



# **A G E N D A**

## **LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

To Be Held

**Wednesday, 10 November 2021  
Commencing at 10.00am**

At

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

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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 November 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: 3 November 2021

**Note:** If interested persons would like to make comment on any items in this agenda, please email [records@dardanup.wa.gov.au](mailto: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.

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## VISION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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### **Members of Local Emergency Management Committee**

- Cr. M T Bennett - Elected Member - Chairperson
- Cr. E Lilly - Elected Member
- Cr. P Perks – Elected Member (Proxy)
- Coordinator Emergency & Ranger Services – Staff
- Representative – WA Police (Deputy Chairperson)
- 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:  
[2021 - ToR - Local Emergency Management Committee](#)

## COUNCIL ROLE

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
<b>Executive/Strategic</b>	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-Judicial</b>	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

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

**SHIRE OF DARDANUP****AGENDA FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING TO BE HELD ON WEDNESDAY 10 NOVEMBER 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

**3 PRESENTATIONS**

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

4.1 Local Emergency Management Committee Meeting Held 11 August 2021

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Local Emergency Management Committee Meeting held on 11 August 2021, be confirmed as true and correct subject to no / the following corrections:**

**5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

**6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

None.

**7 DECLARATION OF INTEREST**

“Committee Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

## 8 REPORTS OF OFFICERS

### 8.1 Title: Update Report from Shire of Dardanup

*Reporting Department:* Sustainable Development  
*Reporting Officer:* Mrs Erin Hutchins - Coordinator Emergency & Ranger Services  
*Legislation:* Local Government Act 1995  
Emergency Management Act 2005

#### 8.1.1 Acronyms & Terms

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

#### 8.1.2 Confirmation of LEMA Contact Details and Key Stakeholders

A copy of the Shire of Dardanup LEMA contact and resource directory is attached under a separate cover (APPENDIX LEMC: 8.1A – Under Separate Cover). Please note that this document is confidential and should not be circulated outside of the LEMC.

It is requested that any required changes to contact and key stakeholders details are notified as soon as possible to the Shire of Dardanup via [emergency@dardanup.wa.gov.au](mailto:emergency@dardanup.wa.gov.au) to allow updates to be made.

#### 8.1.3 Committee Membership & Resources

There are no new membership requests at this time.

#### 8.1.4 Status of Local Emergency Management Arrangements (LEMA)

The Shire of Dardanup Local Emergency Management Arrangements (LEMA) completed a full review and at the LEMC meeting held 11<sup>th</sup> August, the committee was requested to provide additional feedback no later than Friday 10<sup>th</sup> September. No feedback was received, therefore the final LEMA is presented to the committee for endorsement. (APPENDIX LEMC: 8.1B)

In addition, the Local Recovery Support Plan (LRSP) completed a full review and at the LEMC meeting held 11<sup>th</sup> August, the committee was requested to provide additional feedback no later than Friday 10<sup>th</sup> September. (APPENDIX LEMC: 8.1C)

No feedback was received, therefore the final LEMA and LRSP is presented to the committee for endorsement.

### **OFFICER RECOMMENDED RESOLUTION & LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION**

**THAT the Local Emergency Management Committee recommends that Council adopt the Shire of Dardanup Local Emergency Management Plan and Local Recovery Support Plan (Appendix LEMC: 8.1A).**

- 8.1.5. Exercises that Tested the LEMA - Nil to report.
- 8.1.6. Sub-Committees or Working Groups - Nil to report.
- 8.1.7. Projects Undertaken - Nil to report.
- 8.1.8. Key Achievements

### **WA Emergency Management Conference (AWARE Funding)**

The WA Emergency Management Conference was held at the Bunbury regional Entertainment Centre (BREC) on Wednesday 13th October with approximately 200 experts, employees and volunteers involved in Emergency Management in attendance. Delegates travelled to Bunbury for the event from as far away as Coolgardie and Ashburton as well as Perth and across the South West and Great Southern regions with additional delegates participating via a live stream.

