



A G E N D A

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

**Wednesday, 10 May 2023
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 May 2023 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 10.00am.



MR ANDRE SCHONFELDT

Chief Executive Officer

Date: 3 May 2023

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

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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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(s) – WA Police (Deputy Chairperson(s))
- Representative – Department of Communities
- Representative – Department of Primary Industries and Regional Development
- Representative – Department of Biodiversity, Conservation & Attractions
- Representative – WA Country Health Service
- Representative – Main Roads WA
- Representative – Department of Fire & Emergency Services – Fire
- Representative – Department of Transport
- Representative – Water Corporation
- Representative – Western Power
- Representative – Aqwest
- Representative – St Johns Ambulance WA
- Representative – Telstra Australia
- 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."

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	<p>Project risk has two main components:</p> <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 MAY 2023, 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. 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 8 February 2023

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Local Emergency Management Committee Meeting held on 8 February 2023, be confirmed as true and correct subject to no / the following corrections:

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****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: Mr Stephen Loiterton - Coordinator Emergency & Ranger Services
Legislation: Local Government Act 1995
 Emergency Management Act 2005

8.1.1 *Additional Recovery Coordinator*

Cassandra Budge has agreed to be an additional alternate Recovery Coordinator. This enables the role to be rotated through three staff should the need arise, increasing our resilience.

8.1.2 *Mitigation Activity Funding*

The Shire is progressing works in relation to the 2022-2023 Bushfire Mitigation Activity Fund.

The objectives and progress for the following areas are:

- Henty Reserve
 - Objectives: install an access point off the Dress Circle emergency fire access way including gate, install fire access way suitable for a Light Tanker (including turn around circle and drain crossing), remove non-natives where possible to do so, and undertake fuel reduction works across the reserve using hand crew.
 - Contractors being sought.
- Millars Creek
 - Objectives: upgrade access point off Hunter Circle Park including tree removal, upgrade existing fire access way from Hunter Circle to Castlereagh Vista including limestone surfacing, extensively thin vegetation between Castlereagh Vista and creek line, and spray woody weeds and remove any non-natives across remaining treatment areas.
 - Works have commenced on fire access way; contractors being sought for fuel reduction.
- Warburton Road verge
 - Objectives: conduct a prescribed mosaic burn in Autumn with local bushfire brigades, ensure large trees and fence line is to have a rake-hoe buffer before burn is conducted, and follow-up chemical spray to be carried out post burn.
 - Currently considering mechanical fuel reduction instead of planned prescribed burn.
- West Dardanup
 - Objectives: removing trees from fire access way that are restricting access, and resurfacing entire fire access way between Travencore and Stonefield.
 - Work has commenced on removing trees and resurfacing fire access way.

8.1.3 *AWARE Project*

Work has progressed on the Emergency Welfare Project undertaken under the All Western Australians Reducing Emergencies grant program for 2022/23. The purpose of the project is to have a plan to support the Department of Communities to manage emergency evacuation/welfare centres, especially if the department's resources are stretched and deployed elsewhere.

A workshop was conducted on 13 April 2023 to identify issues that need to be incorporated into the proposed Local Emergency Welfare Support Plan, and possible courses of action to manage those issues.

The project will now move on to the writing of the plan, with an eye to evaluating its effectiveness through an exercise later in the year.

8.1.4 Japanese Encephalitis Virus

At the 8 February 2023 Local Emergency Management Committee meeting the Shire sought information about an outbreak of Japanese Encephalitis Virus in Australia and any intelligence on the Western Australian context. A letter was sent to the Department of Primary Industries and Regional Development (DPIRD) requesting an update. DPIRD's response from 9 March 2023 is provided at LEMC Appendix 8.1.4A.

We note Department of Health advice that the situation has developed since, with the virus being detected in Western Australia.

8.1.5 Local Government Grants Scheme Application

The Shire has submitted an application for funding under the Local Government Grants Scheme to fund the shire's eight bushfire brigades for 2023/24. The Shire is seeking an increase in funding in line with the CPI.

