



A G E N D A

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

**Wednesday, 10 August 2022
Commencing at 10.00am**

At

**Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON**

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Upon request.



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, 10 August 2022 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 10.00am.

A handwritten signature in black ink, appearing to read "A. Schönfeldt", is positioned above the printed name.

MR ANDRÉ SCHÖNFELDT

Chief Executive Officer

Date: 3 August 2022

Note: If interested persons would like to make comment on any items in this agenda, please email 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.

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 Primary Industries and Regional Development
- Representative – Department of Biodiversity, Conservation & Attractions
- Representative – Department of Health
- Representative – Main Roads WA
- Representative – Department of Fire & Emergency Services
- Representative – Department of Transport
- Representative – Water Corporation
- Representative – Western Power
- Representative – Aqwest
- Representative – St Johns Ambulance WA
- Representative – Telstra Australia
- Representative – Australian Rail Group
- Representative – ATCO Gas
- Representative – Moore Road Emergency Response Group
- 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

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	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

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

SHIRE OF DARDANUP**AGENDA FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING TO BE HELD ON WEDNESDAY 10 AUGUST 2022, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 10.00AM.****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Acting Chairperson, Mr André Schönfeldt 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. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

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 11 May 2022

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Local Emergency Management Committee Meeting held on 11 May 2022, 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 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 (Recovery) Arrangements (LEMA)

The Shire of Dardanup Local Emergency Management Arrangements (LEMA) and Local Recovery Support Plan (LRSP) were endorsed at the December 2021 OCM [412-21].

8.1.5. Exercises that Tested the LEMA

DFES South West Bushfire and Flood Exercise Scenarios

The Shire of Dardanup, including the Shire President, Deputy and Shire staff were provided the opportunity to be part of DFES exercises. The main objective of the exercises were to test the response and functionality of an Incident Management Team (IMT) and Incident Support Group (ISG).

The exercise scenarios conducted were as follows;

- Level 2 Bushfire scenario occurring in late December starting at the Dardanup Equestrian Centre fanned by catastrophic summer conditions that resulted in West Dardanup community being evacuated.
- Level 2 Flood scenario exercise based on a sub-tropical cyclone moving down the coast of WA resulting in a trough that caused significant rain triggering flooding of local catchments within the Collie area and surrounds.

Rural Urban Interface Exercise – West Dardanup

On Saturday 24th September 2022, the Shire of Dardanup local bushfire brigades and the Department of Fire and Emergency Services (DFES) will be participating in a Rural-Urban Interface (RUI) exercise in the community of Dardanup West. A letter has been sent to all residents in Dardanup West informing them of the exercise and inviting them to participate.

The aim of the exercise is for the local and neighbouring fire brigades to gain a better understanding of the West Dardanup community, which may assist in better protection of the community in the event of a bushfire. The exercise will also provide information to the individual members of the community on the level of preparedness of their properties and assist them in the works required to maximize the defendability of their property in the event of a Bushfire.

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

8.1.7. Projects Undertaken - Nil to report.

8.1.8. Key Achievements - Nil to report.

8.1.9. Local Training Needs or Opportunities

Brigade Winter Training

The Shire of Dardanup Training Assessors and DFES District Officers provide a number of Brigade training courses for Volunteers to complete. Winter is an important time of year to train new volunteers looking at being on the fire-ground next fire season as well as support succession planning for more experienced volunteers looking to upskill and take on additional roles to basic firefighting.

The Shire of Dardanup Coordinator for Emergency and Ranger Services and the Emergency Management Officer attended the following DFES courses to better support the Shires Bushfire Brigades and meet DFES reporting standards, including;

- Incident Reporting System (IRS) Training
- eAcademy Training
- Course Coordinator

The training was only offered to LG employees who coordinate courses where the LG does not have a CESM position.

8.1.10. Funding Opportunities

AWARE Grant

The Shire made application to the AWARE grant program to enable the Shire to create and promote internal emergency support arrangements and processes for opening up Dardanup local emergency welfare centre(s).

The proposed Local Emergency Welfare Support Plan (LEWSP) will guide internal preparedness by enhancing capacity, capability, knowledge and understanding of Local Government officers' responsibilities for opening an emergency welfare centre for an impacted community.

By undertaking this project that incorporates the development of the LEWSP and a functional exercise with Shire of Dardanup staff, it is anticipated the following benefits will be achieved, including;

- Support for the Local Emergency Management Arrangements and Department of Communities Local Emergency Welfare Plan in the coordination of opening an emergency welfare centre(s).
- Define roles and responsibilities for Shire staff in the coordination of opening an emergency welfare centre(s) for impacted residents.
- Provide useable tools and templates to assist in the management of impacted persons presenting at a Welfare Centre(s) in an emergency.
- Increased staff understanding of Local Governments role and responsibilities in opening a Welfare Centre(s) for evacuating community members in an emergency.