Minister for Emergency Services the Hon. Reece Whitby MLA opened the conference with the Shire President Mick Bennett also addressing attendees and acknowledging the range of agencies and organisations represented at the conference.

Conference speakers who offered insight, reflection, understanding and motivation over a wide range of cutting edge topics to the theme 'Building Capacity to adapt in an Era of Unprecedented Disasters' were:

- Dr. Robert Glasser - Head of the Climate and Security Policy Centre at the Australian Strategic Policy Institute (ASPI).
- Dr. Kate Brady - National Recovery Adviser, Australian Red Cross. Research Fellow – Community Resilience, University of Melbourne.
- Aaron Kearney (OAM) - ABC International Pacific Disaster Preparedness Broadcast Unit Lead and host of "[Pacific Prepared](#)" program.
- Lewis Winter - Adjunct Lecturer in Emergency Management, Charles Sturt University
- Tim Muirhead - Director of [CSD Network](#).
- Dr Erin Smith - Associate Professor of Disaster and Emergency Response in the School of Medical and Health Sciences at Edith Cowan University.
- Craig Cuthbert - Coordinator Community Safety & Emergency Management Shire of Mundaring.
- Brett Hopley Emergency Preparedness Coordinator, Incident and Emergency Management Sustainability and Biosecurity Department of Primary Industries and Regional Development.
- Bec Pianta – Executive Manager Bushfire Knowledge Western Australian Department of Fire and Emergency Services - Bushfire Centre of Excellence.
- Russell Wells – District Officer Training Delivery Western Australian Department of Fire and Emergency Services.
- Clifton Tjapanangka Payirntarri Bieundurry – Traditional and Cultural Fire Officer Western Australia Bushfire Centre of Excellence.
- Zachariah Merrit – Trainee Western Australia Bushfire Centre of Excellence.
- Jeremy Wright – Trainee Western Australia Bushfire Centre of Excellence.

The Conference was made possible through funding support which was generously provided by the State Emergency Management Committee's AWARE Grants Program.



## Animal Welfare in Emergencies (AWE) Training

After the successful completion of the Animal Welfare in Emergencies project that enabled the Shire to review and update their Animal Welfare Support Plan (AWSP), the Shire was successful in its application to Round 2 of the Local Government Animal Welfare in Emergencies Grant Program, funded by the Department of Primary Industries and Regional Development (DPIRD) and administered by the WA Local Government Association (WALGA). Funding enabled three Officers from the Shire the opportunity to attend a 3 day training course at the Muresk Institute (Northam) that enhanced their skills and knowledge in safely dealing with animals during an emergency. The training covered relevant topics including:

- State-level Plan for Animal Welfare in Emergencies overview.
- Best practice in animal husbandry including identification.
- Establishing an Animal Welfare Centre.
- National Livestock Identification Scheme ((NLIS) and reporting to the Central Command Database.
- Tag identification.
- Lessons learnt from Wooroloo.
- Low stress livestock handling.
- AIIMS and the Chain of Command in Emergency Management.
- Role of Department of Biodiversity, Conservation and Attractions and RSPCA.
- Safe fauna handling, containment and transport in emergency situations.
- Animal first aid/triage.
- Livestock health and welfare.
- Livestock handling in emergency situations.
- Humane Euthanasia including compliance with animal welfare requirements.
- Animal Welfare Regulations overview.
- Livestock transportation.
- HMA Structure and Incident Coordination.
- Animal Welfare in Emergencies field exercise.

8.1.9. Local Training Needs or Opportunities - Nil to report.

8.1.10. Funding Opportunities - Nil to report.

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

8.1.12. Emergency Risk Management Processes/Treatment Strategies - Nil to report.

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

8.1.14. Completion of Annual and Preparedness Report Capability Survey - Nil to report.

8.1.15. Seasonal review – fire season preparedness

Refer DFES representative report if applicable.

8.1.16. Seasonal review – storm season preparedness – Nil to report

Refer DFES representative report if applicable.