8.1.6 Fire Prevention Order

Discussion at the Bush Fire Advisory Committee meeting held on 8 March 2023 suggested a need for minor amendments to the Shire's Fire Prevention Order. A formal request for proposals has been made to Bushfire Brigade Captains and Fire Control Officers.

The Chief Bushfire Control Officer indicated that the Shire's Restricted Burning period, which ended on the 26 April 2023, would not be extended due to the weather conditions and the substantial rain the Shire has experienced during April.

8.1.7 Bushfire Brigades

The Shire is continuing to develop processes and procedures to ensure the work health and safety of bushfire fighting volunteers. Revised reporting forms and a reporting process using QR codes to electronically submit safety concerns is being developed.

The Shire has procured licences and subscriptions for the BART (Broadcast. Alert. Respond. Turnout.) System for the Shire's volunteer bushfire brigades. The cloud based system will enable notification of fires, or other incidents, to brigades and their members more efficiently and result in more prompt responses.

8.1.8 General Emergency Preparedness

The Shire has been informed by the Department of Biodiversity and Conservation that a program of prescribe hazard reduction burning will be undertaken in identified areas within the Shire this autumn.

The Shire participated in a multi-agency exercise organised by WaterCorp to discuss emergency management in relation to dam emergencies. The scenario considered the extremely remote chance that Harris dam was weakened by persistent heavy rainfall and experienced a structural failure. The exercise was terminated before the consequences for the Shire, and recovery considerations, could be explored. Despite this the exercise was valuable in considering the thought process that will be required should such a scenario become reality.

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.

◇ **WA Police**

◇ **Department of Fire & Emergency Services – District Emergency Management Advisor**

Ms Erin Hutchins provided the following report:

STATE NEWS

The State Emergency Management Committee (SEMC) met on the 3 May 2023. SEMC Communiques can be found [here](#).

2023 SEMC Meeting Schedule

- 2 August 2023
- 4 October 2023
- 6 December 2023

State Consultation Requests

Note – This item will be dealt with confidentially by the Committee.

Resilient Australia Awards 2023

Submissions for the 2023 Resilient Australia Awards are now open.

The [Resilient Australia Awards](#) celebrate and promote initiatives that build whole of community resilience to disasters and emergencies around Australia, as well as images capturing resilience in action.

The awards acknowledge outstanding contributions in each state and territory across seven categories: business, community, government, local government, mental health and wellbeing, school, and photography.

The awards recognise a wide range of initiatives with past projects centred on risk assessment and mitigation, mental health and wellbeing, education, training and research, and community engagement, as well as response and recovery.

The Resilient Australia Awards is proudly sponsored by the Australian Government in partnership with the states and territories and managed by the Australian Institute for Disaster Resilience (AIDR).

Submissions close **5 June 2023**.

DISTRICT NEWS

The **District Emergency Management Committee** (DEMC) met on Tuesday 21 March 2023.

Presentations and key items discussed:

- NBN muster truck overview and demonstration
- Japanese Encephalitis Virus (JEV)
- NEMA update
- Foot and Mouth Disease (FMD)
- Traffic Management
- Shire of Augusta Margaret River LEMA noted.

The next meeting of the DEMC will be held on Tuesday 10 October 2023.

Emergency Preparedness Exercise

Inter-Agency Desktop Emergency Preparedness Exercise for Harris & Wellington Dams

On Wednesday 20th April, the Water Corporation held a workshop to step through preparedness and response protocols for flooding scenarios associated with Harris and Wellington Dams.

This workshop was designed to involve the key external agencies such as DFES, Department of Water and Environmental Regulation, South West Police, Main Roads WA, Western Power, DBCA, Local Government, and Department of Communities all with responsibility in major flooding events. The focus of the workshop was to provide awareness of the Dam Safety and Emergency Plans for Harris and Wellington Dams.

