



# A G E N D A

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

Wednesday, 11 November 2020  
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, 11 November 2020 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: 4 November 2020

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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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### Committee Members:

- 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)

## 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**

**AGENDA FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING TO BE HELD ON WEDNESDAY 11 NOVEMBER 2020, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 10.00AM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, Cr. M T Bennett to declare the meeting open, welcome those in attendance and refer to the Acknowledgement of Country; Emergency Procedure; the Disclaimer and 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 by recognising the strength, resilience and capacity of Wardandi people in this land.*

*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 Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).*

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**

2.1 Attendance

2.2 Observer

2.2 Apologies

**3. PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

4.1 Local Emergency Management Committee Meeting Held 12 August 2020

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Local Emergency Management Committee Meeting held on 12 August 2020, 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

“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.”

## 8. REPORTS FROM OFFICERS AND COMMITTEE MEMBERS

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

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

- Acronyms & Terms

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

- 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.

It is requested that any changes to contact and key stakeholders details are notified as soon as possible to the Shire of Dardanup via records@dardanup.wa.gov.au.

- Committee Membership & Resources

There are no new membership requests at this time.

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

The Shire of Dardanup LEMA was adopted by Council at its Ordinary Council meeting held 1 April 2016. A full review is due in 2021.

- Bushfire Response Plan

The Shire of Dardanup Bush Fire Response Plan (BFRP) was adopted by the Bush Fire Advisory Committee (BFAC) on 14 October 2014 and Council on 5 November 2014. A review was required with the aim to ensure a strong bush fire response capability for the protection of lives and property within the Shire as well as to guide the brigades in bush fire operations and ensure the response is coordinated to enhance community safety and an environment in which residents can feel safe. The BFRP is a support plan for the Local Emergency Management & Recovery Arrangements.

Following a review by Shire Officers in conjunction with the Department of Fire & Emergency Services (DFES), an updated plan was presented at the October BFAC meeting. The BFAC Committee supported the revised BFRP and is now presented to the LEMC for consideration

Following the BFAC meeting in October, further comments from DFES were received in regards to Appendix H – Industrial / Infrastructure Risk Register. The advice from DFES was to remove the following premises for the Risk Register

- Caltex Dardanup Garage
- Caltex Eaton Fair

A copy of the Bush Fire Response Plan with the above amendment is provided (Appendix LEMC 8.1) to LEMC for consideration.

Should LEMC endorse the plan, along with the above amendments it is recommended that this be brought back to the next BFAC meeting for BFAC endorsement.

- Exercises that Tested the LEMA

A LEMC exercise will be facilitated by the District Emergency Management Advisor (DEMA) SW to prepare for the upcoming fire season. The exercise aims to test the remote connectivity during a simulated bushfire event between the Incident Controller and Incident Support Group members via Microsoft Teams.

The discussion exercise will be facilitated via Microsoft Teams. To participate in the LEMC exercise, LEMC members will require an electronic device (laptop/phone/tablet) with access to the internet, microphone, and speakers.

The exercise will be scheduled for **11 November 2020 at 2.00pm.**

- *Joshua–Crooked Brook Rural Urban Interface (RUI) Exercise*

The Shire of Dardanup Local Bushfire Brigades and the Department of Fire and Emergency Services (DFES) will be participating in a Rural Urban Interface (RUI) exercise in the community of Crooked Brook.

- *Aim*

The aim of the exercise is for the Local Bush Fire Brigades to gain a better understanding of the Crooked Brook community, which may assist in improved protection of the community during a bushfire. The exercise will also provide some information to the individual members of the community of the level of preparedness of their properties.

- *Exercise Objectives*

- Assess properties in the locality of Crooked Brook to determine whether they are defensible or not defensible;
- Inform and educate BFB crews on RUI principles and application;
- Inform and educate local residents on how to be fully prepared for bushfire;
- Provide advice and assistance to local residents on Fire Chat, Bushfire Planning Toolkit and DBCA Burn Program; and
- Awareness of the SOP 3.5.8 and Field Guide.

The exercise will be scheduled for 14 November 2020.

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



- Projects Undertaken - Nil to report.
- Key Achievements - Nil to report.
- Local Training Needs or Opportunities - Nil to report.
- Funding Opportunities
  - *Animal Welfare in Emergencies (AWE) Grant*

WALGA in partnership with the Department of Primary Industries and Regional Development (DPIRD) delivered a small grants program to build resilience to the impact of emergencies on animal welfare through capacity building activities in WA Local Government areas. The Shire took advantage of the program and made application for \$11,000 grant funding to review, test and promote the Shires Animal Welfare Support Plan. The Shire has been successful in its application.

