



Shire of Dardanup

# NOTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held

10 February 2021

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive – EATON

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### **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](#)

**SHIRE OF DARDANUP**

**NOTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 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 declared the meeting open at 10.00am, welcomed those in attendance 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 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).*

<b>2</b>	<b>RECORD OF ATTENDANCE/APOLOGIES</b>
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### 2.1 Attendance

Cr Michael Bennett	-	Shire President (Chairperson)
Cr Patricia Perks	-	Elected Member
Cr Stacey Gillespie	-	Elected Member
Mr Vik Cheema	-	Department of Fire & Emergency Services
Mr John Carter	-	Department of Fire & Emergency Services
Ms Roma Boucher	-	Department of Communities
Ms Nicky Waite	-	Water Corporation
Mr Peter Buckley	-	Water Corporation

### 2.2 Observer

Mr André Schönfeldt	-	Chief Executive Officer
Mrs Susan Oosthuizen	-	Director Sustainable Development
Mr Murray Connell	-	Manager Development Services
Mrs Kathleen Houtt	-	Acting PA - Director Sustainable Development
Ms Melissa Howard	-	Emergency Management Officer
Mr Paul Sanderson	-	Eaton Lions Club

### 2.2 Apologies

Mr Peter Stewart	-	Department Fire and Emergency Services
Mr Dave Smith	-	Main Roads WA
Ms Jessica Newman	-	Department of Biodiversity, Conservation & Attractions
Ms Claire Anderson	-	Aqwest
Mrs Erin Hutchins	-	Local Recovery Coordinator

## 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.

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](mailto: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.

NOTED.

## 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.

#### ◇ **Department of Fire & Emergency Services – Vik Cheema**

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

Mr Cheema advised that the Office of Emergency Management has been incorporated under the DFES banner now. Mr Cheema discussed the recent training sessions which have been conducted via Microsoft teams.

It was highlighted that the effective use of Microsoft teams enabled many local government to come together and share their thoughts and ideas, without the limitations of traveling to have face to face meetings as well as meeting COVID-19 restrictions. There were some limitations to the technology that would need to be addressed and this included complications with Audio and Visual equipment.

A dedicated support team for the SW has been set up in the case of an emergency in the SW. This group will be an invite only meeting due to sharing of confidential and sensitive information. The preferred method of delivery of online communications is Microsoft Teams due to its security measures.

It has been taken on note that the Shire will need to look at the requirements of emergency management and look at ensuring that we have the facilities (adequate audio and visual setup) to part take in online communications with DFES as well as other agencies and local governments.

#### ◇ **Department of Communities - Roma Boucher**

The Department has been activated for 2 bushfire events recently as follows:

- Beaufortia Bushfire from 20th January 2021
  - Watch & Act was issued at 13:23 hrs;
  - We were contacted mid-afternoon by Louise Stokes from Shire of Nannup re a fire in the locality of Dardanup, approximately 35 kilometres from Nannup. DBCA/Parks & Wildlife Service had contacted Louise re the fire and asked for an evacuation centre to be set up. Louise thought there would be about 6 residents who would present to register but would have alternative places to go. Louise indicated she would open the centre and contact us if the incident elevated. An ISG was held at 17:00 hrs with agencies; with the final ISG on Friday 22ndFeb but able to be reinstated if the event escalated. In all 12 people registered and some people camped on the Foreshore overnight by arrangement with the Acting Ranger.
  - All clear was issued on 24th January when the event was now contained and controlled. Cause of the fire was lightning.
  
- Yallingup Bushfires for 6thFebruary 2021;
  - Emergency warning was issued at 19.02 hrs;
  - We were contacted by Vik Cheema at 18:58 hrs re a fast-moving, rural/urban interface bushfire threatening Yallingup townsite and Injidup. Later alerts were issued for Quedjinup, Yallingup and Naturaliste. It was anticipated roads would be closed and many people may be displaced. We arranged for the Geographe Leisure Centre (GLC) to be opened by the City's Facilities team and our staff arrived at the centre from 9.30pm, including with a trailer with bedding (6 staff). No affected persons came to the GLC and we were advised to close at 22:55 hrs.
  - Steady rain was received over the region from a low which travelled down the State; several severe weather warnings and DFES alerts were also received in relation to this event.
  - All clear was issued for Injidup on Sunday 7th February and later in the day for Quedjinup, Yallingup and Naturalise. Cause of the fire is suspicious/deliberately lit.