To date the Shire has not been advised if the application was successful.

LGGS

The Shire has been advised of the Local Government Grants Scheme (LGGS) Operating Grant for 2022-23. The Shire has been successful in securing a total of \$220,022 which includes \$16,786 for plant and equipment specifically requested by brigades.

Operating Grants are paid in quarterly instalments (July, October, January and April).

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

8.1.12. Emergency Risk Management Processes/Treatment Strategies

The Shire has acquitted the 2021-2022 Mitigation Activity Funding (MAF) after completing mitigation activities to identified areas at risk of bushfire throughout the 2021-2022 financial year. A total of 15 bushfire mitigation treatments, such as mechanical works and planned burns, were completed to reduce the bushfire risk to over 33.74ha of Shire reserves, including;

Local Government	Treatment ID	Asset Name	Treatment Type
Dardanup	2707	Tulip Grove (1-23), Eaton	Planned Burning
Dardanup	5711	Seaview Heights (55-56), Henty	Fire Access Road / Track(s)
Dardanup	7237	Bethanie Esprit Village - Retirement Community	Mechanical Works
Dardanup	7684	Collie River Road (616), Burekup	Mechanical Works
Dardanup	7685	Collie River Road (712), Burekup	Mechanical Works
Dardanup	7686	Golding Crescent (40), Picton East	Mechanical Works
Dardanup	7687	Henty Road (402), Burekup	Mechanical Works
Dardanup	7915	Cleanaway Solid Waste Service, Crooked Brook	Mechanical Works

Dardanup	7916	Hynes Road (180), Waterloo	Mechanical Works
Dardanup	7919	33-65 Shenton Road, Burekup	Mechanical Works
Dardanup	8335	Tognolini Road (36), Paradise	Mechanical Works
Dardanup	8652	Ferguson Road (2041), Wellington Mill	Fire Access Road / Track(s)

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

8.1.14. Completion of Annual and Preparedness Report Capability Survey

The Shire has completed and submitted the 2022 Annual and Preparedness Report Capability Survey, conducted on behalf of the State Emergency Management Committee (SEMC).

8.1.15. Seasonal review – fire season preparedness

Refer DFES representative report in 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

Date: From – July 2022 to September 2022 inclusive				
INCIDENTS:				
Date	Type of Incident	Location of Incident	Other Agencies Involved	Comments/Outcomes
Continual	Health – Pandemic	South West	HMA – Health	Close Out Stages
EXERCISES AND TRAINING: Please see notes below.				
Date:	Title	Objectives	Comments/Outcomes	
Additional Comments/Suggestions:				
<ul style="list-style-type: none"> Department of Communities staff from the All-Hazards Unit have completed four deployments to NSW Flood Recovery affected areas between May and June. Staff were placed throughout the region. I was placed in Lismore and was stationed at the Lismore Recovery Centre as the Manager. As well as recovery centre functions, staff completed outreach work in the community specifically to remind the community to apply for the grants available to them, logistics predominantly around donations, and welfare boxes. COVID: April – July, Communities was assisting approximately 150 individuals at the start of April, majority with families, and since then, it has been decreasing to 'business as usual', especially with the focus now on 'living with COVID'. Regular training sessions, predominantly for Communities staff is being facilitated over the ensuing months so staff are prepared and ready to respond for the high threat season. The reason for the focus on Communities staff is because of the inability to provide training the last 2 - 3 years due to the COVID pandemic restrictions. 				

◇ **Department of Fire & Emergency Services**

◇ **Department of Primary Industries and Regional Development – Tim Stevens**

Situation Report:

1. **Declared incidents** – DPIRD is managing:
 - 7 plant pest/disease Level 1 & 2 Incidents
 - 0 animal pest/disease Incidents
2. **State alerts and investigations** – DPIRD currently investigating a further 3 pests and diseases.
3. **National alerts & investigations** – DPIRD and other State jurisdictions continue to monitor reported outbreaks of **African Swine Fever** – Republic of Korea, Thailand, Vietnam, Malaysia Philippines and India, **Lumpy Skin Disease** – Vietnam, Thailand, Malaysia and Indonesia, and **Foot and Mouth Disease** – Indonesia, **noting that there is no known incidence of the three in Australia currently.**
4. **Severe Tropical Cyclone Seroja (Recovery)** – DPIRD's Rural Business Develop Unit continues to administer reimbursement grants (Commonwealth funding) and assist growers through the process where required.
5. **COVID 19** – DPIRD continues to support COVID awareness activities in accordance with Department of Health advices.
6. DPIRD District Recovery Coordinator (Rob Cossart) continues to support communities recovering from the aftermath of the catastrophic bushfires experienced in early February in the Southwest Land Division.