The Shire planned a three step project to review, test and promote the Shire's current, but out of date, Animal Welfare Plan (AWP). It is anticipated that by undertaking a review process with key local stakeholders, that incorporates a desktop exercise, will assist in the development of comprehensive and robust arrangements that support the Shire's Local Emergency Management Arrangements in the coordination of animal welfare services before, during and after an emergency.

AWP 'Review' intends to;

- Provide a framework and control structure to manage animals in an emergency that allows for staggered scaling up of response and recourses in line with the scale and severity of the emergency and its impacts;
- Incorporate an 'All Hazards' approach to all species for a wide range of emergency situations that are likely to impact on the welfare of domestic pets, livestock and wildlife.; and
- Outline the processes for inter-agency cooperation at all stages of the emergency management cycle including preparedness, prevention (mitigation), response and recovery.

AWP 'Desktop Exercise' will be developed using the 'SMART Approach' and intends to;

- Increase understanding of roles and responsibilities within the AWP in an emergency scenario context;
- Identify weaknesses and test solutions in a controlled, safe environment to enhance capability and contribute to improvements; and
- Develop networks and build support between local animal welfare organisations and government agencies to ensure effective implementation of the AWP.

AWP 'Community Engagement Plan' intends to;

- Inform and empower the community to exercise choice and take responsibility for their animals before, during and after an emergency.; and
- Promote disaster preparedness and the planning tools available to assist individuals, families and businesses to better prepare themselves, their pets and livestock.

– *DFES Water Tank Initiative*

Through the State Government’s WA Recovery Plan, DFES was provided \$2.0 million over two years (2020/21 & 2021/22) for the provision of water tanks at existing bush fire facilities (not funded through Emergency Services Levy (ESL) collections). The additional funding is intended for bush fire brigades (BFB’s) located in high bushfire risk areas that do not already have a water tank. The Shire took advantage of the funding and has made application for tanks at a number of our brigades. Successful Local Governments will be advised accordingly.

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

- *Emergency Risk Management Processes/Treatment Strategies*

The Shire is continuing mitigation activities to identified areas at risk of bushfire throughout the 2020-2021 financial year utilising successful Mitigation Activity Funding (MAF).

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

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

- *Seasonal Review – Fire Season Preparedness*

Refer DFES representative report.

- *Seasonal Review – Storm Season Preparedness* – Nil to report

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

**THAT the Local Emergency Management Committee:**

1. **Acknowledges the Council endorsed Shire of Dardanup Bush Fire Response Plan with the following amendments, to the “Industrial/Infrastructure Risk Register” - (Appendix LEMC 8.1), noting that the amendments were made under advice from DFES:**

***Removal of:***

- ***‘Caltex Dardanup Garage’***
- ***‘Caltex Eaton Fair’***

***from the Industrial/Infrastructure Risk Register.***

2. **Recommends that the amended Shire of Dardanup Bush Fire Response Plan is presented to the State Emergency Management Committee for endorsement.**
3. **Recommends that the Shire of Dardanup Bush Fire Response Plan, with the above amendment be presented to the next Shire of Dardanup Bushfire Advisory Committee for endorsement.**

## 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

##### **State**

##### *Funding:*

The AWARE grant round for 2020-21 opened at 12 noon Monday 2 November 2020 and closes at 12 noon Friday 11 December 2020.

The All West Australians Reducing Emergencies (AWARE) program aims to enhance WA's Emergency Management arrangements by investing in capacity building and preparedness activities at a local level. Each round of AWARE sets priority categories to be addressed via a competitive grant round.

The current agreement sets out to distribute \$230,000 to WA local governments via a competitive grant round to projects that fall into one or more of the following categories:

- Furthering the emergency risk management process.
- Facilitating capability-based exercises.
- Assisting in reviewing Local Emergency Management Arrangements (LEMA).
- Delivering emergency management training.
- Hosting or facilitating emergency management events or forums.

Local governments are encouraged to submit individual or joint applications.

For further information please see the following link: <https://semc.wa.gov.au/funding/aware>.

##### **District – South West**

South West District Emergency Management Committee (DEMC) met on 13 October 2020. Highlights of the meeting are:

- COVID-19 current status and preparedness update from the WACHS.
- Bushfire Season Preparedness briefings.
- Increased tourism and travellers to the SW region.
- Agency briefs/updates.
- Bushfire CRC Season Outlook.

