

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 3 FEBRUARY 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
Terry Sillitto, Child Protection & Family Support (CPFS)
Ian North, Deputy Presiding Member, A/Insp WA Police
Phil Huggins, A/OIC Kiara Police Station
Gordon Munday, Manager Bassendean SES
Daniel Forsdyke, St John of God Midland Hospitals
Ryan Hamblion, CPFS (from 4.20pm)
Merveen Cross, SEMC Secretariat

Officers

Graeme Haggart, Director Community Development
Ken Cardy, Acting Director Operational Services
Sharna Merritt, Senior Ranger
Amy Holmes, Minute Secretary

Apologies

Simon Stewert-Dawkins, Director Operational Services

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 9 December 2015

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Ian North, Seconded Terry Sillitto, that the minutes of the BLEMC meeting held on 9 December 2015, be confirmed as a true record.

CARRIED UNANIMOUSLY 9/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

7.1 Review of Instrument of Appointment and Delegation

At the last meeting, the Committee deferred a review of the Instrument of Appointment and Delegation of the Committee pending advice from the SEMC Secretariat on the current adopted version.

The Director Community Development has made some suggested changes (copy circulated to members) which were passed to the SEMC Secretariat for comment.

COMMITTEE RECOMMENDATION– ITEM 7.1

BLEMC – 1/02/16 MOVED Terry Sillitto, Seconded Daniel Forsdyke, that the amended Instrument of Appointment and Delegation be adopted by Council.

CARRIED UNANIMOUSLY 9/0

8.0 OFFICER REPORTS

8.1 Review of the Local Emergency Management Arrangements / Recovery Plan

The LEMA/Recovery Plan Review Working Party has not met since the last meeting of the LEMC in December and there is no new progress made to report.

It is proposed the Working Party next meet in March.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.1

BLEMC – 2/02/16 MOVED Gordon Munday, Seconded Cr Bob Brown, that:

1. The LEMA/Recovery Plan Review Working Party report be received.
2. The Working Party meet on Thursday 3 March 2016, at 3.30pm.

CARRIED UNANIMOUSLY 9/0

8.2 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	Completed
Contract awarded to 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

Since the last meeting, the Town has received the survey maps of flood heights to all poles in the 1:100year flood zone. The maps have been forwarded to the Bassendean SES Unit to assess their capacity to fix the bands to the poles.

A further quarterly progress report is being prepared for SEMC.

The accuracy of the flood height was queried. The Director Community Development advised that it is based on scientific estimate by the Department of Water.

There is some suggestion from the Waters Commission that a 1 in 100 flood would have little impact on the Town. Merveen Cross will clarify with the Waters Commission on this.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.2

BLEMC – 3/02/16 MOVED Ken Cardy, Seconded Cr Bob Brown, that NDRP Flood Mitigation Project report be received.
CARRIED UNANIMOUSLY 9/0

8.3 Post-Incident Reports and Post Exercise Reports

The Committee has requested all HMA's routinely forward post incident reports to the Town for presenting to LEMC.

Any relevant post incident and post exercise reports, plus lessons learnt, are to be tabled at the meeting.

Terry Sillitto reported that an exercise was held on 24 November. It was very well attended and cleared up misconceptions on who is responsible for what. A final report will be available shortly.

Annual Exercise

At the December meeting, it was resolved to conduct the annual exercise on 1 June 2016. The exercise scenario is proposed to be an evacuation from a significant public event being staged in the Town.

It was agreed that public events do not fall within the scope of the emergency management arrangements, this would be part of the event's risk management plan.

Graeme, Ian and Gordon will meet to liaise on a proposed scenario.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.3

BLEMC – 4/02/16 MOVED Ian North, Seconded Cr Bob Brown, that:

1. The post incident and post exercise reports be received.
2. Graeme Haggart, Ian North and Gordon Munday meet to discuss and prepare the annual exercise scenario.

CARRIED UNANIMOUSLY 9/0

8.4 Emergency Management Agency Reports

State Emergency Management Committee (SEMC)

The December edition of the SEMC newsletter was circulated in December. To view a copy, please go to: <https://www.semc.wa.gov.au/Publications%20and%20Resources/Communique%201%20December%202015.pdf>

District Emergency Management Committee (DEMC)

The first meeting of the Central DEMC met on 28 October in the City of Swan. The minutes of the meeting have yet to be received and will be circulated once received.

The next meetings of the DEMC are scheduled for February and May.

North & East Metropolitan Recovery Group

No report.

WALGA EMAG

The January 2016 edition of the WALGA EM news was included with the agenda. The WALGA EM Advisory Group next meets on Tuesday 15 March.

DFES

Bush fire prone area mapping is reviewed annually. Work has commenced on the review for 2016.

The current bush fire prone maps for the Town are available from the Office of Bushfire Risk Management - <http://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx>

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

BLEMC – 5/02/16 MOVED Terry Sillitto, Seconded Ken Cardy, that the Emergency Management Agency Reports be received
CARRIED UNANIMOUSLY 9/0

8.5 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.

It was agreed that the Contact Details and Key Holders document be tabled at each meeting for updating by committee members.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

BLEMC – 6/02/16 MOVED Terry Sillitto, Seconded Cr Bob Brown, that:

1. The Committee members' contact details be confirmed as amended.
2. That the Contact Details and Key Holders list be tabled at each meeting for updating.

CARRIED UNANIMOUSLY 9/0

8.6 Preparedness, Prevention, Response and Recovery Issues

Members are invited to discuss preparedness, prevention, response and recovery issues.

Terry Sillitto advised that he will no longer be representing CPFS on this committee. His colleague, Ryan Hamblion, will now be covering the LEMC's in the district of the CPFS East Metro office and will be the new CPFS rep for this committee.

Merveen Cross advised that her title is now District Emergency Management Advisor.

The Senior Ranger reported that bins were set on fire at the Sparks Early Learning Centre. The Centre has been closed for repairs for all of January with a significant loss of income.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

BLEMC – 7/02/16 MOVED Gordon Munday, Seconded Sharna Merritt, that the Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 9/0

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 held on Wednesday, 6 April 2016 commencing at 3.30pm.

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