

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN

ON WEDNESDAY 9 SEPTEMBER 2015 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 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
Gordon Munday, Manager Bassendean SES
Terry Sillitto, S/DESO, Dept Child Protection & Family Support
Ian North, Snr Sgt, OIC Kiara Police Station
Rick De Castro, Sgt, WA Police
Steve Blackford, Deputy Manager Bassendean SES
Merveen Cross, SEMO, SEMC Secretariat
Maria Fatouros, Snr Environmental Health Officer
Sharna Merritt, Senior Ranger

Officers

Graeme Haggart, Director Community Development
Amy Holmes, Minute Secretary

Apologies

Ken Cardy, Manager Asset Services
Simon Stewert-Dawkins, Director Operational Services
Rachael Collins, A/Team Leader, DCPFS
Maureen Gaitskell, Kalamunda Swan Health Service

4.0 DEPUTATIONS

Nil

5.0 CONFIRMATION OF MINUTES

5.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 20 May 2015

COMMITTEE/OFFICER RECOMMENDATION – ITEM 5.1

MOVED Ian North, Seconded Gordon Munday, that the minutes of the BLEMC meeting held on 20 May 2015 be confirmed as a true record.

CARRIED UNANIMOUSLY 10/0

6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Presiding Member thanked the Committee members for their service.

7.0 DECLARATIONS OF INTEREST

Nil

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

9.0 OFFICER REPORTS

9.1 Review of the Local Emergency Management Arrangements / Recovery Plan

At the last meeting, it was resolved to proceed with the review of the Local Emergency Management Arrangements/Recovery Plan.

The Working Party met as scheduled on Thursday 9 June with Gordon Munday, Snr Sgt Ian North, Tex McPherson, Sharna Merritt and Graeme Haggart in attendance.

The Working Party received the draft revised LEMA prepared by Tex and commenced a review of information required to populate the appendices.

No further action has taken place since.

Sharna Sumpton from WALGA EM Services has reviewed the Town's EM documents as a component of a Master's Degree and advises they are in need of updating.

The DCD has subsequently met with John Lane WALGA EM Services Coordinator with respect support services available from WALGA.

WALGA are now offering a subscription service in support of LG's to be, and to remain, compliant with EM legislative and regulatory responsibilities. This new service will offer a low cost solution for our members ensuring their local emergency management plans are compiled using the agreed SEMC format, reviews are conducted annually and that risk registers are properly maintained using the newly developed Emergency Risk Assessment Database.

The cost of subscription for 2015/16 is \$3,500.

Services included in the subscription are:

- Initial full review of Emergency Management Plans
- Annual review and update study
- Installation of the Emergency Risk Assessment Database (ERAD)
- Helpdesk support for ERAD
- Transfer of risk information to ERAD
- Collation and submission of the Annual LEMC Report
- Assistance in the compilation of the SEMC Annual Preparedness Report

Additional fee for service services include:

- Conduct a comprehensive emergency management risk
- Write and deliver emergency management desktop exercise

The Committee expressed some concern that outsourcing preparation of compliance requirements and the EM plans may mean the Town loses control, sense of ownership and intimate understanding of those documents.

Town staff will investigate and consider further.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.1

BLEMC – 1/09/15 MOVED Gordon Munday, Seconded Cr Paul Bridges, that the:

1. Local Emergency Management Arrangements and Local Recovery Plan Working Party next meet on Wednesday 30 September at 4pm; and
2. Progress Report be received.

CARRIED UNANIMOUSLY 10/0

9.2 NDRP Funded Flood Mitigation Project

The project plan as approved by SEMC is presented in table form below.

Milestone	Original Target Date	Current Target Date	Status
Quarterly report 1	July 2015	July 2015	Completed
Gain approval from Western Power for pole banding	1 July 2015	1 July 2015	Yet to be finalised
Contact awarded for affix bands to poles where banding is > 2 metres off the ground	31 August 2015	31 August 2015	Yet to commence
Source and manufacture flood height marking bands	31 August 2015	31 August 2015	Design process commenced
Survey flood heights at each Western Power pole	October 2015	October 2015	Yet to commence
Quarterly report 2	31 October 2105	31 October 2105	Yet to commence
Banding of poles	31 October 2015	31 October 2015	Yet to commence
Media for promotion of program	30 December 2015	30 December 2015	Yet to commence
Final report	30 December 2015	30 December 2015	Yet to commence

The Town has again experienced difficulty in gaining approval from Western Power to affix the flood height bands. The latest communication with the responsible officer at Western Power was last week in which the DCD advised of a requirement for feedback to facilitate preparation of this agenda. No feedback had been received at this time.

As a consequence Western Power's requirements of the Town for the use of preferred contractors to fix bands to poles where a free standing "sherry picker" is needed is not defined and so this project milestone has not commenced.

It is intended the flood marker band be black text on white and read: "1:100 year flood height".

