMOUSLY 11/0**

### **9.5 Flood Mitigation**

In relation to the Natural Disaster Resilience Programme (NDRP) grant application submitted in September 2014, the SEMC have advised that assessment is underway and 30 of 51 applications have been deemed eligible for assessment.

Following endorsement of the SEMC, the Minister for Emergency Services will approve all projects, as per Commonwealth requirements. Successful applicants will be advised following Ministerial approval being granted.

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.5

**BLEMC – 3/02/15** MOVED Jeffrey Somes, Seconded Sharna Merritt, that the information on the Natural Disaster Resilience Programme be received.

CARRIED UNANIMOUSLY 11/0

### **9.6 Emergency Management Agency Reports**

#### State Emergency Management Committee (SEMC)

The December SEMC Communique was included with the Agenda.

#### District Emergency Management Committee (DEMC)

Determination of the revised DEMC structure is still required. On 11 February, the District Officer SES North Metro, Stephen Summerton, wrote: *“Please note I am waiting on advice re the way forward i.e. one DEMC for the new region or continue with two - the East and Central DEMC.”*

The next meeting of the East Metro DEMC is scheduled for 13 March, to be held at Mundaring. The meeting minutes will be circulated once received.

#### North & East Metropolitan Recovery Group

The Shire of Kalamunda will host a Partners meeting to be arranged for April and will pass Secretariat function to the Shire of Mundaring for the following 12 months.

#### WALGA EMAG

The minutes of the 11 December 2014 meeting were included with the Agenda. Of particular note, the group is reviewing the nine LG Emergency Management priority issues that include consideration to an industry wide disaster recovery fund scheme to be developed and promoted by LGIS. The Director Community Development has discussed progressing the development of the scheme with LGIS Senior Risk Consultants and has been advised the project remains live and is being actively pursued.

The group next meets on Wednesday 11 March.

### Midland Region Welfare Group

On 16 January 2015, Terry Sillitto advised that a recently developed 'Offers of Assistance' form had been prepared in conjunction with Volunteering WA and ADRA.

It is not uncommon when operating a Welfare Evacuation Centre for members of the community to arrive, wishing to make various offers of support in the form of goods, services, accommodation and other.

Terry has requested that the 'Offers of Assistance' form be printed on a light blue paper and that LGA's keep approximately 50 copies in their evacuation starter kit. When the LGA is first to arrive at a Welfare Evacuation Centre, these forms can be provided to people wishing to offer assistance.

It is important to note the disclaimer at the top of the form. Once the forms have been completed by those making offers, the forms should be placed on a pin up board or on a table where evacuees can access the forms themselves, and decide which offers they would like to follow up on. Staff from CPFS or LGA's should not be recommending particular offers of assistance to evacuees, but simply making them aware that various offers of assistance exist.

The Town has recently improved evacuation centre hot kit capability and has added the form to the kits.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.6

**BLEMC – 4/02/15** MOVED Ken Cardy, Seconded Gordon Munday, that the Emergency Management Agency Reports be received.

CARRIED UNANIMOUSLY 11/0

### **9.7 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 DCD of any changes required.

All notified required changes have been actioned.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.7

**BLEMC – 5/02/15** MOVED Sharna Merritt, Seconded Jeffrey Somes, that the Committee members' contact details be confirmed as amended.

CARRIED UNANIMOUSLY 11/0

**9.8 Post-Incident Reports and Post Exercise Reports**

Bassendean State Emergency Service

- Missing person search – Landsdale;
- Fallen street tree branch partially blocking the road – Third Avenue, Bassendean;
- Storm damage to house roof – Pearson Street, Ashfield;
- Fire support – Bindoon, Bullsbrook, Boddington;
- Fallen street tree branch on vehicle – Iolanthe Street, Bassendean;
- Missing person search – Gidgegannup; and
- Missing person search – Inglewood.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 9.8

**BLEMC – 6/02/15** MOVED Cr Bridges, Seconded Simon Stewert-Dawkins, that post incident and post exercise reports be received.

CARRIED UNANIMOUSLY 11/0

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

No issues reported.

**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, 20 May 2015 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.10pm.