



# ***AGENDA***

## **LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

**To Be Held**

**Wednesday 11 August 2021  
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, 11 August 2021 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 10.00am.

A handwritten signature in black ink, appearing to read "André Schönfeldt", is positioned above the printed name.

**MR ANDRÉ SCHÖNFELDT**

Chief Executive Officer

Date: 6 August 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. P Perks - Elected Member
- Cr. S Gillespie – Elected Member
- Coordinator Emergency & Ranger Services – Staff
- Representative – WA Police (Deputy Chairperson)
- Representative – Department of Communities
- Representative – Department of Agriculture & Food WA
- Representative – Department of Biodiversity, Conservation & Attractions
- Representative – Department of Health
- Representative – Main Roads WA
- Representative – Department of Fire & Emergency Services – Fire
- Representative – Department of Fire & Emergency Services – Natural Hazards
- Representative – Public Transport Authority
- Representative – Water Corporation
- Representative – Western Power
- Representative – Aqwest
- Representative – St Johns Ambulance WA
- Representative – Telstra Australia
- Representative – Australian Railroad Group
- Representative – ATCO Gas
- Observer - District Emergency Management Advisor – SW Office of Emergency Management (OEM)

### **Terms of Reference**

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:  
[2019 - ToR - Local Emergency Management Committee](#)

## COUNCIL ROLE

<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 e.g. 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 (e.g: 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 11 AUGUST 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 Observer****2.3 Apologies**

Mr Vik Cheema	-	Department of Fire & Emergency Services
Mr Tim Stevens	-	Dept of Primary Industries and Regional Development
Ms Debra Leverington	-	Telstra

**3 PRESENTATIONS****4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****4.1 Local Emergency Management Committee e-Meeting Held 12 May 2021****OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Local Emergency Management Committee e-Meeting held on 12 May 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

<i>Reporting Department:</i>	<i>Sustainable Development</i>
<i>Reporting Officer:</i>	<i>Mrs Erin Hutchins - Coordinator Emergency &amp; Ranger Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Emergency Management Act 2005</i>

- Acronyms & Terms

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

- Confirmation of LEMA Contact Details and Key Stakeholders

An electronic copy of the Shire of Dardanup LEMA contact and key stakeholder details is available upon request. 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.

- Committee Membership & Resources

There are no new membership requests at this time.

- Status of Local Emergency Management (Recovery) Arrangements (LEMA)

The Shire of Dardanup Local Emergency Management Arrangements (LEMA) (**Appendices LEMC 8.1A**) has completed a full review and is now presented to the committee for feedback. Please provide any feedback no later than Friday 10<sup>th</sup> September to [emergency@dardanup.wa.gov.au](mailto:emergency@dardanup.wa.gov.au).

In addition, the Local Emergency Recovery Arrangements (LERA) (**Appendices LEMC 8.1B**) has also completed a full review and is presented to the committee for feedback. Please provide any feedback no later than Friday 10<sup>th</sup> September to [emergency@dardanup.wa.gov.au](mailto:emergency@dardanup.wa.gov.au).

Through funding provided by the Department of Primary Industries and Regional Development (DPIRD) and administered by the WA Local Government Association (WALGA), the Shire has completed a full review of the Shire of Dardanup Animal Welfare Support Plan and is now presented to the committee for endorsement. (**Appendices LEMC 8.1C**)

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

**THAT the Local Emergency Management Committee recommends that Council adopt the Shire of Dardanup Animal Welfare Support Plan.**

- Exercises that Tested the LEMA

A desktop exercise of the Animal Welfare Support Plan (AWSP) was completed on the 19 May 2021 with relevant stakeholders through the Animal Welfare in Emergencies project.

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

- Projects Undertaken

#### **Animal Welfare in Emergencies (AWE) Project**

Through the Animal Welfare in Emergencies (AWE) project, Officers have completed the review of the Animal Welfare Support Plan (AWSP).

The project enabled the Shire to review the AWSP and directly plan for the impacts of an emergency with key stakeholders (both agency and organisations) involved in or responsible for animal welfare in emergencies. A consultant was engaged to facilitate the planning workshop and exercise, both held in May, which provided an opportunity to share best practice examples through input from key stakeholders involved in the review, as well as to test the plan for its effectiveness.

By explicitly recognising and integrating animals into emergency management plans and developing an Animal Welfare Support Plan the benefits are:

- Improved management of animals before, during and after an emergency.
- Improved human welfare and safety during emergencies.
- Provided clear roles and responsibilities within a command and control structure to allow effective implementation of plan.
- Developed specific roles for the management of animals that will be assigned by the Shire e.g. Animal Welfare Coordinator.
- Recognised and included local community groups invested in animal welfare thus expanding response and recovery resources.
- Provided effective communication framework for local stakeholders in an emergency situation.
- Increased understanding of emergency management processes with local animal welfare organisation and groups not normally included in emergency procedures.

