

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 6 APRIL 2016, AT 3.30PM

1.0 **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Acknowledgement of Country

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**

Present

Cr Gerry Pule, Presiding Member
Cr Bob Brown
Ryan Hamblion, Child Protection & Family Support (CPFS)
Merveen Cross, SEMC Secretariat
Daniel Forsdyke, St John of God Midland Hospital
Ian North, Kiara Police Station
Sharna Merritt, Senior Ranger
Maria Fatouros, Senior Environmental Health Officer
Gordon Munday, Bassendean SES
Ken Cardy, Manager Asset Services

Officers

Graeme Haggart, Director Community Development
Amy Holmes, Minute Secretary

Apologies

Simon Stewert-Dawkins, Director Operational Services
Mick Dilallo, DFES

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

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

COMMITTEE/OFFICER RECOMMENDATION – ITEM 6.1

MOVED Gordon Munday, Seconded Sharna Merritt, that the minutes of the BLEMC meeting held on 3 February 2016, be confirmed as a true record.

CARRIED UNANIMOUSLY 10/0

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 Review of the Local Emergency Management Arrangements / Recovery Plan

The LEMA/Recovery Plan Review Working Party met on 3 March 2016. Progress was made with respect to completing details within the Appendices to the LEMA.

The LEMA is nearing completion. The Recovery Plan requires additional information to complete the document.

SEMC has just released an updated Local Emergency Management Arrangements Guide and model. The current draft document has been superseded and may no longer be compliant.

It is proposed the draft LEMA be forwarded to SEMC for a compliance audit and that the Working Party next meets on 27 April to consider the feedback.

It was requested that the date be changed to Thursday 28 April 2016

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.1

BLEMC – 1/04/16 MOVED Ian North, Seconded Ken Cardy, that:

1. The LEMA/Recovery Plan Review Working Party report be received; and
2. The Working Party meets on Thursday 28 April 2016, at 3.30pm.

CARRIED UNANIMOUSLY 10/0

8.2 NDRP Funded Flood Mitigation Project

The project plan as approved by SEMC was presented in the 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	Completed
Contract awarded for affix bands to poles where banding is > 2 metres off the ground	31 August 2015	31 August 2015	Contingent on capacity of SES to undertake the work
Source and manufacture flood height marking bands	31 August 2015	31 August 2015	Completed
Survey flood heights at each Western Power pole	October 2015	October 2015	Completed
Quarterly report 2	31 October 2105	31 October 2105	Completed
Banding of poles	31 October 2015	31 October 2015	Ready 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 Bassendean SES Unit has acquired a mobile scaffold unit and intends fixing the bands to the poles to be used in a training exercise in handling the new unit.

The unit is awaiting delivery of the scaffold.

The Town of Bassendean may be able to assist with the provision of an elevated work platform. Ken and Gordon to liaise.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.2

BLEMC – 2/04/16 MOVED Cr Bob Brown, Seconded Daniel Forsdyke, that the NDRP Flood Mitigation Project report be received.

CARRIED UNANIMOUSLY 10/0

8.3 Flood Height Research

At the last meeting, questions were asked of the veracity of the flood height data being used for the current and previous flood mitigation projects.

The following information has been received from Simon Rodgers (Supervising Engineer, Floodplain Management, Department of Water):

“At present the 1 in 100 AEP mapping you would have received in 2008 is the best information available. However, you may be aware that we (in partnership with the EMRC and local governments) have commenced a project to review this information and we expect new mapping to be available within the next 18 months.”

Stage one (Flood Hydrology in the Swan and Helena Rivers) in the 4 stage project has been completed and the report was recently released.

This report models water flow in cubic metres per second at specified measuring stations of both Rivers during flooding events.

The water volume model takes into account several variables including the dryness of the hinterland; whether there is intense periods of rain during the storm event and if so when within a 7-day storm event that occurs; and so on. Each variable can be changed and the model re-run to produce a volume flow figure for those set of factors at that location.

The modelling has been done for floods up to a 1:2,000 year event. It is said to be robust and peer tested for reliability.

The next phase in the EMRC program is to prepare a digital terrain survey and hydraulic modelling (Flood Height data) for the whole of the Eastern Region utilising the hydrology model and overlaying variables such as storm surge, tide, etc.

The EMRC is seeking partners to complete this stage and is estimated to cost \$80,000.

An AWARE funding round is currently open for which the amount could be acquired if the applicant was the EMRC in collaboration with the impacted LGA's.

