



A G E N D A

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

Wednesday, 10 February 2021
Commencing at 10.00am

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive – EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
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 February 2021 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 10.00am.



MR ANDRÉ SCHÖNFELDT

Chief Executive Officer

Date: 4 February 2021

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.”

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS	2
2	RECORD OF ATTENDANCE/APOLOGIES	3
2.1	Attendance.....	3
2.2	Apologies.....	3
3	PRESENTATIONS.....	3
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	3
4.1	Local Emergency Management Committee Meeting Held 11 November 2020	3
5	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED	3
6	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	3
7	DECLARATION OF INTEREST	3
8	REPORTS OF OFFICERS	4
8.1	Title: Update Report from Shire of Dardanup.....	4
8.2	Title: Agency Reports – Various.....	7
9	NEW BUSINESS OF AN URGENT NATURE.....	9
10	CLOSURE OF MEETING	9

Members of Local Emergency Management Committee

- Cr. M T Bennett - Elected Member - Chairperson
- Cr. P Perks - Elected Member
- Cr. S Gillespie – Elected Member
- Coordinator Emergency & Ranger Services – Staff
- Representative – WA Police (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 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:
[2019 - 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 FEBRUARY 2021, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, 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**

Peter Stewart – Department Fire and Emergency Services
Nicky Waite – Water Corporation

3 PRESENTATIONS**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****4.1 Local Emergency Management Committee Meeting Held 11 November 2020****OFFICER RECOMMENDED RESOLUTION**

THAT the Minutes of the Local Emergency Management Committee Meeting held on 11 November 2020, 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

- Acronyms & Terms

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

The Local Emergency Management Committee (LEMC) Instrument of Appointment & Terms of Reference 2019 are provided (Appendix LEMC 8.1A).

- Confirmation of LEMA Contact Details and Key Stakeholders

An electronic copy of the Shire of Dardanup LEMA contact and key stakeholder details is provided under separate cover. (Confidential Document USC: 8.1 – Tardis Link MEE-R0889260) Please note that this document is a confidential document provided under separate cover 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 (Recovery) Arrangements (LEMA)

The Shire of Dardanup LEMA was adopted by Council at its Ordinary Council meeting held 1 April 2016 and is now due for review in 2021. Officers will commence the review with a proposal that a desktop exercise is held at the August LEMC to test its effectiveness prior to endorsement at the November meeting.

- Exercises that Tested the LEMA

A LEMC exercise, facilitated by the District Emergency Management Advisor (DEMA) SW, was held on the 11 November 2020 to help prepare for the fire season. The exercise aimed to test the remote connectivity during a simulated bushfire event between the Incident Controller and Incident Support Group members via Microsoft Teams. Please refer the Post Exercise Report (Appendix LEMC 8.2A) provided by Vik Cheema – District Emergency Management Advisor – South West.

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

- Projects Undertaken

Animal Welfare in Emergencies (AWE) Grant

The Shire was successful in its recent application to WALGA and the Department of Primary Industries and Regional Development (DPIRD) for an Animal Welfare in Emergencies (AWE) Grant to review, test and promote the current but out-of-date Animal Welfare Plan (AWP).

The review process will involve input from key local stakeholders that will assist in the development of comprehensive and robust arrangements that support the Shire's Local Emergency Management Arrangements in the coordination of animal welfare services before, during and after an emergency.

A desktop exercise will follow to ensure the effectiveness of the AWP is tested and allow for any final modifications to be made. The final draft will be brought back to the May LEMC for endorsement.

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

DFES Water Tank Initiative

Through the State Government's WA Recovery Plan, DFES was provided \$2.0 million over two years (2020/21 & 2021/22) for the provision of water tanks at existing bush fire facilities (not funded through Emergency Services Levy (ESL) collections). The additional funding is intended for bush fire brigades (BFB's) located in high bushfire risk areas that do not already have a water tank. The Shire took advantage of the funding and made application for tanks at a number of our brigades. The Shire was successful in securing funding for 5 water tanks worth \$102,335.00. The installation of water tanks requires completion and acquittal by 30 June 2021.

- Incident Support Group Activations/ Incidents - Nil to report.
- Emergency Risk Management Processes/Treatment Strategies

The Shire is continuing mitigation activities to identified areas at risk of bushfire throughout the 2020-2021 financial year utilising successful Mitigation Activity Funding (MAF).

- Post Incident / Exercise Reports

Please refer the Post Exercise Report (Appendix LEMC 8.2A) provided by Vik Cheema – District Emergency Management Advisor – South West.

- 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.

