



NOTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held

9 February 2022

At

eMeeting via
Zoom

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS	1
2	RECORD OF ATTENDANCE/APOLOGIES	2
2.1	Attendance	2
2.2	Observer	2
2.3	Apologies	2
3	REPORTS OF OFFICERS.....	3
8.1	Title: Update Report from Shire of Dardanup.....	3
8.2	Title: Agency Reports – Various.....	5
4	CLOSURE OF MEETING.....	6

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 Australind (Deputy Chairperson)
- Representative – WA Police Capel (Deputy Chairperson)
- 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 RailWA Group
- Representative – ATCO Gas
- Representative – Moore Road Emergency Response Group
-

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

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>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.</p> <p>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.</p>

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."

SHIRE OF DARDANUP

NOTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 9 FEBRUARY 2022, VIA ZOOM, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

Mrs Susan Oosthuizen, Director Sustainable Development, acting as the Chief Executive Officer's delegate declared the meeting open at 10.05 am and welcomed those in attendance.

Note: *The Zoom meeting commenced and the Chairperson addressed the attendees/apologies at this point of the meeting. It was acknowledged that there were six attendees and this information was recorded in the attendance/apologies in Item 2.1.*

The Shire President Mr M T Bennett joined the Zoom meeting at 10.06 am and assumed the position of Chairperson and referred 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 (or Susan Oosthuizen for those present in the Chambers) 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

Process:

Susan Oosthuizen confirmed the attendance of those logged into Zoom. This was carried out by Susan Oosthuizen calling the names of elected members.

2.1 Attendance

Cr Michael Bennett	-	Shire President (Chairperson) (10.06 am via Zoom)
Cr Ellen Lilly	-	Elected Member
Mrs Erin Hutchins	-	Coordinator – Emergency & Ranger Services
Mr Steve Collins	-	Water Corporation
Mr Bruce Hancock	-	Main Roads
Mr Karl Woods	-	Aqwest
Mr Graeme Offer	-	Moore Road Emergency Response Group

2.2 Observer

Mrs Susan Oosthuizen	-	Director Sustainable Development
Mrs Amanda Tuberes	-	PA - Director Sustainable Development
Ms Melissa Howard	-	Emergency Management Officer
Mr Gary Thompson	-	Manager Sport and Recreation
Mr Murray Connell	-	Manager Development Services
Ms Melanie Ring	-	Place and Community Engagement Officer
Mr Neil Nicholson	-	Principal Environmental Health Officer
Mr Tom Shanahan	-	(10.09 am via Zoom)

2.3 Apologies

Mr André Schönfeldt	-	Chief Executive Officer
Ms Michele Duxbury	-	Dept of Communities
Mr Vik Cheema	-	SW Office of Emergency Management
Sgt Luke Fowler	-	WA Police Australind (Deputy Chairperson)
Sgt Chris Page	-	WA Police Capel (Deputy Chairperson)
Mike Bickford	-	WA Police Australind
Mr Tim Stevens	-	Dept of Primary Industries and Regional Development
Mrs Yvonne Bagwell	-	WA Health
Mr John Carter	-	Department of Fire & Emergency Services
Mr Charles Wilks	-	St John Ambulance
Mr Dave Smith	-	Main Roads
Ms Deb Leverington	-	Telstra Australia
Mr Kevin Shaw	-	Australian Rail Group
Leigh Hall	-	WA Country Health Service
Mr Mick Sheaf	-	Atco Gas
Mr Peter Westgate	-	Department of Transport
Robin Vanrensburg	-	Western Power
Representative	-	Department Biosecurity, Conservation and Attractions

LACK OF QUORUM

Following the calling of attendance and apologies it was found that there was not a quorum in attendance as required under the Terms of Reference for the LEMC .

The meeting would continue as an informal meeting and notes were to be taken for a record of discussion only. As there was no formal meeting in place, formal minutes could not be taken.

LACK OF QUORUM

3 REPORTS OF OFFICERS

Note: The following reports as provided for in the agenda were discussed in an informal manner. The numbering of the reports will remain the same as in the agenda for clarity.

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

- Acronyms & Terms

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

- 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 to allow updates to be made.

- Committee Membership & Resources

There are no new membership requests at this time.

- 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].

- Exercises that Tested the LEMA - Nil to report.

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

- Projects Undertaken - Nil to report.

- 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.

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

- Emergency Risk Management Processes/Treatment Strategies - Nil to report.
- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey - Nil to report.
- Seasonal review – fire season preparedness

Refer DFES representative report if applicable.

- 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.

◇ **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.

INCIDENTS:				
Date	Type of Incident	Location of Incident	Other Agencies Involved	Comments/Outcomes
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	
EXERCISES AND TRAINING:				
Date:	Title	Objectives	Comments/Outcomes	
3-DEC-21	Welfare/Evacuation Workshop	Introduce and train staff and local government on evacuation centres.	Approximately 45 people attended from many different agencies.	

◇ **Main Roads WA**

Discussion:

Mr Bruce Hancock advised that Main Roads had been involved in many of the recent South West fires. They had been resourced adequately and effectively, holding debriefs after each event and all went well from their perspective.

◇ **Water Corporation**

Discussion:

Mr Steve Collins introduced himself as the new Operations Manager for Wellington District.

Water Corp were busy over the weekend responding to the various fire incidents.

◇ **Aqwest**

Discussion:

Mr Karl Woods commented that there was nothing to report.

◇ **Moore Road Emergency Group**

Discussion:

Mr Graeme Offer advised that there was nothing to report.

Mr Graeme Offer queried if there were any learnings from the Shire's Business Continuity exercise that may be beneficial to the Moore Road Emergency Group.

Mrs Erin Hutchins responded that there were no specific learnings that would benefit the Moore Road Emergency Group.

Mrs Susan Oosthuizen elaborated that the exercise was aimed at the internal workings of the Shire and that the businesses forming the Moore Road Emergency Group would already have such plans in place.

4 CLOSURE OF MEETING

The next Local Emergency Management Committee Meeting will be Wednesday 11 May 2022 at 10.00 am at the Shire of Dardanup – Administration Centre Eaton.

The eMeeting closed at 10.17 am.