



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held

10th of May 2023

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.

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."

SHIRE OF DARDANUP**MINUTES FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 10 MAY 2023, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE
AND VIA TEAMS, COMMENCING AT 10.00AM.****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Chairperson, Cr. M T Bennett declared the meeting open at 10.02am, 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. 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

Cr Michael Bennett		Shire President (Chairperson)
Cr Ellen Lilly	-	Elected Member
Mr Stephen Loiterton	-	Coordinator – Emergency & Ranger Services
Mr Brian Penman	-	Department Fire & Emergency Services
Ms Roma Boucher	-	Department of Communities
Mr Graeme Offer	-	Moore Road Emergency Response Group
Mr Steve Collins	-	Water Corporation – <i>Via Teams</i>
Mr Ian Prosser	-	Aqwest – <i>Via Teams</i>
Mr Darren Cooper	-	Depart of Biodiversity, Conservation & Attractions

2.2 Observers

Mr André Schönfeldt	-	Chief Executive Officer
Mrs Michelle Dennis	-	A/Development Services Manager
Ms Hannah Powell	-	Emergency Management Officer
Mrs Amanda Tuberes	-	PA Director Special Projects & Community
Mrs Erin Hutchins	-	Department of Fire & Emergency Services
Ms Annette Webster	-	Community Member

2.3 Apologies

Cr Patricia Perks	-	Elected Member
Mr Neil Nicholson	-	Principal Environmental Health Officer
Snr Sgt Heath Soutar	-	WA Police (Australind) (Deputy Chairperson)
Sgt Chris Page	-	WA Police (Capel)
Mr Tim Stevens	-	Dept of Primary Industries & Regional Development
Mr Charles Wilkes	-	St Johns Ambulance WA
Ms Debra Leverington	-	Telstra
Ms Leigh Hall	-	WA Country Health Service
Mr Mick Sheaf	-	Atco Gas
Mr Peter Westgate	-	Department of Transport
Mr Dave Smith	-	Main Roads WA
Mr Scott Fitzgerald	-	Western Power

3 PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**4.1 Local Emergency Management Committee Meeting Held 8 February 2023****OFFICER RECOMMENDED RESOLUTION
& LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION**

LEM 03-23 MOVED - Cr E P Lilly SECONDED – Cr M T Bennett

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

CARRIED

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

Discussion:

Chairperson Cr. M T Bennett asked if there were any Declarations of Interest to made:

- *Cr E P Lilly declared a Financial Interest in relation to Item 8.2 Title: Agency Report – Various to the Department of Communities Report, specifically the request for the Committee to receive the Local Emergency Welfare Plan. Cr. E P Lilly advised that she owns a business that is located in an adjoining Shire and would leave the room when the Committee considered it.*

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.

Discussion:

Chairperson Cr M T Bennett advised that there are some other Shire facilities that could be utilised for smaller scale Evacuation Centres. Namely the Fishwick Pavilion on Pratt Road, Eaton, which is currently under construction and will be available for use by the end of the year. The Boomer's Football Club, adjacent to the Eaton Shire office and the newly constructed Wells Change Rooms in Dardanup.

The Shire is concerned that if the Eaton Recreation Centre is used as the first option, it may have an impact on business continuity, so the preference would be to use the suggested options above in smaller scale scenarios.

Ms Roma Boucher noted that using multiple facilities as evacuation centres creates a need for more staff to man them, so that would need to be taken into consideration.

Mr Brian Penman noted that consideration for locations with enough space to hold Community Meetings also needs to be considered.

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.

◇ **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 was 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.

Discussion:

Chief Executive Officer, Mr André Schönfeldt advised that the Shire of Dardanup, on behalf of the Bunbury Geographe Region would be submitting an application for both State and Federal funding for the Bunbury Geographe Integrated Information Network (BGIRRN). The Shire will also be submitting an application for funding of a Mobile Generator and is seeking the LEMC's support.

The Chairperson Cr M T Bennett advised that Members can review further information on the BGIRRN by visiting the Latrobe Valley Information Network: [Latrobe Valley Information Network \(LVIN\) - Powered by Attentis®](#).

The Chairperson Cr M T Bennett put forward a motion that the LEMC support the Shire of Dardanup with their Grant applications:

LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

LEM 04-23

MOVED –

Cr M T Bennett

SECONDED –

Cr E P Lilly

THAT the Shire of Dardanup Local Emergency Management Committee support the Shire of Dardanup and the Bunbury Geographe Region's application for the Bunbury Geographe Integrated Information Network (BGIRIN) and a mobile generator for the Shire Administration Building and Welfare Centre.

CARRIED

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 was appointed position while the process to fill the position is completed.