It was agreed that the recommendation be amended as show in bold.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.3

BLEMC – 3/04/16 MOVED Daniel Forsdyke, Seconded Gordon Munday, that the Town of Bassendean partner with the EMRC **and other Local Governments in the region**, to submit an application for funding to the SEMC for AWARE funding to produce a “Digital Terrain Survey and Hydraulic Modelling Report” for the Swan and Helena Rivers in the Eastern Region.

CARRIED UNANIMOUSLY 10/0

8.4 EM Role on Duty Statements

There have been discussions on acknowledging the role of LG in an emergency event by including it in Position Description Forms. It was first muted at an exercise conducted with officers of the Town three years ago and was highlighted again in the joint exercise conducted with Bayswater in 2015 as remaining an opportunity for improvement.

WALGA EM Coordinator, John Lane, advises the best approach is to define the EM roles specific to that position be included within each individual's PDF. This is the approach taken by Mundaring and Wanneroo, however, he is of the view that a generic statement may suffice for the Town.

The Human Resources Coordinator has proposed the following text be inserted generically to all PDF's:

'Within the scope and limits of the position, actively contribute in planning for, responding to and recovering from significant community emergencies'.

In so doing, it is anticipated that EM will gain authority and lead to effective training regimes to ensure those skills required to perform those duties are in place.

Industrial implications could flow from this, including requiring the changes be negotiated with the employee and that requests for reclassification based on additional responsibility may follow.

The DCD suggests the establishment of a working group of the LEMC to consider the best approach for the Town and to report back on their findings.

It was agreed that the working group should comprise of the Manager Asset Services, Director Community Development, Senior Ranger, Director Operational Services and HR Coordinator.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.4

BLEMC – 4/04/16 MOVED Cr Bob Brown, Seconded Ian North, that a working group comprising Manager Asset Services, Director Community Development, Senior Ranger, Director Operational Services and HR Coordinator be established to consider recognition of EM functions in duty statements for officers of the Town and to report back on their findings to the LEMC.

CARRIED UNANIMOUSLY 10/0

8.5 Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

The March edition of the SEMC Communique can be found at:

<https://www.semc.wa.gov.au/publicationsandresources/Documents/SEMCCommuniqueMarch2016.pdf>

The Committee discussed the incidence of house fires in the Town and education and support required.

COMMITTEE RECOMMENDATION – ITEM 8.5(a)

BLEMC – 5/04/16 MOVED Cr Gerry Pule, Seconded Cr Bob Brown, that staff investigate the incidence and causes of residential house fires in the Town of Bassendean and prepare a report for the next meeting.

CARRIED UNANIMOUSLY 10/0

District Emergency Management Committee (DEMC)

The second meeting of the Central DEMC was held on 24 March in the City of Perth.

There were three deputations: Workshops on identified Risks in the District; State Preparedness Report 2015; and Bushfire Arson.

Other business of the meeting included: Confirming the DEMC's Terms of Reference and Business Plan; and LGA's and Agencies Reports.

North & East Metropolitan Recovery Group

No report.

WALGA EMAG

The March 2016 edition of the WALGA EM news is attached.

The WALGA EM Advisory Group met on Tuesday 15 March. No minutes are available at this time.

WALGA confirms that the DFES has agreed to review the LGGS funded through the ESL. WALGA has engaged consultants to assess the true cost of EM functions by LGAs. Workshops are to be held in April and May on the project.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

BLEMC – 6/04/16 MOVED Gordon Munday, Seconded Cr Bob Brown, that the Emergency Management Agency Reports be received.

CARRIED UNANIMOUSLY 10/0

8.6 Post-Incident Reports and Post Exercise Reports

Ashfield Flats Fire 2015

At the last meeting, there was some discussion on the released PIA into the March 2015 Ashfield Flats. The report made several risk mitigation recommendations including among others, installation of fire breaks and hard stand tracks, education and pre-fire season site inspections. Some of the recommendations have been acted on while others are being planned to be actioned.

It is acknowledged that more likely the Ashfield Flats fires were ignited by children who are assumed to be less knowledgeable about the volatility of fire behaviour. As a mitigation strategy, the Town has sought signage from the Arson Squad and will erect them at entry points to Ashfield Flats and the Town's other hot spot - Pyrton, in the lead up to the summer fire season.

It was agreed that Town staff should review the implementation of recommendations that came out of the Ashfield Flats Fire Review of Bushfire Land Management Practices and provide an update at the next meeting.