##### **Local**

A series of LEMC exercises to test the Incident Support Group (ISG) meeting arrangements will be facilitated across the SW region. The exercise schedule is as follows:

LEMC	Exercise Date
Nannup	Wednesday 4 Nov – 3pm
Dardanup	Wednesday 11 Nov 2pm
Bridgetown-Greenbushes	Tuesday 17 Nov 5.30pm
Collie	Wednesday 24 Nov 9am
Donnybrook Balingup	Tuesday 24 Nov 9am
Boyup Brook	Wednesday 25 Nov 10am
Bunbury	Thursday 26 Nov 9.30am
Augusta Margaret River	Tuesday 26 Nov 4.30pm
Busselton	Tuesday 1 Dec 3pm
Capel	Wednesday 2 Dec 10am
Harvey	N/A
Manjimup	TBC

◇ **Department of Communities - Roma Boucher**

I have recently attended our Emergency Services Unit conference in Northam with presentations and topics of interest being:

- Emergency Management in the Wheatbelt;
- DC/Community Services restructure and strategic direction; meeting Geraldine Carlton, recently appointed DC Executive Director EM - Welfare Emergency Controller;
- Workshop – Contemporary Emergency Welfare Preparedness;
- BOM presentation by Bradley Santos and Rob Lawry – Severe Weather/Floods;
- Workshop - Management of Welfare Centres (CoVid-19 lens);
- Planning and tasking for the coming season; and
- Exercise – Burning Ring of Fires.

Recently there have been two items released by the SW OASG

- CoVid-19 Welfare Centre Guidelines (Appendix LEMC 8.2A) – an interim document to provide guidance to our staff and other key agencies in managing welfare centres, whilst mitigating COVID-19 risks to the community and in preparation for this summer season.
- South West Local COVID-19 Annexure (Appendix LEMC 8.2B) – to be read in conjunction with the guidelines referred above and relative to each Local Government (LG). Each LG is asked to provide individual information to the annexure and seeking key information in the areas of population, vulnerable groups, health services, critical supplies, emergency accommodation, access, communications arrangements, cultural considerations and risk analysis that may impede welfare provision for this area.

I wrote to the 12 SW LG’s on 13 August and 14 October requesting a review of the pre-determined welfare centres in relation to COVID-19 physical distancing requirements, i.e. capacity figures for both 2m<sup>2</sup> (short term) and 4m<sup>2</sup> (overnight or longer). When the information is available and in preparation for the summer season, I am required to update the local welfare plans and the State Welfare Centre database. **Note: the latter database is available to WA Police and Hazard Management Agencies.** It would also be helpful to have a copy of any COVID Safety Plan Certificates issued for your facilities; together with any advice as to whether you have partitioning/barriers that could be utilised to section areas, separate entry/exit points etc. Kind thanks to Mel Howard for assisting with this task.

**◇ Department of Fire & Emergency Services – Peter Stewart***High Threat Period*

DFES are in the final stages of preparation for the High Threat Period (HTP). This normally starts on the first Thursday of December.

The HTP will see the State Duty Roster include the Level Three Pre-Formed Teams (L3 PFT). This is a multi-agency Level Three IMT and support.

The SW Region will also implement their HTP Roster which incorporates the Regional Duty Coordinator (RDC), On Call Operations Officer and an Administration Support on call 24/7. Additional teams (particularly for Level 2 incidents) are stood up On Call based on the risk at that time (usually weather based).

Several Pre-Season forums and workshops have already commenced with others planned for the near future. DFES SW and Lower South West regions have a planned multi-agency forum scheduled for Thursday 3 December. This will include DBCA and WA Police Force.

*High Fire Season Fleet Appliances*

DFES SW region are awaiting on the arrival of seven light tankers and four 2.4/3.4 Tankers. These will include a light tanker stationed at each of the Eaton Australind VFRS and Dardanup West BFB stations.

The arrival of these appliances is dependent upon the end of the state's Northern fire season.

*Seasonal Outlook*

The BOM have released their seasonal outlook for November to January. Access to this forecast is available via this link - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

- Increased chance of cooler than average day time temperatures with an increased chance of warmer night time temperatures.
- Increased chance of above average rainfall.

**◇ 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**

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

**9. NEW BUSINESS OF AN URGENT NATURE**

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

**10. CLOSURE OF MEETING**

The Chairperson advises that the date of the next Local Emergency Management Committee Meeting will be advised. The meeting will commence at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

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