



# **A G E N D A**

## **LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

To Be Held

**Wednesday, 9 February 2022  
Commencing at 10.00am**

At

**Via Zoom**

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**NOTICE OF A LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

Dear Committee Member

The next Local Emergency Management Committee Meeting of the Shire of Dardanup will be held on Wednesday, 9 February 2022, via Zoom - commencing at 10.00am.

A handwritten signature in black ink, appearing to read "A. Schönfeldt", is positioned above the name of the Chief Executive Officer.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 01/02/2022

**Note:** If interested persons would like to make comment on any items in this agenda, please email [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au) or hand deliver written comment to the Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton. To be included in the meeting comments are to be delivered no later than 48 hours prior to the meeting.

The Chief Executive Officer will use his discretion as to whether the written comments are relevant and applicable to the meeting before approving their inclusion in the meeting.

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## **VISION STATEMENT**

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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### **Members of Local Emergency Management Committee**

- Cr. M T Bennett - Elected Member - Chairperson
- Cr. E Lilly - Elected Member
- Cr. P Perks – Elected Member (Proxy)
- Coordinator Emergency & Ranger Services – Staff
- Representative – WA Police (Deputy Chairperson’s)
- Representative – Department of Communities
- Representative – Department of Agriculture & Food WA
- Representative – Department of Biodiversity, Conservation & Attractions
- Representative – Department of Health
- Representative – Main Roads WA
- Representative – Department of Fire & Emergency Services – Fire
- Representative – Department of Fire & Emergency Services – Natural Hazards
- Representative – Public Transport Authority
- Representative – Water Corporation
- Representative – Western Power
- Representative – Aqwest
- Representative – St Johns Ambulance WA
- Representative – Telstra Australia
- Representative – Australian Railroad Group
- Representative – ATCO Gas
- Observer - District Emergency Management Advisor – SW Office of Emergency Management (OEM)

### **Terms of Reference**

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:  
[2021 - ToR - Local Emergency Management Committee](#)

## COUNCIL ROLE

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
<b>Executive/Strategic</b>	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-Judicial</b>	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.  Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

## DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

## RISK ASSESSMENT

<b>Inherent Risk</b>	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
<b>Residual Risk</b>	The remaining level of risk following the development and implementation of Council's response.
<b>Strategic Context</b>	These risks are associated with achieving Council's long term objectives.
<b>Operational Context</b>	These risks are associated with the day-to-day activities of the Council.
<b>Project Context</b>	Project risk has two main components: <ul style="list-style-type: none"> <li>• Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives.</li> <li>• Indirect refers to the risks which threaten the delivery of project outcomes.</li> </ul>

**SHIRE OF DARDANUP****AGENDA FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING TO BE HELD ON WEDNESDAY 9 FEBRUARY 2022, VIA ZOOM, COMMENCING AT 10.00AM.****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Chairperson, Cr. M T Bennett to declare the meeting open, welcome those in attendance and refer to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

*Acknowledgement of Country*

*The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging.*

*Affirmation of Civic Duty and Responsibility*

*Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.*

*Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.*

*The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.*

*Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.*

*Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).*

**2 RECORD OF ATTENDANCE/APOLOGIES**

2.1 Attendance

2.2 Apologies

**3 PRESENTATIONS**

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

4.1 Local Emergency Management Committee Meeting Held 10 November 2021

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Local Emergency Management Committee Meeting held on 10 November 2021, be confirmed as true and correct subject to no / the following corrections:**

**5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

**6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

None.

**7 DECLARATION OF INTEREST**

“Committee Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

## 8 REPORTS OF OFFICERS

### 8.1 Title: Update Report from Shire of Dardanup

*Reporting Department:* Sustainable Development  
*Reporting Officer:* Mrs Erin Hutchins - Coordinator Emergency & Ranger Services  
*Legislation:* Local Government Act 1995  
 Emergency Management Act 2005

#### 8.1.1. Acronyms & Terms

There have been no amendments or additions to the emergency management list of acronyms or terms.

#### 8.1.2. Confirmation of LEMA Contact Details and Key Stakeholders

A copy of the Shire of Dardanup LEMA contact and resource directory is available electronically. Please note that this document is confidential and should not be circulated outside of the LEMC.

It is requested that any required changes to contact and key stakeholders details are notified as soon as possible to the Shire of Dardanup via [emergency@dardanup.wa.gov.au](mailto:emergency@dardanup.wa.gov.au) to allow updates to be made.

#### 8.1.3. Committee Membership & Resources

There are no new membership requests at this time.

#### 8.1.4. Status of Local Emergency Management Arrangements (LEMA)

The Shire of Dardanup Local Emergency Management Arrangements (LEMA) and Local Recovery Support Plan (LRSP) were endorsed at the December OCM [412-21].