LOCAL NEWS

Local Emergency Management Arrangements

A copy of the Local Emergency Management Arrangements – Status Report is provided at LEMC Appendix 8.2A. Please check the due date for the five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

Local Emergency Management Arrangements (LEMA) Review Outcomes and Next Steps

The [Local Emergency Management Arrangements \(LEMA\) Review](#) is a partnership between the Department of Fire and Emergency Services (DFES) and WALGA, initiated in response to reports that current LEMA requirements are not fit-for-purpose for Local Government and that a new LEMA model is needed. From April to December 2022, WALGA engaged 100 Local Governments to identify LEMA strengths, weaknesses, and improvement opportunities in a consultation that included 10 in-depth interviews, 10 interactive workshops and an online survey.

WALGA's [LEMA Review Consultation with Western Australian Local Governments: Project Summary and Recommendations Report](#) summarises the key findings of the consultation process to date. A more detailed overview can be found in [WALGA's LEMA Review Issues Paper](#), [LEMA Review Survey Report](#) and an independent [LEMA Review Workshop Consultation Report](#) prepared by [agdots](#).

WALGA's LEMA Review project informed the Draft LEMA Improvement Plan that has now been developed by DFES and presented to the LEMA Review Steering Committee. The Committee has

approved testing to commence with the Local Government sector during April and May 2023 and then submit the final LEMA Improvement Plan to SEMC for endorsement in August 2023.

Find out more about the LEMA Review Project on [WALGA's website](#) or email WALGA's LEMA Review Project Lead, [Simone Ruane](#).

Grant Program Updates

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters.

National Disaster Risk Reduction (NDRR) grant

The [National Disaster Risk Reduction \(NDRR\) grants program](#) is **now open** for projects that reduce disaster risk in Western Australia.

The NDRR grant program will make about \$2.5 million available in 2023 for projects that reduce disaster risk in Western Australia. Projects must contribute to achieving the objectives of the [National Disaster Risk Reduction Framework \(NDRRF\)](#) and the [WA Implementation Plan for the NDRRF](#) by reducing risks associated with at least one natural hazard. To be eligible, projects must reduce disaster risk and improve community resilience, rather than contributing to disaster relief, response, or recovery activities.

Organisations that are eligible to apply for NDRR grants are:

- local governments
- state government agencies
- government trading entities
- incorporated organisations
- not-for-profit organisations.

Projects with localised outcomes may apply for between \$10,000 and \$250,000 grant funding; there is no cap on funding for projects with State or sector-wide significance. Applicants must contribute at least 50 per cent of the total project cost in cash or in-kind.

Applications for the current round of the NDRR grant program are now open and close 12.00pm 29 May 2023. Assessments will take place in July 2023 with an anticipated announcement date in September 2023.

All West Australians Reducing Emergencies (AWARE) program

AWARE is an initiative of the Western Australian Government that invests in building capacity and preparedness activities at a local level, through a competitive grant. Only local governments are eligible to apply for an AWARE grant.

The 2023 AWARE grant round will distribute a total of \$200,000 for projects to:

- further the emergency risk management process
- facilitate capability-based exercises
- assist in reviewing Local Emergency Management Arrangements
- deliver emergency management training
- host or facilitate emergency management events or forums.

Projects may apply for between \$2,500 and \$30,000 grant funding. Local level risk assessment projects can request a maximum of \$4,000. Applicants must contribute 25 per cent of the total project cost in cash or in-kind. A local government may submit multiple projects for funding.

Local governments are encouraged to collaborate and submit joint applications.

Applications for next round of the AWARE grant program will open on 16 August and close on 20 September 2023. Assessments will take place in October 2023 with an anticipated announcement date in January 2024.

The SEMC endorsed a two-year schedule for both grant programs. See below for the **2024-2025** grant program dates;

Year	2024-25	
Program	NDRR	AWARE
Round Open	25 April 2024	16 August 2024
Round Close	29 May 2024	20 September 2024
Assessment	3 July 2024	25 October 2024
Anticipated announcement	September 2024	January 2025

Information on funding opportunities can be found [here](#).

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

Emergency Support Website – Supporting Spontaneous Volunteers and Donations

Volunteering WA (VWA) have developed a new resource to assist the community, volunteers and organisations during incidents and emergencies (refer LEMC Appendix 8.2B).