Annual Exercise

At the last meeting, it was resolved that a working party be convened to consider the scenario for the annual exercise to be staged on 1 June 2016.

The exercise scenario is proposed to be response (including an evacuation) and recovery from a truck v train incident in the Town where the truck tank is ruptured and toxic plume emitted.

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

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.6

BLEMC – 7/04/16 MOVED Ian North, Seconded Sharna Merritt, that post incident and post exercise reports be received.

CARRIED UNANIMOUSLY 10/0

8.7 Contact Details and Key holders

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

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7

BLEMC – 8/04/16 MOVED Sharna Merritt, Seconded Ken Cardy, that the Committee members' contact details be confirmed, as amended

CARRIED UNANIMOUSLY 10/0

8.8 Budget Item Consideration

Items for consideration in the 2016/17 Budget were considered at the meeting.

The Committee would recall that funding for a Variable Message Board was sought and allocated in the 2015/16 budget. Committee recommended and it was approved that 50% of the purchase price of \$30,000 would be required to be generated from alternative sources. No suitable alternate source of funding has been identified and the funding was lost in the February budget review.

The DCD still holds that the provision of a VMB would be valuable for community resilience through awareness messages and with response and recovery capacity.

It is proposed the full \$30,000 be sought in the new budget to achieve the objective.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8

BLEMC – 9/04/16 MOVED Cr Bob Brown, Seconded Ken Cardy, that \$30,000 be referred for consideration in the draft 2016/17 budget for the purchase of a Variable Message Board to strengthen emergency management capacity in the Town.

CARRIED UNANIMOUSLY 10/0

8.9 Preparedness, Prevention, Response and Recovery Issues

Members were invited to discuss preparedness; prevention; response; and recovery issues.

The preparedness for dealing with incidents on the river was discussed. It does not fall under the responsibility of the Town but would be attended by other agencies.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.9

BLEMC – 10/04/16 MOVED Sharna Merritt, Seconded Ken Cardy, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 10/0

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 1 June 2016 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 5.07pm.

From: Wendy Harris [<mailto:Wendy.Harris@emrc.org.au>]
Sent: Monday, 11 April 2016 4:35 PM
To: Simon Stewert-Dawkins (CMD); Graeme Haggart (CMD)
Subject: Flood Study - Stages Two and Three

Dear Graeme and Simon

As you are aware, we have just completed Stage One of the 'Understanding and Managing Flood Risk' project with \$100,000 funding through the Natural Disaster Resilience Program, with contributory funding from the Department of Water and the Cities of Bayswater, Belmont and Swan. The overall objective of the project is to provide updated modelling and mapping to inform and develop mitigation strategies and decision-making on proposed land use and development of flood prone land to support flood emergency response planning, infrastructure design, and flood insurance.

In consultation with the Department of Water, it was identified that the project study area should be expanded to take in the whole of the Swan River to the Indian Ocean, but particularly to include other local government authorities affected by riverine flooding - i.e. between the Narrows Bridge and the Causeway - namely, Town of Victoria Park, City of South Perth and City of Perth, so that all local government areas have access to:

- Updated floodplain mapping;
- Flood risk and vulnerability assessment (which will include LGA consultation); and
- Floodplain Development Strategy.

As some new AWARE funding has become available, we are hoping to expand the number of councils involved in order to have the funds to complete the next two stages of the project in 2016/17, so it is proposed that the EMRC again partner with the Department of Water, City of Swan, City of Bayswater, City of Belmont and Town of Bassendean, as well as with Town of Victoria Park, City of South Perth and City of Perth. It is hoped that this collaborative approach will enhance an application to the AWARE program for additional funding to complete the project.

We are asking all LGAs to commit \$10,000 in funding each towards the project. EMRC and Department of Water have committed substantial in-kind and cash contributions in order to meet the budget requirements. It is proposed to put the project out to tender for all components of Stages Two and Three together as Stage Three components rely on the inputs from Stage Two. The total project budget is \$324,000.

This is a very important project for Perth with a great deal of interest attached to it, as well as providing some key benefits directly to the Town in the form of updated mapping and a flood risk and vulnerability assessment for the Town's flood plain areas which will support future planning and development activities as well as highlight key risks that the Town needs to be aware of.

Please find attached a draft Project Proposal for your consideration and template letter of commitment for you to use, if you wish.

If you would like discuss the proposed project, please let me know. Kind regards, Wendy.