8.1.5. Exercises that Tested the LEMA - Nil to report.

8.1.6. Sub-Committees or Working Groups - Nil to report.

8.1.7. Projects Undertaken - Nil to report.

#### 8.1.8. Key Achievements

### **Volunteer Bushfire Brigade Facilities**

On Thursday 13th January 2022, the Dardanup Central and Waterloo Volunteer Bushfire Brigades were officially opened by the Minister for Emergency Services, the Honourable Stephen Dawson, MLC and Fire and Emergency Services Commissioner Darren Klemm. Funding for the Dardanup Central building was achieved with thanks to a \$450,000 grant via the State Government's 2020/21 \$5.5 billion WA Recovery Plan in addition to contributions by Mr Alexander Poad and Council. Renovation and expansion of the Waterloo Bushfire Brigade Building has been achieved through Local Government Grant Scheme

funding. The openings were attended by Shire staff and volunteers, DFES, Red Cross, local elders, as well as Jodie Hanns Member for Collie-Preston.

### **Business Continuity Exercise**

The Shire recently completed a desktop scenario-based exercise to test the Shires Business Continuity Plan. The exercise aimed to outline the relationships between the actions the IMT would undertake following a disruptive event, how crisis communications would support and how the Shire would transition smoothly to business continuity mode. For the purpose of this exercise, the Shire requested Marsh to develop two scenarios based on current and relevant topics, specifically COVID and cyber-attack, to test the Shire's pandemic and cyber response plan and/or actions. The session built on past skill development and participants were given the opportunity to test their respective IMT roles and responsibilities in a crisis scenario. The exercise identified a number of positive and improvement opportunities in order to refine and strengthen its defined business continuity practices.

8.1.9. Local Training Needs or Opportunities - Nil to report.

8.1.10. Funding Opportunities - Nil to report.

8.1.11. Incident Support Group Activations/ Incidents - Nil to report.

### COVID-19

The Shires Incident Management Team (IMT) have been meeting regularly to consider and action its responsibilities under State Directions and Restrictions, as well as ensure the safety and wellbeing of staff, Councillors, volunteers and community and prepare for the forthcoming border opening. Of note, vaccination requirements have placed a significant pressure on Shire resources.

### Bushfire

Shire Rangers are currently investigating a fire that occurred on Keenan Avenue, Dardanup West. As the fire occurred during the prohibited burning times, in addition to a declared Harvest and Vehicle Movement Ban, Ranger Services attended the property and early stages of the investigation suggest a chainsaw is the most likely machinery that may have started the fire. The fire was managed at a local level through the Shires Volunteer Bushfire Brigades.

8.1.12. Emergency Risk Management Processes/Treatment Strategies - Nil to report.

8.1.13. Post Incident / Exercise Reports - Nil to report.

8.1.14. Completion of Annual and Preparedness Report Capability Survey - Nil to report.

8.1.15. Seasonal review – fire season preparedness

Refer DFES representative report if applicable.

8.1.16. Seasonal review – storm season preparedness – Nil to report

Refer DFES representative report if applicable.



8.2 Title: Agency Reports – Various

Reporting Department: Various

Reporting Officer: Various

Legislation: Local Government Act 1995  
Emergency Management Act 2005

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Background

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

◇ **Office of Emergency Management – Vik Cheema**◇ **Department of Communities – Michele Duxbury**

- In a period of five weeks, Communities has been activated three times and opened four evacuation centres in the South West. It has been an incredibly busy time which has been felt by several agencies.
- Welfare Plans – progress is being made on the amalgamation and updating of the welfare plans. Intention is to provide the updated version at the next LEMC meeting for tabling.
- COVID: Communities has been working on polices/procedures, availability of accommodation and other welfare provisions in preparation for the opening of the Western Australian border on the 5th February.

<b>INCIDENTS:</b>				
<b>Date</b>	<b>Type of Incident</b>	<b>Location of Incident</b>	<b>Other Agencies Involved</b>	<b>Comments/Outcomes</b>
8-10 Dec 21	Bushfire	Caldarup (Augusta Margaret River LG)	HMA – DBCA/DFES	
26-27 Dec 21	Bushfire	Canebrake Bushfire (Augusta Margaret River LG)	HMA – DBCA/DFES	
11 Jan 22	Bushfire	Eagle Bay / Naturaliste (City of Busselton)	HMA – City of Busselton	
<b>EXERCISES AND TRAINING:</b>				
<b>Date:</b>	<b>Title</b>	<b>Objectives</b>	<b>Comments/Outcomes</b>	
3-DEC-21	Welfare/Evacuation Workshop	Introduce and train staff and local government on evacuation centres.	Approximately 45 people attended from many different agencies.	

- ◇ Department of Fire & Emergency Services
- ◇ Department of Primary Industries and Regional Development
- ◇ Department of Agriculture & Food
- ◇ Department of Biodiversity, Conservation and Attractions
- ◇ WA Police
- ◇ Western Power
- ◇ Main Roads WA
- ◇ Department of Transport
- ◇ Water Corporation
- ◇ WA Country Health Service
- ◇ TransWA
- ◇ Telstra
- ◇ Aqwest
- ◇ Atco Gas
- ◇ Australian Rail Group
- ◇ St John Ambulance

**9 MATTERS BEHIND CLOSED DOORS**

**10 CLOSURE OF MEETING**

The Chairperson advises that the date of the Local Emergency Management Committee Meeting will be Wednesday 11 May 2022 commencing at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson to declare the meeting closed.