The development of these resources has arisen from a sector wide and community-based consultation process examining a need to effectively manage spontaneous volunteers and community lead donations across the State. We are often inundated by well-meaning community members who are keen to help in any way they can. We will now be able to direct them to the website so that organisations can take advantage of a volunteers contributions.

◇ **Department of Fire & Emergency Services – District Officer Emergency Management – South West Region**

Mr Brian Penman (acting on behalf of Mr John Carter) provided the below report:

Bushfire Season 2022/23

It was a relatively quiet bushfire season for the South West Region. Thank-you to all the volunteers and agencies for their response over the bushfire season.

Storm Season 2023

The region is preparing for the upcoming storm season. DFES South West Region has updated its Severe Weather Response Plan. Severe weather covers storm, flood and cyclone. The Plan is provided at LEMC Appendix 8.2C for members to review and make comment.

Managing Bushfire in Western Australia – Statement of Intent

The WA Government has launched the *Statement of Intent for Managing Bushfire in Western Australia*. The documents [Managing Bushfire in Western Australia Statement of Intent](#) and [Vision and Principles to Guide the Management of Bushfire in WA](#) are now available on the DFES website.

Public Comment sought on Draft State Planning Policy 3.7 Bushfire and Draft Planning for Bushfire Guidelines

The Western Australian Planning Commission has released the draft *State Planning Policy 3.7 Bushfire* (SPP 3.7) and draft *Planning for Bushfire Guidelines* (the Guidelines) for public comment.

Key improvements to the State's bushfire planning policy framework include:

- a stronger emphasis on considering bushfire requirements in early planning stages
- new policy provisions to apply to different categories on the Map of Bush Fire Prone Areas
- introduction of an assessment of the broader landscape surrounding a development site, as a means of identifying locations with an unacceptable level of bushfire risk
- an outcomes-based approach to facilitate improved flexibility and understanding by decision-makers
- clearer guidance and a more user-friendly format as the guidelines are now divided into sections based on the planning stage.

Public comment closes on **Monday 17 July 2023**. More information can be found at <https://consultation.dplh.wa.gov.au/strategy-and-engagement/bushfire-and-planning-for-bushfire-guidelines/>.

Climate Outlook (issued 13 April 2023)

- For May to July, below median rainfall is likely to very likely (60% to greater than 80% chance) for most of Australia.
- May to July maximum temperatures are likely to very likely (60% to greater than 80% chance) to be warmer than median for almost all of Australia.
- Above median May to July minimum temperatures are likely to very likely (60% to greater than 80% chance) for most of the country excluding inland central and eastern regions.
- This forecast is being influenced by several factors including an ENSO-neutral pattern (neither El Niño nor La Niña) tending towards El Niño in the latter part of the forecast period, and the chance that a positive IOD event may develop in the coming months, as well as longer-term trends. An El Niño WATCH is current.

DFES Staffing Changes

There have been a number of staff changes in the DFES South West Office:

- District Officer Emergency Management John Carter is on extended leave until early July. Brian Penman is in the DO EM position.
- Volunteer Management Support Officer – Michelle Wells has retired from the VMSO role; Leticia Craig is acting in the position while the process to fill the position is completed.

◇ **Department of Communities**

◇ **Department of Primary Industries and Regional Development**

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

◇ **WA Country Health Service**

◇ **Main Roads WA**

◇ **Department of Transport**

◇ **Water Corporation**

- ◇ **Western Power**
- ◇ **Aqwest**
- ◇ **St John Ambulance**
- ◇ **Telstra**
- ◇ **Atco Gas**
- ◇ **Moore Road Emergency Response Group**

9 MATTERS BEHIND CLOSED DOORS

10 CLOSURE OF MEETING

The Chairperson advises that the next date of the Local Emergency Management Committee Meeting will be Wednesday 9 August 2023 commencing at 10.00 am at the Shire of Dardanup – Administration Centre Eaton.

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