

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN ON WEDNESDAY 5 SEPTEMBER 2018 AT 3.37PM

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

Mark Stoneman, Kiara Police, Acting Presiding Member
Cr Kathryn Hamilton
Nigel Elliott, DFES
Gordon Munday, SES
Sharon Ellis, DOC
Sharna Merritt, Senior Ranger
Ken Cardy, A/Director Operational Services

Staff

Graeme Haggart, Director Community Development
Amy Holmes, Minute Secretary

Apologies

Cr Bob Brown, Presiding Member
Cr Melissa Mykytiuk
Merveen Cross, DEMA, DFES
Maria Fatouros, Senior Environmental Health Officer

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 6 June 2018

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Nigel Elliott, Seconded Sharna Merritt, that the minutes of the BLEMC meeting held on 6 June 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

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 Annual Capability Survey

At the last meeting, it was noted the Town is to complete the Annual Capability Assessment Survey for 2018 by 13 June.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

BLEMC – 1/09/18 MOVED Sharna Merritt, Seconded Mark Stoneman, that the information on the 2018 Annual Capability Assessment Survey be received.

CARRIED UNANIMOUSLY 7/0

8.2 Natural Disaster Relief and Recovery Arrangements

At the last meeting of the Committee, the joint Australian Government-State Natural Disaster Relief and Recovery Arrangements (NDRRA) was discussed.

The Committee was advised that new financial assistance arrangements to disaster affected communities commenced on 1 July 2018.

Update from Merveen Cross:

The WANDRRA officers, previously part of the Officer of Emergency Management, have now been transferred to DFES following Machinery of Government Changes. They sit within the Recovery and Resilience portfolio under Acting Assistant Commissioner Rick Curtis.

The work on the Disaster Recovery Funding Arrangements continues. The DRFA WA is due to commence on 1 November 2018. Summary of key changes are being communicated through the DRFA updates which are being emailed to LG's and are available on the DFES website.

As advised at the meeting in May, a number of key areas were being reviewed by the DRFA WA team. One of the key areas was the processing of LG road infrastructure claims. This review has now concluded and changes to the process will be implemented for all events that occur from 1 November 2018.

Work is continuing to address the cashflow issues raised by LG's and to ensure all the templates and guidelines are available for 1 November 2018.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

BLEMC – 2/09/18 MOVED Gordon Munday, Seconded Nigel Elliott, that the information on the Natural Disaster Relief and Recovery Arrangements be received.

CARRIED UNANIMOUSLY 7/0

8.3 Flood Mitigation Project

The new Swan River flood maps will be 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. *This will have implications on planning submissions.*

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.

Gordon advised that it won't be until at least October before he has crew available to undertake this.

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

The EMRC have assured Town officers that the new flood maps will be issued by this Friday.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

- BLEMC – 3/09/18** MOVED Gordon Munday, Seconded Cr Hamilton, that the information on the Flood Mitigation Project be received.
CARRIED UNANIMOUSLY 7/0

8.4 Flood Height Markers

Flood height markers have been installed on jetties as a navigation tool, identifying there being infrastructure below, and to provide understanding of the flood height at that point.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

- BLEMC – 4/09/18** MOVED Mark Stoneman, Seconded Cr Hamilton, that the information on the Flood Height Markers on Town jetties be received.
CARRIED UNANIMOUSLY 7/0

8.5 Emergency Management Officer

Funding has been approved in the 2018/19 Budget for a part-time EM Officer as a contract position. The Town is currently negotiating a contractual arrangement and an update may be available at the meeting.

John Lane, Emergency Management Services will be contracted to the Town as Emergency Management Officer on a 12 month contract.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

- BLEMC – 5/09/18** MOVED Sharna Merritt, Seconded Nigel Elliott, that the information on the Emergency Management Officer contract position be received.
CARRIED UNANIMOUSLY 7/0

8.6 Local Government Emergency Risk Management Project

As reported in March 2018, to comply with the State Risk Project requirements for Local Government, the Town is required to assess the inherent risk existent in the Town.

At that time, the Committee resolved to pursue the project via the WALGA on-line portal tool - LG Risk Vision and to commence the project with a workshop at the June meeting.

The Executive Officer of the Committee was on leave for the June meeting and no action has taken place on this matter as a result.

It is proposed the project be commenced to coincide with the next meeting of the Committee, being 7 November, *with assistance to be provided by the newly contracted Emergency Management Officer.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

BLEMC – 6/09/18 MOVED Gordon Munday, Seconded Ken Cardy, that the Emergency Risk Management Project be rescheduled to commence in conjunction with the 7 November meeting of Committee.

CARRIED UNANIMOUSLY 7/0

8.7 Spontaneous Volunteers Clinic

The Town's A/Snr Community Development Officer (Volunteers) is attending the Planning for Spontaneous Volunteers in Disasters clinic on dealing with spontaneous volunteers during an emergency. The forum is being conducted today (Wednesday 5 Sept).

This is a capability that needs to be improved upon within the Town.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7

BLEMC – 7/09/18 MOVED Sharon Ellis, Seconded Mark Stoneman, that the information on the Planning for Spontaneous Volunteers Forum be received.

CARRIED UNANIMOUSLY 7/0

8.8 Emergency Management Agency Reports

Office of Emergency Management (OEM)

Distributed by email.

District Emergency Management Committee (DEMC)

The Central DEMC last met on 5 April 2018. The next meeting is scheduled for 13 September 2018. Minutes will be circulated when received.

North & East Metropolitan Recovery Group

The Agreement was revised by Officers in 2017. The executable document is circulating for signing with each member Council. The group is arranging it's inaugural exercise to be held on 2 October 2018 to test the Agreement.

WALGA EMAG

The WALGA EMAG will meet on 11 September 2018. Minutes will be circulated when received.

Local Welfare Committee

No meeting has been conducted in the past quarter.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8

BLEMC – 8/09/18 MOVED Ken Cardy, Seconded Gordon Munday, that the Emergency Management Agency Reports be received.
CARRIED UNANIMOUSLY 7/0

8.9 Post-Incident Reports and Post Exercise Reports

SES

Has been fairly quiet - a few searches, a few trees down. North-east and south-east region combined exercise this Saturday.

DFES

No significant incidents to report.

WA Police

No significant incidents to report.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.9

BLEMC – 9/09/18 MOVED Gordon Munday, Seconded Sharna Merritt, that post incident and post exercise reports be received.

CARRIED UNANIMOUSLY 7/0

8.10 Contact Details and Key Holders

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

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.10

BLEMC – 10/09/18 MOVED Mark Stoneman, Seconded Cr Hamilton, that the Committee members' contact details be confirmed, as amended.

CARRIED UNANIMOUSLY 7/0

8.11 Preparedness, Prevention, Response and Recovery Issues

Rangers

Fire season commences soon. Notices will be going out to those properties requiring attention.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.11

BLEMC – 11/09/18 MOVED Ken Cardy, Seconded Gordon Munday, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 7/0

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 next meeting will be held on Wednesday 7 November 2018 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.30pm.