THE BELOW FURTHER INFORMATION WAS DISTRIBUTED TO THE LOCAL EMERGENCY MANAGEMENT COMMITTEE ON 5 MAY 2023

◇ Department of Communities

The below report was prepared by Renee Flaxman A/DESO and Roma Boucher DESO.

Date: From – April 2023 to June 2023 inclusive.

Report

With my last day as Acting DESO being Friday the 28th April, I wanted to take the opportunity to thank all members of the LEMC committee, Shire, Local Government Agencies, and other stakeholders for being so welcoming and supportive. It has been a great experience and I have learnt a lot.

Roma Boucher steps back into her role of substantive DESO as of the 1st May.

Response to the Kimberley Floods:

- The Department of Communities (Communities) continues to provide emergency welfare services to residents impacted by the Kimberley floods.
- As of 26 April 2023:
 - 17 people remain in Communities' supported emergency accommodation in Broome and Derby.
 - 88 people are in Phase 1 Temporary Accommodation, including 27 in the Derby Hostel and 61 in Humanihuts in Loanbun, Fitzroy Crossing and Bungardi.
 - Since the Disaster Response Hotline opened on the 11 January 2023 until COB 24 April 2023 Communities has responded to a total of 1,792 calls.

Response to Cyclone Ilsa:

- On 12 April the Department of Communities was activated to stand up 5 evacuation centres in preparation for Cyclone Ilsa. These included one in Port Hedland, one in Newman, one in Nullagine and two in Marble Bar. The Red alert was issued during the afternoon of 13 April with all teams locking in by 6pm. The final all clear was given at 1:22pm on 14 April, allowing individuals to leave the centres and go home. A total of 68 individuals were provided with meals, personal requisites, and accommodated in centres overnight: 28 in Port Hedland, 20 in Marble Bar and 20 in Nullagine.

Review of Proposed Interim Evacuation Centre

On 30 March a site visit to the Boyup Brook Football Club was undertaken to complete an audit and risk assessment of the premises as the proposed interim venue for the standing up of an evacuation centre in the event of an emergency while the Boyup Brook Town Hall renovations (commencing 3rd of April) are being completed.

Training, Exercises, Webinars

- Several online webinars attended, including the Leave Nobody Behind series, Recovery Exercising Toolkit, and EMPA (Emergency Media and Public Affairs) 2023 Webinar Series.
- Attended inter-agency Desktop Emergency Preparedness Exercise for Harris and Wellington Dams hosted by Water Corp.
- Ongoing preparedness and response training will be provided to departmental staff, as well as interested stakeholders.

Local Emergency Welfare Plan (LEWP)

- The Shire's LEWP which is prepared by the Department of Communities was circulated to the LEMC at the November 2021 and May 2022 meetings.
- The contents section (i.e. pages 3-16) of the LEWP have not changed, however additional information and detail has been included in the appendices, including updating contact details. These have now been completed and the plan is attached again for your review.
- If there are no further updates, I would ask through the Chair if the LEWP can be tabled/endorsed/or noted today?

Note: Could the LEMC chair please advise if the LEWP is required to be submitted to a Council meeting as different Local Governments haven't different processes?

- Otherwise, I will ask for the LEMC to table/endorse or note at the next LEMC meeting scheduled for 9th August 2023

END

DECLARATION OF INTEREST

Cr. E P Lilly declared a Financial Interest in this item and left the room [10.35am].
Please refer to Part 7 'Declaration of Interest' for full details.

Discussion:

The Chairperson Cr M T Bennett put forward a motion that the LEMC receive the Department of Communities Local Emergency Welfare Plan:

LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

LEM 05-23 MOVED – Cr M T Bennett SECONDED – Ms Roma Boucher

THAT the Shire of Dardanup Local Emergency Management Committee receive the Department of Communities Local Emergency Welfare Plan.

RECEIVED

Note: Cr E P Lilly returned to the room [10.36am].

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

Mr Darren Cooper advised there was nothing to report.

◇ **Water Corporation**

Mr Steve Collins advised there was nothing to report.

◇ **Aqwest**

Mr Ian Prosser advised there was nothing to report.

◇ **Moore Road Emergency Response Group**

Mr Graeme Offer advised that they would like to run an emergency scenario in July in conjunction with WA Police, DFES and DMIRS.

9 MATTERS BEHIND CLOSED DOORS

None.

10 CLOSURE OF MEETING

The Chairperson advised 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.

Discussion:

Chairperson M T Bennett advised that the next LEMC may take place as an all online meeting via Teams, however that will be confirmed depending on the Agenda.

There being no further business the Chairperson declared the meeting closed at 10.38am.