Issues:

No issues to report.

Incident and Emergency Management:

The **Department of Primary Industries and Regional Development** (DPIRD) plays a crucial role in emergency management to safeguard Western Australia's primary industries and regions, and support their growth by preventing and minimising the impact of incidents

DPIRD's role is as the Hazard Management Agency (HMA) for animal and plant biosecurity, as well as managing risk in other areas in relation to animal welfare, marine and fish pest incidents. The department also has responsibility for providing support services to other Hazard Management Agencies. This includes:

- coordinating responses to animal welfare during natural disasters and severe weather events such as cyclones or bushfires;
- assisting with fish pest events;
- rapid assessment of natural disaster impacts on primary industries where the affected sector specific skills, experience or expertise resides within the department; and
- assisting within DPIRD's capabilities and portfolio, affected primary industries and regions to recover from the consequences of an emergency including by supporting DFES in managing grants as part of the Disaster Recovery Funding Arrangements WA (DRFAWA).

◇ **Department of Biodiversity, Conservation and Attractions**

◇ **WA Police – OIC Senior Sergeant Heath Soutar – Australind Police Station**

For those of you I have not met or do not know me as yet, my name is Heath SOUTAR and I have been with WAPOL over 30 years. I am looking forward to a full tenure of 4 years here as Officer In Charge at Australind Police Station.

I am not looking for promotion or to leave Australind in any hurry, my goal is to provide trusted, valued and excellent Policing Services to the people of the Australind Police Sub District and the broader community.

I have come back to the South West with Officer in Charge Experience of Laverton Police Station (3 years), Collie Police Station (3 ½ years) and Merredin Police Station 18 months. Merredin was cut short due to a family issue involving my very young daughter and the fact we need to be closer to Perth and Bunbury for specialist health care.

I am very much about ownership and accountability of my sub district, how my team perform reflects on my leadership. We currently have 15 Full time positions attached to Australind Police Station, with 1 advertised vacancy that is usually not too hard to fill. Our sub district has nearly 30 000 people with in it, we are terribly outnumbered!

Emergency Management is a very important part of my role, but one that we do not get daily exposure to like many of the other functions we perform.

The Australind Policing Sub District falls within two shires, Dardanup and Harvey, the majority of our Policing Sub District being within the Harvey Shire. The Dardanup Shire has only a small portion of its District within our Policing Sub District, but it would account for a very large number of people that live in that area.

I am a member of Emergency Management Committee of the Shire of Harvey and have not been delegated any other role. I have been advised that the previous Officer in Charge of Australind Police Station, Snr Sgt Mark SMITH was the deputy chair for the Dardanup Shire. I am unsure if the next OIC, Snr Sgt Luke FOWLER also performed this role. I have been told the OIC of Australind Police Station is the delegated Deputy Chair of this Shire meeting.

This decision would be enshrined in the Guidelines as published in the State Emergency Management Procedure s3.7 states “...the Local Emergency Coordinator *should be appointed* as Deputy Chair”. Local Emergency Coordinators (LECs) are Police Officers in Charge of Police Stations at Local Level. Within the Policy there are *requirements* to have our LEMC meetings and *guidelines* to assist the running of those meetings.

The Shire of Dardanup encompasses 4 Police Sub Districts, Australind, Bunbury, Donnybrook and Capel, there are 4 LEC’s within the Dardanup Shire.

At the next Shire of Dardanup Emergency Management meeting I will relinquish my appointed role as Deputy Chair and ask if anyone would like to take on this role. Ideally it would be another of the LEC’s, but I would respectfully submit it could be any person who is part of the committee and has an active role in Emergency management. I take the role of Emergency Management very seriously but it only forms part of the many roles and functions I am required to perform within my role as OIC of Australind Police Station.

I am looking for consistency within my role for both Shires, being just a delegated member of both would help provide that consistency.

- ◇ **Western Power**
- ◇ **Main Roads WA**
- ◇ **Department of Transport**
- ◇ **Department of Health**
- ◇ **Water Corporation**
- ◇ **WA Country Health Service**
- ◇ **Telstra**
- ◇ **Aqwest**
- ◇ **Atco Gas**
- ◇ **Australian Rail Group**
- ◇ **St John Ambulance**
- ◇ **Moore Road Emergency Response Group**

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 9 November 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.