## 8.2 Title: Agency Reports – Various

*Reporting Department:* Various

*Reporting Officer:* Various

*Legislation:* Local Government Act 1995  
Emergency Management Act 2005

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

### Background

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

#### ◇ **Office of Emergency Management – Vik Cheema**

#### ◇ **Department of Communities – Michele Duxbury**

- Meeting of stakeholders – Since commencing in the DESO role at the end of September 2021, I have focused on meeting local governments which has included visiting the primary welfare/evacuation centres within that local government to familiarise myself with their set ups.
- I have included in this report information regarding COVID 19 and the department's guidelines & PPE Donning and Doffing in a Non - Hospital setting (APPENDIX LEMC: 8.2A).
- Welfare Plan – the DC local Emergency Welfare Plan for the Shire of Dardanup is a fluid document and they have recently been updated to be sent out with the minutes for members to review, amend, add or delete information, and to make comments before coming back to the next meeting (APPENDIX LEMC: 8.2B).

**Action: LEMC members to review and send through any changes to Michele Duxbury by 31 January 2022.**

- Exercises/Training – Fortunately, I have been involved in several exercises since commencing which has allowed me to understand the Dept of Communities processes/procedures and other agencies as well.
- Communities staff – As the fire season begins, I have concentrated my efforts on staff being prepared and ensuring emergency kits are stocked and ready.

I have included several links from the Department of Health that may be of interest to you regarding further COVID advice: -

[COVID-19 \(coronavirus\) \(health.wa.gov.au\)](https://www.health.wa.gov.au)

[Personal protective equipment \(PPE\) for the health workforce during COVID-19 | Australian Government Department of Health](#)

Please take the time to read the Department's COVID-19 Welfare Centre Guidelines that have been constructed for the safety of evacuees and staff/volunteers. As the lead agency for evacuation/welfare centres, the Department of Communities (DC) developed the Evacuation Centre Guidelines with a COVID Context. The DC document when it was formulated looked at the QLD, NSW

and Red Cross guidelines along with input and guidance from our own Agency Working Group in conjunction with specialist advice from Health Dept, SWICC, SHICC, Emergency Services Agencies and WALGA etc. The Department of Communities Guidelines are the accepted procedures for WA and at all times DC adheres to the advice given by the HMA – Dept of Health in relation to COVID-19.

Currently, should we go into a lockdown (see the isolation and accommodation section) please be advised that:

#### **Isolation Protocol – Self Isolating Residents in the Community**

- Those that are either a positive case or significant/high risk close contact will already be in a SHICC hotel.
- It is likely that in the event of an activation we may be presented with a community resident that is self-isolating due to (1) being at a high risk close contact site or (2) pending the result of a COVID test.
- In the event of (1) or (2) if the individual has presented in person at the evacuation centres they are to be directed back to their vehicle and remain there until alternate accommodation can be sought.
- DC/LG will be required to contact the SWICC On-Call through the DC Emergency Services Oncall Duty Officer (0418 943 835) who will triage, assess and coordinate the booking of accommodation.
- If we require a COVID person on-site DC Oncall Duty Officer will arrange on request.

#### **Accommodation**

- DC has a number of accommodation providers on a list and will be able to obtain accommodation on request.
- Some accommodation may already be reserved if there is an identified need (notification of a lockdown) – this is dependent on the current status as advised by Health.
- WAPOL are happy to provide self-isolation information for a particular area within an activation area to DC – this information can be provided to LG's.

- ◇ **Department of Fire & Emergency Services**
- ◇ **Department of Primary Industries and Regional Development**
- ◇ **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**

- ◇ **Telstra**
- ◇ **Aqwest**
- ◇ **Atco Gas**
- ◇ **Australian Rail Group**
- ◇ **St John Ambulance**

<b>9      MATTERS BEHIND CLOSED DOORS</b>
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<b>10      CLOSURE OF MEETING</b>
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The Chairperson advises that the date of the Local Emergency Management Committee Meeting will be advised at a later date.

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