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

BLEMC – 2/09/15 MOVED Cr Paul Bridges, Seconded Ian North, that the:

1. Information on the Natural Disaster Resilience Project be received; and
2. Flood marker bands be black text on white and read: "1:100 year flood height".

CARRIED UNANIMOUSLY 10/0

9.3 Annual Report 2014/2015 & Preparedness Capability Survey

At the last meeting the Director Community Development was approved 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.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

BLEMC – 3/09/15 MOVED Gordon Munday, Seconded Maria Fatouros, that the Local Government Preparedness Capability Report and Annual Report 2014/2015 as submitted by the DCD be ratified.

CARRIED UNANIMOUSLY 10/0

9.4 Budget Process

At the last meeting, Committee recommended Council allocate funding to enhance emergency management preparedness capability by purchasing a Variable Message Board (VMB).

Council supported the request in adopting the budget and included \$15,000 toward the cost of purchasing a VMB. This sum represents 50% to purchase price. External funding sources remain to be defined, although internal marketing and promotion budgets for events may well prove a useful source if the VMB can be made available for that purpose.

It is also worth noting the Town's Workforce Plan was adopted with provision for a part time EM Officer to be employed, contingent on the position being funded externally. The Town will continue to lobby for local government to be provided a share of the collected ESL funds in acknowledgement that recently legislated LG EM obligations represent cost shifting, being as they are non-traditional LG roles.

LEMC considered the merits of subscribing to WALGA's EM Services as an interim measure, ensuring compliance requirements are being met but chose to seek further information on the outcomes achieved from other LGAs ahead of considering it again.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4

BLEMC – 4/09/15 MOVED Cr Paul Bridges, Seconded Ian North, that the information on the adopted budget be received.
CARRIED UNANIMOUSLY 10/0

9.5 Post-Incident Reports and Post Exercise Reports

- SES are now being tasked with looking after commercial properties as well as residential.
- Senior Environmental Health Officer in conjunction with DER will be commencing inspections of industrial areas for environmental protection in terms of suitability of hazardous goods stored on site, waste going into the stormwater system, etc.

Annual Exercise: Dual Storm

The City of Bayswater/Town of Bassendean LEMC Annual Exercise was conducted as planned on Wednesday 24 June 2015 at the City of Bayswater Administration Offices.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 9.5

BLEMC – 5/09/15 MOVED Terry Sillitto, Seconded Ian North, that:

1. The post incident and post exercise reports be received; and
2. A hazard audit and management of industrial properties and other be considered at the next meeting to assess the hazard potential in the Town of Bassendean.

CARRIED UNANIMOUSLY 10/0

9.6 Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

The latest SEMC Communique (August edition) was circulated to LEMC members on 11 August.

The latest SEMC Newsletter (July edition) was circulated to LEMC members on 1 July.

Merveen Cross talked to the attached report and including the progress of the revised DEMC structure implementation.

District Emergency Management Committee (DEMC)

The DEMC met on 12 June in Bassendean. The minutes of the meeting have yet to be received and will be circulated once received.

The next meeting of the DEMC is scheduled for 11 September in Swan, unless the restructure is implemented.

It should be noted that following the last meeting at which the draft DEMC restructure plan was considered, Council received and endorsed the LEMC feedback to the WALGA who was at the time preparing an industry wide submission on the draft DEMC structure.

The Town's feedback was:

- 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.

North & East Metropolitan Recovery Group

As reported to the last meeting, the North & East Metro Recovery Group met in Kalamunda on 21 April. Minutes of that meeting were received in August and are attached. As previously advised, on rotation the Shire of Mundaring has assumed the Group Secretariat function.

WALGA EMAG

The WALGA EM Advisory Group met on Monday 15 June. Minutes will be circulated once received.

The next meeting date for the Group will be on 21 September. This meeting is to be a functional review meeting and review the Terms of Reference document and consider the purpose and role of the Group.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.6

- BLEMC – 6/09/15** MOVED Merveen Cross, Seconded Ian North, that the Emergency Management Agency Reports be received.
CARRIED UNANIMOUSLY 10/0

9.7 Contact Details and Key holders

The current Contact Details and Key holders are included as Part 4 of the Town's LEMA.

All notified required changes have been actioned and updated contact details will be circulated with the minutes.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.7

- BLEMC – 7/09/15** MOVED Cr Paul Bridges, Seconded Terry Sillitto, that the Committee members' contact details be confirmed.
CARRIED UNANIMOUSLY 10/0

9.8 Preparedness, Prevention, Response and Recovery Issues

Terry Sillitto

- New Registration Form and Offer of Assistance Form have been included in evacuation kits.
- Evacuation centre exercise coming up. More details to come.
- The Local Welfare Plan has been updated. A copy will be available on request.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.8

BLEMC – 7/09/15 MOVED Ian North, Seconded Terry Sillitto, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 10/0

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 December 2015 commencing at 3.30pm.

It was requested that future meetings be sent as an Outlook calendar invitation.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.40pm.