- PPE kits update –
  - State Government is arranging for a small PPE kit to be available at Local Governments in readiness for an emergency activation.
  - As per my emails, I understand the 1st part of the PPE order has arrived at our Bunbury office; I'm still waiting on the 2nd order to arrive and will then arrange packing and delivery of 25 kits for the SW.

*Notes of Discussion:*

*Those in attendance discussed the use of the Eaton Recreation Centre as a temporary evacuation centre and review of information/training sessions for an Evacuation Centre set up.*

*Discussion was held regarding consideration of establishing an emergency evacuation centre in the current pandemic environment.*

◇ **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.

### *Discussion:*

*Mr Carter provided an overview of the recent Perth Hills Bushfires and advised that there were numerous challenges faced during these fires. These were the largest fires since the Yarloop/Waroona fires in 2016. Challenges included the following:*

- *Numerous hazards presented. Not only road closures and obstructions but access to people's properties with regards to fallen structures, trees as well as Asbestos that may have been disturbed and spread within the environment.*
- *Emergency officers operating during a pandemic where the restriction of movement of people and quarantine requirements.*
- *Retardant that was used as a barrier to contain the fire was very effective, however may pose a hazard moving forward in regard with possible soil and water contamination.*
- *The response from DPIRD was very efficient with adequate staff been able to deploy into the fire zone and attend to wildlife and livestock of the effected and threatened properties.*
- *Recovery is going to be a long process, however the community are the key drivers of this recovery. Recovery centres will be set up to support the community in rebuilding after this event.*

*Note: Cr. S L Gillespie left the room [10.36am].*

### **◇ Water Corporation**

#### *Discussion:*

*Ms Nicky Waite advised that she has recently been appointed the Regional Manager for the Southwest Region. There was a lot of projects going on at the WaterCorp and summarised below.*

- *Recent fire at Nannup resulted in the brigades drawing water near a treatment plant effecting the water flow for the treatment plant. Training has been provided to the brigades in the best practise of drawing water without effecting other facilities.*

- *No debrief has been supplied from the recent Yallingup fires. Preparation for storm damage was undertaken, however no storm eventuated.*
- *Wellington Dam has seen a major boost in visits from the community to see the mural that has been painted on the Wellington Dam wall. No dates have been set yet with the opening of the crest for public access. With this increase in members of the public attending the site and other areas once fully open to the public, this has raised a few hazards that will need to be addressed and include the following:*
  - o *Barriers to be raised at the dam.*
  - o *Lookout to have hand rails raised to meet the requirements as they are currently not up to code.*
  - o *Roads to be upgraded.*
  - o *Public safety along the walkway to be reviewed as patrons are using the roads instead of walkways to take pictures etc and is becoming a hazard with oncoming traffic and nowhere to go.*
  - o *The abandoned pump station is to be removed hopefully by the end of the year as it is a hazard for people who may access the site to vandalise etc.*
  - o *There was a Waste Water pump station had caused hazardous gas to leak. Five officers were affected, however it was under the health recommended levels and there was no risk to the community.*
  - o *There has been some challenges with COVID-19 with officers attending resident houses and the unknown as to whether they were isolating or not as well as the requirements of wearing masks in the heat while conducting their day to day duties.*

*Note: Cr. S L Gillespie returned to the room [10.41am].*

*Notes of Discussion:*

*Discussion was held on the possibility of the Shire of Dardanup hosting LEMC meetings via Microsoft Teams for at least 3 out of the 4 meetings in a year. This would assist in having a higher attendance at the meeting and more feedback provided.*

<b>4 CLOSURE OF MEETING</b>
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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 meeting closed at 11:11am.