- COVID-19 – 5 Day Lockdown as at 4 February 2021

After the announcement by WA Premier Mark McGowan on Sunday 31 January, 2021, the Shire held its first Business Continuity Incident Management Team (IMT) meeting at 4.30pm to discuss the actions required to ensure compliance with State Directives as well as the safety and wellbeing of staff and community being a priority. It was decided that staff that were able to work from home were to do so from Monday 1 February. In line with the directives, the Eaton Recreation Centre, Gym and Library were locked down from 6pm 31 January, with employees from this area not working during this time.

To ensure all staff were informed of the lockdown, an SMS was sent to all Shire staff at 5.00pm, with a further SMS sent at 6.30pm. In addition, Managers and Directors spoke directly with their staff to obtain further information to assist with decision making of the IMT. Staff not able to work from home were only to attend work if they had a mask. The Shire had a store of 1000 disposable masks available, with an additional 2 reusable masks on order per employee. These have now arrived and are being distributed.

Additional IMT meetings were held 7.00pm, Sunday 31 January, 1.00pm, Monday 1 February and 9.00am, Thursday 4 February.

Consistent with the updated Directives on Monday 1 February, the Executive Management Team (EMT), determined 'essential' workers. These employees have continued to work direct from the office and depot locations, with all other staff required to work from home with necessary IT equipment rolled out.

IMT and EMT meetings have continued via Zoom. The Chief Executive Officer has maintained communication with all staff to ensure they are fully versed with the Shires actions in relation to the current lockdown. The Shires Media Officer has ensured our community is kept well informed of the Shires actions, consistent with current messaging from the State and Department of Health.

8.2 Title: Agency Reports – Various

<i>Reporting Department:</i>	<i>Various</i>
<i>Reporting Officer:</i>	<i>Various</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Emergency Management Act 2005</i>

(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**

In addition to the Post Exercise Report (Appendix LEMC 8.2A) a copy of the SEMC communique from the 11 December 2020 SEMC meeting has been included for LEMC awareness (Appendix LEMC 8.2B).

◇ **Department of Communities - Roma Boucher**

◇ **Department of Fire & Emergency Services – John Carter**

High Threat Period

DFES are now well into the High Threat Period (HTP) and will remain so until the 25 March. At this time an assessment will be made to determine whether or not the HTP will be extended. This is normally based on the current and forecasted weather conditions as well as the soil dryness indices.

During the HTP the State Duty Roster includes the Level Three Multi-agency Pre-Formed Teams (L3 PFT) and the activation of the South West Response Zone. The SWRZ will increase the likelihood of initial attack success by enhancing initial response times and applying a resource base commensurate with bushfire risk in the area. Any bush fire within the SWRZ during daylight hours will result in the automatic despatch of VFS, BFB and aerial response resources.

The SW Region also implements their HTP Roster which incorporates the Regional Duty Coordinator (RDC), On Call Operations Officer and an Administration Support on call 24/7. Additional teams (particularly for Level 2 incidents) are stood up On Call based on the risk at that time (usually weather based or when the FDR reaches Very High and above).

High Fire Season Fleet Appliances

DFES SW region have now taken carriage of our High Fire Season fleet consisting of seven Light Tankers and four 2.4/3.4 Tankers. These include a LT stationed at the Eaton Australind VFRS and a 2.4 at the Dardanup West BFB stations.

State Aerial Firefighting Fleet

As previously reported all the State aerial firefighting aircraft are now in service and at their nominated air bases.

For our region that includes:

Bunbury Airport:

- 2 x Fixed wing water bombers;
- 1 x Light fixed wing (AAS); and
- 1 x Helicopter (AAS)

Busselton Airport:

- 2 x HELITAKS; and
- 1 x Large Air Tanker (LAT)

Seasonal Outlook

The BOM have released their seasonal outlook for November to January. Access to this forecast is available via this link - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

- Daytime temperatures for February–April are likely to be warmer than average on the coastal parts of WA.
- Overnight temperatures for February–April are very likely to be above average.
- Above normal bush fire potential in South West WA.
- Average to above average potential for cyclones and tropical lows.
- February–April rainfall is likely to be near to above average for much of Australia.

ISG – COVID19 Restrictions

As was exercised during the last LEMC meeting, should an ISG meeting be required because of an incident, the Incident Controller may well call this meeting to be facilitated via the use of MS TEAMS.

Similarly, should a Public Meeting be required due to an incident, contingency plans are in place where the information may be disseminated via social media or face to face in an open space. This may include the setup of a stage and external PA and video systems.

- ◇ **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**
- ◇ **Aqwest**
- ◇ **Atco Gas**

- ◇ **Australian Rail Group**
- ◇ **St John Ambulance**
- ◇ **Telstra**

9 NEW BUSINESS OF AN URGENT NATURE

10 CLOSURE OF MEETING

The Chairperson advises that the date of the next Local Emergency Management Committee Meeting will be Wednesday 12 May commencing at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

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