- Key Achievements - Nil to report.

- Local Training Needs or Opportunities - Nil to report.

- Funding Opportunities

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

Planning for the WA Emergency Management Conference, scheduled for 13<sup>th</sup> October 2021 at the Bunbury Regional Entertainment Centre, is progressing well.

The Shire has received positive feedback from the Hon Reece Whitby MLA, Minister for Emergency Services who has offered to open to conference, as well as the South West Superintendent Andy Wright.



Key speakers who will offer insight, reflection, understanding and motivation over a wide range of cutting edge topics to our theme 'Building Capacity to adapt in an Era of Unprecedented Disasters' are:

- 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](#).

We are also liaising with a number of other speakers that will add value to the day.

The AWARE Grants Program presented a unique opportunity for the Shire to host and facilitate a conference that will showcase emergency management leaders from around the State as well as providing a learning opportunity and promoting the Shire's leadership in emergency management.

Tickets are now available via the [Bunbury Regional Entertainment Centre](#) (BREC) or via the [Shire of Dardanup](#) website.

### **Animal Welfare in Emergencies (AWE) Training Grant Program**

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 made application to Round 2 of the Local Government Animal Welfare in Emergencies Grant Program. WALGA and DPIRD invited grant applications that offered an opportunity for the Shire to enhance the skills and knowledge of Shire Officers in safely dealing with animals during an emergency by attending a three-day training course delivered by the Muresk Institute.

Three opportunities are available to attend the training course, with only 45 positions across the State being offered. Applicants needed to indicate in their application their preferred course date. Each course will be limited to 15 people per course. To be eligible for a grant, Local Government staff who have a direct or indirect role in safeguarding animal welfare in emergencies were encouraged to apply, including, but is not limited to: Emergency Management Officers, Community Safety Officers, and Rangers. There was no limit on the number of applicants from any one Local Government.

Successful applicants will be advised in August with the first course commencing in September.

### **Mitigation Activity Funding (MAF) 2021-2022**

The Shire was successful in its submission to Round 1 2021-2022 of MAF for additional funding worth \$337,295.00, for further bushfire mitigation treatments to reduce the bushfire risks within the Shire. A total of 21 treatments were identified.

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

The Shire is has acquitted the 2020-2021 Mitigation Activity Funding (MAF) after completing mitigation activities to identified areas at risk of bushfire throughout the 2020-2021 financial year. A total of 35 bushfire mitigation treatments were completed.

The Shire will continue to reduce the bushfire risk within the Shire through the 2020-2021 MAF program.

- Post Incident / Exercise Reports

Recent active cases of Coronavirus in Perth had little impact on business as usual activities for the Shire, however did see a couple the Shire's employees being required to wear masks during the period of restrictions imposed on the Perth and Peels regions.

- Completion of Annual and Preparedness Report Capability Survey

The Shire has completed and submitted the 2021 Annual and Preparedness Report Capability Survey, conducted on behalf of the State Emergency Management Committee (SEMC).

- Seasonal review – fire season preparedness

Refer DFES representative report in applicable.

- Seasonal review – storm season preparedness – Nil to report

Refer DFES representative report if applicable.

## 8.2 Title: Agency Reports – Various

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

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

### Background

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

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

##### State

State Emergency Management Committee met on 7 May 2021. Please see attached copy of the SEMC Communique. Key points to note:

- Current emergency events impacting Western Australia.
- National Recovery and Resilience Agency.
- Lessons management.
- Land based search and rescue
- Evacuation centres.
- State Hazard Plans.

Copy of the SEMC Communique for the May 21 meeting is attached. (**Appendices LEMC 8.2A.**)

##### District – South West

- South West COVID Operations Area Support Group meetings will continue on a monthly basis. Nothing significant to report.

##### Local

#### **2021 Annual and Preparedness Report Capability Survey**

- Thank you to all local governments for completing the survey.
- A draft LEMC Terms of Reference (TOR) document is prepared as part of the proposed LEMC handbook. LEMC are requested to consider reviewing the current LEMC TOR to ensure that the LEMC is established under the correct legislative requirements.
- A copy of the draft LEMC TOR is attached to this report.
- Copy of the Local Emergency Management Arrangement – Status is attached to this report.

- ◇ **Department of Communities**
- ◇ **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 Wednesday 10 November 2021 commencing at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

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